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EC&I PROJECT DO

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-

This workbook contains all EC&I Project documentation templates. Complete the Project Information section on each GP Consult SA QMS and ISO 9001.

#	Doc Ref	Template Name	Purpose
01	GPC-DD-001	Daily Supervisor Diary	Record daily construction activities, production, delays & safety
02	GPC-PMD-001	PM Daily Diary	Project Manager daily log — decisions, instructions, site events
03	GPC-ATT-001	Attendance Register	Daily muster — workforce attendance, late arrivals, absentees
04	GPC-TA-001	Weekly Time & Attendance	Weekly payroll T&A sheet — hours worked, OT, DFL
05	GPC-TBT-001	Toolbox Talk Register	Safety toolbox talk attendance, topic & facilitator record
06	GPC-DEL-001	Delay Register	Log of all delays and disruptions — mandatory same-day recording
07	GPC-NCR-001	NCR Register	Non-Conformance Reports — identification, disposition, close-out
08	GPC-IR-001	Inspection Register	Construction inspection log — hold points, witness points, sign-offs
09	GPC-PL-001	Punch List	Outstanding works / defects — Category A & B items
10	GPC-MRIR-001	MRIR Register	Material Receipt & Inspection — gate check of all deliveries
11	GPC-DWG-001	Drawing Register	AFC drawing control — revisions, superseded copies, status
12	GPC-TQ-001	TQ / RFI Log	Technical Queries & Requests for Information tracking
13	GPC-CAL-001	Calibration Register	Test equipment calibration — valid dates, re-cal schedule
14	GPC-RISK-001	Risk Register	Project risk log — likelihood, impact, mitigation actions
15	GPC-WPR-001	Weekly Progress Report	Weekly summary — production, EV metrics, issues, look-ahead
16	GPC-EV-001	EV Tracker	Earned Value — SPI, CPI, % complete by activity
17	GPC-ITP-001	ITP Template	Inspection & Test Plan — hold/witness points per discipline
18	GPC-VO-001	Variation / Change Register	VO and change order log — instructions, quantum, status
19	GPC-PTW-001	Permit to Work Log	Daily PTW issue, closure, and archive record
20	GPC-INC-001	Incident / Near Miss Register	Safety incident log — investigation, corrective actions
21	GPC-MAT-001	Material Issue Register	Materials issued from site store — by gang / area
22	GPC-LOOP-001	Loop Check Register	Instrument loop test results — 4/12/20mA, alarm verification
23	GPC-IR2-001	IR Test Register	Insulation resistance and continuity test results
24	GPC-SUB-001	Subcontractor Register	Subcontractor details, scopes, insurance, and performance

CUMENTATION TEMPLATES

ECI-TMPL-001 | Rev: 01 | ISO 9001 Compliant

sheet before use. All templates comply with

Frequency	Responsible
Daily	Construction Supervisors
Daily	Site Project Manager
Daily	Site HR Officer
Weekly (Mon–Sat)	Site HR Officer
Daily (pre-shift)	Construction Supervisors
Daily / As Occurs	Site Planner
As Occurs	QC Officer
As Inspections Occur	QC Officer
Progressive	EC&I Site Manager
On Material Delivery	QC Officer
Ongoing	Document Controller
As Occurs	Document Controller
Monthly Review	QC Officer
Weekly Review	Site Project Manager
Weekly (Friday)	Site Planner
Weekly	Site Planner
Project Setup	QC Officer
As Occurs	Quantity Surveyor
Daily	EC&I Site Manager
As Occurs	Site HSE Officer
Daily	EC&I Site Manager
During Commissioning	Projects Engineer
During Testing	QC Officer
Project Duration	QC / PM

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DAILY SUPERVISOR DIARY

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-DD-001 | Rev: 01 | ISO 9001 Compliant

roject Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**Date:**	*[DD/MM/YYYY]*
rvisor Name:	*[Name]*	**Discipline:**	*[Cable/Term/Instruments]*	**Sheet No:**	*[__of__]*
ite Location:	*[Area/Zone]*	**Shift:**	*[Day/Night]*	**Weather:**	*[Conditions]*

SECTION A — GANG COMPOSITION

#	Full Name	Trade / Role	Hours Worked	OT Hours	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

SECTION B — ACTIVITIES PERFORMED (with quantities installed)

