

	QUALITY MANAGEMENT SYSTEM SCOPE OF WORK RECOMMENDATION	Form No: SAM DO 00001 T Revision No: 01 Effective Date: August 2019
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QUALITY MANAGEMENT

1. Quality Assurance

1.1 Quality Management Plan

The contractor shall develop, implement and maintain a formal quality management system that conforms to the latest ISO 9001 standard or any applicable standard of quality management system (latest applicable revision) and in accordance with the requirements of this specification

Such a formal system shall consist of the appropriate documentation such as a quality manual, quality plans, work procedures, work instructions, method statements, work flow documentation, etc., as the case may be. This requirement constitutes the most basic quality management system requirements.

1.2 Quality Control Plan/Inspection and Test Plan

The contractor shall submit the Quality Control Plan within 14 days prior to the commencement of work, for review and approval by Rand Water.

1.3 Document Management

- a) The contractor shall ensure that all documents are accessible and readily available
- b) Documents to be managed not limited to the following: Method Statements, Test and inspection plans. Drawings
- c) Any changes to the working documents must be recorded

1.4 Record Management

- a) The contractor shall control and manage the project information not limited to ,Test results ,daily diaries ,method statements ,Non-conformances ,concessions ,drawings, Training records etc
- b) All documented information should form part of the data pack to be submitted on project completion, Rand Water requires 3 copies 1 hard copy and 2 soft copies

1.5 RESOURCE MANAGEMENT

People

- a) Contractor shall provide qualified and skilled resources needed to monitor the quality of works

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- b) The contractor shall provide at least one competent, full-time Quality Officer per discipline for the duration of the contract
- c) The Quality Officer is responsible for all quality matters on the project.

Materials, products, and services

The contractor shall ensure that all materials used conform to the specifications and the material certificates must be kept

Equipment

- a) The contractor shall supply all the equipment/instruments required in the Contract documents to perform the specified quality inspection services.
- b) The supplied equipment/instruments shall be calibrated by the SANAS accredited bodies, and the calibration certificate shall be kept for the duration of the project

1.6 Training

The contractor shall provide training to personnel who perform activities that affect quality of works

- a) All personnel who perform quality activities shall have their training needs identified and documented. The required training shall be implemented in accordance with the company's training management and competency control procedures. All the training certificates shall meet the SETA requirements in terms of having the unit standard completed and the accreditation number of the service providers
- b) The personnel required to perform special processes shall be certified competent through a certificate of competency in accordance with the company's internal training management and competency control procedures or an external certification body (for example, NDT) through an accredited service provider as per Skills Education Training Authorities (SETA) requirements
- c) The contractor to submit the welder's qualification record (WQR), welding procedure specifications (WPS), and procedures qualification records (PQR) for review and acceptance prior to commencing with welding activities ,Records to be kept and handed over on completion of the project

1.7 Inspection and Testing and services

- a) The contractors shall conduct the first line quality inspection, tests, and should be carried out in accordance with the specifications and the approved QCP
- b) All tests shall be carried out in the presence of the Engineer or Engineers representation , and the Contractor shall provide all labour, equipment and material (including water) that may be required for carrying out the tests

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- c) Should any portion of the work fail to pass a test, the defects shall be repaired by the Contractor at his own expense according to methods approved by the Engineer. After repairs have been completed, the work shall be tested again at the Contractor's own expense until finally approved
- d) Where the specification has limitations and the tests not included in the Quality Control Plan the Engineer may request such test to be conducted at Rand Water costs