

QA/QC POLICY

SITE ENGINEER

- Understand fully the specifications and drawings related to the works.
- Achieve targets as shown in project schedule by setting out priorities, obtaining necessary approvals from client to commencement of works.
- Obtain necessary permits from the client for day-to-day activities and technical issues.
- Encourage, promote and maintain safe working conditions.
- Ensure compliance to QA/QC Procedures, plans and work conditions.
- Liaise with QA/QC Engineers for the preparation and maintenance RFIs and of applicable quality records.
- Manage subcontractor activities and ensure timely completion as per project schedule.
- Coordinate with QA/QC Engineer to carry out relevant inspections and tests.
- Liaise with QA/QC Engineer to attend to non-conformities and ensure that corrective action is taken as appropriate.

Report to respective Project Manager.

MATERIAL ENGINEER

- Arrange the required Material Submittals for the Client's approval and in coordination with Manager for Material Submittals.
- Liaise with the Site Management and the Manufacturers/Suppliers to assure that the material proposed is complying with the Project Requirements.
- Coordinate with the activities related to material sampling, laboratory testing and submit the relevant test reports.
- Monitors and ensures implementation Quality Control Procedures.
- Responsible for all the lab tests and field tests conducted during the course of execution.

QA/QC POLICY

- Monitors all production services and materials and raises non-conformance report when applicable.
- Responsible for the preparation, maintenance and retention of Lab/Field Test Results.
- Inform the Sr. QA/QC Engineer any non-conformance observed in the material in use during execution.
- Focal point for all the Inspection, Measuring, Test Equipment used in the project and responsible for the proper implementation of Quality System.
- Reports to the Project Manager regarding the status of all materials and assisted in his duties by Sr. Lab Technician.
- Coordinates with Procurement officer for any defect on incoming materials.

Report to the Site Engineer

PROCUREMENT OFFICER

- Coordinate with Project Manager regarding the materials requirement including schedule of delivery.
- Responsible for the procurement of materials intended for the Project including the duration of delivery.
- Responsible for the quality and compliance with the requirements of all materials, tools and items supplied for the project and ensure the procured material are acceptable by the Client as per specification & ensures Test Certificates are available as required.
- Continuously assisting the actual delivery of the materials as required bases on Project Material Flow.
- Monitor the inflow of materials & coordinate with QA/QC Engineer for only defects.
- Report to Project Manager the details of materials status and schedule of the delivery.

QA/QC POLICY

- Arrange for insurance adjusted for claims in case materials were damaged during transit.
- Monitor supplier selection, bid evaluation and performance.

Report to Project Manager.

FOREMAN

- Lead the workforce to execute work as per Project Requirements.
- Inform Site Engineer on completion of all operations for checking and Client's approval.
- Distribute workforce according to the program agreed with Site Engineer in advance.
- Check output and quality planned work activities on a day-to-day basis.
- Coordinate with Construction Manager for preparation of a weekly requirement program.
- Ensure safe working conditions. Inspect site daily to ensure quality and safety requirements are met.

Reports to the respective Construction Manager/Site Engineer.

DRAFTSMAN

- Preparation of Shop Drawings and making necessary revisions as required.
- Control of Distribution of Drawings.
- Maintain the drawing register and ensuring the current revisions are available.

Reports to the Construction Manager.