#	Work Front / Area	Activity Description	Unit	Qty Planned	Qty Actual	% Done	Drawing Ref	ITP Ref	QC Hold/Witness		Issues / Remarks
1											
2											
3											
4											
5											
6											
7											
8											
9											

Planned production today:		**Variance reason (if behind):**	

SECTION C — SAFETY

Toolbox Talk conducted?	[YES / NO]
Topic:	
Incidents / Near Misses?	[YES / NO]
Describe:	
PTW Numbers Active:	
Unsafe acts observed:	

SECTION D — MATERIALS USED

#	Material Description	Material Code	Unit	Qty Used	MRIR Ref	Issued By	Remarks
1							
2							
3							
4							
5							
6							

Supervisor Signature	EC&I Site Manager	QC Officer
Signature: ________________	Signature: ________________	Signature: ________________
Date: ________________	Date: ________________	Date: ________________

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PROJECT MANAGER DAILY DIARY

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-PMD-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Date:**	*[DD/MM/YYYY]*	**Day No:**	*[Working Day #]*
PM Name:	*[Name]*	**Project No:**	*[Proj No]*	**Weather:**	*[AM/PM Conditions]*

SECTION A — SAFETY OBSERVATIONS & HSE EVENTS

Record any safety observations, incidents, near misses, PTW issues, unsafe conditions. Note corrective actions taken.

SECTION B — SITE INSTRUCTIONS ISSUED

Record all verbal and written instructions given to subcontractors, supervisors, or client reps. Include reference number.

SECTION C — CLIENT / EPCM INTERACTIONS

Log all meetings, conversations, emails, or site visits from client, EPCM, or third parties. Include names and outcomes.

SECTION D — PROGRESS SUMMARY

Brief summary of production achieved today vs planned. Key milestones hit or missed. Actions taken.

SECTION E — DELAYS & DISRUPTIONS

Detail any delays that occurred today — cause, duration, responsible party, documents raised (delay notice ref).

SECTION F — COMMERCIAL EVENTS

Any out-of-scope instructions, VO requests, cost events, or payment discussions. Critical for EOT/disruption claims.

SECTION G — RESOURCES ON SITE

Record headcount and key equipment deployed. Note any shortfalls vs plan.

SECTION H — ISSUES, RISKS & DECISIONS

Log any issues raised, risk updates, or key decisions made. Link to Risk Register.

SECTION I — ACTIONS FOR TOMORROW

List planned activities and any carry-forward actions. Include responsible person.

Project Manager	Client Representative	EC&I Site Manager
Signature: ___________________	Signature: ___________________	Signature: ___________________
Date: ___________________	Date: ___________________	Date: ___________________

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DAILY ATTENDANCE REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-ATT-001 | Rev: 01 | ISO 9001 Compliant

roject Name:	*[Project Name]*	**Date:**	*[DD/MM/YYYY]*	**Shift:**	*[Day/Night]*
Location:	*[Area/Camp]*	**HR Officer:**	*[Name]*	**Muster Time:**	*[06:00]*

ATTENDANCE ROSTER — COMPLETE AT MUSTER (06:00 DAILY)

#	Full Name	ID / Emp No	Trade / Role	Status	Time In	Time Out	OT Auth'd?	OT Hours	Absentee Reason	Signature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
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36										
37										
38										
39										
40										
			TOTALS:	**Present: ___**	**Absent: ___**	**On Leave: ___**	**Late: ___**	**Authorised:**		

HR Officer	EC&I Site Manager	Site Project Manager
Signature: __________________	Signature: __________________	Signature: __________________
Date: __________________	Date: __________________	Date: __________________

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WEEKLY TIME & ATTENDANCE SHEET

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-TA-001 | Rev: 01 | ISO 9001 Compliant

roject Name:	*[Project Name]*	**Week Ending:**	*[DD/MM/YYYY]*	**Week No:**	*[Week #]*
HR Officer:	*[Name]*	**Prepared By:**	*[Name]*	**Submit To:**	*Leanne Woods (Enl HR) + Paula/*

MANDATORY: Submit this sheet to Leanne Woods (Enl HR) AND Paula/Gerhard Jnr every week. OT must be pre-authorised by PM in writing.

