

Quality Plan			
Project:	Whitworth Retaining Wall	Project No:	J1698



PROJECT NAME: Whitworth Retaining Wall

PROJECT NO: 1698

QUALITY PLAN

Quality Plan



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Register of Quality Plan Review/Revisions

Date	Issue No	Revisions	Updated and Agreed By
22.3.24	0	Initial Issue	BW

Note:

Amendments since the issue indicated * above are as follows:

- (1) Deletions are overstruck **thus**.
- (2) Revisions and insertions are highlighted **thus by emboldening plus underlining**
- (3) Numbers of renumbered sub-sections are highlighted thus **6.3**

Distribution of the Quality Plan

Controlled Copy No	Holder Name and Job Title	Company
Master copy <u>Project 'work-on drive'</u>	Contracts Manager	MCC
Copy 1 <u>Held on site</u>	Site Manager	MCC

The Quality Plan (QP) is to be initially produced by the Contracts Manager and Site Manager. The Contracts Manager is to ensure that the Site Manager is then fully briefed on the QP prior to the start on site.

Each Site Manager is then to brief this to the key M&CC employees on site and to any Site Manager taking over permanently or temporary.

Briefing of the Quality Plan

This QP has been fully briefed to the following: -

Date	Name	Signature	Occupation	Comments

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1. Introduction

This Quality Plan is a framework document for the quality management of The Whitworth, to ensure that issues relating to this project are addressed and customer and project specific requirements along with our obligations are met.

This site-specific plan has been prepared to be complimentary with the applicable quality procedures of UoM. Where any conflict arises, **UoM** procedures, if accessible and available to Manchester and Cheshire Construction Company Ltd, will take precedence.

The Quality Plan is a dynamic document and will be reviewed and updated at regular intervals to keep it current with the progress of the works and changing legislation. Reviews will be undertaken by the Contracts Manager / Site Manager. Where revisions are required, the document will be amended. A record of reviews and amendments will be maintained in the Plan.

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2. Project Description

2.1 Location of Project

Project Name: Whitworth Retaining Wall

Project Address: Whitworth Art Gallery
Oxford Rd
Manchester

2.2 Project Description

Demolition and rebuilding of a retaining wall.

2.3 Project Numbers

CLIENT ID: UoM

MANCHESTER AND CHESHIRE ID: J1698

2.4 Nature of works

The scope of works includes the demolition and reconstruction of a heritage retaining wall. The scope includes:

- Installation of tree root protection
- Installation of temporary works
- Careful dismantling of the existing retaining wall
- Excavation to 3m approximately
- Construction of a concrete retaining wall and foundation.
- Reconstruction of the retaining wall, using traditional methods and materials.

2.5 Project Details

Minimum time from appointment to commencement on site:	4	weeks
Commencement date on site:	TBC	
Duration:	22 weeks	weeks

Working Hours

Monday to Friday	From	7:00	To	16:00
Saturday	From	TBC	To	TBC
Sunday	From	TBC	To	TBC

See also Site File 1B 1.17 for Drawing Registers
Site File 1B 1.18 for Construction Programmes
Site File 1B 1.19 for Scope of Works

2.6 Project Management

Operations Director: Karl McDonald
Contracts Manager: Ben Webber

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Site Manager:

Tim Pugh

Safety, Health, Environment Manager:

Mandy Knowles

For a description of responsibilities for the above project management organisation please the company Quality Manual.

2.7 Project Requirements

Heritage and Planning Conditions.

Tree Preservation Orders

UoM Specifications

3. Subcontractors

Subcontracting Company	Main Contact	Specialism / Trade
Powell Masonry	Name: Craig Powell Number: 07774 719762 Email: craig@powellmasonry.co.uk	Stonemasons
Brookes Groundworks	Name: Gareth Brookes Number: 07538 799002 Email: gareth@brookegroundworks.co.uk	Groundworker
TBC	Name: TBC Number: Email:	Scaffolder
	Name: Number: Email:	
	Name: Number: Email:	
	Name: Number: Email:	

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4. Inspection and testing requirements

Test / Inspection	Frequency	Record	Applicable to this project Y / N / n/a
Subcontractor HS&E Checks	4 per month	Site Inspection Form (site file 2B 2.24)	Y
Scaffolding	Weekly	Appendix (Scaffolding Contractor)	Y
Other Access Equipment	Weekly	Appendix Permits to work (site file 2A 2.11)	N
Mobile Plant	Weekly	Appendix Test records (site file 2B 2.25)	Y
First Fix Joinery	Weekly		N
Second fix joinery	Readiness for decorations		N
Quality of deliveries	Every delivery	Delivery Notes (site file 1A 1.10)	Y
Electrical test for cabins	Site set up	Test records (site file 2B 2.27)	N
Quality of Work Inspections	Daily	QA forms and site audit pro reports. (MCC Site Manager)	Y
Brick/Terracotta inspections	Daily	Inspected as they are removed and cleaned off. Reusable items to be palletised, failures to be disposed of as hardcore. (Powells Supervisor and MCC Site Manager)	Y
Mortar Mix	Daily	Material quality and quantities to be carefully inspected and measured to ensure consistency. (Powells Supervisor and MCC Site Manager)	Y
Concrete	Concrete pours	Cube testing (Brookes)	Y
Formwork	Pre/Post concrete	Permit to load/strike (MCC Site Manager)	Y

