Project Quality Assurance Plan

vsarri@sarcon.com.au

1. Contents

2. INTRODUCTION

This document has been prepared by SARCON Pty Ltd to outline the scope of works and services to be provided and resources to be applied for the development, documentation and implementation of a Quality Management System during all Painting and Solid Plastering/Rendering contracts.

Vernon Sarri Project Manager will be the person on site responsible for supervision of the Scope of Works and its Safety.

3. SCOPE

Sarcon pty ltd - will undertake the supply and application of site painted coatings. Which generally includes application of decorative coatings to all elements of the building as per the relevant schedules and scopes of work

4. COMPANY

BUSINESS/ TRADING NAME	
AUSTRALIAN COMPANY NUMBER	
AUSTRALIAN BUSINESS NUMBER	
BSA LICENCE NUMBER	
BSA LICENCE CLASS	
PROJECT CONTRACT NUMBER	
COMPANY DIRECTOR	
COMPANY QA MANAGER	
OFFICE ADDRESS	
POSTAL ADDRESS	
PHONE	
FAX	
MOBILE	
EMAIL	

5. QUALITY POLICY STATEMENT

SARCON

Quality Policy Statement

Sarcon specialises in internal and external paint application, solid plastering and concrete repair. Our customers and clients are from the domestic, commercial, industrial and government sectors.

The policy of our company is to provide these services in a manner to both satisfy our clients and relevant statutory requirements. To achieve these objectives, we have implemented a Quality Management System (QMS)

Implementation of Sarcon's Quality Management System requires the following:

- All aspects of contractual obligations are addressed and fulfilled. This includes regular communication with clients to ensure that their requirements are being met.
- Compliance with statutory obligations, standards and codes of practice where applicable.
- Compliance with Environmental codes of practice
- Each level of the organisation is aware of and complies with their obligations. This includes providing feedback to review performance and implementing training and procedures to improve quality outcomes.
- All suppliers and subcontractors to be made aware of and comply with all aspects of Sarcon's (QMS) requirements.
- Non-conformances are to be identified, reported and investigated, with resolution requiring taking action to prevent recurrence.

Director:.................. ....

Date: 16/1/2017

6. MANAGEMENT POLICY STATEMENT

SARCON

Management Policy Statement

It is our company's responsibility to ensure that all work undertaken will be encompassed by our Quality Management System and the System is to form part of the daily duties of all employees.

The procedures will ensure that all work is carried out in a systematic manner to eliminate the occurrence of defects and the subsequent rework.

It shall be the responsibility of all supervisors and forepersons to achieve the implementation of procedures in the daily operations of their work sites.

It shall be management's responsibility to ensure that all the discrepancies found during the implementation of the procedures are fully recorded so that they can be discussed and rectified at the regular review meetings.

It is the responsibility of management to monitor the implementation of Sarcon's Quality Management System procedures; to report whenever a non-compliance with the system exists; to ensure that the situation is rectified and then that the rectification is maintained.

Quality Management shall operate in an atmosphere free of any restraints under which other departments operate and will represent the company on all matters relating to Quality Management.