#	Full Name	ID / Emp No	Position	DFL Rate (R/hr)	Mon	Tue	Wed	Thu	Fri	Sat	Normal Hrs	OT Hours	Total Hrs	OT Auth Ref	Gross Amount	Remarks
1											0		0			
2											0		0			
3											0		0			
4											0		0			
5											0		0			
6											0		0			
7											0		0			
8											0		0			
9											0		0			
10											0		0			
11											0		0			
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16											0		0			
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27											0		0			
28											0		0			
29											0		0			
30											0		0			
31											0		0			
32											0		0			
33											0		0			
34											0		0			
35											0		0			
TOTALS					**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

HR Officer	PM (confirms OT)	Leanne Woods (Enl HR)	Paula / Gerhard Jnr
Signature: ____________________	Signature: ____________________	Signature: ____________________	Signature: ____________________
Date: ____________________	Date: ____________________	Date: ____________________	Date: ____________________

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TOOLBOX TALK REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-TBT-001 | Rev: 01 | ISO 9001 Compliant

roject Name:	*[Project Name]*	**Date:**	*[DD/MM/YYYY]*	**Time:**	*[06:00]*
Facilitator:	*[Name]*	**Discipline / Gang:**	*[Name]*	**Location:**	*[Site Area]*
TBT Topic:	*[Topic]*	**TBT Ref No:**	*[TBT-XXX]*	**Duration:**	*[mins]*

SECTION A — TOOLBOX TALK CONTENT SUMMARY

SECTION B — ATTENDEES (Sign to confirm you attended this TBT and understood the content)

#	Full Name	ID / Emp No	Trade / Role	Company	Signature	Remarks
1						
2						
3						
4						
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SECTION C — ACKNOWLEDGEMENT & ISSUES RAISED

Facilitator / Supervisor	EC&I Site Manager	HSE Officer
Signature: ____________________	Signature: ____________________	Signature: ____________________
Date: ____________________	Date: ____________________	Date: ____________________

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DELAY & DISRUPTION REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-DEL-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**Prepared By:**	*[Name]*
Date Opened:	*[DD/MM/YYYY]*	**Contract Type:**	*[NEC/FIDIC/Lump Sum]*	**Version:**	*[Rev No]*

MANDATORY: All delays must be documented on the day they occur. This register feeds all EOT and disruption claims. Incomplete entries will not be accepted.

Delay Ref	Date Occurred	Date Notified to Client	Delay Category	Description of Delay	Responsible Party	Planned Completion	Actual Completion	Duration (Days)	Duration (Hours)	Activities Impacted	Mitigation Action	Delay Notice Ref	EOT Claim Ref	Status	Remarks
DEL-001															
DEL-002															
DEL-003															
DEL-004															
DEL-005															
DEL-006															
DEL-007															
DEL-008															
DEL-009															
DEL-010															
DEL-011															
DEL-012															
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DEL-049															
DEL-050															

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NON-CONFORMANCE REPORT (NCR) REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-NCR-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**QC Officer:**	*[Name]*
Date Opened:	*[DD/MM/YYYY]*	**Contract:**	*[Contract Ref]*	**ISO Ref:**	*ISO 9001 Clause 8.7*

MAJOR NCR: Stop Work — notify QC Officer and Client QC Representative immediately. No work to resume until corrective action approved.

NCR Ref	Date Raised	Raised By	Discipline	Location/ Area	Drawing Ref	Description of Non-Conformance	Category (Major/ Minor)	Root Cause	Corrective Action Required	Responsible Person	Target Close Date	Actual Close Date	Verification Method	Client Notified?	Status	Remarks
NCR-001																
NCR-002																
NCR-003																
NCR-004																
NCR-005																
NCR-006																
NCR-007																
NCR-008																
NCR-009																
NCR-010																
NCR-011																
NCR-012																
NCR-013																
NCR-014																
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NCR-016																
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NCR-029																
NCR-030																
NCR-031																
NCR-032																
NCR-033																
NCR-034																
NCR-035																
NCR-036																
NCR-037																
NCR-038																
NCR-039																
NCR-040																

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CONSTRUCTION INSPECTION REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-IR-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**QC Officer:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**ITP Reference:**	*[GPC-ITP-001]*	**Discipline:**	*[Electrical/Instruments]*

INSPECTION REGISTER — Hold Points MUST have client sign-off before work proceeds. Witness Points: client must be given minimum 24hrs notice.

