



## Attachment –J-8 Contractor / Supplier Submittal Register

Contract / PO Number:	XXXXXXX	Contract / PO Title:	X-700 Roof Overlay Project	Contractor:	XXXXXXX
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\*This register does not eliminate Contractor/Supplier responsibility for ensuring all required data submittals outlined in Contract are submitted to FBP.

Submittal Number	Submittal Title	Spec/PO/Contract Section Reference	Submittal Schedule Date	Submittal Review Period (Calendar Days)	Document Submitted To	Submittal Purpose	Submittal Review (Internal Use)	Submittal Approval (Internal Use)	Submittal Distribution (Internal Use)
<b>Proposal Submittals</b>									
NA	Experience Modification Rate (EMR), Total Case Rate (TCR), and Days Away, Restricted, and Transfer (DART) for past three (3) years.	Section J Attachment 13	G	NA	PROC	ACC	PROC/HSE	PROC	Proc. File
NA	Experience Modification Rate (EMR) updates	Section J Attachment 13	H	NA	PROC	ACC	PROC/HSE	PROC	Proc. File
NA	OSHA 300-A Logs	Section J Attachment 13	G	NA	PROC	APP	PROC/HSE	PROC	Proc. File
NA	Subcontractor Request Form	Section B.10 E Section J Attachment 13	G	NA	PROC	APP	PROC	PROC	Proc. File
<b>Procurement Submittals</b>									
NA	Labor Agreement Letter of Assent	Section H 18	A	NA	PROC	INF	PROC	PROC	Proc. File
NA	Verification of Pre-Job Meeting	Section H.18 Attachment J-9, GPPMA Article XII Paragraph 6	C	NA	PROC	INF	PROC	PROC	Proc. File
NA	Performance Bond	Section B.9 (a)	Other	NA	PROC	APP	PROC	PROC	Proc. File
NA	Payment Bond	Section B.9 (a)	Other	NA	PROC	APP	PROC	PROC	Proc. File
NA	Pay Item Schedule Invoice	Section G.5.1 (b)	Other	10	PROC	APP	PROC	PROC	Proc. File

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B = XX Days Max. from NTP	DC = Document Control	ACC = Acceptance	QA = Quality	QA = Quality	QA = Quality
C = Prior to Authorization to Mobilize		INF = Information	CONST = Construction	CONST = Construction	CONST = Construction
D = XX Days Prior to Start of the Activity		Other = As Identified	PROC = Procurement	PROC = Procurement	PROC = Procurement
E = XX Days After Completion of Activity			HSE = Health, Safety, Environ.	HSE = Health, Safety, Environ.	HSE = Health, Safety, Environ.
F = Prior to Entry			EP = Environmental Protection	EP = Environmental Protection	DC (Project File) – Record Copy
G = With Bid / With Proposal			RP = Radiation Protection	RP = Radiation Protection	RP = Radiation Protection
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NA	Pay Item Invoice Summary	Section G.5.1 (b)	Other	10	PROC	APP	PROC	PROC	Proc. File
NA	Commercial Request for Information (RFI)	Section C	H	10	PROC	ACC	PROC	PROC	Proc. File
NA	Certificate of Insurance	Section H 24 (h)	C	NA	PROC	INF	PROC	PROC	Proc. File
NA	Certified Payroll	Section H 18	H	NA	PROC	INF	PROC	PROC	Proc. File
NA	Weekly Progress Report	Section C	H	NA	PROC	INF	PROC	PROC	Proc. File, CONST
<b>Pre-Mobilization Submittals</b>									
00xxxx-001	Contractor HSE Representative Designation	Section J Attachment 13	C	10	DC	APP	HSE	HSE	PROC, FM, HSE, QA
00xxxx-002	Subcontractor OSHA Competent Person Designation	Section J Attachment 13	C	10	DC	ACC	HSE	HSE	PROC, FM, HSE, QA
00xxxx-003	JOB HAZARD ASSESSMENT (JHA)	Section J Attachment 13	C	15	DC	APP	CONST	HSE	PROC, FM, HSE, QA
00xxxx-004	Contractor's Work Plan	Section J Attachment J-25 and Section C	C	10	DC	APP	CONST/OTHER	CONST	PROC, FM, HSE, QA
00xxxx-005	Contractors Project Safety Plan	Section C and Section J Attachment J-13	C	10	DC	APP	HSE	HSE	PROC, FM, HSE, QA

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00xxxx-006	Contractor's Environmental Plan	Section J Attachment J-13 and Section C	C	10	DC	APP	HSE/EP	EP	PROC, FM, HSE, QA
00xxxx-007	Detailed Schedule	Section C	C	10	DC	ACC	CONST	CONST	PROC, FM, HSE, QA
0xxxx-008	Product Submittals and Warranty	Section C	C	10	DC	APP	DESIGN/CONST	DESIGN	PROC, FM, HSE, QA
00xxxx-009	Designated IH Representative	Section J Attachment 13	C	10	DC	ACC	CONST	HSE	PROC, FM, HSE, QA
00xxxx-010	Written Hazardous Communication Program	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-011	Contractors Program for Physiological Monitoring	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-012	Initial Employee Training Matrix	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-013	Initial Employee Training Records	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-014	OSHA Competent Person Designation	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	CONST/HSE
00xxxx-015	Electrical License in State Of Ohio	Section C	C	10	DC	ACC	CONST/HSE	CONST	PROC, FM, HSE, QA
<b>Pre-Construction Submittals</b>									
00xxxx-016	Carcinogen Control Program	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA

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00xxxx-017	Equipment List	Section J Attachment 13	F	10	DC	APP	CONST/HSE	CONST	PROC, FM, HSE, QA
00xxxx-018	Written Lead Compliance Plan	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-019	Equipment Operator Qualifications and Proficiency Statement	Section J Attachment 13	F	10	DC	APP	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-020	Contractors Hoisting & Rigging Program	Section J Attachment 13	(D) (10)	10	DC	APP	HSE/CONST/QA/OTHER: HOISTING AND RIGGING	OTHER: HOISTING AND RIGGING	DC (Project File)
00xxxx-021	Lift Plan	Section J Attachment 13	H	10	DC	APP	CONST/HSE	CONST	PROC, FM, HSE, QA
00xxxx-022	Hoisting and Rigging Equipment Information	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	CONST	PROC, FM, HSE, QA
00xxxx-023	Hoisting and Rigging Operator Crane Operators License	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	CONST	PROC, FM, HSE, QA
00xxxx-024	Incident/Injury Report	Section J Attachment 13	H	10	DC	APP	HSE	HSE	PROC, FM, HSE, QA
00xxxx-025	Chemicals List and MSDS/SDS	Section J Attachment 13	F	10	DC	ACC	CONST/HSE/EP	HSE	PROC, FM, HSE, QA
00xxxx-026	Chemical Removal Notification	Section J Attachment 13	F	10	DC	ACC	CONST/HSE/EP	HSE	PROC, FM, HSE, QA
00xxxx-027	Asbestos Abatement Contractor License	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
Construction Submittals									

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00xxxx-028	Health, Safety and Environmental (HSE) Reports	Section J Attachment 13	H	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-029	Industrial Hygiene Surveys and Assessments	Section J Attachment 13	H	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
00xxxx-030	Technical Request for Information (RFI)	Section C	H	10	DC	ACC	DESIGN/CONST	DESIGN	PROC, FM, HSE, QA
00xxxx-031	Contractor Daily Report (J-5)	Section C	OTHER (Submitted Weekly with FBP Const. Super. Signature)	10	PROC	INF	CTR	CTR	PROC, FM, HSE, QA,
00xxxx-032	Requests for Street Closures	Section C	H	10	DC	APP	CONST	CONST	PROC, FM, HSE, QA,
00xxxx-033	Employee Training Matrix Updates (Submitted Weekly)	Section J Attachment 13	H	10	DC	INF	CTR	CTR	PROC, FM, HSE, QA,
00xxxx-034	Heavy Equipment Inspections	Section J Attachment 13	Other (Submitted Weekly)	10	DC	INF	CTR	CTR	PROC, FM, HSE, QA,
00xxxx-035	Electrical Installation Request	Section J Attachment 25	H	5	DC	APP	QA	QA	QA, CONST, DC
Construction Completion/Close Out Submittals									
00xxxx-036	Acceptance Testing Reports	Section C	H	10	DC	ACC	QA, DESIGN	DESIGN	PROC, FM, HSE, QA,
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00xxxxx-038	Redline Mark-ups to Drawings Showing any and all Field Changes	Section C	H	10	DC	ACC	CONST	DESIGN	PROC,FM, HSE, QA,
00xxxxx-039	J-22 NOTICE OF COMPLETION	J-22	E10	10	DC	ACC	FM/CONST/PROC	PROC	PROC,FM, HSE, QA,

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**Instructions**  
**Completion of the Submittal Register – Part I**  
**Instructions for Fluor-B&W Portsmouth LLC**

1. FBP will insert the submittal number as follows:
  - Contract Number/PO Number
  - Sequential number

Contract #	Sequence#
XXXXXXX	001
Contract #	Sequence #
XXXXXXX	001
2. **Note:** When additional submittals are required the Contractor shall enter the next sequential number in that submittal group (i.e. if the last submittal number in a group was XXXXXXXX--025, the next submittal number would be XXXXXXXX--026).FBP will insert the Submittal Title
3. FBP will insert the Specification/PO/or Contract Section the submittal is referenced in
4. FBP will replace the XX with the desired number of days on the Submittal Schedule date
  - A – Within XX days after award
  - B – XX days max from Notice to Proceed (NTP)
  - C – Prior to authorization to mobilize
  - D – XX days prior to start of the activity
  - E – XX days after completion of activity
  - F – Prior to entry
  - G – With Bid / With Proposal
  - H – As required/As Needed
5. FBP will insert the Submittal Review Period for each submittal listed
6. FBP will insert who the vendor is required to submit the submittal to within the FBP organization
  - PROC – Procurement
  - DC – Document Control
7. FBP will insert the Submittal Purpose code
  - APP – Approved
  - ACC – Accepted
  - INF – Information
  - Other – As Identified
8. FBP will insert the Submittal Reviewers (**Internal Use**)
  - DESIGN – Engineer of Record
  - QA – Quality
  - CONST – Construction
  - PROC – Procurement

- HSE – Health, Safety, Environmental
- Other – As identified

9. FBP will insert the Submittal Approver (**Internal Use**)

- DESIGN – Engineer of Record
- QA – Quality
- CONST – Construction
- PROC – Procurement
- HSE – Health, Safety, Environmental
- Other – As Identified
- 

10. FBP will insert the Submittal Distribution Requirements (i.e., once an approved or accepted submittal, who Document Control needs to distribute a controlled or certified copy to)

- DESIGN – Engineer of Record
- QA – Quality
- CONST – Construction
- PROC – Procurement
- HSE – Health, Safety, Environmental
- Other – As identified