

HEXATECH	PROJECT DEPARTMENT	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 1
	<b>Project Summary &amp; Planning List - Checklist</b>	Revision No.: 0		Document Ref.: PD-REC-PSPLC

## HOW TO COMPILE A PROJECT SUMMARY & PLANNING LIST - GUIDELINES

Project Name:			
Prepared By:		DATE:	

PART	WHAT TO DO CHECK LIST	CHECK BOX
1 (Top Section)	Key in the Project Ref. No. (obtained from the Project Log PD-REC-PL), Date this PSPL had been raised, Project Name, Contract No./Letter of Award/PO No., Date Received (date contract/LA/PO received by the Company), Location address of the Project, Name of Project Manager in charge, Name of Project Executive, name of site manager and site executive, telephone and fax number of the site office.	
2 (Mid Section)	Write down the full scope of words as per the contract/LA/PO.	
3 (Mid Section)	Write down the key participants in this project, company name which each of them belongs, contact person, mobile, telephone and fax number of each of the participants.	
4 (Mid Section)	4.1 - Write down the start and estimated completion date of the project. 4.2 - How many manpower and name of subcon that had been engaged to do the project. 4.3 - Name of test equipment and other equipment to be used in the project. 4.4 - A list of material materials required to be used in the project (if the list is very long, you can do an attachment to this PSPL).	
5 (Mid Section)	List down the installation methods to be used for this project e.g. labour wiring, high rise skylift installation, digging of underground, etc.	
6 (Mid Section)	All quality system documents to be used in the project which are obtained internally from the company or obtained externally from others (you can do an attachment to this PSPL).	
7 (Mid Section)	Write down the list of method statements, Inspection & Test Plan and other documents required for this project (you can do an attachment to this PSPL).	
8 (Last Section)	Signature, name, appointment and date - prepared by the Project Manager, to be verified by the General Manager of the Department and approved by the Managing Director.	
	After all signatures had been obtained, make 3 copies for distribution: Copy No. 1 - ISO Manager Copy No. 2 - General Manager Copy No. 3 - Project Manager (to be held at Site Office, if necessary).	

Prepared by:	Verified by:	Remarks:
Signature:	Signature:	
Appointment:	Appointment:	
Date:	Date:	