What is a Work Specification

Q: What is a Work Specification?

A: Simply stated, a Work Specification (or Work Spec) is a code for all of the work defined in the body of a particular Agreement or Contract Modification or Contract Addendum.

Every report must have a Work Spec selected. By selecting the correct Work Specification when creating a new inspection report (or in the Project Assignment area of the Inspection Report Information form if you have to add it later) you associate the inspection document with the work defined in a particular contract agreement or modification we have with each project.

A 7-digit Work Spec code is constructed as follows: the first four characters match the unique Group Number (which identifies each project), the 5th character is typically an underbar “-”, and the last 2 characters are typically the same as the Agree_Mod number (which is the number of the reference contract document).

Note: The Agree_Mod number used here is the same 2-digit number as you see used in other programs. This is our method of tying all work to the contract document that established the work: Agreement is “00”, Modification 1 is “01”, Modification 2 is “02”, etc.

For example, the work described in the body of the Agreement document is a Work Spec. If, for example, the Group Number is “03L8”, then the Work Spec would be “03L8_00”.

The Work Spec can be coded on the following screen when you first create the report:

We require the Work Spec to be coded when you first create the report. However, if the Work Spec was not selected at this time (typically for an older report), you can select it later on the Inspection report Information screen: