



Technical Surveillance Notification

To:	CRL Supervisor Rep, Please PMC to Contractor		
Cc:	CRL Project Manager, Head of Quality, SSP Quality Manager, Routeway Quality Manager, Programme Quality Manager		
From:	Quality Assessor - Name		
Date:	XX/XX/20XX		
Surveillance Number:	QSXXX-xx	Notification Number:	CXXX-XRL-O4-NOX-CR001-50XXX
Surveillance Title:	Tunnel Fire Main – For Example		

Objective (amend text as applicable to scope / arrangements e.g. surveillance by remote assessment)

The purpose of surveillance is to provide an overview of the effectiveness of self certification and to provide evidence of compliance with the Works Information. The surveillance will also identify opportunities for improvement, and share good practices as witnessed on other Contracts.

Arrangements

The Quality Team will be conducting the above surveillance on **XX/XX/20XX**. This date is provisional subject to confirmation. The date and location are to be communicated to the Assessor once the works programme is confirmed.

Surveillances are conducted over a full day and will involve a check on but not limited to the following; design, documentation, procedures, records, workmanship and installation associated with the defined activity.

Please ensure that personnel (Principal Contractor (PC) and Sub-Contractor) responsible for the works are made available to enable the surveillance to be conducted as planned. The PC Quality Manager or representative should be in attendance at the Opening and Exit Meeting as a minimum. **A Meeting Room should be booked for the day to accommodate the visit (or suitable space allocated), and relevant personnel are available to give a visitor's induction to the Assessor(s).**

A member of the Crossrail Field Engineering Team should be in attendance at the Opening and Exit Meeting as a minimum.

Proposed Surveillance Timetable

Opening Meeting	09:00am – 09:30am* (example)
Surveillance Assessment	09:30am – 15:30pm* (example)
Exit Meeting	15:30pm – 16:00pm* (example)
Post Surveillance Meeting(s)	As Required
Draft Report Issued	3 weeks from Surveillance

*timings are for guidance only and may be subject to change

Team Conducting Surveillance

Lead Assessor	Assessor
Name	Name
Quality Team / Other	Quality Team / Other
name@Crossrail.tfl.gov.uk	name@Crossrail.tfl.gov.uk

The Surveillance Assessor will be in contact with the Crossrail Field Engineering Team shortly to make practical arrangements for the surveillance. If you have any questions in relation to this advice or at any time during the course of the surveillance, please do not hesitate to contact the Surveillance Assessor to discuss.

Kind Regards, **Lead Assessor Name**