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**Project Folder Layout**

**2000 - Client Communication**

**Client Information**

* Client Information Form
* Client Survey Form

**Completion Report**

**Emails**

**ITP**

**Minutes of Meetings**

**Notice of Completion**

**Project Notes**

**4000 - Suppliers and Subcontractors**

**Purchase orders and Delivery Dockets**

**Purchases**

**Quotes**

* **Equipment**
* **Freight**
* **Material**
* **Misc**

**Spec Geo Forms**

* Quote Form
* Request for Quote on Site Form
* Supplier Contact Information Form

**5000 - Travel**

**Accommodation**

**Flights**

**Hire Cars**

**6000 - HSEQ**

**Client Documentation**

**Incident/Accident Reporting**

* Incident/Accident Report Form

**MSDS**

* MSDS Register Form
* Non Hazardous Substances Register
* **Copies of MSDS**

**QA & QC**

* **Material Installation**
* **As Builts**
* Chain of Custody Form
* Drill Log Form
* Installation of Materials Form
* Rock Bolt Submittals ID Sheet
* Rock Bolt Submittals
* Shotcrete Submittals Report Form
* Shotcrete Production
* **Testing and Results**
* Curing and Testing Grout Form
* Grout and Shotcrete Testing Schedule Form
* Testing Overview Form

**Rescue Plan**

**Risk Assessments**

* Mobile Risk Assessment
* Risk Register

**Site Inspection Checklists**

* **Ropes and Harnesses**
* *Rope Access Registration Sheets*
* *Rope Inspection Sheets*
* *Harness Register*
* Erosion Control Form
* Site Safety and Environment Inspection Form
* Site Safety Inspection Form

**SWMs and JHAs**

* Copies of SWMS
* Risk Hazard Identification Plan
* SWMS Register

**Training**

* First Day Induction
* Internal Training Attendance Record
* Personnel Training Record
* Site Induction Form
* Site Induction Training Record Form
* Skills Competency Matrix

IBMP

**7000 - Project Works**

**Checklists**

**Drawings and Design for Construction**

* Drawing Register

**Gannt Charts**

**Integrated Toolbox Talks**

**Methodology**

**Photos**

**Project Workflow lists**

**Site Forms**

* Air Compressor Daily Check Sheet
* Daily Vehicle Inspection Checklist
* Equipment Servicing and Testing Record
* Evaluation Form Employee and Subcontractor
* Mobile Plant Register
* Onsite Office box Checklist
* Plant and Equipment Register
* PPE Register
* Project Site Visit
* Record of Numbers for Employees
* Safety Audit Checklist – Equipment
* Sign On Register
* Tag Out Register

**Timesheets**

* Weekly Timesheet

**8000 - Policies and Procedures**

* **Policies**
* **Procedures**
* **Site Rules and Guidelines**

**9000 – Administration Forms**

* Contact Log
* Delivery Confirmation Form
* Functional Meeting
* Organisational Chart
* Housekeeping Inspection Form
* Quotation Project Register

**10000 – System, Reviews and Audits**

**External Audits**

**Internal Audits**

**Management Reviews**

**Signed Pages for Plan and Manual**

**Standards**

* ASNZ 4801
* ASNZ 9001
* ASNZ 14001
* Business Improvement Register
* Disaster Recovery Plan
* Document Register Transmittal Form
* IBMM
* Master Document Register
* QMS Certification Logo 4801
* QMS Certification Logo 14001
* QMS Certification Logo 9001
* QMS Diagram
* Records Management Plan