

ENVELOPE QUALITY PLAN

Manchester College Phase 2

K00284

Liam Eves

SCP Package Supervisor TBC

Package Quality Plans form part of the overall Quality Plan for the project.

Package Quality Plan documentation [must] be kept either electronically (in a structured file system on the project server) or in ring binders (displayed in an accessible position).

Either versions should be available for inspection without prior notice.

This Plan [must] be scanned and archived at the end of the project.

Package Quality Plan is to be compiled by the Willmott Dixon (WD) Package Manager and the Supply Chain Partner (SCP) Supervisor/Manager and approved by WD Operations/Construction Manager PRIOR to the package starting on site.

Mandatory Fire Requirements

Prepared By (WD)			
Name:	Liam Eves		
Title:	Senior Building Manager		
Signature:		Date:	24/08/2023
Prepared By (SCP)			
Name:	TBC		
Title:			
Signature:		Date:	
Approved By			
Name:	Chris Baker		
Title:	Operations/Construction Manager		
Signature:		Date:	24/08/23

Section	Content	Responsible Person
1.0	Briefing Register	WD
2.0	Scope of Works & Appendix B6 Trade Order Checklist Package scope of works SCP trade order checklist	WD
3.0	Production Quality Hold Points Establish hold points at each stage of production process to ensure the overall installation compliance can be verified Agreed and detailed production sequence for the work element with the package SCP Detail logistics strategy/material lay down areas Agreed programme of works with quality control hold points	WD/SCP
4.0	Specifications and Design Information Specifications relevant to the package work element Most current and up to date drawing register relevant to the package	WD
5.0	Supply Chain Competence, Product Information and Certification 🔥 5.1 Supply Chain Competence <ul style="list-style-type: none"> Supply Chain Works Partner – 3rd party certification from a UKAS accredited body SSS/PSS supervisor/person identified to sign off QD checklist Installers/operatives - toolbox talk installation or specific product manufacturer's training 🔥 5.2 Product 3rd Party Certification <ul style="list-style-type: none"> 3rd party certification by a UKAS accredited body to an appropriate product of performance standard 🔥 5.3 Product Information & Certification <ul style="list-style-type: none"> Product installation guides, manufacturer's information/guidance, product certification/CE marking/declaration performance/constancy of performance 🔥 Note Documentation stored within these sections will relate to the Fire Compliance Book in Section 8 Mandated Policies of the QD Plan 5.4 Non-Fire Product Information & Certification Product Installation guides, manufacturer's information/guidance, BBA certification and product certification/CE marking/declaration of performance/constancy of performance	WD/SCP

6.0	Quality Delivery Risk Assessment Identify any risks specific to the package from lessons learnt Check latest version of QDRS is applied - refer to Modum WDC or QMS WDI	WD/SCP
7.0	Quality Method Statement (QMS) SCP or WD QMS template must be completed Complete QMS review form (Hold points detailed in Section 3 must be included in Inspection & Test Plan section)	WD/SCP
8.0	Alerts and Lessons Learnt All alerts/briefing notes associated with the package Record any lessons learnt from the project	WD
9.0	Audit, Reports, and Inspections External and internal inspection reports	SCP
10.0	Meeting Minutes Attendance records/meeting minutes Completed and signed discussion notes SCP progress meeting minutes 🔥 Minutes from passive fire protection workshop	WD/SCP
11.0	Package Fixings and Anchors Policy Fixing specification register to be fully completed Safety critical fixings must be identified & signed off by relevant designer Fixing and anchors policy calculations (include all package related fixing information and certification) Toolbox talks delivered to fixing operatives by CFA trained supervisor/manufacture	SCP
12.0	Glass Policy (as applicable) Evidence of heat soaking risk assessment for toughened glass (if TG specified) Designer's risk assessment Architect's glazing specification Life safety risk assessment in conjunction with required impact Loading Fixing detailing (Balustrading systems only)	WD
13.0	Records Test reports Sample approvals Calibration records As built records Completed and signed off QD checklists (PDF/electronic copy) 🔥 Records to validate installation policy included (PDF/electronic copy held in WD systems e.g. passive fire control logs, as built details i.e. Bolster	WD/SCP

All package supervisors and operatives **[must]** be briefed on the package quality plan (including the quality method statement (QMS)) and sign the register to prove acceptance **prior** to starting works on site.

