

Quality Management Plan (QMP)

CONSTRUCTION PHASE

Quality

Morgan Sindall business unit / region:	Manchester		
Project name:	NMGH		
Project no.:	13Z001		
Customer:	MFT		
Location:	North Manchester General Hospital		
Revision no.:	For Review by All	Date:	1st March 2021

Project Details

NMGH consists of 4 WP's. WP1 includes all the service diversions & creating new car parks. WP2 includes the Asbestos & Demolition of Limbert House. WP3 is the clinical refurb we have yet to get instructed on. WP4 is the new 6 storey MSCP which we are not in contract with as of yet.

Construction involves

The 2 new car parks within WP1 called TCP01 & TCP05 include a SUDS drainage system, new lighting & CCTV. The areas will be designated for staff car parking.

We are creating new footpaths throughout the Estate and carrying out some structural alterations to existing walls to enable forthcoming works to progress.

Service diversions throughout the estate to divert existing services which run through Limbert House. This is to enable the demolition of Limbert.

The new MSCP car park consists of precast columns, panels & planks sat on Pile caps . Metal anodised cladding will clad the building

Quality control (QC)

QC will be achieved by means of inspection, testing and monitoring. Materials and works will undergo interim and final inspections or tests against design drawings, specifications and other requirements as defined in this QMP (Appendix 1: Quality Manage Plan: Guidance Note).

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1.0 INTRODUCTION

1.1. Purpose of QMP

This QMP describes how quality aspects of the contract will be managed. It is a live document that will be reviewed at regular intervals by the Project Manager. This QMP will be amended as appropriate to reflect progress of the works and any changes in quality requirements.

This document has been developed in accordance with the Morgan Sindall Quality Policy, the Morgan Sindall Integrated Management System (IMS) and customer contractual requirements.

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1.4 Competency and Training

National and regional technical training programmes are in place and available to all the project team. The contracts manager is responsible for identifying training requirements for the project team and ensuring appropriate

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2.0 DOCUMENT CONTROL AND RECORD KEEPING

2.1 Register of documents

A document Register is in operation to record the relevant documents required in order to implement the QMP. The Register is in the form of The Appendices within Section 14 of the QMP.

3.0 REPORTING PROCESSES

The Project Team will operate the following reporting procedures:

3.1 Daily Site Diaries

Recording any quality related items and actions within the diary from the days site inspections.

3.2 Weekly Reports

Weekly project team meeting to review and record any quality related items and actions.

3.3 Monthly Reports

Monthly project team meeting to record any quality related items and actions.

3.4 Client Quality Report

A specific section on quality is to be provided within the Client Monthly Progress Report. The Report is to highlight the status of the QMP.

3.5 Quarterly SMT Reports

Independent members of the Regional Senior Management Team will undertake a quality inspection and report (RM 3). The report will highlight any quality related areas for improvement and best practice.

3.6 Quality Reports

The quality Manager will undertake quality audits, generally on a monthly basis.

Opening Meeting: Held with the Project Manager, to gain an overview of the project.

Review and Inspection: Held with each individual Site Supervisor. The review and inspections are to ensure that all quality controls and procedures are in line with the QMP.

Closing Meeting: Held with the Project Manager, to provide feedback on compliance to the QMP.

3.7 ISO 9001 QMS Accreditation

British Standards Institute (BSI) is the certifying body. The QMP is in line with all accreditation standards. BSI undertake a national audit of company quality controls and procedures. The QMP will be updated in line with any BSI audit report findings.

4.0 QUALITY PRE-START

A Quality Pre-Start meeting is held to review the quality aspects of the project (Appendix 5: Pre-Start Review Meeting). The aspects reviewed are:

4.1 Project Handover

There is a formal handover process from the pre-construction to the construction team. The output is recorded, with any quality related issues then reviewed at the quality pre start.

4.2 Specification

It is important to coordinate all specification references to The Development Agreement. A thorough forensic review is undertaken of all the project specifications, to include as a minimum: Architectural; Structural & Civil Engineering; M&E.

4.3 Drawing Review

An overview of the design process is reviewed. The overview will establish the current design stage

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status and a plan to bring the detailed design to construction issue.

4.4 Samples

A review of all samples. The samples approval process will establish the base requirements for monitoring factory and on-site quality standards.

