

# MCT/W/T-A17.1:

## Funafuti International Airport Terminal



## Quality Management Plan

Rev	Date	Prepared by	Approved by	Remarks
A	10 <sup>th</sup> May 2016	Greg Srhoj		Issued for approval
B	13 <sup>th</sup> July 2016	Liliana de Abreu		Issued for approval

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## 1 Purpose

This Quality Management Plan (QMP) describes how quality management will be addressed and managed for the construction of the new Funafuti Airport Terminal

This QMP forms part of the overall Project Management Plan (PMP) for the project. Reeves Envico and all of its sub-contractors will adhere to it.

## 2 Background

### 2.1 Project description

This project involves the construction of a new Terminal Building at Funafuti Airport in Tuvalu. The scope of work is to demolish the existing Terminal Building structure, construct a new Terminal Building and undertake the necessary ground reinstatement works between the new structure and the aircraft apron, that will fulfil the following project objectives;

- Ensure safe and efficient movement of passengers, baggage and freight,
- Utilize environmentally sustainable design for facilities such as rainwater harvesting, power generation from renewable sources and use of energy efficient equipment and lighting,
- Be compliant with ICAO Standards and Recommended Practice's (SARP)
- Design and materials to reflect the tropical maritime environment and rated appropriately for severe weather conditions
- Provide security screening equipment

### 2.2 Reference documents

The following documents are the principal references for this QMP:

- a) ISO 9001:2008;
- b) AS/NZS 3905.2: 1997 (Clauses 4.9 and 4.10 and Appendix F)

## 3 Elements of the quality system

### 3.1 Personnel

#### 3.1.1 Project Director

- The Project Director has overall responsibility for all works under this contract.
- The Project Director is also responsible for Value Engineering and is a Director of Reeves Envico.

#### 3.1.2 Construction Manager

- The Construction Manager is responsible for Project Oversight, Scheduling and performing the Internal Audit program, is the project representative for audits by client and conducts internal audits and provide support to the project team.
- The Construction Manager reports to the Project Director.

#### 3.1.3 Contractors Representative (Project Manager)

The Contractors Representative is responsible for;

- Administration of contract
- Receipt of Instructions of the Engineer
- First Aid
- Quality Management Representative for this project
- Reviewing & approving project plans and inspection & test plans
- Implementation of the environmental system on the project
- Review all construction methods, designs and procedures to detect any inherent hazards or hazards that may develop during implementation
- Review of project plan/s throughout the life of the project
- Reviewing and approving, where necessary major purchases and subcontractors to be used upon the project
- Technical advice and ongoing project review
- Referring environmental issues to management for further action
- Reviewing contracts
- Review of purchasing documents
- Reviewing nonconformance's and their disposition & initiation and review of corrective action
- Review subcontractor's/suppliers capabilities and performance
- Review all damage, accident and injury reports and implement appropriate corrective actions
- Ensure reports of accidents, injuries and Workers Compensation claims are fully completed and promptly forwarded to the head office

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- Preparing and updating detailed time programme and;
- Preparation of monthly progress reporting
- Measurements and preparation of interim progress payment claims and/or payment statements.
- The Project Manager reports to the Construction Manager.

#### **3.1.4 Site Manager**

The Site Manager is responsible for;

- Day to Day running of work sites
- Monitoring any special processes
- Arranging compliance testing
- Reviewing nonconformance's and their disposition in the absence of the Project Manager/Engineer
- Keeping environmental matter records
- All testing, inspection, review and recording necessary to demonstrate conformance of all the works with the contract requirements
- Ensure that a qualified First Aid Officer is on site.
- Ensure that the environmental plan is communicated and carried out.
- Ensure that subcontractors comply with all environmental rules and their statutory requirements and legal obligations.
- On site administration of the environmental system
- Preparation of project ITP's, SWMS, etc.
- Retention of environmental records
- Submission of Hold Points
- The Site Manager reports to the Project Manager.

### **3.2 Inspection and test plans (ITPs)**

#### **3.2.1 Use of ITPs**

Reeves Envico will prepare ITPs and record them for the client review when required.

Filling out and completion of ITPs will be the responsibility of the Site Manager.

