

	<b>PROJECT NAME</b>	
	<b>TITLE</b> <b>QUALITY CONTROL PROCEDURE</b> <b>INSTALLATION &amp; TESTING OF FIRE FIGHTING PIPING SYSTEM AND</b> <b>ACCESSORIES</b>	<b>Ref. No. :</b>
		<b>Rev. No. 0</b>
		<b>Date :</b>
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**PROJECT NAME**

**PROJECT LOGO**

**QUALITY CONTROL PROCEDURE FOR**

**INSTALLATION & TESTING OF FIRE FIGHTING PIPING SYSTEM AND ACCESSORIES**

	<b>MAIN CONTRACTOR:</b>	
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<b>REVISION RECORD</b>
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This cover page is a record of all revisions of the documents identified above by number and title. All previous cover pages are hereby superseded and are to be destroyed.

Rev. No.	Date	By	Chkd.	Approvals	Description and Page Numbers of Revisions

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### 1.0 SCOPE:

This procedure applies to all the inspection and testing activities related to monitoring and measurement of products and Processes related to the Fire Fighting works and Applicable to:

- Method Statement.
- Quality Control Procedure.
- Inspection and Test Plans.
- Risk Assessments
- FORMS.

### 2.0 PURPOSE:

The purpose of this procedure is to :

- Identify processes / products those are to be Installed and tested before using them in intended application.
- Define the methods to verify the quality of products and ensure that products that meet the stated requirements are only used in the intended application.
- Define the responsibilities of concerned personnel related to quality control processes

### 3.0 REFERENCES

Agreement No. :

Annexure:

Project No. :

ISO: 9001:2008

Project Quality Plan: Approved Submittal

### 4.0 DEFINITIONS:

MS - Method Statement  
ITP - Inspection Test Plan  
QA/QC - Quality Assurance and Quality Control Engineer  
QCM - Quality Control Manager.  
QCP - Quality Control Procedure  
ITR - Inspection and/or Test Request  
RA - Risk Assessment  
**SK - Store Keeper**  
HSE - HSE Engineer

### 5.0 RESPONSIBILITIES:

Responsibilities for ensuring that the steps in this procedure shall be carried out are specified at relevant steps in

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	<p>the procedure:</p> <ul style="list-style-type: none"> <li>• Project Manager</li> <li>• Construction manager</li> <li>• QA/QC Engineer</li> <li>• Site Engineer</li> <li>• HSE officer</li> <li>• SK</li> </ul> <p>Project Manager is responsible for the implementation and maintenance of the requirements of this procedure.</p> <p>Construction Manager is responsible to supervise and control the work on site.</p> <p>QA/QC will initiate, conduct and complete all required tests as per the client requirement as per ITP of project and ensure the results to meet the acceptance criteria of the project. Also for monitoring and measurement of ISO implementation on the site.</p> <p>Site Engineer is responsible to supervise and control the activities on site and make sure that its typical to the approved drawing, approved Material and specifications.</p> <p>HSE officer will ensures the implementation of safety and health plans, programs, arrangements and measures as stipulated under the law.</p> <p>SK is responsible for overall Store operations in making sure to store the material delivery to the site and keep it in suitable area that will keep the material in safe from rusty and damage.</p> <p>If the responsible personnel listed above are absent, these responsibilities shall be designated to the relevant staff as under :</p> <ul style="list-style-type: none"> <li>• If QA/QC not available respective Engineer will be responsible for quality control activities.</li> <li>• If the P.M. not available the Construcion manager will be responsible for all of his activities.</li> <li>• If the HSE Engineer not available the respective Engineers, supervisurs and forman are responsible for safety activities.</li> <li>• If Engineer not available Construction manager will assign his duties to the concerned supervisor, forman or alternate Engineer.</li> <li>• Replacing staff, in case of absent, with another designation can be accepted only for a minimum period of days absent otherwise the Contractor shall replace the relevant person with same designation which required approval from consultant.</li> </ul> <p><b>6.0 PROCEDURE:</b></p> <p><b>6.1 Project Specific Quality Plan / ITP</b></p> <p>6.1.1 The project specific quality plan is prepared by QCM and QA/QC is responsible for implementation of the same on the site.</p> <p>6.1.2 The ITP is prepared by QA/QC for each activity and it is submitted as part of MS for approval.</p> <p>6.1.3 The client approved Inspection and test plan shall be handed over by the project management department to QA/QC to ensure all activities are carried out.</p>
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## 6.2 Special conditions

6.2.1 Non-standard products and/or specific customer requirements may require the development of special Fabrication/Installation procedures.