4.5 Testing

A review of all testing requirements and the relevant consultants and member of the supply chain to implement.

4.6 Quality Risks

A review of all key quality related risks for the project and the controls and procedures to manage. Any Client specific risks noted in Section 1.5 are to be included.

A Quality Pre-Start Schedule is developed from the points raised in Sections 4.1 to 4.6. The schedule will be reviewed on a regular basis throughout the project (Appendix 6: Pre-Start Schedule).

5.0 THIRD PARTY INPUT

A project Third Party review is undertaken to assess all Third-Party input into the QMP (Appendix 7: Consultant Schedule).

5.1 MSC NW

The project is to select from a group of recommended consultants who can bring a positive contribution to the QMP. Selected consultants are to be provided with an appointment, with an agreed scope of service.

5.2 Statutory Compliance

The consultants required in order to discharge statutory compliance.

6.0 DESIGN OVERVIEW

6.1 Status

Ensure that all specifications and drawings are at construction issue status.

6.2 Contractor Design

All drawings are in sufficient detail to operate the QMP.

6.3 Technical Product Data

All project specific Technical Product Packs are in place, along with all associated workmanship guidance.

6.4 Instructions and Changes:

All instructions issued have undertaken a technical review and assessment.

6.5 Samples

The status of the sample approval process (Appendix 8: Samples Schedule).

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7.0 SUB-CONTRACTORS

A Sub Contractor Quality Pre-Start meeting is held with each Sub Contractor (Appendix 9: The meeting will establish

7.1 Quality Plan

A project specific Quality Plan is in place.

7.2 Quality Representatives

Senior Management and site-specific supervision is assessed to ensure that quality controls and procedures can be implemented in line with the Plan.

7.3 Accreditation

Accreditation to a recognised body, applicable to the necessary trade, is preferable. If not accredited, then the sub-contractor is to adhere to all quality procedures in the QMP.

7.4 Sub Let

Checks on the relevant sub-lets to ensure compliance with quality procedures in the QMP.

7.5 Critical Elements

Key interfaces and timings with other trades.

7.6 Off Site Works

Offsite works inspections.

7.7 Project Risks

Highlight project specific risks.

The principles of the Sub Contractor quality controls and procedures are to be established prior to the development of the Inspection and Test Plans.

8.0 INSPECTION AND TEST PLANS (ITP)

The Inspection and Test Plan (ITP) is the key control for ensuring compliance to QMP (Appendix 10: Inspection and Test Plan Template). Given the high importance, time and care should be taken in the planning, development and operation of the ITP (Appendix 11: Inspection and Test Plan Contents Review). The following are the key controls and procedures:

8.1 Site Operations

Ensure that all operations required to execute each work package are highlighted on the ITP. A site inspection will be undertaken per operation noted on the ITP.

8.2 Controlling Documents

Ensure that the ITP identifies the control documents to be checked for each operation and activity. A site inspection will verify compliance to the relevant control documents.

8.3 Intervention Points

Ensure that the ITP identifies the intervention and hold points relative to the activities are highlighted on ITP. A site inspection will be undertaken and intervention and hold points signed off when work is completed to the accepted standards.

8.4 Inspections

All parties requiring representation will undertake the requisite inspections highlighted on ITP. All inspections are operated and recorded on SIMS.

8.5 Frequency and timing

The Inspections will be in line with the areas and timings allocated on the ITP.

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8.6 Verifying Records

Ensure that the ITP identifies the documents, certificates and reports in order to verify compliance with the control documents.

8.7 Final Sign Off

Acceptance and sign off is required on completion.

An ITP Schedule is developed to monitor the status of the ITPs (Appendix 12: Inspection and Test Plan Schedule).

Site Information Management System (SIMS): All I&T Plans are to be operated via SIMS.

9.0 DEFECT MANAGEMENT

There is a defect notification procedure for recording any non-compliances highlighted during the operation of the I&T Plans.

9.1 Defect Notices

Notices are forwarded to the relevant supply chain member with concise information on the specific noncompliance. A technical rectification, in most instances, should be approved by the relevant consultant, prior to starting the rectification works. A defect rectification plan is developed, in order to close out the non-compliance. Final sign off is completed when all parties have confirmed compliance.

