



Quality Audit Checklist

Job No.: 141-4249 Project Manager: Vaughan Arnold Start Date: 3/01/2023 Project Stage: A
Audit Date: 3/01/2023 Auditor: Maddeline Worthington Site: Metro

Scope of Assessment:

Quality & systems compliance

Summary of Audit Findings:

Generally systems compliance is good, with the use of client iThrix documentation
management system
Quality up to date with NCRs raised and closed out progressively.
All documents up to date & not traceability good

Number of Corrective Actions Identified: 1

Number of Observations Identified: 1

Area	Item	Compliant	NCR / OBS	N/A	Comments
Management Systems					
Corporate Policies	Are Corporate policies displayed, including: Safety; Environment; Quality; Rehabilitation and Freedom of Association as a minimum?	/			In Cars Hot
	Are the Policies up-to-date?	/			
	Are these and other policies discussed during inductions?	/			Induction Covers Policies - Procedures
Management Plans	Is the latest version of the IPMP available?				
	Is the latest version of the EMP available, if applicable?	/			
	Is the latest version of the QMP available, if applicable?	/			
	Is the latest of the SMP available, if applicable?	/			
	What other Plans have been prepared?	/			Household Operations / MSB PIT Plan
	Have all of the Plans been signed-off by the PM?	/			Approved By Asset Point Client
	Are all copies controlled?	/			
Risk Management (HEQ-STD-00005)	Have they been reviewed by off-site management?	/			
	Has a Tender Risk Assessment been undertaken and handed over to the project team?	/			
	Has a Risk Register been developed by the project team?	/			
	Have Safety Hazards been identified?	/			
	Have Environmental Aspects and Impacts been identified?	/			
	Has the Hierarchy of Control been used to mitigate and manage risks?	/			
	Have WMSs for project activities been developed from the Risk Register?	/			All High Risk SMS Approved By Client
	Have the WMS been communicated and signed-off by the workforce, including Subcontractors?	/			
	Has a JHA card been completed for each task?	/			
	Is the workforce regularly reviewing risks detailed on the JHA cards?	/			
	Are ABCs completed as per the project requirements?	/			ABC Monitoring Detail to GM Weekly

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Legal Compliance Management (HEQ-STD-00286)	Is the relevant Legislation identified in management plans?			✓	ALL TRAINING CONTRACTED (CURRENT) IN 1855 DOWNSIDE
	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 HSEQ Objectives and Targets been established?	✓			HSE LEADERSHIP COMMITMENT SCHEDULE IN PLACE
	Are the targets being tracked and reported?	✓			
	Are the HSE and 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?	✓			ALL TRAINING CONTRACTED (CURRENT) IN 1855 DOWNSIDE
	Are staff aware of their roles and responsibilities?	✓			
HSE Training and Competency Management (HEQ-STD-00004)	Has a Training Needs Analysis been developed for the Project?			✓	ALL TRAINING CONTRACTED (CURRENT) IN 1855 DOWNSIDE
	Has the nominated HSE Training been undertaken; e.g. First Aid training, Fire Wardens, etc.?			✓	
	Have RTO Assessment for Operator competency been completed?			✓	
	Have Operator Skills Assessments (OSA) been completed and available?			✓	
	Are training records available and up-to-date?			✓	

Area	Item	Compliant	NCR / OBS	N/A	Comments
HSE Communication Management (HEQ-STD-00006)	Have all workers completed a Site Specific Induction?	✓			
	Does the Site Induction adequately address the specific site circumstances?	✓			
	Are daily Pre-start meetings being held?	✓			AND CURRENT PRE-START BEING MONITORED
	Are safety and environmental toolbox talks being carried-out as scheduled?	✓			
	Have BMD Group HSE Alerts been communicated to the workforce?	✓			AS WELL AS CURRENT BRIEFINGS
	Has BMD monthly HSEQ reporting been undertaken in a timely manner?	✓			MISSING JULY
	Has communication to Regulatory Authorities been undertaken where required?			✓	
	Are Client Communications being undertaken as per contract requirements?	✓			
	Are Stakeholder and community communications being undertaken as per the contract requirements?	✓			CURRENT ON-BOARD
	Have Subcontractors been included in HSE communications?	✓			AS PRE-STARTS
Workplace Inspection and Observation (Monitoring) Management (HEQ-STD-00051)	Are weekly safety and environment inspections conducted and signed-off as scheduled?	✓			DAILY SITE WALKS DURING
	Are corrective actions closed-out in the required timeframe?	✓			AND ISSUES FIXED ON THE SPOT
	Are all project personnel involved in safety and environmental inspections?	✓			
	Have all project personnel conducted ABCs as scheduled?	✓			IMPROVEMENT SINCE LAST AUDIT
	Are incidents and accidents reported and entered into the database as per the standard?		NCR OBS		4 UNCLOSED INCIDENTS NEED CLOSURE
Incident and Accident Management (HEQ-STD-00051)	Have any 'Flash Reports' been issued as per the standard?	✓			
	Have the records been closed-out in the database as specified?		✓		SEE ABOVE
	Are non-conformances and corrective actions raised, implemented and closed-out in the database?	✓			



