



CO-03.3C

Instructions for Assembling Contractor-Specific CQSP Spreadsheets and Running Reports in Predictive Solutions

1.0 USING THE PURCHASER'S CQSP SPREADSHEET TEMPLATE

Contractors will be provided the Purchaser's CQSP Spreadsheet Template to create their Contractor-Specific CQSP spreadsheet. Their CQSP Spreadsheet will be part of their Weekly Progress Report within the Quality Update section.

- See CO-03.3A for an example of a completed Quality Update using an assembled CQSP
- See CO-03.3B for the Purchaser's CQSP Spreadsheet Template

Follow the instructions below to complete this process.

Step 1: Complete Contractor Name Field

Contractor Name: ACME CONSTRUCTION												
			Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI
					Plan	Actual	Plan	Actual		Total	Noncompliant	
Month:	month information only	Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Month Totals			0	0	0	0	#DIV/0!	0	0	#DIV/0!
Split Week (may contain duplicate info from monthly cells)	month/next month	Week							#DIV/0!			#DIV/0!

1.0 Step 1

Step 2: Enter the name of the current month as well as the start and end dates of the reporting cycle week.

Note: If the reporting cycle week stretches into the following month, such as the week of 3/29/2020 to 4/4/2020, use the Split Week row. *Follow instructions in Appendix A, Split Week CQSP Spreadsheet Assembly Instructions, then return to Step #9.*



Contractor Name: ACME CONSTRUCTION												
			Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI
					Plan	Actual	Plan	Actual		Total	Noncompliant	
Month: MARCH	MARCH information only	Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week	3/22/2020	3/28/2020					#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Month Totals				0	0	0	0	#DIV/0!	0	0
Split Week (may contain duplicate info from monthly cells)	MARCH/ APRIL	Week							#DIV/0!			#DIV/0!

1.0 Step 2

Step 3: Determine *Planned* CQS Workdays. Contractors will evaluate their work scopes for the week to determine the number of days where Work involving quality activities is planned to occur. That number is entered in the Plan field under CQS Workdays. (See figure 1.0 Step 3-4 below.)

Step 4: Determine *Planned* CQS Count. Contractors will determine the quantity of surveillances necessary to meet their required CQS Rate, and based on direction from the site team, may include surveillances to target a specific area of concern. This number is entered in the Plan field under CQS Count. (See figure 1.0 Step 3-4 below.)

Contractor Name: ACME CONSTRUCTION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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1.0 Step 3-4

Step 5: At the end of the reporting cycle week, input the *Actual* CQS Count and *Actual* CQS Workdays.

- The Actual CQS Count will be verified using reports within Predictive Solutions. (See 2.1.2, Reviewing, Analyzing, and Incorporating the Observation Report Data to verify CQS count.)

Step 6: Calculate CQS Rate. Contractors must perform two surveillances per CQS Workday, at a minimum, to meet their required CQS Rate. The CQS Rate is automatically calculated when using the T&PS CQSP Spreadsheet.

- $$\text{CQS Rate} = \text{Total \# of CQSs Performed (actual)} / \text{Total \# of CQS Workdays (actual)}$$



Step 7: Enter the quantity of *Behaviors* captured during surveillances (Total / Noncompliant).

- The quantity of *Behaviors* will be verified using reports within Predictive Solutions. (See 2.1.2, Reviewing, Analyzing, and Incorporating the Observation Report Data to verify the quantity of behaviors.)

Step 8: Calculate Contractor Quality Deficiency Index (QDI). Contractor QDI is automatically calculated when using the T&PS CQSP Spreadsheet Template. It is derived by dividing the quantity of noncompliant behaviors by the total number of behaviors captured during the reporting cycle (typically a week). QDI goals are determined by the T&PS Construction Quality supervisor.

- $$QDI = (\# \text{ of Noncompliant Behaviors} / \text{Total} \# \text{ of Behaviors}) * 100$$

Step 9: CQSP Spreadsheet Discussion. Contractors will copy and paste their CQSP Spreadsheet in the Quality Update portion of their Weekly Progress Report to discuss with the T&PS site team.

