

Checklist	Remarks	Action (X)
<p style="text-align: center;">Project System Audit Inspection Group</p> <p>Note: Not all items of the checklist shall be checked. It depends on the status of the work and whether it is the first, second or third audit.</p> <p>1. Project Definition</p> <p>1.1 Is the Project Procedure and Execution Manual (PPEM) available? What is the status, issue and date?</p> <p>1.2 Does the PPEM properly describe the scope of work and services expected from Inspection activities and does it reference the relevant procedures, guides, etc., to cover those services? Have the responsibilities, authorities and interfaces, both internally/externally been clearly defined for the inspection scope of work? Have client requirements been incorporated and approved?</p> <p>1.3 Is there a controlled set of inspection related Company/client, standards/norms/guides/practices/procedures/forms and specifications available in the Inspection Group?</p> <p>1.4 To what extent have inspection report forms and reporting procedures been approved by the client?</p> <p>1.5 Have specific client specifications, practices and/or narrative specifications, standard drawings been included in the PO requisitions? Have they been distributed within the group for Inspection purposes?</p> <p>1.6 Has the project document distribution schedule been marked-up by the inspection group? This to address all documents needed for the inspection activities to be carried out. How has the inspection file for the project been organized?</p> <p>1.7 Does the Inspection Group have a suppliers list which is reviewed/ approved by the client?</p>		
RB28029.doc	www.red-bag.com	SHEET 1 of 6

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<p>2. Engineering Technical</p> <p>2.1 Is a smooth flow of information in place between all relevant departments including the Field Construction Group and the Inspection Group?</p> <p>How is it ensured that all Inspection communication, outside periodic reports, is in writing?</p> <p>2.2 How is it ensured that the Inspection department is involved in each supplier selection process?</p> <p>2.3 Is the Inspection involved to ensure that prior to PO award:</p> <ul style="list-style-type: none"> • suppliers have provided acceptable evidence of quality assurance requirements? • historical performance records have been verified? • the latest Company evaluation has been reviewed? <p>2.4 Have selected items and/or critical equipment been identified during PO clarification/sub-contract clarification/pre-award meetings to be subject to inspection activities?</p> <p>2.5 Is there an identification of inspection categories?</p> <p>Have they been clearly defined in order to establish special assignment instructions etc. i.e.: R, IPC, IP or F categories?</p> <p>2.6 Have internal job Inspection instructions been developed?</p> <p>Have they been issued to disciplines concerned and in time?</p> <p>2.7 Are there any problem areas (expected) in the scope of work related to the Inspection group?</p> <ul style="list-style-type: none"> • Summarize status of outstanding problems. • Have these problems been recorded, reported and communicated with project management? 		

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<p>2.8 Have NCR's./adverse conditions/none acceptance notices and QC memo's been made where applicable?</p> <p>By whom are they administered and distributed to discipline/department heads concerned, including site?</p>		
<p>2.9 Have sequential orders (sub-orders) been properly filed with regard to the main PO's/sub-contracts?</p>		
<p>2.10 Have pre-inspection/QA-QC meetings been held with main suppliers after PO release?</p> <p>Have QC planning, production schedule with hold points, drawing index schedule, manufacturing report, document index schedule, sub-orders etc. been addressed?</p>		
<p>2.11 Have sub-orders been reviewed by the Company inspector, soon after release to subsupplier? How are these reviews being administered?</p>		
<p>2.12 To what extent is Inspection performing shop inspections at casting facilities for pumps, compressors, valves, etc., prior to the shipment of equipment to the supplier?</p>		
<p>2.13 Are client software programs to be used for reporting purposes?</p> <p>If not, which Company reports are being used?</p> <p>Have new reports been developed for the project?</p>		
<p>2.14 Is Inspection ensuring that inspection plans for supply and erect orders will be checked by construction and engineering?</p>		
<p>2.15 Do Inspection files include:</p> <ul style="list-style-type: none"> • Interface QA/Inspection of the supplier surveys and pre-award meetings? • Updated inspection status report? • Copy and distribution of incoming/outgoing correspondence including telecom notes and faxes? • Copy of PO's sub-orders/contracts. • Inspection reports? 		

