
Project Management & Supervision

1.0 Purpose

- 1.1 This document describes the methods for the project management and monitoring of site related activities to ensure that the project is completed in accordance with all specified requirements.

2.0 Introduction

- 2.1 The **Project Manager** is responsible for controlling the overall quality, progress, safety and environmental performance of the assigned project.
- 2.2 The **Project Manager** is responsible for planning and arranging the works to be carried out in accordance with the required standards and timescale.
- 2.3 The **HSE Manager** is responsible for monitoring the overall health, safety and environmental performance of the warehouse and all project sites.
- 2.4 Relevant site staff for the project is assigned to monitor the subcontractors and installation works on site respectively. Correspondingly, relevant records shall be prepared and maintained.

3.0 Process Input Requirement

- 3.1 **Project Manager** is responsible to co-ordinate all relevant schedules to be prepared.

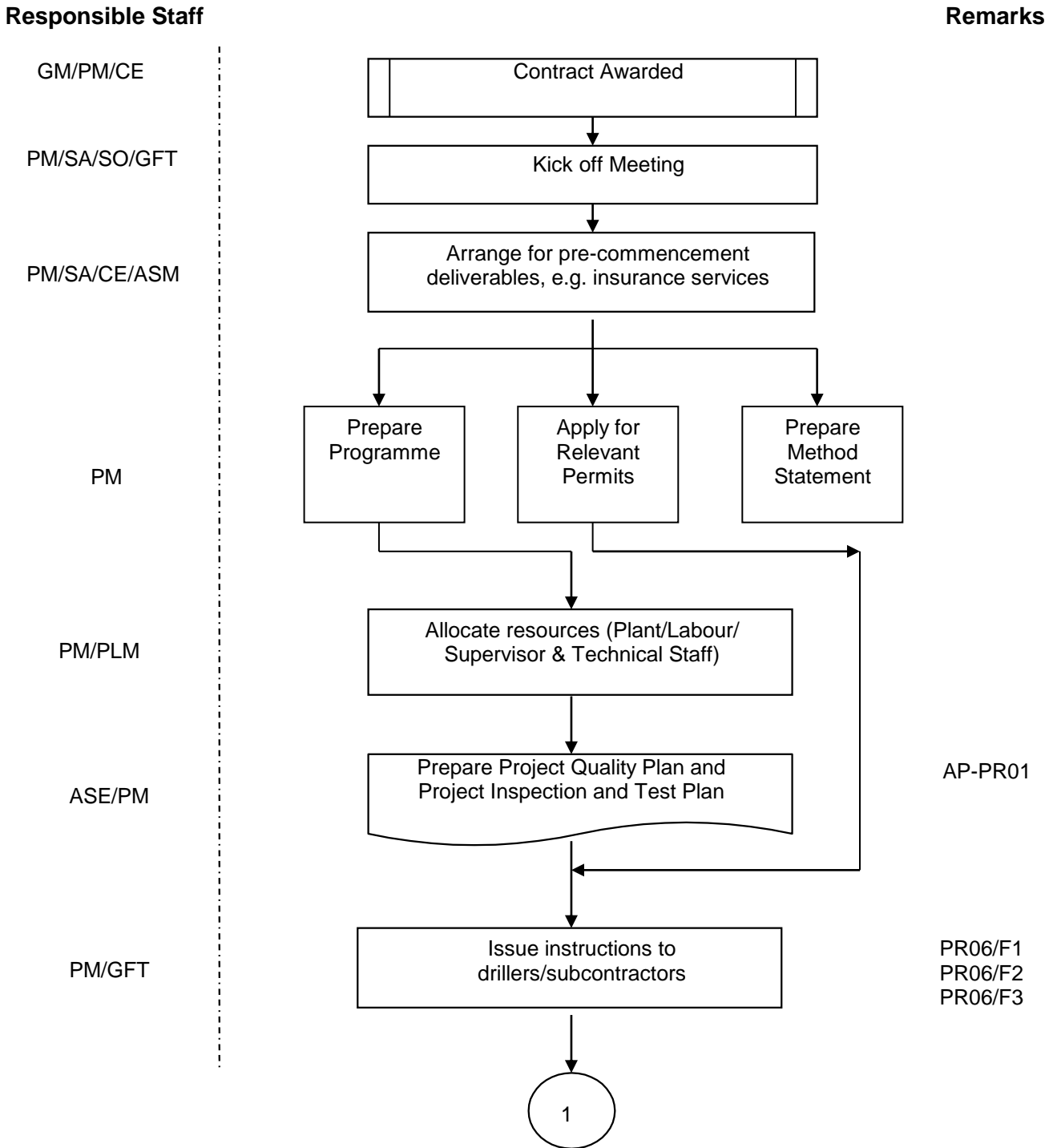
4.0 Related Documents

AP-PR01	Project Quality Plan
AP-MM01	Site Inspection and Testing
AP-MM03	Control of Non-conforming Items

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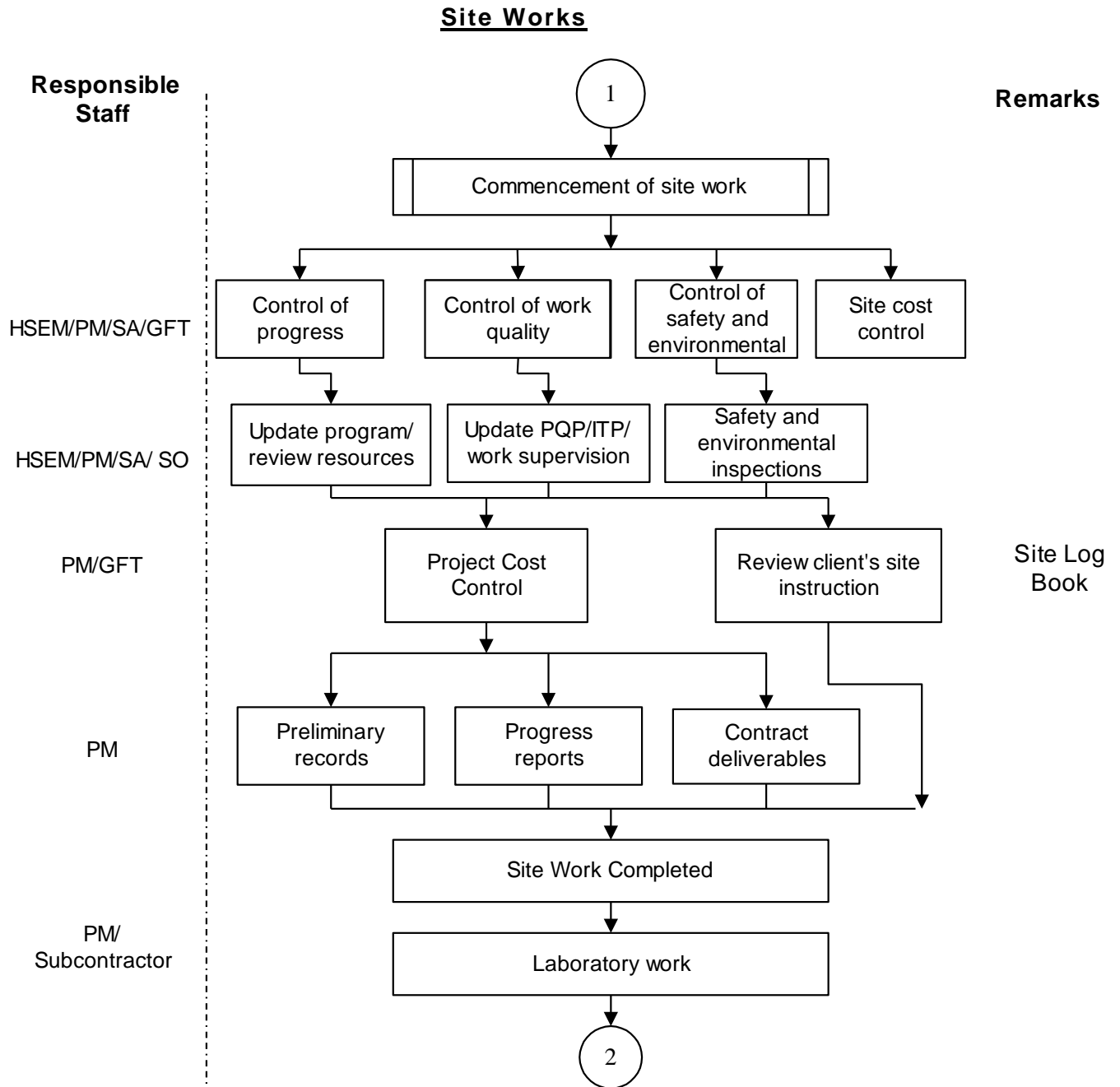
5.0 Procedure (Flowchart)

