	<b>Template for a Typical Contract Quality Plan</b>	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-109253698	Rev	1
		Effective Date	20 February 2014		
		Review Date	February 2018		

<b>SUPPLIER / CONTRACT NAME</b>	
<b>ESKOM ENQUIRY / CONTRACT NO.</b>	
<b>COMMENCEMENT DATE</b>	
<b>COMPLETION DATE</b>	


<b>SUPPLIER / CONTRACTOR</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Revision</b>
<b>Compiled by</b>				
<b>Approved by</b>				

<b>ESKOM APPROVAL</b>	<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Revision</b>
<b>Reviewed by</b>				
<b>Approved by</b>				

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## CONTRACT QUALITY PLAN SAMPLE


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## 1. SCOPE OF WORK

(Full description of the Works Information)

## 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 organogram showing structure of Supplier, which shall show the Quality Management representative and all other personnel responsible for control of Quality activities/processes)

## 4. INDEX OF INTERFACING DOCUMENTS

## 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	
Certificates of compliance	

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## 6. A LIST OF SUPPLIERS & SUB-SUPPLIERS

(Example):

### Suppliers

Eskom	Product/Service
A	
B	
C	
D	

### Scope of Work Sub-Suppliers

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. AREAS AND PROCESSES REQUIRING SPECIAL CONTROLS**

(Description of all products/processes/services which will require special controls, i.e. welding, NDT/NDE)

#### **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)

#### **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**

#### **18. SPARE PARTS INTER-CHANGEABILITY RECORDS**

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