10.0 HANDOVER PROTOCOL

10.1 Test and Commissioning

A Test and Commissioning (T&C) Check List will be developed based on the T&C Schedule within the contract (Appendix 13: M&E Test and Commissioning Schedule).

10.2 Snagging

All works shall be signed off as complete and compliant with the relevant Inspection and Test Plans, before the snagging process starts.

Snagging shall be a matter of checking: surface blemishes, splashes, superficial cracks and that everything is in good working order.

10.3 Handover

A Handover Check List will be developed with MFT (Appendix 14: Handover Schedule).

10.4 O&M Manual

All Project completion and handover records will be generated in line with specific contract requirements. Specific details will include: Test and inspection certificates, As built records, Job packs.

10.5 Aftercare

An Aftercare Plan will be developed to provide information on all aftercare services. An Aftercare Manager, who will deal with all aspects of customer aftercare for this project, is to be in appointment prior to handover. The manager will manage the process of post construction aftercare and keep the customer informed regarding the rectification of any defects

11.0 MONITORING, MEASUREMENT AND CONTINUOUS IMPROVEMENT

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11.1 Lessons learned

The Project Manager will be responsible for managing the lessons learnt process in accordance with Morgan Sindall IMS requirements and for maintaining a programme of lessons learned reviews. Lessons learned will be recorded on a monthly basis in the project review (Appendix 15: Lessons Learnt Schedule).

11.2 Best practice

The Project Manager will be responsible for ensuring that areas for best practice communicated and shared across the contract. A record (database or spreadsheet) of best practice will be populated and managed by the contract team.

11.3 Areas for Improvement

The Project Manager will be responsible for ensuring that areas for improvement communicated and shared across the contract. A record (database or spreadsheet) of lessons learned will be populated and managed by the contract team.

12.0 COMPETENCY AND TRAINING

National and regional technical training programmes are in place and available to all the project team. The contracts manager is responsible for identifying training requirements for the project team and ensuring appropriate training is provided.

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QUALITY MANAGEMENT PLAN

GUIDANCE NOTES:

Notes are primarily to provide the project team with an indication of the format and content of the quality audit.

Preparation: Quality Manager is to undertake a desk top survey in advance of/preparation for the audit.

Audit Process:

Quality Overview: Quality Manager and Project Manager

Inspection and Test Plan reviews & inspections: Quality Manager and Site Managers

Site Inspection: Quality Manager and Site Managers

Report: Audit report contents review with the Project Team.



Ref:	Element	Guidance
01:00	QUALITY PLAN (QMP):	
01:01	Status:	Review content and status of the QMP.
01:02	Project Quality Pre start Meeting:	Review in detail. Quality Manager to attend on new sites.
01:03	Actions from previous audits:	Review status of actions from previous Report.
01:04	Third Party Input:	Review any Third Party Quality comments/input: Client, TA, Clerk of Works, Building Control.
01:05	Design:	Brief overview of drawing status: Construction Issue, Contractor Design, Register
01:06	Meetings and Reports:	Review any references/actions to quality at weekly site and Client meetings.
01:07	Employers Requirements:	Review associated documents in ERs: with reference to quality
01:08	Instructions/Changes:	Review implications of any instructions or changes.
02:00	INSPECTION and TEST PLANS:	Inspection and Test Plan reviews with specific Site Managers and Sub Contractors
02:01	Programme:	Review status of the I&T Plans, relative to the programme
02:02	Operations on site:	Review I&T Plans per operation, per work stage
02:03	Controlling Documents:	Review documents referenced to: Specification, drawings & supplementary technical data.
02:04	Inspection by:	Review who inspects and relevant competencies. Are any Manufacturer inspections required?
02:05	Intervention Points:	Review Hold Points and Intervention Points. Are any Consultant, or Client, inspections required.
02:06	Frequency and Timing:	Review timescales: daily, weekly or per operation. Ensure location references are clearly defined.
02:07	Verifying Records:	Review document/record that identifies that an inspection, or test, has been completed.
02:08	Off-site inspections:	Review if there are any off-site inspections to be undertaken
02:09	Comments:	Review further comments specific to I&T Plan. Defects Avoidance Booklet is to be reviewed here.
02:10	Morgan Sindall Sign-off:	Review final sign-off of I&T Plan when all works stages are complete.
02:11	Defect Notices:	Review status of any defect notices
03:00	INSPECTIONS:	Site inspections with specific Site Managers and Sub Contractors
03:01	Inspection Frequencies:	Inspect that frequency, timings and locations are in line with the I&T Plan.
03:02	Materials:	Inspect that the delivery and storage of materials in line with technical data
03:03	Supporting structures:	Inspect any secondary steelwork, or supplementary support systems and associated fixings
03:04	Inspections by:	Inspections are to be in line with authorised supervision within I&T Plan.
03:05	Specification Compliance:	Inspect installations are compliant to the specification and supplementary technical data.
03:07	Verifying records:	Inspect, record and store all verifying records. This will include any supplementary photographs.
03:08	Independent Inspections:	Review Manufacturer and Consultant inspections and reports.
03:09	Comments:	Any further comments applicable following the inspection.
03:10	Defect Notices:	Review status of any defect notices
04:00	Audit Report:	Agree an action plan from the audit findings from Sections 1,2 & 3
04:01	Forthcoming I&T Plans:	Review and plan for any forthcoming I&T Plans.
04:02	Training:	Review any training requirements.
04:03	O&M Manual:	Review status of O&M Manuals.
04:04	Review Summary:	Summary of all findings from today's review
04:05	Review Report:	Review Report: Good practices and areas for improvement

