

## **Quality Assurance Policy**

### **1.) General**

The works Contractors Quality Management System together with the specific Works Contract Quality Plan will be required to:

- (i) Comply with the relevant requirement of BS5750/ISO9000.
- (ii) Cover all aspects of the Works contract Works as set out in the specification and schedules contained within this works contract.
- (iii) Show how the Work Contractors Sub-Contractors and Suppliers Quality Management Systems are coordinated to assure the overall Quality of the Works/Services provided.
- (iv) The Works Contract Quality Plan must be properly referenced including the revision status of each its contents and must be issued as a controlled document.

### **2.) Quality Plan Contents**

- (i) The Works Contract Quality Plan, as a minimum include:
  - (a) Policy Statement
  - (b) Organisation Structure
  - (c) Inspection Test Plan
  - (d) Non-conformance Procedures
- (ii) Where appropriate the Works Contract Quality Plan shall also include:
  - (a) Audit Programme
  - (b) Design Plan
  - (c) Identification & Traceability
  - (d) Inspection (on and off site)
  - (e) Document Control
  - (f) Purchasing
  - (g) Calibration of Inspection, Measuring and Test Equipment.
  - (h) Training

### **3.) Assessment Review and Approval**

- A fully detailed quality plan shall be submitted within 4 weeks of the Works Contract award or as otherwise agreed and stated in the contract.
- All subsequent changes to the Quality plan shall be subject to approval prior to their application.

### **4) Audits**

- (i) All Works contractors audit findings shall be made available to client on request.
- (ii) The Works Contractors shall co-operate with all duties undertaken or organised by GSJP, including audits of the Works contractors Quality Management systems.
- (iii) All non-conformances shall be reported to GSJP with proposals for resolution.

## **5) Quality Management Report**

The works contractor shall prepare and submit monthly reports no less than 3 days prior to the regular prior to the regular meeting.

## **6.) Failure to Comply.**

(i) Should the Works Contractor fail to prepare and maintain an adequate Quality System one or more of the following remedies may be adopted at GSJP's complete discretion:

- a) The works shall not be allowed to start.
- b) Works in progress shall be stopped until matters are resolved.
- c) The Works contract shall be determined.
- d) The work will only be allowed to progress under conditions of additional inspection until the unsatisfactory matters are resolved and confidence restored. Additional inspection will be undertaken by GSJP or an independent third-party inspectorate organisation.
- e) GSJP shall prepare and maintain or employ others to prepare and maintain an adequate quality system on the works contractors behalf and the works contractor shall fully comply.