



# QUALITY Surveillance Exit Note

<b>Contract Number:</b>	<b>Location:</b>
<b>Contractor Name:</b>	<b>Date of Surveillance:</b>
<b>Surveillance Number:</b>	
<b>Surveillance by:</b>	<b>Attendees:</b>
<b>Facility:</b>	
<b>Surveillance Description:</b>	
<p>The wash up meeting was held to discuss and agree the outcomes of the planned surveillance, as documented in this exit note. Prior to leaving site, the exit note will be completed by the Assessor and signed by both the Crossrail and Contractor representative(s). In the event the exit note cannot be completed on the day, a follow up meeting will be arranged.</p> <p>A) List of confirmed non-conformances identified during the surveillance requiring corrective action. These will be actioned via the PTR NCR system by the Assessor.</p> <p>B) List of observations identified during the surveillance. These will be actioned via the Field Engineering Observation reporting process on eB.</p> <p>C) List of documents <u>obtained during</u> the surveillance that require post visit review. Any resulting findings will be discussed, agreed and actioned as in A) above.</p> <p>D) List of documents <u>not made available</u> during the surveillance visit but required to complete the surveillance. Any resulting findings will be discussed, agreed and actioned as in A) above.</p>	

A) Confirmed Non-Conformance(s)

B) Observations

Learning Legacy Document

C) Documents obtained for post surveillance review

D) Documents required within three working days

**Exit Note Agreed**

Print Name	CRL Quality – Position	Signature
Print Name	CRL DT – Position	Signature
Print Name	Contractor Rep - Position	Signature