#### **3.2.2 Contents of ITPs**

Each ITP will contain:

- a) A description of the work, and document number that it relates to;
- b) The specification requirements / reference;
- c) The title of the person requesting the inspection;
- d) The inspection and test type;

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- e) Tolerances or other acceptance criteria;
- f) Identification of relevant procedure and quality records; and
- g) Test/inspection frequency.

### **3.2.3 Hold points**

A Hold Point is a point in the progress of the work beyond which further work shall not proceed without verification by the QAR and/or the Client's Representative.

To proceed past a Hold Point, these requirements must be met:

- a) All work items affected by the item in question must be conforming; and
- b) Conformance Reports for all work items affected by the item in question must have been submitted at least 24 hours prior to the time the work in question proceeds.

### **3.2.4 Witness Points**

A Witness Point is a point in the progress of the work where the QAR and/or the Client's Representative must be notified prior to the work item proceeding, and the option for attendance for witnessing of the inspection or test may be exercised.

Witness Points will be required to verify compliance of the constructed works with the approved design drawings.

### **3.2.5 Testing**

Testing shall be undertaken by an appropriately accredited laboratory, and shall be carried out against an agreed national or international standard.

Reeves Envico will advise the Client's Representative that the test will occur, specifying the works and the location, prior to the test occurring.

Reeves Envico will provide the Client's Representative with the preliminary results of any compliance tests with 24 hours of the completion of the tests, if such preliminary results are available within that time.

Reeves Envico will submit a Non-conformance Report to the Client's Representative if any non-conforming test result is returned.

### **3.3 Requests for Information (RFIs)**

#### **3.3.1 Use of RFIs**

Reeves Envico will generate a RFI when a matter relating to the work to be performed is unclear, and the client's advice is required.

Where necessary, the Contractor Representative will generate an RFI and submit it to the Client's Representative.

The RFI will be submitted to the Client's Representative in PDF format.

#### **3.3.2 Information contained**

Each RFI will contain:

- a) A unique identifying number (such as RFI 001)
- b) A description of the trade that it relates to;
- c) A description of the area of uncertainty and the advice which is sought;
- d) The date by which a response is required;
- e) Any supporting documentation or drawings, marked up if appropriate; and

#### **3.3.3 Responses to RFIs**

The Client's Representative will reply to the RFI by issuing a RRFI in PDF format to the Contractors Representative.

Reeves Envico will rely on the Client's Representative to reply by "response required by" date given in the RFI in order to avoid unnecessary delay to the works.

### **3.4 Materials control**

#### **3.4.1 Delivery**

All materials and equipment arriving on site will be inspected by the Site Manager prior to delivery being accepted. The Site Manager will record this inspection on the appropriate ITP.

In the event of a non-conformance being detected at the time of delivery, the Site Manager will choose the appropriate course of action from these options:

- a) refuse delivery;
- b) accept delivery and rectify the non-conformance (if the non-conformance is minor); or
- c) accept delivery and report the non-conformance to the Client's Representative via a Non-conformance Report

#### **3.4.2 Site stores**

Reeves Envico will establish a stores area at the Terminal Site and Laydown Area. The stores area will be comprised of a lay down area for large items, and lockable weatherproof shipping containers for smaller items.

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The Site Manager will have sole responsibility for the contents of the stores, and is to be the only person who enters materials into the stores or removes materials from the stores.

No one will enter the stores without the permission of the Site Manager.

A materials register will be used to track all materials entering and leaving the stores.

The stores will be sub-divided into small areas. Each of these areas will be assigned a location code.

### **3.4.3 Entering materials into stores**

The Site Manager will ensure that all deliveries are placed immediately in either the laydown area or the stores containers as appropriate, and recorded in the materials register with the code of the location it is placed in.

Materials and equipment will be stored so that they are:

- a) not an OH&S risk;
- b) secure against damage and theft;
- c) protected from the elements (where necessary); and
- d) raised clear of the ground (where necessary).

### **3.4.4 Removing materials from stores**

The Site Manager must be present when any materials are removed from the stores.

Materials are only to be removed from the stores with the Site Manager's express permission.

When materials are removed from the stores, the Site Manager will record this materials movement in the Stores Register immediately.

## **3.5 Document control**

### **3.5.1 Document registers**

The Client's Representative will be responsible for maintaining an up-to-date drawing register which shows every project drawing and its current revision.

The Contractors Representative will be responsible for maintaining up-to-date RFI and ITP registers, showing each of those documents and its status.