The figure below shows an example of a completed CQSP Spreadsheet for a one-week reporting cycle.

The monthly totals will be automatically tallied when using the T&PS CQSP Template. All rows in the CQSP spreadsheet are not required to be completed for the month, only the reporting cycle weeks the were worked during the month.

Contractor Name: ACME CONSTRUCTION												
			Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI
Month: MARCH					Plan	Actual	Plan	Actual		Total	Noncompliant	
MARCH information only	Week								#DIV/0!			#DIV/0!
	Week								#DIV/0!			#DIV/0!
	Week								#DIV/0!			#DIV/0!
	Week	3/22/2020	3/28/2020		30	27	6	6	4.5	150	75	0.50
	Week								#DIV/0!			#DIV/0!
Month Totals					30	27	6	6	4.5	150	75	0.50
Split Week (may contain duplicate info from monthly cells)	MARCH/ APRIL	Week							#DIV/0!			#DIV/0!

CQSP Spreadsheet Example

2.0 PREDICTIVE SOLUTIONS REPORTS

Contractors will run different types of Predictive Solutions reports to collect the data for their CQSP spreadsheets and develop their quality surveillance plans.

2.1 Using an Observer Summary Report to Verify CQS Count

Contractors will run an Observer Summary Report within Predictive Solutions to verify the actual CQS count during a specific reporting cycle (typically a week).

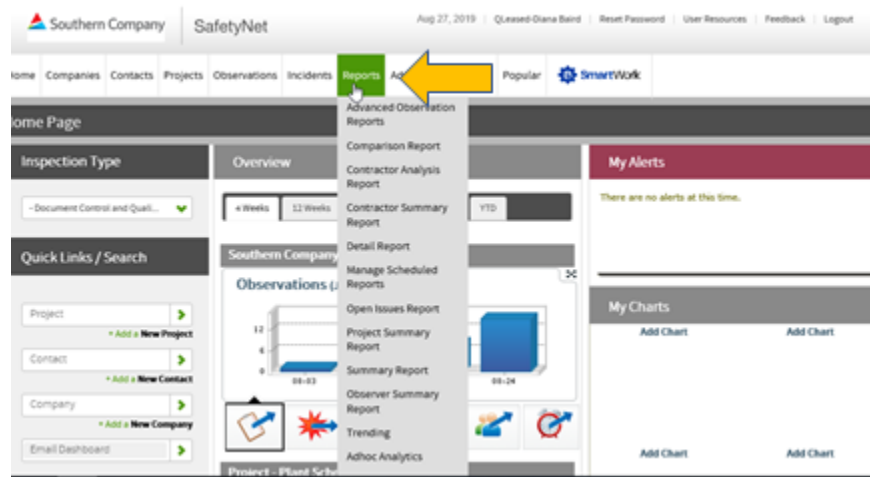


2.1.1 Running an Observer Summary Report

These instructions show how to run the Observer Summary Report within Predictive Solutions.

Step 1: Sign into Predictive Solutions with your unique username and password.

Step 2: Under the Reports Tab, select *Observer Summary Report*.



2.1.1 Step 2

Step 3: Select the boxes beside *Show Inspectors with No Observations* and *Show data for current projects only*.

Step 4: Under Observation Type, select *Quality* (the forms below are not to be used for STEP) from the drop-down menu options.

Step 5: Contractors who are working on multiple projects will select the name of each of their projects using the browse feature for the *Project* field.

Note: Contractors may be required to run an individual report for each project or combine reports for their Weekly Progress Report. Contractors are to defer to the direction provide by their T&PS site team.

Step 6: In the *Company* field, Contractors use the browse feature and select their company name in addition to the name of each of their subcontractors who are participating in the surveillance program with them.

Step 7: Select the observation timeframe being evaluated, using the *Calendar* or *Range* options for *Observation Date*.