Pre-commencement of Site Works



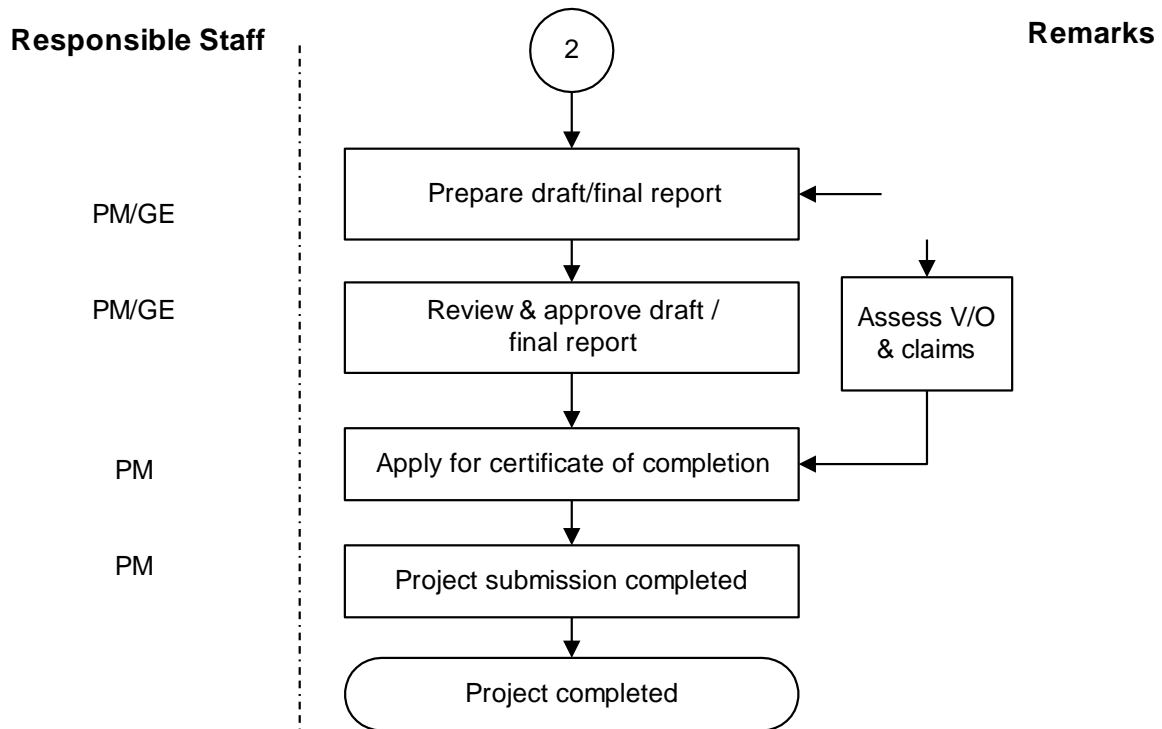
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5.0 Procedure (Flowchart)



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5.0 Procedure (Flowchart)



6.0 Remarks

6.1 All documentation should be approved by relevant **Project Manager** prior to issue.

7.0 Record

Record	Form No.	Responsible Person	Minimum Retention Period	Filing Index
Program/Schedule	---	Project Manager	1year after completion of project	By Project & by Date
Site Instruction	PR06/F1			
Drilling Instruction	PR06/F2			
Sampling and Testing Instruction	PR06/F3			
Site Log Book	---			
Project Record	---			