



Standard Operating Procedures

I. Title: Corrective Action Log

II. **Purpose:** Record and maintain a permanent record of identified corrections through the life of the construction project and the date of correction of each item.

III. Actions:

1. PM or the PSP are responsible for updating and distributing the Corrective Action Log (LOG) to all team members within 5 working days after the weekly progress meeting.
2. Introduce the log during the Pre-construction conference – all delivery methods must use this form.
3. At each site visit, any discrepancies, work not in compliance to plans or specifications, or items needing correction will be added to the log and when corrected, the date of correction is updated.
4. The log will be maintained in chronological order and distributed via email to the project team members and the contractor.
5. The log must be reviewed at each weekly meeting and used during the Substantial Completion Inspection.
6. Attach the updated log to the Substantial Completion Certificate and forward to the project team members and file in the electronic project file.
7. At Final Inspection, the log will be utilized to assure all work has been corrected and is accepted.

References

Corrective Action Log