

# QUALITY PRINCIPLES



1



## Plan the work before you start

- To avoid rework, hold a planning session and commit to getting the job right the first time
- Identify the right people with the right competencies for the job
- Hold a planning session when preparing the Work Pack
- Check components/materials before delivery to make sure they are correct
- Approval of all documentation before starting work

2



## Know what to do and what good looks like

- Make sure you read the standards, specifications and instructions for your project, don't rely on memory
- Always check the drawings and engineering documentation
- When working off drawings, mark up any approved changes as you proceed including actual dimensions
- If you're not sure what you should be doing, stop and ask!

3



## Deliver the design – don't change it

- Before commencing work, confirm with consultants the expected deliverables and outcomes, including hold and witness point inspections
- Do not deviate from the requirements of the standards, specifications and drawings
- If you do want to change something, you must seek approval

4



## Keep your eye on the work

- Ensure you have the correct materials
- Monitor the work – someone needs to check it is going right
- Never use incorrect materials as a stopgap. Check availability of replacement items or hold stock of spare components for critical works
- Take responsibility – check your own work even if there will be others checking it!

5



## You sign it – you own it

- Never sign for things you haven't seen. By putting your name to something you are professionally certifying it
- Inspect the product and verify it is right before signing it off
- Take photographs before burying or covering up works
- If it needs to be measured or tested, then do so!

6



## See what can be done better next time

- Review work planned vs work completed, not just at the end of the project.
- Share your lessons learned (good or bad) with your project in writing and upload to iPKL
- Learn from mistakes – plan the job to do it more effectively and/or more efficiently



Scan QR  
code for  
more  
information

integrity accountability innovation delivery | SAFETY

A MEMBER OF THE CIMIC GROUP  
The CIMIC logo, consisting of a blue square icon with a grid pattern followed by the word "CIMIC" in a bold, sans-serif font.