### **3.5.2 Transmittals**

All important documents which are sent to the Client's Representative will be posted or emailed under an RFI.

Documents which will be sent under a RFI include:

- a) Drawings
- b) Completed ITPs
- c) Conformance and non-conformance reports
- d) Any other document requiring client notification, response, review or approval.



### **3.5.3 Revision control**

The Site Manager will be responsible for ensuring that work is being carried out according to the current revisions of the drawings.

The Site Manager is to inspect all hard copy drawings on site every day to confirm that they are the correct revision.

Any superseded drawing hard copies found on site are to be destroyed immediately and replaced with current revisions.

### **3.5.4 Drawing references**

In all correspondence and documentation, drawings are to be referred to by drawing number and revision number.

## **3.6 Conformance Reports**

### **3.6.1 Contents**

A Conformance Report will include a statement certifying that the work has been inspected or tested in accordance with its ITP, and that it complies with the project specification.

Conformance Reports will be accompanied by these documents:

- a) Signed off ITP and any associated activity checklists;
- b) certified compliance test results or manufacturer's certificates (where applicable); and
- c) survey and measurement compliance data (where applicable).

### **3.6.2 Submission**

Reeves Envico will prepare Conformance Reports for each raised ITP and provide them to the Client's Representative, normally within 24 hours of completion of the work.

Conformance Reports for all works to date will also be submitted with each monthly report, and at Practical Completion of the project.

In cases where test results are not available within 24 hours (such as 28 day concrete strength tests), Reeves Envico will submit preliminary test results or existing test data of the same mix type.

## **3.7 Non-conforming work**

### **3.7.1 Prevention**

Reeves Envico aims to prevent non-conformances from occurring, and our target for this project is to have zero non-conformances.

The Site Manager, as QAR, will supervise all work and deliveries closely with the aim of preventing non-conformances.

All materials and equipment being delivered to site will be inspected for non-conformance at the time of delivery.

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### **3.7.2 Detection**

In the event of a non-conformance, Reeves Envico will strive to detect it as soon as possible after it occurs.

The Site Manager will ensure that all personnel on site are instructed to inform the Site Manager immediately if they observe or detect any material, equipment or work which may be non-conforming.

The Site Manager will pro-actively look for non-conformances, and will investigate every report of a suspected non-conformance immediately.

### **3.7.3 Isolation**

Upon any personnel on site detecting a suspected non-conformance, that work will stop until the Site Manager inspects it.

If the Site Manager determines that there is a non-conformance, that work will stop and a Non-conformance Report will be produced and submitted to the Client's Representative.

### **3.7.4 Preparation of a Non-conformance Report**

A Non-conformance Report will clearly detail the following:

- a) the work / ITP it relates to;
- b) the precise boundaries of the non-conforming work;
- c) the nature and extent of the non-conformance;
- d) any relevant information, data, test results and/or measurements (as applicable);
- e) the corrective actions which Reeves Envico proposes to take; and
- f) the time within which the non-conformance is expected to be rectified.

### **3.7.5 Submission of a Non-conformance Report**

Reeves Envico will submit a Non-conformance Report to the Client's Representative within 24 hours of detecting non-conforming work.

### **3.7.6 Rectification**

Non-conformance will be rectified as soon as possible after submission of the Non-conformance Report to the Client's Representative, in a manner agreed in writing between the Site Manager and the Client's Representative.

## **3.8 Sub-contracted work, materials and equipment**

This QMP applies to all work on the project, including work carried out by sub-contractors, and procured materials and equipment.

Reeves Envico will ensure that all sub-contractors operate according to this QMP.

The Site Manager will be responsible for ensuring compliance with this QMP among sub-contractors and suppliers with regard to work carried out on site and deliveries received on site.

The Project Manager will be responsible for ensuring that sub-contractors and suppliers maintain appropriate Quality Assurance systems across their organisations.

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### 3.9 Standards

The standards which are to be used on this project will be agreed between Reeves Envico and the client.

### 3.10 Quality documentation

The quality documents which Reeves Envico will use for this project are included as appendices.

A brief explanation of each document follows below.

#### 3.10.1 Inspection and Test Plan (ITP)

The ITP is the document which tracks inspections and tests for each work pack. It lists all inspections and tests which are necessary, specifies the acceptance criteria, identifies hold and witness points, and forms a documentary record of the relevant parties' acceptance of inspection and test results.

