

# ISO 9001:2015 QMS INTERNAL QUALITY AUDIT CHECKLIST (SITE PROJECT)

Site Project		<b>SLG Construction</b> <b>Sdn. Bhd.</b> Company No.: 844680-V	
Audit Date			
Auditor			
Auditee			

Compliance Requirement									
Area			Clause	Requirement	Observation Note / Objective Evidence	CAR Ref No.	ISO 9001:2015 Requirement	Sev.	Remark
1	Pre-construction	Resources Planning	5.3	1 Organization chart is endorsed by Project Manager (PM) with effective date.		CAR-24-IQA-08-01			
			5.3	2 Job descriptions (JD) are established & acknowledged by the respective personnel. Copy of relevant certificates are available. (Authority document)					
			8.1	3 Plant, Machinery and Equipment are determined the milestone for requesting. Milestone are monitored and updated. Revision no, effective date are available.  Related document: Plant, machinery & Equipment planning / milestone.					
			8.1	4 Type of materials, lead time required, milestones for ordering and delivery of material are identified. Revision no, effective date are available. Related document: Materials planning / milestone.					
			8.1	5 Manpower (KSK) Projection Schedule are available.					
2		Master Works Program	8.1	1 Master Works Program are eshtablished and approved. Master Works Program and updated. Revision no, effective date are available.					
			8.1	2 Project Progress monitoring, Mitigation plan are identify for the delayed progress .					
3		Project Quality Plan (PQP)	8.2 / 8.5.1	1 PQP are established, extract the followings from the company's quality management system and customize accordingly to comply to the scope of works of the project: - QMS Operating Policies - Procedure - Method Statement - Inspection & Test Plan - Forms and checklists PQP are approved by PD and submitted to client / client representative					

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4			7.4 / 7.3	2	Approved PQP are communicate and brief to relevant personnel e.g PM, engineer,site advisor etc and maintained in online server.				
			7.4 / 7.3	3	PQP are updated e.g policy, objective, JD, PFI, etc.				
		Mobilization	8.2	1	Comply with all authority requirement e.g; i. Insurance ii. Levy CIDB iii. Majlis Bandaraya iv. Temporary Building Permit v. JKKP vi. Letter of site possession / commencement of work  Record are maintained.				
		Training, Competence & Awareness	7.3	1	All personnel are trained with Project process SLGC Standard Operation Procedures (SOP) & Quality Policy/Objectives. Records are available.				
5			7.2	2	All personnel including newly assigned/new comers are trained with required trainings identified by HR (e.g. Induction & on-the-job training (OJT)). Records are available.				
6	Construction	Monitoring Work Progress	8.2	1	Work progress are monitoring & recorded Related record: Site Diary Record				
7		Technical Submission	8.2	1	Technical submission issued for a) Material approval b) Work Method Statement c) PE Design d) Shop Drawing  Related document: Technical Submission Form / Summary				
			8.2	2	Inspection Test Plan (ITP) are eshtablished, customized and approved. Technical submission form available				
8		Incoming Inspection & Testing for material	8.4	1	Inspection has conducted for all incoming material. Inspection checklist available for each Delivery Order (DO)				

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9			8.2	2 Delivery Order (D.O) and Purchase Order (P.O) tally with actual quantity and quality. Supplier's D.O are endorsed.					
			8.5.4	3 Non-conforming product detected are recorded and segregated to reject area / clearly identified.					
		Handling of Material	8.5.4	1 Material are classified and store materials at designated locations. e.g steel bars, cement, packaged materials etc..					
			8.2	2 Movement and usage of Material are record, monitor and control  Related document: Inventory Card					
			8.5.4	3 Inventory are manage to prevent damage or lose					
			8.2	4 Order of material are record on Material Request Form (MRF) or ordering <a href="#">via app</a> .					

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10		Handling of Plant, Machinery & Equipment	8.2	5 <a href="#">Transferred/movement of material/equipment/machinery are tracked.</a>  <a href="#">Related document: HILTI apps.</a>					
			8.5.3	1 Customer property are suitably identified, verified, protected & safeguarded.					
			8.2	2 Plant, Machinery and Equipment used for operation has identify & registered into maintenance list.					
			7.1.3	3 Preventive maintenance are scheduled and updated					
11		Calibration	7.1.5	1 Calibration Master lists endorsed by PM are available for following equipment, tools & machinery.					
			7.1.5	2 Measuring equipment are periodically calibrated according to the schedule. Replacement equipment available.					
			7.1.5	3 Calibrated equipment are indicated with calibration sticker & within the validity period. Related calibration certificate/reports are available.					
			7.1.5	4 Non-calibrated/broken equipment are properly indicated & contained from being used.					
12		Inprocess Inspection and testing	8.6	1 Work inspection are conducted for each construction work e.g; i. Piling Works ii. Structural Works iii. Architectural Works iv. Mechanical & Electrical Works  Related record: Request for Work Inspection / Inspection Checklist / Inspection testing Plan					

