|  |  |  |  |
| --- | --- | --- | --- |
| **Project Number:** |  | **Project Manager (PM):** |  |
| **Project Name:** |  | **Project Address:** |  |
| **QA Platforms used:** |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | ACTIVITY | ACCEPTANCE CRITERIA | COMPLETED | DATE |
| 1 | Specification review | In house  FER & Specification Numbers |  |  |
| 2 | Site visit & survey |  |  |  |
| 3 | Project review | Review Drawings & print for site |  |  |
| Review Fire Engineering Report |  |
| Allocate labour |  |
| 4 | Site program review | Review Principle Contractors (PC) proposed baseline program |  |  |
| Create Fire Services Proposed Programme |  |
| Upload to ALL necessary QA platforms |  |
| Save softcopy in GM Dropbox |  |
| 5 | Site safety plan/induction |  |  |  |
| All employees have attended Induction |  |  |
| GMFORM007 - Workplace Inspection Checklist has been updated/ completed and uploaded to ALL necessary QA platforms |  |
| 6 | SWMS signed | All SWMS soft copies signed & hard copy printed & filed in the ‘on site’ paper folder |  |  |
| 7 | Preparation of Daily Documents | GMFORM 019 - Tool Box Talks |  |
| GMF020 - Daily Pre-Starts |  |
|  |  |  |  |  |
| 9 | Electrical tools Tagged & Tested | Completed Onsite |  |  |
| 10 | Tools checked for wear & tear | Completed Onsite |  |  |

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| **PM Signature:** |  | **Date:** |  |