

Contract / PO Number:	Contract / PO Title:	X-330 MSA Phase 1 Demolition	Contractor:
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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)
Proposal Submittals									
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
Procurement Submittals									
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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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
H = As Required/As Needed			Other = As Identified	Other = As Identified	Other = As Identified
Other = As Identified			HRM = Hoisting & Rigging Manager	HRM = Hoisting & Rigging Manager	HRM = Hoisting & Rigging Manager

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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
Pre-Mobilization Submittals									
XXXXXXXX-YYY	Contractor OS&H Representative Designation	Section J Attachment 13	C	10	DC	APP	HSE	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Subcontractor OSHA Competent Person Designation	Section J Attachment 13	C	10	DC	ACC	HSE/HRM	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Equipment Inspector Designation for Inbound/Outbound Inspections	Section J Attachment 13	C	10	DC	ACC	CONST/HRM	CONST/HRM	PROC, FM, HSE, QA, HRM
XXXXXXXX-YYY	Job Hazard Analysis (JHA)	Section J Attachment 13	C	15	DC	APP	CONST	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Contractor's Work Plan	Section J Attachment J-25 and Section C	C	10	DC	APP	CONST/OTHER	CONST	PROC, FM, HSE, QA

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XXXXXXXX-YYY	Contractors Project Safety Health Program	Section C and Section J Attachment J-13	C	10	DC	APP	HSE	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Contractor's Environmental Plan	Section J Attachment J-13 and Section C	C	10	DC	APP	HSE/EP	EP	PROC, FM, HSE, QA
XXXXXXXX-YYY	Detailed Schedule	Section C	C	10	DC	ACC	CONST	CONST	PROC, FM, HSE, QA
XXXXXXXX-YYY	Project-specific QA Plan	Section J Attachment J-16 and Section C	C	10	DC	APP	QA	QA	PROC, FM, HSE, QA
XXXXXXXX-YYY	Designated QA Representative	Section J Attachment 13	C	10	DC	APP	QA	QA	PROC, FM, HSE, QA
XXXXXXXX-YYY	Electrical Safety Program	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	CONST	PROC, HSE
XXXXXXXX-YYY	Designated IH Representative	Section J Attachment 13	C	10	DC	APP	CONST	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Written Hazard Communication Program	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Initial Employee Training Matrix	Section J Attachment 13	C	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Initial Employee Training Records	Section J Attachment 13	H	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Job Content Worksheets	Section J Attachment 13	C	10	DC	APP	CONST/HSE	HSE	PROC, FM, HSE, QA

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XXXXXXXX-YYY	Electrical License in the State of Ohio	Section C	C	10	DC	ACC	CONST/HSE	CONST	PROC, FM, HSE, QA
Pre-Construction Submittals									
XXXXXXXX-YYY	Hoisting and Rigging Equipment Information	Section J Attachment 13	D10	10	DC	APP	CONST/HSE	CONST	PROC, FM, HSE, QA
XXXXXXXX-YYY	Equipment Operator Qualifications and Proficiency Statement	Section J Attachment 13	F	10	DC	APP	CONST/HSE	CONST	PROC, FM, HSE, QA
XXXXXXXX-YYY	Lift Plan	Section J Attachment 13	H	10	DC	APP	CONST/HSE	CONST	PROC, FM, HSE, QA
XXXXXXXX-YYY	Incident/Injury Investigation Report	Section J Attachment 13	E3	10	DC	APP	HSE	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Scaffold Inspection	Section J Attachment 13	E10	10	DC	ACC	CONST/HSE	CONST	PROC, FM, HSE, QA
XXXXXXXX-YYY	Chemicals List and SDS	Section J Attachment 13	F	10	DC	ACC	CONST/HSE/EP	HSE	PROC, FM, HSE, QA
XXXXXXXX-YYY	Chemical Removal Notification	Section J Attachment 13	F	10	DC	ACC	CONST/HSE/EP	HSE	PROC, FM, HSE, QA
Construction Submittals									
XXXXXXXX-YYY	Weekly Hour Usage Report	Section J Attachment 13	E1	7	DC	ACC	OTHER (HR)	CONST	OTHER (HR)
XXXXXXXX-YYY	Health, Safety and Environmental (HSE) Reports	Section J Attachment 13	H	10	DC	ACC	CONST/HSE	HSE	PROC, FM, HSE, QA

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XXXXXXXX-YY	Industrial Hygiene Surveys	Section J Attachment 13	E7	10	DC	APP	CONST/HSE	HSE	PROC, FM, HSE, QA
XXXXXXXX-YY	Industrial Hygiene Negative Exposure Assessment Reports	Section J Attachment 13	D7	7	DC	APP	HSE	HSE	
XXXXXXXX-YYY	Technical Request for Information (RFI)	Section C	H	10	DC	ACC	DESIGN/CONST	DESIGN	PROC, FM, HSE, QA
XXXXXXXX-YYY	Contractor Daily Report (J-5)	Section C	OTHER (Submitted Weekly with FBP Const. Super. Signature)	10	PROC	INF	CTR	CTR	PROC, FM, HSE, QA
XXXXXXXX-YYY	Daily Safety Tax Assignment (STAs)	Section J Attachment 13	OTHER (Submitted Weekly)	10	CONST	INF	CTR	CTR	CONST, HSE
XXXXXXXX-YYY	Requests for Street Closures	Section C	H	10	DC	APP	CONST	CONST	PROC, FM, HSE, QA
XXXXXXXX-YYY	Employee Training Matrix Updates (Submitted Weekly)	Section J Attachment 13	H	10	DC	INF	CTR	CTR	PROC, FM, HSE, QA
XXXXXXXX-YYY	Heavy Equipment Inspections	Section J Attachment 13	Other (Submitted Weekly)	10	DC	INF	CTR	CTR	PROC, FM, HSE, QA
XXXXXXXX-YYY	Electrical Installation Request	Section J Attachment 25	H	5	DC	APP	QA	QA	QA, CONST, DC

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Construction Completion/Close Out Submittals									
XXXXXXXX-YYY	Acceptance Testing Reports	Section C	H	10	DC	ACC	QA, DESIGN	DESIGN	PROC, FM, HSE, QA,
XXXXXXXX-YYY	Redline Mark-ups to Drawings Showing any and all Field Changes	Section C	H	10	DC	ACC	CONST	DESIGN	PROC, FM, HSE, QA,
XXXXXXXX-YYY	Final Work Plan – with all hold points signed	J-25	E10	10	DC	ACC	CONST	CONST	CONST, QA
XXXXXXXX-YYY	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
- HRM - Hoisting & Rigging Manager
- 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
- HRM - Hoisting & Rigging Manager
- 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
- HRM - Hoisting & Rigging Manager
- Other – As identified