

## 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 |
|--|------------------------|--------|----------|
| <b>Job Pre-Planning</b>  |                        |        |          |
| 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           |        |          |
|  |                        |        |          |
| <b>2.0 Job Implementation</b>  |                        |        |          |

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



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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           |        |          |
|  |                        |        |          |
|  |                        |        |          |
|  |                        |        |          |