

PM Safety Consultants Limited

PROJECT QUALITY ASSURANCE PROFORMAS

Project Number:

PM Safety Consultants Limited

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1.0 PROJECT QUALITY PLAN

1.1	Project Title	
1.2	Job Number	
1.3	Start Date	
1.4	Name & Address of Client	
	Telephone & Fax	
	Email	
1.5	Client Contract Contact	
1.6	Client Project Contact	
1.7	Project Quality Requirements	
1.8	Work Scope	
1.9	Scheduled Completion Date	
1.10	Quality Record Requirements	
1.11	Project Manager	
1.12	Project Record Structure	
1.13	Other Project Contacts	
1.14	Project Personnel	

1.12 Project Record Structure

Volume No.	Volume Title	Location	Description

1.13 Other Project Contacts

Name	Tel Number	Fax Number	Email Address/Additional Information

1.14 Project Personnel

Personnel	Grade	Charge Rate	Start Date	Signature	Initial s

Approval:	QA Manager	Name	
		Signature	
		Date	
	Project Manager	Name	
		Signature	
		Date	

2.0 PROJECT INSTRUCTION LOG

Project Instruction	Title	Author	Issue	Date	Instruction Recipient

Applicable: Yes / No

Details:

3.0 CORRESPONDENCE

	RECORD OF CORRESPONDENCE (Page of)						
Project Nur	nber:						
Project Title	e:						
Client:							
Reference	From	То	Title	Date	Comments (Cross-reference with Company File where applicable)		

<u>Reference Guidelines</u>: Record of Correspondence = RC

Reference Format: RC_ (Project No) _(sequential number starting 001) e.g

e.g.RC_93_001

4.0 CONTRACTUAL CORRESPONDENCE

	RECORD OF CORRESPONDENCE (Page of)						
Project Nur	nber:						
Project Title	e:						
Client:							
Reference	From	То	Title	Date	Comments (Cross-reference with Company File where applicable)		

<u>Reference Guidelines</u>: Contractual Correspondence = CC Reference Format: CC_(Project No)_(sequential number starting 001) e.g.CC_93_001

5.0 CALCULATIONS

	CALCULATIONS (Page of)					
Project Number:						
Project Title:						
Client:						
Reference	Subject	Date	Analyst	Checker	Comments (Cross-reference with Company File where applicable)	

<u>Reference Guidelines</u>: Calculations = CA

Reference Format: CA_ (Project No) _(sequential number starting 001)

e.g.CA_93_001

5.1 Example Calculation Approval Sheet

Calculation Approval Sheet					
Project Number:					
Project Title:					
Client:					
Calculation Number:					
Calculation Title:					
Issue Number:					
	Name	Signature	Date		
Originator					
Checker					
Approver					
Comments					

5.2 Example Calculation Sheet

Calculation Sheet (Page of)			
Project Number:			
Project Title:			
Client:			
Originator:	Checker:		
Calculation Number:	Issue Number:		
Title:			

6.0 **REFERENCE DOCUMENTS**

		R	EFERENCE DOCUMENTS (Page of)		
Project Nur	nber:				
Project Title	e:				
Client:					
Project Ref	Document Ref	Location	Title	Date Rec	Comments (Cross-reference with Company File where applicable)

<u>Reference Guidelines</u>: Reference Documents = RD

Reference Format: RD_ (Project No) _(sequential number starting 001) e.g.RD_93_001

7.0 TRAINING RECORDS

			TRAINING RECORDS (Page of)		
Project Nur	nber:				
Project Title	e:				
Client:					
Training Officer	PMSC Staff	Venue	Subject/Reading Assignment	Date	Signature of Completion

<u>Reference Guidelines</u>: Training Records = TR

Reference Format: TR_ (Project No) _(sequential number starting 001) e.g.TR_93_001

8.0 CONVERSATION RECORDS

		REC	CORD OF CONVERSATIONS (Page of)		
Project Nun	nber:				
Project Title):				
Client:					
Reference	PMSC Staff	Contact/Compa ny	Торіс	Date	Comments

<u>Reference Guidelines</u>: Record of Conversations = CR

Reference Format: CR_ (Project No) _(sequential number starting 001) e.g.CR_93_001