North Manchester General Hospital

OUR DELIVERY TEAM

**MORGAN
SINDALL**
CONSTRUCTION



Shaun Jones
Area Director



Jim Loftus
Area Commercial
Director



Adam Davenport
Managing Quantity
Surveyor



Ian Park
Project Manager



**Peter
Millachip**
Project Director



Paul Martin
SHE Manager



James Hodder
Senior Quantity
Surveyor



Jon Gaskell
Senior Design
Manager



Anthony Watts
Building Services
Manager



Dan Burrell
Planner



Jonathan Simpson
Trainee Quantity
Surveyor



Mark Allan
Senior Site Engineer



Tim Spencer
Senior Site Manager



Peter Wilson
Site Manager



Nick Tapper
Trainee QS



Shawn Ricketts
Logistics Manager



**Jade Sherry
Finney**
Admin /
Document Control



Owen Ashton
BIM Manager

**MORGAN
SINDALL**

QUALITY REPORT

PROJECT: NMGH		CONTRACT NR: 13Z001		Report Supplementary Documents Include:	
				Quality Review Summary Nr 1	
PROJECT MANAGER: Ian Park		INSPECTION DATE:		Actions from the Quality Review	
				Inspection and Test Plan Schedule	
	Complies with Morgan Sindall Standards			Consultant Schedule	
	Action Required: details noted			Pre Start Schedule	
	Below Acceptable standards			Desk Top Survey	
Nr	SECTION	DESCRIPTION	CODE	COMMENT	
	Quality Management Plan (PEP 4)	Is the Plan in place and reviewed as necessary			
	Quality Board	Is the Quality Board in place and relevant to current site operations			
	Quality Pre-Start Review: Pre-Start Schedule	Has Pre-Start been completed and is the Tracker in place and updated			
	Client Consultant Inspections and Reports: Consultant Schedule	Are Consultant quality inspections being recorded and actioned in time.			
	Third Party Inspections and Reports: Consultant Schedule	Are Third Party quality inspections being recorded and actioned in time.			
	Manufacturers Inspections and Reports	Are Manufacturers undertaking training, inspections and reports			
	Technical Product Information	Is there project specific technical product data in place for relevant I&T Plans			
	Drawings and Specifications	Are all relevant drawings and specifications at Construction Issue			
	Client Instructions Status	Have all instructions had a technical evaluation complete and details provided			
	Site Instructions to Sub Contractors	Have all instructions had a technical evaluation complete and details provided			
	Samples	Has a Sample Schedule been developed and approved			
	Samples	Are there any site Sample Panels or Mock Ups required and in place			
	Site Fixings Board	Is the Site Fixing Board in place and containing all relevant samples			
	Inspection and Test Plans: I&T Plan Schedule	Are all areas of the I&T Plan Schedule up to date and operational			
	Work Package/Operations	Is there an I&T Plan in place for each Work Package/Operation			
	I&T Plan: forward planning	Are there controls in place to plan/develop I&T Plans in a timely manner			
	Sub Contractor Quality Pre Start Notes	Is there a Quality Pre Start in place for each Sub Contractor			
	Controlling Documents	Are all relevant Control Documents in place as noted on I&T Plans			
	Controlling Documents	Are all relevant Control Documents being stored/recorded on Share Point			
	SIMS Inspections	Are inspections being undertaken in line with the I&T Plans			
	Materials	Are all products in line with the specification and stored correctly			
	Verifying Records	Are all relevant verifying records in place and in line with I&T Plan			
	Detect Notifications	Are all Defect Notifications in place and closed out in a timely manner			
	Site Inspection	Workmanship: compliance to relevant standards and controls			
	Off Site Inspections	Are there any off site inspections required and implemented			
	Protection of finished areas/surfaces	Are all finished areas suitably protected from potential damage			
	Lessons Learnt	Are relevant best practices & improvements noted and recorded			
	Training	Are there any project specific training requirements			
	Perfect Delivery	Are all aspects of Perfect Delivery in place and up to date			
x	Site				
x	Contracts Manager				
x	Area Director				