Observer Summary Report

Basic

Criteria

Run Report

Clear

Email Report

Save List to Home Page

To retrieve the observer summary report, please enter criteria below then click Run Report.

☒ Show Inspectors With No Observations

☒ Show data for current projects only

☐ Group by projects

☐ Exclude deleted contacts

Observation Type: Quality (The forms below are not to be used for STEP) [v]

Project: [Begin Typing Here...] [browse] Miller Ash Pond Closure [remove] Plant Miller Wastewater Management

Contact: [Begin Typing Here...] [browse]

Company: [Begin Typing Here...] [browse] Trans Ash, Inc. [remove] ATC

Project Hierarchy: [Begin Typing Here...]

Contact Hierarchy: [Begin Typing Here...]

Observation Date: [Range: All] [v] [From: 05/01/2020] [To: 05/31/2020]

2.1.1 steps 3-7

Step 8: Select Run Report in the upper left corner.

Note: This report will reveal **only** Contractor performed surveillances. The observers are personnel who work for the Contractor.



Observer Summary Report

Basic

Criteria

Run Report

Clear

Email Report

Save List to Home Page

To retrieve the observer summary report, please enter criteria below then click Run Report.

<input checked="" type="checkbox"/> Show Inspectors With No Observations	Project Hierarchy: <input type="text" value="Begin Typing Here..."/>
<input checked="" type="checkbox"/> Show data for current projects only	Contact Hierarchy: <input type="text" value="Begin Typing Here..."/>
<input type="checkbox"/> Group by projects	Observation Date: <input type="radio"/> Range: <input type="text" value="All"/> <input type="button" value="v"/>
<input type="checkbox"/> Exclude deleted contacts	From: <input type="text" value="05/01/2020"/> To: <input type="text" value="05/31/2020"/>

Observation Type:

Project:

Contact:

Company:

2.1.1 step 8

2.1.2 Reviewing, Analyzing, and Incorporating Observation Report Data

The Observation Summary Report provides the actual data to incorporate into a Contractor-Specific CQSP Spreadsheet for verification and use in their Quality Update portion of Weekly Progress Reports.

Step 1: Enter the number of surveillances performed in the actual CQS count field of the Contractor-Specific CQSP Spreadsheet. (Refer to 1.0, Step 5 of this Guideline). This is the sum of the numbers in the Observation column of the Observation Summary Report.

Note: In this Guideline, the term *observation* is synonymous with the term *surveillance*. Whenever *surveillance* is used in this document, it is referring to an *observation* in Predictive Solutions.



Executed new search info

Displaying 3 of 3 records

Inspector	Company	Observations	Behaviors	Last Obs...	Inspector Percentile	At-Risk Total	Position
Casey Reeves		12	12	04/04/2020	☆☆☆☆☆ 97.07%	2	
Neal Mosley		0	0		☆☆☆☆☆ 94.63%	0	Safety
Victoria Wilburn		0	0			0	Safety Coordinator

Page Totals Observations: 12 Behaviors: 12

Report Totals Observations: 12 Behaviors: 12

This is the sum of surveillances. This number is the actual CQS count.

2.1.2 step 1

Step 2: Enter the number of *Total Behaviors* and *Noncompliant Behaviors* in the appropriate fields of the Contractor-Specific CQSP Spreadsheet. (Refer to 1.0, Step 7 of this Guideline) This is the sum of the numbers in the *Behaviors* column, and the sum of the numbers in the *At-Risk Total* column of the Observation Summary Report.

Note: In this Guideline, the term *at-risk* is synonymous with the term *noncompliant*. Whenever *noncompliant* is used in this document, it is referring to an *at-risk* behavior in Predictive Solutions.

Executed new search info

Displaying 3 of 3 records

Inspector	Observations	behaviors	Last Obs...	Inspector Percentile	At-Risk Total	Position
Casey Reeves	12	12	04/04/2020	☆☆☆☆☆ 97.07%	2	
Neal Mosley	0	0		☆☆☆☆☆ 94.63%	0	Safety
Victoria Wilburn						Safety Coordinator

Page Totals Observations: 12 Behaviors: 12

Report Totals Observations: 12 Behaviors: 12

This is the total of all behaviors (compliant and noncompliant).

