



Surveillance Report

Contract Number:	Location:
Contractor Name:	
Main Activity:	Date of Surveillance:
Document Number: Cxx-XRL-O4-RGN-CR001-XXXXX	Surveillance Number: QSXX-YY
Surveillance by:	Attendees:
Main Controlling Document(s): Works Information. Any specifications used.	

EXECUTIVE SUMMARY

Introduction to the surveillance activity.
Detail those responsible for undertaking the works.
Summarise any non-conformances, observations and good practices.

Prepared By:	Approved by:	Date:
Distribution:	Director, Project Manager, Supervisors Rep, Field Engineer, Head of Quality, SSP Quality Manager, Routeway Quality Manager, Chief Engineer, CEG Head of Discipline. Any technical inputs.	
Transmittal to (Enter Contractor) by Project Manager		

REPORT

Main Heading 1

Main Heading 2

Sub Heading 1

Sub Heading 2

Notes

Technical surveillance in the context of this report is defined as a check of compliance of selected aspects of the work in accordance with drawings, specifications and standards. It does not certify the work; this remains the responsibility of the organisation as defined by contract.

Technical surveillance has taken place of a sample of activities completed or in progress. As this surveillance was carried out on a sample basis, non-conformances may exist that were undetected as part of this process.

Learning Legacy Document