

		National Defence Défense Nationale	<a href="#">Back to the DID List</a>
<b>DATA ITEM DESCRIPTION - DESCRIPTION DE DONNÉES</b>			
<b>1. TITLE – TITRE</b>		<b>2. IDENTIFICATION NUMBER - NUMÉRO D'IDENTIFICATION</b>	
<b>AUDIT-READY PROJECT FILE</b>		<b>DID 15.1.4</b>	
<b>3. DESCRIPTION / PURPOSE – DESCRIPTION / OBJET</b>			
<p>The purpose of the Audit-ready project file is to provide up to date information on all aspects of ongoing and completed construction projects to provide evidence of compliance with requirements and support associated cost and benefit tracking.</p>			
<b>4. APPROVAL DATE DATE D'APPROBATION</b>	<b>5. OFFICE OF PRIMARY INTEREST (OPI) BUREAU DE PREMIERE RESPONSABILITÉ (BPR)</b>	<b>6. GIDEP APPLICABLE D'ÉCHANGE DE DONNÉES PERTINENT</b>	
TBD	NWSO Technical Authority (TA)	N/A	
<b>7. APPLICATION / INTERRELATIONSHIP – APPLICATION / INTERDÉPENDANCE</b>			
<p>Related CDRL 15.1.4 and SOW paragraph 15.1.4 refer.  This DID contains the format and content preparation instructions for preparation of Audit-ready project files as described in the NWS O&amp;M SOW.</p>			
<b>8. ORIGINATOR - AUTEUR</b>		<b>9. APPLICABLE FORMS - FORMULES PERTINENTES</b>	
NWSO TA		NIL	
<b>10. PREPARATION INSTRUCTIONS – INSTRUCTIONS SUR LA PRÉSENTATION DES DONNÉES</b>			
<p>10.1 Prepare and Maintain Audit-ready Project files in accordance with Project File Checklist, in Contractor format subject to review and acceptance by the RP-TA.</p> <p>10.2 Include up to date information on the following as applicable:</p> <ul style="list-style-type: none"> <li>• PROJECT MANAGEMENT INFORMATION <ul style="list-style-type: none"> <li>○ Project Management Plan</li> <li>○ Project Charter</li> <li>○ TECHNICAL DOCUMENTS <ul style="list-style-type: none"> <li>▪ Drawings and specs</li> <li>▪ OEM manuals and warranties</li> <li>▪ Commissioning reports</li> </ul> </li> </ul> </li> <li>• SAFETY DOCUMENTS <ul style="list-style-type: none"> <li>○ Applicable safety permits</li> <li>○ Safe Work method statements (SWMS)</li> <li>○ Induction and pre-qualifications</li> <li>○ Applicable safety checklists</li> <li>○ Applicable safety reports</li> <li>○ Hazard identification forms</li> <li>○ Pre-starts and toolbox talk forms</li> </ul> </li> <li>• QUALITY DOCUMENTS <ul style="list-style-type: none"> <li>○ Defect management documents</li> <li>○ Punch lists (or snag lists)</li> </ul> </li> </ul>			

- Lot management sheets
- Hold points and witness points
- Corrective action reports
- Test requests
- Quality checklists and reports)
- ITP's (Inspection and test plans)
- ENVIRONMENTAL DOCUMENTS
  - Applicable environmental permits
  - Environmental monitoring forms (noise and vibration monitoring)
  - Environmental checklists and reports
- FINANCE DOCUMENTS
  - Timesheets
  - Dockets
  - Purchase requests
  - Project costing forms
  - Planned vs. actual costing sheets
- COMMERCIAL DOCUMENTS
  - Site diaries
  - Delay and change management forms
  - Contractor pre-qualification
  - Variation management documents
  - Meeting minutes sheets
  - Site instructions
  - Claims forms
  - Extension of time forms
- PRODUCTION DOCUMENTS
  - Shift reports
  - Materials ordering and inspections
  - Quantity planned vs. actuals
  - Waste tracking
  - Budgeting and forecasting
  - Daily reporting

#### POST CONSTRUCTION SURVEYS

#### LETTERS AND DIRECTIONS PROVIDED BY AUTHORITIES HAVING JURISDICTION'