IR Ref	Date	Discipline /Area	Activity Inspected	Drawing Ref	ITP Item	Inspection Type	Inspection Result	NCR Ref	GP QC Signature	GP QC Date	Client QC Signature	Client QC Date	Re-Inspection Required	Re-Inspection Result	Remarks
IR-001															
IR-002															
IR-003															
IR-004															
IR-005															
IR-006															
IR-007															
IR-008															
IR-009															
IR-010															
IR-011															
IR-012															
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IR-039															
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IR-046															
IR-047															
IR-048															
IR-049															
IR-050															

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PUNCH LIST — OUTSTANDING WORKS REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-PL-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**System / Area:**	*[System Boundary]*	**Compiled By:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**Project No:**	*[Proj No]*	**Target Clear Date:**	*[DD/MM/YYYY]*

CATEGORY A = Safety-critical or prevents system handover. Must be closed before energisation/handover. CATEGORY B = Non-safety items — to be closed within agreed timeframe.

Item No	Category (A/B)	Discipline	Location / Tag No	Description of Outstanding Work / Defect	Raised By	Date Raised	Assigned To	Target Date	Actual Close Date	Verification By	Verification Date	Client Acceptance	Status	Remarks
PL-001														
PL-002														
PL-003														
PL-004														
PL-005														
PL-006														
PL-007														
PL-008														
PL-009														
PL-010														
PL-011														
PL-012														
PL-013														
PL-014														
PL-015														
PL-016														
PL-017														
PL-018														
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PL-020														
PL-021														
PL-022														
PL-023														
PL-024														
PL-025														
PL-026														
PL-027														
PL-028														
PL-029														
PL-030														
PL-031														
PL-032														
PL-033														
PL-034														
PL-035														
PL-036														
PL-037														
PL-038														
PL-039														
PL-040														
PL-041														
PL-042														
PL-043														
PL-044														
PL-045														
PL-046														
PL-047														
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PL-050														
PL-051														
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PL-054														
PL-055														
PL-056														
PL-057														
PL-058														
PL-059														
PL-060														

SUMMARY:	**Cat A Open:**		**Cat A Closed:**		**Cat B Open:**		**Cat B Closed:**		**Total Items:**		**% Complete:**	

EC&I Site Manager	Client Representative	QC Officer	Projects Engineer
Signature: __________________	Signature: __________________	Signature: __________________	Signature: __________________
Date: __________________	Date: __________________	Date: __________________	Date: __________________

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MATERIAL RECEIPT & INSPECTION REGISTER (MRIR)

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-MRIR-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**QC Officer:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**Supplier / Vendor:**	*[Name]*	**Delivery Note No:**	*[DN Number]*

APPROVED materials: Tag 'APPROVED FOR INSTALLATION'. REJECTED materials: Tag 'HOLD — DO NOT USE' and raise NCR. Remove from site within 3 working days.

MRIR Ref	Date Received	Material Description	Material Code	PO / WO Ref	Qty Ordered	Qty Received	Qty Rejected	Inspection Result	NCR Ref	Calibration Cert?	Test Cert?	MTC?	Quarantine Location	Approved By	Remarks
MRIR-001															
MRIR-002															
MRIR-003															
MRIR-004															
MRIR-005															
MRIR-006															
MRIR-007															
MRIR-008															
MRIR-009															
MRIR-010															
MRIR-011															
MRIR-012															
MRIR-013															
MRIR-014															
MRIR-015															
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MRIR-030															
MRIR-031															
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MRIR-035															
MRIR-036															
MRIR-037															
MRIR-038															
MRIR-039															
MRIR-040															
MRIR-041															
MRIR-042															
MRIR-043															
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MRIR-046															
MRIR-047															
MRIR-048															
MRIR-049															
MRIR-050															

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DRAWING & DOCUMENT REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-DWG-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**Doc Controller:**	*[Name]*
Date Updated:	*[DD/MM/YYYY]*	**EDMS Platform:**	*[Aconex/BIM360/SharePoint]*	**Drawing System:**	*[Number Format]*

CRITICAL: Only AFC (Approved for Construction) drawings may be issued to site. Superseded revisions must be physically retrieved and destroyed/archived. NEVER allow old revisions on active work fronts.

