

INSERT COMPANY
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Contract Name:		Reference:			
Main Activity:					
Name of Surfacing Contractor:					
Name and position of Site Supervisor:					
Infrastructure Malta personnel assigned to manage this activity:					
Quality Plan Approver Name:		Position		Sign Date	

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1 AMENDMENT RECORD

Date	Details of Amendments	Authorised By



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3 SCOPE AND DESCRIPTION OF CONTRACT

The key contractual activities covered by this Quality Plan cover the provision of:

- [Insert List of Activities]

The geographical area covered by this Quality Plan is shown in Figure 1: Geographical area of [Contract Name]



Figure 1: Geographical area of [Contract Name]



3.1 MATERIALS

The following materials are to be placed:

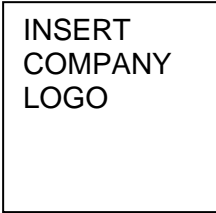
Constituent Materials				
Material or Condition	Test / Operation	Criteria	Test Method	Frequency
Aggregate Properties	Resistance to Fragmentation Resistance to Freeze/thaw, Water Absorption, Cleanliness Shape			
Additional Aggregate Properties Surface Course	Resistance to Polishing Resistance to Surface Abrasion			
Bitumen	Penetration Softening Point			

3.2 EQUIPMENT

The equipment to be used on site is adequately maintained and fit for purpose for the tasks in this contract.

The following equipment will be used:

Equipment	Registration Number	Last Inspection Date



3.3 COLD MILLING METHOD STATEMENT

The thickness of material to be planed out is as specified below:

Chainage Start	Chainage End	Thickness

3.4 BOND COAT

The specification of the bond coat to be used is as follows:

[Insert Bond Coat Specification inclusive of target spread]

3.5 PAVING LAYOUT

The thickness of material to be placed to achieve the required thickness is:

Material Name	Material Depth Compacted	Material Depth Uncompacted

The expected amount of material per hour expected is as follows:

Material Name	Material Delivered to Site / hour

3.6 ROLLING PATTERN

The roller passes and rolling patterns are as follows:

Roller Number	Roller Type	Number of Passes
1		
2		
3		

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Figure 2: Specific Roller Patterns for Straight Sections, Bell mouths and Junctions



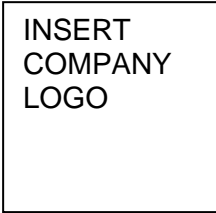
4 COMMITMENT TO QUALITY, THE ENVIRONMENT AND HEALTH & SAFETY

The company is fully committed to Quality and the expectations of the end user, the client and the contract. Where appropriate, we will interface with our clients/main contractor site specific quality plan for the benefit of the contract and the quest for continual improvement.

This quality plan and accompanying appendices constitute the operational processes of the overall management system for this specific contract.

Quality, Environment and Health & Safety Objectives for this project are:

- Zero reportable or time lost accidents on this project
- Zero environmental incidents on this project
- Zero defects on this project
- Completion on or before programmed completion date
- High customer satisfaction scoring from our customer



5 ORGANISATION OF THE CONTRACT INCLUDING SUB-CONTRACTORS

The company will provide a site-based team of competent and experienced people who will undertake operational control of the contract.

Further resources and expertise, if required, are available from support and head office functions.

Nominated personnel will be authorised at various levels to amend this plan and/or sign the various records created by it.

The scheme Site Organisational Structure, Responsibilities and Authorities, Contact Details and Authorised Signatures can be found below:

Site / Contract Office details:

Address	
Office Landline	
Office Email	



5.1 RESPONSIBILITIES AND AUTHORITIES

Position	Name	Responsibilities	Authority
Contract Director		General overall contract ownership	Allocation of resources. Site activities, client liaison.
Contract Manager		General contract supervision, reviewing and monitoring. Safety	Allocation of resources. Site activities, client liaison.
Supervisor		Safety Site Dipping / levelling / planning of work. Controlling Sub contractors and material orders. Pre / Final Quality Inspections. Receiving and Inspecting materials. Identifying non-conformities / problems. Reviewing, inspection and test records. Filing and retention of records.	Deputising in the absence of line managers Ordering Materials / sub-contractors Implement corrective actions. Rejecting Materials / sub-contractors. Hold Operations. (Quality and Safety)
Foreman		Safety Materials laid and compacted to correct depth and level including detail to Ironwork and kerbs. Identifying non-conformities / problems. Reversing Vehicles Documenting laying records	Reject Materials. Holding Operations. (Safety)

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Site Technical Liaison		Safety Ensuring adherence to Contract ITP and reporting of results to the client	Holding Operations. (Quality)
Material Supply Technical Manager		Monitoring and control of manufacturing plants and materials	Adjustment to mixing process and mix proportions to ensure compliance
Safety Manager		Site Audits and advice. Identifying non- conformities / problems.	Holding Operations. (Safety)
Quality Advisor		Overview of technical and quality information	Holding Operations. (Quality)



6 INSPECTION AND TESTING PLANS

The Contractor will ensure that close liaison takes place with the client regarding quality; the forum will be informal / formal meetings and discussions. The agenda and frequency of communications will be agreed, documented and reviewed by the site management team for continuing suitability.

