

QUALITY Management Plan

COMPANY: NUFORM STEEL FABRICATIONS PL & NEWFORM STEEL FABRICATIONS PL

PROJECT: TBD for future work

Register of Amendments					
Rev. No.	Date.	Details.	Prepared By	Checked By	Approved By
1	23/08/16	First Issue Quality Plan	TP	PC	GC
2	2/5/17	Second Issue Quality Plan	TP		

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QUALITY 001 – Project details and Introduction

Organisation Details	
Business/Trading name	NEWFORM STEEL FABRICATIONS PTY LTD
ACN/ABN	811 592 00 316
Contract Job Number	TBD
Director/Manager	Greg Cole
Company QA Manager	Phil Clarkson
Address	10 Reid St Bayswater 3153
Phone	+613 9762 4100
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Mobile	0433 558832
Email	Greg.Cole@nuformsteel.com.au

This Project Quality Management Plan has been prepared to provide the head contractor with a plan as to how the quality system will be administered for the duration of the works.

This document details the procedures that need to be followed to ensure the works are delivered to the contractor in accordance with the contract documents.

The following table sets out a brief description of the work to be carried out by NuForm Steel Fabrications during the course of the Contract.

Date	Description of Works	No of Employees (inc subcontractors)
TBD	Detailing, Fabrication and Installation of TBD	TBD

The table below identifies the designated person on site at the factory responsible for the management of quality.

Name	Contact Details
Phil Clarkson	Email: Phil.Clarkson@newformsteel.com.au Mobile: 0438 332 613

Nuform Steel Fabrications ends to subcontract all or part of the works. The sub-subcontractors intended to be used on this site are:

Business	Contact Details
Glazing as needed Powdercoating as needed Galvanizing as needed TBD	

NuForm Steel Fabrications will ensure that the above mentioned subcontractor(s) will comply with the quality requirements for their specialised works.

Director / Manager _____

Date ___ / ___ / ___

QUALITY 003 – Quality Policy

At Newform Steel Fabrications a commitment to quality is part of the business.

This is achieved through:

- complying with statutory requirements, codes, standards and guidelines;
- setting up quality management system with the aim of eliminating or reducing defective work.
- defining roles and responsibilities for managing quality.

Strategies will include:

- providing ongoing education and training to all of our employees;
- consulting with employees and other parties to improve decision-making on quality matters;
- ensuring non-conformances are investigated and lessons are learnt within the organisation;
- distributing quality assurance information, including this policy, to all employees and interested parties;
- providing enough resources to ensure quality management is a central part of the organisation;
- Ensuring that all non compliances with the quality requirements are logged and documented in accordance with the requirements set out in this plan.

