



Project Quality Plan

DRAFT

Construction of Seven Bedroom Detached Duplex

Mason Street, Cooktown

Contract No. 12345

Project Quality Plan

East Coast Designer Builders Pty. Ltd.

PROJECT QUALITY PLAN REVIEW AND APPROVAL

Position	Name	Sign	Date
Revision			
Site Safety Officer			
Site Supervisor			
OH&S Officer			
Administration			
Approval			
Director			
Client			

PQP Revisions

Revision	Date	Summary Description
A1		

PQP Distribution

Method	Name	Organisation
Master Copy	Anna Cartaar	East Coast Designer Builders

Project Name:

Seven Bedroom Detached Duplex
Mason Street, Cooktown

Prepared by:

Steven Drabsch

Date (DD/MM/YYYY):

1. Organization Quality Policy

Environmental Management Policy

We are conscious that our activities have the potential to interact with the environment and aim to minimize these interactions by integrating environmental considerations across all aspects of our business. We also recognize the requirement to comply with all applicable laws and regulations governing protection of the environment.

Occupational Health and Safety Policy

We recognize the importance of providing all employees, visitors and contractors with a safe and healthy work environment. The company will implement and maintain an ongoing Occupational Health and Safety program

Quality Management Policy

East Coast Designer Builders endeavors to make quality our highest priority. From the Quality Assurance efforts of each employee to the quality of our company as a whole, our overall intentions and approach to quality are to be applied with regard throughout this project

2. Project Scope

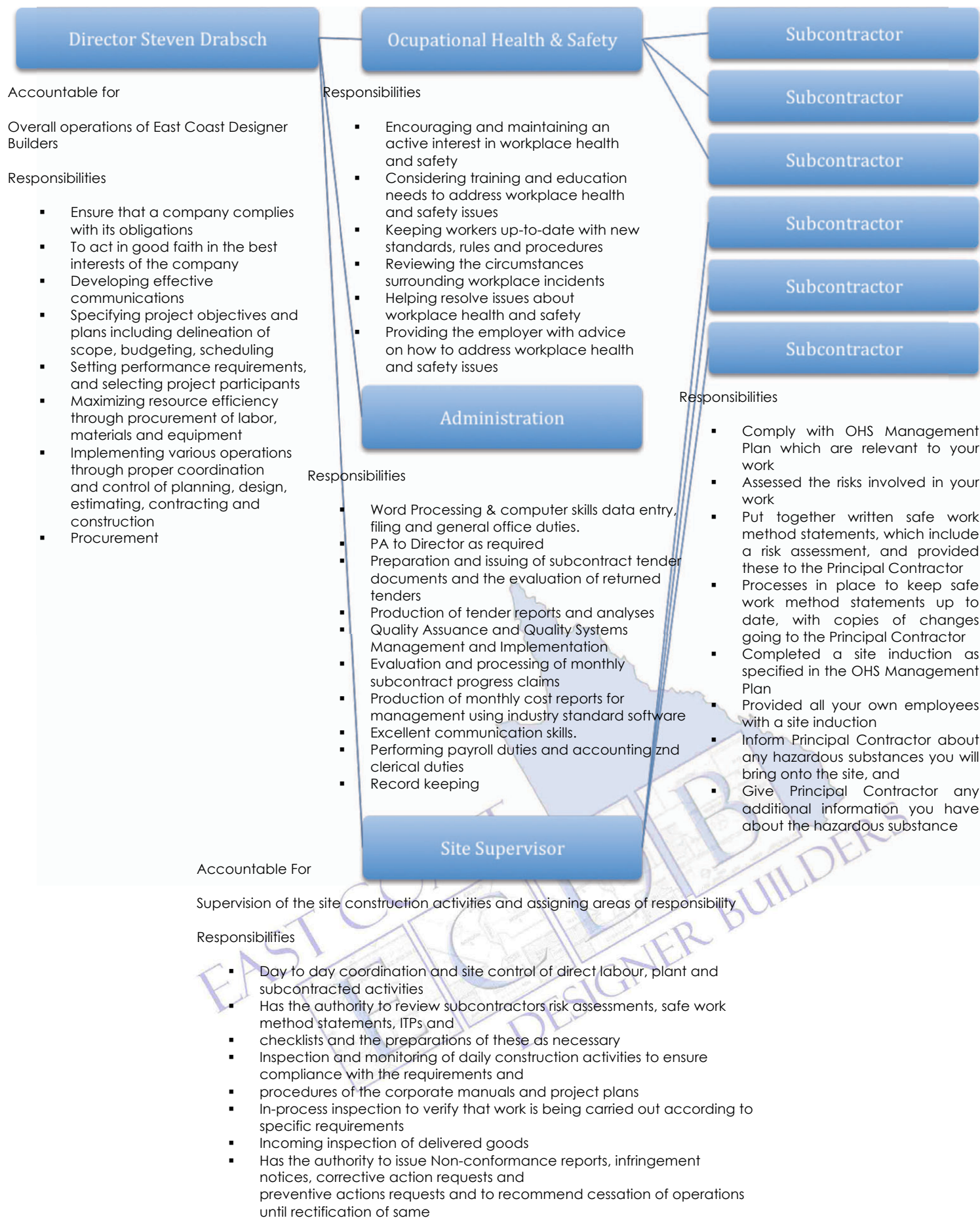
The scope of work to be carried out under this Contract includes the following:

