AUDIT REPORT

Rapporto N° *Report Nr.*	**123A90-AUR-QA-ROS-001**	**Tipo di Verifica** *Kind of Audit*	Audit Interno di Progetto Project Internal Audit
Data Audit *Audit date*	**16/11/2023**	**Attività/Funzione Oggetto di Audit** *Function/Activity subject of Audit*	**PROJECT CONTROL**
Tempo Impiegato *Time period covered*	**2.5 hours/ore**		
Fornitore *Subcontr./Supplier*	**NA**		
Gruppo di Audit *Audit Team*	*R.Degli Esposti (Lead Auditor)* *Folkert Tazelaar (Observer CW)* *Jeroen van Loon (Observer CW)*	**Personale coinvolto**	**Roncironi Marco** **Simic Sanjin**
Obiettivo dell' Audit *Purpose of the Audit*	**Project Control Audit:** The primary objective of this audit is to verify the actual implementation of the procedures outlined in the project document "123A90-PML-PM-PL-00004 PROJECT CONTROL PLANS." **Compliance Focus:** This audit is conducted with a focus on compliance, ensuring that the practices within the Project Control align with the documented procedures. **Type of Audit:** This is a project-specific audit, carried out in accordance with the audit plan number "123A90-QUA-AU-0001." **Additional Objectives:** Contractual Requirements Compliance - During the audit, an additional evaluation is conducted to assess the conformity of the procedure with the contractual requirements.		
Documenti di Riferimento *Reference documents*	Contract No. CW-I-WP4-2023-05 SECTION VIIA & VIIB 123A90-PML-PL-0004		

Risultanze e Relazione *Findings and Reports*		**Allegati** *Attachments*
Scope **Focus on Project Control Process:** The audit was specifically conducted on the Project Control process. Aspects of Project Management, despite their close connection, were not included in this audit as per the project audit plan, which schedules a separate audit for this process. **Execution Method** **Interview-Based Audit:** The audit was carried out through interviews with the Project Control Manager and a member of their team. Process Verification: The audit followed the steps of the process as described in the Client-approved reference document. **Audit Findings** No Non-Conformities Detected: The audit did not reveal any non-conformities. Observations Recorded: Two observations were noted during the audit. **Conclusions** **Effective Implementation:** The process appears to be correctly implemented and is fit for purpose. **Alignment with Contractual and Corporate Procedures:** The activities within the Project Control process are implemented in accordance with the applicable contractual		123A90-AUR-01 Audit Check List and Summary of Audit Findings
Azioni Richieste - *Required Actions*	**Resp Azione** *Resp. In charge*	**Data Completam** *Completion Date*
See the attached “Summary of Findings” Table and the Audit Check Lists	M.RONCORONI	To the next revision of the Project Control Plans

Conclusioni - *Conclusions*

Indice di Conformità *Conformity Index*	**100,00%**	Indice di Valutazione *Assessment Index*	**4,0** **4 - CONTROLLED & CONTINUALLY IMPROVED**
Observations	2	Non Conformity Reports	0
Request of Corrections	0	Request of Corrective Actions	0
Data del report Audit Report Date	28/11/2023	Report preparato da Report prepared by	R. DEGLI ESPOSTI
Distribuzione Distribution	Audit Team; Auditee; PM; Q-HSE Manager; COMPANY		

Summary of Audit Findings - 123A90-AUR-QA-ROS-001 Rev 0 Date 28/11/2023

Tipo Finding Finding Type	# 	Descrizione - Proposta di reazione Description - Proposed Action	Assegnato a Addressee	Pianificata Planned	Verificata Verified on	Attuata Actioned on	Status Status
OBS	1.2	It would be advisable to include a table at the beginning of the document that lists both the contractual reference documents and those issued for the project.	M.RONCORONI	To the next revision of the Project Control Plans			
OBS	2.1	For each change to the project control team's organizational chart, to keep it updated, the entire document containing the chart should be revised. It is recommended to remove the individual's name from the role, leaving only the role's title. For the name, add a note referring to the general project organizational chart, which is a separate document revised more easily and frequently.	M.RONCORONI	To the next revision of the Project Control Plans			

LISTA DI VERIFICA
Audit Check List

Rapporto Nro *Report Nr.* **123A90-AUR-QA-ROS-001**	**Tipo di Audit -** Type of Audit**:** ***Audit Interno di Progetto / Project Internal Audit***	*Q / HSE / HSE-Q/ OTHER:* **Q**	

AUDIT DEL: *Audit date:* **16/11/2023**	SETTORE VERIFICATO audited dept./function/area **PROJECT CONTROL**	COMPONENTI GRUPPO DI AUDIT *audit team*	**R.DEGLI ESPOSTI (Lead Auditor)**
PROGETTO*:* *project:* HOLLANDSE KUST NOORD WIND PARK Project BLPHH	COMMESSA *job nr.* 123A90	CLIENTE *client*	CROSSWIND