One of the prime drivers of our management system will be establishing and implementing a specific site Inspection and Testing Plan (I.T.P).

The Inspection and Testing Plan will:

- outline the sequence of operation and those responsible for its control
- detail the testing and frequency required to comply with the contract specification

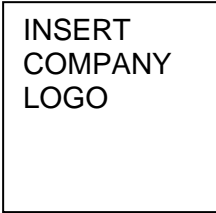
Deviations from the I.T.P. will be filed as Non-Conformities.

The Inspection and Testing Plans applicable to this contract is listed below:

Form / Type / Record	Description of Use	Frequency
Job mixture design and approval	Target gradings, compaction	Initially
Diary sheet Record	General Narrative of shift activities	Daily
Dip Sheets	Assessment of levels	Each section & layer
Material Laying Records	Material traceability / inspections	Whenever material laid
Shift Inspection Record	Stage hold points for Asphalt laying and inspection	Each Shift
Sampling	Asphalt Sampling for Compliance	In accordance with ITP
Density Gauge Readings	Recording density /compaction	In accordance with ITP
Longitudinal Profile	Ride Quality	In accordance with ITP
Other		
Density/Voids Core Testing	Test Result	In accordance with ITP
Bituminous Materials Compliance Tests	Test Result	In accordance with ITP

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Weather Records	Temperature, Wind Speed, Precipitation	In accordance with ITP
Supplier Delivery Tickets	Signature of acceptance	Each delivery
Texture Depth Results	Test Result	In accordance with ITP
Transverse Straight Edge	Test Result	As required
Rolling Straight Edge	Test Result	In accordance with ITP
Minutes of meetings	Identifying and recording actions and outcomes	As required.
Bond Coat / Tack coat distribution	Calibration of spread rate	In accordance with ITP
Post contract review	Review and close out	Once at end
Complaint and Non-Conformity	Recording any problems	Each occurrence
Summary Sheet	Summary of daily results and inspections	Updated daily
Final Inspection/Handover	Joint Inspection with Client	At completion - once



7 SELECTION AND EVALUATION OF SUPPLIERS AND SUB-CONTRACTORS

All suppliers of materials and sub-contract services, the supply chain, are selected for their ability and competency to consistently supply to agreed specifications and requirements in accordance with quality system procedures.

Sub-Contractors & Suppliers (Supply Chain including Asphalt Producer)

Name / Address	
Service / Material	
Office Phone	
Office Fax	



8 CONTROL OF THE PURCHASE OF MATERIALS

All materials supplied to the contract shall be subject to confirmation of approval by the client.

Where materials are purchased from external suppliers, this will again be carried out through the Contract Manager, which will ensure that the materials comply with the relevant specifications and Contract specific requirements as requested by the site team.

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9 APPROVAL TO PROCEED (HOLD POINTS) AND INSPECTIONS

Where practicable the “Approval to Proceed” and/or inspection Sheets will be cross referenced and collated with any other related site records such as dip sheets, laying records, testing of previous layer’s etc.

These check sheets will enable those responsible to ensure the following: -

- (a) That work is carried out in accordance with the “Inspection Testing Plan”
- (b) That work is carried out in accordance with the contractor’s method statement.
- (c) That incomplete or non-conforming works are remedied prior to subsequent operations.
- (d) That permanent work is to the satisfaction of the client.
- (e) That any deviations from items a-d are recorded as non-conformities.



10 NON-CONFORMITIES

All non-conformities will be recorded and entered into a database, and corrective actions undertaken as appropriate. Opportunity shall be taken to identify root cause and systemic improvements implemented to prevent recurrence.



11 PROGRAMME REVIEW

The contract programme will be continually monitored and, if necessary, it will be amended, to ensure the work is executed in an efficient and timely manner.

Proposals for amendments to the contract programme will be submitted to the clients/main contractor's project team, with details of why the changes are desirable. The changes will only be implemented after consultations have been completed, and with the agreement of the project team and any other interested parties.



12 DOCUMENT CONTROL

The site team will register and file documents, records and correspondence in a controlled and easily retrievable manner.

Site records and information will, if possible, be recorded on Company standard forms such as dip sheets. In addition, site specific pro-forma's and record sheets will be established if required.



13 REVIEW AND AUDIT OF QUALITY PLAN

It is the Contractor's policy to carry out frequent audits on the requirements of this Quality Plan, operational practice and the records generated.

Audits will be recorded, and copies will be distributed to the relevant persons for information and corrective/preventative action if non-conformities have been identified.

It will be ensured that any actions required are completed in a timely and effective manner.