

	<b>TITLE</b>	<b>Ref. No. :</b>
	<b>Quality Control Procedure for</b>	<b>Rev. No. 0</b>
		<b>Date :</b>
		<b>Page 1 of 9</b>

**QUALITY CONTROL PROCEDURE FOR**

	<b>TITLE</b>  <b>Quality Control Procedure for</b>	<b>Ref. No. :</b>
		<b>Rev. No. 0</b>
		<b>Date :</b>
		<b>Page 2 of 9</b>

<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 All previous cover pages are hereby superseded and are to be destroyed.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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	<b>TITLE</b>  <b>Quality Control Procedure for</b>	
		<b>Ref. No. :</b>
		<b>Rev. No. 0</b>
		<b>Date :</b>
		<b>Page 3 of 9</b>

**CONTENTS**

**1.0 SCOPE**

**2.0 PURPOSE**

**3.0 REFERENCES**

**4.0 DEFINITIONS**

**5.0 RESPONSIBILITIES**

**6.0 PROCEDURE**

**7.0 ATTACHMENTS**

	<b>TITLE</b>	<b>Ref. No. :</b>
	<b>Quality Control Procedure for</b>	<b>Rev. No. 0</b>
		<b>Date :</b>
		<b>Page 4 of 9</b>

**1.0 SCOPE:**

This procedure applies to all the inspection activities related to monitoring and measurement of products and Processes related for the Installation or testing of subject activity where applicable for the project 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 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**

Project Quality Plan  
Material Approvals

**4.0 DEFINITIONS:**

- PQP : Project Quality Plan.
- PSP : Project Safety Plan.
- QCP : Quality Control Procedure.
- HSE : Health, Safety and Environment
- MS : Method Statement
- ITP : Inspection Test Plan
- QA/QC : Quality Assurance / Quality Control Engineer.
- SK : Store Keeper
- WIR : Work Inspection Request
- MIR : Material Inspection Request.
- MAR : Material Approval Request

**5.0 RESPONSIBILITIES:**

<b>TITLE</b>  <b>Quality Control Procedure for</b>	<b>Ref. No. :</b>
	<b>Rev. No. 0</b>
	<b>Date :</b>
	<b>Page 5 of 9</b>

### **5.1 Project Manager**

- Project Manager is the overall responsible for the project in terms of work execution, safety, planning & quality. The Project Manager will maintain the planning progress and coordination of works with the main contractor.
- The work progress shall be carried out as per planned program and all the equipment's required to execute the works shall be available and in good condition as per project planned.
- Specific attention is paid to all safety measures and quality control in coordination with Safety Engineer and QA/QC Engineer and in line with PSP and PQP.

### **5.2 Construction Manager**

- Construction Manager is responsible to supervise and control the work on site.
- Coordinating with QA/QC Engineer and site Team and foremen for all activities on site.
- Control and sign all WIR's before issuing to Consultant approval.

### **5.3 Site Engineer**

- The method of statement to the system shall be implemented according to the Consultant project specifications and approved shop drawings.
- Provision of all necessary information and distribution of responsibilities to his Construction team.
- The work progress shall be monitored in accordance with the planned work program and he will provide reports to his superiors.
- The constant coordination with the Safety Engineer to ensure that the works are carried out in safe working atmosphere.
- The constant coordination with the QA/QC Engineer for any works to be carried out and initiate for the Inspection for the finished works.
- He will ensure the implementation of any request that might be raised by the Consultant.
- Efficient daily progress shall be obtained for all the equipment and manpower.
- He will engage in the work and check the same against the daily report received from the Foremen.
- The passage of all the revised information to the Foremen and ensure that it's being carried out properly.

### **5.4 QA/QC Engineer (MEP):**

- The monitoring of executions of works at site and should be as per the approved shop drawings and project specifications.
- Ensure WIRs and MIRs are being raised for activities in timely manner and inspected by the

<b>TITLE</b>  <b>Quality Control Procedure for</b>	<b>Ref. No. :</b>
	<b>Rev. No. 0</b>
	<b>Date :</b>
	<b>Page 6 of 9</b>

Consultant.