Signature _____

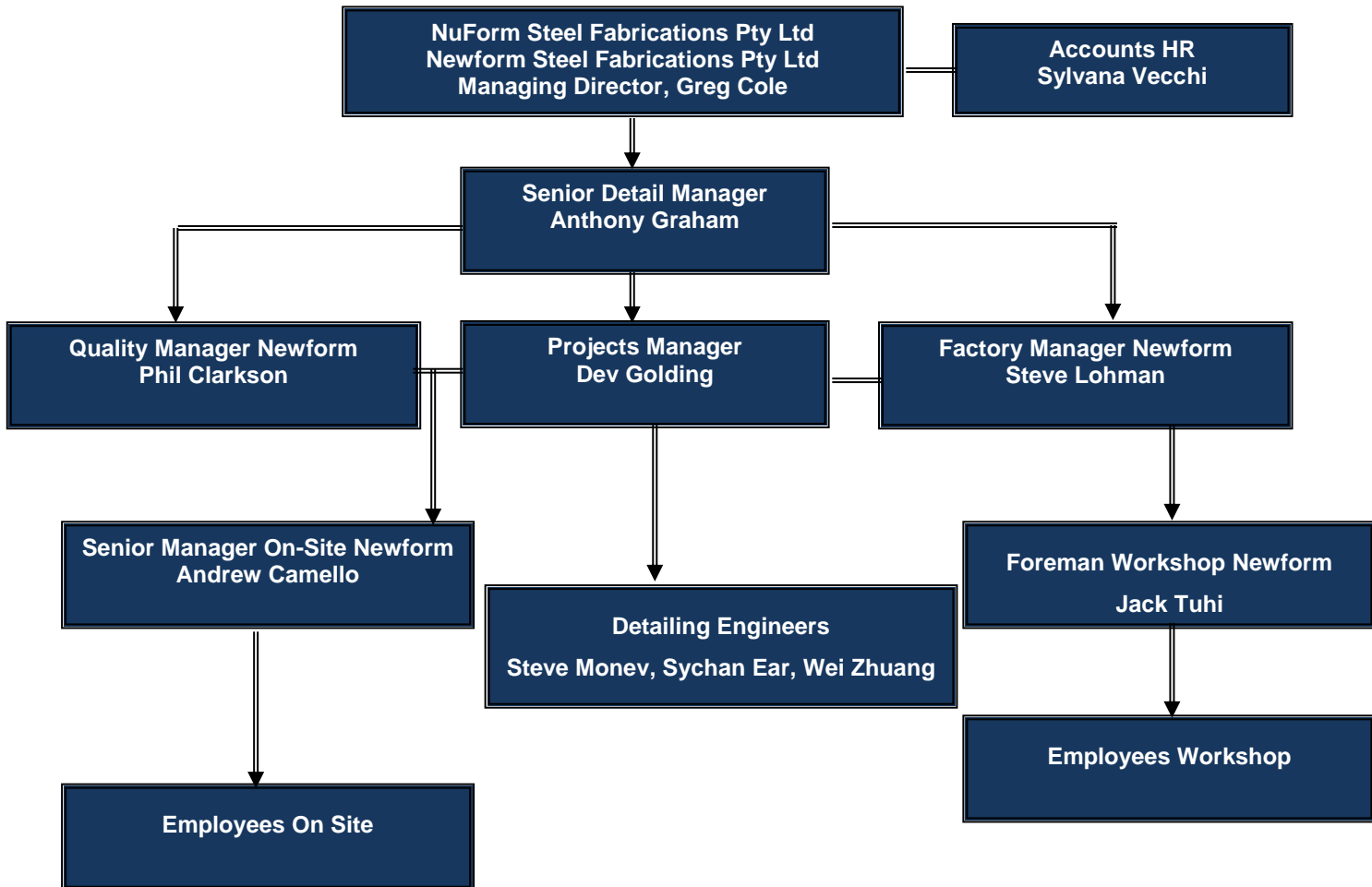
Quality Manager _____

Date ___/___/___

QUALITY 004 – Roles and Responsibilities

Nuform and Newform Steel Fabrications provides the following key trained and competent personnel in the Fabrication Factory and on site.

Detailing and Contractual work will be conducted by NuForm Steel Fabrications and Fabrication and On-Site work will be conducted by Newform Steel Fabrications a wholly owned subsidiary of NuForm.



ROLES AND RESPONSIBILITIES DEFINED

Managing Director

Is responsible for the strategic and operational functions of the company and duties include:

- day to day management of the company
- contract negotiations with partners and customers
- management and supervision of invoicing, payment of bills, salaries, superannuation and social charges, payment of taxes
- ensuring sufficient liquidity of the company
- direction and supervision of staff
- ensuring the company can provide for liabilities as they arise and that all statutory payments and provisions are made

Senior Detail Manager

Is second in charge at NuForm to the Managing Director and duties include:

- deputising for the Managing Director as needed
- monitoring project performance
- detailing of fabrication requirements for manufacture
- managing project fabrication and deliverables in conjunction with the Fabrications Manager the On-Site Foreman and the Quality Assurance Manager

Projects Manager

Is responsible for projects and duties include:

- tendering and bidding for work
- planning and defining scope of work
- developing schedules and resource planning
- time and cost estimating and budgeting
- documentation
- main point of contact between contactors suppliers and the company

Factory Manager

Is responsible for timely fabrication and delivery at the workplace and duties include:

- ensuring that the on-site Inspection & Testing are undertaken;
- organisation of on-site personnel with regard to their responsibilities;
- Identify key quality risks and opportunities to ensure high quality outputs;
- communicating with the principal contractor to reduce quality risks;
- being a part of the planning and design stages of trade activities;
- ensure that all staff under their control have adequate training and experience for the work;
- ensure that all staff under their control have adequate equipment to carry out the works.

