# BSBPMG513
# MANAGE PROJECT QUALITY

## PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- The assessor will conduct observations of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
  - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
  - Alternate tasks must be fully documented by the assessor.

Participant name: Joel Dotta

Participant signature: JDotta

Assessor name:

Assessor signature:

Date: Click here to enter a date. 06-07-20

| Number of tasks | Number of tasks completed | Satisfactory? | |
|---|---|---|---|
| | | Yes | No |
| 1 | | ☐ | ☐ |

## ASSESSOR COMMENTS

# BSBPMG513
# MANAGE PROJECT QUALITY

## Practical Task 1

**Description of task:**
A suitable observer is to verify the participant's ability to manage quality within projects, including:

- Determining quality requirements
- Implementing quality control and assurance processes
- Using review and evaluation to make quality improvements in current and future projects

These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

**Resources required:**
Project documentation (including quality criteria, evidence of quality monitoring and improvement practices), Computer and appropriate software.

**Assessment of task**

| | |
|---|---|
| **Name of participant:** | JOEL DOTTA. |
| **Name of observer:** | Luke Gage |
| **Role of observer (Confirm suitability to sign)** | Project Manager |
| **Email address of observer** | Luke.gage@stoweaustralia.com.au |
| **Signature of observer:** | |
| **Date:** | Click here to enter a date. 06-07-20 |

| | When completing the task, did the participant: | Tick if satisfactorily completed. Provide comments if left unticked. |
|---|---|---|
| | **1 Determine quality requirements** | |
| 1.1A. | Seek input from stakeholders to determine quality objectives and standards. | ☑ |
| 1.1B. | In a quality management plan, document:<br>• Quality metrics for the project and product output<br>• Agreed quality requirements | ☑ |
| 1.1C. | Select established quality management methods, techniques and tools to resolve quality issues. | ☑ |
| 1.1D. | Distribute, discuss and support quality requirements with project team and stakeholders. | ☑ |
| 1.1E. | Implement agreed quality requirements as the basis for performance measurement. | ☑ |
| | **2 Implement quality processes** | |
| 1.2A. | Undertake a quality assurance audit of project processes for compliance with agreed plans. | ☑ |

| | | |
|---|---|---|
| 1.2B. | Assess quality control of project and product output according to agreed quality specifications. | ☑ |
| 1.2C. | Identify causes of variance to quality metrics and undertake remedial action. | ☑ |
| 1.2D. | Maintain a quality management system to enable accurate and timely recording of quality audit data. | ☑ |
| | **3 Implement project quality improvements** | |
| 1.3A. | Review processes and implement agreed changes continually throughout the project life cycle to ensure continuous quality improvement. | ☑ |
| 1.3B. | Review project outcomes against performance requirements to determine the effectiveness of quality-management processes and procedures. | ☑ |
| 1.3C. | Identify and document lessons learned and recommended improvements. | ☑ |

**The participant's performance was:** ☑ **Satisfactory** ☐ **Not Satisfactory**

## OBSERVER COMMENTS

Joel Monitors the Quality of the project through the use of internal ITP's and Audits. He also does an internal QA on the installation of equipment on a daily basis to prevent Re-Works and Defects.
Joel has a good understanding of the Project Specification to deliver a high quality Project that meets the requirements of the client.

# INSPECTION AND TEST PLAN

## ITP 002 - Low Voltage Power Installation

| | | | |
|---|---|---|---|
| Client Review/ Approval Sign & Date | | Client | FDC |
| Issue date | | Project | FDC |
| Revision | 1 | Stowe Job Number | 706105 |

| | | | | | | |
|---|---|---|---|---|---|---|
| ITP prepared by: | JOEL DOTTA | Reviewed by: | | Review Date | | Stowe PM approval Sign & Date |
| Specification No / Rev | AURECON REV 1, BCA REV 1, HPF REV 1 | Drawing / Revision | | Drawing / Revision | | |
| FIC 201 | SUB CIRCUIT INSTALLATION CHECKLIST | FIC 205 | COMMISSION LV SUB CIRCUIT TEST REPORT | | | |
| FIC 202 | SUB CIRCUIT FIT OFF CHECKLIST | FIC 206 | CABLE TRAY INSTALLATION | | | |
| FIC 204 | SWITCHBOARD TERMINATION CHECKLIST | FIC 208 - (iAuditor) | | | | |