Pre-Start Quality Review

Meeting Attendees	Project Team	Completed By:	Project Manager
Contract Name	NMGH	Date	
Contract no.	13Z001		
Type of Contract	Bespoke	Contract Value	
Start Date		Finish Date	
Sectional Handovers	n/a	Sectional Handover Dates	n/a
Number and list of CDP			
			
Specification / Drawing Review			

Pre-Start Quality Review

Specification
Ref:

Drawing Review



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Pre-Start Quality Review

CPD Events Required		
Samples & Tests		
Quality Approach interfaces with ECF		
Project Quality Risks		Mitigation/Action
1.		
2		
3		
4		

Pre-Start Quality Review

5		
6		
Name		Signature
Name		Signature
Name		Signature



NMGH
13Z001
QUALITY PRE START SCHEDULE



To be developed as and when pre start reviews are undertaken

Element	Note	Action
Notes from Handover:		
Specification Notes:		
Drawing Overview:		
Samples and Testing:		
NMGH Interfaces:		
Quality Risks:		
Other Quality Items:		

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CONSULTANT SCHEDULE



Appointee	Discipline	Company	Documentation	Comments
MSC	Consultant			Design responsibility Matrix to be reviewed for record
	Architect			
	Civil Engineer			
	Structural Engineer		Inspections & Reports	
	Geological Engineer			
	Landscape Architect			
	Infrastructure			
	Highways Engineer			
	Acoustic Consultant			
	Air Quality Consultant			
	Fire			
	M&E			
	Powder Coating Specialists			
	Façade: General			
	Façade: Fire			
	Manufacturers:			Technical Training; Product Packs; Inspections & Reports
	Curtain Walling			
	Insulation			
	Roof Covering			
	Internal Partitions			
	Fire Protection			
	Sub-Contractors with Design			
	M&E			
	Piling			
	RC Frame			
	Retaining Walls			
	Cladding			

	Curtain Walling			
	Lifts			
	Roof Works			
	Deck Coatings			
Client	Consultant			
	Technical Advisor			
			Inspections & Reports	
Compliance	Building Control		Inspections & Reports	

Morgan Sindall subcontractors Quality Management Pre Start Meeting

Section A					
Contract:	NMGH		Contract number:	13Z001	
Venue:	Site Offices		Meeting date:		
Subcontractor name:				Trade:	
Telephone number:			Telephone number:		
Mobile number:			Mobile number:		
Fax number:			Fax number:		
e-mail:			e-mail:		
Subcontractor's representatives present: (Note: the individual who will be the on-site supervisor and responsible for quality must be present at this meeting.)					
Name	Job title/Role		Experience/CV		
By signing below, the subcontractor's representative is deemed to have the authority to agree to the following and hereby confirms that these minutes are a true and accurate record					
Name:			Name:		
Signature:			Signature:		
Date:			Date:		
Is the subcontractor approved and do they operate in accordance with ISO 9001 quality assurance?	Yes / No		If 'No' refer to Morgan Sindall quality assurance procedures to which the sub-contractor must adhere to.		
Subcontractor staff responsible			Morgan Sindall staff responsible		
Director / principal:			Contract manager:		
Manager / supervisor:			Project / site manager:		
The subcontractor proposes to sub-let the following works. The prior written consent of Morgan Sindall is a condition precedent to any sub-letting or assignment of the subcontract works or any part thereof. The responsibility of the quality of these works remains with the subcontractor and the named supervisor.					
Item to be sub-let:			Quality Critical Elements		

