UMKHANYAKUDE DISTRICT MUNICIPALITY

THEMBALETHU SANITATION PROJECT

CONTRACT No SCUM 002/2023/2024(RE TENDER)

CONSTRUCTION OF CIVIL WORKS FOR THE UPGRADING OF THE MKUZE WASTEWATER TREATMENT WORKS AT MKUZE

PART C3
ENGINEER'S QUALITY MANAGEMENT SPECIFICATION

1. INTRODUCTION

ZIYANDA Consulting cc subscribes to a Quality Management System accredited by a number of certification bodies including ISO 9001.

This document/specification summarises the Quality Control Procedures used by ZIYANDA Consulting in the Quality Assurance and Control on site works. These procedures are to be used by Engineer's Representative Staff (i.e. ER and his assistants) and the Contractor's staff on the following commonly encountered sites;

- Pipelines
    - UPVC Pipelines
    - Steel Pipelines
- Reservoirs
- Building Works
- Roadworks

The procedures have been developed as "intellectual" property of ZIYANDA Consulting and may only be used on sites managed by ZIYANDA Consulting. Any other use is subject to consent/agreement with ZIYANDA Consulting.

All references to approval by ER require that the Contractor (via the Site Agent) initiates the necessary request for approval). In addition the Contractor will be required to maintain a copy of all records as required by this Specification.

The application of the procedures will be agreed as appropriate between the Contractor's Site Agent and the Engineer (or his Representative) at the commencement of construction activities,.

It will be deemed that the Contractor has incorporated in his completion period and pricing, the necessary requirements to comply with this Specification fully.

1.1 Elements of Site Quality Assurance

The elements of Site Quality Assurance comprise the following:

- general elements that apply to all sites and
- site specific elements that are specific to sites and may be dependent on the type of construction.

2. GENERAL ELEMENTS APPLICABLE TO ALL SITES

2.1 Construction Quality Control Organization

This section presents the requirements of key site personnel involved on construction sites, i.e. Engineer's Representative (ER) staff and Contractor's staff. The following quality assurance procedures for site quality assurance personnel should be followed:

2.1.1 Engineer's Quality Assurance Personnel

The following ER staff appointments' procedure should be followed to ensure the right superintendence on contracts:

Item	Activity	Remarks	Responsible Party	Approval by
1	Appointment of Engineer for contracts	Stated in contract data	Engineer	Employer
2	Supervision staffing arrangements	Proposed prior to construction work	Engineer	Employer
3	Site staff	Proposal for site personnel including CV's	Engineer	Employer
4	Roles	Delegation of powers by Engineer	Engineer	Engineer

The site staff will comprise the Engineer's Representative (ER) and ER's assistants (Field Officers):

(a) Engineer's Representative (ER)

The ER is the primary point of contact for the Engineer on all construction management issues. The ER will monitor and approve each contractor's quality submittal to ensure that the project is meeting the specifications and requirements. The ER will manage the implementation of the CQAP at the project sites with assistance from Field Officers appointed by the Engineer.

(b) ER Assistants/Field Officers (FO's)

Field Officers (FOs) are responsible to the ER and support the ER's management of the CQAP. The FOs will monitor the day-to-day activities of the contractor. This includes ensuring that contractors comply with the drawings and specifications, applicable SABS standards, good workmanship, and the CQC requirements. As part of this effort, FOs will:

- conduct independent inspections to verify the quality of the work;
- participate in contractor inspections;
- review test and inspection reports; and
- ensure that the required documentation is submitted.

The FOs will be alert to detect, record, and report any deviation from the contract documents, including calling any deficient item to the attention of the ER and the contractors' Site Agents. The FOs will keep accurate and detailed records of the contractor's performance and progress, delivery of materials, and other pertinent matters, including the daily inspection report.

2.2 Contractor's Quality Assurance Personnel

The contractors are responsible for the quality control of their constructed work product as well as the necessary inspections and tests required to ensure that their work complies with the contract documents.

2.2.1 Contractor's Site Staff

The contractors' Site Agents are the primary point of contact for the Contractors on all construction management issues. The Site Agents must be full-time on site for the contractors. The Site Agents must have full authority to institute any and all actions necessary for the successful implementation of the CQC program to ensure compliance with the drawings and technical specifications.