Area	Item	Compliant	NCR / OBS	N/A	Comments
Subcontractor HSE Management (HEQ-STD-00007)	Have incident investigations been conducted?	✓			
	Are root causes identified?	✓			
	Are they closed-out in a timely fashion?		033		SEE PREVIOUS ABOUT OVEROUE INCIDENTS
	Has adequate review been undertaken on the non-conformance and corrective action?	✓			
	Have the corrective actions been reviewed for effectiveness?	✓			
	Are all subcontractors/suppliers commissioned under a subcontract or plant hire agreement or Purchase Order?	✓			
	Has a Subcontractor Evaluation been undertaken prior to engagement for all subcontractors?		NCR		NEAR PAC / MINOR EXPIRED INSURANCES / NO PAC AWARD
	Are Public Liability insurance details obtained?		✓		SEE ABOVE
	Are Workers Compensation insurance details obtained?		✓		SEE ABOVE
	Have subcontractors supplied work safety and environmental plans / WMS as required by the project?			✓	
Fitness for Work Management Standard (HEQ-STD-00981)	Have HSE plans / WMS been reviewed by the project prior to commencement on-site?	✓			
	Have subcontractor pre-start meetings been held?	✓			
	Have subcontractor plant and equipment been inspected prior to arrival on-site?	✓			SITE APPROVAL VIA CLIENT PROCESS
	Have subcontractor Verification of Competency for operators been checked prior to arrival on-site?	✓			APR JOC PROCESS UTILISED
	Is a Fatigue Management Plan required?	✓			LIMITED HOURS UNDER CLIENTS
HSE Issue Resolution Management (HEQ-STD-00297)	Is Drug and / or alcohol testing required by the Client?	✓			FATIGUE MANAGEMENT CLIENTS DEA TESTING
	Has a HSE Committee been established for the site?			✓	
	Has a HSE Representative been Elected by the workforce?			✓	
	Has the nominated HSE Representative appointment been communicated to workers?			✓	

Area	Item	Compliant	NCR / OBS	N/A	Comments
Emergency Response Management (HEQ-STD-00108)	Have any PINs been issued by the HSE Rep.?			✓	
	Has a site specific Emergency Evacuation Procedure been developed?	✓			Current Approved
	Has this procedure been communicated to site staff?	✓			
	Has an emergency evacuation drill been conducted and recorded?	✓			Current Done
	Has all required training been provided?	✓			
Document and Records Management	Are drawings and documents controlled via a register?	✓			ACONEX
	Do documents in use correspond with the register?	✓			ACONEX
	Are superseded documents marked "superseded" or removed from use?	✓	NCL OBS		MASTER FOLDER UPDATED ONLY
	Are drawings marked with the date received?	✓			NO DOCUMENT CONTROLLED ON SITE
	Are records legible, readily identifiable and retrievable?	✓			
Site Office	Are files stored in accordance with the BMD Project Checklist for Forms and Templates?	✓			
	Safety				
	Are First Aid Kits up-to-date and register maintained?	✓			
	Are First Aid Officer(s) identified and posters displayed?	✓			
	Are Emergency numbers displayed and up-to-date?	✓			
Amenities	Are fire extinguishers in place, tested, tagged and records kept?				
	Are crib rooms clean and adequate for workers?	✓			CNO Cribroom in Place
	Are toilets clean and adequate?	✓			
	Does the project have good housekeeping standards?	✓			
	Is general waste removed?	✓			
	Is adequate drinking water provided?	✓			
	Are fridges and food areas clean and hygienic?	✓			
	Have suitable areas been provided for eating meals and taking other breaks?	✓			



Area	Item	Compliant	NCR / OBS	N/A	Comments
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?	✓			3A ISSUED 3A CLOSED OUT
	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?	✓			
Inspection and Testing	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?	✓			



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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?	✓			PART OF MONTHLY SAFETY MEETING