

	Template for a Typical Contract Quality Plan	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-109253698	Rev	2
		Effective Date	20 February 2014		
		Next Review Date	February 2021		

SUPPLIER / CONTRACT NAME	
ESKOM ENQUIRY / CONTRACT NO.	
COMMENCEMENT DATE	
COMPLETION DATE	

SUPPLIER / CONTRACTOR	Name	Designation	Signature	Revision
Compiled by				
Approved by				

ESKOM APPROVAL	Name	Designation	Signature	Revision
Reviewed by				
Accepted by				

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CONTRACT QUALITY PLAN SAMPLE

INDEX

	Page
1. SCOPE OF WORK.....	3
2. COMMUNICATION CHANNELS BETWEEN SUPPLIER & ESKOM	3
3. ORGANOGRAM.....	3
4. INDEX OF INTERFACING DOCUMENTS	3
5. INDEX OF DOCUMENTS /RECORDS THAT SHALL BE SUBMITTED TO ESKOM DURING PROJECT	3
6. A LIST OF SUPPLIERS & SUB-SUPPLIERS	4
7. MONITORING OF SUB-SUPPLIERS	4
8. PROOF THAT SUPPLIERS, SUB-SUPPLIERS WORK TO SPECIFIED QUALITY STANDARDS	4
9. INDEX OF ITEMS TO BE MANUFACTURED, REFURBISHED AND NEWLY PURCHASED.....	4
10. ITEMS THAT NEED QCP OR NOT	5
11. AREAS AND PROCESSES REQUIRING SPECIAL CONTROLS	5
12. INTERFACE OF SUB-SUPPLIERS WITH THE QMS OF SUPPLIER	5
13. INDEX OF ALL STANDARDS & SPECIFICATIONS	5
14. HOW QUALITY RECORDS WILL BE CONTROLLED AND RETAINED	5
15. LIST OF PURCHASE ORDERS FOR QUALITY CRITICAL ITEMS	5
16. CONCESSION REGISTER UPDATED.....	5
17. DATABOOK INDEX AND O&M MANUAL.....	5
18. SPARE PARTS INTER-CHANGEABILITY RECORDS	5

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1. SCOPE OF WORK

(Full description of the Works Information as in the NEC or Fidic document)

2. COMMUNICATION CHANNELS BETWEEN SUPPLIER & ESKOM

(Communication regarding all quality related issues i.e. Documentation/ E-mails/Minutes of Meetings/Fixed Contract Meetings/Weekly Progress Meetings All documentation will be submitted per transmittal).

3. ORGANOGRAM

(Include scope of work /contract related organogram showing structure of Supplier, which shall show the Quality Management representative and all other personnel responsible for control of Quality activities/processes during execution or delivery of product)- excluding top management but focus on functionalities that will execute the scope of work

4. INDEX OF INTERFACING DOCUMENTS

‘ **List of** Documents to be used on this contract

5. INDEX OF DOCUMENTS /RECORDS THAT SHALL BE SUBMITTED TO ESKOM DURING PROJECT

(Example):

TITLE	NUMBER
Submitted to Eskom during the contract	
Method statements	
QCP / ITP	
Captured in the QMS of the Supplier / Sub-Supplier	
Quality Manual	
Quality Policy	
QCP / ITP	
Submitted prior to completion of the works	
Method statements / procedures	
QCP / ITP from Suppliers	

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Certificates of compliance	
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6. A LIST OF SUPPLIERS & SUB-SUPPLIERS (for material suppliers)

(Example):
Suppliers

Eskom	Product/Service
A	
B	
C	
D	

Scope of Work Sub-Suppliers or Sub-contractors- for SOW activities that will be outsourced.

Eskom	Scope of Work
A	
B	
C	
D	

(PS: Include method of acceptance of Sub-Supplier by Eskom)

7. MONITORING OF SUB-SUPPLIERS

(Description of how Sub-Supplier will be monitored, i.e. procedure)

8. PROOF THAT SUPPLIERS, SUB-SUPPLIERS WORK TO SPECIFIED QUALITY STANDARDS

(e.g. Description of Sub-Supplier Surveillance method/procedure)

9. INDEX OF ITEMS TO BE MANUFACTURED, REFURBISHED AND NEWLY PURCHASED

ITEM DESCRIPTION	MANUFACTURED	REFURBISHED	PURCHASED

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10. ITEMS THAT NEED QCP OR NOT

(Description of all products/processes which will be monitored by an approved QCP)

11. **SCOPE OF WORK AREAS** AND PROCESSES REQUIRING SPECIAL CONTROLS

(Description of all products/processes/services which will require special controls, i.e. welding, NDT/NDE; **witnessing/holding points requiring client**)

12. INTERFACE OF SUB-SUPPLIERS WITH THE QMS OF SUPPLIER

(Description of the interface of the Sub-Supplier and Suppliers QMS and applicable documents, procedures and work instructions)

13. INDEX OF ALL STANDARDS & SPECIFICATIONS

(For all processes, products, materials and plant applicable to the works/contract)

14. HOW QUALITY RECORDS WILL BE CONTROLLED AND RETAINED

(Description of how all quality records shall be controlled (e.g. identified, completed, retained and disposition method - **please do not attach procedure**)

15. LIST OF PURCHASE ORDERS FOR QUALITY CRITICAL ITEMS

(Indicate purchase order number and scope of supply)

16. CONCESSION REGISTER UPDATED

(Include typical copy of the Suppliers concession request register which shall be updated during the project/contract)

17. DATABOOK INDEX AND O&M MANUAL

If data book applicable to the scope of work

18. SPARE PARTS INTER-CHANGEABILITY RECORDS

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