Lot 2 is located at the Southern side of Mason Street and is described as generally a level site. The site contains a good coverage of short grass. With numerous small to medium trees and shrubs. The site boundaries with existing residential buildings located on the adjacent properties to the East and West. The site is fenced on the Southern and Western boundaries.

Works Include

- Site Preparation
- Erosion Control
- Site Clearing
- Excavation
- Surface Preparation
- Trenching
- Termite Protection
- Concrete Construction
- Timber & Steel Construction & Metalwork
- Brick and Block Construction
- Insulation and Sarking
- Roofing
- Cladding
- Doors and Windows
- Lining
- Troweled Coatings
- Block and Tile Finishes
- Painting
- Timber Fixtures
- Plumbing and Drainage
- Electrical and Mechanical Services
- Fences and External Walls
- Landscaping
- Paving and Roads

3. Roles and Responsibilities



4. Deliverables and Acceptance Criteria	
Deliverables	Acceptance Criteria / Applicable Standards
1. Preliminaries	<p>Acceptance Criteria</p> <p>1.6 QUEENSLAND BUILDING SERVICES AUTHORITY ACT 1991 1.7 OCCUPATIONAL HEALTH AND SAFETY (OHS) AUDITOR 1.9 APPRENTICE TRAINING REQUIREMENTS 1.10 RENEWABLE ENERGY CERTIFICATES(RECs) 1.21 PROGRESS SCHEDULE 1.24 INSPECTIONS 1.32 SETTING OUT</p> <p>PQP EMP</p> <p>Execution</p> <p>Applicable Standards</p> <p>1.6 QUEENSLAND BUILDING SERVICES AUTHORITY ACT 1991 Pay to the Queensland Building Services Authority an insurance premium ("the insurance premium")</p> <p>1.7 OCCUPATIONAL HEALTH AND SAFETY (OHS) AUDITOR (a) Part 3.2.2 of the document, "Managing Occupational Health and Safety on Government Building Projects: Contractor PQC", available from the PQC Registrar, Department of Public Works; "Managing Occupational Health and Safety on Government Building Projects: Guidelines for PQC Auditors" (reference V1-12/2003), produced by Workplace Health and Safety Queensland, Department of Industrial Relations.</p> <p>1.9 APPRENTICE TRAINING REQUIREMENTS The Contractor, either directly or indirectly through subcontractors, in its execution of the work under the Contract on Site, must: (i) employ apprentices/trainees/cadets/indigenous workers; or (ii) employ apprentices/trainees/cadets/indigenous workers and upskill workers, for the number of labour hours no less than the number derived by multiplying the accepted Contract Sum by 0.08%: viz</p> <p>22.5 SCHEDULE A - RENEWABLE ENERGY CERTIFICATES (RECs) Hot Water Service/s (Mandatory when RECs eligible). The Principal nominates the Contractor to assign ownership of RECs to the Supplier/Retailer when purchasing a Hot Water Service/s. In exchange, the Contractor is responsible to obtain a point of sale discount from the Supplier/Retailer equal in value to eligible RECs at the time of purchase.</p> <p>1.21 PROGRESS SCHEDULE Prepare and submit to the Superintendent on a regular basis, a fortnightly progress schedule which sets out: · the true position reached on the Works; · any deviations from the approved Construction Program; · circumstances adversely affecting performance of the Works; · a schedule of planned activities to be undertaken in the following fortnight; · a record of labour/subcontractors engaged upon the site for the past fortnight; · a report on the weather for the past week</p> <p>1.24 INSPECTIONS - MANDATORY INSPECTIONS BY SUPERINTENDENT:</p> <p>Site Inspection prior to work commencing</p> <p>Footings and Compacted Ground All excavation organisation and placement of reinforcement prior to placement of permanent materials.</p> <p>Slab · Reinforcement in place; and · services positioned prior to placement of concrete.</p>