ITEM / Subitem		PUNTO di VERIFICA / Audit check point	RISCONTRI ED EVIDENZE / *findings and evidences*	CONF. *Conf. Y / N*	TIPO FINDING Findings Type *RC, NCR, OBS, CAR*	RATING 1 - 5
1		**Main reference document**				4
	1	What is the project document that governs the activity? What is the approval status? What are the other documents that govern the process?	123A90-PML-PL-00004 rev.1 Approval code 1: approved by CPY	Y		
	2	Is the purpose of the reference document clearly outlined?	Refere to 123A90-PML-PL-0004 § 2	Y	OBS	
2		**Project Control Organization**				4
	1	How is the Project Control team composed and what are their roles?	In Section 2.1, the organization of project control is detailed. The organizational chart includes the names of the team members, and at this stage of the project, some positions are still to be determined, marked as TBD.	Y	OBS	
	3	Has the Integrated Project Control team structure been reviewed for completeness?	The dedicated team is also included in the general project organizational chart, which is reviewed by the Company System Director and approved by the COO, Rosetti.	Y		
3		**Roles and Responsibilities**				4
	1	Have the roles involved in the process been clearly identified? Have the responsibilities associated with these roles been clearly defined and communicated?	The 123A90-PML-PL-0004 § 2.2 indicates the responsibilities of the roles involved in the Project Control process.	Y		
4		**Project Planning and Control Philosophy**				4
	1	Does the BASELINE SCHEDULE take into account the specified working times, holidays, and extra-time working periods?	ref, to 123A90-PML-PL-0004 §4.2- ASSUMPTIONS	Y		
	2	Are Quality Control (QC) activities integrated into the corresponding fabrication/construction works?	ref, to 123A90-PML-PL-0004 §4.2- ASSUMPTIONS	Y		
	4	How is the critical path identified?	In the Level II - CONTRACT Management Schedule.	Y		
	5	How are VARIATION(s) monitored and integrated into the schedule, and what is their impact on project completion?	Variations are monitored as distinct activities within the schedule, showing their potential impact on the timeline. There are currently no changes.	Y		

Assessment: 1 "Unsuitable " 2 "Awareness" 3 "under RM Standard" 4 "Controlled and Continually improved" 5 "Excellence and Exemplarity"
OBS: Observation; RC: Request of Correction; NCR: Non Conformity Report; CAR: Request of Corrective Action

ITEM Subitem		PUNTO di VERIFICA Audit check point	RISCONTRI ED EVIDENZE *findings and evidences*	CONF. *Conf. Y / N*	TIPO FINDING Findings Type *RC, NCR, OBS, CAR*	RATING 1 - 5
5		**Planning Methodology**				4
	1	Is the development of the BASELINE SCHEDULE aligned with Contractual Key Dates and the Work Breakdown Structure (WBS)?	Contractual Key Dates agreed with CPY	Y		
	2	How is the BASELINE SCHEDULE developed and detailed?	Across various planning levels using Primavera P6. There are 4 levels of planning.	Y		
	3	How are S-curves and Manpower Histograms for various work packages and units developed and updated?	Separate S-Curves are prepared for the Work package and Work Unit that require such curves.	Y		
6		**Project Progress Measurement**				4
	1	How is the establishment of the physical work progress measurement system verified?	The physical work progress measurement system is established by defining progress in terms of the status of actual physical deliverables. The progress calculation has been agreed with CPY.	Y		
	2	What methods are used to assess the calculation of weight factors for major project components, and how do these impact overall project progress?	Refer to tables in 123A90-PML-PL-0004 § 6	Y		
7		**Reporting**				4
	1	Is the Monthly Project Management Report prepared and produced at the end of each project month? Does the Monthly Report include all agreed required sections? Are the Monthly Reports issued to the COMPANY within the agreed timeframe?		Y		
	2	Are Weekly Reports submitted to the COMPANY? Does it include the agreed sections and timely issued?		Y		
	3	Are Daily Reports submitted for each worksite?	At the date of the audit, no reports have yet been issued as construction work has not yet begun.	NA		
8		**Cost Management Overview:**				4
	1	Invoicing and Cash Calls Plan:Is the Invoicing and Cash Calls Plan being prepared and updated in accordance with the actual allocation of invoicing and payments?	The plan was agreed with CPY.	Y		
	2	Payment Timeliness:Is the COMPANY making payments to the CONTRACTOR within the agreed days after receipt of the invoice supported by signed IPC?	Nothing special to report.	Y		
9		**Risk Management**				4

Assessment: 1 "Unsuitable " 2 "Awareness" 3 "under RM Standard" 4 "Controlled and Continually improved" 5 "Excellence and Exemplarity"
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	1	Is the Risk Management Plan effectively identifying and evaluating risk elements that may impact project objectives?	The procedures for the execution of Risk Management are defined in 123A90-PML-PL-0004 §9. It's planned to run a Risk Management and opportunity session identified before the end of the month.	Y		

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ITEM Subitem		PUNTO di VERIFICA Audit check point	RISCONTRI ED EVIDENZE *findings and evidences*	CONF. *Conf. Y / N*	TIPO FINDING Findings Type *RC, NCR, OBS, CAR*	RATING 1 - 5
10		**Management of Change**				4
	1	Is the Management of Change process being regulated in accordance with article 8 of Section IIIA of the CONTRACT?		Y		
	2	Are Variation Orders being agreed upon and signed off before any work related to the change is conducted by the CONTRACTOR?	No VO issued.	NA		

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