| No. | Activity | Description | Purpose | Acceptance Criteria | Inspection by: | Verification: Stowe | Verification: Client | Verification: Timing | Verification: Record | Confirmation: Signed Stowe | Confirmation: Signed Client | Confirmation: Signed Consultant | Confirmation: Date | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1.1 | Identify Hold/Witness points. | Submit RFI requesting confirmation of Client/Consultant requirements, review spec & contract. | Development of ITP/FIC to incorporate Hold & Witness points, inclusive of notice periods | Specification/Contract | Stowe/Client/Consultant | Review | Approval | Prior to finalise ITP/FIC | RFI response | | | | | |
| 1.2 | Procurement | Sample/technical data submissions, shop drawings, factory acceptance testing. | Ensure equipment/materials are supplied in accordance with specification, programme & client requirements | Procurement Schedule Sample/Tech Data Register Drawing Register FAT FIC Construction Programme | Stowe/Client/Consultant | Hold | Witness Approval | Purchase orders can only be placed subject to approval. | Client Approval | | | | | |
| 1.3 | Fully engineered project | Provision of fully co-ordinated AFC/IFC drawings | Do not proceed on tender issue documents. Request AFC documents | Receipt from client of AFC drawings. Stowe Confirmation of cable sizing etc | Client/Consultant | Hold | Approval | Required prior to installation | Drawing Register | | | | | |
| 1.4 | Design & Construct project | Engineering electrical services, Shop drawings/BIM model | Formulation of an conforming electrical design to Australian Standards & project documentation, co-ordination with structure and service trades. | Specification AFC/IFC drawings AS3000, AS3008, contract documents including programme. Form 15. | Stowe/Client/Consultant | Hold | Approval | Required prior to installation | Drawing Register Form 15 | | | | | |
| 1.5 | Installation - Sub Circuit | Cable Pathways | Ensure installed in accordance fully co-ordinated AFC/IFC drawings | Specification AFC/IFC drawings AS3000, AS3008 | Stowe/Client/Consultant | Operational | Witness | As per Stowe programme | FIC 206 FIC 208 | | | | | |
| 1.6 | Installation - Sub Circuit | Electrical Cabling | Installation in accordance with approved shop or AFC/IFC drawings | Specification AFC/IFC drawings AS3000, AS3008 | Stowe/Client/Consultant | Operational | Witness | As per Stowe programme | FIC 201 FIC 209 | | | | | |
| 1.7 | Installation - Sub Circuit | Electrical Fitt Off | Installation in accordance with approved shop or AFC/IFC Architectural Drawings | Specification, IFC RCP & Elevation, Architectural Drawings | Stowe/Client/Consultant | Operational | Witness | As per Stowe programme | FIC 202/203 | | | | | |
| 1.8 | Installation - Sub Circuit | Switchboard Termination | Installation in accordance with approved shop or AFC/IFC Drawings | Specification AFC/IFC drawings AS3000, AS3008 | Stowe/Client/Consultant | Operational | Witness | As per Stowe programme | FIC 204 | | | | | |
| 1.9 | Commission | Electrical Test & Commission | Compliance with Contract documentation and Aust Standards | Specification AFC/IFC drawings AS3000, AS3017 | Stowe/Client/Consultant | Operational | Witness | After Installation complete | FIC 205 | | | | | |
| 1.10 | Completion | Drawings - As Installed, O&M Manuals | Review & update all redline changes, submit upload documents for OM | Specification/Contract Form 16 | Stowe/Client/Consultant | Operational | Approval | Prior to Practical Completion | Drawings, Documents Form 16 | | | | | |