

Lessons Learnt – Assurance Information

Observation:

Assurance documentation was recorded in separate databases. These databases were stored on different IT systems, making visibility and reporting difficult.

Issues arising:

- There can be a disconnection between works on site and records of assurance.
- Legacy issues are very difficult to close due to the departure of engineers in charge and the lack of integration of the information.
- The system relied heavily on individual information storage practices.
- There was a lack of integration between databases (works, ITPs, NCRs, MARs, SQRs...) which led to lengthy assembly of Assurance Packs.

Recommended actions:

- One of the main reasons for the manual assembly of assurance packs was that data was not integrated. It is recommended to have integrated databases, so there will be no need to create PDFs summarising assurance. Assurance can be provided by approving individual databases and if a report PDF is still required, this can be generated automatically by the integrated system.
- It is recommended that a formal centralised filing system is used for the collection of assurance information (those bits not part of the integrated databases: Fabrication, for example). All those files should be saved in a centralised manner for ease of use.
- One of the more useful pieces of information on site are pictures of the works taking place. Technology should allow the centralised gathering of information. If all team members used an app to take pictures, they could be automatically stored by geolocation and time so that information could be accessed by anybody in the future.



Simple Example of an Integrated Quality Assurance Matrix					
Work Ref	ITP	Checksheets	NCRs	MAR	SQRs
1	I1.1	CH1.11	N1.1	M1.1	SQ1.1
		CH1.12	N1.2	M1.2	SQ1.2
					SQ1.3
2	I2.1	CH2.11	N2.1	M2.1	SQ2.1
3	I3.1	CH3.11	N3.1	M3.1	SQ3.1
		CH4.11	N4.1	M4.1	SQ4.1
		CH4.21		M4.2	SQ4.2
4	I4.3	CH4.31		M4.3	
		CH4.31			
5	I5.1	CH5.11	N5.1	M5.1	SQ5.1