Policy & Procedure Document

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Reviewed for Version: SiteManager 3.7

SECTION: 1100 - Materials Management

ITEM NUMBER: 1103.1

ITEM: CONTRACT MATERIALS **REVISED: 06/28/2007**

CONTRACT MATERIALS

1103.1 General

All Contracts let March 2006 and later, with pay items containing materials with globally defined Sampling and Testing Requirements, are required to document material sampling and testing activities utilizing SiteManager in accordance with Policies & Procedures, and QRG's published in the SSS Lotus Notes Database.

The two functions available in the Contract Materials Window is; Outstanding Item List, and Generate Contract Materials. Beginning June 2007, these two functions will be performed by the Trans.Port Branch in the Central Office.

The Contract Materials window is used to build the contract materials list and print the Outstanding Item list. After a contract has been activated in SiteManager, The Contract Materials component allows the generation of an Outstanding Item List for a selected contract, and creation of Contract Materials and Contract Sampling and Testing Requirements.

Groups with update rights to the Contract Materials window are MATADMIN and SYSADMIN. Groups with inquiry rights to the Contract Materials window are RESADMIN, RESLABMN, CSLTADMN, CONSADMN and RESLABTC. Materials shall be generated before work begins.

Outstanding Item List

The Outstanding Item List (OIL) is generated at the Residency level, for a selected contract from the Services menu option, Outstanding Item List. It prints to the default printer of the computer rather than as an on screen report. It contains a list of all of the contract Items with **no** defined SiteManager Material Sampling and Testing Requirements. The report includes the project number, line item, item, description, spec year, and unit system indicator for all contract items with no defined sampling and testing requirements.

Before generating contract materials, the OIL should be examined to ensure no items appear on the list that would have easily defined, default sampling and testing requirements handled by the SiteManager Sample Information process. A copy of the OIL should be kept in the Residency project files.   Once it has been confirmed that all appropriate contract items will have materials generated, contract materials may be generated. Additional guidance is provided in QRG: "Outstanding Item List"

Generate Contract Materials

Materials are generated for a selected contract from the Services menu option, Generate. This window lists contracts that have been activated, but for which materials have not yet been generated. When Generate is selected, contract materials are created for contract items, and contract sampling and testing requirements are created for contract materials from the data in the Material Information component of SiteManager. The identified Project Engineer/Project Manager will receive an In-Box message when the Contract Materials have been generated.

If an attempt is made to generate materials on a contract that has no materials associated to any pay item, the generate function will be unsuccessful and a message will be displayed, "There are no materials associated with the items on this contract". The contract will remain in the contract pick list. Additional guidance is provided in QRG: "Generating Materials On a Contract".

Notes on revision:

6/28/2007: Added language in the General section about the responsibility for performing tasks in this window. Revised the list of groups who have update and inquiry rights to this area of SiteManager.