

QBuild Project File Checklist

SOA, Works/Services, Medium Works and Field Staff

Location					
Project					
Superintendents Representative (if applicable)					
Customer Agency					
Supervisor					
Work order number		Work request number		Quote number	

Project Initiation

Activity	Required		On File		Guide to Relevance of Activity			
	Yes	No	Yes	No	SOA	Works/Services	Med. Works	Field Staff
Customer Agency brief received	✓		<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Customer Agency funding assessment	✓		<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Pre-tender meeting. Delivery method determined for pricing purposes (field staff/ contractor) in line with Procurement and Contract Decision Matrix	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Need for Due Diligence actions (<i>Town Planning, Environmental, Heritage, Native Title and Cultural Heritage, Tree removal</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Is a Blue Card required? (Services at DJAG Youth Detention centre or DoE school with care facilities while children are being educated and cared for; and if services are provided) A frequency test is applicable for this requirement, refer to Blue Card Services Fact sheet – Contractors /Tradespeople	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Is a Security Check required? (<i>discuss with Customer Agency to determine detailed requirements</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Risk assessment completed, tools to complete risk assessments may include <input type="checkbox"/> Trade Hazard and Risk Analysis Form (FRM506)	✓		<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
<input type="checkbox"/> Estimators Environmental Aspects Guide (FRM543)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
<input type="checkbox"/> QBuild Risk Assessment Tool (FRM707)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
<input type="checkbox"/> QBuild WHS Operational Guidelines (FRE785) or environmental controls (e.g., public, underground services, asbestos (check BEMIR), sustainability issues – eco labels, WELS , energy ratings, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Is the site on the Environmental Management Register or Contaminated Land Register?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Need for specific policies to be applied (e.g., Building and Construction Training Policy , (for projects \$500,000 or greater) must be entered into the Training Policy Administration System (TPAS), PQC, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	✓	✓
<i>I confirm that to the best of my knowledge, based on information provided, all relevant activities above have been actioned and issues identified (refer comments).</i>								
Comments								
Name/Position				Date				
Signature				PROJECT INITIATION				

Project Delivery

Activity	Required		On File		Guide to Relevance of Activity			
	Yes	No	Yes	No	SOA	Works/ Services	Med. Works	Field Staff
Customer Agency or Project approval advice received	✓		<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Procurement processes and checks have been actioned including, correct award process, LOA, Purchase Order, Contract Approval, Funding requirements etc., and aligns to the Financial Delegations, Contract Delegations and Schedules and Evaluation Form – All Contracts (FRM095)	✓		<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Copy of Principal Contractor (PC) engagement and authorisation documentation from Customer Agency (<i>for Projects \$250,000 or greater</i>)	<input type="checkbox"/>	<input type="checkbox"/>	Submitted YES NO <input type="checkbox"/> <input type="checkbox"/>		NA	NA	✓	NA
Start Up Meeting	✓		<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Program of works required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Building Act Compliance (BAC): <input type="checkbox"/> BAC Application <input type="checkbox"/> BAC Drawings received on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Portable long service leave (QLeave) for projects greater than \$150,000 (excl GST) where QBuild is the principal contractor refer to Portable Long Service Leave and Workplace Health and Safety Fee (PRO143)	<input type="checkbox"/>	<input type="checkbox"/>	Submitted YES NO <input type="checkbox"/> <input type="checkbox"/>		NA	✓	✓	✓
			<input type="checkbox"/>	<input type="checkbox"/>				
WHS Hazard and Risk Management requirements:								
There is a requirement to develop a project WHS and Control register (<i>risk assessment to ensure we know how we are going to manage our hazard and meet our legislative obligations</i>) Project WHS Risks and Controls Register (FRM849) which includes the method for control provided for all other identified WHS hazards and risks. The results will direct the Management Plan WHS Management Plan (FRM148) (for projects \$250,000 or greater).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Safe Work Method Statements (SWMS) are required for High-Risk Construction Work (<i>for QB projects only refer to QBuild Connect for baseline SWMS</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
QBuild risk management process includes the need to review contractor SWMS and WHS Management plans prior to commencing work. For more information see SMS 3 – Managing WHS Risks of Suppliers and Contractors or SMS 5 – WHS Risk Management .								
Subcontractor approvals obtained and online WHS Inductions completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Approval of workshop drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Approval of technical schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Confirmation of Isolation of Electrical Supply (FRM405) to be completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Dilapidation report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Program updates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Progress summary claims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	✓	NA
Customer Agency status report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Site meeting minutes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Extension of Time/Register: <i>showing extensions of time agreed with Customer Agency</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Requests for information/Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Variations/Register: <i>all variations approved and claimed</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
All purchase order adjustments completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
A Project Inspection and Test Plan (FRM118) is mandatory for excavation and trenching work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Project site diary (<i>required where project checklist and/or inspection and test plan are used</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Test and inspection certificates sent to authorities (<i>e.g., drainage, frame, etc.</i>) (BAC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓

Compliance certificates from contractor: (<i>Tick applicable certificates received</i>)												
<input type="checkbox"/> Electrical Certificate of test	<input type="checkbox"/> Emergency lighting test				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
<input type="checkbox"/> Fire	<input type="checkbox"/> Mechanical gas											
<input type="checkbox"/> Data	<input type="checkbox"/> Security											
<input type="checkbox"/> Asbestos results	<input type="checkbox"/> Lead Results											
<input type="checkbox"/> Waste Tracking Certificate	<input type="checkbox"/> Form 15											
<input type="checkbox"/> Form 16	<input type="checkbox"/> Form 21											
For QBuild field staff: Electrical certificate of test Form 1 - Electrical Test Report (FRM401) or Form 2 - Electrical Test Report – Construction Projects (FRM402) to be issued to the customer on completion or included in the project as installed maintenance manual if being provided.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Maintenance and operating manuals					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Warranties					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Environmental / waste disposal / BEMIR records retained and completed					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Practical Completion and Handover Agreed Customer Agency certification e.g., Certificate of Physical Completion (FRM121) (<i>not required for some tenanted properties</i>)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Equipment/Asset register update (<i>Electronic Excel workbook format</i>) - advice to Service Maintenance , if ongoing service is required - advice to Customer Manager to action system updates/deactivation (e.g., <i>removal of equipment, equipment description changes or demolitions</i>)					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Resolution of Defects List					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Final completion letter					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	NA	✓	✓	NA
Finalise work order and invoices					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
Project Review												
Post-Completion Review Form (FRM580) to be completed					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	✓	✓	✓
DELIVERY TEAM: To ensure all required activities have been addressed / signed off and relevant documentation placed on file.												
<i>I confirm that to the best of my knowledge, the file is completed in accordance with this checklist and that supporting documentation is filed for record management purposes in accordance with the Records Management procedure (PRO007A).</i>												
Comments												
Name/Position							Date					
Signature							PROJECT DELIVERY					

Note – these additional checklists,

[Remediation and Cleanup of Clandestine Drug Laboratories \(FRM588\)](#)

[QBuild Construction Management – Internal project Launch Checklist / Agenda \(FRM878\)](#)