Director: Date:16/1/2017

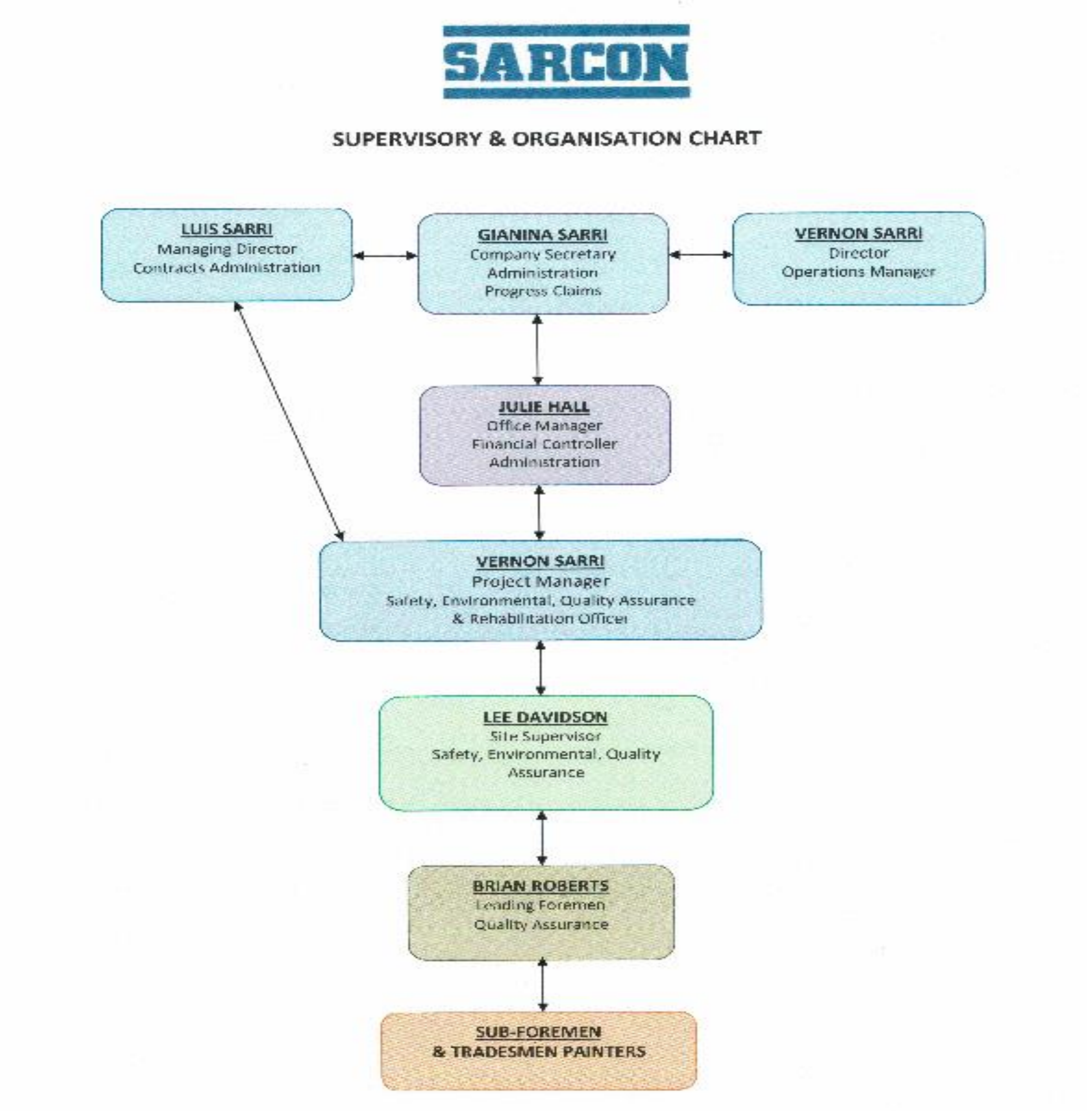
SARCON QUALITY ASSURANCE

7. ROLES AND RESPONSIBILITIES

SARCON PTY LTD structure

refer to Sarcon Pty Ltd Organisational Chart. The roles and responsibilities of key personnel directly involved in this Project are outlined below.

8. SARCON ORGINISATION FLOW CHART



9. QUALITY MANAGEMENT PLAN

SARCON

QUALITY MANAGEMENT PLAN

PROJECT:	GROWLER	Issue 01	18-1-2017

DESCRIPTION OF WORKS:

Painting and applied finish(Render) to new and existing buildings

Stages 1.01-6.02

INSPECTION & TEST PLAN LEGEND:

I = INSPECTION	Visual approval of substrate by Sarcon
H = HOLD POINT	1. To be approved by Client/Builder before work proceeds further **OR**
	2. Other trades to complete their works before work proceeds further

STAFF DUTIES:

Vernon Serri - Project Manager	Lodgement of dets
Lee Davidson - Site Supervisor	On site management of QA
Brian Roberts	On site QA