Add the numbers in this column. This will be the total number of noncompliant behaviors.

2.1.2 Step 2

Step 3: Contractors will incorporate their CQSP Spreadsheet into the Quality Update portion of their Weekly Progress Report. Images from Predictive Solutions can be used in the Quality Update portion for discussion. This can be done by using screen shots of the data displayed or using the export function in Predictive Solutions and copying and pasting into the Quality Update portion of their Weekly Progress Report. See CO-03.3A for an Example Quality Update included in a Weekly Progress Report.

2.2 Using a Project Summary Report

Contractors will use a Project Summary Report within Predictive Solutions to view surveillances they performed, and surveillances performed by the Purchaser on their work. Contractors will analyze this report to plan their surveillances for the upcoming cycle (week).

This data is also used to determine areas besides the current work scope the contractor may need to focus on or target. Targeted surveillances are performed to proactively mitigate negative trends.



Contractors will select the applicable Predictive Solutions checklists to capture unique behaviors when performing planned surveillances and targeted surveillances.

Example of targeted surveillances include, but are not limited to:

- Scopes of work that have known issues based on previous work history.
- Scopes of work considered high-risk either performed by Contractors or their Subcontractors.
- Work areas where there were not enough behaviors captured in previous surveillances to accurately assess Contractor performance.

Contractors will communicate the results of surveillances during the *CQSP Update* portion of their Quality Update. (See CO-03.03, section 4.1.1.4, for the Quality Update Requirements)

2.2.1 Running a Project Summary Report

These instructions show how to run a Project Summary Report to analyze site-specific CQS data and identify risks and trends.

Step 1: Sign into Predictive Solutions with your unique username and password.

Step 2: Select *Project Summary Report* under the Reports Tab.



2.2.1 Step 2



Step 3: Select Quality (the forms below are not to be used for STEP) under the Observation Type Tab.

2.2.1 Step 3

Step 4: Contractors select their name using the browse feature for the *Contractor* field or type their name in the field. Select the cycle time to be evaluated using the dates in the *Observation Date* field.

2.2.1 Step 4

Step 5: Contractors who are working on multiple projects, will select the name of each of their projects using the browse feature for the *Project* field.

Note: Contractors may be required to run an individual report for each project or combine reports for their Weekly Progress Report. Contractors are to defer to the direction provided by their T&PS site team.



Project Summary Report - Basic

Basic Advanced

Criteria  COLLAPSE

Run Report


Clear

Export to Word

Email Report



Save List to Home Page

Based On Behavior Information





Observation Type: Quality (The forms below are not to be used for STEP) 


☒ Merge results across types




Category: N/A



Project Segment: contains  



Plan Type: N/A


Contractor(s):  
 

Contractor Company Type: 



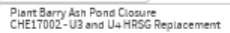

Observation Date: ☐ Range: All 
☒ From:  To: 

Inspectors:  

Secondary Inspectors:  


Contributing Factor: 



Based On Project Information

Project(s):  
 

☐ Include Projects Without Observations

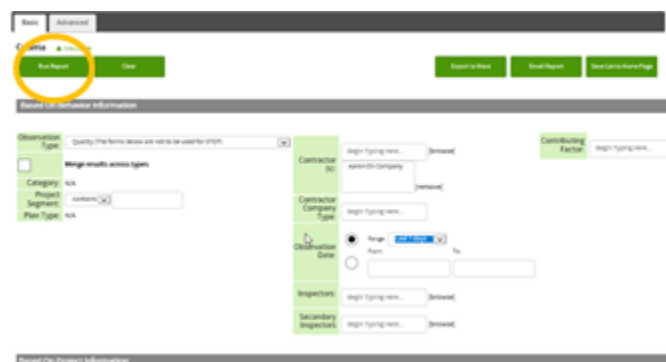
☐ Include Current Projects Only

Organization Hierarchy: 

Index Date Range: All time 
☐ Show only projects with at least  Behaviors

2.2.1 Step 5

Step 6: Select Run Report (green icon in the upper left corner).



