

# **QUALITY ASSURANCE REVIEW CHECKLIST**

## **COR 107.22 PROJECT LABOR COMPLIANCE**

**1.00 DOCUMENTATION – POM B/10/1 & 29 CFR PARTS 3 & 5 RIN 1215-AB67** -- All documentation for project labor compliance properly done and on file.

- A. Copy of field review done by DLCCA in project records, if needed. (POM B/10/1- 2)
- B. Copy of prime and sub-contractors' fringe benefit programs on file. (POM B/10/1- 4)
- C. Fringe benefits are paid in cash or to an approved plan. (POM B/10/1- 4)
- D. Official copy of payrolls & certifications in project files or PPCC. (Strike-Off Letter 481-16-07) (POM B/10/1- 4)
- E. Certified payrolls submitted by the contractor within 7 days (Federal), 10 days (State) of each payday. (POM B/10/1-2 & 1-3 )
- F. IIC initialed, dated, and spot checked certified payrolls. (POM B/10/1-3)
- G. Contractor employee complaints documented and investigated with a report on file. (POM B/10/1- 5)
- H. Employee's full name, Individual Identifying Number, partial address, contract classification and predetermined rate, straight and OT hours worked, actual hourly rate are listed on payroll. (POM B/10/1-4 & SOL 422-10-04)
- I. Employee itemized contributions to fringe benefits, standard (tax, SS) deductions, additional (loan) deductions (require employee authorization) are also on payroll. (POM B 10/1/1-4)
- J. Deductions such as work clothes, loan payments, should not be noted as "other" because they require the employee's authorization. (POM B/10/1-5)
- K. Monthly DBE/WBE status is recorded in ECMS. (POM B/11/6-3)

**2.00 WAGE RATE SPOT CHECKS – POM B/10/1 & 29 CFR PARTS 3 & 5 RIN 1215-AB67** -- Proper procedures utilized to insure employees are paid at least prevailing wage rates.

- A. Wage rate spot checks recorded in bound book. (POM B/10/1-2)
- B. Employee's full name, Individual Identifying Number, work class, actual pay rate, predetermined wage rate, employer name, complaint, date, signature of employee, inspector's initials are included in spot check. (POM B/10/1-2 & 1-3 & SOL 422-10-04)
- C. Wage rate spot checks made on 10% of total work force (prime & subs) weekly. (POM B/10/1-2)
- D. When the total work force on any project is 10 or less and employees remain constant, then wage rate spot checks every 3 weeks. (POM B/10/1-2)
- E. Corrective action taken when spot checks do not correspond with predetermined wage rates. (POM B/10/1- 5)
- F. Form 308, Request for Wage Determination and Response to Request, submitted when classification is not listed in the contract. (POM B 10/1/1-2)

**3.00 BULLETIN BOARDS -- POM B/1/21** -- Project bulletin boards contain all the required information.

- A. Posters are legible and protected from the weather. (POM B/1/21-3)
- B. OSHA-3165/3167 (Spanish) - You Have a Right to a Safe and Healthful Workplace (All Projects). (POM B/1/21-2 & B/4/7-1)
- C. FHWA – 1022 – Notice (Federal Fund). (POM B/1/21-2)
- D. Predetermined Wage Rates. (POM B/1/21-2)
- E. EEOC-P/E-1– Equal Employment Opportunity is the Law. (POM B/1/21-2 & POM B/11/5-1)
- F. FHWA-1495/1495A Important Wage Rates Information (Federal Fund) or WH – 1321/WH-1321 SPA Notice to Employees. (POM B/1/21-2)
- G. LP-744/744A - Human Relations Act (ALL PROJECTS). (POM A/3/1-6 & POM B/1/21-2)
- H. Contractor's EEO Policy Statement and designation of EEO Officer including name and telephone number on Company Letter Head. (POM B/1/21-2)
- I. Notice encouraging employees to refer minority and female applicants for employment on Company Letter Head. (POM B/1/21-2 & POM B/11/5-2)
- J. PENNDOT Contractor's Non-discrimination Notice Poster. (POM A/3/1-6)
- K. Avenues of Appeal. (POM B/1/21-2 & POM B/11/5-1)
- L. Sexual Harassment Policy on Company Letter Head. (POM B/1/21-2 & POM 11/5/5-2)
- M. Federal Hazardous Communications Regulations, if applicable (Federal). (POM B/4/7-1)
- N. Certificate of Non-Segregated Facilities (Federal). (POM B/1/21-2)