Issued to	Lend Lease		18/01/2017
	Sarcon	Lee Davidson	16/1/2017
Revision No 2	5/09/2017	Amendments	5/9/2017

10. DOCUMENT/DATA CONTROL

SARCON is responsible for:

- Completing and maintaining the quality assurance plan and providing a copy to the Principal Contractor.
- Keeping record of revisions that occur, which will be kept in the Record of Revision table below. All obsolete pages will be destroyed.
- Maintaining a register of people to whom the quality assurance plan is issued using the Distribution List table below.
- Reviewing the quality assurance plan when site activities and processes change that to ensure it is up to date.

Last Update: 22/3/17

11. Distribution List

Controlled copies of this Subcontractor quality assurance plan have been issued to the holders nominated hereunder.

NO.	NAME	WHERE MANAGEMENT PLAN HELD	ISSUE DATE
01		Site	18/7/2016
02	Sarcon	Site	15/7/2016
03		Site	22/3/17
04	Sarcon	Site	23/3/17

Data control

Sarcon Pty Ltd will establish a project file that will contain all current information and correspondence relating to the project.

A current set of drawings will be maintained on site, all superseded drawings will be marked clearly as superseded.

Incoming Drawings

All relevant incoming drawings and specifications are checked against transmittal document. If correct, the drawing is dated reviewed for changes and copy issued for site, the drawing is then filed for further reference.

Samples

Prior to submission to Lendlease, details of the sample are recorded in the Sample Register. Samples will be issued to Lendlease if required for approval with an accompanying transmittal or via Aconex. Upon receipt of written advice from Lendlease of Sample status:

If approved the register is updated and work authorised to proceed; or

If not approved, the register is updated and alternative sample, if required, is resubmitted for approval.

12. PURCHASING

Vernon Sarri will ensure that external suppliers are provided with adequate purchasing documentation to ensure performance and compliance with specification requirements and that they are capable of complying with the specification requirements. All products and services sourced from external suppliers will be accurately detailed in Purchase Orders.

Purchase Orders can only be signed by an authorised employee of Sarcon Pty Ltd.

Prior to making a purchase from an external supplier either:

- Quotes for the required item will be obtained, or
- The item will be purchased directly from an approved supplier.

Having decided on a supplier, the following details of the required item must be entered onto a Purchase Order Form:

- Name of supplier of product or service;
- Contact name and phone number of supplier;
- Date Purchase Order raised;
- Project;
- An accurate description of product or service required;
- Quantities of product or service required;
- Total price of product or service ordered (if other than regular approved supplier);
- Prices quoted include G.S.T; and
- Details of Pickup or delivery instructions including address, date and time if applicable.
- A copy of the order must be kept onsite and also forwarded to SARCON office

Any supporting documentation required to accurately define the product or service to be supplied will be attached to the Purchase Order.

13. SAMPLE REGISTER

SARCON

REGISTER OF SAMPLES

PROJECT:

No.	ITEM DESCRIPTION	COLOUR / TYPE	SUBMISSION DATE	APPROVAL DATE

14. INSPECTION TEST RECORDS

INSPECTION TEST CHECKLIST (ITR)	SARCON
Painting	
Level/ Area/ Zone:	

PAINTING

Delivery:

1 Inspect materials on arrival to confirm they are what has been ordered ☐

Preparation:

1 Assess substrate and carry out preparatory work to achieve the required standard of finish ☐

2 Adequate protection/masking to adjacent surfaces has been carried out ☐

3 Environment is suitably dry, clean and dust free, area is clear of other trades ☐

4 On Site Conditions ☐

Air Temperature Allowable 10c – 45c

Substrate Surface Temperature 10c – 45c

Relative Humidity 85%

5 Manufacturer, type, colour, gloss level and application of each paint coat are as specified finish ☐

Paint Application:

6 Visual inspection of paint coats applied ☐

7 Completed work is defected ready for hand over ☐

8 Final inspections complete ☐

Complete	**Sarcon Sign:**	**Date:**	**Sign:**	**Date:**

Note any additional comments:

15. INSPECTION TEST PLAN

INSPECTION & TEST PLAN

SARCON

PROJECT:		SYMBOLS
LOCATION:		W - WITNESSED
		I - INSPECTION
		H - HOLD

ITEM	DESCRIPTION OF ACTIVITIES		SARCON	DATE			DATE	CRITERIA / REMARKS
1.0	PAINT SYSTEM							
1.1	SUBSTRATE: CLEAN & FREE OF CONTAMINANTS	I						
1.2	APPLIED TO MANUFACTURER'S RECOMMENDATIONS							
	1st coat				H			PRE-PAINT INSPECTION
	2rd coat	I						
	3rd coat	I			W			
1.3	FINAL INSPECTION/RECTIFICATIONS & TOUCH UPS	I			W			

PREPARED BY : APPROVED BY:

QAF-0902 REVISION No: 2 DATE:

16. SKILLS AND COMPETENCIES

Procedure:

SARCON will ensure that its employees are adequately trained to a level of competency sufficient to ensure their health and safety when at work.

Assessment:

SARCON will undertake a training/competency assessment of all employees prior to the commencement of work on the nominated site. The assessment will be recorded on the appropriate form. Where skill deficiencies are detected appropriate training will be provided before work commences so those employees can perform their designated duties safely.

Personnel Qualifications Register

Personnel Qualifications Register

Competence of workers Qualifications and experience required to complete task	Personnel, Duties and Responsibilities	Training required to complete this work
Blue/white card	Refer SARCON EH&S PLAN and SWMS	Site Specific Requirements /Scope of Works
Tradesman Worker / Apprentice Worker		Correct PPE as required by SDS
Certificates or Licences for Access Equipment		Defined training by equipment and legislation requirements

The following workers and Safety Representatives have been consulted in the development of this plan and In inducting the workers into this SWMS, Sarcon confirms the worker has the qualifications and experience competent to complete the prescribed tasks.

This section to be signed before worker commences on site

DATE	PRINT NAME	SIGNATURE	DATE	PRINT NAME	SIGNATURE

The following register contains details of the skills and competencies of Sarcon Pty Limited employees.

EMPLOYEE NAME	EMPLOYEE ROLE/S	SKILLS/COMPETENCIES/EXPERIENCE

17. NON-CONFORMANCE

Non-Conformances

Non-conformances or system defects issued by HEAD CONTRACTOR will be closed out using

SOFTWARE PROGRAM NAME. Proposed corrective actions will be issued to HEAD CONTRACTOR for approval prior to commencing rectification. Non-conformances will be rectified in a timely manner and as stipulated by

in the Non-conformance Report.

Non-conforming products found at delivery shall not be accepted and returned to the manufacturer/supplier. Where the product cannot be returned immediately, the non-conforming product will clearly marked/labelled and segregated to prevent it use on the project. Non-conformance report will be raised and issued to the HEAD CONTRACTOR.

Defects

HEAD CONTRACTOR and the Consultants will identify and record defects. The defect lists will be issued to Sarcon via SOFTWARE PROGRAM NAME.

Non-conformance and corrective action report

SARCON

NON-CONFORMANCE AND CORRECTIVE ACTION REPORT

ORDER/JOB		REPORT No.

ITEM DESCRIPTION:

DETAILS OF NON-CONFORMANCE:

NAME:

SIGNATURE: DATE:

PROPOSED REMEDIAL ACTION:

NAME:

SIGNATURE: DATE:

REMEDIAL ACTION COMPLETED AND ACCEPTABLE:

NAME:

SIGNATURE: DATE:

COMMENTS

QAF-1202 REVISION No. . . . . DATE. . . . .

Non-conformance register

SARCON

NON-CONFORMANCE AND CORRECTIVE ACTION REPORT LOG

No.	DESCRIPTION	COMPLETION DATE
1		
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QAF-1201 REVISION No. . . . . DATE. . . . .

18. Quality Records & Certificates

Sarcon will provide the following documentation in accordance with the Subcontract.

Certificates

Form 16