Foreman Workshop

Is responsible for timely fabrication in the workshop and duties include:

- ensuring that workshop employee's are engaged in productive activities;
- organisation of workshop personnel with regard to their responsibilities;
- ensuring that workshop employee's follow the requirements specified on issued drawings and are prepared to highlight any difficulties to avoid mistakes and improve fabrication processes;
- ensuring that workshop employee's are operating in a safe manner ;
- ensure that all staff under their control have adequate training and experience for the work;
- ensure that all staff under their control have adequate equipment to carry out the works.

Senior Manager On-Site

Is responsible for quality at the workplace and duties include:

- ensuring that fabrication is undertaken to the requirements of issued drawings
- ensuring that staff report on their time sheets against the work allocated on drawings
- organisation of on-site personnel with regard to their responsibilities

- being a part of the planning and design stages of trade activities
- ensure that all staff under their control have adequate training and experience for the work
- ensure that all staff under their control have adequate equipment to carry out the works
- manage non-conformances and initiate corrective action as required
- reviewing quality reports and inspections, and following up on recommendations
- regular attendance at on-site meetings to ensure quality related issues are raised for review.

Quality Manager

Is responsible for quality at the workplace and duties include:

- implementing the Quality Management Plan
- understand the requirements of the subcontract and ensure the works are delivered in accordance with the subcontract, i.e. specifications, scope of works, etc
- providing advice and assistance on quality matters to employees
- deciding when training on quality is required
- undertaking inspection of the contracted or planned works to ensure that quality control measures are implemented and effective
- ensure that all defects and incidents are identified, actioned and closed out
- leading by example and promoting sound quality practices at every opportunity
- regular attendance at meetings to ensure quality related issues are raised for review
- other quality related duties as directed by the Projects Manager.

Accounts and Human Resources

Is responsible for accounts and human resources at the workplace and duties include:

- invoicing, payment of bills, salaries, superannuation and social charges, payment of taxes
- maintaining a file of workshop and on-site staff including their status with White Cards and Rail Cards
- collection of time sheets for workshop and on-site staff
- other duties in support of the Managing Director

Detail Engineer

Is responsible for projects and duties include:

- producing detail drawings for steel fabrication
- assistance tendering and bidding for work
- planning and defining scope of work
- developing schedules and resource planning
- assistance with time and cost estimating and budgeting
- documentation
- contact point of between contactors suppliers and the company

QUALITY 005 – Training and competency register

Having regard to the roles & responsibilities and the quality requirements for the work activity, NuForm Steel Fabrications has assured that all employees are trained and competent to perform all works in accordance with the sub contract and are trained and certified to execute all works in accordance with manufacturers recommendations.

The following register contains details of the skills and competencies of the organisation's employees. **The first page only of the register is shown. The complete document is available on request and note that this is updated regularly.**

Example Only.

