

## Lessons Learnt – Assurance Tracking

### Observation:

Sometimes when putting a pack together it was found that check sheets were not included, completed or had been abandoned.

### Issues arising:

It was time consuming trying to investigate the relevant or missing check sheets necessary for a particular area of works, resulting in delays when submitting an assurance pack.

### Recommended actions:

Engineers, quality delivery managers and project assistants must liaise closer to avoid a backlog of these materials arising.

