

OTHER QA FORMS SCHEDULE		
REF NO.	DESCRIPTION	COMMENT
QAF-101	QA PROCEDURE TRAINING REGISTER	
QAF-102	SAMPLE REGISTER	
QAF-103	SITE MATERIAL REQUISITION & TRACKING FORM	
QAF-104	RETURN OF GOODS/CREDIT REQUEST	
QAF-105	DEWPOINT AIR TOOL LIST	
QAF-106	TOOL ISSUE FORM	
QAF-107	DRAWING REGISTER	
QAF-108	DUCT MANUFACTURE PROGRAMME	
QAF-109	LABOUR PROGRAMME	INCLUDES DRAFTING & DUCT INSTALL
QAF-110	LABOUR HOURS REPORTING	
QAF-111	CONSTRUCTION TRACKING SCHEDULE	
QAF-112	PROCUREMENT SCHEDULE	
QAF-113	REQUEST FOR INFORMATION REGISTER	
QAF-114	REQUEST FOR INFORMATION	VIA EMAIL
QAF-115	NOTICES	VIA EMAIL

PROJECT QUALITY ASSURANCE OTHER FORMS

PROJECT NUMBER:

PROJECT TITLE:



FORM NO: QAF-101 QA PROCEDURE TRAINING REGISTER					
COURSE TRAINER & LOCATION (IF APPLICABLE):					
QUALITY ASSURANCE PROCEDURE	EMPLOYEE/ SUBCONTRACTOR NAME	TRADE AND/OR COMPANY	DATE COMPLETED	SIGNATURE	HRS (IF APPLIC)

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FORM NO:	QAF-106	TOOL ISSUE FORM
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BY SIGNING THE BELOW FORM, THE EMPLOYEE/SUBCONTRACTOR ACKNOWLEDGES:

- Acceptance of the listed items into the employee/subcontractor’s custody, care and control during the allocation period.
- Whilst in the employee/subcontractor’s custody, the items are used, maintained and stored in a professional and safe manner.
- Any damage to the items will be immediately reported to the applicable Dewpoint representative (eg. Site Supervisor).
- That these items are the property of Dewpoint Air and the items will to be used solely for Dewpoint Air works.
- That the items will be returned to Dewpoint Air when requested, and in the same good working condition as when the items were allocated.

COMPANY:			EMPLOYEE NAME:			ACCEPTANCE SIGNATURE:			
IDENTIFYING NUMBER	ITEM DESCRIPTION	BRAND	SERIAL NUMBER	ACCESSORIES	SITE NAME	LAST TEST/TAG	NEXT DUE TEST/TAG	DATE OUT	DATE IN
DEWPOINT AIR REPRESENTATIVE NAME:						DEWPOINT REP SIGNATURE:			

COMPANY:			EMPLOYEE NAME:			ACCEPTANCE SIGNATURE:			
IDENTIFYING NUMBER	ITEM DESCRIPTION	BRAND	SERIAL NUMBER	ACCESSORIES	SITE NAME	LAST TEST/TAG	NEXT DUE TEST/TAG	DATE OUT	DATE IN
DEWPOINT AIR REPRESENTATIVE NAME:						DEWPOINT REP SIGNATURE:			

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FORM NO: QAF-108 DUCT MANUFACTURE PROGRAMME

DUCT MANUFACTURE PROGRAM								
REVISION NO 1								DATE:
LEVELS	DRAWING NO	REV	PENETRATION DRAWING	APPROVAL DRAWING REQUIRED	CONSTRUCTION DRAWING REQUIRED	MANUFACTURE DATE/SCHEDULES DAMPERS	START DATE DUCT REQUIRED ON SITE	END DATE DUCT ON SITE REQUIRED
Level 1								1 WEEK DRIFT
Level 2								1 WEEK DRIFT
Level 3								1 WEEK DRIFT
Level 4								1 WEEK DRIFT
Level 5								1 WEEK DRIFT
Level 6								1 WEEK DRIFT
Level 7								1 WEEK DRIFT
Level 8								1 WEEK DRIFT
Level 9								1 WEEK DRIFT
Level 10								1 WEEK DRIFT
Level 11								1 WEEK DRIFT

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FORM NO: QAF-110 LABOUR HOURS REPORTING																
MONTH	SUBCONTRACTOR	T.E	T.L.H	NO OF NEAR MISSES	NO OF M.T.I'S	NO OF L.T.I'S	INJURY ANALYSIS / BREAK DOWN									
							MINOR CUT	SPRAIN/ STRAIN	FOREIGN BODY	CRUSH	MAJOR OPEN WOUND	FRACTURE /BREAK	BURNS	ELECTRIC SHOCK	CONCUSSION	OTHER (LIST)
T.E – TOTAL EMPLOYEES		Capture all employees that worked on the project during the month recorded.				M.T.I – MEDICAL TREATMENT INJURIES					A case where a worker is injured at work, sent for medical treatment and is subsequently able to resume the full scope of their job without losing further time or being placed on restricted duties.					
T.L.H – TOTAL LABOUR HOURS		Capture all hours worked on the project during the month recorded.				L.T.I – LOST TIME INJURY					An injury that results in continuous lost time that exceeds the day of the injury (one normal day) or results in a fatality or permanent injury.					

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FORM NO: QAF-111 CONSTRUCTION TRACKING SCHEDULE									
<i>REV 0</i>							<i>STATUS AS AT:</i>		
DUCT DELIVERY AND FLOOR ACCESS ITEMS							SUPPLIER	COMMENTS	
LEVELS									
ESTIMATED DELIVERY DATES									
ESTIMATED DELIVERY DATES									
ESTIMATED DELIVERY DATES									
ESTIMATED DELIVERY DATES									
ESTIMATED DELIVERY DATES									

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FORM NO: QAF-112 PROCUREMENT SCHEDULE

PROJECT MANAGER:		ISSUE:	
SITE SUPERVISOR:		PREPARED BY:	
PROJECT ENGINEER:		DATE:	

ORDER PRIORITY	EQUIPMENT	SUPPLIER	SUPPLIER CONTACT	PURCHASE ORDER DATE	PURCHASE ORDER NO.	PURCHASE ORDER VALUE	DELIVERY WEEKS	SITE DUE DATE	ACTUAL DELIVERY DATE

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FORM NO: QAF-113		REQUEST FOR INFORMATION (RFI) REGISTER			
RFI NO	DATE	SUBJECT	AUTHOR	RESPONSE RECEIVED	REF # / COMMENT