2.2.1 Step 6



2.2.2 Reviewing, Analyzing, and Incorporating Project Summary Data

The Project Summary Report displays overall surveillance numbers for the Contractor. The data is inclusive of surveillances performed by the Contractor, and surveillances performed by others overseeing the Contractor.

Executed new search [info](#) Displaying 1 of 1 records

Project	Probability	Owner	#Observati...	#Behaviors	#At-Risk	%Safe	%At-Risk	Index Percentile	Last Obse...	
DAN18006 U1...		Southern Co...	49	200	36	100.00	10.00	☆☆☆☆☆ 35.70	05/10/2020	[View Analysis]

- Contractors will analyze the Project Summary data to develop their upcoming surveillance plans and determine target surveillance areas.

For details about the surveillance data, select *View Analysis*.

Executed new search [info](#) Displaying 1 of 1 records

Project	Probability	Owner	#Observati...	#Behaviors	#At-Risk	%Safe	%At-Risk	Index Percentile	Last Obse...	
		Southern Co...	49	200	36	100.00	10.00	☆☆☆☆☆ 35.70	05/10/2020	[View Analysis]



- The *Analysis View* includes a Summary and a Detail section.
- The Summary section displays charts listing any noncompliant behaviors discovered for the time period selected, a summary of the surveillance areas with surveillance results.

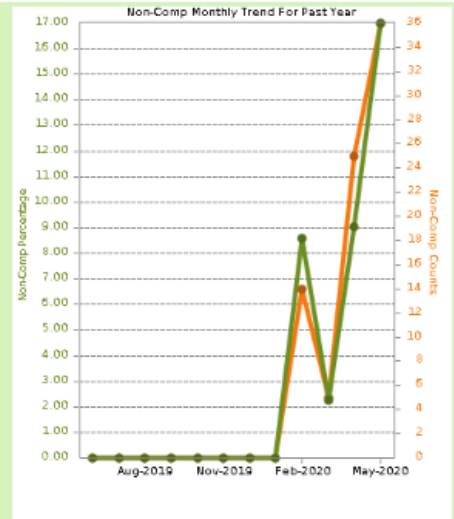
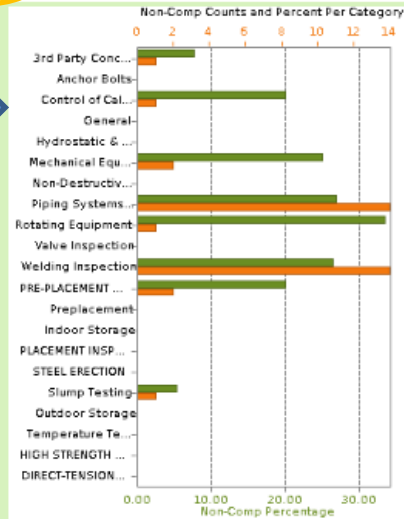


Analysis View

Results:

Summary

Noncompliant areas



Surveillance areas

Observation Type	Observations	Behaviors	Non-Comp Behaviors	% Compliant	Non-Comp Behaviors - Severity
					N/A
Concrete Pre-Placement and Placement	1	8	0	100.0%	0
Storage Surveillance	2	2	0	100.0%	0
Welding Inspection	23	53	14	73.8%	14
Mechanical Equipment Installation	1	8	2	75.0%	2
Rotating Equipment	1	3	1	66.7%	1
Piping Systems Inspection	2	52	14	73.1%	14
Valve Inspection	2	8	0	100.0%	0
Hydrostatic & Pneumatic (Leak) Testing	1	12	0	100.0%	0
3rd Party Concrete Air Content Testing (Pressure Method)	1	13	1	92.3%	1
3rd Party Concrete Slump and Temperature Testing	3	21	1	95.2%	1
Anchor Bolts	1	4	0	100.0%	0
Grout Inspection	2	12	2	83.3%	2
Structural Steel	8	8	0	100.0%	0
Non-Destructive Examination	1	3	0	100.0%	0
Control of Calibrated Equipment	1	5	1	80.0%	1
Summary	50	212	36	83.0%	36

- Each topic listed in the Details section is a unique CQS checklist, and each question listed is considered a behavior, which has an outcome of compliant or noncompliant.