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4. Deliverables and Acceptance Criteria	
Deliverables	Acceptance Criteria / Applicable Standards
	<p>Pre-sheet</p> <ul style="list-style-type: none"> · Frame complete; · Roof complete with covering; · All plumbing and electrical rough-in complete; · External brick-veneer complete prior to internal lining. <p>Quality Inspection prior to Practical Completion</p> <p>Checklist for functional purpose;</p> <p>Certificates and Guarantees;</p> <p>Any minor defects or omissions.</p> <p>Practical Completion</p> <ul style="list-style-type: none"> · Building ready for occupancy and use, all identified defects and omissions complete, and any outstanding clearances from authorities provided. · Hand over of keys. <p>Final Certificate</p> <ul style="list-style-type: none"> · Any defects occurred and rectified during defects liability period and release of all financial guarantees from the Contractor. <p>1.32 SETTING OUT</p> <p>CERTIFICATION: Provide certification from a licensed surveyor that the Works are within the site boundary. This shall include a drawing certifying that setting out accords with the requirements of the Contract or with those requirements as may have been amended by Superintendent's instructions and that the whole of the structure will be contained within the setbacks of the boundaries of the site. Hand the certificate over to the Superintendent within ten (10) days of the completion of setting out.</p> <p>1.43 SIGNBOARD REQUIREMENT:</p> <p>Provide signboard to comply with Queensland Building Services Act. Sign board minimum area of 0.5 square metre painted white, professionally lettered in black letters not less than 50 mm high, containing the Builder's Licence Number, Supervisor's Name and Number and other information required by the Act prominently displayed.</p>
2. Environmental Requirements	<p>Acceptance Criteria</p> <p>Work under the Contract is required to be undertaken in compliance with the Environmental Protection Act 1994 and subordinate legislation, and with due regard to health and safety requirements associated with such work.</p> <p>2.3 GENERAL ENVIRONMENTAL CONTROLS</p> <p>Dust Control</p> <p>Noise Control</p> <p>Runoff</p> <p>Fire protection</p> <p>Storage on Site</p> <p>Site Activities</p> <p>Disposal of Wastes</p> <p>2.4 EXISTING FLORA Protection</p> <p>2.5 VEGETATION CLEARING</p> <p>Extent</p> <p>2.7 SOIL EROSION AND SEDIMENT CONTROL</p> <p>General</p> <p>2.8 IMPORTED SOIL MATERIALS</p> <p>Testing</p>

