

**Project System Audit
Traffic Control 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 your discipline to execute the work?

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

Are they available in your group?

1.4 Are specific project specifications and / or amendments applicable and to be used?

Have these been certified, including client's comments incorporated?

Have they been listed in the PPEM?

1.5 Have the job description and organization of traffic staff, HO and job site been included in the PPEM?

2. Traffic Plan International

2.1 To what extent have in the front end planning / estimating for shipping of equipment and bulk materials the following aspects been defined:

- estimated overall project tonnage?
- location of suppliers, sub-suppliers point of origin?
- identification of heavy equipment and bulky items?

2.2 Have sea, road, rail and air transportation routing services been investigated?

Checklist	Remarks	Action (X)
<p>2.3 What criteria have been used to select origin and destination port facilities?</p>		
<p>2.4 What criteria have been used to select ocean carriers and dedicated carriers?</p> <p>Have the availability of on board cranaage and / or roll-on / roll-off facilities been taken into account?</p>		
<p>2.5 Where have ROS / RAS dates for equipment and main materials been listed? Is this report updated regularly?</p> <p>State latest issue date.</p>		
<p>2.6 How frequently are shipping dates coordinated with Expediting?</p>		
<p>2.7 Have instructions been issued for shipments by (sub)contractors / suppliers, incl. (seaworthy) packing?</p>		
<p>2.8 Have implications of hazardous regulations, i.e. DOT, IATA and IMCO been reviewed and identified to develop packaging specifications?</p>		
<p>2.9 Who approved the bidders list of freight forwarders and customs clearing agents? What was the client's involvement</p>		
<p>2.10 Where have import documentation / license / procedures and custom duties and requirements of the intermediate and final destinations been defined?</p>		
<p>3. Job Site Survey</p>		
<p>3.1 What is the investigation status of the following aspects:</p> <ul style="list-style-type: none"> • destination port facilities? • inland transport from port of discharge to site? • road condition within the country of destination from port to site? • land transport from major supply sources within the country of destination to site? • limitations of airport facilities? 		

Checklist	Remarks	Action (X)
<ul style="list-style-type: none"> marshalling yard or consolidation requirements? obstructions that may be encountered in the transport of heavy and/or bulky equipment, limited by governmental and/ or local rules and regulations. i.e. crossing bridges, high voltage cables, etc.? 		
<p>4. Traffic Support During Project Execution</p>		
<p>4.1 How have normal and abnormal cargo transport activities, through shipping agent, forwarder or direct with ocean carriers, been coordinated and evaluated?</p>		
<p>4.2 How have air freight, air consolidation and charter requirements been identified and evaluated?</p>		
<p>4.3 Have all bids received from shipping companies and forwarders been properly evaluated and presented to project management for the necessary approvals?</p>		
<p>4.4 Have the instructions for shipping been written and approved, prior to be used as attachment to PO's and (sub)contracts?</p>		
<p>5. Traffic Operations</p>		
<p>5.1 Is the list of equipment available?</p>		
<p>5.2 How is volume, weight and size information concerning Company designed equipment, package units and bulk materials obtained?</p>		
<p>5.3 Where has requirement to the SUPPLIER been specified to submit an equipment sketch for shipment info?</p>		
<p>5.4 How has the communication / coordination with freight forwarders been organized?</p>		
<p>5.5 How has the tracking of shipment with carriers been recorded?</p> <p>Indicate periodical intervals for:</p> <ul style="list-style-type: none"> critical equipment; 		

Checklist	Remarks	Action (X)
<ul style="list-style-type: none"> • heavy lifts; • normal deliveries; • bulks 		
<p>5.6 How is freight handled that cannot meet the originally scheduled ship / plane?</p>		
<p>5.7 Has an international insurance contract been negotiated?</p>		
<p>5.8 Has an insurance declaration procedure been prepared?</p>		
<p>5.9 How is it ensured that we timely perform a marine survey if insurance procedure would require so?</p>		
<p>6. Job Control</p>		
<p>6.1 Where has the budget for the traffic group been established?</p>		
<p>6.2 Was the traffic group involved in preparing the estimate, planning and manpower curve for executing the scope of work and services required for the project?</p>		
<p>6.3 Does the traffic supervisor receive a copy of the weekly LDS print-out?</p>		
<p>6.4 What is the relationship between spent and planned manhours?</p>		
<p>6.5 How does the final expected manhours requirement relate to the assigned manhour budget?</p>		
<p>6.6 Is traffic control involved in regular coordination meetings with the project / engineering management and other lead engineers, including planning and cost control?</p> <p>If not, how is the discipline informed about the project and its possible problems?</p>		
<p>6.7 Is there evidence of good communication with other disciplines / departments?</p>		
<p>6.8 How is the traffic group informed about changes in material and / or equipment to be</p>		
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Checklist	Remarks	Action (X)
<p>handled?</p> <p>6.9 How is the actual and final estimated traffic cost reported in relationship to the initial estimate?</p> <p>6.10 Have tariff files for the project been made and are they being maintained</p> <p>6.11 How are freight charges being recorded, checked and approved for payment?</p> <p>6.12 For cost control purposes is a freight cost data file available based on current and historical statistical data?</p> <p>What details are being stored?</p> <p>7. Additional Questions</p>		
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