8.1 Example Record of Conversation Sheet

Record of Conversation						
То:						
Company:						
From:						
Company:						
Date:	Record Number:					

9.0 COMPUTER FILE INDEX

			COMPUTER FILE INDEX (Page of)		
Project Nur	nber:				
Project Title	9:				
Client:					
Reference	Disc	Program	Title (Name & Description)	Date	Comments (Cross-reference with Company File where applicable)

<u>Reference Guidelines</u>: Computer File Index = CI Reference Format: CI_ (Project No) _(sequential number starting 001) e.g.CI_93_001

10.0 REPORT / DELIVERABLES LOG

	REPO	ORT / DELIVE	ERABLES L	.OG (Page	of)				
Project Nu	mber:								
Project Titl	e:								
Client:									
Reference	Title	Issue	Date	Issue	Date	Issue	Date	Issue	Date

<u>Reference Guidelines</u>: Report / Deliverables Log = RL

Reference Format: RL_ (Project No) _(sequential number starting 001) e.g.RL_93_001

10.1 Example Report Approval Cover Sheet

Report Approval Cover Sheet
Report Number:
Report Title:
Copy Number:
Prepared By:
Date Issued:
Revision Status:

10.2 Example Document Comments Front Sheet

D	ocument Comm	nents Front She	et		
Project Number:					
Project Title:					
Client:					
Document Number:		Issue Number:	:		
Title					
Originator:					
Date of Issue for Comment:		Date Comment Required:			
Reviewer:					
Sections to be Reviewed:					
Section Number	Comment		Originator Decision		

11.0 PROJECT COST TRACKING

					PROJ	ECT COS	ST TRAC	KING (P	age of)		
Project Nu	mber:											
Project Tit	le:											
Client:												
Week			Labour			Di	rect	Com	puter	Тс	otal	Comments
Ending	Staff	Hours		Cost	Cum.	Cost	Cum.	Cost	Cum.	Cost	Cum.	1

12.0 QUALITY AUDIT RECORDS

	QUALITY AUDIT RECORDS (Page of)											
Project Num	ber:											
Project Title:												
Client:												
QA Audit No.	Date	Deficiencies in the Project File	Action Taken	QA Man Signature of Approval	Comments							

12.1 Example Audit Notification Proforma

Audit No	tification
То:	
From:	
Date:	
This memo formally provides notification of a Safety Consultants Limited project.	n internal audit to be completed on a PM
Project Number:	
Project Title:	
Audit Date:	Audit Time:
Audit Scope:	
Audit Team:	
IF THIS DATE AND TIME IS INC	ONVENIENT, PLEASE INFORM.

12.2 Example Audit Report Status Log

	Audit Report Status Log										
Audit Report Number	Audit Type	Audit Team Leader	Audit Date	Company/Departm ent Discipline Audited	Procedures Criteria Audited	Contract Purchase Order Number	Date Audit Report Issued	CARs Issued			

12.3 Example Audit Report Proforma

PM Safety Consultants Limited		REPORT of)	Audit Report Number			
Allotted Organisation:		Project/Purchase Order Number:				
Address:		Scope of Supply:				
Tel:		Туре:				
Fax:		Date:				
Persons Contacted:		Audit Criteria:				
Audit Team:		Previous Audit Date:				
		Previous Audit Reference:				
Summary of Audit:						
Signatures:						
Audit Team Leader:		Date:				
Quality Manager:		Date:				

12.4 Example Non-Conformance Report (NCR) Proforma

Non-Conformance Report (NCR)						
NCR Number:	Date:					
Project:	Project Number:					
Finding/Non-Conformance						
Reported By:	Acknowledged By:					
Proposed Solution:						
Completion Date:						
Proposed By (Project Manager)	Date					
Reviewed By: (QA Manager)	Date					
Verification (Details of measures taken)						
Reviewed By: (Project Manager)	Date					
Verified By: (QA Manager)	Date					

12.5 Example Corrective Action Request Status Log

	Corrective Action Request (CAR) Status Log										
CAR Serial Number	CAR Issued to	Deficiency	Audit Date	Initials of Audito r	Respons e Due Date	Date Reminde r Sent	Corrective Action Completion Date	Action to Prevent Recurrence Completion Date	Propos ed Follow- Up Date	Date CAR Closed	