4. Deliverables and Acceptance Criteria	
Deliverables	Acceptance Criteria / Applicable Standards
	<p>2.9 HEALTH PROTECTION Precautions</p> <p>2.6 CONSTRUCTION MANAGEMENT PLAN (ENVIRONMENTAL) Submission Order of work under the Contract,</p> <ul style="list-style-type: none"> Soil Erosion and Sediment Control Plan, Earthworks Controls, Stock Piling Area Plan, Dust Control. Noise Control. Weed Control. Temporary fencing, barricading and/or other access controls. Temporary sanitary and waste services. Storage of plant and materials including any chemicals, fuels or other hazardous substances. Engagement of a competent Environmental Officer Environmental training of employees and subcontractors where appropriate. Any other items considered warranted in protecting the surrounding environment. <p>Execution</p> <p>2.2 EXECUTION Statutory Requirements Comply with the following as applicable:</p> <p>Environmental Protection Act 1994 Environmental Protection (Air) Policy 1997 Environmental Protection (Interim Waste) Regulation 1996 Environmental Protection (Noise) Policy 1997 Environmental Protection (Water) Policy 1997 Environmental Protection Regulation 1998. Environmental Protection Regulation (Nuisance Provisions) 2000 as amended Cultural Record (Landscapes Queensland and Queensland Estate) Act 1987. The Queensland Heritage Act 1992. Reference guidelines Soil and Sediment Control – Engineering Guidelines for Queensland Construction Sites The Institution of Engineers</p> <p>Applicable Standards</p> <p>Environmental Protection Act 1994 and subordinate legislation, and with due regard to health and safety requirements associated with such work.</p>
3. Site Preparation	<p>Acceptance Criteria</p> <p>3.2 TREES TO BE RETAINED 3.3 EROSION CONTROL 3.4 SITE CLEARING 3.5 EXCAVATION 3.6 VIBRATION SUPPRESSION 3.7 SURFACE PREPARATION 3.8 PILING 3.9 SERVICE TRENCHES</p> <p>Execution</p> <p>3.2 TREES TO BE RETAINED</p> <p>Mark trees which are required to be retained using suitable non-injurious, easily visible and removable means of identification. Remove the identification on completion.</p>

4. Deliverables and Acceptance Criteria	
Deliverables	Acceptance Criteria / Applicable Standards
	<p>Protect from damage trees which are required to be retained.</p> <p>3.3 EROSION CONTROL Avoid erosion, contamination, and sedimentation of the site, surrounding areas, and drainage systems.</p> <p>3.4 SITE CLEARING Limit clearing to areas to be occupied by construction, paving or landscaping.</p> <p>3.5 EXCAVATION Excavate to give the levels and profiles required for construction, site services, paving, and landscaping. Allow for compaction or settlement.</p> <p>3.6 VIBRATION SUPPRESSION Minimise the transmission of vibration and noise from rotating, reciprocating and/or impacting equipment to other building elements. The operations are not to affect neighboring properties.</p> <p>3.7 SURFACE PREPARATION Before placing fill, ground slabs or load bearing elements, remove loose material, debris and organic matter and compact the ground to achieve the required density.</p> <p>3.8 PILING After excavating bored piers, remove loose material and water from the base and confirm the bearing capacity. Do not allow loose material to fall down the hole before or during concreting; provide a liner if necessary.</p> <p>3.9 SERVICE TRENCHES Excavation If practicable, make trenches straight between manholes, inspection points and junctions, with vertical sides and uniform grades.</p> <p>Applicable Standards</p> <p>Compaction Test Report: Engineer or Testing Authority Certificate required Ground works for slabs and footings: To AS 2870. Bored piers Provide a proprietary system designed to AS 2159 Trenching In reactive clay sites classified M, H or E to AS2870: Impervious material.</p>
4. Site Establishment and Footings	<p>Acceptance Criteria</p> <p>4.2 TERMITE PROTECTION 4.3 GROUND SLAB VAPOUR BARRIER 4.4 REINFORCEMENT 4.5 CONCRETE 4.6 JOINTS 4.7 CONCRETE BEARER SUPPORTS</p> <p>Execution</p> <p>4.2 TERMITE PROTECTION Use a proprietary system installed as a physical barrier or a "Partial Installation" - Perimeter and penetrations. Chemical barriers not permitted.</p> <p>4.3 GROUND SLAB VAPOUR BARRIER Provide a working base of platform material, unless otherwise shown on the Drawings or approved by the Superintendent. Provide an even surface free of any projections likely to damage film underlays and adequate to provide a firm base for reinforcement supports, or any other items to be supported.</p> <p>4.4 REINFORCEMENT</p> <p>4.5 CONCRETE</p>

4. Deliverables and Acceptance Criteria

Deliverables	Acceptance Criteria / Applicable Standards
	<p>Ready mixed supply</p> <p>4.6 JOINTS Joint preparation: Roughen and clean the hardened concrete joint surface, remove loose or soft material, free water and foreign matter. Dampen the surface before placing the concrete.</p> <p>4.7 CONCRETE BEARER SUPPORTS Provide proprietary precast stumps to support bearers at 1800 mm maximum centres.</p> <p>Applicable Standards</p> <p>Concrete structures generally: To AS 3600. Ground slabs and footings: To AS 2870. Physical Termite Barrier : To AS 3660.1. Vapour barriers and damp-proofing membranes: To AS 2870 Concrete Standard: To AS 1379, by the batch production process.</p>