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- O. Emergency Phone Numbers (After hours contact personnel) (All Projects). [POM B/1/21-2 & OSHA 1926.50(f)]
- P. Safety Officers Name & Phone Number (All Projects). (POM B/1/21-2)
- Q. PSF-4/PSF4-4S Pennsylvania Right To Know Law (All Projects). (POM B/1/21-2)
- R. LIBC-500 Workers' Compensation Insurance Posting (All Projects). (POM B/1/21-2)
- S. UC-700 Unemployment Compensation & Claim Fact Sheet (100 % State Fund). (POM B/1/21-2)
- T. WH-1088 & LLC-1 Fair Labor Standard Act & Claim Fact Sheet (All projects with no contract wage rates). (POM B/1/21-2)
- U. LLC-8/LLC-8 (ESP) Abstract of Equal Pay Law (100% State fund). (POM B/1/21-2)
- V. WH-1462 Employee Polygraph Protection Act (Federal Fund). (POM B/1/21-2)
- W. WH-1420 Family & Medical Leave Act (Companies with more than 50 employees). (POM B/1/21-2)
- X. WH-1284 Notice to Workers with Disabilities (Federal Fund). (POM B/1/21-2 & B/11/5-1)
- Y. Listing of Hazardous Material Found in the Workplace. (POM B/1/21-3)
- Z. Available Training Program & Entrance Requirements (Federal Funds). (POM B/1/21-2 & B/11/5-1)
- AA. Union EEO Commitments and Responsibilities (Union Contractors, Federal Funds). (POM B/1/21-3 & B/11/5-1)
- BB. Work Environment Statement (Company Letterhead, Federal Funds). (POM B/1/21-3 & B/11/5-1)

**4.00 SUBCONTRACTORS -- SECTION 108.01(e), 107.30(a) AND POM --** Provisions for utilizing subcontractors are followed.

- A. FHWA 1273, Required Contract Provisions Federal Aid Projects is incorporated in subcontract. [POM & Sect. 107.30(a)1]
- B. Designated Special provision 10 (DSP10), Commonwealth Non Discrimination/Sexual Harassment Clause is incorporated in subcontract. (Pub. 408, Appendix C).
- C. Designated Special Provision 11 (DSP 11), Commonwealth Contractor Integrity Provisions is incorporated in subcontract. (Pub. 408, Appendix C).
- D. Executive Order 11246, Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity. [Sect. 107.30(a)1]
- E. Predetermined wage rates. (POM B/1/21)
- F. All subcontracts or approvals are on the project for review. [Sect. 108.01(e) & POM B/11/6-3]
- G. Subcontractors are approved, in ECMS, prior to working. [Sect. 108.01(e)]
- H. Special provisions - DBE utilization affirmative action requirements for Federal Aid projects. (POM B/11/6-2)
- I. Special Provision - Minority/WBE for 100% State projects. (POM B/11/7-1)

**5.00 TRAINEES – POM B/11/3 --** procedures in the processing & review of the trainee program, when applicable Federal-Aid Projects.

- A. Contractor completed and submitted EO-363 (Highway Contractor's On-The-Job Training (OJT) Program) to the Department within 10-days following the Notice to Proceed date.
- B. Contractor completed and submitted EO-364 (Trainee Enrollment Form) to the IIC prior to the "Anticipated Start Date" with the Trainee identified on the EO-364 and prior to the Trainee beginning Training.
- C. An approved Training Plan is on file at the project field office. Form EO-363 (Highway Contractors On-The-Job Training (OJT) Program).
- D. The Trainee has a copy of the BEO approved EO-364 and a copy of their BEO approved program to follow.
- E. Provisions have been made for the maintenance of records and furnishing required reports documenting trainee performance. Form EO-365 (Highway Contractors Monthly Training Report).
- F. Trained individuals have been provided with a certification showing the type and length of training satisfactorily completed.
- G. Payments have been properly documented and made as per the special provision.