

# Contractor Quality Specification Guideline

## TABLE OF CONTENTS

<b>1. Purpose .....</b>	<b>3</b>
<b>2. Definitions / Abbreviations.....</b>	<b>3</b>
<b>3. Applicable Documents .....</b>	<b>5</b>
3.1 General .....	5
3.2 Statutory Regulations .....	5
3.3 Codes and Standards.....	5
<b>4. Quality System .....</b>	<b>6</b>
4.1 General .....	6
4.2 <i>Contractor</i> Quality System Requirements .....	6
4.3 <i>Contractor / Supplier</i> Documentation Submittal Requirements .....	6
4.4 Project Quality Plan .....	7
4.5 Procedures .....	8
4.5.1 Document Control .....	8
4.5.2 Design Control .....	8
4.5.3 Procurement .....	8
4.6 Contractor Audits .....	8
4.7 Transnet Audit .....	9
<b>5. Inspection and Testing .....</b>	<b>9</b>
5.1 General .....	9
5.2 Quality Control Plans .....	10
5.3 Inspection Points .....	10
5.4 Revision to Quality Control Plans .....	11
5.5 Kick Off Meeting .....	11
5.6 Schedule of Inspection .....	11
5.7 Field Inspection Checklists .....	11
5.8 Inspection Notification.....	11
5.9 Inspection and Testing .....	12
5.10 Inspection Release .....	12
5.11 Special Processes .....	12
5.12 Welding Procedures .....	13
5.13 Material Traceability .....	14
5.14 Material Certification .....	14
<b>6. Non-Conforming Products .....</b>	<b>14</b>
6.1 General .....	14
6.2 Corrective and Preventative Action .....	15
<b>7. Concession Requests and Technical Queries.....</b>	<b>15</b>
7.1 Concession Requests.....	15
7.2 Technical Queries.....	15
<b>8. Inspection, Measuring and Test Equipment .....</b>	<b>16</b>
8.1 Calibration .....	16
8.2 Use of Inspection, Measuring and Test Equipment .....	16
8.3 Verification of Previous Test Results .....	16

<b>9. Quality Personnel Qualifications.....</b>	<b>17</b>
<b>10. Quality Records.....</b>	<b>17</b>
<b>Appendix 1 – Sample Quality Control Plan.....</b>	<b>19</b>
<b>Appendix 2 – Concession Request.....</b>	<b>20</b>

## 1. Purpose

This Specification outlines the minimum requirements to ensure that products and services supplied to TRANSNET are manufactured, provided, constructed or installed in accordance with all specified requirements as defined in the Contract, all associated specifications, drawings, codes and standards.

## 2. Definitions / Abbreviations

Term, Abbreviation	Meaning
Contract:	An agreement with specific terms between two or more parties or entities based on mutual consent which has legal effects and involves transfer of consideration – usually financial or some other type of benefit.
Contractor:	An employer (organisation) or a person who performs <b>ANY</b> work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers or Contractors.  <b>NB:</b> A Contractor is an employer in his/her own right.
Contractor Documentation Schedule (CDS)	A schedule specifying the <i>Employer's</i> requirements for the document types to be submitted by the <i>Contractor</i> at various stages of the <i>Contract</i> and the timing of the submissions.
Data:	All drawings/documents/data/information/DPs and IOMs required to be supplied under the <i>Contract</i> .
Data Pack (DP):	A compilation of manufacturing data, certification, inspection and testing records prepared by the <i>Contractor</i> to verify compliance with the Contractual requirements.
Employer:	Any person who employs or provides work for any person and remunerates that person.

