

**Project System Audit
Vendor Print 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 VPC activities?

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

Have client requirements been incorporated and approved?

1.3 Does the PPEM refer to the relevant client/ Company procedures, guides, etc., to cover those services?

Are they available in the discipline group?

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

To what extent has client document distribution been included?

2. Engineering Technical

2.1 How is a smooth, timely and prioritized flow of supplier documents achieved between suppliers, Company HO, site construction and the client?

2.2 Has a system for clarification of supplier documents been established to ensure:

- consistency of document control numbers (DCN)?
- amount and document size to be submitted?

Checklist	Remarks	Action (X)
<ul style="list-style-type: none"> • timely submittal dates? • number of final documents required, including transparency? • end of job requirements, i.e. manufacturing data books with final documents including inspection and test reports, release notes etc., including copies for the client? • delivery of operating/maintenance manuals, as required, including copies for the client? 		
<p>2.3 Has VPC been involved in any activity to minimize requests for VFD's?</p> <p>What is the current status?</p>		
<p>2.4 How has the project file for the VPC group been organized?</p>		
<p>2.5 Does the VPC group have the latest PO's/ subcontracts, amendments with the referenced attachments?</p>		
<p>2.6 Have files been set-up per PO and subcontract to provide full accessibility of VFD documents?</p>		
<p>2.7 How is it ensured that no redundant issues of VFD's are consulted?</p>		
<p>2.8 Are supplier check/masterprints available in the VFD project files?</p>		
<p>2.9 Does the VPC group verify the correctness of:</p> <ul style="list-style-type: none"> • allocated DCN numbers? • PO/subcontract, amendment and attachment numbers? • Item/equipment/tag number? <p>To what extent are all incoming VFD's checked against the latest Company PO/subcontract, amendments and attachments?</p>		
<p>2.10 Has a supplier document distribution schedule been established for:</p> <ul style="list-style-type: none"> • documents with Company discipline involvement? 		

Checklist	Remarks	Action (X)	
<ul style="list-style-type: none"> • documents to be also distributed to the client? • documents to third party inspection? • documents for authority/statutory inspection? <p>2.11 Has a project reporting and distribution mechanism been established to include:</p> <ul style="list-style-type: none"> • engineering overdue reports? • total VFD report per PO/subcontractor? • actual report per supplier? • supplier overdue reports? • client review reports? <p>2.12 Is a computer program available for the generation and registration of transmittals, DCN numbers, short description, and required submission periods/dates?</p> <p>2.13 How is it ensured that all incoming VFD's are provided with stickers, i.e. for comments; for approval; comments incorporated; approved final, etc.?</p> <p>2.14 Does a list exist for expediting critical VFD's with responsibilities defined?</p> <p>2.15 Is a system available for expediting VFD's, after the code 2 has been submitted to the supplier?</p> <p>Who bears the responsibility for this exercise?</p> <p>2.16 How are VFD's routed to the specialist engineers involved, sequentially or in parallel?</p> <p>2.17 Computer administration software:</p> <ul style="list-style-type: none"> • are clients software programs to be used to match information/status reporting forms? • if so, have they been listed in the PPEM, with issue date and status? • if not, have our programs, applicable and to be used, been certified by the Company discipline manager, including client approval? 			
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Checklist	Remarks	Action (X)	
<p>3. Engineering General</p> <p>3.1 How is the timely issue of VFD's being assured, especially with regard to milestones to be achieved, as indicated in the project bar chart?</p> <p>3.2 How will VPC, after receipt of PO's covering spare parts, ensure that supplier documentation on subject items are delivered in time?</p> <p>3.3 What is the issue status of the material/ equipment summary tracking report(s)?</p> <p>3.4 How is it ensured that VFD's are:</p> <ul style="list-style-type: none"> • being submitted to the supplier with a transmittal? • duly marked and signed-off by authorized personnel? • properly provided with a code status? • routed through other disciplines and provided with their signature? <p>3.5 Is written confirmation being provided concerning supplier status, prior to payment of supplier invoices by project accounting or cost engineering?</p> <p>3.6 Has the VPC group been involved in the supplier performance evaluation system, after job close out, for historical record purposes?</p> <p>4. Job Control</p> <p>4.1 Where has the budget for the VPC group been established?</p> <p>4.2 Did the VPC coordinator prepare or accept the manhour estimate, planning and manpower planning for the group?</p> <p>4.3 Which basis has been used to establish the manhours, manpower duration for the VPC group?</p> <p>4.4 How is ensured that input regarding progress made and outstanding problem area(s) are provided for the Monthly Progress Report?</p>			
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Checklist	Remarks	Action (X)
<p>4.5 What is the relationship between spent and planned manhours?</p>		
<p>4.6 How does the final expected manhours requirement for the discipline relate to the assigned manhour budget?</p>		
<p>4.7 How is the VPC coordinator kept up-to-date with the expended manhours in his discipline?</p> <p>What is the frequency?</p>		
<p>4.8 Has the necessary manpower been adequately provided in a timely manner?</p>		
<p>4.9 Have new VPC staff been hired to work on this project?</p> <p>If so, what training has been provided to familiarize them with specific Company requirements?</p>		
<p>4.10 How is the VPC group kept up-to-date with project progress/issues?</p>		
<p>4.11 Is there evidence of good communication with suppliers, other disciplines/departments including construction?</p>		
<p>4.12 What is currently the percentage of agency personnel on the job within the VPC group?</p>		
<p>5. Additional Questions</p>		