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Morgan Sindall subcontractors Quality Management Pre Start Meeting

Section B

Documentation below should be available at the meeting to be reviewed and ensure that the appropriate amount of detail has been captured and that references to contract documentation have been made. (specification, drawings, technical literature, checklists, testing requirements, client/client approvals etc)

MS should have completed their Inspection & Test Plans as a minimum for the works package.

Where Sub contractors have design responsibility, this must be clearly identified and documentation in place to manage the design, design submission and approval process ie detailed design management plan.

Documentation to be provided	N/A	Provided by		Approved/Checked by	
		Morgan Sindall	Contractor	Morgan Sindall	Contractor
Design Management Plan					
Quality Plan					
Inspection and Test Plans					
Check sheets					
Photographic Records					
Marked Up Drawings					
Test Sheets					
Commissioning Records					
Witnessing Records					
Quality Risk assessments					
Review Quality Alerts					
Add as required refer to specification as necessary.					
E.g.					
CBR					
Plate Load Test					
Air test					
Water test					
Pressure tests					
Cube tests					
Mortar tests					

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Morgan Sindall subcontractors Quality Management Pre Start Meeting

Signed for Morgan Sindall:					
Date:			Signed for contractor:		
Section C			Date:		
Scope and definitions The purpose of the meeting is to ensure that there is a clear and common understanding as to the package contents, respective obligations, responsibilities and expectations with regards quality management. The term "contractor" throughout these minutes shall mean the prospective sub-contractor named above, and subject to the requirements of section A the agreements reached shall apply to ALL sub-subcontractors appointed by the sub-contractor to carry out works on his/her behalf.					
Matters for discussion (add as necessary)					
			Notes / actions (Agreement reached or N/A)		
			Morgan Sindall	Contractor	
Interface with other trades/contractors					
Has the interface line been clearly identified in the sub contract order?					
Is the air tight line clearly identified and responsibilities for its robustness agreed?					
Have appropriate hold points/inspection points been identified in the I&TP?					
Have sign off procedures been agreed?					
Has SIMS and SIMSgo been explained and how it will be used on the project?					

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Note: Generic inspection and test plan – plan should be tailored to suit site specific requirements

Contract Title / No:		Works Package / Activity / Category:							ITP No:			Date:			
		Stud Partitions and Dry Lining							Prepared by (Print Name/Job Title):						
									Approved by (Print Name/Job Title):						
	Programmed Works Activity / Operation	Inspection Activity				Controlling Document Reference The document that identifies what the inspection or test is to be checked against, and its acceptance criteria (i.e. specification, drawing).	Work by	Inspection by	Intervention Points H / W / A / R (as per key)			Frequency/ Timing of The timescale for carrying out the Inspections, tests i.e. daily, weekly, start of every shift, every load etc.	Verifying Record The document/record produced that identifies that an inspection or test has been carried out i.e. Form/Check sheet/Checklist, Test Certificate, Report, Letter of Approval	Comments	Morgan Sindall Acceptance/ Sign off
		Inspection	Approval	Test to be carried out	Check										

Notes (i.e. expansion of inspection activity)															
1	For Method Statement refer to File 6: Risk management in Green Safety File														
2	Refer to IMS – checklists for recording site inspections of works														
3	Refer to IMS - Standards for requirements of Non-conformance, Corrective, Preventive and Improvement Actions														
4	S/C Supervisor to notify MS of areas ready for Inspection in accordance with Hold Points														
5	S/C Contracts Manager to ensure Plan is adhered to onsite														
6	S/C Quantity Surveyor to collate Material Technical Data and issue to MS for filling														
7	S/C Supervisor to provide copies of Delivery Lines to MS as materials are delivered														

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Note: Generic inspection and test plan – plan should be tailored to suit site specific requirements

Revision History															

Explanatory Notes

Key: H = Hold Point, W = Witness, A= Approve/Accept, R = Records: Submit/Review.

