Generated file by QChecklists
https://quollnet.com

Trigger/Action Response Plan: Holds, Thresholds, Escalation

Trigger/action response plan for construction teams. Interactive checklist defines thresholds, hold points, and escalation communications; fully commentable and export as PDF/Excel with QR authentication.

Project:	
Date:	
Filled by:	

Define Thresholds	
1	List monitored parameters with units and sources (e.g., thermometer, noise meter, schedule dashboard). Verify instrument IDs and calibration dates ≤ 6 months; evidence: photos of calibration labels and certificates attached.
2	Set numeric control limits in SI units (e.g., noise LAeq > 70 dB, PM10 > 50 µg/m³, vibration > 5 mm/s, schedule variance > 10%). Acceptance: QA manager approves matrix; evidence: signed thresholds table.
3	Establish rate-of-change triggers (e.g., temperature rise > 5 °C in 30 min) and sampling frequency. Acceptance: frequency supports detection before exceedance; evidence: monitoring plan with time stamps.
4	Define persistence rules (e.g., trigger fires after two consecutive exceedances). Acceptance: rule documented for each parameter; evidence: logic noted in thresholds sheet.
5	Classify severity tiers (Alert, Hold, Stop) linked to limits. Acceptance: each parameter mapped to one tier per value; evidence: color-coded tier matrix.
6	Map every trigger to a single predefined action label (Notify, Verify, Hold). Acceptance: no unmapped triggers; evidence: cross-reference index completed.

Set Hold Points	
7	Identify activities requiring hold points from the ITP (e.g., reinforcement inspection, pressure test witness). Acceptance: list matches ITP references; evidence: ITP-linked hold-point register.
8	Define release authority by role (e.g., QA lead, client rep) and alternates. Acceptance: no conflicts of interest; evidence: signed RACI with roles and alternates.
9	Specify verification method and records (inspection checklist, test report, geo-tagged photos). Acceptance: objective evidence required; evidence: referenced forms and sample photos.
10	Set maximum response and release times (e.g., Tier Hold: respond ≤ 15 min, release ≤ 2 h). Acceptance: timers documented; evidence: SLA table embedded.
11	Document contingency contact chain if primary approver is unavailable after SLA. Acceptance: escalation chain ≤ 3 tiers; evidence: escalation list with phone/email/radio IDs.

Communication Protocols	
12	Create a notification matrix by trigger tier including roles, channels, and time targets. Acceptance: all shifts covered; evidence: approved matrix PDF.
13	Standardize message templates capturing what, where, readings, photo IDs, and required action. Acceptance: 90% completeness in dry-run; evidence: sample outbound messages.
14	Define primary and redundant channels (SMS, email, radio) with call signs and distribution lists. Acceptance: redundancy verified; evidence: test log screenshots.
15	Set quiet-hours rules with override for safety-critical alerts. Acceptance: override process documented; evidence: signed policy extract.
16	Specify evidence capture: geo-tagged photos, instrument screenshots, and lot numbers, using a file naming convention. Acceptance: convention trialed; evidence: example files attached.

Escalation Workflow	
17	Map escalation tiers with response timers (Tier 1: ≤ 10 min; Tier 2: ≤ 30 min; Tier 3: ≤ 60 min). Acceptance: timers configured; evidence: system settings image.
18	Define decision authority per tier (pause, hold, proceed with conditions, notify client). Acceptance: client/engineer concurrence recorded; evidence: approval memo.
19	Set criteria to downgrade or close alerts (e.g., three normal readings over 30 min). Acceptance: closure steps listed; evidence: closure checklist template.
20	Document cross-discipline triggers (e.g., safety event initiates quality hold). Acceptance: cross-impacts identified; evidence: interaction matrix.

Records and Evidence	
21	Configure digital log fields: time, GPS, parameter, unit, threshold, reading, tier, action, approver. Acceptance: test export successful; evidence: sample CSV/PDF.
22	Assign document control number, revision, and distribution list. Acceptance: version appears on every page; evidence: header/footer screenshot.
23	Enable QR code linking to the latest approved plan at the workface. Acceptance: scan resolves to current version; evidence: QR test capture.
24	Capture final approvals from project manager, QA lead, and client representative per approved project specifications and authority requirements. Acceptance: e-signatures complete; evidence: signed page.

Comments:

Filled by:

Signature:

Introduction	How to use this checklist
Trigger/action response plan establishes clear thresholds, hold points, communications, and escalation paths across construction activities. This checklist guides teams to set control limits, build a notification matrix, and formalize an escalation protocol so responses are consistent when readings or events cross boundaries. It organizes trigger definitions, hold-point approvals, and message content without prescribing contractor remedies, keeping the plan focused on governance and decision-making. Coverage includes quality, safety, environmental, and schedule indicators per approved project specifications and authority requirements. Benefits include faster resolution, documented accountability, and fewer disputes because actions, roles, and timeframes are defined in advance. Use it during preconstruction or mobilization, then maintain it through change control as risks evolve. The plan reduces uncontrolled stoppages, near-miss escalation, and nonconformance sprawl by combining measured limits, decision authority, and reliable communication channels. Start in interactive mode to tick items, add project-specific comments, and export the approved plan as PDF/Excel with a QR-secured link for field access.	1. Preparation: Gather approved project specifications, ITPs, risk registers, monitoring plans, recent calibration certificates, and role lists. Confirm site connectivity for SMS/email/radio. Identify monitored parameters and target SLAs aligned with client expectations. 2. Configure Project Details: Open the template, enter thresholds, tiers, hold points, roles, and channels. Attach sample forms, message templates, and evidence examples. Set timers and quiet-hours rules according to site requirements. 3. Using the Interactive Checklist: Start interactive mode, tick each item as you complete it, add comments where project-specific limits apply, and upload photos or files. Share the QR code for field access and update the log in real time. 4. Run and Monitor: Conduct a dry-run drill to test notifications and escalation. Validate that messages, timers, and approvals work across shifts, then adjust thresholds or roles based on lessons learned. 5. Sign-Off and Archive: Capture digital signatures from required roles, export as PDF/Excel, distribute to stakeholders, and archive in document control. Confirm the QR code resolves to the latest approved version.