Drawing Number	Drawing Title	Discipline	Current Rev	Date Issued	Previous Rev	AFC Date	Issued By	Issued To	Copies Issued	Superseded Copies Retrieved?	Redline Markup?	As-Built Status	TQ / RFI Linked	Remarks

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TECHNICAL QUERY (TQ) / RFI LOG

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-TQ-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**Doc Controller:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**Platform:**	*[Aconex/BIM360]*	**Contract:**	*[Ref]*

TQ/RFI escalation rule: All queries must be logged within 24 hrs. Open items > 7 days MUST be escalated to PM in writing. Client response time tracked for EOT entitlement.

TQ/RFI Ref	Type	Date Raised	Raised By	Discipline	Subject / Query Description	Drawing Ref	Urgency	Date Sent to Client	Expected Response	Date Response Received	Days Open	Response Summary	Status
TQ-001													
TQ-002													
TQ-003													
TQ-004													
TQ-005													
TQ-006													
TQ-007													
TQ-008													
TQ-009													
TQ-010													
TQ-011													
TQ-012													
TQ-013													
TQ-014													
TQ-015													
TQ-016													
TQ-017													
TQ-018													
TQ-019													
TQ-020													
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TQ-022													
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TQ-024													
TQ-025													
TQ-026													
TQ-027													
TQ-028													
TQ-029													
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TQ-031													
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TQ-038													
TQ-039													
TQ-040													
TQ-041													
TQ-042													
TQ-043													
TQ-044													
TQ-045													
TQ-046													
TQ-047													
TQ-048													
TQ-049													
TQ-050													

GP CONSULT SA	TEST EQUIPMENT CALIBRATION REGISTER
PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION	Doc No: GPC-CAL-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**QC Officer:**	*[Name]*	**Review Date:**	*[DD/MM/YYYY]*
Project No:	*[Proj No]*	**Next Review:**	*[DD/MM/YYYY]*	**Calibration Lab:**	*[Name]*

CRITICAL: Equipment with expired calibration must be REMOVED FROM SERVICE immediately. Tag 'OUT OF SERVICE — CALIBRATION EXPIRED'. All test results are invalid if equipment was out of cal.

Cal Ref	Equipment Description	Make / Model	Serial Number	Asset Tag	Cal Date (Last)	Cal Due Date	Cal Certificate No	Lab / Technician	Status	Location on Site	Used For	Calibration Interval	Remarks
CAL-001	5kV Insulation Resistance Teste								MV/LV IR Testing	12 months			
CAL-002	1kV Insulation Resistance Teste								LV & I/C IR Testing	12 months			
CAL-003	HART Communicator / Loop Ca								Loop Checks 4-20mA	12 months			
CAL-004	Earth Resistance Tester								Earth Bonding Checks	12 months			
CAL-005	Digital Multimeter								Continuity / Voltage	12 months			
CAL-006	Phase Rotation Meter								Phase Rotation Tests	12 months			
CAL-007	Clamp Meter								Current Measurement	12 months			
CAL-008	Low Resistance Ohmmeter								LOR / Continuity	12 months			
CAL-009	Pressure Calibrator								Pressure Instrument Loo	12 months			
CAL-010	Temperature Calibrator								Thermocouple Loops	12 months			
CAL-011													
CAL-012													
CAL-013													
CAL-014													
CAL-015													
CAL-016													
CAL-017													
CAL-018													
CAL-019													
CAL-020													
CAL-021													
CAL-022													
CAL-023													
CAL-024													
CAL-025													

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PROJECT RISK REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-RISK-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**PM Name:**	*[Name]*
Date Prepared:	*[DD/MM/YYYY]*	**Last Reviewed:**	*[DD/MM/YYYY]*	**Review Frequency:**	*Weekly*

Risk Rating = Likelihood (1–5) × Impact (1–5). HIGH ≥ 15 = Immediate Action. MEDIUM 8–14 = Management Plan. LOW ≤ 7 = Monitor. Review weekly at PM meeting.

