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1) Introduction:

QUALITY PROCUREMENT PLANNING QA/QC TECHNICAL SUPPORT

Our web site was set up to assist Investment Consortiums, Construction Companies/ Suppliers and inspection personnel to become familiar with the ISO 9000:2000 (International Standards organisation) and the implementation of this standard in the Construction, Petrochemical Oil /Gas and Power industries. Sample construction procedures have been developed as a base, for project implementation these can be obtained on our web site www.qaqcconstruction.com.

2) Procurement Vendor Inspection:

Vendor inspection involves inspecting items at their place of manufacture before delivery. This is the most convenient and cost-effective way to determine whether a product, service, process, piece of equipment or installation complies with expressed needs, customer expectations, applicable regulations or other specific requirements.

Vendor inspection can include, review of material certificates, visual inspection, witness and verification of various non-destructive tests, witnessed inspections, witnessed factory acceptance tests, supervision of mechanical or functional tests and pre shipment inspections.

Benefits

- Manage risk linked to the quality and safety of supplied materials, equipment and services
- The reassurance of an independent assessment
- A cost-effective way to verify quality assurance/quality control organisation of your suppliers
- Skilled personnel with relevant experience and qualifications building confidence in your

3) Customers Approved Suppliers List:

If the Project proposed supplier is not already on the customers approved list then the supplier Quality Management system must be assessed to see if they can provide products on time, within budget and meeting the project quality requirements.

4) Suppliers Inspection and Test Plan Matrix:

To prevent nonconforming equipment and materials being installed on the Project the acceptance inspection activates are required to be itemized to ensure all precautions are taken, Inspections can be at the place of manufacture or at material receipt.

Most major construction companies have Product Inspection Matrixes that define what the minimum quality requirements the supplier must provide to the customer. These are normally standard formats that are issued for every purchase product that the company purchases, (as below).



In order to prevent nonconforming equipment and materials being installed on site the acceptance inspection activities are required to be itemized and formalized to ensure all possible precautions are taken. Inspections can be undertaken at the place of manufacture or upon material receipt.

Vendor Inspection Requirements for _____ Scope _____	
Rev _____	Date _____
Code Number _____	
Project _____	
Test & Inspection Against _____	
1 Visual Inspection By Purchaser	
2 Check Inspection Reports And Certificates By Purchaser	
3 Reports And Certificates To Be Provided	
1	● Material Test Report
2	● Heat Treatment Reports
3	● Welders Qualification Reports
4	● Welder Qualification Reports & PQR'S
5	● Workmanship, Material Defects, Dimensions
6	● Compliance With Purchase Order
7	● Paint Specification
8	● Quality Control Manual, QC Plan, System Implementation
9	● Check NDT Reports and Weld Maps
10	● Check Hydrostatic Testing Reports
11	● Check Vendors Design Documents
12	● Check Approval Status Of Submitted Documents

5) Supplier Evaluation (assessment):

Prospective Project Suppliers are assessed by audit to ascertain if they are capable to provide quality products. A quality questionnaire is sent to the supplier, on the basis of this the customer's rating system is applied.

An acceptable audit and rating system evaluation will decide if the customer wishes to place a Purchase Order with the nominated supplier. Quality Control Requirements, Customer's Purchase Orders.

The customer's Purchase Orders must provide the supplier with the correct information to provide the product the customer specified. To do this the customer must assure himself purchased product is inspected during its manufacture utilizing a Project Specific Supplier Inspection and Test Plan.

The customer must therefore have a Quality Management System that provides the supplier with all the relevant information to complete his contract on time and within schedule. Once the supplier is accepted the following requirements are stated in the Purchase Order:

- The seller will operate a quality management system that meets the requirements of ISO 9000 during the contracted scope of the work.



- The buyer reserves the right to evaluate and audit the implementation of the quality system.
- The buyer reserves the right to request the supplier to provide formal records of certificates for any activity associated with the sellers work.
- ALL Documentation shall be in the original source state or true copy of the original. Copies shall be of reproducible quality or they shall be considered unacceptable. Data transposition form the original is not acceptable.

