Checklist – CAC002M  
Quality Plan Implementation (MRTS50)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | | | |
| MRTS50 Clause 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? |  |  |
| MRTS50 Clause 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 endorsed? |  |  |
| 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 | | | |
| MRTS50 Clause 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 |  |