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Appendices

1. Project Management Procedure
2. Scaffold Inspection Record *print and add more to pack as required*
3. Excavation Inspection Record *print and add more to pack as required*
4. Mobile Plant Inspection Record *print and add more to pack as required*
5. Lifting Equipment Inspection Record *print and add more to pack as required*
6. Electrical Equipment Inspection Record *print and add more to pack as required*
7. Snagging Reports from Audit Pro *add to pack as completed*
8. Quality of Work Inspection Record *add to pack as completed*

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Appendix 1 Project Management Procedure

1. Purpose

This procedure is in place to ensure the satisfactory management of projects on site.

2. Responsibility

Operations Director is responsible for overseeing all aspects of project delivery and the review of this procedure. Contract Manager is responsible for monitoring site compliance to this procedure and reporting any issues to Operations Director. Site Manager is responsible for ensuring procedure is adhered to on site.

3. Reference Documents

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4. Procedure

a. Quality Plan

An individual Quality Plan will be developed for each project which will contain all the project specific information required for the project. The quality plan shall be reviewed in accordance by the Operations Director, Contracts Manager and Site Manager and the review recorded within the **Register of Quality Plan Review/Revisions** section at the beginning of this Plan.

b. Custody and updating of Contract Documentation

The Contracts Manager will hold custody of the contract documentation. Up to date copies of the relevant documentation will be forwarded to the Site. These will become the responsibility of the Site Manager. All updates of the contract documentation will come through the Contracts Manager who has the responsibility for updating contract documentation in accordance with QP20 - Procedure for controlling Superseded and Invalid Documents. A drawing register will be developed by the Contract Manager if required to control drawing issue, located in Site File 1B 1.17 All Architects Instructions/Site Instructions shall be dealt with in accordance with QP08 Procedure for Variations to Contract, located in Site File 1A 1.5.

c. Project References

The project specification is contained within the contract Scope of Works / Bill of Quantities in Site File 1B 1.19. All British Standards referred therein can be viewed at Central Reference Library, Manchester.

d. Subcontractors

A full list of Subcontractors to be employed on this contract can be found in section 3 of this Plan.

e. Inspection and testing requirements

Inspection and testing will be carried out throughout the works. The Site Manager should be fully conversant with the specification prior to commencement of the works. As part of the general management of the scheme, the Site Manager shall undertake visual inspections during any working day. Physical inspections should be undertaken as deemed necessary by the Site Manager, but in such a manner as to ensure compliance with the Contract Specification and/or drawings. The Site Manager should record in the site diary works undertaken daily. This diary record will be evidence that the Site Manager has while his daily duties inspected those works as far as practicably possible and is happy that the works comply with the specification and drawings. If necessary, any snagging items noted from inspections

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shall be recorded in the Site Managers snagging sheets. Any snagging noted on the sheets, should be back checked for correct completion and signed off as complete by the Site Manager. Completed snagging records should be retained for future reference in the mobile app Site Audit Pro. All works shall be inspected (final inspection) by the Site Manager prior to presenting to the client for handover. These inspections shall be recorded on the site inspection records sheet. Any snagging resulting from these inspections shall be recorded and retained for future reference in the mobile app Site Audit Pro. Any project specific testing required will be detailed in this Plan.

f. Delays, Problems etc.

Any delays, problems etc. should be recorded in the site diary. Please describe events with clear notes. The Site Manager and Contracts Manager will have a copy of the site diary. Access difficulties should be noted. No Access Notices should be raised by the Site Manager via the Contracts Manager and sent to the client. Copies of these forms to be retained on site/office as appropriate. Delays may include inclement weather and should weather affect the progress of an element of works, this should be noted as above.

g. Variations

The Site Manager should add any additional works, not forming part of the original contract to diary records. Progress of these works should be noted in the usual manner.

h. De-lapse

Site Manager to note any general defects to the work areas and access routes. Take Photographic/Video records as determined necessary. The site will be viewed before commencement. A general survey of fabric, condition of the site shall be recorded by means of either written, photographic or video camera as deemed necessary by the Site Manager. The Contractor will hold copies of all recorded information. Should any major visible defects be found, he should inform the Architect/Engineer and Contracts Manager immediately. The Site Manager should point out any major defects prior to commencement of the works. A formal notice of any defects will be issued by the Contracts Manager to the Client should be this be deemed necessary by the Contracts Manager.

i. Site Rules

The Site Manager will induct all site personnel prior to them commencing work on the site. This induction will include the sites rules and/or the client's code of conduct. All persons having received the site induction etc. must sign to confirm their acceptance on the form provided. Please note failure to observe and practice any of the requirements detailed in the above may lead to the contractor's personnel or company concerned being excluded from the site. Any revisit costs will fall upon the offending Contractor.

j. Work Instructions

All operatives will be experienced tradesmen carrying out simple building operations. It is not envisaged that specific work instructions are required. Standard Health & Safety Rules and Procedures will apply, and the work will be supervised by an experienced Site Manager. The Site Manager and Operatives must always refer to the contract specification contained in the SOW / BOQ found in Site File 1B 1.19.

k. Additional Information

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Site Diary: When recording persons on site always refer to the person's name and identify the trade of that person. Remember all those persons recorded in your diary must also sign in/out in the visitors' book daily.

