

Policies and Procedures Checklist

Participant name:	Tyanna Childs
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Policies and procedures reviewed:	• Construction Manual – Procedures • Procedural flow chart • Delay & Disruption Guidance Policy • Construction Management Process Matrix

Checklist item	Yes/No	Comments
Workplace has in place policies to prevent delays.	☒ Yes ☐ No	
Workplace has in place policies against changes in the scope of work.	☒ Yes ☐ No	
Workplace has in place policies for ensuring work conditions are consistent with contract agreements.	☒ Yes ☐ No	
Workplace has in place procedures for ensuring quantity of materials used are consistent with contract agreements.	☒ Yes ☐ No	
Workplace has in place procedures for ensuring quality of materials used are consistent with contract agreements.	☒ Yes ☐ No	
Workplace has in place procedures for ensuring project timelines are followed.	☒ Yes ☐ No	
Workplace has in place procedures for resolving/addressing delays.	☒ Yes ☐ No	
Workplace has in place procedures for resolving/addressing quality variations.	☒ Yes ☐ No	