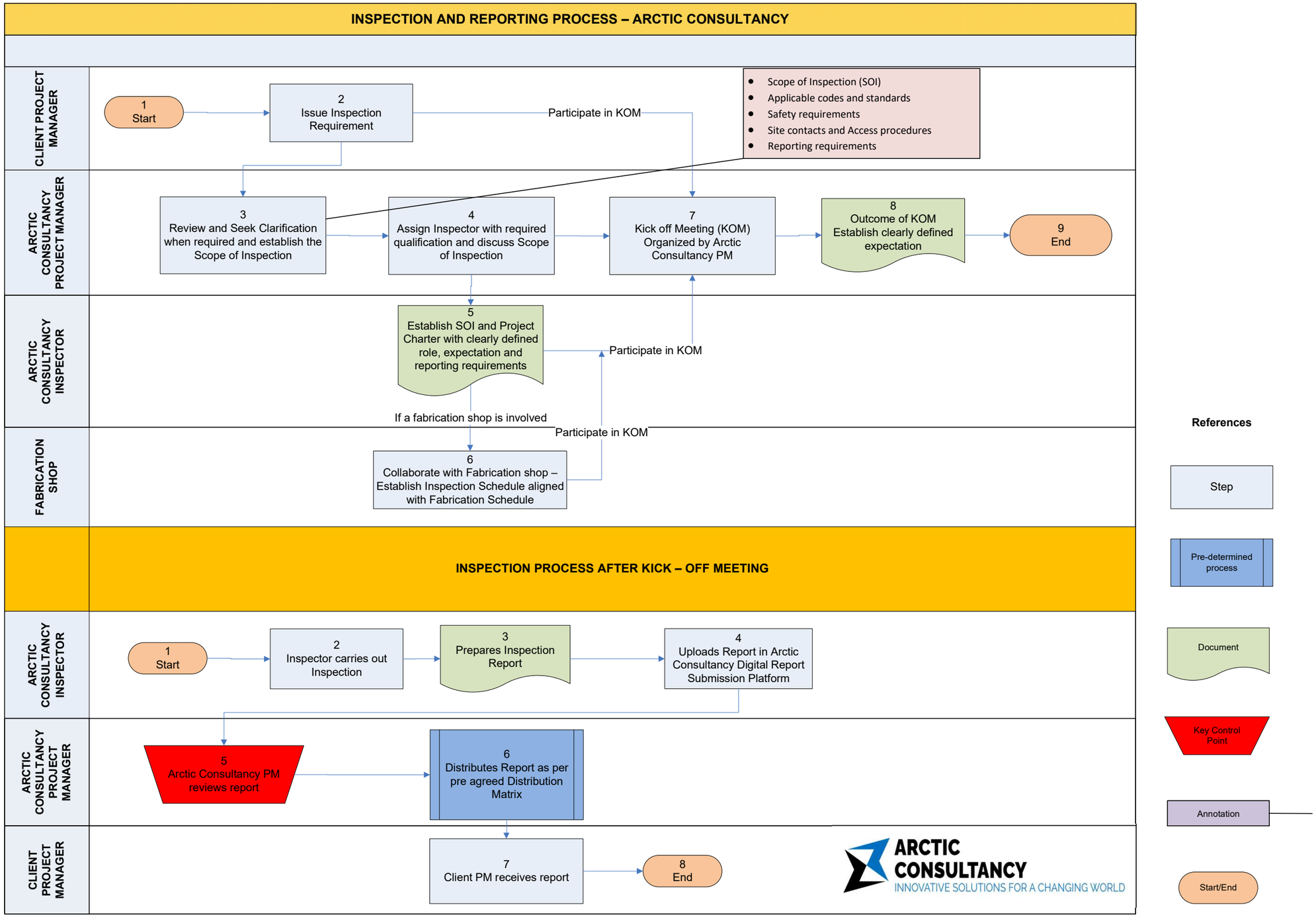
INSPECTION AND REPORTING PROCESS – ARCTIC CONSULTANCY
CLIENT PROJECT MANAGER
ARCTIC CONSULTANCY PROJECT MANAGER
ARCTIC CONSULTANCY INSPECTOR
FABRICATION SHOP
1 Start
2 Issue Inspection Requirement
Participate in KOM
Scope of Inspection (SOI)
Applicable codes and standards
Safety requirements
Site contacts and Access procedures
Reporting requirements
3 Review and Seek Clarification when required and establish the Scope of Inspection
4 Assign Inspector with required qualification and discuss Scope of Inspection
7 Kick off Meeting (KOM) Organized by Arctic Consultancy PM
8 Outcome of KOM Establish clearly defined expectation
9 End
5 Establish SOI and Project Charter with clearly defined role, expectation and reporting requirements
Participate in KOM
If a fabrication shop is involved
Participate in KOM
6 Collaborate with Fabrication shop – Establish Inspection Schedule aligned with Fabrication Schedule
INSPECTION PROCESS AFTER KICK – OFF MEETING
ARCTIC CONSULTANCY INSPECTOR
1 Start
2 Inspector carries out Inspection
3 Prepares Inspection Report
4 Uploads Report in Arctic Consultancy Digital Report Submission Platform
ARCTIC CONSULTANCY PROJECT MANAGER
5 Arctic Consultancy PM reviews report
6 Distributes Report as per pre agreed Distribution Matrix
CLIENT PROJECT MANAGER
7 Client PM receives report
8 End
ARCTIC CONSULTANCY
INNOVATIVE SOLUTIONS FOR A CHANGING WORLD
References
Step
Pre-determined process
Document
Key Control Point
Annotation
Start/End