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Form / Reg ID	Form / Register Name <i>Mainly for construction / maintenance contract management</i>	Functional Area	Document Type	File Ext.
1a	Inspection and Test Plan (ITP) Form	Qty Mgt	Form	.xlsx
1b	Inspection and Test Plan Form Notes	Qty Mgt	FormNotes	.xlsx
2	Inspection and Test Plan Register	Qty Mgt	Register	.xlsx
3a	Punch List (PL) Form	Qty Mgt	Form	.xlsx
3b	Punch List Form Notes	Qty Mgt	FormNotes	.xlsx
4	Completion (PL) Register	Qty Mgt	Register	.xlsx
5	Non-Conformance Report (NCR) Form	Qty Mgt	Form	.xlsx
6	Non-Conformance Register	Qty Mgt	Register	.xlsx
7	Site Instruction (SI) Form	Qty Mgt	Form	.xlsx
8	Site Instruction Register	Qty Mgt	Register	.xlsx
9	Variation Order (VO) Form	Qty Mgt	Form	.xlsx
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11	Transmittal Form	Qty Mgt	Form	.xlsx
12	Transmittal Register	Qty Mgt	Register	.xlsx
13	Welding Control Sheet with Materials Traceability Form	Qty Mgt	Form	.xlsx
14	Welders Record Sheet with Materials Traceability Form	Qty Mgt	Form	.xlsx
15	Welding Control Sheet without Materials Traceability Form	Qty Mgt	Form	.xlsx
16	Welders Record Sheet without Materials Traceability Form	Qty Mgt	Form	.xlsx
17	Project Risk Register	Proj Mgt	Register	.xlsm
18	Job Risk-Hazard Analysis Form	HSE Mgt	Form	.xlsx

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Form / Reg ID	Form / Register Name <i>Mainly for construction / maintenance contract management</i>	Functional Area	Document Type	File Ext.
19	Toolbox Meeting Record Form	HSE Mgt	Form	.xlsx
20	Toolbox Meeting Register	HSE Mgt	Register	.xlsx
21	Contract Health and Safety Performance Statistics Report	HSE Mgt	Report	.xlsx
22	Contract Contact List Form	HSE Mgt	Form	.xlsx
23	Site Inspections - All Categories Form	HSE Mgt	Form	.xlsx
24	Site Inspection Register	HSE Mgt	Register	.xlsx
25	Site Inspection Corrective Action Request (CAR) Form	HSE Mgt	Form	.xlsx
26	Site Inspection Corrective Action Request Register	HSE Mgt	Register	.xlsx
27	Site Hazard Register	HSE Mgt	Register	.xlsx
28	Hazardous Substance Register	HSE Mgt	Register	.xlsx
29	Notifiable Works Register	HSE Mgt	Register	.xlsx
30	Incident-Accident Register	HSE Mgt	Register	.xlsx
31	Event Investigation Register	HSE Mgt	Register	.xlsx
32	Site Visitors Register	HSE Mgt	Register	.xlsx
33	Worker Competency Register	HSE Mgt	Register	.xlsx
34	Machine Thermal Alignment Form	Equipment	Form	.xlsx
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INSPECTION & TEST PLAN (ITP)											
Inspection & Test Point Legend H = Hold Point W = Witness Point R = Document Review S = Surveillance			Contractor:				ITP Type / Scope:				
			Contract No / Descr:				ITP No:				
			Subcontractor:				Revision No:				
			Subcontract No / Descr:				Date:				
Act No.	Manufacturing or Construction Activity Description	By	Inspection & Test Activity Description	Activity Control Procedure	Acceptance Criteria	Verifying Document	Contractor Inspection Point	Contractor's Rep Initials	Principal Inspection Point	Principal Rep Initials	Comments
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Acceptance of this document does not relieve the Contractor of responsibility for compliance with Contract terms and conditions. Select appropriate acceptance box below.						Principal's Acceptance By:				Date:	
ACCEPTED, Work may proceed		<input type="checkbox"/>	ACCEPTED AS NOTED, REVISE & RESUBMIT, Work may proceed		<input type="checkbox"/>	NOT ACCEPTED, REVISE & RESUBMIT, Work may 'not' proceed		<input type="checkbox"/>			

