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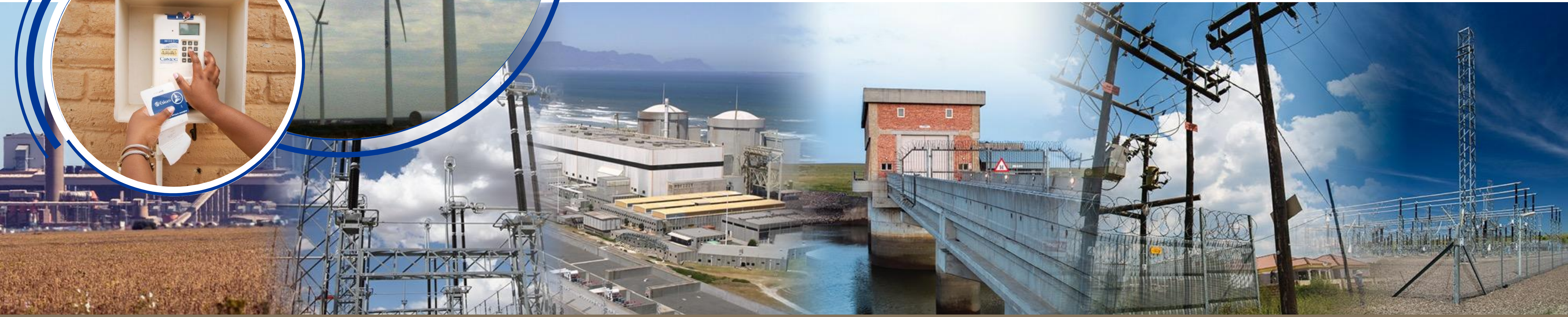
Clarification_ QM 58 Category 3 Quality Requirements

Contract: Woodpole Inspection And Treatment

Presented by: Errica Mashigo(Quality Rep)

25 June 2026



Content of the presentation

1. **Quality Requirement Category 3**
2. **Section A** – Certificate /document submission
3. **Section B** – document submission
4. **Completion of Section C**: Contract Quality Plan
5. **Completion of Section D**: Quality Control Plan / Inspection and Test Plan (QCP /ITP)
6. **Complete Section E**:Form A

Section A : Option 1 – ISO 9001:2015 Certificate

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A.1 Product / Service Scoping on **ISO 9001 certificate** is defined and relevant

- The "Scope" printed on the certificate must explicitly cover the specific products or services we are procuring in this tender. If their certified scope is for "manufacturing plastics" but they are bidding to provide "software development," it is not relevant and should be flagged.

A.2 Certificate by Approved and Authorized certification authority

- The certificate must be issued by a **legitimate**, independent third-party Certification Body (e.g., BSI, SGS, TÜV, Intertek, Bureau Veritas). Self-made certificates or unverified letters are not acceptable.

A.3 Certification Authority has Recognized International Accreditation

- The certificate must display an official accreditation mark from a recognized national/international **accreditation body** (e.g., UKAS, ANAB, SANAS, IAS). This proves that the auditor itself is officially authorized to issue ISO certificates.

A.4 Certificate Validity (Expiry Date)

- The certificate must be currently active. Check the "**Expiry Date**" or "**Valid Until**" field. If the certificate has expired or is set to expire during the tender evaluation process, the bidder must provide proof of a scheduled recertification audit.

Section A : Option 2 - Document

A.1 QMS Manual or a document that defines and describes the QMS and its **scope** (**The manual to be aligned to ISO 9001:2015**)

Clauses of ISO 9001:2015

- **Clause 4 - Context of organization**
- **Clause 5 – Leadership**
- **Clause 6 – Planning**
- **Clause 7 – Support**
- **Clause 8 – Operation**
- **Clause 9 – Performance Evaluation**
- **Clause 10 – Improvement**

Section A : Option 2 - Document

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A.2 Quality Policy **Approved by top** management

- Commitment to: meet customer requirements / expectations; continual improvement; satisfying all applicable requirements including statutory requirements.

A.4 Control of **documented** information

- Describe how documents are approved, distributed, retrieved, reviewed. Control of obsolete and external origin.
- Describe storage(how records are kept), protection, retrieval, retention time and disposal of records

Section A : Option 2 - Document

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A.6 Documented information for Non-Conformance and Corrective Action

- Describe -**elimination of detected non-conformance**
- Describe process of Corrective Action –**Prevention of recurrence (ID root cause)**

A.7 **Documented** information for Internal audit

- Planned interval, conducted by trained and independent personnel, who will conduct, how will they conduct and intervals. Reporting and correction of audit findings

B.1 Documented information for defined roles, responsibilities and authorities

- Submits either of these documents
  - Organogram
  - Job Profile
  - Responsibility Matrix etc.

Please ensure that the Quality Roles / Function is detailed

Section B

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B.2 Documented information for Control of Externally Provided Processes, Products and Services

- Describe how you ensure that work completed/supplied by external party (Sub-Contractor, Suppliers) compiles with the requirements.
  - Selection
  - Evaluation
  - On going monitoring
  - Inspection
  - Product acceptance /approval / final Inspection
  - Controls that you have in place

Section C – Contract Quality Plan

- Contract Quality Plan specific to the scope of work

CQP

- Template attached on invitation – CQP Template

Section D- Quality Control Plan/ Inspection Test Plan

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- QCP is a document specifying the activities to be inspected throughout the execution of the project, inclusive of test methods, procedures and acceptance criteria.
- The contactor to outline all the inspection activities, acceptance criteria and who to approve. All check sheets that are to be used shall be attached to the QCP.
  - List of activities,
  - activity control measures-(visual/ checklist / testing);
  - Intervention points
  - Checklists/ ITPs need to be well designed for each activity;
  - Indicate approvals required by client

Section E - Form A completion and signing

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Omission Noted

- Section A
  - Invalid ISO 9001:2015 Certificate
  - Documents not compliant to ISO 9001:2015 requirements (A1,A2,A4,A6,A7)
  - Documents compliant to ISO 9001:2015 but reference made to ISO 9001:2008
  - Quality Policy not approved
  - Quality Objectives not approved
- Section B
  - B.1 Documented information for defined roles, responsibilities and authorities
    - Quality role not included
  - B.2 Documented information for Control of Externally Provided Processes, Products and Services
    - Documentation control process only listed – no indication of other process e.g supplier/contractor management

Omission Noted

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- Section C
  - Contract Quality Plan – template submitted – not populated
  - Not all information submitted
  - NO submission
- Section D
  - ITP/QCP – template submitted – not populated
  - Not all information included
  - NO submission
- Section E
  - Form A – enquiry number and description omitted
  - Not signed by Quality Rep or Director

The END

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