|  |  |  |
| --- | --- | --- |
| **Contract:** | **Audit Date:** | **Auditor:** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Health and Safety** | **Y** | | | | **N** | | | **NA** | |
| Warning notices posted |  | | | |  | | |  | |
| Access clear |  | | | |  | | |  | |
| Barricades/fencing erected/restricted areas marked |  | | | |  | | |  | |
| Traffic Management Plans in place and approved |  | | | |  | | |  | |
| Site inductions carried out/Visitors signed in |  | | | |  | | |  | |
| Daily site diary and monthly site meeting being performed |  | | | |  | | |  | |
| Adequate fire extinguishers and are current/Spill kits available |  | | | |  | | |  | |
| Site Evacuation plan in place and completed/Visitors advised of evacuation procedures |  | | | |  | | |  | |
| First aid cabinet available and serviced |  | | | |  | | |  | |
| Accident forms kept on site |  | | | |  | | |  | |
| Hazard Register in place |  | | | |  | | |  | |
| Daily site specific hazards identified |  | | | |  | | |  | |
| Comments | | | | | | | | | |
| **Quality** | **Y** | | **N** | | | | **NA** | | |
| Materials stored correctly/tidy and checked on delivery, delivery dockets and other documentation retained All components delivered to site protected from damage until installed, Rejected if faulty |  | | |  | | |  | | |
| Job specification / Job Sheet held on site |  | | |  | | |  | | |
| Latest version of plans on site |  | | |  | | |  | | |
| Work instruction & Inspection Checklists in use |  | | |  | | |  | | |
| Required documentation is completed as work is done |  | | |  | | |  | | |
| Obsolete documents marked “superseded” or removed from site |  | | |  | | |  | | |
| Required test completed and evidence available |  | | |  | | |  | | |
| Equipment In calibration and in good condition |  | | |  | | |  | | |
| All non-conforming work is documented |  | | |  | | |  | | |
| Remedial actions are carried out promptly |  | | |  | | |  | | |
| Suggestions for improvement are recorded and forwarded to Management |  | | |  | | |  | | |
| Comments | | | | | | | | | |
| **Environment and site damage** | | **Y** | | | | **N** | | | **NA** |
| Environmental aspects considered and controlled |  | | | |  | | |  | |
| Finished portions are protected from damage until hand-over to the client |  | | | |  | | |  | |
| Comments | | | | | | | | | |
| **Equipment** | | **Y** | | | | **N** | | **NA** | |
| Circuit breakers/RCD’s used |  | | | |  | | |  | |
| Vehicle maintained, WOF, COF, Regos current, and in tidy condition |  | | | |  | | |  | |
| Current certification and condition of ropes, slings, chains, shackles, safety hooks and tie down gear |  | | | |  | | |  | |
| Comments | | | | | | | | | |