<b>Term, Abbreviation</b>	<b>Meaning</b>
Field Inspection Checklist (FIC):	A document that details the checks, requirements and test parameters for each type of equipment to permit field installation and pre-commissioning of the equipment
Inspection Release Report (IRR):	A document issued to the <i>Contractor</i> by TRANSNET advising release of materials for shipment. This does not relieve the <i>Contractor</i> of its obligations in accordance with the Terms and Conditions of the <i>Contract</i> .
Inspection Waiver Report (IWR):	A document issued to the <i>Contractor</i> by TRANSNET advising that TRANSNET has waived final inspection for the materials listed in this document. The issue of this report does not preclude further inspections by TRANSNET. It is issued without prejudice and does not relieve the <i>Contractor</i> from the guarantees and obligations included in the <i>Contract</i> .
Installation and Operating Manual (IOM):	A document prepared by the <i>Contractor</i> providing relevant information applicable to the installation and maintenance of the specific equipment, including data relating to consumables (e.g. Oils, etc.)
Non Conformance (NC)	Material, product or workmanship which is not in accordance with the requirements of the <i>Contract</i> .
Non-Conformance Report (NCR):	A document initiated by either TRANSNET or the <i>Contractor</i> advising that certain materials/products/workmanship provided by the <i>Contractor</i> do not conform to the required standards and specifications.
Project Quality Plan (PQP):	A document that outlines the <i>Contractor's</i> strategy, methodology, resources allocation, Quality Assurance and Quality Control coordination activities to ensure that Goods and Services supplied meet or exceed the requirements defined in the <i>Contract</i> drawings, codes and standards.

<b>Term, Abbreviation</b>	<b>Meaning</b>
Quality Assurance (QA):	A formal methodology designed to assess the quality of products or services provided.
Quality Control (QC):	A set of activities intended to ensure that quality requirements are actually being met.
Quality Control Plan (QCP):	A document outlining specific manufacturing/construction inspection and testing requirements, including responsibilities, test acceptance criteria, nomination of witness and hold points.
Technical Query Note (TQN):	A document used by the <i>Contractor</i> to formally clarify a Technical Query related to the scope of supply. This should not be used where a Non-Conformance Report has already been initiated.
TRANSNET:	Transnet SOE Limited
<i>Works Information:</i>	Refers to the <i>Works Information</i> as defined in the <i>Contract</i>

### 3. **Applicable Documents**

#### 3.1 **General**

All work performed shall comply with the requirements of this Specification, the documentation referenced in the *Contract* and the latest revision/edition of the relevant Codes and Standards referenced herein.

#### 3.2 **Statutory Regulations**

Occupational Health & Safety Act, Act No 85, of 1993 and Regulations as amended.

#### 3.3 **Codes and Standards**

<b>Document No.</b>	<b>Title</b>
ISO 9001:2008/2015	International Standard Series Quality Systems

## 4. **Quality System**

### 4.1 **General**

The Contractor is responsible for all quality activities necessary to ensure the Work meets the requirements specified in the Contract, and shall manage and coordinate all Quality aspects of the Work in accordance with the requirements of this Specification, together with the Contractor's PQP and QCPs once reviewed and accepted by TRANSNET.

### 4.2 **Contractor Quality System Requirements**

The *Contractor* shall have and maintain a documented Quality Management System. The *Contractor* may be required to demonstrate its use to TRANSNET. The *Contractor's* Quality Management System should be in accordance with the requirements of International Standard ISO 9001.

The *Contractor* submits the following Quality System documentation to TRANSNET at the time of tender:

- Project Quality Plan
- Quality Policy
- Index of Procedures to be used
- Programme of internal and external audits

### 4.3 **Contractor / Supplier Documentation Submittal Requirements**

The *Contractor* will make formal submission of this Quality Documentation on award of the *Contract* and at the times defined in the *Contractor's* Documentation Schedule, included in the *Works Information* for the *Contract*.

The Contractor's responsibilities to understand Transnet standard requirements for preparation, submission, receipt, review, and collection of Technical and (or) Deliverable Documentation, as detailed in the Contractor Documentation Schedule (CDS).

TRANSNET uses the *Contractor's* Documentation Schedule (CDS), included in the *Works Information* for the *Contract*, to indicate those documents required to be submitted for information/review and/or acceptance.

The *Contractor* develops and maintains a comprehensive register of documents (*Contractor's* Documentation Register – CDR) that will be generated throughout the project.

The CDR includes all quality related documents. The CDR is a 'live' document and Is

submitted to TRANSNET for review following each revision by the *Contractor*. The CDR indicates the dates of issue of the documents taking into account sufficient time to allow for the TRANSNET review/acceptance cycle prior to the document being required for use.

TRANSNET includes a standard template for the CDR in the Starter Pack issued to the *Contractor* at the start of every *contract*.

