Checklist	Remarks	Action (X)

**Project System Audit
Expediting Group**

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.

1. Project Definition

1.1 Is the Project Procedure and Execution Manual (PPEM) available?

What is the status, issue and date?

1.2 Does the PPEM properly describe the scope of work and services expected from Expediting activities ?

Does it reference the relevant procedures, guides, reporting requirements, etc., to cover those services?

Have the responsibilities, authorities and interfaces, both internally / externally, been clearly defined for the Expediting scope of work?

1.3 Have Company / client, guides / practices / procedures and forms applicable and to be used by your discipline been listed in the PPEM

Are they available in the discipline group?

Is there a controlled set available in the Expediting Group for Expediting purposes and distributed within the group for their reference and use?

1.4 Has the standard form for document distribution, updated for the project concerned, including client document distribution, been included in the PPEM?

1.5 What disipline filing system has been put in place on the project?

1.6 Does the PPEM contain a supplier's list which is approved by the client?

1.7 Have project specific work instructions for RMMS been issued?

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2. Engineering Technical

2.1 How is a smooth flow of information promoted between Project - Design - Engineering - Purchasing - Inspection - VPC and the Expediting Group, including Home Office and Field Construction Group where required?

How is it ensured that all Expediting communication, outside periodic reports, is in writing?

2.2 How is it ensured that slippages discovered by the Expediting Group will be brought to the attention of <u>all</u> other disciplines concerned?

To what extent is Expediting involved in the decision making process how to take remedial action?

2.3 Have internal job Expediting instructions been developed?

Have they been issued to disciplines concerned and issued in time?

2.4 How is it ensured that problem areas in the scope of work and in those between your group and the specialist / design engineering group, suppliers / suppliers / subcontractors, including construction site, are properly recorded, coordinated and resolved?

- Summarize status of outstanding problems.

2.5 Where have the software programs to be used been specified?.

2.6 Are client software programs to be used for reporting purposes?

- If so, have they been listed in the PPEM?

- If not, which Company reports will be used?

- Have new reports been developed for the project?

2.7 What internal / external distribution system has been established for supplier correspondence and handling of purchase (sub) orders, subcontracts and their

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	amendments?		
2.8	Have Expediting project working files been created which do contain all relevant data per PO, for use by both main and field personnel, such as:		
	• expediting reports, HO and outside;		
	• inspection reports;		
	• inspection release notes (IRN's);		
	• supplier print reports;		
	• inspection non-conformances;		
	• PO's and amendments;		
	• subcontracts and amendments;		
	• copies of sub-orders;		
	• requisitions;		
	• general correspondence;		
	• telexes, faxes, etc.;		
	• material receiving records (MRR's);		
	• over, short and damage reports (OS&D);		
	• supplier progress reports;		
2.9	Have procedures been established which define interfaces between Expediting and:		
	• Purchasing?		
	• Planning in HO and at site?		
	• Inspection?		
	• Project Management/Engineering?		
	• Traffic?		
	• VPC?		
2.10	Do these procedures address potential problem areas and how to handle these?		
2.11	Have assignments to other offices been established?		

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2.12	Do assignments clearly define responsibilities, reporting levels and frequency?		
2.13	Have input requirements and cut-off dates for the monthly project report been defined?		
2.14	Have milestones and priority items defined by the Planning group been communicated to the Expediting Group?		
2.15	Has a system been developed for outside Expediting visits?		
	What is generally the visit frequency?		
	What is the involvement of the internal expeditor in the planning of expediting visits?		
2.16	How are external expediting reports consolidated in internal reports?		
2.17	To what extent has (per supplier) a record been established of:		
	• persons to be contacted?		
	• fabrication schedules to be submitted?		
	• drawings, calculations, material certificates and manufacturing books to be submitted?		
2.18	What requirements for internal follow-up Expediting have been defined?		
2.19	What kind of Expediting checklists or forms are being used for the Expediting activities and status reporting?		
2.20	Is written confirmation being provided concerning supplier status, prior to payment of supplier invoices by project accounting or cost engineering.		

3. Engineering General

3.1	Where has the criticallity category been defined?		
	How was this defined?		
3.2	How are package units being expedited? Via main supplier, subsupplier or separately per subcontracted item?		

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3.3	How are C and K-account PO items being expedited, as separate items or as a group?		
3.4	How is follow-up on action items, resulting from minutes of meetings, controlled and administered?		
	Is a register being maintained and what is the status of it?		
3.5	Are previous issues of documents kept with the Expediting Group?		
	If so, how have they been marked.		
3.6	What is the current experience of the Expediting group with RMMS?		
	If not satisfactorily, what actions are taken to achieve improvement?		
3.7	Are discipline programs used in parallel with RMMS?		
	If yes, have these been released for use by the group and approved by the project manager and the client?		

4. Job Control

4.1	Where has the budget for the Expediting Group been established?		
4.2	Was Expediting involved in preparing the estimate, planning and manpower - planning for the group?		
4.3	What is the relationship between spent and planned manhours?		
4.4	Have Expediting manhours and budget been adjusted as a result of approved project variations?		
4.5	How does the final expected manhours requirement for the discipline relate to the assigned manhour budget?		
4.6	What is currently the percentage of agency personnel on the job within the Expediting Group?		
4.7	Does the Lead Expeditor receive a copy of the weekly LDS print-out?		

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4.8	Have manpower requirements for the fulfilment of the entire assigned Expediting scope and relevant activities required etc., been planned?		
4.9	Has the necessary manpower been adequately filled in a timely manner?		
4.10	Have new expediters been hired to work on this project?		
	If so, what training has been provided to familiarize them with specific Company requirements?		
4.11	Is the Expediting Lead Engineer invited for regular coordination meetings with the project engineering management?		
4.12	Is there evidence of good communication with suppliers, other disciplines / departments including construction?		
5.	**Additional Questions**		