

for

(PROJECT TITLE)

**Document No.** : SLG/XX/NNNN/PQP Revision No. : 00

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Distribution, Circulation and Revision/ Amendment List

**Abbreviation List** 

SLG/XX/NNNN /PQP/DL

SLG/XX/NNNN /PQP/AL

Section 1 – About Our Company

SLG/XX/NNNN /PQP/S1

**Summary List** 

Introduction

Vision & Mission

**Quality Policy and Quality Objective** 

**Quality Control Policy** 

Safety and Health Policy

**Key Responsibilities** 

**Section 2 – Project Details** 

SLG/XX/NNNN/PQP/S2

**Summary List** 

Project Description / Scope of Works

**Project Particulars** 

Key Plan / Location Plan

Site Logistic Plan

Site Office: Layout Plan

Master Work Program

Site Organization Chart

Site Personnel Key Responsibilities

**Project Meeting Schedule** 

Plan, Machinery & Equipment (PME) Plan

Materials Procurement Schedule

Manpower Projection Schedule



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Section 3 – Quality Plan Procedures

SLG/XX/NNNN/PQP/S3

**List of Quality Plan Procedures** 

Sec 1 - Pre-Construction

Sec 1 - Construction

Sec 1 - Post-Construction

Section 2

Procedure for Request for Information

Procedure for Confirmation of Verbal Instruction

Procedure for Process of Technical Submission Form

Procedure for On Job Training

Section 4 – Inspection and Test Plan

SLG/XX/NNNN/PQP/S4

List of Inspection and Test Plan

Section 5 – Technical Submittal

SLG/XX/NNNN/PQP/S5

Propose Material Submission List

**Propose Work Method Statement** 

**Propose Shop Drawing** 



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**Appendixes** 

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Appendix B - Customize External Forms & List

Appendix C - Project Inspection Checklist Summary

Appendix D - Progress Report Template

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