|  |  |  |
| --- | --- | --- |
| **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| Obsolete documents marked “superseded” or removed from site |  |  |  |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 |