5. Quality Assurance Activities

Inspection and Test Plans

Inspection and Test Plans are to show how the works are monitored and recorded for assurance of quality and relative to the approved design and specifications. The Inspection and Testing should include

- Method statements demonstrating how the inspection and test plan facilitates monitoring and recording of the works quality assurance.
- Qualifications and experience and contact details of the persons who prepared the Inspection and test Plan
- Qualifications and experience and contact details of the person nominated as the Quality Assurance Officer for carrying out the Inspection and Testing
- Details concerning the items to be inspected and/or tested
- Description of key quality criteria to be inspected tested
- Activity being Inspected and Tested
- Methods of Inspection and Testing
- Frequency of Inspection and Testing
- Reference of standard required to be achieved
- Recording reporting and notification requirements

Requirements Verification process:

HOLD POINTS

A "Hold Point" is an identified point in a work-related process, beyond which the subsequent activity cannot proceed without release of the Hold Point. Release of a Hold Point is subject to:

- (a) the production of records by the Contractor which verify conformance with the Specification;
- (b) an independent inspection of critical aspects of the works; and
- (c) acknowledgment that critical aspects of the works may commence.

Hold Points are detailed throughout the Specification and may be summarised at the end of each Part. The Response Time for release of a Hold Point is determined from when all information demonstrating compliance with the Hold Point release requirements has been provided in an appropriate format. Within the Response Time, the party responsible for release of the Hold Point must either:

- (a) release the Hold Point; or
- (b) provide reasons why the Hold Point will not be released, including details of any non-conformance with the Specification.

Release of a Hold Point or failure to detect a non-conformance shall not in any way relieve the Contractor from the responsibility for the satisfactory performance or execution of the work subject to the Hold Point. Unless specified otherwise, a Hold Point shall only be released by the Superintendent.

The Quality Management Representative shall be satisfied that all activities in the Hold Point process (including methods of work, sequences of activities, inspections and tests preceding any Hold Point specified in the Quality Plan) comply fully with the requirements of the Contract before seeking release of the Hold Point.

5. Quality Assurance Activities

Continuous Improvement processes:

When Project Quality Planning is being undertaken effectively in a project, there will usually be areas identified for improvement. By reviewing and monitoring of both output processes and project processes, opportunities for quality improvement can identified and then improvement implemented throughout the life of the project.

6. Project Monitoring and Control

Non Conformance

Non-Conforming work or product shall be segregated from the conforming materials. Re-occurrence of problems leading to non-conformance should be eliminated or minimised by implementing appropriate corrective and preventative actions. No repair on non-conforming works shall be undertaken prior to the written agreement to do so by the appropriate level of management.

Where simple rework or adjustment is necessary to achieve required values, this is not considered as nonconformity. Non conformity is recorded if repeat testing establishes that replacement or repair is necessary.

Monitoring

East Coast Designer Builders will monitor the resource and time required to achieve acceptable criteria (the projects quality objectives) by review of its own sub-contractors performance.

Test checklists provide records of how a work task is performed.

In-process Inspection and Checking

Each stage of construction shall be inspected:-

- By the site supervisor performing random inspection.
- By the site supervisor inspecting the output on a daily basis
- By the subcontractor comparing his or her work against an acceptable standard sample.

The person performing the inspection shall perform the checks as per the details in the appropriate section of the ITP.

Final Inspection and Checking

Final Inspection shall be performed by either the Contractor or a delegated person. The inspection shall ensure that:-

- All stages of construction have been completed.
- The finished works are clean, in good repair and tidily presented.
- The product conforms to the appropriate drawings and/or specifications.

