

QA/QC POLICY

objectives. The responsibility of this element shall lie with Al faniah management and all Management Review meetings shall be validated through appropriate and adequate documents.

3.0 PROJECT QUALITY MANAGEMENT SYSTEM

The Quality Management System for this Project shall be used on the requirements of the contract specifications, relevant quality procedures. The main purpose of Quality Management System is to ensure the following activities:

- To develop & implement a comprehensive Quality Management System for the Quality Control & Assurance at Site, in line with Specifications & Procedures.
- To verify Quality Assurance Procedures and recommend amendments, if any to the Quality Plan.
- To develop Inspection Reports, Test Reports of laid materials & equipment & installations, final testing & commissioning reports and confirm technical acceptability in a timely manner.
- To undertake Quality Control Inspections in line with approved Method Statements, ITPs & Quality Plans.
- To define the structure of the Quality System Documentation and to identify the quality planning.

3.1 Quality Planning

All the quality activities for execution of works associated with Client has been identified and presented in the form of Quality Plan.

The project specific procedures and inspection and test plans are prepared on the basis of International Standards, Codes and Engineering practices.

Audit Schedules will be prepared in the form of Matrix indicating Project activities and Quality Management Systems to be audited. Every effort will

be made to meet the planned audit schedule i.e. internal audits as well as external audits. Client will be notified about the audits minimum two weeks in advance.

3.2 STRUCTURE of DOCUMENTED PROJECT MANAGEMENT SYSTEM

3.2.1 Contract Documents

- Client Approved Construction Drawings
- Contract Documents (Specifications, etc.)

3.2.2 Contractor's Documents

- Project Quality Plan
- Project Forms
- Work Programme
- Operational Instructions
- Minutes of the Meeting

3.2.3 STANDARDS/REGULATIONS

- Qatar Statuary Regulations
- Recognized International Standards & Codes of Practice

3.2.4 STRUCTURE OF QUALITY DOCUMENTATION

The Quality Documentation comprises of the:

- Project Quality Plan
- Organization Chart & Job Descriptions
- Method Statements
- Inspection and Test Plan
- Quality Documents Form

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Awareness of the users: All users are required to be familiar with the content of Project Quality Plan Documents related to their work.

Project Quality Planning: Planning for Quality at every stage of work is as outlined in the PQP, such as Data & Document Control, Testing, etc.

4.0 Quality Assurance Procedure

Quality Assurance Procedures are established which forms part of the Project Quality Assurance Procedures and will be implemented to ensure that all the requirements as described in Section 1.2 are fulfilled.

4.1 Project Control & Administration

This project will be administered by the Project Manager and will conduct the following procedures as below:

4.1.1 Contract Review

Contract review will be done by the Project Manager at monthly intervals. The review will comprise the following:

- Design
- Method Statements, Material Submittals and Work Instructions
- Construction Time Actual vs. Planned
- Resource Leveling
- Cost Review
- Quality Review

All reviews will be done with a view to meet contract requirements. Review proceedings will be documented, informed to Management by copies of proceedings.