

Employer
SAKO BRNO A.S.

Project
Modernization of WtE Plant SAKO Brno

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PART III, APPENDIX B7

REQUIREMENTS FOR QUALITY



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1. GENERAL

This appendix describes the Employer's requirements to quality assurance activities and obligations during the implementation of Contract Object.

2. QUALITY ASSURANCE

The Contractor's quality assurance (QA) activities shall be part of the Contract Object.

To provide documentation for the fulfilment of the required quality, the Contractor shall submit all necessary information to the Employer.

The QA system shall meet the Contractor's requirements for quality control of the Contract Object. If the QA system is prepared according to a standard, this shall appear from the part 0.g *Forms for Technical Data*. There is no requirement for certification of the QA programme, however it shall as a minimum comply with and be at the same level as stated in ISO 9001.

The Contractor shall appoint one person responsible for implementation of the quality assurance. The person will be the Employer's contact regarding QA and shall, upon request, report and document implementation of the QA activities at project meetings.

The Contractor shall make use of a documented QA system. The documentation for the system will hereinafter be referred to as the 'Quality manual' or also "QA manual".

Should Subcontractors be used for major supplies, the Contractor shall be responsible for ensuring that the Subcontractors prepare a QA programme, which will then form part of the QA manual.

2.1 QA Manual

The Contractor shall prepare a QA manual for the Contract Object based on the requirements of the Contract Documents as well as the Contractor's own QA system. The QA manual shall be submitted to the Employer for approval not later than four weeks after signing of the Contract.

The QA manual shall describe the method employed by the Contractor in preparing, maintaining and updating a QA control system suitable for the Contract Object, ensuring adequate quality assurance of the Contract Object from contracting to final takeover.

All parts of the QA manual shall be frequently updated and submitted to the Employer. The updating must be carried out to ensure that the content of the manual is always applicable and practicable. Major changes to the QA manual shall be presented to the Employer for approval prior to implementation.

At all time during the erection period of the Contract Object, the QA manual shall be able to document that all quality assurance activities (certificates, inspection reports etc.) are being and have been carried out for all parts of the Contract Object.

The QA manual shall explain subjects relevant for the Contract Object, including, but not limited to:

- Project QA/QC organisation
- Project control
- Project reviews
- Identification of risks and complicated processes
- Document control and correspondence procedures
- Purchase control

- Control of Subcontractors, including a list of the major Subcontractors, stating contact names and subcontracted works.
- Quality activity plans explaining activity, method, scope, acceptance criteria, documentation format, time schedule, and supervisor.
- Rules for handling of project revisions
- Rules for handling of defects of materials and works
- Rules for the handling of deviations in the Contractor's project material.
- Examples of tables and forms to be used for the QA.

2.2 Quality control plan and quality records

The Contractor shall prepare and maintain "quality control plans" in accordance with the requirements of the latest version of ISO 10005 that details the inspection and test sequences during manufacturing, construction and erection of all main components of the Contract Object. The Contractor shall ensure that equipment is provided in accordance with all relevant codes and Legal regulation (including CE marking, machinery directives, etc.).

The Contractor shall submit its plans for inspection and surveillance to the Employer to identify those specific activities that are to be included within the quality programme of factory inspections and inspection of factory tests. The Contractor shall submit quality control plans of main components to the Employer at least two months in advance of the activity to which they relate to enable the Employer to plan their participation.

Quality records shall contain copies of the Contractor's quality control plans, certificates of materials and tests, records of all non-conformities and associated corrective actions, and all Documentation provided by the Contractor in connection with the Contract Object including but not limited to, as-built drawings and all certificates and declarations of conformity. Quality records shall be available upon the Employer's request.

2.3 Employer's Audit

The Employer or a third party assigned by the Employer is entitled to carry out control (audits) at the Contractor's as well as his Subcontractors' offices or workshops to ensure that procedures, QA activity plans, time schedules etc. are followed. The Employer shall be given the opportunity to participate in Contractor and Subcontractor meetings (commercial discussions excluded).

The Contractor shall take the proper actions in case he cannot document that the Contract Object is not being carried out in accordance with the Contract.

The Employer or a third party assigned by the Employer is entitled to attend all tests carried out by the Contractor or his Subcontractors. The Employer shall be informed in writing of the dates of all tests no later than 10 Working Days before they are expected to be carried out.

The Employer or a third party assigned by the Employer is entitled to carry out tests at all stages of the project. If such tests establish that requirements have been satisfied, the Employer shall pay for the test, if not, it shall be paid for by the Contractor. As regards guarantee tests, reference is made to appendix A20 *Procedure for Guarantee Test*.

The Contractor shall, free of charge, assist the Employer with documentation and staff in connection with inspections and testing.

The Contractor shall without undue delay inform the Employer in writing, if it comes to his knowledge that either the materials selected, the design principles applied, or the technology selected may result in inconveniences such as damage, quicker wear and tear or major costs for the Contract Object. This obligation also applies if the technological development offers improved solutions before the Contract Object has been finished. Finally, the Contractor is obliged to inform the Employer if damage to a similar works elsewhere delivered by the Contractor should occur.

2.4 Test Certificates

Certificates, including test certificates, and similar Documentation for the components supplied shall be filed by the Contractor for a complete delivery to the Employer prior to the Preliminary Takeover of Contract Object. However, the Employer shall on request have access to all such documents before the delivery to Site.