

LESSONS LEARNED REGISTER

STRAVIK Construction Group · Controlled Document

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STV-CIP-PRO-002	00 (Initial Issue)	2026-10-24	[QUALITY / HSE MANAGER]	Issued for review / pending approval

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REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To capture, evaluate, and disseminate lessons learned from completed projects, audits, incidents, and quality reviews to prevent recurrence of issues and promote best practices throughout STRAVIK Construction Group

2. SCOPE

Applies to all corporate departments and field operations, including general contracting, structures, development and infrastructure projects. Lessons Learned apply to:

- Safety & Environmental incidents
- Quality non-conformities and rework events
- Project delivery delays or cost variances
- Procurement and vendor performance
- Client relations and stakeholder communications

3. REFERENCES

- STV-QMS-MAN-001 Corporate Quality Manual
- STV-EHS-01 Health, Safety & Environmental Manual
- STV-LEG-REG-007A Legal Claims / Dispute Logs
- STV-CIP-PRO-001 Annual EHS & Quality Management Review Reports
- ISO 9001:2015 Clauses 9.1 & 10.3 (Performance Evaluation & Continual Improvement)

4. RESPONSIBILITIES

Role Responsibility

Approves major corporate-level lessons and President assigns ownership for corrective action.

Reviews quality-related findings and verifies QA/QC Manager closure effectiveness.

Analyzes safety/environmental lessons EHS Manager learned and implements preventive training.

Submit project-specific lessons learned at Project Managers closeout and quarterly review.

Maintains centralized register and tracks Document Controller completion status.

5. LESSONS LEARNED PROCESS

1. Identify lesson learned from incident report, audit, NCR, or project review.
2. Record details in the Lessons Learned Register (STV-CIP-PRO-002) with root cause, impact, and recommended action.
3. Assign responsible party and target completion date.
4. Implement action and verify effectiveness through follow-up audit or inspection.
5. Share lesson company-wide via monthly Safety / Quality meetings and QMS SharePoint.

6. REGISTER FIELDS

Field Description

Lesson ID Unique identifier (LL-YYYY-XXX)

Field Description

Project / Location Applicable site or department

Safety, Quality, Schedule, Procurement, Discipline Client Relations

Audit, Incident Report, Project Source of Lesson Closeout, Meeting

Description of Issue Summary of what occurred

Root Cause Underlying factor(s)

Corrective / Preventive Action Proposed or completed measure

Responsible Party Individual or department assigned

Target Date Deadline for closure

Status Open / In Progress / Closed / Archived

Verification of Effectiveness Follow-up audit result or evidence

Remarks / Reference Docs Linked NCR, CAPA, or Audit Report No.

7. PERFORMANCE ANALYSIS & TRENDING

- Quarterly review of lessons by category to identify recurring issues.
- Top five root causes and most effective preventive actions included in Annual EHS & QMS Review (STV-CIP-PRO-001).
- KPI example: % of lessons closed within 30 days (target $\geq 90\%$).

8. RECORD RETENTION

All Lessons Learned records retained for minimum 10 years in the QMS SharePoint folder "/Continuous Improvement/Lessons_Learned/".

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.