

Quality Assurance Checklist

Date Modified: 02/09/26

Next Revision Date: 02/09/28

Aim: To ensure all work is completed accurately and in a timely, safe and cost effective manner.

Date:		Client:	
Project Address:		Supervisor:	

Item	Topic	Comments/Notes	☐	Initial
1	Are all staff aware of the project plan?		☐	
2	Did all staff attend the Pre-Shift Meeting?		☐	
3	General overview of the site. Is the site clean & tidy?		☐	
4	Are there any high risk areas on the site?		☐	
5	Confirm that all tasks on the project plan have been completed.		☐	
6	Inspect any critical details that have caused rework or previous issues.		☐	
7	Verify that the work meets the clients specifications.		☐	
8	Correct any work in progress issues now to save costly mistakes later.		☐	
9	Have personel had training on new tasks?		☐	
10	Check overall attention to details.			

Comments:

Employee Name:	Signature:	Date:
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