- Check and insure that all activities / work done / completed prior to offer for consultant inspection.
- He will follow and carried out all the relevant tests as per project specifications.
- Obtain the required clearance prior to Consultant's inspections.
- Should acquire any necessary civil works clearances and coordination.
- Coordinate with site construction team.
- One who will assist the Consultant Engineer / Inspector during inspection.

**5.5 Site Foreman**

- The carrying-out of work and the proper distribution of all the available resources in coordination with the Site Engineer on a daily basis.
- Daily reports of the works are achieved and coordinated for the future planning with the Site Engineer.
- Incorporate all the QA/QC and Safety requirements as requested by the concerned Engineer.
- Meeting with any type of unforeseen incident or requirement and reporting the same to the Site Engineer immediately.

**5.6 Safety Officer**

- The implementation of all safety measures in accordance with the HSE plan and that the whole work force is aware of its proper implementation.
- The implementation of safety measures is adequate to maintain a safe working environment on the work activity.
- Inspection of all the site activities and training personnel in accident prevention and its proper reporting to the Construction Manager and the Project Manager.
- The site is maintained in a clean and tidy manner.
- Ensure only trained persons shall operate the power tools.
- Ensure all concerned personals shall use PPE and all other items as required.
- Ensure adequate lighting is provided in the working area at night time.
- Ensure high risk elevated areas are provided are barricade, tape, safety nets and provided with ladders.
- Ensure service area/inspection area openings are provided with barricade, tape, and safety nets.
- Ensure safe access to site work at all times.

**5.8 Store Keeper (SK)**

- Responsible for overall Store operations in making sure to store the material delivery to the site and

<b>TITLE</b>  <b>Quality Control Procedure for</b>	<b>Ref. No. :</b>
	<b>Rev. No. 0</b>
	<b>Date :</b>
	<b>Page 7 of 9</b>

keep it in suitable area that will keep the material in safe from rusty and damage.

- One who will acknowledge the receiving of materials at site in coordination with QA/QC and concerned Engineer.

### **5.9 Emergency Absents**

- If QA/QC not available the adequate QA/QC Engineer will be responsible for quality control activities.
- If the P.M. not available the Construcion manager will be responsible for all of his activities.
- If the HSE Engineer not available the adequate HSE Engineer are responsible for safety activities.
- If Engineer not available Construction manager will assign his duties to the concerned supervisor, forman or alternate Engineer.
- 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.

### **6.0 PROCEDURE:**

- Check that all the following documentations have been approved by the Consultant to proceed with the installation activities:
  - Quality Control Procedure
  - Method Statement
  - Inspection Test Plan
  - Check List
  - Risk Assessment
  - Shop Drawing Submittals related to work
- Check all the delivered materials are inspected and approved by the Consultant's Engineer.
- Ensure that the respective work area has been cleared by previous trades for start-up installing the system.
- Ensure that the installation of the material is as per approved shop drawings, approved method statement, Manufacturer's recommendation, and prevailing quality standards.
- Ensure the following checks are performed during the installation progress:
  - Check all materials are as per approved submittal.
  - Check all Material are installed as per approved shop drawings.
  - Check if coordinated with other services.
  - Check installation if it is carried out as per approved method statement.
  - Check that the system checked and approved by Consultant.
  - Ensure WIRs are issued on time without delay. (Min. 24 Hours notice for site inspection).
  - Ensure all inspection is performed as per approved Inspection Test Plan.
  - Check ITP, Check List, WIR, and NCR (if any) are signed off and cleared by the Consultant Engineer.

	<b>TITLE</b>  <b>Quality Control Procedure for</b>	<b>Ref. No. :</b>
		<b>Rev. No. 0</b>
		<b>Date :</b>
		<b>Page 8 of 9</b>

## **7.0 ATTACHMENTS**

7.1 Method Statement

7.2 Inspection and Testing Plan

7.3 Check List for Installations

7.4 Risk Assessment

7.5 Attachments:

7.5.1 Manufacturer recommendations.

7.5.2 Emergency Evacuation Plan.

7.5.3 Technical Details.