FIRP
FACILITIES INFRASTRUCTURE
REMEDIATION PROGRAMME

FIRP Contract Quality Requirements

P7000 FIRP Contract Quality Requirements

Revision 1.0

March 2020

AUCKLAND
DISTRICT HEALTH BOARD
Te Toka Tumai

Definitions

The Auckland District Health Board, referred to as FIRP (Facilities Infrastructure Remediation Programme) uses the following definitions, which may not necessarily conform to definitions adopted elsewhere for national or international use.

Auckland District Health Board (ADHB)

The Client.

Facilities Infrastructure Remediation Programme (FIRP)

The ADHB is referred to as FIRP.

Contractor
A person, company, entity and/or any stakeholder engaged or contracted to perform any works for FIRP.

Consultant
A person or company engaged or contracted by FIRP to perform any design work.
Project Quality Plan (PQP)

A document setting out the contractor's quality management of the works. This document includes the processes, systems, and procedures, resources that the contractor will employ to manage the quality of the work.

Method Statement (MS)

A method statement is a step for step description of how the work will be carried out, the method statement will include safety and quality control measures.

Quality Control Plan (QCP)

A document setting out the contractor's detailed quality control, inspection and testing of the works including activity, conformance criteria, records and intervention points for all stake holders.

Hold point (H)

An intervention in a QCP beyond which work shall not proceed without the signed acceptance of the Project Manager or FIRP authority/agency, whichever is applicable.

Witness point (W)

An intervention in a QCP normally a test beyond which work shall not proceed without the signed acceptance of the Project Manager or FIRP authority/agency, whichever is applicable

Surveillance point (S)

An intervention in a QCP allowing for ad-hoc or random checks done by the inspector.

Quality Records

Documents containing recorded information, which demonstrate the effectiveness of the quality management system and that provide evidence that products meet regulatory requirements and comply with specified product requirements.

Regulatory body

A person or persons representing a statutory body as required by law. (i.e.Auckland Council)

Abbreviations

Designations:

- ADHB: Auckland District Health Board (referred to as FIRP)
- FIRP: Facilities Infrastructure Remediation Programme
- WSM: Workstream Manager
- PMP: Project Management Plan
- PM: Project Manager

Concepts/external entities:

- ISO: International Organisation for Standardisation
- OEM: Original Equipment Manufacturer
- PQP: Project Quality Plan
- MS: Method Statement
- QCP: Quality Control Plan
- CV: Curriculum Vitae
- QMS: Quality Management System
- RFx: Refer to a family of 'Request For...' documents used to solicit responses of various types from suppliers. The three most commonly used documents in this family include Registration of Interest (ROI), Request for Quote (RFQ), and Request for Proposal (RFP)

Version Control

Date	Version	Revision History	Author/Reviser
21/11/2019	0.1	First draft Issue	M. Hopson
28/11/2019	0.2	Draft - document management improvements	M. Hopson
02/12/2019	0.3	Draft- revised as per EG comments	M. Hopson
18/12/2019	0.4	Draft- revised as per GC comments	M. Hopson
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Endorsements & Approval

Name	Role	Signature	Date
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1. Introduction

This document aims to specify and describe the quality requirements for all existing and potential contractors, consultants and suppliers.

This requirement is part of the works information inclusive of all relevant RFx's in the request for tender and contract documentation and provides confidence that an agreeable level of quality of the works and service will be achieved.

The purpose of this quality requirement is to specify the requirements by which consultants, contractors and suppliers shall manage, implement, maintain and continually improve a quality management system (QMS) and ensure that:

- All parties contracted to FIRP are required to comply with quality requirements as specified.
- Consistent quality management system requirements are applied to all projects undertaken.

2. Applicability

This requirement applies to all employees, entities, consultants and contractors involved in FIRP when applied to a particular contract, workstream or project.

3. Normative/informative references

The following documents contain provisions that, through reference in the text, constitute requirements of this document.

- ADHB F&D - P&G Specification
- NZ Building Code
- NZ Building Act
- FIRP Project Close Out & Handover Form

4. Requirements

4.1 Quality management in Design for Consultants

Design Quality Plan

Consultants shall develop and implement a quality plan, incorporating all processes, procedures and supporting documents required to assure delivery of deliverables in all design phases including fabrication, construction and commissioning as outlined in their scope of works.