Inspection & Test Plan (ITP) Form Notes
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Col #	Column Heading	Column Contents Description	Who
1	Activity Number	The manufacturing, construction or maintenance activity number in logical process sequence. (Includes procurement, fabrication, transport, receipt on site, construction, commissioning etc.)	SP or Contractor
2	Manufacturing or Construction Activity Description	Describe the construction, manufacturing or maintenance activity	SP or Contractor
3	By	Identify who performs the work described in column 2.	SP or Contractor
4	Inspection & Test Activity Description i.e. Inspection & Test Point	Describe the quality activities or quality characteristics to be verified associated with the work activity in column 2	SP or Contractor
5	Activity Control Procedure	Identify quality system procedure or instruction reference for conduct of QC activity defined in column 4	SP or Contractor
6	Acceptance Criteria	Identify design specification(s) or code(s) and respective section(s) and clause(s). Also include any critical parameters.	SP or Contractor
7	Verifying Document	Identify the document(s) used to verify acceptance of QC activity performance	SP or Contractor
8	Contractor Inspection Point	Define inspection type i.e. W = Witness, H = Hold, R = Review, S = Surveillance.	SP or Contractor
9	Contractor Initials	Leave blank for later verification.	SP or Contractor
10	Principal's Inspection Point	Define inspection type i.e. W = Witness, H = Hold, R = Review, S = Surveillance.	Principal's Representative
11	Principal's Representative's Initials	Leave blank for later verification.	Principal's Representative
Additional Clarification		Additional qualifying data as required.	Both as appropriate

➤ **Inspection and Test Point**

A point or stage in the fabrication and construction cycle where an inspection or test activity is performed. All inspection and test points in the process should be recorded in the ITP.

➤ **Principal's Witness Point**

An inspection and test point on the ITP designated by the Principal as an activity to be observed by the Principal's Representative. If a Principal's Representative is not present at the pre-arranged time and assuming due notice was given, the Service Provider or Contractor may proceed with the activity.

➤ **Principal's Hold Point**

An inspection and test point on the ITP designated by the Principal as a point beyond which the Contractor will not proceed without authorisation. The activity will normally be witnessed by the Principal's Representative although in some circumstances, the Contractor may be notified in writing that the activity may proceed without the Principal's Representative.

➤ **Surveillance (Monitoring)**

Continuing evaluation by Principal and Contractor of the status and use of procedures, methods, inspection activities and records analysis to ensure quality requirements will be met.

➤ **Review**

Examination of documentary evidence related to inspection and test activities to verify that activities have been conducted satisfactorily and that results are acceptable.

ITP REGISTER

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<u>PUNCH LIST NOTES</u>	
Careful, timely punch listing or completion reporting is essential in moving from the advanced stages of field construction to practical completion in a controlled manner with minimum delay. Punch listing includes verification of work completion and satisfactory completion of all 'receiving' and 'in-process' inspection, testing and verification required by CQP, ITPs and any other documented procedures.	
1. Preliminary Punch Lists (I.e. plant area, section, sub-system, discipline, asset item etc.) Preliminary punch lists are single discipline punch lists for discrete, 'bite sized' sections, subsections or single components of larger more complex systems. E.g. piping test packs form discrete sections of a complete plant process system, steel structures support process vessels and piping etc. Punch lists should be divided into the following typical disciplinary groups, civil, building, structural steel, piping, vessels, rotating equipment, electrical, instrumentation, surface protection, insulation etc. Initial punch lists should focus on the outstanding work required to either enable progression to the next major construction step (e.g. pre-hydro punch list in the case of piping), system punch listing or practical completion. Preliminary punch listing should be undertaken as early as practicable to facilitate the earliest practicable completion. Preliminary punch lists should include work requiring correction, work requiring completion and work not started	
2. Plant / Plant System Punch Lists When a plant or system is substantially complete, the complete entity should be punch listed to ensure that all system components have been installed in accordance with P&IDs, instrument diagrams, single line diagrams, loop diagrams and other specifications. System punch lists should focus on safe and complete operability, which requires adequate working knowledge of system components and familiarity with both process and general operating requirements. System punch listing should be undertaken as late as practicable to take full advantage of initial punch listing. System punch lists should include (but not be limited to) the following. <ul style="list-style-type: none"> • Equipment and associated services completed, tested and test blinds removed. • Piping and valves tight, clean and installed to P&ID. • Instruments connected, tested and calibrated. • Electrical equipment tested and operable. • Personnel safety requirements completed. • Accessibility requirements completed. • Plant area tidy with scaffolding and other construction facilities removed. • Statutory requirements (codes, permits, regulations etc) complete. 	
3. Punch Listing Punch lists should be prepared using the standard punch list form and identified with a unique sequential list number relating to contract, system, area work pack or P&ID as appropriate by the principal's representative. Punch lists must be legible, contain sufficient location detail to enable others to find work items and defect and outstanding work descriptions must be clearly understandable by all concerned. Priorities (defined on the punch list form) and required completion dates must be specified for all punch list items. Punch list originals are sent to the contractor under transmittal for inclusion in the final QC MDR where they can be progressively signed off by the contractor and the principal's representative as punch list work items are completed. The principal's representative will retain copies of <u>original punch lists</u> .	
4. Completion Monitoring / Completion Register Punch listing or completion reporting is carried out for both quality and contractual purposes. The full punch-listing programme should be identified when contract works commence and subsequently monitored to ensure that nothing is overlooked, and that facilitation of the completion process is optimised. Once QC test packs have been defined and P&IDs marked up, the principal's representative will compile a completion register by setting up a completion register for each major system and service provider or contractor. The proposed test packs and punch lists for which a service provider or contractor is responsible are listed in respective completion registers. As the punch listing / completion inspection process is completed, completion dates for respective punch list items are noted on the punch list form so that there's always a clear, up-to-date record of	