Details

CQS Checklist

Category	Sub-Category	behaviors	Behaviors	Behaviors		% Compliant	Non-Comp Behaviors - Severity
				Non-Comp Behaviors	Compliant Behaviors		
3rd Party Concrete Air Content Testing (Pressure Method)	Summary		13	1	12	92.3%	1
	After assembly of the apparatus, is the air valve between the air chamber and the bowl closed, both petcocks on the holes through the cover opened, and water injected through one petcock until water emerges from the other?		1	0	1	100.0%	0
	After each layer is rodded, are the sides of the container being tapped properly?		1	0	1	100.0%	0
	After the gauge hand has stabilized, is water still visible in both petcocks?		1	0	1	100.0%	0
	Are both petcocks closed before the valve between the air chamber and bowl is opened?		1	0	1	100.0%	0
	Are layers being rodded appropriately?		1	0	1	100.0%	0
	Are the flanges or rims of the bowl and cover thoroughly cleaned to ensure a pressure-tight seal?		1	0	1	100.0%	0
	Are the sides of the bowl tapped smartly with a mallet to relieve local restraints after the valve between the air chamber and bowl is opened?		1	0	1	100.0%	0
	Does the concrete field technician hold a current certification as: A) ACI concrete field testing technician-grade 1? Or equivalent?		1	0	1	100.0%	0
	Has the apparatus been calibrated?		1	0	1	100.0%	0
	Has the interior of the bowl been dampened prior to being filled with the concrete sample?		1	0	1	100.0%	0
	If NO to question above, is additional water injected through one petcock until water emerges from the other?		1	0	1	100.0%	0
	Is proper cover assembly of the apparatus being used?		1	0	1	100.0%	0
Anchor Bolts	Summary		4	0	4	100.0%	0
	Are anchor bolt assemblies (bolts, nuts, and washers) verified to be correct and complete prior to installation?		1	0	1	100.0%	0
	Are anchor bolts being held in a plumb position while the surrounding concrete/grout/adhesive cures?		1	0	1	100.0%	0
	Are anchor bolts being installed to the required depth according to design specifications and/or drawings?		1	0	1	100.0%	0
	Has the contractor verified that the location of the anchor bolt is in accordance with the correct drawing and most recent revision?		1	0	1	100.0%	0
Control of Calibrated Equipment	Summary		5	1	4	80.0%	1
	Contractor has a calibration log that is being maintained in the PIMS Partner Center.		1	0	1	100.0%	0
	Contractor's calibration log lists the unique identification number for each piece of calibrated equipment, frequency of calibration according to the manufacturer's recommendation, calibration date and due date, manufacturer, and model name for each piece of equipment.		1	1	0	0.0%	1
	Calibration certificates have been extracted from the CMC and uploaded to the contractor's partner center.		1	0	1	100.0%	0

- For further details of noncompliant behaviors, select *Details* at the end of the report.

