Project Name:	Project Code:
Checksheets.com	CHKSHEETS1
Equipment Tag:	System:
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Discipline:	Location:
Quality	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
Contractor:	Date:
_ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _	22/01 /2026

1. Training and Qualification Verification
Verify training requirements and qualifications for responsible personnel

#	Activity / Check Item	Response		
		Pass	N/A	Fail
1	Verify training for responsible contractor supervisors/craft on applicable specifications/drawings, to ensure clear understanding and implementation of project requirements *Review training records and competency certificates* Ref: SEP Nine Steps to Success	☐ Pass	☐ N/A	☐ Fail
2	Confirm QC inspectors have current certifications and qualifications for assigned inspection activities *Check certification validity dates and scope*	☐ Pass	☐ N/A	☐ Fail
3	Verify NDT personnel certifications are current and appropriate for required testing methods *Review Level II/III certifications as applicable* Ref: ASNT/PCN Standards	☐ Pass	☐ N/A	☐ Fail

2. Procedure Compliance Audit
Review compliance with established quality procedures and work instructions

#	Activity / Check Item	Response		
		Pass	N/A	Fail
4	Verify all applicable quality control checklists are completed and properly endorsed *Check for contractor, TCO-Construction, and TCO-QC signatures*	☐ Pass	☐ N/A	☐ Fail
5	Confirm inspection and test plans (ITPs) are being followed and properly documented *Verify hold points and witness points are observed* Ref: ITP 3.10	☐ Pass	☐ N/A	☐ Fail
6	Review material traceability and certification compliance *Check mill certificates and material handling procedures*	☐ Pass	☐ N/A	☐ Fail
7	Verify calibration records are current for all measuring and test equipment used *Check calibration certificates and due dates*	☐ Pass	☐ N/A	☐ Fail
8	Confirm proper storage and handling of materials and equipment per specifications *Review environmental controls and preservation methods*	☐ Pass	☐ N/A	☐ Fail

3. Documentation Review and Control
Audit documentation completeness, accuracy, and proper control procedures

#	Activity / Check Item	Pass	N/A	Fail
9	Verify all design drawings and specifications are latest approved revision and marked 'Approved For Construction' *Check revision status and approval stamps*	☐	☐	☐
10	Review manufacturer's data sheets, operation manuals, and warranty documentation completeness *Ensure all required vendor documents are submitted and approved*	☐	☐	☐
11	Confirm test certificates and inspection records are properly completed with required signatures *Verify authorized personnel signatures and dates*	☐	☐	☐
12	Audit as-built documentation reflects actual installation conditions *Check for red-line markups and field changes documentation*	☐	☐	☐
13	Review punch list management and closure documentation procedures *Verify punch list items are properly tracked and closed*	☐	☐	☐

4. Non-Conformance and Corrective Action Tracking
Review non-conformance identification, documentation, and corrective action implementation

#	Activity / Check Item	Pass	N/A	Fail
14	Review non-conformance reports (NCRs) for proper identification and classification *Check NCR numbering system and categorization*	☐	☐	☐
15	Verify corrective action plans are developed and approved by authorized personnel *Review action plan approval signatures and timeline*	☐	☐	☐
16	Confirm implementation of corrective actions within specified timeframes *Check completion dates and evidence of implementation*	☐	☐	☐
17	Audit effectiveness review and closure verification of corrective actions *Verify follow-up inspections and closure sign-off*	☐	☐	☐
18	Review trend analysis of non-conformances for systemic issues identification *Check for recurring issues and preventive measures*			

5. Quality System Performance Review
Evaluate overall quality system effectiveness and compliance

#	Activity / Check Item	Pass	N/A	Fail
19	Assess compliance with project quality plan and quality management system requirements *Review against established quality objectives* Ref: ISO 9001	☐	☐	☐
20	Verify internal audit schedule is being maintained and findings are addressed *Check audit frequency and corrective action closure*	☐	☐	☐
21	Review quality metrics and KPIs are being tracked and reported *Verify data collection and reporting procedures*	☐	☐	☐
22	Confirm management review meetings are conducted with appropriate follow-up actions *Check meeting minutes and action item tracking*	☐	☐	☐

6. Audit Summary and Recommendations
Document audit findings and provide recommendations for improvement

#	Activity / Check Item	Response
23	Document audit findings and observations *Provide detailed description of findings and evidence*	
24	Rate overall quality system effectiveness *Based on audit findings and compliance level*	
25	Provide recommendations for quality system improvements *Include specific actions and timelines for improvement*	
26	Lead Auditor signature and date *Certified auditor signature required*	

Prepared By:

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Date: _____   Sign: _____

Reviewed By:

_____

Date: _____   Sign: _____

Approved By:

_____

Date: _____   Sign: _____