Electric Conduit Construction & Midwestern Contractors (ECMW) Internal Audit for Field Manager (FM)

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

N/A = Not Applicable

Question:	Document(s) Reference:	Status	Comments
Job Pre-Planning			
1.1 Has foreman/supervisor gathered all of the documentation from the PM?	ECMW-QMS-006		
1.2 Has a site visit been arranged?	ECMW-QMS-006		
1.3 Has a scope of work been documented?	ECMW-QMS-006		
1.4 Have the project locations been documented and one-call locations checked?	ECMW-QMS-006		
1.5 Have drawings been documented?	ECMW-QMS-006		
1.6 Has a meeting with the customer and/or inspector been arranged?	ECMW-QMS-006		
1.7 Material take-off performed?	ECMW-QMS-006		
1.8 Tools **&** Equipment take-off performed?	ECMW-QMS-006		
1.9 Conferred with supervisor on labor needed?	ECMW-QMS-006		
1.10 Has a MTE list been made? MTE= Materials, Tools & Equipment	ECMW-QMS-006		
1.11 Has MTE list been sent to WM?	ECMW-QMS-006		
1.11.1 Was communications documented?	ECMW-QMS-006		
1.12 Was subcontractor work identified and documented?	ECMW-QMS-006		
2.0 Job Implementation			

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Question:	Document(s) Reference:	Status	Comments
2.1 Confer with Inspector and/or customer on day's work?	ECMW-QMS-006		
2.2 Has Tailgate meeting taken place?	ECMW-QMS-006		
2.3 Safety issues brought up and discussed?	ECMW-QMS-006		
2.4 Have JSA and other permitting been documented?	ECMW-QMS-006		
2.5 Have morning stretching excersises taken place?	ECMW-QMS-006		
2.6 Has work been laid out for the crew?	ECMW-QMS-006		
2.7 Has the planned work been altered or changed at all?	ECMW-QMS-006		
2.8 Have the changes been communicated to customer and PM?	ECMW-QMS-006		
2.8.1 Have changes been documented?	ECMW-QMS-006		
2.9 Has afternoon stretching taken place?	ECMW-QMS-006		
2.10 Has work been laid out for next day?	ECMW-QMS-006		
2.11 Has FM consulted with subcontractor on work?	ECMW-QMS-006		
2.12 Has FM insured that subcontractor has performed work as per scope?	ECMW-QMS-006		

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Question:	Document(s) Reference:	Status	Comments
3.0 Daily Documentation:			
3.1 Document safety and permits?	ECMW-QMS-006		
3.2 Document daily time sheets? For labor and subcontractor?	ECMW-QMS-006		
3.3 Taken several photos of work place and labeled?	ECMW-QMS-006		
3.4 Subcontractor and Vendor invoices compiled and approved?	ECMW-QMS-006		
3.5 Collect test results, MTRs and other critical documents?	ECMW-QMS-006		
3.6 Did FM upload all documentation to job folder?	ECMW-QMS-006		
3.7 Did FM mark-up as-builts and other drawings?	ECMW-QMS-006		
3.8 Document any change order?	ECMW-QMS-006		
3.8.1 Notify PM and customer of changes?	ECMW-QMS-006		
3.9 Notify PM and customer of day's progress?	ECMW-QMS-006		
4.0 Job Closure:			

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Question:	Document(s) Reference:	Status	Comments
4.1 Confer with customer and/or inspector on job closeout?	ECMW-QMS-006		
4.2 Clean up and restore site to customer satisfaction?	ECMW-QMS-006		
4.3 Complete all documentation?	ECMW-QMS-006		
4.4 Upload all documentation to job folder?	ECMW-QMS-006		
4.5 Notify WM of job closure and MTE return?	ECMW-QMS-006		
4.6 Return MTE to warehouse?	ECMW-QMS-006		
4.7 Red tag any TE in need of repair?	ECMW-QMS-006		
4.8 Notify PM of job closure?	ECMW-QMS-006		