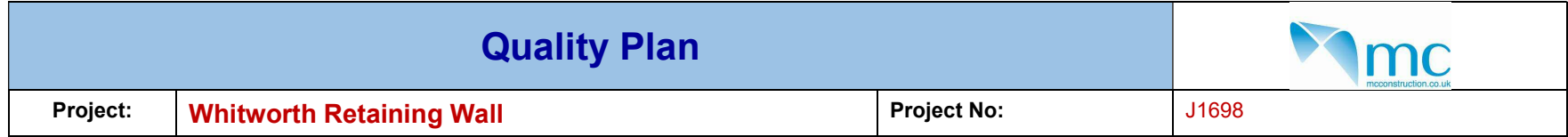
Deliveries: Prior to leaving site or the compound area the Site Manager should consider any expected deliveries. (The Site Manager may wish to consult head office to confirm whether deliveries are expected).

If it is unlikely that the Site Manager will be able to accept/and sign for deliveries due to temporary absence they should consider the type of delivery/materials expected and appoint a deputy for this purpose.

Skills Matrix: The Site Manager should always refer to the Company Skills Matrix for persons employed on the site to ensure they only carry out those operations for which they have training or sufficient competence.

Quarantine: Any materials found to be of incorrect quality or non-conforming to the work specification must always be sited in a quarantine area clearly labelled 'do not use' or 'quarantine', or discarded. Non-conformance Reports must be duly filled in and the master non-conformance log updated on system.

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Appendix 6 – Electrical Equipment Inspection Record

Project:	Project No:
Name of person carrying out inspection:	Inspectors employer:

Electricity at Work Regulations: Sites are required to maintain an up to date register of electrical equipment onsite, equipment to be subject to a written scheme of inspection and testing, site based portable electrical equipment to be inspected daily, tested 3 monthly and bear current test label.

Classification of electrical equipment: **Class 1** – Earthed appliances **Class 2** – Double insulated appliances **Class 3** – Low voltage (<100 volts) appliances

[illegible]

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Appendix 7 – Snagging Reports

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Appendix 8 – Quality of Work inspections

FORM QA-5 Issue 2		QUALITY MANAGEMENT CHECKLIST Masonry			
CONTRACT NO: J1698		CONTRACT: The Whitworth		SHEET 1 OF 1	
REFERENCE NO:		REFERENCE DRAWINGS:			
LOCATION: Retaining Wall					
TO: RESIDENT ENGINEER / CLERK OF WORKS					
We wish to advise that the above element has been inspected; the items checked and the results are as shown below					
		✓ X		✓ X	
1.0 Safety Critical Appraisal			6.0 Insulation		
			6.1 Correct to Specification / Drawings		
2.0 Masonry			6.2 Correctly Trimmed and Cut		
2.1 Correct to Specification / Latest Drawing rev			6.3 Secured at Concrete etc		
2.2 Setting Out Gauge / Coursing / Bond					
2.3 Reveals & Corners Plumb			7.0 Cavities		
2.4 Full Joints / Pointed			7.1 Correct to Specification / Drawings		
2.5 Cleanliness			7.2 Clean Out Debris		
2.6 Bricks from correct pallet / Selection Process			7.3 Clean Ties / Lintels / Trays		
2.7 Reveal / Square Head Cutting					
3.0 Mortar			8.0 Lintels		
3.1 Correct to Specification			8.1 Correct to Specification / Drawings		
3.2 Correct Batching / Colour / Gauge			8.2 Line / Level / Bearing / Brick Overhang		
3.3 Test Cubes Taken / Tested			9.0 Frames		
3.4 Retarder / Plasticiser to Specification			9.1 Correct to Specification / Drawings		
			9.2 Correct Fixing		
4.0 DPC			9.3 DPC		
4.1 Correct to Specification / Drawings			9.4 Protection		
4.2 Correct Lapping / Jointing Details					
4.3 Reveals / Cills, Cavity Trays & Stop Ends			10.0 General		
5.0 Ties			10.1 Clean Out		
5.1 Correct to Specification			10.2 Make Good as Necessary		
5.2 Centres & Courses			10.3 Relocate Unused Materials		
5.3 Insulation Clips			10.4 Protection Throughout Construction, Storage & Against Weather		
RESIDENT ENGINEERS / CLERK OF WORKS ACKNOWLEDGEMENT / COMMENTS					
BUILDING CONTROL ACKNOWLEDGEMENT / COMMENTS					
Sub Contractor:-					
Date:-					
Print:-					
Signature:-					
ISSUED BY:			DATE:		

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