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7. Project Quality Plan / Signatures

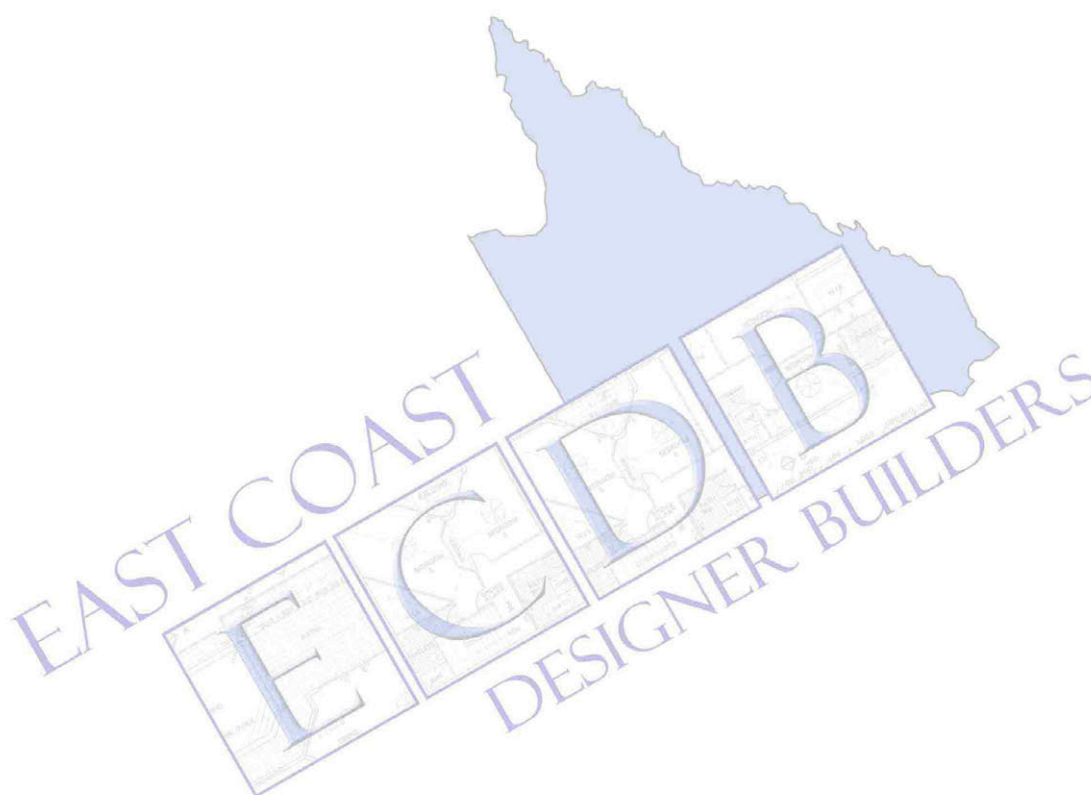
Project Name:

Project Manager:

I have reviewed the information contained in this Project Quality Plan and agree:

Name	Role	Signature	Date

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Quality Plan document.




Project Quality Plan

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Project Regulatory Codes and Industry Standards Form			
Project ID	Project Name		Date
Project number	Project Name		Prepared Date
Regulation	Reference Code or Regulation	Version Date or Number	Notes
Applicable Federal Regulation			
Applicable State Regulation			
Applicable Building Codes			
Local Addenda to Building Codes			
Applicable Fire Code			
Applicable Mechanical Code			
Applicable Plumbing Code			
Applicable Electric Code			
Contract Specified Regulations			
Other Codes or Regulations			
	Industry Standard	Version Date or Number	Notes
I have reviewed the information contained in this Project Quality Plan:			
Name	Role	Signature	Date

Inspection and Test Plan

Customer: Contract Number Contract/Project Name				INSPECTION AND TEST PLAN For: (insert work activity) Work Area: (insert work area)						
Ref	Operation or Stage of Work		Stage/ Frequency	Records	Requirements/ Standards/ Specification	Acceptance Criteria	Inspection/ Test Procedure	Inspection – What /Who		
	Description	Characteristics						Employee	Service Provider	Customer

W = Witness Point
H = Hold Point
H(A) = Inspection/Test by Authority
U(C) = Inspection/Test by Consultant
S = Surveillance Monitoring
X = Self Inspection by performer of work

Checklist

Date:


Inspection Plan and Checklist for: (To be completed by the person directly responsible for the work)				
Contract Number: Contract/Project Name: Contractor: Subcontractor:		Work Area:		Checklist Number:
Work	Items/activities to be verified	Reference	Initialed/OK	Comments
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date

SAMPLE

Project Quality Plan

East Coast Designer Builders Pty. Ltd.