Design Planning and Control

Planning, control, and verification of design activities shall be achieved by the consultant through use of their documented processes and procedures that describe the organisational and technical interfaces and that define the necessary information to be documented, transmitted and reviewed. Quality of design and documentation is also assured by way checking deliverables at each stage of design against the NZCIC Guidelines, ADHB F&D review process at each stage of the design process as well as Technical Peer review (if applicable) by an independent expert / experienced design consultant.

The Consultant shall:

- Submit for FIRP review, documented processes for the execution of the Design Work scope including but not limited to the sequencing of work.
- Develop a list of design deliverables including a design deliverable responsibility matrix and provide to FIRP within twenty (20) days following contract award.
- Design QCP shall define work processes including use of design software, alternative calculation requirements, and responsibilities for design activities for each Engineering discipline engaged in the design Work scope.
- Design QCP processes shall provide for Consultant discipline subject matter expert systematic and controlled review of all design activities (e.g. establishing Basis of Design / Design Features Report (DFR) requirements, reviewing design inputs, approving design outputs, etc.) internal peer review and approval shall be documented prior to submittal of design deliverables for FIRP review.

4.2 Quality Management System (QMS)

- The Contractor / Consultant shall implement and maintain a quality management system.
- The Contractor/ Consultant shall be competent in the use of Procore, this can be done by completing the online training or attending the FIRP DC team Procore training.
- The Contractor/ Consultant shall notify FIRP of any proposed changes to the quality management system that will affect the contract quality requirements, prior to implementing such changes.

4.3 Quality documents to be submitted with the tender

The contractor / consultant shall submit as far as is reasonably practical the following:

- A CV of the contractor's quality representative to be appointed for the works
- Any quality management accreditations
- ISO 9001:2016 certificate or credible proof of a Quality Management System.
- Orgnisational chart indentifiying quality representative for the project.
- Historical information on similar work performed recently (at most within the last 2 years)
- Sample Project Quality Plan (including a Quality Control Plan) from a similar project executed by the tenderer less than 2 years ago.
- Sample report reflecting quality performance and measures. (Report to reflect statistics of at least 6 months.)
- Sample of non-conformance,corrective and preventive action reports.
- Copy of a supplier/sub-contractor assessment or audit reports.

4.4 Quality documents to be submitted after the contract commencement date

The contractor / consultant shall submit the following documents within twenty business days after the contract commencement date, prior to the commencement of work, for acceptance by FIRP:

- A project quality plan which indicates how the contractor will execute quality for project. (When required)
- Method statements for works (describing how work will be conducted)
- Quality control plan (QCP) for acceptance prior to the commencement of any work

4.5 Quality documents to be submitted during the duration of the contract:

- Contractor's application for inspection of the works/part of the works
- Non-conformance reports raised by the contractor
- Copies of proposed corrective and preventive action reports
- Any outstanding quality control plans for ongoing work
- Any outstanding method statements for ongoing work

Note: All documents will be submitted via Procore.

4.6 Quality Documents to be submitted Pre-Practical Completion

- Two hard copy quality records (Data books), these quality records will form part of the O&M when commissioning is complete, and the contractor is ready for handover.
  (refer to section 9 for details of quality records)

5. Project Quality Plans (PQP)

5.1 Project Quality Plan requirements (Appendix A)

The contractor shall prepare a Project Quality Plan when applicable, which will include the following requirements for acceptance by FIRP:

- The contract title, contractor, contract number, the contract start and completion dates, the names, signatures, and designations of the persons responsible for approving the plan, and provision for FIRP acceptance with a date (all on the front page)
- An index/contents page
- A description of the works
- Communication channels between the contractor and the FIRP in respect of all quality-related matters (fixed contract meetings, etc.)
- Organisational chart showing how the project will be managed, which shall include the contractor's quality management representative and personnel responsible for the control of quality activities and their relationship to the structure
- A schedule (index) of documents and records that are:
  - submitted to FIRP during the project;
  - captured in the quality system of the contractor; and
  - submitted prior to completion of the works
- A list of suppliers and subcontractors to be used, showing scope of supply, for acceptance by the FIRP.
- How suppliers and subcontractors will be monitored by the contractor
- Proof that the supplier's subcontractor will work to specified quality requirements
- Index of items to be manufactured, to be refurbished, and to be newly purchased
- Items and activities for which QCP's will be prepared
- Areas and processes requiring special controls (i.e welding, painting and other)
- An index of all standards and specifications, for activities or plant or material, applicable to the works

The contractor shall maintain the Project Quality Plan to reflect the current status of the contract / Project. Any changes to the accepted document shall be submitted as revision via Procore for acceptance by FIRP prior to implementing such changes.