See Appendix 1 for ITP templates – general ITP & Concrete Pour Inspection Sheet.

Also see section 3.2 of this QMP for more on ITPs.

#### 3.10.2 ITP register

The ITP register contains a list of all ITPs that have been developed for the project, along with the present status of each ITP.

See Appendix 2 for the ITP register which will be used for the project, showing the ITPs which have been identified as being required.

#### 3.10.3 Conformance report

A conformance report certifies that the works have been inspected or tested in accordance with its ITP, and that it complies with the project specification.

See Appendix 3 for a conformance report template.

Also see section 3.6 of this QMP for more on conformance reports.

#### 3.10.4 Non-conformance report

A non-conformance report details the nature, location and proposed rectification method of any non-conforming work detected.

See Appendix 4 for a non-conformance report template.

Also see section 3.7 of this QMP for more on non-conformance reports.

#### 3.10.5 Conformance and non-conformance register

The conformance and non-conformance register tracks all conformance and non-conformance reports, including information on date submitted and status.

See Appendix 5 for a conformance and non-conformance register template.

#### 3.10.6 Audit schedule

The audit schedule lists the date and description of audits which are intended to be carried out over the course of the project.

See Appendix 6 for an audit schedule template.

### **3.10.7 Audit report**

The audit report is a record of each audit undertaken, and includes a summary of any issues which need to be addressed.

See Appendix 7 for an audit report template.

### **3.10.8 Punch list**

The punch list (also known as a defects list) captures any of the defects which are outstanding once staged works at pre-agreed intervals have been completed. This document is filled in during a joint inspection of the works by the Site Manager and the Client's Representative. As the punch list items are rectified, this work is recorded on the punch list.


See Appendix 8 for a punch list template.

### **3.10.9 Site diary**

The site diary is a daily record of events and work occurring on site, filled out each day by the Site Manager.

See Appendix 9 for a weekly site diary summary template.

## **Appendix 1 – Inspection and Test Plan (ITP) template**

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Quality Management System	

DESCRIPTION:	INSPECTION TEST PROCEDURE	QMS/TUV- 001
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<b>Employer</b>	: Ministry of Communications & Transport (Tuvalu)
<b>Superintendent</b>	: Aecom (New Zealand)
<b>Contractor</b>	: Reeves Envico (Australia)

<b>Request for inspection from:</b> (co.)	<b>Date of Submission:</b>	
<b>Requested By:</b> (name)	<b>Sheet No:</b>	
<b>Scheduled Date &amp; Time of Inspection:</b>		
<b>Attachments to this sheet:</b> Yes/ No; if yes, number of attached sheets/ photos with a short description		
<b>Description of Work/ Test/ Material/ Equipment, etc. to be inspected:</b>		
<b>Comments/ Acceptance:</b>		
<b>Special comments, if and only required:</b>		
	<b>Prepared &amp; submitted on behalf of Contractor:</b>	<b>Comments/Acceptance given by:</b>
<b>Name:</b>		
<b>Designation:</b>		
<b>Signature:</b>		
<b>Date:</b>		

**Notes:**

**1. Submit By/ To Whom:**

The Contractor's authorised site representative shall submit this form to the Superintendent's representative.

**2. Submission Time:**


The form shall be submitted at least 24 hours in advance to allow the Superintendent to review it in accordance with the Contract, and to seek further direction/ comment from the Employer as required prior to the Scheduled Inspection.

**3. Acceptance with or without comments:**

Acceptance for the works to proceed on site, with or without comment, is assumed upon the signing of this form.

**4. Timely Acceptance:**


Where it is a requirement of the contract that notice of likely delay be submitted and notice of an extension of time be given, the Superintendent should read this communication as the prescribed notice. Acceptance is required by the Scheduled Inspection time (unless otherwise noted) to prevent delay to the project.