#### 4.4 **Project Quality Plan**

Where specified, the *Contractor* submits a PQP to TRANSNET within the period stated in the CDS and in any event not later than 28 days after the *Contract* start date or as agreed during kick off meeting. The PQP details how the *Contractor's* Quality System will be applied to the Scope of Work specified in the *Contract*, and shall address the following:

- Satisfying the technical and quality requirements of the *Contractor's* Scope of Work, and relevant elements of the applicable ISO 9001 standard
- Include all quality activities relevant to the Scope of Work, identifying all procedures, reviews, audits, controls and records used to control and verify compliance with the specified Contractual requirements.
- Include a listing of all special processes (e.g. welding and non-destructive testing, cube testing etc.) envisaged for use, including confirmation of personnel certification as required.
- Include all proposed method statements (for site based work activities).
- Include a description of the Contractor's project organisation, with key positions and responsibilities identified and individuals named. The organisation structure shall also indicate the resources committed to the management and coordination of QA / QC activities.
- Include a listing of all Quality Control Plans (QCPs), and associated Field Inspection Checklists (FICs), as applicable.
- Identify in the PQP any Sub-Contractor/Sub-Supplier work. Sub-Contractor/Sub-Supplier plans are approved by the Contractor, and a copy forwarded to TRANSNET for information.
- Include the proposed Authorised Inspection Authority (where applicable - for pressurised equipment and systems).
- Include a schedule of proposed quality records.

The PQP shall be controlled and re-submitted for approval when required to incorporate any change necessary during the *Contract* duration to ensure that the document is

maintained as an effective control, change management and records. The change management will be done to an agreed policy or procedure.

Note: Where the *Contractor* is required to provide a PQP, no work shall commence until the PQP is accepted by TRANSNET.

## 4.5 **Procedures**

The *Contractor's* PQP and procedures shall address the system elements and activities appropriate to the Scope of Work, in compliance with the specified Quality Standard.

Where specified, the *Contractor* submits copies of Quality Procedures for review. In addition, the *Contractor* ensures that copies of all Procedures relevant to the Scope of Work are available for reference by TRANSNET at each work location.

These will include, as applicable, the following:

### 4.5.1 **Document Control**

The *Contractor's* PQP shall provide a description of how documents provided by TRANSNET to the *Contractor* are to be managed. The description shall address as a minimum:

- Management tools and databases
- Receipt, registration and maintenance
- Internal and external distribution to *Employer*, third parties and Sub-Contractors
- Management of Codes, Standards and Specifications
- Internal review and approval routines and authorities
- How it is ensured that the correct revisions of documents are available at the point of use including retention periods for all documentation

### 4.5.2 **Design Control**

Where the *Contractor* is responsible for any aspect of design related to the Scope of Work, the Quality Plan shall describe the *Contractor's* methods and procedures for the control of these design activities.

### 4.5.3 **Procurement**

Where the *Contractor* is responsible for any aspect of procurement related to the Scope of Work, the Quality Plan shall describe the *Contractor's* methods and procedures for the control of these activities.

## 4.6 **Contractor Audits**

The *Contractor* shall:



- Carry out audits in accordance with its Quality System at its own and Sub-Contractor's facilities to ensure project quality requirements are being achieved.
- Include a QA Audit Schedule in the *Contractor* PQP submitted to TRANSNET prior to commencement of the Scope of Work. The Audit Schedule shall include all audits to be implemented by the *Contractor* and Sub-Contractor during the execution of the *Contract*.
- Where stipulated in the *Contract*, perform an audit within three months after the *Contract* start date and thereafter at a minimum frequency of three months. Audit reports are submitted to TRANSNET at the completion of each Audit. Where unsatisfactory performance is evident, TRANSNET will direct the *Contractor* to perform additional audits.

#### 4.7 **Transnet Audit**

TRANSNET reserves the right to perform quality audits or participate as an observer in *Contractor* audits to verify compliance with the Contractual requirements. The *Contractor* shall within a time frame as agreed upon, correct any adverse audit finding advised by TRANSNET.

### 5. **Inspection and Testing**

#### 5.1 **General**

TRANSNET may, at its discretion, perform surveillance inspection at the *Contractor's* premises, the premises of any Sub-Contractor or at the location of the Scope of Work.

Dependent on the nature of the Scope of Work and the frequency of inspections, TRANSNET may elect to have inspection personnel resident at the place of manufacture, fabrication, or assembly.

The *Contractor* ensures free entry and access is given to TRANSNET, certifying authorities and statutory authorities to inspect the Scope of Work and review procedures and quality records at all parts of the *Contractor's* and Sub-Contractor's premises, or at the location of the Scope of Work while any work or test is in progress.