This template can be used in one of two ways:

- Complete one plan for each works package type, or
- Use the one plan template to detail all works package types together in the same document

The Project Manager (or Works Package/Section Manager) shall:

- assess the work scope
- confirm that an Inspection and Test Plan is required, and
- determine who prepares and owns the Inspection and Test Plan

Where works are to be carried out by a subcontractor (or Work Package Contractor), the subcontractor must prepare an Inspection and Test Plan prior to commencing any on or off-site works. Inspection of Works - following inspection of the work by the subcontractor, this can then be offered for inspection

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Note: Generic inspection and test plan – plan should be tailored to suit site specific requirements

All sections of the ITP must be completed. Hold points are the point at which the process should not continue until such time as the inspection or test has been carried out/approved, and all hold points should be adhered to.

Where tests are to be carried out by an external testing facility, verification is required to ensure that the facility is accredited (if required).

When work is formally inspected and found to be not acceptable, a non-conformance report shall be issued to the relevant parties for corrective action to be implemented. The Project Manager (or Works Package/Section Manager) shall ensure all identified inspections and tests are carried out and the required documentation is produced.



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Tracking and Content Sheet

Inspection & Test Plan – Content Review and Tracking Sheet						
Project:				Date Received:		
Sub-contractor						
I & T Plan Title:						
Proposed date work to start on site:						
Project Manager	1 st review date	Status	Name (Print)	2 nd review date	Status	Name (Print)
Morgan Sindall Manager/Supervisor	1 st review date	Status	Name (Print)	2 nd review date	Status	Name (Print)
Technical Advisor (if applicable)	1 st review date	Status	Name (Print)	2 nd review date	Status	Name (Print)
Third Party Approval (if applicable)	1 st review date	Status	Name (Print)	2 nd review date	Status	Name (Print)
<i>Inspection & Test Plan content is to be reviewed in accordance with the prompt list on page 2.</i>						
Comment / Observation (if appropriate):						
Status						
NB: Use the 'Prompt list' opposite to give a status code:			Status A – Work can proceed as described B – Work can proceed when comments are incorporated C – Re-submit and review before work can proceed			
A	B	C				
Signed off by activity Supervisor	Name: (Print)		Signature:			
			Date:			
Signed off by Morgan Sindall as current working document	Name: (Print)		Signature:			
			Date:			

Tracking and Content Sheet

Prompt list	Yes	No	In part	N/A
1 – Responsibility				
Is the sub-contractor's Quality Manager for the works named				
Is the sub-contractor's Quality Supervisor for the works named				
Has the sub-contract supervisor been inducted in to this project's ITP				
Is the person responsible for checking adequacy of materials named				
Have contact details for SIMS/SIMSgo been received?				
2 – Reference Documents				
Morgan Sindall defects avoidance booklet				
Morgan Sindall generic ITP for this trade / work package				
Other documents referred to in Morgan Sindall generic ITP				
Employer's Requirements (incl. preambles & preliminaries)				
NBS Specification and/or engineers specification				
British Standards (e.g. BS8000)				
Project specific approvals, samples and testing requirements				
Project specific air seal requirements and interfaces				
<i>Other - specify</i>				
3 – Programmed Works Activity				
Are all planned activities covered by proposed ITP (refer to generic ITP for guidance)				
MS defect avoidance booklet issues addressed				
Other reference document requirements addressed (see above)				
Samples proposal acceptable				
Material handling, packaging and protection identified				
Work place environment considerations adequately addressed				
High risk or specialist quality activities identified				
Have quality interfaces with other trades been identified?				
4 – Inspection Proposals				
Inspection proposals acceptable (refer to generic ITP)				
Frequency / timing / hold points acceptable				
Proposed verifying records acceptable				
Approvals proposal acceptable				
Testing proposal acceptable				
Independent inspection / testing required				
Off-site inspection required				
Is a specific testing & commissioning plan required				

NMGH
13Z001

INSPECTION and TEST PLAN SCHEDULE:

[illegible]

[illegible]