Risk Ref	Date Identified	Category	Risk Description	Likelihood (1-5)	Impact (1-5)	Risk Rating	Rating Level	Risk Owner	Current Mitigation	Further Action Required	Residual Likelihood	Residual Impact	Residual Rating	Status	Remarks
R-001															
R-002															
R-003															
R-004															
R-005															
R-006															
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R-008															
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R-038															
R-039															
R-040															

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WEEKLY PROGRESS REPORT

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-WPR-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Report No:**	*[WPR-###]*	**Week Ending:**	*[DD/MM/YYYY]*
PM Name:	*[Name]*	**Project No:**	*[Proj No]*	**rking Days This Week:**	*[5]*

SECTION 1 — EARNED VALUE SUMMARY

Planned Value (PV)	R		*Budget at completion × Schedule % complete*
Earned Value (EV)	R		*Budget at completion × Actual % complete*
Actual Cost (AC)	R		*Actual cost incurred to date*
Schedule Variance (SV = EV-PV)	R		*Positive = Ahead, Negative = Behind*
Cost Variance (CV = EV-AC)	R		*Positive = Under budget, Negative = Over*
SPI (EV÷PV)			*≥ 0.90 OK. < 0.90 → 48hr Recovery Plan. < 0.80 → Escalate to Manager Projects*
CPI (EV÷AC)			*≥ 0.90 OK. < 0.90 → Cost Review. < 0.80 → Escalate*
% Complete (Overall)			*Based on approved quantities*
Forecast Final Cost (EAC)	R		*AC + (BAC – EV) / CPI*
Cost to Complete (ETC)	R		*EAC – AC*
Variance at Completion (VAC)	R		*BAC – EAC*

SECTION 2 — PRODUCTION SUMMARY (THIS WEEK)

Activity	Unit	Qty Planned (Week)	Qty Actual (Week)	Qty Cumulative (Total)	Qty Remaining	% Complete (Cumulative)	SPI	Status	Remarks
Cable Ladder Installation (m)									
Cable Pulling (m)									
Cable Tagging (tags)									
Cable Terminations (ends)									
Instrument Installation (instru									
Earthing & Bonding (m)									
IR Testing (cables)									
Loop Checks (loops)									
Punch List Close-out (items)									
Other / Misc									

SECTION 3 — HEADCOUNT & RESOURCES

Resource Type	Planned This Week	Actual This Week	Variance	Peak This Week	Cumulative Peak	Remarks
Management & Supervision						
Cable Ladder Crew						
Cable Pulling Crew						
Terminations Crew						
Instruments Crew						
Earth / Bonding Crew						
Testing / Commissioning						
General Labour						
TOTAL						

SECTION 4 — KEY ISSUES, RISKS & DELAYS

SECTION 5 — 1-WEEK LOOK-AHEAD

SECTION 6 — 3-WEEK LOOK-AHEAD

Site Planner	PM / EC&I Site Manager	Client Representative	Manager Projects
Signature: ___________________	Signature: ___________________	Signature: ___________________	Signature: ___________________
Date: ___________________	Date: ___________________	Date: ___________________	Date: ___________________

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EARNED VALUE TRACKER — WEEKLY

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-EV-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**Planner:**	*[Name]*
dget at Completion):	*R [Total Budget]*	**Contract Start:**	*[DD/MM/YYYY]*	**Planned Finish:**	*[DD/MM/YYYY]*

SPI TRIGGER: < 0.90 → 48hr Recovery Plan required. < 0.80 → Escalate to Manager – Projects immediately. CPI TRIGGER: < 0.90 → Cost Review. < 0.80 → 48hr Escalation Plan.

Week No	Week Ending	Planned % (SP)	Actual % (AP)	PV (Budget*SP)	EV (Budget*AP)	AC (Actual Cost)	SV (EV-PV)	CV (EV-AC)	SPI (EV/PV)	CPI (EV/AC)	EAC (AC+ETC)	VAC (BAC-EAC)	SPI Status	CPI Status	Headcount	Delays This Wk	NCRs Open	Punch Items	Remarks
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
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18																			
19																			
20																			

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INSPECTION & TEST PLAN (ITP)

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-ITP-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Activity / Discipline:**	*[e.g. Cable Installation]*	**ITP Rev:**	*[01]*
Prepared By (QC):	*[Name]*	**Approved By (PM):**	*[Name]*	**Client Approval:**	*[Signature]*

