



QA/QC POLICY

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1. INTRODUCTION

1.1 **PURPOSE:** This Project Quality Plan (**PQP**) has been prepared and formulated as a document of Quality related activities. It is required to meet the terms of the contract.

1.2 **SCOPE:** The contents of this document shall be applicable to all works to be carried out by Atlantic Construction LLC related to:

- a) Civil
- b) MEP
- c) Structural Works.

1.3 **REFERENCE AND APPLICABLE DOCUMENTS:** The following documents have been used as source of reference for the preparation of this Project Quality Plan.

- a) Quality Assurance Manual
- b) Safety Manual
- c) Tender Document
- d) Client Scope of Work.

1.4 **DEFINITIONS:** In the context of this document the following abbreviations, words or phrases shall be taken to have meaning assigned to the term:

Client / Customer :

Consultant :

Contractor :

Supplier: Any person / agency providing products to ATLANTIC.

Quality: The totality of features and characteristics of a product or service that relies on its ability to satisfy stated or implied needs.

Quality Assurance (QA): All those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy the given requirement for quality.

Quality Control (QC): Operational techniques or activities (e.g. inspection or test) used to verify the technical and quality requirements for the services and / or products.

Quality Audit: A systematic and independent examination to determine whether quality activities and related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve objectives.

Quality Plan: A document setting out the specific practices, resources and sequence of activities relevant to a particular product, service, contract or project.

Procedures: A documented description of the method to be adopted in the performance of a given task and where applicable accept / reject criteria for that task.

Inspection: Activities such as measuring, examining, testing and gauging one or more characteristics of a product or service and comparing this with specified requirements.

Nonconformity: Non-fulfillment of a specified requirement.

Corrective Action: Action taken to eliminate cause of nonconformity to avoid its recurrence.

Preventive Action: Action taken to eliminate the cause of potential nonconformity to avoid its occurrence.

Concession: A formal approval by the appropriate agency to authorize a deviation from the specification or design, which does not affect the final function of the proposed specification or design.

Repair: A process of restoring a nonconforming characteristic to a condition such that the item conforms to the original specified requirements, where such a repair or restoration is acceptable.

Rework: The process by which a nonconforming item is made to conform to a prior specified requirement by suitable corrective means.

1.5 DISTRIBUTION:

The '**CONTROLLED COPIES**' of this document shall be issued to various users by the **QA/QC Engineer** and he will maintain the distribution list for the same. All such copies shall be stamped as '**CONTROLLED COPY**'.

2. QUALITY POLICY

To provide our services to our customers in time with the aim of maintaining the highest quality and performance standards by optimizing cost, utilizing all available resources effectively and adopting safe work practices.

To fulfill our quality policy, we have defined the following objectives:

- Establishing and maintaining system as per ISO 9001: 2000.
- Recruitment of qualified staff and provide on job training.
- Efficient and committed management of staff and projects.
- Meeting customer and regulatory requirements regarding quality and safety.
- Providing necessary tools and equipments to carryout the jobs in an efficient manner.
- Improving system on continual basis by using quality improvement tools to the effectiveness of the Quality Management System.

3. ORGANISATION

Organization structure is attached in the document.

3.1. RESPONSIBILITIES AND AUTHORITIES

The responsibilities and commensurate authorities of various personnel as shown in the organization chart shall be as follows:

3.1.1. Project Manager (PM): He will be a representative of ATLANTIC and shall be reported to the Director.

The main work functions shall include, but may not be limited to the following:

- a) Effective operation of Quality System at the project site.
- b) Identifying and providing resources. Maintaining records in respect of the same.
- c) Harmonious interface between various departments in the project organization.
- d) Final approval for Purchase Requisitions, negotiations with subcontractors and suppliers.
- e) Administration of the project including industrial relations, personnel relations and welfare.
- f) Liaison with local authorities along with Accounts and Administration department.
- g) Responsible for achievement of target set before hand for the project.
- h) Effective handling of Client complaints.
- i) Liaison with Client and Consultants.
- j) Review of nonconformity's noticed during various stages and suggesting/implementing corrective and preventive actions.
- k) Reviewing and approving Quality System documentation related to site.
- l) Defining the scope of work and preparing budgets.
- m) Dealing with all contractual matters.

3.1.2. Project Engineer (Civil): He shall be responsible for

- a) Study drawings, specifications and prepare work program to execute the work.
- b) Planning and organizing day-to-day work in his allotted area and giving work status.
- c) Providing information to Site Engineers for preparation of weekly activities.
- d) Estimating manpower, material, plant & machinery requirement and informing to Project Manger. Ensuring availability of equipment, material and manpower in consultation with Project Manger.
- e) Monitoring and controlling subcontractors.
- f) Defining the scope of work and preparing budgets.
- g) Preparing Work Orders and certifying the subcontractor's bills.
- h) Communication with Client / Consultants, where required.
- i) Dealing with Contractual matters.
- j) Maintaining quality records related to his area of operation.
- k) Estimation of quantities.
- l) Preparation of Client bill, as per the contractual requirements.
- m) Maintaining records for all extra work.
- n) Settlement of billing and Preparation of final bill.