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Quality Management System	

DESCRIPTION:	<b>CONCRETE POUR INSPECTION SHEET</b>	QMS/TUV-001a
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<b>Employer</b>	: Ministry of Communications & Transport (Tuvalu)
<b>Superintendent</b>	: Aecom (New Zealand)
<b>Contractor</b>	: Reeves Envico (Australia)

<b>Pour Details (Foreman to complete)</b>					
<b>Location:</b>				<b>Sheet No:</b>	
<b>Related Document(s):</b>				<b>Scheduled Pour:</b> Date Time	
<b>Mix Code:</b>	<b>Spec. Compression Strength:</b>  MPa	<b>Spec. Slump:</b>  mm	<b>Quantity Ordered:</b>  m <sup>3</sup>		
<b>Prepour Inspection (Engineer to complete)</b>					
<b>Location of Structure:</b>			<b>Level of Structure:</b>		
Signed: _____ Date: _____			Signed: _____ Date: _____		
<b>Formwork Approval:*</b>			<b>*complete using ✓ or ✗ or N/A (not applicable)</b>		
Bracing & supports		<input type="checkbox"/>	Grout		<input type="checkbox"/>
Dimensions		<input type="checkbox"/>	Cleaned & oiled		<input type="checkbox"/>
Even formed surfaces		<input type="checkbox"/>	Major penetrations		<input type="checkbox"/>
Embedded items		<input type="checkbox"/>	Post tensioning ducts		<input type="checkbox"/>
<b>Reinforcement Approval:*</b>					
Grade & size		<input type="checkbox"/>	Placement, clearance		<input type="checkbox"/>
Stability & cover		<input type="checkbox"/>	Clean steel		<input type="checkbox"/>
Lap location & length		<input type="checkbox"/>	Location of starters		<input type="checkbox"/>
<b>Construction Joints Approval:*</b>					
Location		<input type="checkbox"/>	Roughened		<input type="checkbox"/>
Clean		<input type="checkbox"/>	Water stops		<input type="checkbox"/>
<b>Slabs on Grade Approval:*</b>					
Site concrete dampened		<input type="checkbox"/>	Falls to surface		<input type="checkbox"/>
Joint reinforcement cut		<input type="checkbox"/>			
<b>Inspected By: (Engineer)</b>					
Signed: _____ Date: _____					
<b>Approval to Pour (Engineer to complete)</b>					
<b>Name:</b> _____			<b>Signed:</b> _____		
<b>Position:</b> _____			<b>Date:</b> _____		

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Quality Management System	

DESCRIPTION: <div style="text-align: center;"><b>CONCRETE POUR INSPECTION SHEET</b></div>	QMS/TUV-001a
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**Execution of Pour (Foreman to complete)**

<b>Pour Commenced:</b>  Date: _____ Time: _____ am/pm	<b>Weather Conditions: (circle)</b>  <table style="width: 100%; text-align: center;"> <tr> <td>Sunny</td> <td>Cloudy</td> <td>Raining</td> <td>Windy</td> </tr> <tr> <td>Calm</td> <td>Hot</td> <td>Moderate</td> <td>Cool</td> </tr> </table>	Sunny	Cloudy	Raining	Windy	Calm	Hot	Moderate	Cool
Sunny	Cloudy	Raining	Windy						
Calm	Hot	Moderate	Cool						

**Pour completed OK:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_


**Post Pour Inspection (Engineer to complete)**

<b>FCE Approval</b>  Name: _____	Signed: _____  Date: _____
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**Concrete Pour Comments**

Comments	Initials/Date




<p><b>FUNAFUTI INTERNATIONAL AIRPORT TERMINAL</b></p>	
<p><b>Quality Management System</b></p>	
<p>DESCRIPTION:</p> <p><b>CONCRETE POUR INSPECTION SHEET</b></p>	<p>QMS/TUV-001a</p>

## Appendix 2 – ITP register template

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[illegible]

## Appendix 3 – Conformance report template

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DESCRIPTION:	
<b>CONFORMANCE REPORT</b>	QMS/TUV- 003

**Works** <insert work description>

**ITP no.** <insert ITP number and description>

**Date** <insert date>

I certify that the above work lot is complete and has been inspected and tested in accordance with its ITP.