H = Hold Point (work STOPS — client MUST sign before proceeding) | W = Witness Point (client invited — 24hr notice — work may proceed) | R = Review Point (submit docs for review) | I = In-Process Inspection (GP QC only)

Item No	Activity / Step	Inspection Criteria / Specification	Ref Document / Drawing	Inspection Type	GP QC Inspector	Client Inspector	EPCM Inspector	Accept Criteria	Record Ref	Remarks
PRE-CONSTRUCTION										
1.1	Review AFC Drawing iss				R	QC / DC				IR-TMPL
1.2	Material delivery — MRIF				H	QC Officer	Client QC			MRIR-TMPL
1.3	Calibration certs for inst				R	QC Officer				CAL-TMPL
CABLE LADDER INSTALLATION										
2.1	Cable ladder — support				W	Supervisor	Client			IR-LADDER
2.2	Ladder earthing continuit				H	QC Officer	Client QC			IR-EARTH
2.3	Ladder bend radii and ca				I	Supervisor				IR-LADDER
CABLE INSTALLATION										
3.1	Cable route per AFC dra				W	QC Officer	Client			IR-CABLE
3.2	Cable pulling — bend rad				I	Supervisor				IR-CABLE
3.3	Cable tagging — both en				I	QC Officer				IR-CABLE
3.4	Insulation resistance test				H	QC Officer	Client QC			IR-TEST
TERMINATIONS										
4.1	Termination verification				H	QC Officer	Client QC			IR-TERM
4.2	Ferrules, labels, wire col				I	Supervisor				IR-TERM
INSTRUMENT INSTALLATION										
5.1	Instrument tag verificatio				H	QC Officer	Client QC			IR-INST
5.2	Loop test — 4/12/20mA				H	QC / Proj Eng	Client			LOOP-TEST
5.3	Alarm setpoint verificatio				H	QC / Proj Eng	Client	EPCM		LOOP-TEST
EARTHING & BONDING										
6.1	Earth resistance measur				H	QC Officer	Client QC			IR-EARTH
COMMISSIONING										
7.1	Pre-energisation checklis				H	QC + PM + Pr	Client	EPCM		PRE-COMM
7.2	Motor jog test — directio				H	Proj Engineer	Client			COMM
7.3	Final handover dossier r				H	QC Officer	Client QC	EPCM		DOSSIER

QC Officer (Prepared)	PM (Approved)	Client QC (Approved)	EPCM (Approved)
Signature: ___________________	Signature: ___________________	Signature: ___________________	Signature: ___________________
Date: ___________________	Date: ___________________	Date: ___________________	Date: ___________________

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VARIATION ORDER & CHANGE REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-VO-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Contract Type:**	*[NEC/FIDIC/Lump Sum]*	**QS Name:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**Project No:**	*[Proj No]*	**PM Name:**	*[Name]*

CRITICAL: Any verbal instruction for out-of-scope work must be logged immediately. Issue PCN (Proposed Compensation Notice) within 24 hours. Failure to notify = loss of entitlement.

VO Ref	Date Instructed	Instructed By	Category	VO Description	Instruction Ref	Scope Impact	Programme Impact (Days)	Cost Impact (R)	GP Claim (R)	Client Assessment (R)	Agreed Amount (R)	PCN Ref	EOT Ref	Status	Remarks
VO-001															
VO-002															
VO-003															
VO-004															
VO-005															
VO-006															
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VO-040															
							TOTALS:	0	0	0	0				

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PERMIT TO WORK (PTW) DAILY LOG

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-PTW-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Date:**	*[DD/MM/YYYY]*	**PTW Issuing Authority:**	*[Name / Role]*
Area / Zone:	*[Site Area]*	**Project No:**	*[Proj No]*	**Shift:**	*[Day / Night]*

ALL PTW originals must be filed same day after closure. Closed PTW copies retained by Site Manager. Lost or unclosed PTWs = immediate HSE non-conformance.