## 6.3 Non-Standard requirement

6.3.1 In the event that a particular job required by design or in a specific contracted supply cannot be performed using a standard procedures, QA/QC shall develop a procedure which is either pre- qualified to standard or can be qualified under the conditions set-forth by the standard. Any job relevant to such non-standard procedure shall be carefully reviewed to ensure conformance with standards guidelines.

## 6.4 Third Party Inspection

6.4.1 All manufacturing procedures noted above comply with the quality system. In the event that consultant shall require a third party/Civil Defense Inspection, QA/QC shall accompany the inspector and coordinate, as necessary to ensure compliance with all contractual terms.

## 6.5 Incoming Inspection of Materials

6.5.1 The QA/QC inspect all incoming materials in accordance with the ITP. This document recognizes the specifications stated in the purchase order as the acceptance criteria and incorporates the control exercised at the vendor's premises as part of the receiving inspection process, where applicable.

6.5.2 The Incoming materials is not used or processed until inspected and determined that it conforms to the required specifications.

6.5.3 Records of the inspection forms a part of the internal accessibility system. In addition to internal test, all material received is accompanied by inspection acceptance certificates or test reports from the manufacturer. These certificates and reports are kept with document controller and copy will be recorded with the QA/QC.

6.5.4 The QA/QC shall visually examine the received materials for evidence/ detective of damage and construction manager will assure not to use any of the damaged material in previous works.

6.5.5 The QA/QC shall review the factory Test certificates where applicable.

6.5.6 A special numbering system or the traceability requirements of the customer for a particular job can be adopted, if agreed in advance in the contract. Upon inspection clearance QA/QC will sign the Material Test Certificate/ delivery order/ Check sheet as applicable for inspection approval and then this will be used after the approval as required.

6.5.7 Whenever discrepancy is observed, the QA/QC shall record in the Incoming material discrepancy report or NCR depends on nature and severity of the discrepancy.

6.5.8 The discrepancy report shall be reviewed by the project manager for disposition or corrective action.

6.5.9 The discrepancy report shall be available to the purchasing department and QC department.

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6.5.10 Urgent Issue : In the event that the incoming material is issued without a formal inspection, the production group control can keep an identification and traceability record for the positive recall of components manufactured from such materials in the event that the identification of a significant non-conformance to the originally specified purchase order requires a recall of the material.

## 6.6 In-Process Inspection

6.6.1 The In-process inspection stages are mentioned in the project specific inspection and test plan and shall be carried out by the QA/QC. The details of in-process inspection shall be recorded by the QA/QC in respective inspection sheets as per the stage of in-process activity as mentioned in the ITP.

6.6.2 Details of daily inspection carried on each component are recorded with Document controller.

6.6.3 Disposition of rejected materials

- Provisions are made for the identification of material that do not conform to technical data or specifications, to prevent unauthorized use, shipment or mixing with conforming material.
- When the QA/QC rejects a part, he may raise an NCR (Non Conformance Report) as required to record any mistakes in shop drawings or finished/semi-finished products in the workshop.
- The QA/QC shall verify and sign the NCR form after the agreed disposition has been completed and is applicable as per code of practice. The rectification of the defect covered with NCR shall be done at the earliest.

6.6.4 Final Inspection:

In event when required to complete the evidence of full conformance with contract requirements, a final inspection may takes place prior to items release for relevant works. This check ensures that inspections at various earlier stages has been performed and signed by the QA/QC upon satisfaction, and then these items are released for further operation.

## 7.0 ATTACHMENTS

- Inspection and Testing Plan
- Check Sheet Fire Fighting Pipe installation Above Ground
- Check Sheet for Fire Fighting pipe Testing
- Check Sheet for Fire Fighting Pipe installation under Ground.
- Check sheet for Installation of Wet pipes Sprinkler system.
- Check sheet for Installation of Fire Hose Reel and Fire hose pipe cabinet.
- Risk Assessment for Fire Fighting Piping
- Method Statement
- Civil Defense certificate.
- NFPA Member ship.

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