Contractors With Behaviors			
Contractor	Reports	Non-Comp Behaviors	% Non-Comp
	Summary Details	36	17.0 %



Details

Behavior Details - Non-Comp

Project	Contractor	Category	Sub-Category	Observation Date	Inspector	Secondary Inspector	Severity	Contributing Factor	Done?	Action Information	Due / Completed	
DAV10006 U1 and U2 Bottomsash Conversion	Ashton	3rd Party Concrete Air Content Testing (Pressure Method)	Was slump test completed prior to air content testing?	5/01/2020 4:50PM	Timothy Fallon		Low		Yes		D: -- C: 05/01/2020	
Comments: Slump was completed after												
DAV10006 U1 and U2 Bottomsash Conversion	Ashton	Slump Testing	Is slump immediately measured and recorded in inches to the proper detail?	5/14/2020 8:11AM	Timothy Fallon		Low		Yes		D: -- C: 05/14/2020	
Comments: Slump was measured in correct time frame but measurement was outside of mix design tolerance.												
DAV10006 U1 and U2 Bottomsash Conversion	Ashton	Control of Calibrated Equipment	Contractor's calibration log lists the unique identification number for each piece of calibrated equipment, frequency of calibration according to the manufacturer's recommendation, calibration date and due date, manufacturer, and model name for each piece of equipment.	5/15/2020 7:08AM	Timothy Fallon		Low		Yes		D: -- C: 05/16/2020	
Comments: Contractor log was missing test gauge and psu used for the pneumatic test. Log will be updated to show all equipment in site												
DAV10006 U1 and U2 Bottomsash Conversion	Ashton	PRE-PLACEMENT INSPECTION	Is the formwork properly constructed? Head box needed / Forms watertight.	5/13/2020 11:09AM	Timothy Fallon		Low		Yes		D: -- C: 05/13/2020	
Comments: Forms had to be reworked due to north west corner being higher than pump base (this identical act/behavior was observed 1 more times)												
DAV10006 U1 and U2 Bottomsash Conversion	Ashton	Mechanical Equipment Installation	Are coupling alignment measurements and tolerances checked and adjustments	5/13/2020 8:48AM	Timothy Fallon		Low		Yes		D: -- C: 05/13/2020	

- Contractors will incorporate the results into the Quality Update portion of their Weekly Progress Report and discuss the results with the Purchaser during Weekly Progress Meetings. Screen shots of the report data can be copied from Predictive Solutions and pasted into the Quality Update portion or manually entered. See CO-03.3A for an Example Quality Update.



If the reporting cycle week stretches into the following month, such as the week of 3/29/2020 to 4/4/2020, use the *Split Week* row. *Follow the instructions below to assemble then return to Step #9 in Attachment C, CO-03.3.*

Step 2: Enter the name of the current month and the start and end date of the reporting cycle week.


- 

Figure A



Contractor Name: ACME CONSTRUCTION																			
				Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI						
						Plan	Actual	Plan	Actual		Total	Noncompliant							
Month: APRIL	APRIL information only	Week	4/1/2020	4/4/2020						#DIV/0!			#DIV/0!						
		Week								#DIV/0!			#DIV/0!						
		Week								#DIV/0!			#DIV/0!						
		Week								#DIV/0!			#DIV/0!						
		Week								#DIV/0!			#DIV/0!						
		Month Totals					0	0	0	0	#DIV/0!	0	0	#DIV/0!					
Split Week (may contain duplicate info from monthly cells)	APRIL/ MAY	Week								#DIV/0!			#DIV/0!						

Figure B

Step 3: Determine *Planned* CQS Workdays. Contractors will evaluate their work scopes for the week to determine the number of days where Work involving quality activities is planned to occur. That number is entered in the Plan field under CQS Workdays. See Figure C

Step 4: Determine *Planned* CQS Count. Contractors will determine the quantity of surveillances necessary to meet their required CQS Rate, and based on direction from the site team, may include surveillances to target a specific area of concern. This number is entered in the Plan field under CQS Count. See Figure C

The planned CQS Count and planned CQS Workdays from the month row portion are included in the Split Week row. These numbers will transfer to the next month's CQSP Spreadsheet. See Figure C.



