

*AL HAMRA KUWAIT COMPANY W.L.L*

REGISTER OF COMMERCE NO. 16278

FIRST GRADE CONTRACTOR IN CTC NO. H4-6050

# **Quality Control Policy**

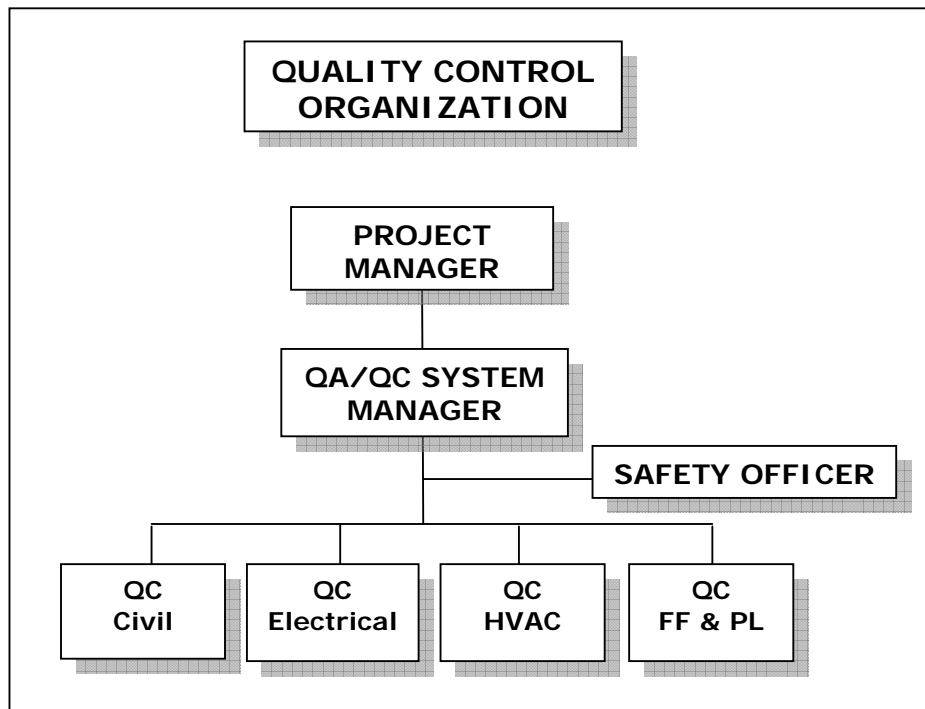
# I QUALITY CONTROL ORGANIZATION

## INTRODUCTION & DESCRIPTION

The Quality Control Program details the methods used to assure all work is in conformance with the project drawings and specifications, plus Ensures that all material and equipment inspections and testing are performed as per Contract specifications, manufacturers' recommendations, and code standards.

The Al-Hamra Quality Control personnel are responsible to implement and maintain quality standards, identify quality issues, recommend solutions and monitor their implementation. Inspection of work in progress shall be on a continuous basis to ensure that work is completed in accordance with approved plans and drawings.

The following diagram depicts the Quality Control Organizational chart:



As shown, the Quality Control System manager reports to the project manager and has the independent prime responsibility for the quality control and

safety plan implementation, as well as compliance to environmental requirements.

## **II PERSONNEL**

A staff shall be maintained to perform all Quality Control activities. Staffing during any specific work period will be determined by nature of the particular type of work and the amount of work to be performed during any specific phase of construction.

### **A) Quality Control System Manager:**

#### **Duties and Responsibilities**

- 1) Implement and maintain quality standards in work performed by project staff at all locations.
- 2) Reject and stop work not meeting contract specifications and standards
- 3) Review all required inspection and test reports and Ensure proper consolidation and distribution.
- 4) Schedule and control submittals, verifying materials, equipment, and documentation comply with contract specifications.
- 5) Maintain records of Quality Control operation activities.
- 6) Ensure proper receiving, inspection, handling, storage and shipping of materials and equipment
- 7) Implement the three-phase control system for major, definable features of the work as follows:
  - a) Preparatory phase
  - b) Initial phase
  - c) Follow-up phase

- 8) Incorporate submittal status, quality issues, and scheduled inspections into a weekly status report given to the contracting officer.

**B) Quality Control Inspectors:**

**Duties and Responsibilities**

- 1) Inspect and document all work performed to Ensure compliance with approved drawings and specifications.
- 2) Prepare all required inspection reports for submission to the Quality Control System Manager.
- 3) Monitor all approved testing procedures as per contract requirements.
- 4) Schedule and coordinate submittals for each assigned task order.
- 5) Initiate daily inspections and projects status for each project, including inspection deficiencies, number of workers by trade, delays and weather conditions.
- 6) Assignments – As depicted on the organizational chart, most Quality Control assignment will be based upon a concentration of projects at a given site. In addition, Al-Hamra will supplement with additional Quality Control Engineers with trade specific expertise. These trade specific quality control engineers will assist when and where there is a concentration of projects requiring their special skills, such as Electrical/Mechanical or Civil/Architectural. This dual assignment method ensures quality coverage on a functional specialty basis as well as geographical basis.