Newform Steel Fabrication SKILLS MATRIX (Version 160819) plus Qualifications

CODE 1 for nominating, 2 for witnessed skill

EMPLOYEE NF 54														
	0	0	11	21	23	23	0	40	32	37	18	30	0	27
Hand Tools														
Ladders			1	1	1	1		1	1	1	1	1		1
5in Grinder			1	1	1	1		1	1	1	1	1		1
9in Grinder			1	1	1	1		1	1	1	1	1		1
Elec Drill			1	1	1	1		1	1	1	1	1		1
Mag Drill			1	1	1	1		1	1	1	1	1		1
Circular Saw				1	1	1		1	1	1	1	1		1
Die Grinder					1	1		1	1	1	1	1		1
Leg Band Saw					1	1		1	1	1	1	1		1
5m Band Saw					1	1		1	1	1	1	1		1
Brodo m/c			1		1	1		1	1	1	1	1		1
Forklift														
Mantou m/c														
Bench Grinder				1	1	1		1	1	1	1	1		1
Linisher				1	1	1		1	1	1	1	1		1
Pipe Polisher			1	1	1	1		1	1	1	1	1		1
Pedestal Drill			1	1	1	1		1	1	1	1	1		1
Pan Brake														
Goullotine				1	1	1		1	1	1	1	1		1
Brake Press														
Plasma Cutter														
Hand Plasma														
Lathe				1										
1Man Vehicle lift														
Scissor Lift				1	1	1		1	1	1	1	1		1
Drop Saw			1	1	1	1		1	1	1	1	1		1
Spray Gun			1	1	1	1		1	1	1	1	1		1
Welding TIG				1	1	1		1	1	1	1	1		1
Welding MIG				1	1	1		1	1	1	1	1		1
Welding ARC				1	1	1		1	1	1	1	1		1
QUALIFICATIONS:														
Induction Newform			1		1	1		1	1	1	1	1		1
First Aid Certificate														
WRTIA welding					1	1		1	1	1	1	1		1
White Card			1		1	1		1	1	1	1	1		1
Rail Card														
Truck														
IT Literate				1										
OHS				1										
Certificate I						1		1	1	1	1	1		1
Certificate II						1		1	1	1	1	1		1
Certificate III						1		1	1	1	1	1		1
Certificate IV														
Diploma														
Degree														
Higher Degree Assessment				1										
SCORE	0	0	11	21	23	23	0	40	32	37	18	30	0	27

QUALITY 006 – Document Control Procedure

The document control software on the RMIT New Academic Stree Stage 2 project is provided by Lend Lease who will issue the following documents via this system;

- Drawings – via document transmittal
- Shop Drawing Submissions
- Correspondence (including but not limited to design advice etc).
- Site Instructions
- Request for Information (RFI)
- Samples

Nuform Steel Fabrications take this information and generate Detail Fabrications drawings on their AutoDesk software that records, logs, and numbers all drawings and thus has in built tracking system.

Drawings and Shop Drawings

Further to issuing and receiving shop drawings (approved, rejected, or approved with comments) and acting on all transmitted information within the time parameters provided, NuForm Steel Fabrications on a weekly basis undertake a review of all Shop Drawing and Drawings Transmittal Module modules (information types) and ensure that ALL items have been actioned.

Correspondence

All correspondence with Lend Lease will be in accordance with the subcontract requirements.

Retention of Records

NuForm Steel Fabrications will comply with the contractor requirements for the retention of records as per the subcontract, and with any legislative requirements.

QUALITY 007 – Document Control Test & Inspection Plan Register & ITP

Not Required. See Note.

Note:

NuForm Steel Fabrications do not issue ITPs. Fabrication Drawings are issued to the Workshop for fabrication. These drawings have appropriate notes which are signed off during fabrication by the person understating the work, this being the control measure. If there is a set process that needs to be adhered to then this is deccribed in an attached note.

QUALITY 008 – Subcontracted Works (no)

Not Required.

QUALITY 009 – Quality Management Plan Audit Checklist

Newform Steel Fabrications views all quality policies and procedures on a continuous basis to determine the effectiveness of the Quality Management Plan in addressing quality in the workplace.

General	
Project Name	TBD
Location	TBD
Auditor	Terence Polkinghorn, ITECplace (if required)
Other Attendees	Company Representatives
1 st Audit (by way of Defect List)	within 3 months on site date TBD
Follow Up Audit 2 (by way of Defect List)	within 12 months thereafter date TBD

Activities Reviewed	Conforms	
Changes and distribution of the Quality Mgt Plan are recorded	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project details / Description of works / Organisation details are current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Quality Policy signed and dated by Director/Manager	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Training and Competency Register is current	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Roles and responsibilities are allocated and signed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ITP's are current and reflect all the works being undertaken	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identification & Inspection Process for delivered Product	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Document control checked and verified	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Controls for Measuring & Testing Equipment (Calibration Certificates and Register)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Process for control of non-conforming product	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Internal auditing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Construction planning and programming controls	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Items Identified for Correction

Outstanding Issues and Recommendations

Follow up actions required	Yes <input type="checkbox"/> No <input type="checkbox"/>	When	
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Completed By

Name		Position	
Signature		Date	

QUALITY 010 – Measuring & Test Equipment

Newform Steel Fabrications carries out regular inspections and maintenance of all equipment that requires calibration and ensures equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations.