6. Construction Method Statements

6.1 Method statement requirements (Appendix B)

The contractor shall submit a method statement for all works.
The method statement shall clearly explain, step by step how the works will be carried out.
All product and material data sheets must be attached to the method statement.

The method statement will then be reviewed for acceptance by FIRP Quality, Health & Safety and Project/Workstream Manager.
The contractor shall not commence work before FIRP acceptance of the method statement.
The contractor can develop their QCP by capturing the activities requiring intervention and submit for approval with the method statement.

7. Quality Control Plans (QCP)

7.1 Quality Control Plan Requirements (Appendix C)

The quality control plan shall indicate the following as appropriate:

- FIRP contract number and title.
- The contractor's order number, WS and Project ID.
- Identification of the area of the works.
- Description of work with components or item number.
- A list of the sequence of operations or activities, including inspections and tests.
- The identification of the specification, drawing, or procedure for each operation
- The acceptance criteria
- The inspection and test activities that the contractor has nominated for hold and witness points
- Provision for hold and witness points nominated by the FIRP and/or authority/agency
- Provision for hold and witness point acceptance by date and signature by all parties having interventions on the plan
- Quality documents to be generated by the contractor for each activity (as applicable)

The quality control plan shall be submitted to FIRP (via Procore), who will, in consultation with the relevant parties, including inspection authorities/agencies, where relevant, shall review, insert intervention points and approve the plans prior to the commencement of work.

The contractor shall not commence with work before FIRP acceptance of the quality control plan. If any operation on a quality control plan requires change, the contractor must stop the specific work, revise the plan, and resubmit the plan for FIRP approval prior to work commencement.

8. Inspection and testing

8.1 Notification (Appendix D)

The contractor shall give a minimum of 48 hours' advance notification or such advanced notification as defined by the consultant specification to FIRP and / or the authority when a hold or witness point is due in the quality control plan. (This will also depend on conditions of the contract, where the condition of the contract will override this.)

The notification for hold and witness points shall include the following:

- Order or contract number (Project ID)
- Items involved
- QCP intervention point number
- Location of operation
- Time and date of operation
- Contact person's name and telephone number

Notice for testing will be as per clause 7.4 of the P&G Specification, 2 business days for site tests and 5 business days for local pre-delivery tests.

8.2 Contractor's inspection

The contractor shall ensure that all work has been fully inspected, accepted, and documented internally prior to requesting any inspection by FIRP or the authority/agency.

Cost for re-inspections by FIRP or authority/agency, due to contractor non-compliance with the above requirement, will be for the contractor's account.

8.3 Release of components or products of the works and off-site tests / inspection

Release of **off-site** material for shipment or transport

- No plant or material to be inspected will be released for delivery unless it has been inspected by FIRP or the authority and found acceptable.
- The contractor will not release for shipment/transport any such refurbished, manufactured plant or material without a release form issued by FIRP or the authority.
- The contractor shall ensure that one copy of the release form is delivered with the refurbished, manufactured plant or material to the delivery destination.

Packing, loading, and securing to prevent damage must be done under supervision. Distance and weather must be taken into consideration to prevent damage.

Release of **on-site work**

- No items, plant, or equipment that requires inspection shall be placed in service until the inspection has been completed and accepted.

8.4 Control of defects, corrective action, and stop work order

- Contractor's non-conformance reports: The contractor shall prepare non-conformance reports for all defects on the plant materials, parts, workmanship, or documentation. These will form part of the permanent quality records.
- FIRP non-conformance reports: FIRP or its authority initiates NCR's covering defective materials, parts, workmanship, documentation, or system failures (as described in the FIRP Quality Manual and NCR/CAR/PAR Procedure).