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<ul style="list-style-type: none"> • NCR's, adverse condition/none acceptance notices and QC memo's? • General correspondence per equipment, bulk materials and/or package unit? 		
<p>2.16 Are licensor packages included? Are these packages available to the Inspection department?</p>		
<p>2.17 Have licensor specific (Inspection) requirements been incorporated in the Company requisition/specification?</p>		
<p>3. Engineering General</p>		
<p>3.1 Does Inspection department receive a copy of the currently maintained document list for all disciplines?</p>		
<p>3.2 How is the Inspection department kept up-to-date with the status of requisitions and specifications?</p>		
<p>3.3 How are the authority requirements per PO/ sub-PO/ bulk material PO/ subcontract/ package unit being handled?</p>		
<p>3.4 Is it expected that we need the services of consultants for special items?</p>		
<p>3.5 How is follow-up on action items, resulting from minutes of meetings controlled and administered?</p>		
<p>3.6 How are inputs regarding progress made and outstanding problem area(s) provided for the Monthly Progress Report?</p>		
<p>3.7 How is miscellaneous Inspection work not assigned to the Inspection department but delegated to an engineering discipline being taken care of, properly monitored and reported?</p>		
<p>3.8 To what extent is the Inspection group monitoring that the applicable code, rules, regulations, standards, guidelines and inspection requirements are incorporated in the requisition/specifications?</p> <p>What is generally the timing, prior to or after release for bids?</p>		

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<p>3.9 How is it ensured that <u>all</u> relevant equipment, including auxiliary equipment in package units and supply and erect subcontract, plus in-line components and other materials, will be properly inspected as required?</p>		
<p>3.10 What is the inspection experience with available documents at suppliers and subsuppliers?</p>		
<p>3.11 Have any surveys been conducted on unknown suppliers?</p> <p>If yes, have formal reports been distributed?</p>		
<p>4. Job Control</p>		
<p>4.1 Where has the budget for the Inspection Group been established?</p>		
<p>4.2 Was Inspection involved in preparing the estimate, planning and manpower - planning for the group?</p>		
<p>4.3 How is the progress of the Inspection Group being measured?</p>		
<p>4.4 How much is the progress most recently reported for the Inspection Group?</p> <p>State cut-off date?</p>		
<p>4.5 What is the relationship between spent and planned manhours at this cut-off date?</p>		
<p>4.6 Have Inspection manhours and budget been adjusted as a result of approved project variations?</p>		
<p>4.7 How does the final expected manhours requirement for the discipline relate to the assigned manhour budget?</p>		
<p>4.8 What is currently the percentage of agency personnel on the job within the Inspection group?</p>		
<p>4.9 Does the lead Inspector receive a copy of the weekly LDS print-out?</p>		
<p>4.10 To what extent has the entire inspection scope been planned?</p>		
<p>RB28029.doc</p>	<p>www.red-bag.com</p>	<p>SHEET 5 of 6</p>

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<p>4.11 Has the necessary manpower been adequately filled in a timely manner?</p>		
<p>4.12 Does the manpower planning cater for utilization of specialist engineers conducting special/ critical activities?</p>		
<p>4.13 Does the manpower planning consider adequately trained personnel to be utilized on <u>special</u> equipment to be inspected, if required?</p>		
<p>4.14 Have new inspectors been hired to work on the project?</p> <p>If so, what training has been provided to familiarize them with specific Company requirements?</p>		
<p>4.15 Have Inspection assignment letters been issued?</p> <p>Who approved these letters?</p>		
<p>4.16 Are these assignments clear and comprehensive?</p>		
<p>4.17 Is the Inspection Lead Engineer invited for regular coordination meetings with the project engineering management.</p>		
<p>4.18 Is there evidence of:</p> <ul style="list-style-type: none"> • final bid tabs signed by manager inspection? • • suppliers QA/QC system check? • • inspection frequency program? • • MOM pre-inspection meetings? • • suppliers inspection and test plan? • • non acceptance notes? • • material release notes? • 		
<p>5. Additional Questions</p>		