The following procedures apply with respect to appointment of the contractor's key personnel:

Aspect	**Remarks**	**Approval By**	**When**
Appointment of Site Agent	As per tender for quality based evaluated tenders	Engineer	Prior to commencement of construction
Appointment of Site Forepersons	As per tender for quality based evaluated tenders	Engineer	Prior to commencement of construction

2.3 Site Establishment

The Engineer's Representative shall inspect and approve/disapprove contractor's site establishment using Quality Procedure Form QC 01.

2.4 General

For all projects the ER must undertake the following general items as appropriate:

1	Confirm "Permission to Occupy" has been received from the relevant authority.
2	"Handover of Site" to Contractor to be confirmed in writing.
3	Inspect and approve Site Establishment (Form QC 01).
4	Setup Site Files/Filing System.
5	Ensure a copy of the Contract Document is retained on Site by the Contractor.
6	Ensure a full set/s of approved drawings is/are retained on Site by the Contractor.

7	Maintain a Drawing Register.
8	Ensure a copy of the latest Contract Program is clearly displayed on Site.
9	Establish Quality Assurance Procedures and carry out inspections as and when required.
10	Issue Site Instructions as and when required.
11	Ensure Safety File, including Dept. of Labour notification, is up to date and on Site and all relevant regulations, including issuing of PPE, are strictly adhered to.
12	Ensure all relevant information is recorded in a daily Site Diary and counter signed.
13	Hold regular Work Meetings with the Contractor.
14	Hold regular Site Meetings with the Client, Professional Team and the Contractor.
15	Maintain a copy of the Environmental Record of Decision on Site

3. SITE SPECIFIC QUALITY ASSURANCE PROCEDURES

Quality assurance inspections and testing will be used to verify the adequacy and effectiveness of the contractor's quality control program. The Engineer's Quality Assurance Personnel detailed above will provide inspection and supervision within the scope of work, which includes monitoring of the following construction activities:

- Manufacture of materials
- Transporting and off-loading and storage of construction materials
- Inspection of construction activities, including:
  - Pipework
    - Steel
    - uPVC
  - Reinforced Concrete Reservoirs
  - Building Works
  - Pump stations (mechanical & electrical installations)
  - Roadworks

The Contractor will be required to formally request for inspection for any activity which he deems to be complete before proceeding to the next stage of the whole operation. Formal requests must be filled in the ***relevant QC*** Form.

Contractor Deficiency Correction

When material, performed work or installation is found to be deficient and/or does not meet the project specifications, the Engineer's QA personnel will assure deficiency correction is implemented. In addition to results of an inspection being recorded on the relevant **QC Form,** in the event of inspection failure, the Engineer's QA personnel will fill in **Form QC 008** "Failure Report", to record the deficiencies. A copy of this report will be handed over to the Contractor's Site Agent. The Contractor will implement corrective actions to remedy work that is not in accordance with the drawings and specifications. The corrective actions will include removal and replacement of deficient work using methods approved by the ER. Removal must be done in a manner that does not disturb work that meets QC/QA criteria; otherwise, the disturbed material must also be removed and replaced. Replacement must be done in accordance with the corresponding technical specifications. Replacement will be subjected to the same scope of QC/QA inspection and testing as the original work. If the replacement work is not in accordance with the drawings and specifications, the replacement work will be removed, replaced, re inspected and re-tested.

Activities which specifically require approval before the next stage can proceed are as detailed in this section.

3.1 Pipework

The following procedures will be used for pipework quality assurance:

3.1.1 uPVC Pipework

The ER is responsible for ensuring the following quality assurance procedure is followed, ***as a minimum***:

1	Inspect & Approve Setting Out (Form QC 001).
2	Inspect & Approve Pipeline Trenches (Form QC 002).
3	Inspect & Approve Pipeline Bedding (Form QC 003).
4	Inspect & Approve Pipe Installation – PVC (Form QC 004B).
5	Inspect & Approve Pipeline Pressure Testing (Form QC 006).
6	Inspect & Approve Backfilling to Trenches (Form QC 007).

Copies of the ZIYANDA Consulting’s forms are available for inspection at the offices of ZIYANDA Consulting cc.

3.1.2 Steel Pipework

The ER is responsible for ensuring the following quality assurance procedure is followed, ***as a minimum***:

1	Inspect & Approve Setting Out (Form QC 001).
2	Inspect & Approve Pipeline Trenches (Form QC 002).
3	Inspect & Approve Pipeline Bedding (Form QC 003).
4	Inspect & Approve Pipe Installation – Steel (Form QC 004A).
5	Inspect & Approve Welding of Pipes (Form QC 005).
6	Inspect & Approve Pipeline Pressure Testing (Form QC 006).
7	Inspect & Approve Backfilling to Trenches (Form QC 007).

