Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Testing and Commissioning (M8)**	YES	YES BUT	NO
1. Specific Client's requirement related to Inspection, Commissioning and Testing and authority levels for acceptance are established and recorded in a controlled manner. 2. Name and details of the approved Specialists Sub-Contractor are recorded in the relevant project file. 3. All design data and test figures are identified and recorded into the Test Sheets. 4. Contractor has submitted their initial programme of works for review. 5. All comments generated in the review shall be confirmed to the Contractor in writing and recorded. 6. The agreed programme are recorded and incorporated into the co-ordinated construction programme. 7. The contractor's detailed and programme for Commissioning and Testing have:- (i) Complied with all specified requirements. (ii) Identified all test to be undertaken by the relevant authorities.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Testing and Commissioning (M8)**	YES	YES BUT	NO
8. The following specified schedules in the forms of Check Lists have been submitted two weeks before the commissioning starts:- (i) Schedule of pre-commissioning checks for each item of plant. (ii) Schedule of Commissioning procedures (iii) Schedule of Performance Test. (iv) Schedule of Commissioning reports, Manufacturer's Test Certificates to be included in the reports. 9. Check list are used to monitor the Contractor's progress. 10. The completed Commissioning and testing report is submitted for comments and/or approval. 11. The sample Test and Commissioning formats are adopted. 12. List of defects are recorded and sent to the Contractor. 13. Contractor signed and dated defects item rectified which is recorded. 14. Site Engineer signed and dated defects item rectified by Contractor following satisfactory site check and copy recorded.			
Comments: Auditor Signature: Date:			

Project Title:	Date:		
	Project No.:		
Procedures Audited: MAIN PROCESS **Testing and Commissioning (M8)**	YES	YES BUT	NO
15. All defects due to design error are recorded by Site Engineer and reported to Project Manager. 16. Feedback Report Form has been initiated by Project Manager according to the procedures in the Feedback Reporting. 17. Review and authorisation of corrective action are in accordance with the procedures on Design Change Control. 18. Site Engineer has reviewed the report on commissioning and performance trials. Comments or acceptance are recorded. 19. A copy of commissioning Testing Report and Defects Report are retained in the Project File. 20. Certificate of Supervision are drawn up according to prescribed forms and given to the respective Professional Engineers upon satisfactory completion of all test. 21. Certificate of Supervision for Lifts and Escalators are issued by the Contractor's Professional Engineer. 22. A copy of Certificate of Supervision with any attached documents are filed in the Project 'Authority' file.			
Comments: Auditor Signature: Date:			