



## QUALITY ACKNOWLEDGEMENT LETTER:

Pepper Construction Company is obligated by its contract with the Owner to perform our work in a good and workmanlike manner. In our subcontracts we pass this quality commitment to each of our Subcontractors. In order for us to assure that the Owner will receive the Quality we are required to provide, our Subcontractors are obligated to abide by the Contract, the Project Specific Quality Assurance Manual/Plan, if applicable, and this Acknowledgement (Quality Documents).

I acknowledge, on behalf of my company, that I have received a copy of the Quality Documents. I further acknowledge that our workers will read and abide by the Quality Document applicable to our work and maintain constant participation in the program. We agree to assign, as our representative, a competent person to be responsible for compliance with the Quality Documents and all quality related issues that may arise. We will disclose the identity of our representative to the Project Manager and Superintendent. In addition, should we fail to fulfill the requirements contained in the Quality Documents we will participate in any training deemed necessary by Pepper's Director of Quality to bring our company to a level that will enable us to comply. We acknowledge that it is our obligation to assure that our second tier subcontractors abide by the Requirements of the Quality. We agree that obtaining **Quality is a TEAM effort** and it is the responsibility of each individual to ensure the Quality of Work set in place on this Project.

Our obligation to comply with the Requirements contained within the Quality Documents includes but is not limited to the following:

- 1) Ensure that components of all work comply with the Contract Documents including but not limited to Government agencies and Manufacturer's Requirements.
- 2) Prevent deficiencies through pre-construction quality control coordination.
- 3) Verify compliance with all QA/QC procedures to detect and correct defective work in progress in a timely manner.
- 4) Institute and abide by a QA/QC program ensuring that tasks performed, including, but not limited to construction activities will comply with the Contract Documents for:
  - a) material supply
  - b) vendors or suppliers
  - c) fabrication,
  - d) Environmental Factors
  - e) Transportations
  - f) Installation sequencing with other trades as necessary as discussed
- 5) Request written clarification from the Contractor before proceeding to install a product if the manufacturer's instructions conflict with the Contract Documents.
- 6) Request written clarification from the Contractor before proceeding to install product(s) if we are aware of a conflict within the Contract Documents.
- 7) Prior to installation, verify that existing conditions and field measurements are as indicated on shop drawings or as instructed by the manufacturer without a conflict.





- 8) **Submit manufacturer's printed instructions, for delivery, storage, assembly, installation, startup, adjusting and finishing.**
- 9) Prior to start AND during construction of the work, the Subcontractor shall coordinate with the job site superintendent.
- 10) Provide an auditable record of:
  - a) Specific training certifications
  - b) all tests,
  - c) inspections,
  - d) written procedures,
  - e) non-compliances and corrections,
  - f) documentation which records the final resolution of discrepancies in the Contract Documents
  - g) other pertinent data as required.
- 11) Update field record set on a continual basis as instructed by the Project Superintendent or Project manager.
- 12) If defects or deficiencies are discovered, Subcontractor shall, within (2) days, provide to Contractor an initial assessment of the defects/deficiencies and within seven (7) days develop and commence to implement its plan to correct the defects/deficiencies.

Subcontractor: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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Pepper  
Representative: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