Inspection and Test Plan

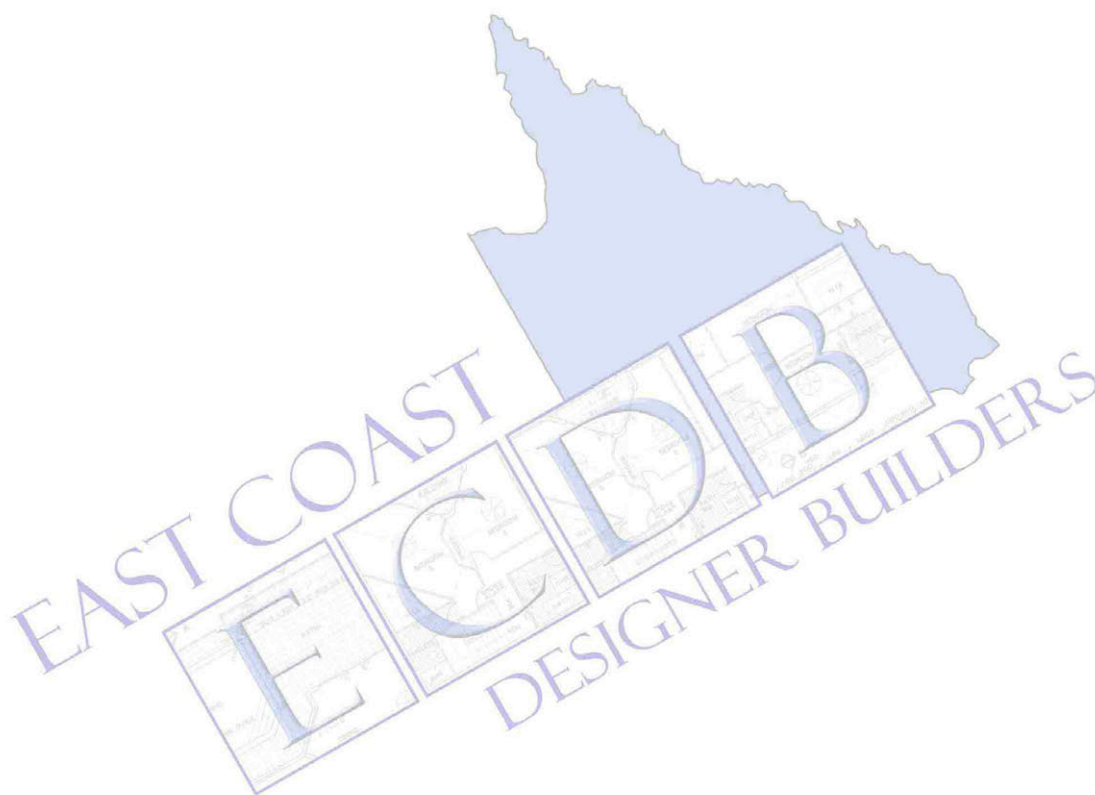
Customer: Contract Number Contract/Project Name				INSPECTION AND TEST PLAN For: PAINTING Work Area: (insert work area)						
Ref	Operation or Stage of Work		Stage/ Frequency	Records	Requirements/ Standards/ Specification	Acceptance Criteria	Inspection/ Test Procedure	Inspection – What /Who		
	Description	Characteristics						Employee	Service Provider	Customer
1	Incoming materials Inspection	Conform to order	Each delivery	Delivery dockets/ Checklist	Orders as placed	GPC approved & colour schedule	Check against orders	H	W	
2	Storage and Protection	As Specified	Each week	Checklist	Specifications as attached	Safe, secure adequate protection	Visual	X	S	S
3	Preliminary activities	Task Completion	Each work area	Checklist	Specifications as attached, OHS Codes and Regulations	All tasks completed	Visual	H	W	S
4	Surface preparation	Ready to paint clean and smooth	Each work area	Checklist	Specifications as attached	Smooth and clean	Visual	H	H	W
5	Painting	Full and uniform cover, smooth colour	Each work area	Checklist	Specifications as attached	Checklist and test panel	Visual	X	S,H(C)	S
6	Pre-handover activities	All matters finalized, clean and tidy	Each work area	Checklist	Specifications as attached	Completed to specifications / and tidy	Final Inspection	H	H	H
W = Witness Point H = Hold Point H(A) = Inspection/Test by Authority U(C) = Inspection/Test by Consultant S = Surveillance Monitoring X = Self Inspection by performer of work										

