


# QAQC Monitor Report

# Construction Phase

# Monthly Report Template

# Project Name

**No. of units**

**Report Number**

**Month/Year**

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## 1.0 Executive Summary

Highlight in summary format what was inspected in the relevant month.

Provide summary detail on programme status eg. Development Managers are reporting that the development is on programme.

Include site layout key plan identifying block numbering/terrace numbers/road names.

Include a table with RAG colour indicators and associated definitions. This should be consistent throughout the report.

KEY Items to be addressed included in executive summary- Red Flag particular to the month

## 2.0 Health and Safety

| | Near Miss | First Aid /Minor | Lost Time Accidents (1-3 Days) | Reportable Accidents (>3 Days) | Reportable/ Dangerous Occurrences | HSA Inspections |
|---|---|---|---|---|---|---|
| This Month | | | | | | |
| To Date | | | | | | |
| Comment | YTD AFR:<br>*Formula: Number of Reportable injuries during the 12 month period ÷ Man-Hours worked during the 12 Month Period x 100,000*<br>YTD LTAFR:<br>*Formula: Number of Reportable injuries during the 12 month period ÷ Man-Hours worked during the 12 Month Period x 100,000*<br>Total hours worked: | | | | | |
| QAQC Teams- Comments on H&S during Visits | Summary on opinions of teams during visits and confirmation they where addressed by Developer | | | | | |

## 3.0 Construction Progress Update

### 3.1 Progress

| | Progress Date | Planned percentage complete | Actual percentage complete | Comments |
|---|---|---|---|---|
| Phase 1 | | | | |
| Infrastructure | | | | |

## 3.2 Milestones

| Phase | Planned Commencement Date | Planned Completion Date | Actual percentage complete | Comments |
|---|---|---|---|---|
| Residential | | | | |
| T1 | | | | |
| T2 | | | | |
| T3 | | | | |
| Infrastructure | | | | |
| Link Street (Ch 0-400) | | | | |
| Link Street (Ch 400-800) | | | | |

Next month's milestones summary

| Phase | Planned Commencement Date | Planned Completion Date | Description |
|---|---|---|---|
| Residential | | | |
| T1 | | | |
| T2 | | | |
| T3 | | | |
| Infrastructure | | | |
| Link Street (Ch 0-400) | | | |
| Link Street (Ch 400-800) | | | |

## 3.3 Summary Key Risks

Risk register: Date updated (risk Register included in Appendix)

Risk register to be established on a shared data base agreed between QAQC and Cost monitor.

| Key Risks / Issues this Month | |
|---|---|
| Item (Traffic light colour coded) | Comment |
| | |

TM comments on programme and key risks

- 

# 4.0 Statutory Consent Status

## 4.1 Planning Conditions

| | |
|---|---|
| Total No. of Conditions | |
| No submissions required | |
| Conditions Cleared to date | |
| Submitted/awaiting approval | |
| Conditions to be Action | |

Planning Tracker Included in Appendix

## 4.2 Fire Safety Certificate

| Building | Reference | Status | Conditions |
|---|---|---|---|
| Terrace/Block 1 | | | |
| Terrace/Block 2 | | | |
| Terrace/Block 3 | | | |

## 4.3 Disability Access Certificate

| Building | Reference | Status | Conditions |
|---|---|---|---|
| Terrace/Block 1 | | | |
| Terrace/Block 2 | | | |
| Terrace/Block 3 | | | |

## 4.4 BCAR

| | Current Period | Previous Period |
|---|---|---|
| Issues Open | | |
| Issues Responded to | | |
| Issues Closed | | |
| Total Issues Raised | | |

Provide a brief summary on the status of the critical documents list.

# 5.0 HPI & Taxonomy Status

Provide summary on status of HPI and Taxonomy.

Full Report in appendix- Sustainability team monitor monthly

# 6.0 Utilities

*Provide a status summary of Utility related works.*

| Utility | Reference | Status | Comments |
|---|---|---|---|
| ESB | | | |
| Uisce Eireann | | | |
| EIR | | | |
| Virgin | | | |
| Other | | | |

# 7.0 Quality

## 7.1 Monthly Inspection

Residential

| Discipline | Last Inspection date | Issues in Period | Total Raised | Total Open | Overdue | Next Inspection Date |
|---|---|---|---|---|---|---|
| Civil | | | | | | |
| Structural | | | | | | |
| Architectural | | | | | | |
| M&E | | | | | | |
| Fire | | | | | | |
| DAC | | | | | | |
| Landscaping | | | | | | |
| Total | | | | | | |

Infrastructure

| Discipline | Last Inspection date | Issues in Period | Total Raised | Total Open | Overdue | Next Inspection Date |
|---|---|---|---|---|---|---|
| Civil | | | | | | |
| Structural | | | | | | |
| M&E | | | | | | |
| Landscaping | | | | | | |
| Total | | | | | | |

## 7.2 Benchmark Inspections

*RAG list of Benchmarks attended in the relevant month and one month lookahead*

| Benchmarks Completed in the Reporting period | Date | Benchmark Anticipated in next reporting period | Anticipated Date |
|---|---|---|---|
| XXX | XX.XX.XXXX | XXX | XX.XX.XXXX |

*Full list in Appendix*

## 7.3 TDD Queries

Graph/ table indicating total open, closed and overdue

| **Section** | Green Closed Items | % | Orange open Items | % | Red Open Items | % | Total |
|---|---|---|---|---|---|---|---|
| RFI List | | | | | | | |
| Site Queries - Tracker | | | | | | | |
| Site Queries – *Contractors DMS* | | | | | | | |
| **Total** | | | | | | | |

*RAG list of TTD Queries to be included in appendix*

## 7.4 Technical Submittals

*Summary update on Technical Submittals received, closed and awaiting review. Include any variations.*

*Section on Risk assessed Tech subs the QAQC has requested?*

| | Current 29/07/2024 | Previous 15/07/2024 |
|---|---|---|
| **Total Tech Submittals** | **23** | **23** |
| **Status A** | 0 | 0 |
| **Status B** | 20 | 20 |
| **Status C** | 3 | 3 |
| **Open** | 0 | 0 |
| **Of which Overdue** | 0 | 0 |

## 8.0 Commercial

Include dashboard in this section

Comment from QAQC if they have any issues that may/will have a commercial impact.

## 9.0 Handover/Asset Management

| Block/Phase | Snagging Dates | Handover Dates | Homeowners Manual/ Draft Date for Submittal |
|---|---|---|---|
| XXX | XX.XX.XXXX | XXX | XX.XX.XXXX |
| XXX | XX.XX.XXXX | XXX | XX.XX.XXXX |

## 10.0 Items arising during monthly progress meeting

Actions / decisions / early warnings arising from progress meeting

## 11.0 Photos

Progress photos

Appendix

Risk Register

Planning Condition Tracker

Inspection Item Tracker (Items of concern only, no WIP)

Benchmark tracker

TDD Tracker

HPI and Taxonomy Report

Commercial Dashboard extracted from Cost Monitors report