

Checklist	Remarks	Action (X)
<p style="text-align: center;"><b>Project System Audit HO Construction</b></p> <p><b>Note:</b> 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><b>1. Proposal Phase</b></p> <p><b>1.1</b> To what extent has your department been involved in proposal activities?</p> <ul style="list-style-type: none"> <li>• review of the ITB</li> <li>• review of the proposal</li> <li>• site survey</li> <li>• project layout</li> <li>• project execution plan</li> <li>• project schedule</li> <li>• preparation of Field Organization Chart</li> <li>• cost estimates for X, Y, Z codes of account</li> <li>• local labor availability productivity</li> <li>• temporary construction facilities</li> <li>• constructability reviews</li> </ul> <p><b>2. Project Definition</b></p> <p><b>2.1</b> Is the Project Procedure and Execution Manual (PPEM) available? What is the status, issue and date?</p> <p><b>2.2</b> Does the PPEM properly describe the scope of work and services expected from your discipline to execute the work?</p> <p><b>2.3</b> Have the applicable governmental, local authorities codes/norms/rules/standards and guides been listed in the PPEM and are they available in the department or library?</p> <p>State issue, date and status, if deviating from PPEM.</p>		
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<p><b>2.4</b> Have Company/Client, standards/norms/ guides/practices/procedures/forms and specifications applicable and to be used by your discipline, been listed in the PPEM and are they available in your group?</p> <p>State issue, date and status, if deviating from PPEM.</p>		
<p><b>2.5</b> Are specific project specifications and/or amendments applicable and to be used?</p> <p>Are these certified, including Client's comments incorporated?.</p> <p>Have these been listed in the PPEM.</p> <p>Indicate status issue and date, if deviating from PPEM.</p>		
<p><b>2.6</b> Is the Company's Field Construction manual applicable for this project?</p>		
<p><b>2.7</b> Have job related internal instructions been developed and are they being used? Have you received copies of all instructions affecting your discipline?</p>		
<p><b>2.8</b> If Client's standards/details/forms, etc. must be used:</p> <p>a. are these documents available?</p> <p>b. are they technically acceptable for this type of job?</p>		
<p><b>2.9</b> Does the PPEM contain (an) organization chart(s) and has (HO) Construction been included?</p>		
<p><b>3. Engineering</b></p>		
<p><b>3.1</b> To what extent has your department been involved in HO engineering activities?</p> <ul style="list-style-type: none"> <li>• lifting calculations</li> <li>• project meetings</li> <li>• constructability/operability planning and reviews</li> <li>• review of S/C's and supply and erect orders</li> </ul>		

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<ul style="list-style-type: none"> <li>• bid tabs</li> <li>• supplier documents</li> <li>• feedback of experience info to Design Engineering</li> <li>• model reviews</li> <li>• detailed planning of both engineering and construction activities</li> </ul>		
<p><b>3.2</b> Has a Construction Coordinator been assigned?</p>		
<p><b>3.3</b> Has it been ensured that HO and field construction receive the required documents/ drawings and the right number of copies per the document distribution schedule?</p>		
<p><b>3.4</b> Is the field organization chart available?</p> <p>Is it updated on a regular basis especially during the mobilization phase?</p>		
<p><b>3.5</b> Has a manning schedule (barchart) for the field organization been prepared and is it regularly updated?</p>		
<p><b>3.6</b> To what extent has your department been involved in evaluation of local subcontractors and/or fabrication shops?</p>		
<p><b>3.7</b> To what extent have Safety and Quality records of S/C's been considered during the evaluations?</p>		
<p><b>3.8</b> How has it been ensured that fully qualified personnel is being assigned to the construction team at the appropriate time?</p>		
<p><b>3.9</b> Is coordination/interface between HO engineering and field construction effective?</p>		
<p><b>3.10</b> Have pre-construction site visits been executed? Have reports been issued and made available to the Field Construction Group and HO Project Management?</p>		
<p><b>3.11</b> What is the availability of safety records and reports?</p>		

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<p><b>3.12</b> Has/will the final construction report been/be prepared?</p>		
<p><b>3.13</b> Are there any indications that either in the department or within Company/Client/sub-contractor etc. there are unfavorable conditions which could make Company liable and add cost to the project?</p>		
<p><b>4. Job Control</b></p>		
<p><b>4.1</b> Has the budget for the HO Construction effort been defined and where?</p>		
<p><b>4.2</b> Did the assigned HO Construction representative prepare or accept the manhour estimate, planning and manpower curve in executing his scope of work?</p>		
<p><b>4.3</b> What is the relationship between spent and planned manhours?</p>		
<p><b>4.4</b> How does the final expected manhours requirement relate to the assigned manhour budget?</p>		
<p><b>4.5</b> Were any problems experienced in:</p> <ul style="list-style-type: none"> <li>• paying the right amount of attention to the tasks?</li> <li>• assigning the right quality of person(s)?</li> <li>• effectiveness of the assignment?</li> <li>• changes in personnel due to external reasons?</li> </ul>		
<p><b>4.6</b> Does the assigned HO Construction representative have access to a copy of the weekly LDS/HOTA printout?</p>		
<p><b>4.7</b> Is there evidence of good communication with other disciplines/departments?</p>		

Checklist

Remarks

Action  
(X)

**5. Additional Questions**