Checklist – CAC002M
Quality Plan Implementation (MRTS50)

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| --- | --- | --- | --- | --- | --- |
| Contractor |  | Date |  | Review No. |  |
| Contract No. |  | Project No. |  | Project Name |  |

| Reference | Requirements | Addressed | Comments/Observations |
| --- | --- | --- | --- |
| Document Control |
| AS/NZS ISO 9001 | * Has quality system documentation been controlled?
 |  |  |
| AS/NZS ISO 9001 | * Is a register of all project specific documentation maintained?
 |  |  |
| AS/NZS ISO 9001 | * Does each document have its unique number & a set of register holders?
 |  |  |
| AS/NZS ISO 9001 | * Has each amendment been authorised by the correct person?
 |  |  |
| Responsibilities |
| Contractor's Quality Representative |
| MRTS50 Clause 5 | * Does the Quality Plan comply with the requirements specified in Clause 5?
 |  |  |
| MRTS50 Clause 10.2 | * Was the works supervisor notified promptly of any nonconformances?
 |  |  |
| Works Supervisor |
| MRTS50Clause 4 | * Is the construction of the works in accordance with the documents?
 |  |  |
| MRTS50 Clause 10.2 | * Was a nonconformance report (NCR) raised within one day of detection?
 |  |  |
| MRTS50Clause 9 | * Auditor to select works procedures to be audited?
 |  |  |
| Actions |
| AS/NZS ISO 9001 | * Is a register of Project Document distribution maintained?
 |  |  |
| AS/NZS ISO 9001 | * Is there a Calibration status report?
 |  |  |
| AS/NZS ISO 9001 | * Are tests NATA approved?
 |  |  |
| AS/NZS ISO 9001 | * Is a register of project equipment maintained?
 |  |  |
| AS/NZS ISO 9001 | * Is a register of major suppliers of goods and services maintained?
 |  |  |
| AS/NZS ISO 9001 | * Is a variation register being maintained?
 |  |  |
| Inspections and Test Plan |
| MRTS50Clause 8 | * Is the inspection and test plan in accordance with specific quality system requirements (MRTS50)?
 |  |  |
| Process Control |
| AS/NZS ISO 9001 | * Have all relevant construction procedures been included in the list of documented procedures?
 |  |  |
| Training |
| AS/NZS ISO 9001 | * Are records being maintained?
 |  |  |
| AS/NZS ISO 9001 | * Are people suitably trained and licensed?
 |  |  |

*Delete below section if not required*

|  |  |  |  |
| --- | --- | --- | --- |
| Audited by: |  |  |  |
| Name |  | Signature |  | Date |  |