The *Contractor* provides TRANSNET with all necessary tools, calibrated measuring equipment, safety equipment and workspace to verify or witness tests in progress.

While TRANSNET is at the *Contractor's* premises, the *Contractor* provides, free of charge, reasonable facilities including office facilities and reasonable access to a telephone, facsimile machine and computer connection point.

The *Contractor* provides written notice within a time frame as agreed upon, to allow the attendance of TRANSNET and other representatives at nominated witness and hold points.

## 5.2 **Quality Control Plans**

The *Contractor* prepares and submits QCPs to TRANSNET for review in accordance with the requirements of the *Contract* and PQP.

QCPs must clearly identify all inspection, test and verification requirements to meet the Contractual obligations, specifications, drawings and related details including destructive and non-destructive testing, witness and hold points.

The *Contractor* shall not commence fabrication or manufacture prior to review and approval of the applicable QCP by TRANSNET.

QCPs shall include reference to all tests specified in the *Works Information*.

A typical format for a QCP is shown in Appendix 1. The *Contractor* may use its own format providing all information shown in the sample in Appendix 1 is included.

## 5.3 **Inspection Points**

The QCP identifies points in the fabrication, manufacturing and/or installation process that are selected for inspection. These points are denoted by the following inspection codes:

- Hold Point (H)                      Inspection points in the manufacturing cycle, beyond which work shall not proceed without the specified activity, work or function being witnessed. Hold points require written notification to TRANSNET.
- Witness Point (W)                      An inspection point in the manufacturing cycle that will be witnessed or verified. If TRANSNET confirms it is unable to attend after being provided with the written notification then manufacture may proceed. Witness points require written notification to TRANSNET.
- Review Point (R)                      A point at which products and quality records are verified and endorsed. Review points are not points that require notification to TRANSNET.
- Surveillance (S)                      An inspection point in the manufacturing cycle during which any activity, work or function is observed. No formal notification is required.

The *Contractor* maintains the status of testing and inspection by progressively having the QCPs signed off.

#### 5.4 **Revision to Quality Control Plans**

Revision of the QCP is subject to the same submission, review and acceptance routines as described for the original QCP issue.

#### 5.5 **Kick Off Meeting**

After the *Contract* start date, and prior to manufacture, TRANSNET will require a Kick-Off Meeting with the *Contractor* to discuss fully the implications of meeting TRANSNET's quality requirements. This meeting may be held as part of the *Contract* kick-off meeting for each package or may be a separate meeting, subject to the critical or complex nature of the work. This requirement for a pre-inspection meeting may be repeated when Sub-Contractors of key equipment are engaged.

#### 5.6 **Schedule of Inspection**

The *Contractor* shall submit a Schedule showing the proposed dates for inspections and tests nominated in the QCP where witness and hold points are required. The Schedule shall be regularly updated with progress and issued to TRANSNET to show the current inspection and test status.

#### 5.7 **Field Inspection Checklists**

For site installation and construction activities, the *Contractor* prepares Field Inspection Checklists (FICs) to permit inspection and testing of installed equipment and constructed facilities in accordance with the respective QCPs.

FICs are submitted to TRANSNET for initial review. FICs are used to record the results of inspection and testing (where applicable). On completion, FICs are submitted to TRANSNET to confirm satisfactory completion of the tests and inspections at nominated QCP witness and hold points.

#### 5.8 **Inspection Notification**

The *Contractor* notifies TRANSNET in writing at least two calendar weeks prior to the advent of inspections or tests that require witnessing.

For inspections or tests within the country, arrangements are confirmed at least two working days before the event. For inspection and tests outside of the country, arrangements are confirmed at least seven working days before the event.

Inspection notifications include the following essential information:

- Contract Number
- Location of Inspection or Test
- Nature of Inspection or Test
- Date and Time of Inspection or Test
- Name and telephone number of the *Contractor's* Representative.

## 5.9 **Inspection and Testing**

The *Contractor* is responsible for the conduct of all *Contractor* inspections and tests. This responsibility includes:

- Documenting inspection and test results in the QCPs and relevant FICs.
- Progressively inspecting the quality of the Scope of Work performed, including that of all Sub-Contractors.
- Inspecting to meet all Contractual requirements, in number, type and form
- Inspecting day to day activities, material receipts, issue of material for installation, in-process inspections, and final inspections.

