

Checklist	Remarks	Action (X)
<p style="text-align: center;"><b>Project System Audit Authority Engineering Group</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. Project Definition</b></p> <p><b>1.1</b> Is the Project Procedure and Execution Manual issued and available?  Does it contain (the required) authority engineering information?</p> <p><b>1.2</b> Which document(s) besides the PPEM serve(s) as a basis for authority engineering requirements?</p> <p><b>1.3</b> Are the authority engineering requirements identified within the Project Quality Plan?</p> <p><b>1.4</b> Does the client project spec. clearly define the requirements of authority engineering?</p> <p><b>1.5</b> Has this been translated into the relevant requisition documents?</p> <p><b>1.6</b> Which other parties are involved in authority engineering?</p> <p><b>1.7</b> How are supplier responsibilities covered?</p> <p><b>1.8</b> Has a procedure been prepared on basis of BN-W-UE201?</p> <p><b>1.9</b> Which authorities or third party organizations are involved :</p> <ul style="list-style-type: none"> <li>• administratively only?</li> <li>• reviews/permits?</li> <li>• inspection?</li> </ul> <p><b>1.10</b> Where has it been defined which organization shall obtain authority approval and/or permits? Contractor, subcontractor or client?</p> <p><b>1.11</b> What contacts with local authorities have taken place to assure all local requirements are properly covered?</p>		
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<p><b>1.12</b> Which authority codes, standards, rules, directives and regulations are applicable to the project?</p>		
<p><b>1.13</b> Are these codes, standards, rules, directives and regulations available within the project team?</p>		
<p><b>1.14</b> How is assured that the latest issues of codes, standards, rules, directives and regulations are being used?</p>		
<p><b>1.15</b> Are European guidelines/directives applicable to the project?</p>		
<p><b>1.16</b> How is this covered in engineering / procurement documents?</p>		
<p><b>2. Engineering</b></p>		
<p><b>2.1</b> Has a yes/no list been prepared?  On which basis (local or European legislation)?</p>		
<p><b>2.2</b> Which documents have to be submitted for authority approval/third party review?</p>		
<p><b>2.3</b> What other documents are prepared by the AE group?</p>		
<p><b>2.4</b> Who prepares application documents for e.g. construction permit, operating permit, other permits, approvals/reviews?</p>		
<p><b>2.5</b> How is the internal approval system on the project organized?</p>		
<p><b>2.6</b> Which engineering documents are being reviewed by AE prior to certification?</p>		
<p><b>2.7</b> What activities are delegated to other groups? Describe the monitoring system.</p>		
<p><b>2.8</b> To what extent is the AE engineer involved in multi-discipline reviews of e.g. PEFS's/P&amp;ID's to ensure safety aspects described in local legislation are properly covered?</p>		
<p><b>2.9</b> What filing system has been implemented?</p> <ul style="list-style-type: none"> <li>• in the project team?</li> </ul>		
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<ul style="list-style-type: none"> <li>• in the AE group?</li> </ul> <p><b>2.10</b> What arrangements have been made with the relevant authorities to obtain reviews/permits within an acceptable time frame?</p> <p><b>2.11</b> In case of a multi-office operation what is the role and responsibility of the Hague AE group?</p> <p><b>2.12</b> How are outstanding questions to inside and outside parties monitored?</p> <p><b>2.13</b> Is the signature authority for AE group external correspondence mandated to the group?</p> <p><b>2.14</b> Are electronic documentation / information/ communication systems available and used (EQDMS, Documentum, E-mail)?</p> <p><b>2.15</b> How and for what purposes are these systems used internally and externally?</p> <p><b>3. Job Control</b></p> <p><b>3.1</b> How was the AE Group involved in forming the manhour estimate and schedule?</p> <p><b>3.2</b> Has the manhour estimate and schedule for the AE scope been used for job control?</p> <p><b>3.3</b> Is there a means of progress measurement for authority engineering activities?</p> <p>How?</p> <p><b>3.4</b> What percentage of physical completion has been achieved?</p> <p><b>3.5</b> Has the manhour budget been adjusted as a result of scope changes, if applicable?</p> <p><b>3.6</b> Are used manhour surveys regularly distributed to the AE?</p> <p><b>3.7</b> Is there regular contact with the project manager and project control manager to ensure that AE job control is according to project and contract requirements?</p> <p><b>3.8</b> What is the frequency of subject contacts?</p> <p><b>3.9</b> Is there evidence of good communication with other departments?</p>			
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<p><b>3.10</b> How does the final expected manhour requirement relate to the assigned manhour budget?</p> <p><b>3.11</b> How is the relationship between issue status of documents versus the planning list?</p> <p><b>4. Additional Questions</b></p>		
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