9. Control of Quality Records

9.1 Quality Records (Appendix E)

The contractor shall prepare and submit for review an index of quality records prior to the commencement of work. The completed quality records will form part of the O&M as described in the P & G Specification.

The front page or cover and spine sheet of the quality records includes the following:

- The project name
- Item or activity Scope of Work title
- Description
- Workstream and Project ID
- The contractor's review and approval by signature
- The total number of pages (each page shall be sequentially numbered)

The quality records contain, as appropriate, the following:

- Table of contents
- Summary of design calculations
- A checklist verifying that technical and quality assurance requirements have been met and that the quality records meet contractual requirements
- Completed original inspection and test plan, including printed name and date of signature
- All inspection and test records, "Contractor's application for FIRP inspection of the works/part of the work", and material certificates required by the inspection and test plan
- All associated NCR/CAR/PAR's
- All additional documents required by the works information and by the contractor's inspection and test plans. Council documents PS1, PS2, PS3 and PS4 if required
- FIRP or its authorities' inspection release form(s)
- Any other quality documents required by the works information

Note: Certification required is specific for each batch or lot of material.

Submission of technical sales literature or documents of a general nature is not acceptable as certification.

Quality records are submitted to FIRP as required by the contract after completion of the works before practical completion. The Contractor shall use the submittal process in Procore to submit all soft copy quality records as well as supply two hard copy quality record files for all works as prescribed in the P & G specification.

10. Preservation of product quality

The contractor shall provide, in writing, at the time of delivery, any special requirements for safe handling, storage, and protection from environmental degradation, shelf life, and utilisation of, the product. There shall be formal written agreement on the commencement and expiry date for the product warranty. Special arrangements shall be contractually agreed where items (such as batteries, which have a limited life) will not be placed in service until sometime after delivery.

10.1 Access to contractor's and subcontractor's premises and facilities

The contractor and/or his/her subcontractor(s) shall provide access to FIRP, quality representative, authority/agency, and the regulatory body, where appropriate, to his/her premises and facilities, at reasonable times, to conduct quality assessments, audits, surveillances, and inspections to verify compliance with the contractual requirements. FIRP may vary the level of monitoring during the duration of the works.

11. Appendix A - Project Quality Plan

This Appendix A (PQP) of the FIRP Quality Requirements is a guidance document designed to assist contractors when developing Project Quality Plans for approval by FIRP prior to work commencing

PROJECT QUALITY PLAN FOR

PASTE YOUR COMPANY LOGO HERE

CONTRACT : FIRP

CONTRACTOR :

CONTRACT NUMBER :

WS & Project ID :

COMMENCEMENT DATE :

COMPLETION DATE :

APPROVED ON BEHALF OF:	NAME	DESIGNATION	SIGNATURE	DATE
Contractor Name		Project manager		
Contractor Name		Quality Manager		
FIRP		Project manager		
FIRP		Quality Manager		

INDEX: (REMOVE & INCLUDE AS REQUIRED)

12. Appendix B - Method Statement

This Appendix B (Method statement template) of the FIRP Quality Requirements is a guidance document designed to assist contractors when developing construction methodology for approval by FIRP prior to commencing work

METHOD STATEMENT

DESCRIPTION OF WORKS

Date	Revision	Description of change	Approved by FIRP			
			Contractor	Quality Manager	Safety Manager	Project Manager

Comments:

CONTENTS

1. Introduction:

1.1 The purpose of this Method Statement is to construct and maintain a system ensuring the effective management of the construction during the ……

2. Scope:

……..

3. Terms, Definitions, Abbreviations:

……..

4. Responsibility, Authority & Accountability:

……..

5. Method Statement – Activity List:

……..

6. Safety Requirements:

……..

7. Quality Control and documentation:

……..

8. Product data sheets & Drawings:

……..

9. Drawings

……..