Completed original QCPs and FICs are included in the DP that the *Contractor* submits to TRANSNET.

## 5.10 **Inspection Release**

At completion of the Scope of Work, either in total or in phases, TRANSNET may issue an Inspection Release Report (IRR) or an Inspection Waiver Report (IWR).

The issue of either an inspection release or waiver of inspection does not relieve the *Contractor* of its obligations under the *Contract*. The *Contractor* ensures that a copy of the release note and final expediting release note for transport, where appropriate, is attached to the delivery docket and accompanies the Work to the designated destination indicated in the *Contract*. Items delivered to TRANSNET without a copy of these documents may not be accepted.

A copy of the inspection release or waiver of inspection is included in the DP.

## 5.11 **Special Processes**

It is the *Contractor's* responsibility to ensure that all processes which require prequalified procedures and/or work methods are tested and qualified before work begins. This typically covers such activities as welding, non-destructive testing, special fabrication techniques and painting. Unless specified such procedures are the *Contractor's* responsibility and do not

require submission to TRANSNET before work begins. When such procedures are requested, no work shall commence until procedures are approved by TRANSNET.

It is the *Contractor's* responsibility to ensure all operators are qualified for the processes in accordance with the procedure and/or applicable standards. Records of qualification of operators shall be maintained by the *Contractor* and made available to TRANSNET when requested.

Records of qualification of procedures and processes shall be maintained by the *Contractor* in accordance with the applicable procedure or code.

## 5.12 **Welding Procedures**

Where the *Contractor's* Scope of Work includes fabricated weldments, Welding Procedure Specifications (WPS) defining the method, preparation and sequences to be adopted to achieve a satisfactory welded joint shall be provided for all weld types required in the execution of the *Contractor's* Scope of Work. The procedure shall only be submitted to TRANSNET when requested in the *Contract*.

WPS include all welding essential and non-essential variables for each process used, including appropriate test results. WPS comply fully with the standard or code pertaining to welding required in the execution of the *Contractor's* Scope of Work.

When requested in the *Contract*, a suitably marked "weld map" is completed by the *Contractor* for all items to be fabricated. A summary of WPS is prepared and, when used, is identified on the weld map.

Where TRANSNET approval is required, fabrication is not to commence until written approval of WPS and Welding Procedure Qualification Records (WPQR) is received by the *Contractor*. No welding fabrication will be accepted that is not covered by a TRANSNET approved WPS/WPQR.

Welding Procedure Qualification (WPQ) tests may be witnessed by TRANSNET and/or an independent inspection authority. Testing of the specimens prepared during the WPQ Tests is carried out by an approved testing laboratory, independent of both TRANSNET and the *Contractor*. In certain instances, a certificate to EN 10204 3.1 B or an equivalent as specified by engineer may be required which will be clarified at Tender review and clarification stage.

Where actual weld deposit analysis and weld metal physical properties are required for procedure qualification, the information is taken from the procedure qualification tests. Data listed in the catalogues of the manufacturer of welding consumables is not acceptable.

Welders/welding operators are qualified in accordance with the relevant welding code prior to commencing production fabrication. Specific Welder Qualification (WQ) records will be reviewed by TRANSNET in the *Contractor's* works and should NOT be submitted for review.

A register of welders qualified to work shall be maintained by the *Contractor*.

### 5.13 **Material Traceability**

Where, and to the extent that material traceability is required, the *Contractor* shall provide its procedures for the maintenance of material identification throughout all phases of manufacture. Methods of identification, routines for re-stamping or stencilling as appropriate shall be defined and agreed with the *Employer*.

Adequate records shall be maintained throughout construction enabling traceability of key materials from final product back to original material certificates. The material traceability records shall form part of the DP

The *Contractor* shall prepare a schedule of materials and equipment that are subject to traceability requirements.

### 5.14 **Material Certification**

Where specified in the Contract the following certificates shall be provided to TRANSNET and included in the DP.

Type A: A *Contractor's* certificate of compliance with the *Contract*. This certifies that the goods or services are supplied in compliance with the *Contract* without mention of any test results (EN10204 certificate 2.1).

Type B: A certificate issued by a laboratory or test facility independent of the *Contractor's* works. It shall quote test results carried out on the product supplied and state whether compliance with the relevant technical standard, code, etc., has been complied with. (EN10204 certificate 3.1B).

Type C: The same as Type B, the tests are to be witnessed by a third party (EN10204 certificate 3.1C).