Contractor Name: ACME CONSTRUCTION													
				Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI
						Plan	Actual	Plan	Actual		Total	Noncompliant	
Month: MARCH	MARCH Information only	Week								#DIV/0!			#DIV/0!
		Week								#DIV/0!			#DIV/0!
		Week								#DIV/0!			#DIV/0!
		Week								#DIV/0!			#DIV/0!
		Week	3/29/2020	3/31/2020	15	2			#DIV/0!				#DIV/0!
		Month Totals			15	2	0	0	#DIV/0!	0	0		#DIV/0!
Split Week (may contain duplicate info from monthly cells)		MARCH/ APRIL	Week	3/29/2020	4/4/2020	45	6			#DIV/0!			#DIV/0!
Contractor Name: ACME CONSTRUCTION													
				Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI
						Plan	Actual	Plan	Actual		Total	Noncompliant	
Month: APRIL	APRIL Information only	Week	4/1/2020	4/4/2020	30	4			#DIV/0!				#DIV/0!
		Week							#DIV/0!				#DIV/0!
		Week							#DIV/0!				#DIV/0!
		Week							#DIV/0!				#DIV/0!
		Week							#DIV/0!				#DIV/0!
		Month Totals			30	4	0	0	#DIV/0!	0	0		#DIV/0!
Split Week (may contain duplicate info from monthly cells)		APRIL/ MAY	Week							#DIV/0!			#DIV/0!

Figure C

Step 5: At the end of the reporting cycle week, input the *Actual* CQS Count and *Actual* CQS Workdays. See Figure D

- The Actual CQS Count will be verified using reports within Predictive Solutions. (See 2.1.2, Reviewing, Analyzing, and Incorporating the Observation Report Data to verify CQS count.)

Step 6: Calculate CQS Rate. Contractors must perform two surveillances per CQS Workday, at a minimum, to meet their required CQS Rate. The CQS Rate is automatically calculated when using the T&PS CQSP Spreadsheet. See Figure D.

- $$\text{CQS Rate} = \text{Total \# of CQSs Performed (actual)} / \text{Total \# of CQS Workdays (actual)}$$

Step 7: Enter the quantity of *Behaviors* captured during surveillances (Total / Noncompliant).

The quantity of *Behaviors* will be verified using reports within Predictive Solutions. (See 2.1.2, Reviewing, Analyzing, and Incorporating the Observation Report Data to verify the quantity of behaviors.) See Figure D

Step 8: Calculate Contractor Quality Deficiency Index (QDI). Contractor QDI is automatically calculated when using the T&PS CQSP Spreadsheet Template. It is derived by dividing the quantity of noncompliant behaviors by the total number of behaviors captured during the reporting cycle (typically a week). QDI goals are determined by the T&PS Construction Quality supervisor. See Figure D



- $QDI = (\# \text{ of Noncompliant Behaviors} / \text{Total} \# \text{ of Behaviors}) * 100$

Step 9: The image below is an example of a completed CQSP Spreadsheet for a split week reporting cycle. (3/29/2020 to 4/4/2020)

Contractor Name: ACME CONSTRUCTION												
			Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI
					Plan	Actual	Plan	Actual		Total	Noncompliant	
Month: MARCH	MARCH information only	Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week	3/29/2020	3/31/2020	15	20	2	1	20.0	110	50	0.45
		Month Totals			15	20	2	1	20.0	110	50	0.45
Split Week (may contain duplicate info from monthly cells)	MARCH/ APRIL	Week	3/29/2020	4/4/2020	45	50	6	6	8.3	235	150	0.64

CQS data is carried over to the next month's CQSP Spreadsheet

Contractor Name: ACME CONSTRUCTION												
			Week Start Date	Week End Date	CQS Count		CQS Workdays		CQS Rate	Behaviors		QDI
					Plan	Actual	Plan	Actual		Total	Noncompliant	
Month: APRIL	APRIL information only	Week	4/1/2020	4/4/2020	30	30	4	4	7.5	125	100	0.80
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Week							#DIV/0!			#DIV/0!
		Month Totals				30	30	4	4	7.5	125	100
Split Week (may contain duplicate info from monthly cells)												
	APRIL/ MAY	Week							#DIV/0!			#DIV/0!

Return to Section 1.0 Step # 9 in CO-03.3 to complete the process.