**III QUALITY CONTROL FUNCTIONS**

To assure that all construction activities comply with contract requirements and specifications, the Quality Control functions will include:

**A) Submittals**

- 1) Maintain a submittal register for materials and shop drawings.
- 2) Determine priority of submittals according to sequence of work and lead-time.
- 3) Ensure submittals are completed in accordance with contract specifications and approved prior to scheduled requirement dates.

- 4) Ensure that a detailed construction schedule is developed, submitted, and approved.

#### **B) Materials Delivery**

- 1) Ensure delivered materials match submitted and approved samples.
- 2) Inspect delivered materials for defects and/or damage.
- 3) Ensure proper handling and storage.

#### **C) Construction Equipment Compliance**

- 1) Construction equipment shall be in accordance with contract requirements and specifications.
- 2) Equipment with safety or quality workmanship deficiencies will be identified and segregated.

#### **D) Testing Procedures**

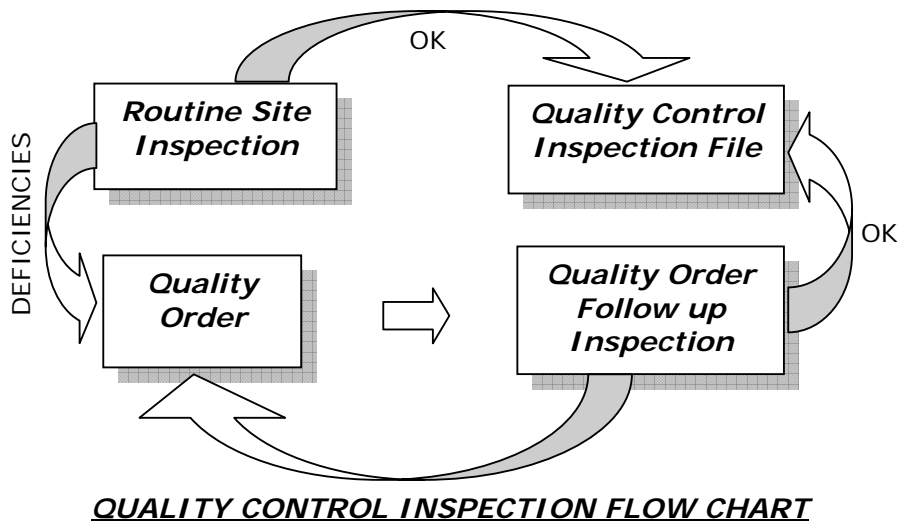
- 1) Verify test reports and procedures meet contract requirements.
- 2) Ensure testing facilities and equipment comply with testing standards and verify accuracy of test equipment.
- 3) Notify Government/Engineer of scheduled test dates and times as required by contract.
- 4) Check test instrument calibration data against certified standards.

#### **E) Inspections**

- 1) The three phase system of inspection will be employed to control the work flow. (Preparatory, initial, and follow up)
- 2) Prior to commencement of work an inspection of site will be conducted to insure area is prepared for start of work. The Pre-Construction Inspection Checklist is contained in Appendix A.
- 3) Inspections will be conducted and documented on a regular basis covering both conforming and defective work. Inspections will be performed at critical stages so that no defects are hidden by subsequent tasks. The Quality Order form (Appendix A, page A-3) will be used to

track deficiencies and Ensure correction. A 72-hour notice will be given to the Government prior to the pre-construction inspection.

- 4) The Quality Control System Manager will conduct a completion inspection at conclusion of all work for each project. A punch list of items not conforming to specifications will be generated detailing estimated date when deficiencies will be corrected. Sample punch list form is contained in Appendix A. A second completion inspection will be conducted by a member of the Quality Control staff to verify correction of deficiencies.
- 5) After a second completion inspection has been performed, a pre-final inspection will be scheduled and jointly conducted by client QA representative and Al Hamra Quality Control Staff member. Any discrepancies noted will be corrected prior to scheduling the final inspection.
- 6) The final inspection request will be submitted at least three workdays prior to desired final inspection date. A copy of the Notice of Final Inspection form is contained in Appendix A.
- 7) The following Quality Control Inspection Flow chart depicts the closed loop inspection system employed on the program:



***Routine Site Inspection -***

Work in progress will be inspected and documented

***Quality Control -***

The request by inspector to correct deficient or improper work.

***Quality Order Follow up Inspection -***

Verifying correction of deficiencies or improper work noted on Quality Order.

***Quality Control Inspection File -***

Files segregated by PM Report/Service containing documentation of daily/bi-monthly site inspections, quality orders, and quality order follow-up Inspections.

**F) Documentation**

- 1) The Daily Construction Quality Control Report (Appendix A) will summarize Quality Control operation activities. The report will contain details of types of trades working on project, number of personnel, weather, delays, and acknowledgement of deficiencies along with corrective action taken. A statement that supplies and materials used have been inspected and comply with contract specifications will also be included in the report. Two copies of the report will be furnished to the Contracting Officer.
- 2) A Quality Control file will be maintained at the QC office. The contents of the file will include:
  - a) Latest revision of contract drawings and specifications.
  - b) Pre-construction inspection checklist.
  - c) Daily Construction Quality Control Reports.
  - e) Certificates of compliance.
    - i) Non-conformance reports.
    - ii) Reports on tests performed.
    - iii) RFI's (Requests for Information).