The following documents are attached as evidence of conformance:

- a) ITP <insert the number and description of the ITP>
- b) <add other relevant documents to this list>
- c) <add other relevant documents to this list>

Yours sincerely,


<insert signature here>

<insert name here>

**Site Manager**

Reeves Envico


## **Appendix 4 – Non-conformance report template**

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
Quality Management System	

DESCRIPTION: <b>NON-CONFORMANCE REPORT FORM</b>	QMS/TUV- 004
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## NON-CONFORMANCE / CORRECTIVE ACTION REPORT

No:		
<b>1. Details ( How &amp; Why The System Or Product Does Not Conform)</b>		
To be completed by authorised Reeves Envico employee and issued to the organisation below.		
ORGANISATION:		
Address:	Attention:	
Location Details:	<b>System</b>	
	Administration	
Description:	Environmental	
	Quality	
Observed Causes:	Safety	
	Other	
ISSUED BY:		
Name:	Signature:	
Position/Role:	Date:	
To be completed by those responsible for the non-conformance and submitted to the issuer:		
RECEIPT/ACCEPTANCE:		
To be signed & dated by the Manager of the organisation responsible		
Name:	Signature:	
Position/Role:	Date:	
<b>2. DISPOSITION (FIX ACTIONS)</b>		
DETAILS	<b>SYSTEM</b>	<b>PRODUCT</b>
	Implement Proc as documented	Use as is concession
	Revise Proc	Regrade / Reuse
	Docu New Proc	Reject/ Replace
		Rework/ Repair / Retest
<b>3. PROPOSED CORRECTIVE ACTIONS</b>		
Details	<b>SYSTEM</b>	<b>PRODUCT</b>
	Documents	Design
	Roles / Reasons.	Materials
	Train /Educa	Equip/Workplace
PROPOSED BY:		
To be signed & dated by the Manager of the organisation responsible		
Name:	Signature:	

<b>FUNAFUTI INTERNATIONAL AIRPORT TERMINAL</b>	
<b>Quality Management System</b>	

DESCRIPTION:	<b>NON-CONFORMANCE REPORT FORM</b>	QMS/TUV- 004
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Position/Role:	Date:
<b>4. REVIEW OF PROPOSED FIX &amp; CORRECTIVE ACTIONS</b>	
To be completed by authorised Reeves Envico employee (and where required, the client designer)	
Review Comments:	
Organisation:	
Client:	
Designer:	
Name:	Signature:
Position / Role:	Date:
<b>5. VERIFICATION OF COMPLETED ACTIONS &amp; CLOSE NCR</b>	
Completed fix & corrective actions are to be verified/witnessed by all involved and the NCR closed by authorised (Reeves Envico) employee ( and where required the client designer)	
VERIFICATION & CLOSE COMMENTS:	
Organisation:	
Client:	
Designer:	
CLOSED BY:	
Name:	Signature:
Position / Role:	Date:



## **Appendix 5 – Conformance and non-conformance register template**

DESCRIPTION: <b>CONFORMANCE &amp; NON-CONFORMANCE REPORTS REGISTER</b>	QMS/TUV- 005
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Document no.	Description	Work Item	Date Submitted	Closeout Date (NCRs only)

## **Appendix 6 – Audit schedule template**

DESCRIPTION:	<b>AUDIT SCHEDULE</b>	QMS/TUV-006
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Audit no.	Audit type	Project stage	Date	Auditor	Audit complete?	Follow up complete?

## **Appendix 7 – Audit report template**

## AUDIT REPORT


## Appendix 8 – Punch list template

## PUNCH LIST

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## **Appendix 9 – Weekly site diary summary template**

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
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DESCRIPTION:	WEEKLY SITE REPORT	QMS/TUV-009
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No.	Description of General Works and Incidences for the Week Ending <i>E.g. General notes on progress and significant events; e.g. weather, visitors, etc.</i>	Date

#### INCLEMENT WEATHER RECORD

Time loss per day (hrs):							Comments:
M	Tu	W	Th	F	Sa	Su	

LABOUR	Description
	<i>i.e. men per week; hours per week</i>
MACHINERY	Description
	<i>i.e. specific; e.g. use/ problems/ maintenance</i>
MATERIAL	Description
	<i>i.e. specific; e.g. problems/ delays/ quality/ storage</i>
INCIDENTS	Description
	<i>E.g. injuries; near misses; etc.</i>

FUNAFUTI INTERNATIONAL AIRPORT TERMINAL	
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DESCRIPTION:	WEEKLY SITE REPORT	QMS/TUV-009
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OFFICE	<b>Description</b>		
	<i>E.g. power/ phone issues; visitors; rent; etc.</i>		
	<b>Prepared By</b>	<b>Checked By</b>	<b>Approved By</b>
<b>Name</b>			
<b>Designation</b>			
<b>Signature</b>			