

### Data Quality file content

<b>Section</b>	<b>Activity</b>	<b>Description</b>
<b>1</b>	Contract	<ul style="list-style-type: none"><li>• Letter of appointment/PO</li></ul>
<b>2</b>	Scope of work	<ul style="list-style-type: none"><li>• Scope details</li></ul>
<b>3</b>	Communication Channels & Responsibilities	<ul style="list-style-type: none"><li>• Project Organogram</li><li>• Site Communication Channels &amp; Responsibilities</li></ul>
<b>4</b>	Quality Management System QMS	<ul style="list-style-type: none"><li>• Quality Statement</li><li>• SHEQ Policy</li><li>• Quality Management Plan</li><li>• Internal Audits Plan</li></ul>
<b>5</b>	Suppliers	<ul style="list-style-type: none"><li>• List of suppliers used</li></ul>
<b>6</b>	Index of materials to be utilized	<ul style="list-style-type: none"><li>• List of all items to be manufactured, Refurbished &amp; Purchased for the Project</li></ul>
<b>7</b>	Method statements	<ul style="list-style-type: none"><li>• Detailed Method Statement in accordance to the Scope of Works</li></ul>
<b>8</b>	Inspection And Test Plan	<ul style="list-style-type: none"><li>• ITP log sheets</li></ul>
<b>9</b>	Submissions	<ul style="list-style-type: none"><li>• Site Handover Form</li></ul>