PROCEDURE

Project Reporting

The current controlled version of this procedure is located on RSG Network IMS Folder. All other printed copies of this procedure are to be considered uncontrolled and should be validated against the current controlled version on the RSG Network IMS Folder before use.

Document Review Record				
Document No. and Name		QMS-PRO-034 Project Reporting Procedure		
Rev No	**Description**	**Prepared by**	**Checked by**	**Date**
0	New	L Strappazon		
1	Update Numbering Structure	L Strappazon	M Delaney	09.06.2016
2	Update Responsibilities Section	A Forrest	L Strappazon	27.09.2016
3	Review	M Vorpagel	D McNeil	29.08.2019
Electronic approval by: **Name:** David McNeil **Position:** Operations Manager **Date:** 29.08.2019				

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1 PURPOSE

This procedure documents the requirements for project reporting.

2 RESPONSIBILITIES

The Operations Manager or delegate is responsible for the preparation of project reporting and submission of project reports, in accordance with project requirements.

All company employees and contractors are responsible for complying with the requirements of this procedure.

3 DAILY CONSTRUCTION REPORT

The daily report format shall be developed to project scope and client requirements and shall contain as a minimum:

- Date, name and location of project
- Company manhours (today and to date)
- Subcontractors on site and hours (today and to date)
- Weather conditions and amount of rainfall (today and to date)
- Notifications (site instructions, delays, changes etc)
- Permits issued for the day
- Project resources – personnel names and plant/equipment list
- Description of work done for the day
- Description of work planned for the next day
- Construction progress figures (today and to date)
- Issues and/or notes relating to;
    - Health & safety
    - Environment
    - Quality assurance
    - Landowners
    - Cultural heritage
    - Materials
    - Subcontractors
    - Delays or changes

4 WEEKLY PROJECT REPORT

The weekly report format shall be developed to project scope and client requirements and shall contain as a minimum:

- General project summary for the week
- Notes on Zero Harm, To Schedule, To Budget and Meet Specification
- Alerts section to identify any delays, changes or high risk items
- Safety statistics matrix
- Technical queries/clarifications
- Weekly activity breakdown
- Construction progress table
- Key planned activities for next week
- Schedule update
- Change management
- Procurements and contracts

5 MONTHLY PROJECT REPORT

Generally, the company does not prepare monthly project reports. However, if required, the monthly report format shall be developed to project scope and client requirements and shall contain as a minimum;

- Monthly project summary

- Safety, quality and environmental performance
- Construction progress
- Procurement status report
- Technical queries status
- Change management narrative

6 REFERENCED DOCUMENTATION

- QMS-PRO-026 Authority and Responsibilities Procedure