Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Construction Process Control (M7)**	YES	YES BUT	NO
1. Site monitoring are recorded appropriately in (i) Daily diary of Site Engineer (ii) Relevant standards forms (iii) Site meeting minutes 2. Minutes of meeting circulated to all attendees, Client's representative and Architects. 3. Submission of shop drawings and coordination drawings are monitored and recorded in appropriate schedules. 4. Records of all non-conformances, consequent action taken and final clearance are maintained by the Site Engineer. 5. Contractors are advised of procedure for submission of Request for Deviation at the commencement of Contract. 6. All Request for Deviation received are recorded in the Register of Request for Deviation. 7. All Request for Deviation are supported by documentations. 8. Changes affecting various Design Team Engineering disciplines initiated by an approved RFD are circulated to all concerned parties according to the Procedures on Design Change Control.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: CONSTRUCTION SUPERVISION **Construction Process Control (M7)**	YES	YES BUT	NO
9. Procedures for approval of Request for Deviation as stipulated in Clause 3.3 are adopted. 10. Amendments to the Specification, drawings or documents initiated by an approved RFD have been undertaken and circulated to all parties concerned according to the Procedures on Design Change Control. 11. Authorisation for Contractor to undertake alterations under approved RFD are in accordance with Clause 9. 12. Date of Progress Payment Valuation to be submitted is agreed with Quantity Surveyor and recorded in the PQP. 13. Progress Payment Valuation Form's presentation format has been established with Client. 14. Claims for unfixed materials on site are itemised and verified by relevant delivery notes and visual inspection. 15. Claims for unfixed materials off site are subjected to all itens under Clause 8.2.1. 16. Variation works are not paid in Progress Payment Valuation unless authorised. 17. All Variation Orders are approved by the Client.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: CONSTRUCTION SUPERVISION **Construction Process Control (M7)**	YES	YES BUT	NO
18. Outstanding and defective works are not included in Final Payment. 19. All interim claims from contractor are recorded in the Project 'PP' Files. 20. Authority levels for initiating variations as stipulated in Clause 9 are agreed and established with Client/Architect and recorded. 21. All variation costs submitted by the contractor are checked by PM for validity and accuracy and confirmed to the Client/Architect in writing with the recommendation for acceptance. 22. DVO are issued for works done by contractor without detailed cost submission and are approved by the Client/Architect. 23. All instructions from Client/Architect are recorded. 24. Details of all variations are recorded and filed appropriately.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: CONSTRUCTION SUPERVISION **Construction Process Control (M7)**	YES	YES BUT	NO
25. The Contract Value Summary is maintained up-to-date. 26. Contractor has submitted the necessary sets of reproducible transparencies, in diskettes/CD Rom and paper prints as required under the Contract.27. Are O&M manuals being prepared in such a way that an engineer who has no previous knowledge of the project may use them to operate and maintain the systems. 27. A copy of all Operating and Maintenance Manuals are retained in the office until the end of the Maintenance Period. 28. Are Project Manager / Site Staff provided with and used the PPE in accordance to site EHS requirements during site monitoring? 29. Are deviations from site environmental requirements feedback to the main contractor?			
Comments: Auditor Signature: Date:			