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13		8.2.2	2	Test are carried out for e.g; Concrete Cube test, Slump Test, Pull out Test, etc.. Test report and <a href="#">summary</a> available and maintained.					
		10.2 / 10.3	3	Corrective Action Request (CAR) / Memo are issued to contractor for the finding from inspection					
	Communication	7.4	1	Related Meeting are conducted, evidence are available. <a href="#">a) Project meeting / Internal Kick off meeting.</a> <a href="#">b) Site staff meeting</a> <a href="#">c) Subcon Meeting</a>  Related record: Minute of meeting, attendance list					
		7.4	2	RFI summary are available and updated i. Summary RFI to Consultant ii. Summary RFI from subconstruction					
		7.4	3	<a href="#">Project Progress report are prepared with effective.</a>					
		7.4	4	<a href="#">All instructions AI/EI/SI recorded in instruction register.</a>					
	Performance & Monitoring	10.2 / 10.3	1	Previous IQA & Certification Body (CB) audit findings (NCR) are 100% resolved. The corrective actions are sustained & related evidence available.					

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			9.1.1 / 9.1.3 / 10.2	2 Site Project related Key Performance Indicators (KPI) & Quality Objectives are monitored. Cause of non-achieved results & necessary action plans are identified for the purpose of Continuous Improvement according to Plan-Do-Check-Action (PDCA) approach. 1. To close NCR within 21 days per project. 2. Not more than 10% project with LD imposed.					
			9.1.2	3 Customer satisfaction survey are performed annually at Q4. The result are summarize and corrective action are identify for non-achived target.					
			6.1	4 Risks & opportunities from Internal & External factors that could affect conformity of product & services & the ability to enhance customer satisfaction are determined & addressed. Necessary measures shall be identified & taken action. Related record: Risk Assessment & Contingency Plan.					
			8.4	5 External provider performance is regularly evaluated. The results are communicated to the respective external provider and contract for the purpose of improvement.  Related record: External Provider Performance evaluation.					

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15			10.2 / 10.3	6 NC are recorded and take action for; i. Incoming goods delivery ii. Dissatisfaction of customer on work performed iii. After project handover  Related record: Summary of NCR, Architect's Instruction, Enginner's Instruction, Site Instruction, Memo					
		Document & Drawing Control	7.5.2 / 7.5.3	1 Latest version of approved documents & records (SOP, WI & formats) accessible.					
			7.5.3	2 Drawing are properly handling and control. Drawing registration summary is available i. construction drawing registration ii. Shop drawing registration iii. As-build drawing registration  Drawing Registration Summary tally with actual drawing					
			7.5.3	3 Superseded drawing are stamp with "superseded". Included site team copy drawing					
			7.5.3	4 Internal Transmittal Form are issuance and tracking for each submission / issuance of document  Related Record: Internal Transmittal Form					
	16	Work Environments	8.2	1 Authority submission example work permits, Identity cards, fire Act, CIDB...					
			7.1.3	2 Damaged/improper facilities that could be a potential safety hazard are immediately sealed and/or fixed.					
			7.1.4	3 Site are clean & tidy at all times. Daily basis					
17		Final Inspection & Project Handover	8.5.5	1 Final inspection are conducted  Related Record: RFWI					

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18	Post-Construction	Demobilization	8.5.5	2 Relevant inspection / re-inspection detail are recorded.  Related Record: Defect Work Summary List					
			8.6	3 Project are handover to customer with evidence.  Related Record: Project Handover form					
			8.6	4 Customer acknowledge the CPC process					
		Demobilization	8.2	1 Rented plant, machinery or equipment are terminated the rental service.					
			8.5.4	2 Company's machinery or equipment transferred to company store or other sides with evidence.					
			8.2	3 Unwanted materials removed from site as appropriate					
		Defect Liability	8.5.5 / 8.7 / 9.1.2	1 Customer complaint are recorded and take action.  Related record: Inspection for Closing Defect					
			9.1.2	2 Defect are register into Defect Log					
			10.2	3 Inspection after rectification work are conducted.  Related record: Inspection checklist					
20		Handling and Archiving of Project Record	8.5.4	1 Project record are properly preserved with detail of reference example: project name, date, box no.,etc.					