



Engineering Audit Checklist

30 Sep 2023 / Kyle Travis

Complete

Score	0 / 0 (0%)	Flagged items	0	Actions	1
Project Name	SJL Manufacturing Plant Engineering Project				
Project ID Number	2023-09418-A				
Location	Kansas, USA (39.011902, -98.4842465)				
Audit Date	30.09.2023 14:00 PST				
Auditor	Kyle Travis				
Project Manager/s	- Jace Smith (Technical) - Chloe Bailey (Engineering)				

Actions

1 action

Engineering Project Audit / Project Documentation

Verify the availability of project plans, specifications, and design documents.

In Progress

While these documents are all accessible and organized in one centralized database, I'm still confirming with the two project managers if they need to update some details until Monday, October 2.

To do | Assignee SafetyCulture Staff | Priority Low | Due 07.10.2023 20:46 PST | Created by SafetyCulture Staff

Follow-up project documentation updates from project managers.

Engineering Project Audit

1 action

Project Documentation

1 action

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To do | Assignee SafetyCulture Staff | Priority Low | Due 07.10.2023 20:46 PST | Created by SafetyCulture Staff

Follow-up project documentation updates from project managers.

Confirm that project documentation is up-to-date and includes any revisions or change orders.

In Progress

Ensure that project documentation complies with industry standards and regulatory requirements.

In Progress

Quality Control

Review quality control measures in place and check for adherence.

Needs Attention

According to the attached report that was recently conducted yesterday morning, some QC measures need to be updated to address newly identified bottlenecks last Wednesday.

[SJL Manufacturing Engineering Project - QC Inspection Report.pdf](#)

Inspect completed work for quality and conformance to specifications.

Needs Attention

Verify the presence of quality control records and inspection reports.

Completed

Safety and Compliance

Assess safety protocols and practices on the project site.

In Progress

Confirm compliance with Environmental, Health, and Safety (EHS) regulations.

In Progress

Review permits and approvals to ensure they are up-to-date and valid.

Completed

Materials and Components

Inspect materials for compliance with project specifications

In Progress

and industry standards.

Verify the quality of critical components and their conformity to design requirements.

In Progress

Check for proper documentation of materials and components' traceability.

Completed

Testing and Validation

Review testing and validation plans and procedures.

In Progress

Confirm that tests and validations have been conducted and recorded.

In Progress

Ensure that test results meet specified criteria and have been analyzed for compliance.

In Progress

Regulatory Compliance

Assess compliance with relevant industry codes and standards.

Completed

Check that regulatory inspections and approvals have been obtained as required.

Completed

Verify compliance with any specific regulatory requirements for the project.

Completed

Project Schedule and Budget

Review the project timeline and milestone progress.

Completed

Confirm that the project is on budget and that cost control measures are in place.

Completed

Identify any deviations from the project schedule or budget and assess their impact.

Completed

Communication and Collaboration

Evaluate team communication and collaboration processes.

Completed

Confirm that coordination with project stakeholders is effective.

Completed

Document any meetings or discussions related to the project.

Completed

Completion and Handover

Verify that the project completion checklist has been followed.

In Progress

Confirm the proper handover of deliverables to the client or end-users.

In Progress

Review project closeout procedures and documentation.

In Progress

Lessons Learned and Continuous Improvement

Document lessons learned during the audit and from previous projects.

In Progress

Identify areas for process improvement and make recommendations.

In Progress

Encourage feedback from audit team members and project stakeholders.

In Progress

Completion

Comments and Recommendations

There are still a handful of In Progress tasks, but these can be resolved ASAP once we get confirmation from the two project managers by Monday, October 2. Such dependencies can then be promptly resolved.

Auditor's Signature



Kyle Travis
30.09.2023 20:52 PST

Project Manager's Signature



Chloe Bailey
30.09.2023 20:53 PST

Media summary

[SJL Manufacturing Engineering Project - QC Inspection Report.pdf](#)