

Quality Audit Checklist

Job No.: _____ Project Manager: _____ Start Date: _____ Project Stage: _____
Audit Date: _____ Auditor: _____ Site: _____

Scope of Assessment:

Summary of Audit Findings:

Number of Corrective Actions Identified: _____

Number of Observations Identified: _____

Area	Item	Compliant	NCR / OBS	N/A	Comments
Management Systems					
Corporate Policies	Is the Quality policy displayed?				
	Are the Policies up-to-date?				
	Are these and other policies discussed during inductions?				
Management Plans	Is the latest version of the QMP available, if applicable?				
	Have all of the Plans been signed-off by the PM?				
	Are all copies controlled?				
	Have they been reviewed by off-site management?				
Legal Compliance Management (HEQ-STD-00286)	Is the relevant Legislation identified in management plans?				
	Does the project have access to, or is aware of, the Legal Registers?				
	Have licences/approvals/permits been identified and obtained for the project?				
	Does the Project have copies of all licences/approvals/permits obtained by the Client?				
	Are the requirements incorporated into the site induction and project documentation?				
	Are changes in legislation communicated to the workforce?				
Objectives and Targets	Have Project quality Objectives and Targets been established?				
	Are the targets being tracked and reported?				
	Are the Quality Overviews being completed and displayed?				
	Have all Project Objectives and Targets been communicated to the workforce?				
Roles and Responsibilities	Is staff on-site as nominated in the IPMP/Project Org. Chart?				
	Are staff aware of their roles and responsibilities?				

Area	Item	Compliant	NCR / OBS	N/A	Comments
Document and Records Management	Are drawings and documents controlled via a register?				
	Do documents in use correspond with the register?				
	Are superseded documents marked "superseded" or removed from use?				
	Are drawings marked with the date received?				
	Are records legible, readily identifiable and retrievable?				
	Are files stored in accordance with the BMD Project Checklist for Forms and Templates?				
Quality					
Identification and Traceability	Has a Lot register been produced?				
	Is the Lot register up-to-date?				
	Are Lots opened for Works currently underway?				
	Do previous Lots conform?				
	Are completed Lots closed-out?				
	Are completed Lots under cover of a Conformance Report?				
	Are NCRs on Lots corrected and closed-out?				
Inspection and Testing	Are ITP's completed for work activities and are they using the most current version?				
	Are ITPs being progressively signed-off as Works are completed?				
	Are tests ordered on a test request?				
	Are all Hold Points (HPs) recorded in a register? Is the register up-to-date?				
	Has the Principal been notified in advance of the upcoming HPs?				
	Has a register for levels and survey equipment been produced?				
	Have the calibration records for equipment been obtained?				
	Is equipment in current service?				
	Are 'As Constructed' survey records available?				

Area	Item	Compliant	NCR / OBS	N/A	Comments
Non-Conformances	Have all CAR (internal and Principal) been recorded?				
	If conformity cannot be achieved through re-work, has the Principal been notified?				
	Are all non-conformances raised by the Principal completed and returned within the specified timeframe?				
	Has a project audit schedule been developed?				
	Are audits being conducted as per the audit schedule?				