



PROJECT QA CONTROL SHEET

Client: _____ Project Start Date: _____
 Location: _____ Project Finish Date: _____
 Project Type: _____ IPS Job Number: _____

Documentation Attached

Project File	Client	Invoice	Project File	Client	Invoice
		Formal Project Report (>500k)			Vacuum Inspection Checklist
		Time Sheet (LEM)			Forklift Inspection Checklist
		Shift Notes			Safety Inspection Checklist
		Emergency Action Plan			Confined Space Entry Log
		Blinds Acceptance List / LOTO Verification			BBO Forms
		Daily Tailgate Sign In			Near Hit Reports
		JSEA			Incident Investigation Reports
		Rescue Pre-Plan			Internal Video Inspection Disc
		NSEO (New Site Employee Orientation)			Project Completion Certificate
		Radio Check			Employee Evaluation Form
		Catalyst Unloading Log			Delays and Extras Work Sheet
		Catalyst Loading Log			Confined Space Entry Permit
		MSDS			Daily Events
		Loading Diagram			Gas / Heat Monitoring
		Dense Loading Report			Minor Injury Report
		Tray Section Closure Form			Other (Give Details)