Deviation Log Overview

1. What is the definition of a deviation?
   Any item or component of work that does not substantially conform to the requirements of the construction plans and/or specifications and which has not been corrected by the end of business on the day it is identified.

2. What is the difference between an open and a pending deviation?
   An open deviation is a deviation that has been recorded and has been marked as reviewed. A pending deviation is a deviation that has been recorded in the Deviation Log, but has not been marked as reviewed.

3. Does the Deviation Log take the place of hard copy or spreadsheets?
   Yes. The Deviation Log is designed to make deviations visible to everyone and to streamline the process across all disciplines. All new stores that have a possession date of August 1, 2006 or later and all store planning projects awarded after February 5th, 2007 are to start reporting deviations using the Deviation Log.

4. Is there a manual available for Deviation Log?
   Yes. Click on the Tutorial link near the upper right corner of the Deviation Log window to access a tutorial.

Accessing the Deviation Log

1. Who should create the store on the Deviation Log?
   The store should automatically be created on the Deviation Log tool when it is awarded to the General Contractor.

2. What happens if the store I’m looking for isn’t there?
   The store is usually created on the Deviation Log when it is awarded. Contact the Architect of Record or the Inspection & Testing Lab for the store. They can create the Deviation Log for the store if necessary.

3. What happens if the person I need to add to the contact list does not show up in the drop down list?
   That person needs to be given access to the Deviation Log. Please contact Evoco Client Services for more information. The phone number for Evoco Client Services is 1.800.274.5250 and the email address is support@evoco.com.

The Deviation Life Cycle

1. Is there a blank deviation form I can take out into the field?
   Yes. On the store list page of the Deviation Log, there is a button called Templates. There is a different template for each of the disciplines: Testing & Inspection, Structural, Civil, Fire Protection, Architectural and Miscellaneous Deviations. The templates are in PDF format and can be printed or saved to your local computer.

2. Who enters a deviation if it crosses multiple disciplines?
   The deviation is to be logged by all affected disciplines.
3. Can Structural Engineers enter a Masonry deviation and if so, how does the Mason find out about the deviation?

Because a Masonry type of deviation is an option for Structural Engineers, they can enter a deviation for Masonry. The Mason does not know about the deviation until the General Contractor tells them. All correspondence goes to the General Contractor as the Mason is a sub contractor to the General Contractor. The Architect should also review all deviations to ensure they are being handled by all appropriate parties.

4. What should be entered into the “Reported To” field?

The name of the person/people the deviation was reported to. For example: General Contractor, Professional of Record or the Construction Manager.

5. Does the ‘Contact’ in the ‘Reported To’ field get matched up to a master list to verify spelling and make sure the proper names are used?

Yes. The names are now selected from a master list.

6. Does the ‘Contact’ listed in the ‘Reported To’ field get notification e-mails?

Yes. The person listed as the contact for that store will receive all notifications from the Deviation Log.

7. Who marks deviations as reviewed?

Deviations are marked as reviewed by someone within the same firm. If the deviation is noted by a field technician, it should be reviewed by a qualified professional before it becomes an open deviation. It may also be the same person who noted the deviation and is now entering it into the system.

8. Can the Testing Lab or Construction Manager edit information on a deviation entered by a Professional of Record?

The Testing Labs and Construction Manager can not edit information already entered by a Professional.

9. Who marks a deviation as complete?

Testing Labs can complete any deviation. Professionals can only complete deviations for their scope of responsibility.

10. Can pre-populated comment fields be added to the New Deviation form to make entering multiple deviations easier?

This functionality is not be available at this time.

11. Why can Inspection & Testing Labs complete any deviation?

Inspection & Testing labs are supposed to have greater visibility throughout the entire construction project. They have this ability in case a deviation has been completed but has not been marked as Closed on the system.

12. Who gets notifications on open deviations?

Notifications of open deviations with no action path assigned are sent to the people identified as contacts on the Store Information tab.