COMPLETION REGISTER

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CONSTRUCTION / MAINTENANCE NON-CONFORMANCE REPORT			
Contractor:			
Contract:			
Contract No:		NCR No:	
Asset Name / Description:			
Asset No:		Spec / Dwg No:	
A. NON-CONFORMANCE DETAILS (Attach sketch if necessary)			
Issued By: (Prncpl's Rep)		Date:	
Received By: (Contractor)		Date:	
B. CONTRACTOR'S RESPONSE / DISPOSITION:			
<div> <div>Rework <input type="checkbox"/></div> <div>Repair <input type="checkbox"/></div> <div>Replace <input type="checkbox"/></div> <div>Use As Is <input type="checkbox"/></div> </div>			
Signed: (Contractor)		Date:	
C. PRINCIPAL'S REPRESENTATIVE DISPOSITION / APPROVAL			
Signed: (Prncpl's Rep)		Date:	
D. PRINCIPAL'S REPRESENTATIVE RE-INSPECTION:			
<div> <div>Accepted <input type="checkbox"/></div> <div>Rejected <input type="checkbox"/></div> </div>			
Signed: (Prncpl's Rep)		Date:	

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VARIATION ORDER (VO)											
To: <i>(Contractor)</i>				VO No:							
				Page:		of					
Contract No:				Date:							
Contract:											
You are hereby instructed to carry out the following work: <i>(Enter required information and select check boxes below as appropriate.)</i>											
At your lump sum price of								\$			
At your schedule of rates specified under the subject contract.									<input type="checkbox"/>		
On a time and material basis. Submit your claim within ten (10) days of completion date. Time sheets for all supervision, labour, material plant and equipment are to be signed daily									<input type="checkbox"/>		
Prices / rates are fixed									<input type="checkbox"/>		
Prices / rates are subject to rise and fall									<input type="checkbox"/>		
Full Work Description											
Subject:							Ref:				
<i>(use continuation sheet as appropriate)</i>											
The Practical Completion date due to this Site Instruction:											
Remains Unchanged:		<input type="checkbox"/>	Increases By:			days	Decreases By:			days	
This Site Instruction does not alter the Contract value.											
All terms, covenants and conditions of the subject Contract remain in full force and effect.											
Issued By:							Title:				
Approved By:							Title:				
Signed acknowledgement must be returned to the Principal by the Contractor.											
Receipt of VO acknowledged by Contractor:											
Signature:											
Title:											
Date:											
Distribution:											
Original: Contractor											
Duplicate: Contractor signs and returns to Principal											
Copies: Contract VO file											

VARIATION ORDER REGISTER

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Document Transmittal Notice											
To: <i>(Company)</i>						Transmittal No:					
Attention:						Date Compiled:					
Contract:											
Contract ID:											
Item	Document ID	Rev#	Title / Description	No of Docs Sent	Issued For						Tender
					Info / Records	Review / Comment	Construction	Action	As-built Records		
1					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sender:											
Company:											
Sent By:						Date Sent:					
Receiver:											
Company:											
Received By:						Date Receiv					
Receiver: Please, promptly return copy to sender acknowledging receipt of documents.											

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Full Materials Traceability - Hazard Levels A & B

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Full Materials Traceability - Hazard Levels A & B

Line ID:

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[illegible]

1 Conditional Formatting 25
Columns O,I

Date:

Columns O, I

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Job Description:

Activity ID	Activity Description	Hazard Activity ID	Risk/Hazard	RISK				Control Activity ID	Risk / Hazard Control	RISK				Comments
				Notifiable Work	Detectability	Highest Risk	Principal Risk			Notifiable Work	Detectability	Highest Risk	Principal Risk	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
12														
	Work Permits Required:		Work Permit Extensions Required:											

TOOLBOX MEETING RECORD						
Contract:					Date:	
Site:					Team:	
Present:						
Spare	Spare	Spare	Spare	Spare	Spare	Spare
Spare	Spare	Spare	Spare	Spare	Spare	Spare
Spare	Spare	Spare	Spare	Spare	Spare	Spare
Spare	Spare	Spare	Spare	Spare	Spare	Spare
Spare	Spare	Spare	Spare	Spare	Spare	Spare
Absent:						
Spare	Spare	Spare	Spare	Spare	Spare	Spare
Spare	Spare	Spare	Spare	Spare	Spare	Spare
Topics discussed and employee comments:						
1						
2						
3						
4						
5						
6						
7						
Handouts:						
Incidents & accidents OR task analysis review:						
1						
2						
3						
4						
5						
6						
7						
Handouts:						
Corrective actions:						
1						
2						
3						
4						
5						
6						
7						
Handouts:						
Hazards and emergency procedures raised by employees and discussed:						
1						
2						
3						
4						
5						
6						
7						
Handouts:						
Other:						
1						
2						
Name: Spare Designation: Signature:						

TOOLBOX MEETING REGISTER								
Contract:								
Site:								
Item ID	Meeting Date	Team	Meeting Leader	Location	No Unresolved Issues	Mtg Record Distributed	Unresolved Issues	Date Issue Resolved
1					<input type="checkbox"/>	<input type="checkbox"/>		
2					<input type="checkbox"/>	<input type="checkbox"/>		
3					<input type="checkbox"/>	<input type="checkbox"/>		
4					<input type="checkbox"/>	<input type="checkbox"/>		
5					<input type="checkbox"/>	<input type="checkbox"/>		
6					<input type="checkbox"/>	<input type="checkbox"/>		
7					<input type="checkbox"/>	<input type="checkbox"/>		
8					<input type="checkbox"/>	<input type="checkbox"/>		
9					<input type="checkbox"/>	<input type="checkbox"/>		
10					<input type="checkbox"/>	<input type="checkbox"/>		
11					<input type="checkbox"/>	<input type="checkbox"/>		
12					<input type="checkbox"/>	<input type="checkbox"/>		
13					<input type="checkbox"/>	<input type="checkbox"/>		
14					<input type="checkbox"/>	<input type="checkbox"/>		
15					<input type="checkbox"/>	<input type="checkbox"/>		
16					<input type="checkbox"/>	<input type="checkbox"/>		
17					<input type="checkbox"/>	<input type="checkbox"/>		
18					<input type="checkbox"/>	<input type="checkbox"/>		
19					<input type="checkbox"/>	<input type="checkbox"/>		
20					<input type="checkbox"/>	<input type="checkbox"/>		
21					<input type="checkbox"/>	<input type="checkbox"/>		
22					<input type="checkbox"/>	<input type="checkbox"/>		
23					<input type="checkbox"/>	<input type="checkbox"/>		
24					<input type="checkbox"/>	<input type="checkbox"/>		
25					<input type="checkbox"/>	<input type="checkbox"/>		
26					<input type="checkbox"/>	<input type="checkbox"/>		

CONTRACT HEALTH & SAFETY PERIODIC PERFORMANCE EVALUATION

Contract:

Period:

Evaluation Date:

Period Metrics	Principal Contractor & Subcontractors for Specific Period					Period Totals
No of JHAs / Task Analyses carried out						0
No of safety inductions carried out						0
No of toolbox meetings held						0
No of toolbox meeting minutes completed						0
No of site safety inspections completed						0
No of incidents identified						0
No of incident investigation forms completed						0
No of incident causes identified						0
No of incident corrective actions identified						0
No of incident corrective actions completed						0
Time on project (man-hours)						0
No of medical treatment accidents						0
No of lost time injuries						0

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SITE SAFETY INSPECTIONS - All Categories				
Contract:				
Area:				
Inspectors:				Date:
Inspection Categories / Issues		Rating	Observations	
A Hazards				
A	1	Are hazards managed adequately?		
A	2	Is there adequate site signage / hazard board?		
A	3	Is there a visitors log present?		
A	4	Are all personnel being inducted correctly?		
A	5	Are emergency procedures in place?		
A	6	Are emergency evacuation drills held at prescribed frequency?		
A	7	Are subcontractors safety plans available?		
A	8	Are subcontractors safety meetings held?		
A	9	Are toolbox meetings held?		
A	10	Are all workers passports being verified?		
A	11	Is hazard identification being done and managed effectively?		
A	12	Is task analysis being done for significant operations?		
A	13	Has all notifiable work been notified in a timely manner?		
A	14	Is a permit to work system in place and is it used effectively?		
B Facilities				
B	1	Are site offices clean and tidy?		
B	2	Are ammenity areas clean and tidy?		
B	3	Is lunch room and food prep area clean and tidy?		
B	4	Are temporary electrical installations tagged?		
B	5	Are first aid kits in place and well stocked?		
B	6	Is lighting adequate?		
B	7	Are fire extinguishers charged and current?		

SITE SAFETY INSPECTIONS - All Categories			
Contract:			
Area:			
Inspectors:			Date:
Inspection Categories / Issues		Rating	Observations
C Houskeeping			
1	Are work areas clean and tidy?		
2	Are materials stacked safely?		
3	Are rubbish bins provided and emptied regularly?		
4	Are combustible materials stored safely?		
5	Is lighting adequate?		
6	Is public protection adequate?		
D Standard Ladders			
1	Are ladders industrial rated and in good condition?		
2	Are stiles / rungs / back stays undamaged?		
3	Are ladders used correctly & secured top & bottom?		
E Step Ladders			
1	Are ladders industrial rated and in good condition?		
2	Are stiles / rungs / back stays undamaged?		
3	Do personnel work no higher than third step from top?		
4	Are ladders used correctly?		
F Standing Scaffold			
1	Is scaffold erected by certified scaffolders?		
2	Is Scaf-tag / Acu-log scaffold register up to date?		
3	Is ladder access to scaffold adequate?		
4	Are guard rails between 0.9 and 1.1metres?		
5	Are intermediate rail / stop ends in place?		
6	Is debris netting in place where necessary?		
7	Are 225 mm minimum toe-boards in place?		
8	Do scaffold platforms have a minimum width of three planks?		
9	Are planks secured adequately?		
10	Are base plates and sole plates adequate?		
11	Is scaffold bracing adequate?		

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SITE SAFETY INSPECTIONS - All Categories			
Contract:			
Area:			
Inspectors:		Date:	
Inspection Categories / Issues		Rating	Observations
G Mobile Scaffold			
G	1 Are mobile scaffolds set up on firm ground?		
G	2 Are wheels locked?		
G	3 Is diagonal bracing across base adequate?		
G	4 Are decks fully planked and secure?		
G	5 Are guard rails between 0.9 and 1.1metres?		
G	6 Are 225 mm minimum toe-boards in place?		
G	7 Is access safe and appropriate?		
G	8 Are outriggers in place when scaffold height is >3 times base width?		
G	9 Is scafflod bracing adequate?		
G	10 Are scaffolds only moved without personnel aboard?		
H Elevated Work Platforms (EWPs)			
H	1 Are EWPs set up on level ground with outriggers fully extended?		
H	2 Are EWPs inspected / tested within last 6 months [visible certificate]?		
H	3 Are EWPs operated at least 4 metres from power lines?		
H	4 Is fall prevention harness worn?		
H	5 Is lanyard fixing adequate?		
H	6 Are EWP operators trained and competent to use EWP unsupervised?		
I Electrical			
I	1 Is portable electrical equipment tested, certified and tagged three-monthly?		
I	2 Are leads clear of water and out of harm's way?		
I	3 Are ELCB / transformers used consistently?		
I	4 Double adaptors and multi-boxes shouldn't be used.		
I	5 Is temporary lighting adequate and in good condition?		

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<u>SITE SAFETY INSPECTIONS - All Categories</u>				
Contract:				
Area:				
Inspectors:				Date:
Inspection Categories / Issues		Rating	Observations	
J Personal Protective Equipment (PPE)				
J	1	Are hard hats worn as required?		
J	2	Are safety glasses / goggles worn when required?		
J	3	Are respirators / masks worn when required?		
J	4	Is hearing protection worn when required?		
J	5	Is protective clothing worn when required? E.g. gloves, overalls, etc.		
J	6	Are high visibility vests or clothing worn when required?		
J	7	Is adequate safety footwear worn?		
J	8	Are fall prevention harnesses available and used when required?		
J	9	Are sunhats, sunscreen lotion and shade used when required?		
K Cranes				
K	1	Do cranes have current certificates of inspection?		
K	2	Are crane drivers qualified?		
K	3	Is lifting gear tested and certified?		
K	4	Are qualified riggers and dog men used to rig and direct lifts?		
K	5	Are lifting plans prepared when required?		
K	7	Are cranes set up on level ground with outriggers fully extended?		
K	8	Are cranes operated with booms at least 4 metres from power lines?		

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SITE SAFETY INSPECTIONS - All Categories			
Contract:			
Area:			
Inspectors:		Date:	
Inspection Categories / Issues		Rating	Observations
L Specific Hazard Controls (Not Exhaustive)			
L 1	Are all machines compliant with current certification?		
L 2	Are all workers and machine operators trained and competent for their allotted tasks? (Refer Competency Register)		
L 3	Are all workers outside digger operating zone when digger working?		
L 4	Are trenches covered when not in use?		
L 5	Have fall hazards been eliminated and/or appropriate controls implemented?		
L 6	Are propping systems braced, tied and props okay?		
L 7	Are safety anchors / static lines for fall prevention adequate?		
L 8	Are all vertical reinforcing steel bars capped appropriately?		
L 9	Are crane slings and chains certified?		
L 10	Are housekeeping, lighting, slips, trips and falls controls adequate?		
L 11	Are gas bottles secured correctly when in use and when in storage?		
L 12	Are flash back arrestors fitted to oxy / acetylene sets?		
L 13	Are powder-powered tools currently certified?		
L 14	Are powder-powered tool users certificated and wearing appropriate PPE?		
L 15	Are powder-powered tools locked away when not in use?		
L 16	Is bump firing of compressed air nailing guns prohibited?		
L 17	Is Worksafe notified in advance for site excavations over 1.5metres?		
L 18	Is excavation timbering in place?		
L 19	Do excavations and confined spaces have safe access and egress?		
L 20	Are services identified, located and secured adequately?		
L 21	Are site workers and public adequately protected?		
L 22	Have emergency procedures been developed, communicated and practiced?		
L 23	Is fire protection comprising extinguishers, hose reels adequate?and evacuation drill, hot work permits		
L 25	Are hazardous substances identified and stored correctly? Are MSDS available?		
L 26	Are permits to work covering specific activities identified through task / hazard analysis, such as confined space, excavations, working over water, working at height, etc. adequate / effective?		

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SITE INSPECTION REGISTER							
Contract:							
Item ID	Inspection Date	Inspection Type	Location	Inspector(s)	Issues Requiring Correction	Correction Action	Date Issue Corrected
40							
41							
42							
43							
44							
45							
46							
47							
48							
49							
50							
51							
52							
53							
54							
55							
56							

SITE SAFETY INSPECTION CORRECTIVE ACTION REPORT				
Contract:				
Contractor:				
Area:		CAR ID:		
Inspection Type:		File:		
Inspectors:		Date:		
Corrective Action Item		Date Due	Review Date	Completion Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
General comments / concerns				
Inspector's signature:			Date:	
Site Supervisor's signature:			Date:	

SITE INSPECTION CAR REGISTER							
Contract:							
Site:							
Item ID	CAR Initiation Date	Inspection Type	No of Corrective Actions	Site Inspector Name	Site Supervisor Name	Area / Location	Date All Corrective Actions Completed
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							

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[illegible]

[illegible]

NOTIFIABLE WORKS REGISTER							
OnLine Notification:		https://www.worksafe.govt.nz/notifications/report-scheduled-or-completed-work/hazardous-work/					
Contract:							
Item ID	Notifiable Works Description	Date Works Expected	Date Worksafe Advised		Worksafe Reply Date	Date Works Done	Comments
			Verbally	OnLine			
▼	▼	▼	▼	▼	▼	▼	▼
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							

Slide 2

[illegible]

Slide 2

[illegible]

SITE VISITORS REGISTER

[illegible]

Competency verification held on file

Slide 2

[illegible]

MACHINERY THERMAL ALIGNMENT ASSESSMENT TEMPLATE FOR VERTICAL PLANE (APPROXIMATION)

Slide 1/3

Slide 2

Company:

Asset:

Date:

NDE Temp DegC			DE Temp DegC			SM Matl.	MM Matl.	DE Temp DegC			NDE Temp DegC		
Point	Cold	Hot	Point	Cold	Hot	CI	CI	Point	Cold	Hot	Point	Cold	Hot
1			1			SM LCoE	MM LCoE	1			1		
2			2			0.0000108	0.0000108	2			2		
3			3					3			3		
4			4					4			4		
5	20	100	5	20	150			5	20	150	5	20	100
Ave	20	100	Ave	20	150			Ave	20	150	Ave	20	100

Matl.	LCoE	
CI	0.0000108	m/m°C
Steel	0.0000120	m/m°C
Al	0.0000230	m/m°C
304SS	0.0000173	m/m°C

STATIONARY MACHINE (SM)

DE & NDE Temp Points

Machine Centre Line

SM Shaft Centre Height Distance

0.300 m

MM Shaft Centre Height Distance

0.300 m

MOVABLE MACHINE (MM)

DE & NDE Temp Points

0.300 m

0.300 m

0.300 m

0.300 m

0.300 m

0.900 m

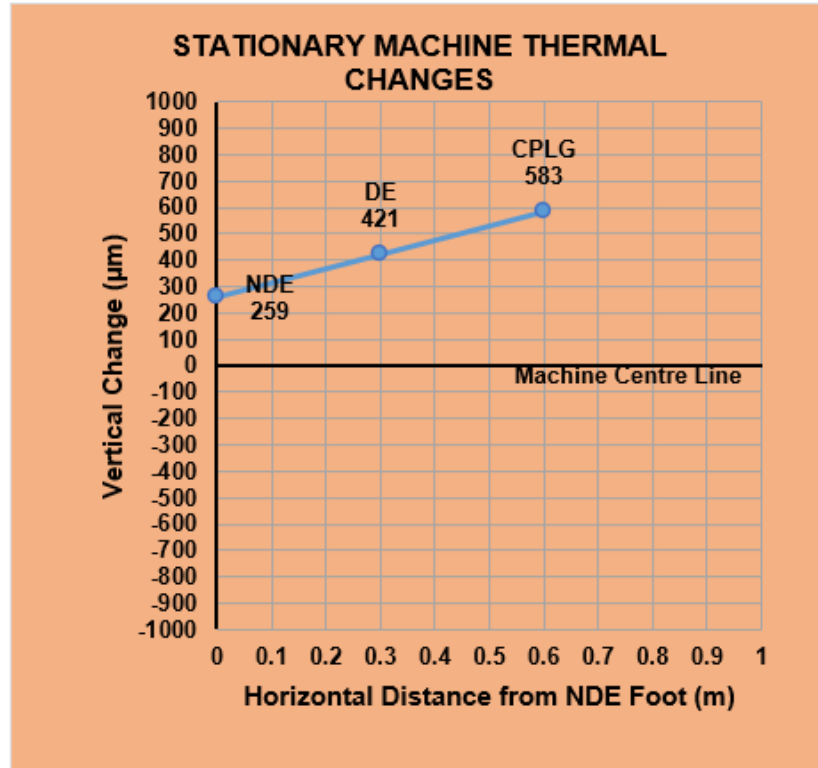
NDE CH Change	DE CH Change	CPLG CH Change
259 µm	421 µm	583 µm

CPLG Change	DE Change	NDE Change
583 µm	421 µm	259 µm

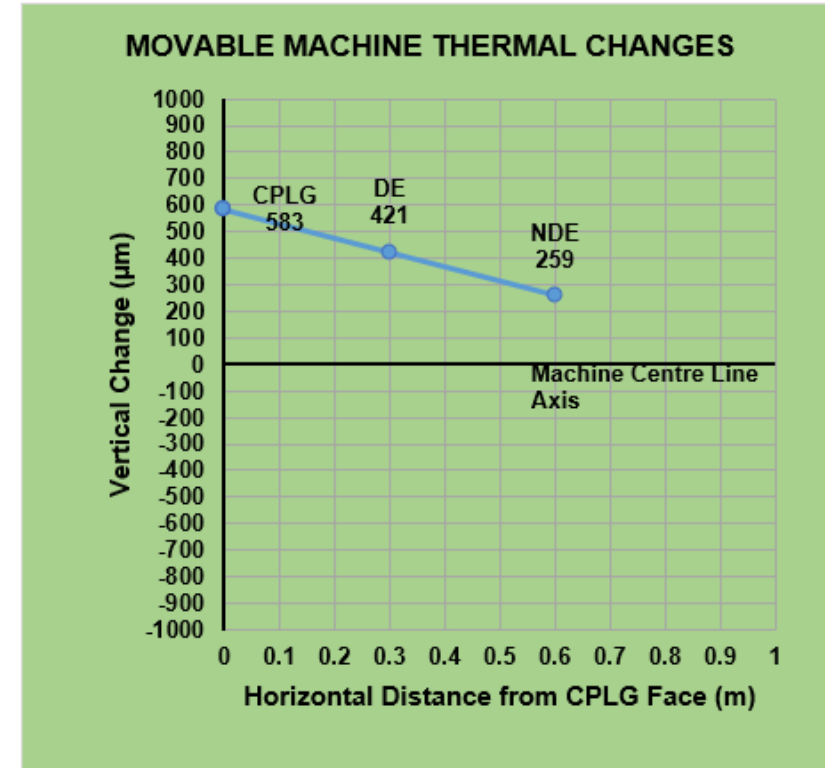
GRAPHICAL REPRESENTATION OF VERTICAL THERMAL CHANGES Slide 2/3

Slide 2

Company:		Asset:		Date:	
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SM Thermal Changes		
Posn	Dist (m)	Thermal Chng (µm)
NDE		259
DE	0.300	421
CPLG	0.600	583

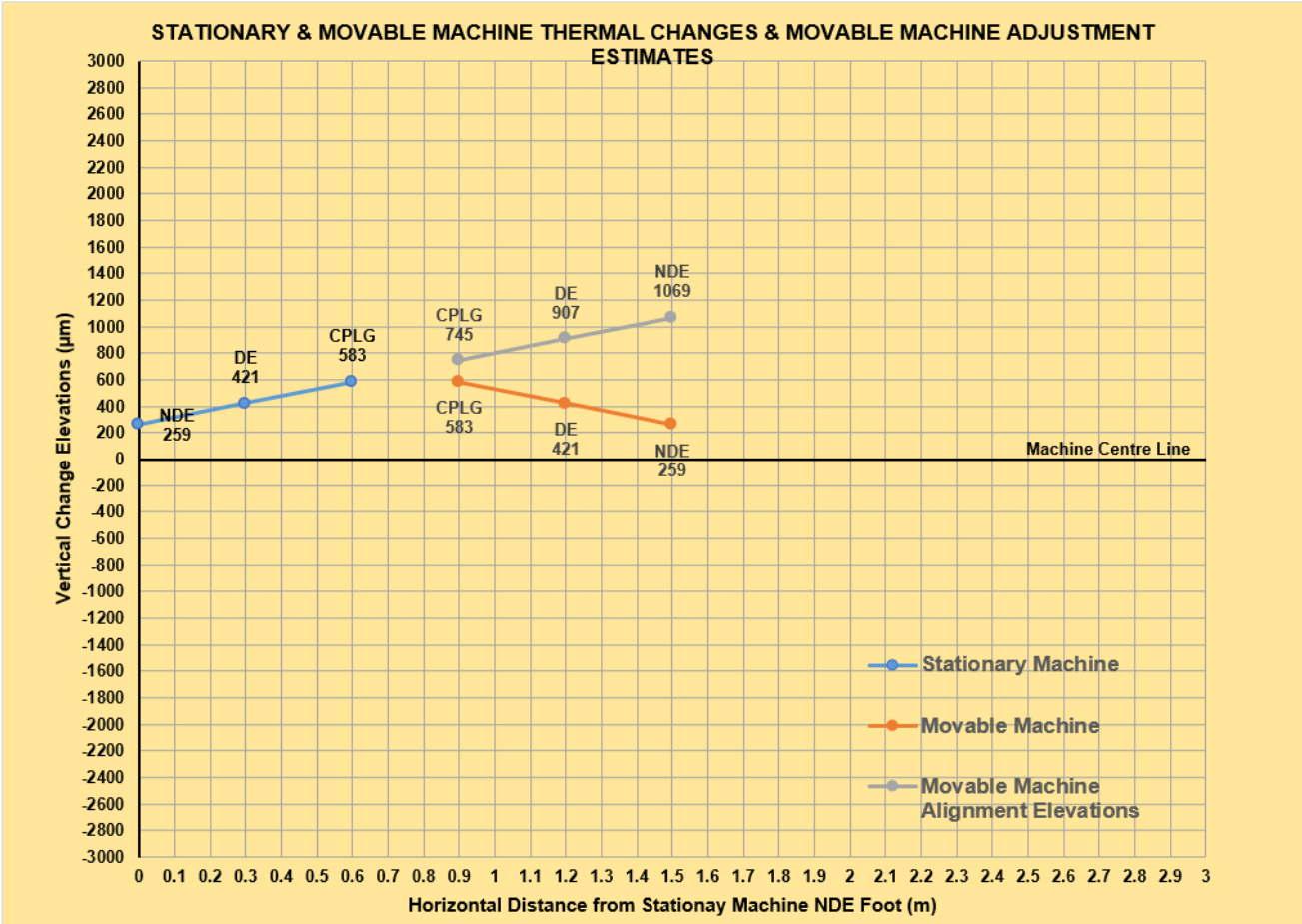


MM Thermal Changes		
Posn	Dist (m)	Thermal Chng (µm)
CPLG		583
DE	0.300	421
NDE	0.600	259

GRAPHICAL REPRESENTATION OF ALL VERTICAL THERMAL CHANGES & MOVABLE MACHINE ADJUSTMENT ESTIMATES Slide 3/3

Slide 2

Company:	Asset:	Date:
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MM Thermal Changes		
Posn	Dist (m)	Thermal Chng (µm)
CPLG	0.900	583
DE	1.200	421
NDE	1.500	259

Movable M/C Algmnt	Movable M/C Algmnt	Movable M/C Algmnt
745 µm	907 µm	1069 µm

IM CL Alignment Elevation		
Posn	Dist (m)	Elevation (µm)
CPLG	0.900	745
DE	1.200	907
NDE	1.500	1069

MM DE / NDE ~ Pkg Size (µm)	
DE	486
NDE	810