Checklist					Date:
Inspection Plan and Checklist for: (To be completed by the person directly responsible for the work)					
Contract Number: Contract/Project Name: Contractor: Subcontractor:		Work Area:		Checklist Number:	
Work	Items/activities to be verified	Reference	Initialed/OK	Comments	
Preliminary Activities	Access permission obtained				
	Access obtained				
	Equipment approved on site				
	Scaffold/ladders				
	Signage/barricade				
	Brushes/rollers/drop sheets				
	Materials approved on site				
	Filler/thinners				
	Paints/colours				
	Repairs completed				
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents					Name; Signature: Date
Surface Preparation	Notification of power disruption				
	Protective measures				
	Isolate appropriate circuits				


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	Filled correctly			
	Free of grease and oil			
	Free of dirt and loose articles			
	Sanded smooth			
	Wash down			
	Spot primed			
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date
Painting	Humidity/temperature appropriate			
	Protective measures			
	Paint applied to manufactures instructions			
	Each coat free of imperfections			
	Drying time between coats appropriate			
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date
Pre-handover Activities	Replace fixtures			
	Touch up			
	Remove protective measures			
	Final inspection confirming			
	Remove scaffold and ladders			
	Clean up			
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date
I have carried out all the necessary inspections and verify that the above items/activities conform to the contract specification/documents				Name; Signature: Date




INSPECTION AND TEST PLAN PAINTING

Inspection and Test Plan										
Customer: Contract Number Contract/Project Name				INSPECTION AND TEST PLAN For: PAINTING Work Area: (insert work area)						
Ref	Operation or Stage of Work		Stage/ Frequency	Records	Requirements/ Standards/ Specification	Acceptance Criteria	Inspection/ Test Procedure	Inspection – What /Who		
	Description	Characteristics						Employee	Service Provider	Customer
1	Incoming materials Inspection									
2	Storage and Protection									
3	Preliminary activities									
4	Surface preparation									
5	Painting									
6	Pre-handover activities									
W = Witness Point H = Hold Point H(A) = Inspection/Test by Authority U(C) = Inspection/Test by Consultant S = Surveillance Monitoring X = Self Inspection by performer of work										

INSPECTION AND TEST PLAN ELECTRICAL

Inspection and Test Plan										
Customer: Contract Number Contract/Project Name				INSPECTION AND TEST PLAN For: ELECTRICAL Work Area: (insert work area)						
Ref	Operation or Stage of Work		Stage/ Frequency	Records	Requirements/ Standards/ Specification	Acceptance Criteria	Inspection/ Test Procedure	Inspection – What /Who		
	Description	Characteristics						Employee	Service Provider	Customer
1	Incoming materials Inspection									
2	Storage and Protection									
3	Preliminary activities									
4	Pre-Start									
5	Carry out work									
6	Pre-handover activities									
W = Witness Point H = Hold Point H(A) = Inspection/Test by Authority U(C) = Inspection/Test by Consultant S = Surveillance Monitoring X = Self Inspection by performer of work										

INSPECTION AND TEST PLAN REINFORCED CONCRETE

Inspection and Test Plan										
Customer: Contract Number Contract/Project Name				INSPECTION AND TEST PLAN For: PAINTING Work Area: (insert work area)						
Ref	Operation or Stage of Work		Stage/ Frequency	Records	Requirements/ Standards/ Specification	Acceptance Criteria	Inspection/ Test Procedure	Inspection – What /Who		
	Description	Characteristics						Employee	Service Provider	Customer
1	Preliminary activities (requiring									
2	Preliminary activities (requiring									
3	Order Concrete									
4	Pre pour inspection									
5	Slump test									
6	Concrete test cylinder									
7	Pour Concrete									
8	Stripping and Curing									
9	Pre handover activities									

W = Witness Point
 H = Hold Point
 H(A) = Inspection/Test by Authority
 U(C) = Inspection/Test by Consultant
 S = Surveillance Monitoring
 X = Self Inspection by performer of work