

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 | | |
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| 2.0 Job Implementation | | | |

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| 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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| 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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| 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 | | |
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