The inspection and maintenance history of each item is documented if required.

Equipment identified will be logged in a register, where necessary identifiers needed for external calibration with external certificates traceable back to national or industry standards. Refer Section 11 Measuring & Test Equipment Register.

Any equipment found to be out of calibration or damaged is to be removed from site until the equipment has been rectified and recalibrated. Calibration certificates are to also be reviewed to determine if they are current. Equipment found to have out of date calibration certificates are to be removed from site until they have a current calibration certificate. Calibration certificates usually note when recalibration is due, but as a general rule certificates found to be more than 1 year old will be treated as out of date.

Where equipment is hired or is used by subcontractors engaged by the subcontractor, the same requirements as above apply.

QUALITY 011 – Maintenance of Equipment Register

The following register contains details of all plant and equipment to be used by NuForm Steel Fabrications during the course of the work activities. Examples include Survey Instruments, Stressing Jacks etc.

Equipment Type	Serial No.	Make / Model	Use	Calibrated Date Check	Date for next Calibration	Comments
Guilotine Hydraulic Shear	2200	AGS4012	Sheet metal cutting	Applied Machinery 12 months	Jan 2017	When required with variation
Brake Press Machtech		PBHS220-4100	Sheet metal bending	Applied Machinery 12 months	Jan 2017	When required with variation
Pan Brake	146620347	HFB20065	Sheetmetal bending Hydraulic Folder	Applied Machinery 12 months	Jan 2017	When required with variation
Brobo1 Cutoff Saw	300CR67L	S4008	Material Cutting	Applied Machinery 12 months	Jan 2017	When required with variation
Large Cosen Bandsaw	C1042578	CS10MNC	Material Cutting	Applied Machinery 12 months	Jan 2017	When required with variation
Small Bandsaw		BS450G	Material Cutting	Applied Machinert 12 months	Jan 2017	When required
Brobo 2 Cutoff Saw	30080	S350D	Material Cutting	Applied Machinery 12 months	Jan 2017	When required
Plasma Cutter	TS0320116	ProPlas 2040	Sheet Metal Cutting Shapes	Applied Machinery 12 months	Jan 2017	When required
CPI Laser Level			Laser Measurement 635 nm, 1mW peak power To measure building structures	Self Calibrated	NA	When required

QUALITY 012 – Procedure for Non-Conformances and Defects

Non-Conformances

Non-conformances or system defects issued by the Contractor will be attended to and proposed corrective actions will be issued for approval prior to commencing rectification. Non-conformances will be rectified in a timely fashion.

Non-conforming product found at delivery shall not be accepted and returned to the manufacturer/supplier. Where the product cannot be immediately returned, the non-conforming product shall be clearly marked and segregated to prevent its use on site.

Non-conforming product found during the installation works shall be rectified and reinspected prior to proceeding.

Non-conforming product that cannot be rectified shall be documented as a Non-Conformance and will be notified. The Contractor will be advised of the proposed corrective action for approval. The rectified product will be subject to reinspection to verify its conformity.

Defects

- Defect Rectification Process – Subcontractor NuForm Steel;

Defects identified prior to defect rectification process commencing, will be recorded by the Works Supervisor. Once all defects have been completed the Contractor will be notified of completion of the area of work.

- Defect Rectification Process – Contractor

The Contractor will identify and record defects. The defects will be issued to the subcontractor.

QUALITY 013 – Handling, storage and protection of materials, products and work.

The handling and storage of all items whether on site or off site, will be controlled to prevent misuse, abuse, damage, deterioration or loss.

All items will be clearly identified and shipped with a delivery docket itemising the content of the delivery. All items will be packed suitably to prevent damage during delivery.

QUALITY 014 – Quality Records & Certificates

NuForm Steel Fabrications will provide the following documentation:

**Certificate of Compliance
Powdercoating Certificates
Painting Certificates
Glazing Certificate Compliance**