## 6. **Non-Conforming Products**

### 6.1 **General**

The *Contractor* shall establish and maintain procedures to control material or products that do not meet the specified requirements.

All *Contractor* product and/or materials identified as not conforming to requirements shall be dealt with promptly as follows:

- If the *Contractor* discovers material or product which is not in accordance with the requirements of the *Contract*, i.e. a non-conformance, the *Contractor* shall immediately initiate the non-conformance procedure in terms of the *Contractor's* Quality Management System, advise TRANSNET promptly, and provide a copy of the non-conformance report (NCR) to TRANSNET
- If TRANSNET or its agent identifies a non-conformance, a TRANSNET NCR may be raised.

Originals of all closed out NCRs shall be included in the DP.

## 6.2 **Corrective and Preventative Action**

If the *Contractor* proposes a disposition of any non-conforming materials or product which varies from the requirements of the Specification or *Contract*, such a proposal shall be submitted in writing to TRANSNET whose decision on the proposal shall be obtained in writing before the non-conforming material or product is covered up or incorporated into the Works, or is the subject of any other disposition.

The disposition of non-conformances which do not vary the requirements of the *Contract*, specification or drawings may be approved by the *Contractor* following discussion and agreement with TRANSNET.

## 7. **Concession Requests and Technical Queries**

### 7.1 **Concession Requests**

Where a *Contractor* requests a Concession to deviate from the requirements of the *Contract* or specified requirements, the *Contractor* raises the request with TRANSNET using the format as shown in Appendix 2.

The Concession Requests shall clearly identify all elements of the proposed deviation together with any resulting technical, commercial and/or schedule impacts.

Completed original Concession Requests shall be included in the DP.

### 7.2 **Technical Queries**

For clarification of technical issues (only), the *Contractor* may submit a Field Engineering Query (FEQ) to TRANSNET in accordance with the *Contract*.

The FEQ shall clearly identify all elements of the query, and all supporting documentation and/or drawings shall be attached where appropriate.

Completed original FEQ's shall be included in the DP.

## **8. Inspection, Measuring and Test Equipment**

### **8.1 Calibration**

The *Contractor*, including its Sub-Contractors/Sub-Suppliers, shall ensure the calibration of test and measuring equipment is performed and maintained in accordance with the relevant *Contractor* procedures and/or the equipment manufacturer's specifications.

Where calibration is required by an external laboratory, the *Contractor* shall ensure that the facility selected for calibration possesses current certification. Calibration certificates shall contain a statement that the test equipment is accurate to within specified tolerances.

The *Contractor* should establish the frequency of calibration for each item of equipment (including jigs, fixtures or templates) and record the details in a 'Measuring and Test Equipment Register' (or similar).

### **8.2 Use of Inspection, Measuring and Test Equipment**

The *Contractor* shall ensure that authorised equipment users:

- Use the equipment in accordance with manufacturer's instructions, and accepted industry practices
- Ensure the equipment is covered by a current calibration certificate
- Conduct the measurements or tests in accordance with the equipment manufacturer's specifications or other relevant specification
- Prior to commencement of each inspection or test activities:
  - Identify the measurements to be made
  - Determine the accuracy required
  - Select the appropriate inspection, measuring or test equipment for the scope of work.

### **8.3 Verification of Previous Test Results**

Where the calibration status of the equipment is unknown, expired or has doubtful accuracy, the equipment shall immediately be quarantined, and tagged according to *Contractor's* Quality System procedures. The *Contractor* shall then arrange for either in-house or external calibration, and:



- review all previous test results associated with the suspect equipment;
- identify the inspections, measurements or tests required to re-validate the results;
- ensure that suitable re-testing is performed with calibrated equipment;
- record the results of the re-testing on the respective inspection and test documentation.

## 9. **Quality Personnel Qualifications**

It is preferable that *Contractor's* personnel engaged in Quality Assurance and Quality Control are members of one or more of the following organisations:

South African Quality Institute

Southern African Society for Quality

It is mandatory that personnel undertaking testing of rail-associated infrastructure are qualified as follows:

## 10. **Quality Records**

*Contractors* shall maintain Quality Records necessary to provide objective evidence that demonstrates and verifies achievement of the QA / QC requirements associated with the Scope of Work. All Quality Records, including original source material test certificates and non-destructive test reports, shall be retained by the *Contractor* during the project, and be provided to TRANSNET at the times, and in the quantities specified in the *Contract*.