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3.2 Reinforced Concrete Works

The ER is responsible for ensuring the following quality assurance procedure is followed, ***as a minimum***:

1	Inspect & Approve Setting Out (Form QC 001).
2	Inspect & Approve Excavations (Form QC 008).
3	Inspect & Approve Backfilling to Excavations (Form QC 009).
4	Inspect & Approve Excavations prior to Blinding (Form QC 010).
5	Inspect & Approve Cast Concrete (Form QC 016).
6	Inspect & Approve Structure prior to Concreting (Form QC 015).
7	Inspect & Approve Cast Concrete (Form QC 016).
8	Inspect & Approve Backfilling to Excavations (Form QC 009).

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3.3 Building Works

The ER is responsible for ensuring the following quality assurance procedure is followed, ***as a minimum***:

1	Inspect & Approve Setting Out (Form QC 001).
2	Inspect & Approve Excavations (Form QC 008).
3	Inspect & Approve Backfilling to Excavations (Form QC 009).
4	Inspect & Approve Excavations prior to Blinding (Form QC 010).
5	Inspect & Approve Cast Concrete (Form QC 016).
6	Inspect & Approve Foundations prior to Concreting (Form QC 011).
7	Inspect & Approve Cast Concrete (Form QC 016).
8	Inspect & Approve Sub Structure Brickwork (Form QC 012).
9	Inspect & Approve Foundations prior to Surface Bed Concreting (Form QC 013).
10	Inspect & Approve Cast Concrete (Form QC 016).
11	Inspect & Approve Superstructure Brickwork (Form QC 014).
12	Ensure relevant Certificates are received/issued for the roof structure.

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3.4 Roadworks

The ER is responsible for ensuring the following quality assurance procedure is followed, ***as a minimum***:

1	Inspect & Approve Setting Out (Form QC 001).
2	Inspect & Approve Excavations (Form QC 008).
3	Inspect & Approve Backfilling to Excavations (Form QC 009).
4	Inspect & Approve Excavations prior to Blinding (Form QC 010).
5	Inspect & Approve Earthworks (Form QC 017).
6	Inspect & Approve Subgrade Construction (Form QC 018).
7	Inspect & Approve Pavement Layerworks/Subbase (Form QC 019).
8	Inspect & Approve Base Construction (Form QC 020).
9	Inspect & Approve Culvert Construction (Form QC 021).
10	Inspect & Approve Headwalls and Wi8ng Walls (Form QC 022).
11	Inspect & Approve Subsoil Drainage (Form QC 023).
12	Record Site Measurement (Form QC 025)

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4 DOCUMENTATION

4.1 Overview

An effective CQA Plan depends largely on recognition of all construction activities that should be monitored and on assigning responsibilities for the monitoring of each activity. This is most effectively accomplished and verified by the documentation of quality assurance activities. The ER will document that quality assurance requirements have been addressed and satisfied. The ER will provide the Engineer with signed descriptive remarks, data sheets, and inspection reports to verify that monitoring activities have been carried out. The ER will also maintain, at the job site, a complete file of Drawings and Technical Specifications, a CQA Plan, test procedures, daily diaries, and other pertinent documents.

4.2 Daily Site Diary

A daily construction site diary will be prepared and signed by each Site Agent and the ER. The diary will include a summary of the contractor's daily construction activities. At a minimum, the daily construction diary will include the following information:

- Date, project name, location, and other identification
- Description of weather conditions, including temperature, cloud cover, and rainfall
- Reports on any meetings held and their results
- Record of visitors to site

- Locations of construction underway during that day
- Equipment and personnel working in each activity, including subcontractors
- Descriptions of work being inspected
- Decisions made regarding approval of units of material or of work, and corrective actions to be taken
- Description of problems or delays and resolution
- Communications with contractor staff
- Construction activities completed and/or in progress
- Signature of the diary preparer

The daily site diary will be routed on a daily basis to the project QC/QA files and will be maintained as part of the permanent project record.

4.3 Control of Quality Records

The ER verifies QA record accuracy and maintains copies of all quality-related documentation. This includes, but may not be limited to:

- Daily construction QA records;
- Inspection reports;
- Non-conformance (Failure) reports;
- Material receiving reports; and
- Monitoring and test data.

These records will be stored in files maintained in the project document control files. All original documents pertaining to QC information will be maintained in the project file located at the site. All records shall be available for inspection and audit, at any time, by the Engineer and the Employer.