•All documentation shall uniquely identify all sheets with:

•The Purchase Order Number

•Tag number or Item Code

Purchase order consists of:

- Technical purchase order package
- Vendor Data and Erection Manuals
- Description of Non Material Requirements (NMRs)
- Terms & Conditions according to Contract and depending on value of risk
- Quality Requirements
- Quantities and prices
- Delivery conditions
- Marking Instructions
- Delivery Instructions
- Payment Terms
- Delivery Dates
- Warranties
- Performance guarantees

06 Quality Plan Requirements (Large Projects):

All bidders must submit with their bid, a Quality Plan specifically developed to the requirements of the request for quotation.

This plan will integrate the practices and procedures contained in the Seller's Quality Control Manual/System with the Request for Quotation requirements. The Detailed Quality Plan specific for a Purchase Order will include, but not be limited to the following:

- The supplier will attend a quality kick off meeting with the purchaser prior to the commencement of the work
- Administrative data such as suppliers name, location, and shop order number, tag number, item description, etc.
- An effective date and/or revision number.



- A complete listing of Quality Control activities to be performed including, but not limited to, types of inspection, factory tests, control of welding processes, nondestructive examination, and seller witness and hold points.
- Provisions for Buyer, Owner, and/or their agents witness and hold points.
- Listing of other major fabricated or subcontracted services.
- The quality attributes if not identified in the suppliers Quality Plan, must be addressed in the Seller's Quality Manual/System (i.e.procedures/instructions, drawings, etc.):
- Specific references to technical specification requirements and applicable codes and standards referenced in the specifications included in this Purchase Order and Contract.
- Acceptance and rejection criteria to be used for inspection and tests.
- The types of documents that will be used to record inspection and test results.
- Sub-supplier responsibilities including the level of source and receipt inspection to be performed for mayor suborder items and subcontracted services.
- Suppliers agrees that Inspection Status Reports on production will be issued bi-weekly.

Customers Vendor Inspection Assignment Package

Once the Purchase Order is finalized an approved the Customer must verify by inspection the product meets the customers requirements. Inspection Assignment Packages are completed itemising the specific items for inspection the Vendor Assignment Package should contain the following information:

- An Inspection Assignment Letter Indicating:
- The approved Inspector name
- Supplier's address
- Suppliers Contact name
- Procurement Inspection Report
- Copy of Purchase Order Nonmaterial Requirements List (NMR)
- Customers Generic Quality Requirement Plan

07 Job Description:

Once the Inspection Assignment Package has been completed bi-weekly inspection reports are completed by the customers Approved Inspector, any quality deficiencies are corrected and inspection waivers are reviewed and agreed.



Quality Assurance Quality Control Procurement Management

The quality control procurement manager has the responsibility for the coordination and inspection of all procured items for site. He is responsible to the projects QA manager.

- The reviewing of site purchase orders to ensure that the applicable requirements are met
- The control of on site and off site vendor inspectors
- The compilation of vendor inspection assignments packages
- The coordination and resolution of any nonconforming product Reviewing vendors QA/QC systems in accordance with contractual requirements
- The attendance at site and inspection procurement meetings
- Coordination of vendor quality approvals when required
- Ensure the verification of documentation and certificates for materials purchased by vendors
- Review of supplier quality plans against contract requirements
- Review procurement documents to ensure that quality requirement have been correctly translated into purchase requisitions and design documents
- Review supplier inspection procedures and personnel qualifications
- Review supplier material certificates
- Take part in supplier audit and surveillances
- Coordinate with the companies discipline engineers for the resolution of technical discrepancies
- Coordinate with management for quality improvements
- Issue of nonconformance reports
- Track all nonconformance reports
- Coordinate with the owners representative on all procurement issues
- Monitor progress of all purchase requisitions



8) Contact Details:

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