13. Appendix C - Quality Control Plan

	(This Appendix C (QCP templet) of the FIRP Quality Requirements is a guidance document designed to assist contractors when developing their QCP's for approval by FIRP prior to work commencing.) **Insert your company name here** **QUALITY CONTROL PLAN** **FOR** **Insert description of works here**	QCP NUMBER

CLIENT/CONTRACT	**FIRP**		**WS & Project ID**		
PROJECT:		**PROJECT NUMBER**	**LEGEND: INTERVENTION LEVELS**	**H**	**Hold point: Inspection** approval of work before next operation can take place. This can NOT be waived
S	**Surveillance:** Ad-hoc or random checks done by FIRP	**V**	**Verify:** All work to be inspected, but next operation may commence if instructed by FIRP in writing	**W**	**Witness:** FIRP must be present to witness work or test done. FIRP can waive this intervention.
DR	**Document Review:** All applicable documentation to be complete and approved, before work may commence.				

ITEM No	ACTIVITY	Conformance Criteria: Standards, Specification, drawings	Records & references	CONTRACTOR NAME			FIRP			Third Party			COMMENTS
				Intervention	Signature	Date	Intervention	Signature	Date	Intervention	Signature	Date	

Page 1 of 1	**Name**	**Position**	**Signed**	**Date**
Approved for Contractor Name by:				
Approved for FIRP by:	Matt Hopson	Quality Manager		

14. Appendix D - Inspection request notification

Inspection request form

Inspection number:
QCP Number:
QCP Intervention Number:

Document Review ☐ **HOLD** ☐ **WITNESS** ☐ **TEST** ☐ **SURVEILLANCE** ☐					
CONTRACTOR:	**PROJECT ID**	**LOCATION:**	**OTHER:**		
☐ **CIVIL**	☐ **GEOTECH**	☐ **Structural Steel**	☐ **MECHANICAL**	☐ **ELECTRICAL**	☐ **COATING**
☐ **INSULATION**	☐ **OTHER (Describe):**				

REFERENCE DOCUMENTS **(Specification, Drawings, Industry Standard etc):**

ATT: FIRP PROJECT MANAGER

You are requested to provide verification/validation activity for:

On The Following Date:_____ **At The Following Time**: _____

We acknowledge that our Quality Control Inspector has inspected and verified that the above work is in compliance to the contract, specifications, approved drawings, and all applicable industry standards and national/international codes.

Contractor's Quality Representative: _____ _____ _____
(Print Name) Signature Date

Time of Request: _____ ☐ **AM** ☐ **PM**

Contractor's Contact at Site: _____ ___Cell No.: _____

NOTE:

This is only a request for inspection and ***NOT*** for approval or disapproval of the equipment, material, construction work or facility to be inspected.

Contractor shall ensure that the FIRP representative is given sufficient time to schedule his inspection, witness tests, and re-inspect work performed by Contractor.

For FIRP Use (Only) **Inspection Start Time:**_____ **End Time:**_____

☐ **ACCEPT** ☐ **REJECT (Reason):**_____

☐ **CANCELLED (Reason):**_____

Reference: Surveillance Report Number: _____

FIRP Validation & Verification By: _____ **Date:** _____

FIRP Quality Inspector

FIRP PROJECT Manager: _____ **Date:** _____

15. Appendix E - Quality Records

INDEX:

Company Name and Logo

Schedule of Quality Records

Description of the works

Section	Description
	Sample only – to be populated by Contractor
1	CERTIFICATE OF CONFORMITY
2	METHOD STATEMENTS
3	QUALITY CONTROL PLANS
4	CHECKLISTS / INSPECTION REPORTS
5	TEST CERTS
6	AS-BUILT DRAWINGS
7	MATERIAL CERTIFICATES
8	NCR/CAR/PAR
9	OTHER AS NEEDED

SPINE:

CONTRACTOR LOGO
CONTRACTOR QUALITY RECORDS **FIRP** **Project ID:** **Document no:**

EQUIPMENT NAME	**EQUIPMENT/TAG No**	**CONTRACTOR NAME**	**CONTRACT N°**	**VOLUME 1 of 1**

FIRP LOGO

FILE COVER:

LOGO

CONTRACTOR QUALITY RECORDS

FIRP

DOCUMENT NO: …….

EQUIPMENT NAME: …….

EQUIPMENT/TAG NUMBER: …….

PROJECT ID NUMBER: ……

CONTRACTOR NAME: ……

ADDRESS: ……
TEL: ……

CONTRACTOR REFERENCE: ……..

VOLUME NO: 01 of …