SECTION S3 - DOCUMENTATION OF PROJECT QUALITY PLAN

OBJECTIVE

The objectives of this section are:-

(i) To define the requirements for the format and contents of Project Quality Plan.

(ii) To define the control of review, revisions and records for Project Quality Plan.

RESPONSIBILITIES

Project Director	-	To authorize Project Quality Plan
Project Manager	-	To produce and maintain Project Quality Plan.
	-	To conduct regular review of Project Quality Plan and ensure correctness of information.

PROCEDURES

1. General

A Project Quality Plan shall be produced for each project ***with total construction cost of $10 million and above unless otherwise to be decided by the Project Director,*** within one month from the date of project announcement.

The Project Quality Plan shall be minimally reviewed and updated every ***six*** months throughout the duration of the project.

The Project Quality Plan shall set out the specific quality and environmental practices, resource and sequence of activities relevant to a particular project.

The Project Quality Plan shall be distributed as a controlled document and file in PQP file. In addition, the Project Quality Plan shall be made available to all staff via the Company Intranet.

2. Format and Contents

In general the Project Quality Plan shall consist of the following sections:

SECTIONS	DESCRIPTION
-	**TITLE PAGE**
-	**TABLE OF CONTENTS**

SECTION S3 - DOCUMENTATION OF PROJECT QUALITY PLAN

SECTIONS	DESCRIPTION
1	**QUALITY PLAN CONTROL AND DISTRIBUTION**
1.1	List of Copy Holders
1.2	Revision Record
2	**PROJECT INFORMATION**
2.1	Project Description
2.2	Project Cost
2.3	Scope of Works
3	**ORGANISATION**
3.1	Organisation Chart
3.2	ACE's Project Team Member
3.3	Client/Client's Representative
3.4	Other Consultants
3.5	Contractor/Sub-Contractors
3.6	Authorities
4	**PROGRAMME**
4.1	Overall Programme
4.2	Authority Submission Status for M&E - 1st Submission
4.3	Authority Submission Status for M&E (Amendments) - 2nd Submission
5	**PROJECT RECORDS**
5.1	List of Internal File
5.2	Filing of Drawings
6	**INTERFACING**
6.1	Method of Interface
6.2	Internal Design Interface
6.3	Circulation of Documents to External Parties
7	**WORK AUTHORISATION**
8	**DESIGN INPUT AND METHODOLOGY**
8.1	List of Client's Standards, Reference Documents or Brief
8.2	List of Applicable Code of Practice and Regulations
8.3	List of Design Guide and Handbook Used
8.4	List of Pre-Consultation and Waiver
8.5	List of Applicable Quality management system Procedures
8.6	List of Software Used for Design/Analysis
9	**ENVIRONMENTAL CONSIDERATIONS**
9.1	Sustainable Design Features / Criteria
9.2	Site PPE Requirement

9.3	Site Emergency Preparedness
9.4	Reporting of Environmental Non-conformances
9.5	List of Applicable Environmental Management System Procedures
10	**CLIENT'S REQUIREMENTS**
10.1	List of Output Required by Client
10.2	Specific Procedures Required by Client
11	**LIST OF SUB-JOB**
11.1	List of Sub-Job Numbers

The Project Manager shall consider the relevance of each section before inclusion in the Project Quality Plan being prepared and should discuss and agree the extent and contents of the plan with the Project Director in conjunction with the QE Manager.

Depending on the size, involvement, scope and other contingencies of the project, particular sections may be deleted from the Project Quality Plan or additional sections included identifying key project information.

Where possible, sections should conform to the Standard Format for Project Quality Plan

3. Control and Distribution

The Project Quality Plan shall contain a list of all copy holders and the revision status record of the overall document including the date of each issuance.

Project Quality Plan revision shall commence at zero (0).

The Project Manager's copy shall be annotated, as changes occur to facilitate formal revisions at appropriate stages. All formal revisions shall be initiated by the Project Manager.

Upon formal revision, a copy of each section or reissue of complete plan as relevant is issued to each controlled copy holder by cover of a memo or document transmittal. It is the responsibility of the holders to ensure that the revisions are included within their copy and superseded documents are destroyed.

At the same time, the formal revision is updated on the Company Intranet and the particulars of the Revision Record in Section 1.2 of the Project Quality Plan e-mailed to all relevant project team members.

Superseded documents in the PQP file shall be retained for records and stamped 'SUPERSEDED'.

Uncontrolled copies may be issued by the Project Manager, but copies so issued shall be stamped "UNCONTROLLED COPY" at the cover.

4. Records

The Project Quality Plan shall be maintained under the control of the Project Manager until completion of the project and thereafter to be dealt with in accordance with Section S6 – Archive Control.

REFERENCE

Form S3.PQP - Project Quality Plan