PTW Ref	PTW Type	Applicant Name	Work Description	Location / Tag	Date Issued	Time Issued	Date Expires	Time Expires	Issued By	Date Closed	Time Closed	Closed By	Remarks
PTW-001													
PTW-002													
PTW-003													
PTW-004													
PTW-005													
PTW-006													
PTW-007													
PTW-008													
PTW-009													
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PTW-028													
PTW-029													
PTW-030													

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INCIDENT & NEAR MISS REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-INC-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Project No:**	*[Proj No]*	**HSE Officer:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**Contract:**	*[Ref]*	**Required Reporting:**	*24hrs to PM; as per OHS Act*

FATALITY / LTI: Stop all work. Secure scene. Notify PM immediately. Comply with OHS Act Section 24 reporting to DoEL. Do not disturb scene without authority.

Inc Ref	Date	Time	Location	Incident Type	Severity	Affected Person	Description of Incident	Immediate Action Taken	Root Cause	Corrective Action	Responsible	Target Date	Status
INC-001													
INC-002													
INC-003													
INC-004													
INC-005													
INC-006													
INC-007													
INC-008													
INC-009													
INC-010													
INC-011													
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INC-029													
INC-030													

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MATERIAL ISSUE REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-MAT-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Date:**	*[DD/MM/YYYY]*	**Store Keeper:**	*[Name]*
Project No:	*[Proj No]*	**Store Location:**	*[Site Store]*	**MRIR Ref:**	*[MRIR-XXX]*

Materials may only be issued against approved MRIR. No unapproved or tagged 'HOLD' materials to be issued. Store Keeper and receiving Supervisor must both sign issue slip.

Issue Ref	Date	Material Description	Mat Code	Unit	Qty Issued	Qty Returned	Net Qty Used	Gang / Supervisor	Work Area	MRIR Ref	Drawing Ref	Issued By	Received By (Signature)
MI-001													
MI-002													
MI-003													
MI-004													
MI-005													
MI-006													
MI-007													
MI-008													
MI-009													
MI-010													
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MI-048													
MI-049													
MI-050													

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INSTRUMENT LOOP CHECK REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-LOOP-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**System / Area:**	*[System/P&ID Ref]*	**Projects Engineer:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**Project No:**	*[Proj No]*	**P&ID Ref:**	*[P&ID Drawing No]*

Loop test tolerance: ±0.1mA at all test points. HART calibrator required. Test 0%=4mA, 50%=12mA, 100%=20mA. All alarms LOLO/LO/HI/HIHI must be tested and verified. Client QC co-signs all records.

Loop Ref	Instrument Tag No	P&ID Ref	Instrument Type	Loop Description	0% 4mA Actual	0% Pass Fail	50% 12mA Actual	50% Pass Fail	100% 20mA Actual	100% Pass Fail	LOLO Alarm	LO Alarm	HI Alarm	HIHI Alarm	Alarms OK?	Loop Result	GP QC Signature	Client Signature
LP-001																		
LP-002																		
LP-003																		
LP-004																		
LP-005																		
LP-006																		
LP-007																		
LP-008																		
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LP-050																		

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INSULATION RESISTANCE & CONTINUITY TEST REGISTER

PROJECTS DEPARTMENT · ELECTRICAL, CONTROL & INSTRUMENTATION

Doc No: GPC-IR2-001 | Rev: 01 | ISO 9001 Compliant

Project Name:	*[Project Name]*	**Area / System:**	*[Cable Area]*	**QC Officer:**	*[Name]*
Date:	*[DD/MM/YYYY]*	**Test Voltage:**	*[500VDC / 1kVDC / 5kVDC]*	**Cal Ref (Megger):**	*[CAL-XXX]*

Acceptance criteria: LV power cables ≥1MΩ @ 500VDC | MV cables ≥100MΩ @ 5kVDC | Control/instrument cables ≥100MΩ @ 500VDC | Motors ≥1MΩ @ 1kVDC. All test equipment must be within calibration.

Test Ref	Cable Ref / Tag	Cable Type	Voltage Rating	From Termination	To Termination	Cable Length (m)	Test Voltage	IR Result (MΩ)	Min Required	Continuity (Ω)	Phase Rotation	Test Date	Pre-Term Test	Post-Term Test	Result Pass/Fail	QC Signature	Client Signature
IRT-001																	
IRT-002																	
IRT-003																	
IRT-004																	
IRT-005																	
IRT-006																	
IRT-007																	
IRT-008																	
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