

HEXATECH	PROJECT DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	<b>Project Quality Plan Checklist</b>	Revision No.: 0		Document Ref.: PD-REC-PQPC

## HOW TO COMPILE A PROJECT QUALITY PLAN - GUIDELINES

<b>Project Name:</b>			
<b>Prepared By:</b>		<b>DATE:</b>	

PAGE	WHAT TO DO CHECK LIST	CHECK BOX
Page 1 of 18	Change the header with a brief description of the project and project reference number.	
Page 1 of 18	PQP Title: change to proper project name (as given in the Letter of Award or Purchase Order).	
Page 1 of 18	Change the copy number if you have more than one copy of the PQP.	
Page 1 of 18	Change the names of the persons - prepared by, checked by, verified by and approved by.	
Page 3 of 18	Para 4 - change to the proper project name.	
Page 4 of 18	Para 4.1 to 4.5 - change to the correct Electrical or Mechanical work scope according to contract/PO.	
Page 4 of 18	Para 5 - assign the correct full Location Address.	
Page 8 of 18	Change to the proper contract information as required. Insert any other contractual information if necessary.	
Page 9 of 18	Plot out a Site Location Plan (Map) and insert as Appendix D (Pg 9 of 18) - can use an attachment.	
Page 10 of 18	Change to the proper contractual party particulars as required.	
Page 11 of 18	Amend the project organization chart accordingly.	
Page 12 of 18	Change Project Team Responsibility accordingly e.g. if Safety Officer is employed - obtain from JDM at Admin Dept.	
Page 13 of 18	Insert the master project schedule / program (Grantt Chart) as an attachment to Appendix H.	
Page 14 of 18	Select the appropriate Method Statements required for this Project - obtain from the company's QMS as attachments.	
Page 15 of 18	Appendix J - Inspection & Test Plan - amend this plan to make it suitable for your project use - change accordingly.	
Page 16 of 18	Appendix K - select the correct Testing and Measuring Equipment used for your project - change accordingly.	
Page 17 of 18	Appendix L - select the Forms In Use accordingly and put them as attachments to the PQP.	
Page 17 of 18	Appendix L - you can insert those forms which is obtainable internally in our Company's Quality Management System.	
Page 18 of 18	Appendix M - you can insert those external forms which your customers wants you to use.	
Page 1 of 18	Upon completion in compiling the PQP, ensure that signatures are obtained for Pg 1 of 18 and Pg 7 of 18.	
Page 1 of 18	If the pages had been altered, remember to change to the correct page at the Table of Contents.	
	After all signatures had been obtained, make 3 copies for distribution: Copy No. 1 - ISO Manager Copy No. 2 - Managing Director Copy No. 3 - Project Manager (to be held at Site Office, if necessary).	

Prepared by:	Verified by:	Remarks:
Signature:	Signature:	
Appointment:	Appointment:	
Date:	Date:	