

Midwestern Contractors (MW) Internal Audit for Project Management (PM)

ECMW Auditor: _____
 Site Assessment Date: _____
 QA or QC?: _____
 Process Owner: _____

Status Key:

C = Compliant

N = Non-Compliant

I = Area for Improvement

O = Opportunity for Change

Question:	Document(s) Reference:	Status	Comments
Estimating Phase:			
1.1 Has customer information been documented?	ECMW-QMS-005		
1.2 Has a site visit been arranged?	ECMW-QMS-005		
1.3 Has a scope of work been documented?	ECMW-QMS-005		
1.4 Have the project locations been documented?	ECMW-QMS-005		
1.5 Have drawings and bid documents been documented?	ECMW-QMS-005		
1.6 Have Contract terms been defined?	ECMW-QMS-005		
1.7 Any special insurance requirements?	ECMW-QMS-005		
1.8 Legal review?	ECMW-QMS-005		
1.9 Material take-off performed?	ECMW-QMS-005		
1.10 Equipment take-off performed?	ECMW-QMS-005		
1.11 Labor take-off performed?	ECMW-QMS-005		
1.12 Was subcontractor work identified and documented?	ECMW-QMS-005		
1.13 Was communications documented?	ECMW-QMS-005		
1.14 Was document ECMW-QCD-003 completed for this phase?	ECMW-QMS-005		
2.0 Pre-Planning Phase			
2.1 Was a written and signed agreement made with customer?	ECMW-QMS-005		
2.1 Has the PM documented terms of payment and retainage?	ECMW-QMS-005		

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2.3 Project Schedule? Budget? Job Number? Invoice Schedule?	ECMW-QMS-005		
2.4 Have materials been ordered and documented?	ECMW-QMS-005		
2.5 Equipment been requisitioned?	ECMW-QMS-005		
2.6 Labor been requisitioned?	ECMW-QMS-005		
2.6.1 Labor Schedule set?	ECMW-QMS-005		
2.7 Subcontractor agreement made and signed including insurance requirements?	ECMW-QMS-005		
2.7.1 Subcontractor budget? Work schedule? Invoice Schedule?	ECMW-QMS-005		
2.7.2 Issue P.O. to subcontractor?	ECMW-QMS-005		
2.8 Close-out requirements documented?	ECMW-QMS-005		
2.9 Attend pre-job with union rep?	ECMW-QMS-005		
2.10 All permits and licenses in place?	ECMW-QMS-005		
2.11 Hazardous and Non-Hazardous waste addressed?	ECMW-QMS-005		
2.12 Documents ECMW-QCD-003 and ECMW-QCD-007 completed for this phase?	ECMW-QMS-005		
3.0 Project Management Phase:			
3.1 Archived all critical documentation according to checklist MW-QCD-008?	ECMW-QMS-005		
3.2 Project Schedule updated?	ECMW-QMS-005		
3.3 Invoices prepared and sent?	ECMW-QMS-005		

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3.4 Subcontractor and Vendor invoices compiled and approved?	ECMW-QMS-005		
3.5 Document signed Change Orders?	ECMW-QMS-005		
3.6 Reviewed and documented daily time sheets?	ECMW-QMS-005		
3.7 Review material shipments for accuracy?	ECMW-QMS-005		
3.8 Was checklist ECMW-QCD-003 completed for this phase?	ECMW-QMS-005		
4.0 Project Closure Phase:			
4.1 Punch List/Closeout made and reviewed with foreman/supervisor?	ECMW-QMS-005		
4.2 Review results with senior management?	ECMW-QMS-005		
4.2.1 Profit/Loss?	ECMW-QMS-005		
4.2.2 Customer Satisfaction?	ECMW-QMS-005		
4.2.3 Safety?	ECMW-QMS-005		
4.2.4 Field employee performance?	ECMW-QMS-005		
4.2.5 Subcontractor and Supplier performance?	ECMW-QMS-005		
4.2.6 Job estimate compared to actual?	ECMW-QMS-005		
4.3 Were final lien waivers in before payment?	ECMW-QMS-005		
4.4 Obtain final retainage payments?	ECMW-QMS-005		
4.5 Complete ECMW-QCD-003 for this phase?	ECMW-QMS-005		