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PROFESSIONAL PRACTICES

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Abstract:

This document describes professional practices.

Your Logo	(Your Company)	Professional Practices
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1.0 SCOPE

(Your Company)'s professional practices are inherent in all planning and construction activities from project inception to project completion. (Your Company)'s construction projects are defined as "those critical management, decision-making and communication processes utilized on the project that ensure that all construction services performed meet both Owner/Engineer/Client and (Your Company) specifications and standards."

A process is defined as a "continuous series of actions or operations that lead to a desired result".

For example, in the production of RCC the following actions and operations are performed:

- [REDACTED]
- [REDACTED]
- [REDACTED]

(Your Company) achieves consistent results because [REDACTED]

There are ten major management functions on (Your Company)'s projects. Project success is assured when it is [REDACTED]

2.0 REQUIREMENTS

1. Develop and maintain [REDACTED]
2. Establish and maintain [REDACTED]
3. Implement an effective [REDACTED]
4. Implement an effective [REDACTED]
5. Implement and maintain [REDACTED]
6. Implement and maintain [REDACTED]
7. Implement and maintain [REDACTED]
8. Implement and maintain [REDACTED]
9. Set and communicate [REDACTED]
10. Set up [REDACTED]

3.0 RECOMMENDATIONS

1. Accurate and quantitative goal setting is required on all (Your Company) projects. Utilizing Short Interval Schedules, the Productivity Report, and estimating norms for bid units, daily quantity or time goals are established for each crew. These goals must [REDACTED]

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- 2. All projects shall comply with [REDACTED]
- 3. Keep the process simple. At all times, field management must [REDACTED]
- 4. Productive and efficient team meetings must [REDACTED]
- 5. The cost of rework shall [REDACTED]
- 6. The project master schedule must [REDACTED]
- 7. Through the use of Responsibility Matrices (MOR-Matrix of Responsibility), management's expectations in safety, quality and productivity are [REDACTED]

4.0 PROCESS ASSURANCE

- 1. Performing periodic audits, as detailed in the Internal Audit Procedure, assures [REDACTED]
- 2. The review process is [REDACTED]
- 3. The sign-off of the "Review of Pre-mobilization Planning" section of the Project Management Procedure by the Operations Manager/Vice President and the site manager is [REDACTED]

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