The *Contractor* shall collate all quality records in the DP and submit the DP to TRANSNET in accordance with the *Contract* and all referenced standards and specifications. This DP shall be compiled progressively, and shall be available for review at all phases of manufacture or construction activities.

The Scope of Work shall not be complete until the *Contractor's* DP, including the quality records from Sub-Contractors/Sub-Suppliers, has been reviewed and accepted by TRANSNET.

The *Contractor* compiles the DP progressively during the execution of the Scope of Work and makes the DP available for review by TRANSNET as required.

The *Contractor* shall retain a copy of all Quality documentation generated during the *contract*, including a copy of the complete DP, for his own records for a minimum period of five years after the completion of the work.

## Appendix 1 – Sample Quality Control Plan

Quality Control Plan No. _____				Revision: _____				Date Issued: _____			
Contract No. _____				Description: _____				Item No. _____			
Contractor _____				Location: _____							

  

Activity No.	Activity Description	Procedure Reference / Code Specification	Specification Acceptance Criteria	Verifying Document / Report / Certificate	Verification/Witness						
					Contractor		AIA		TRANSNET		
					Action	Sign	Action	Sign	Action	Sign	

  

Rev	Date	Reason for Revision	Drawn	Checked

**ACTION**

H – Hold. Mandatory Hold Point      R – Review (Verify) only

W - Witness      S - Surveillance

NOTE: H & W points require formal notification to TRANSNET

## Appendix 2 – Concession Request

<b>Request for Concession No:</b>							
Project Name:				Project Number:			
<b>A. SUPPLIER/CONTRACTOR SUPPLIED INFORMATION</b>							
SUPPLIER/CONTRACTOR NAME:						P/O /CONTRACT NO.:	
SUPPLIER/CONTRACTOR CONCESSION NO:						DATE:	
<b>Required concession applicable to:</b> (Item/Material/Equipment/Area)							
<b>Quantity Affected:</b>							
<b>Original Requirements:</b>							
<b>Description of Concession – Revised Requirements:</b>							
<b>Justification:</b>							
<b>Cause :</b>							
<b>Consequence :</b>							
<b>References:</b>							
Original Requirements reference:							
Drawing No.:		Rev.:		Specification No.:		Rev.:	
Drawing No.:		Rev.:		Specification No.:		Rev.:	
Drawing No.:		Rev.:		Specification No.:		Rev.:	
Attached applicable documentation:							

♦ A. SUPPLIER/CONTRACTOR SUPPLIED INFORMATION continued						
<b>(NOTE: This concession will be rejected if the following information is not provided):</b>						
(i) VALUE OF BENEFIT TO CLIENT	(ii) AGREE TO AN EXTENSION OF THE WARRANTY	YES	NO	(iii) ANY IMPACT ON SCHEDULE?	NO	YES
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	IF "YES" WHAT PERIOD?			IF "YES" WHAT PERIOD?		

\$/R.....									
<b>Requested by:</b> (Supplier/Contractor)									
Name:		Title:		Signature:		Date:			
<b>B. SITE ADMINISTERED CONTRACT?</b>				<input type="checkbox"/> Yes		<input type="checkbox"/> No			
Possible QC implications:									
<b>Recommended</b>		<input type="checkbox"/>				<b>Rejected</b>		<input type="checkbox"/>	
♦ Recommendations with the following Conditions:									
Area Manager:				Signature:				Date:	
Site Engineer:				Signature:				Date:	
<b>C. RECOMMENDATION BY CONTRACT ADMINISTRATOR:</b>									
Name:				Signature:				Date:	
<b>D. RECOMMENDATION BY ENGINEERING:</b>									
<b>Recommended</b>		<input type="checkbox"/>		<b>Rejected</b>		<input type="checkbox"/>		<b>Conditional</b>	
Recommendations:									
PR Engineer:				Signature				Date	
Lead Discipline Engineer:				Signature				Date	
Engineering Manager:				Signature				Date	
Comments:									
<b>E. AREA MANAGER:</b>				<b>Accepted</b>		<input type="checkbox"/>		<b>Rejected</b>	
Name:				Signature				Date	
<b>F. Transnet Capital Projects :</b>				<b>Accepted</b>		<input type="checkbox"/>		<b>Rejected</b>	
Name:				Signature				Date	