

- Document Number
- Document Title
- Revision Number
- Issue Date

Control of Correspondence: All incoming mail/faxes will be stamped by a secretary who will maintain a register for the incoming documents with details such as the document number, type of document, sender name, received date and the file in which the document is filed. The documents then will be forwarded to the PM, who at his discretion will issue copies to the appropriate project site staff. All out-going documents will be entered in the register maintained for the outgoing documents in a similar method.

#### **4.4 Procurement / Subcontracting**

##### **4.4.1 Purchasing Control**

Al Faniah has established a procedure for Purchase Control Process. The purpose of these procedures is to ensure that the purchased products and services comply with the Contract Requirements include agreed delivery time.

Material and equipment to be included in the permanent works will be submitted to and approved by the Client prior to installation.

Al Faniah will prepare and submit to Client “Material Inspection Report” to demonstrate compliance with the basic requirements of the contract or to identify any deviation from specification. The procedures will be further updated as required as per Project requirements.

##### **4.4.2 Sub-Contracting & Subcontractor’s Quality Plans**

The Quality Procedures/Plans/Method Statements as applicable of the subcontractors, employed for the subcontractor’s activities, shall be

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reviewed / approved by the Project Manager/Sr. QA/QC Engineer and also by the Client, where required, prior to use at site. All subcontractors will be required to work in accordance with the approved HSE Plan.

Where applicable, the Contractor's procedures shall be followed by the Subcontractor. The activities, which shall be subcontracted to client approved subcontractors.

The subcontractors quality related activities shall be monitored by the Contractor through regular progress meeting, external quality audits, verification of process at various stages by QA/QC Engineer and through review of quality records submitted by the Subcontractors. The external quality audits shall verify compliance with the subcontractors Quality Plan/ Procedures and Quality System.

The Audit findings and non-conformance identified shall be communicated to the subcontractor for appropriate corrective and preventive action.

### **4.4.3 Control Measures of Suppliers / Subcontractors**

#### **4.4.3.1 Monitoring of Suppliers / Subcontractor Performance:**

The Project Manager or the personnel duly delegated by him will monitor the performance of the suppliers/subcontractors. All remarks, comments and non-conformance of the suppliers/subcontractors will be kept on record.

Based on the above, the PM or designated personnel could warn the supplier / subcontractor whose performance falls below the required standard, requesting him to implement suitable corrective measures. Should subsequent review of such supplier/subcontractor performance prove that no improvement was noted, such supplier and subcontractor will be removed from the approved list of suppliers/subcontractors.

### 4.4.3.2 Verification Arrangements

If contractor enquires verifying purchased product at the supplier/subcontractor's premises, the verification arrangement and method for product release will be specified in the purchasing documents. As per Contractual requirements, Client will be allowed the right to verify the purchased product at the supplier's / subcontractor's premises. Arrangements for such verification and method of product release will be specified in the purchasing documents.

### 4.5 Process Control

4.5.1 Control imposed on the production aspects during the Project Execution Stage and the Project Manager, Construction Manager, and Site Engineer are responsible for application these process controls to ensure that the production process is carried out under controlled conditions as outlined in the Inspection and Testing Plan for different work activities.

Controlled conditions exist when production process and the end product are subjected to quality assurance check and controls to achieve the desired performance standards in accordance with the Contract Requirements.

**Execution Work Programme:** Al Faniah will prepare an Execution Work Programme outlining the methodology of construction, in accordance with the project Specifications. This programme, once approved by client will be basis of construction management. The detailed programme will be used to monitor the process of the Contract Works. The Execution Programme will be continuously monitored and updated to enable actual projected progress to be compared. Updates of the programme will be submitted to Client as per the Contract Requirements.