3.1.3. QA/QC Engineer: He shall be responsible for:

- a) Safe working and adopting proper work procedures and methodologies and implementation of QA / QC and safety procedures.
- b) Implementation of Inspection and Test Plans and maintaining related records.
- c) Creating general awareness of QA / QC activities amongst workers.
- d) Identify and document non-conformity's.
- e) Communicate the nonconformance to concerned personnel.
- f) Implement corrective / preventive actions in consultation with Project Manager, wherever required.
- g) Maintaining records related to nonconformance and corrective action / preventive action.
- h) Preparing Inspection and Test Plans, Method statements (where necessary) and formats.
- i) Periodic calibration of inspection, measuring and test equipment / instruments and maintaining related records.
- j) Maintaining and Updating drawing receipt and issue register.
- k) Receiving and distributing drawings and maintaining/updating Drawing Register.

3.1.6 Site Supervisor/Foreman: He will be responsible to Project Engineer. He shall be overall responsible for day-to-day site activities and also the following.

- a) Responsible for all activities of your particular site under your purview.
- b) The work should be carried out as per the Project Procedure / Quality Control Plan given by the PM/PE
- c) Follow the Company's HSE policy and instruct the technicians to carry out the job with proper PPE.
- d) Maintaining daily records at site including time sheet, check list, allocation of labour etc.
- e) Responsible for preparing MRV as per the requirement of materials for your site.
- f) Responsible for completing the job within given time.
- g) To discuss the Project Engineer for the progress of the project from time to time.
- h) Review the time schedule allocated for the project, the manpower, equipments and material delivery schedule and shall approach your PE/PM for changes in the schedule.
- i) To give instruction to the personnel to keep your site should be clean and tidy at all times.
- j) Responsible for quality related matters at your site and follow the inspection methods & record the same in inspection formats and get it approve with client.

4. CONTRACT REVIEW

4.1 **Review of contract documents:** Prior to commencing of project and during execution, the contract documents shall be reviewed by Project Manager to ensure that all references, codes and standards are clearly identified.

4.1.1 Any omissions, errors, clarification, etc., shall be communicated to the Client / Consultant/Main Contractor through Project Manager.

4.1.2 Records of all the above communications shall be maintained by Project Engineer.

4.2 **Variation to contract:** Any variation to the contract raised either by Client / Consultant or Contractor shall be in accordance with the agreed procedures in contract document.

5. **DOCUMENT AND DATA CONTROL**

The document and data control at site shall be controlled as per the flow charts.

For the detailed scope of documents to be controlled and the responsibilities for their preparation, review and approval refer 'Document Management Schedule at Site'.

Where required, method statements shall be prepared and issued to the users, Client, Consultant, Main contractor and subcontractors. Planning Engineer shall maintain one copy of the same in the Technical Office.

6. **PURCHASING**

Refer flow charts for procedures related to:

- a) Selection of Subcontractor / Supplier
- b) Procurement of Material

Initial approval of the material / product proposed to be used in the project site, as per the contractual requirement / specifications, shall be obtained from the Client / Consultant and recorded by Material Approval Request.

For detailed procedures related to evaluation and selection of subcontractors, issue of Work Orders, control of subcontractor's service / products.

For detailed procedures related to material planning and scheduling.

7. **PRODUCT IDENTIFICATION AND TRACEABILITY**

Receipt stage: The procedure followed shall be as detailed in Store keeping procedure.

8. **PROCESS CONTROL**

8.01. Various activities of the project shall be planned, executed and controlled as per the approved flow chart

8.02. Method Statements, wherever required, would be submitted to Client as and when the jobs are being taken.

8.03. Jobs shall be monitored on continuous basis by the Project Manager and Planning Engineer. Good Engineering Practices shall be followed for executing various jobs.

8.04. During the execution and progress of work any variations in the scope of work from the approved construction drawings shall be recorded and approved by the Client / Consultant by Request for Information (RFI) format.

- 8.05. Non-available / ambiguous information and clarifications pertaining to the works being executed in the project site, shall be obtained from the Client / Consultant.
- 8.06. Safe working environment shall be ensured while working.
- 8.07. Plant and Machinery shall be maintained as per the procedures.
- 8.08. Wherever necessary, processes, personnel shall be qualified and related records shall be maintained.

9. INSPECTION AND TESTING

Inspection and testing activities at various stages shall be carried out as per the Inspection and Test Plan, which shall be developed as, in the Quality Control Plan

QA/QC Engineer maintains the records as per the Project Quality Plan.

In case of subcontracted jobs, Quality records shall be get it approve with client and distributed through document Control procedure.

10. CONTROL OF INSPECTION, MEASURING & TEST EQUIPMENT

The Inspection, measuring and test equipment / instruments shall be controlled by QA/QC Engineer

11. INSPECTION AND TEST STATUS

During in-process and finished product stage, the inspection and test status shall be identified through Project Quality Plan.

12. HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY

Delivery: The project shall be handed over in a phased manner and substantial completion certificates shall be obtained from the Client.

The detailed item wise QA & QC plan would be submitted within 10days from the date of receipt of Engineering Instruction received.