[illegible]

2.0 SCOPE OF WORKS

Within this section include the following documents:

- Trade scope of works
- Marked up drawings detailing who is responsible for each element of an interface detail with any other package
- Trade order checklist/[appendix B6](#)

3.0 PRODUCTION QUALITY HOLD POINTS

Within this section include the following documents:

- Agree the sequence of works with package SCP - identify where hold points are required to ensure at each stage of the production process, the works can be signed off either prior to following on trades commencing or where the works cannot be inspected as it progresses
- Agreed hold points are written into SCP's programme of works including any reference to phasing to suit the overall project's delivery programme
- Agreed hold points are recorded and fully described in 'Inspection & Test Plan' section of SCP's QMS (also refer to section 7.0 of the package quality plan)
- Agreed hold points are embedded in the relevant QD checklist. Enter in 'Bespoke' section of the Field View QD checklist (if they are not already described in the same document). Provide a copy of the current QD checklist, indicating the agreed hold points
- Package logistics plan showing laydown areas to ensure materials are stored correctly
- A current agreed package programme of works including hold points, as described above

4.0 SPECIFICATIONS AND DESIGN INFORMATION

Within this section include the following documents:

- All relevant contract specifications for the works
- Any specifications or standards referred to within the contractor's proposals
- Up to date/current drawing register for package
- Read [The Yellow Book: Design](#)

Note:

- 🔥 All package drawings and specifications relating to fire **[must]** be included in this section

5.0 PRODUCT INFORMATION AND CERTIFICATION

🔥 All fire product and system certification **[must]** be stored in this section to prove compliance to the Fire Safety Requirements Policy

🔥 **Note** – Documentation stored within these sections will relate to the Fire Compliance Book in Section 8 Mandated Policies of the QD plan

🔥 5.1 Supply Chain Competence

- Supply chain works partner – provide evidence of 3rd party certification from a UKAS accredited body for SCWP installing fire protection products/systems
- SSS/PSS supervisor/person identified to sign off QD checklist – provide proof competency as required by current fire policy
- Installers/operatives - provide proof each has received toolbox talk installation or specific product manufacturer's training

🔥 5.2 Product 3rd Party Certification

- Fire protection products/systems – provide proof that manufacturers hold 3rd party certification by a UKAS accredited body to an appropriate product of performance standard

🔥 5.3 Product Information & Certification

- Product Installation guides, manufacturer's information/guidance, product certification/CE marking/declaration of performance/constancy of performance

5.4 Non-Fire Product Information & Certification

Within this section include the following documents:

- Manufacturers' installation guides or information from the manufacturer, which is relevant to the works you are undertaking, including those referred to within contract specification or drawings
(If no installation guides can be provided, a more detailed quality method statement may be required from the SCP detailing how products will be installed)
- Details of any technical training, such as toolbox talks conducted by manufacturers/ suppliers/supply chain partners/experts that it is beneficial to refer to throughout construction
- BBA certification (where required)
- CE Marking – documentary evidence in support of performance standards
- ALL fixing data/certification to be filed in Section 11 of this plan

Examples of Package Specific Data Requirements:

Groundworks:

- CARES certification – Re-bar processing and re-bar steel mill
- Concrete mix approval
- Concrete/mortar cube register

Steelwork:

- Data sheet for primer (to ensure compatibility with intumescent where required)
- Welding certification from steelwork contractor
- Factory production control certification from steelwork contractor
- Declaration of performance, issued by steelwork contractor upon completion of works on site

Cladding:

- BBA certification for relevant system being installed

Dry lining:

- Project pack provided by the manufacturer

Glazing, windows, doors, curtain walling:

- Refer to Section 12 – Glass Policy

6.0 QUALITY DELIVERY RISK ASSESSMENT

Quality delivery (QD) risk assessment for the package which was included within the order and discussed at the pre-let meeting.

Note: check latest version of QDRA is applied refer to [Modum](#) / [QMS](#).

7.0 QUALITY METHOD STATEMENT

This section details the requirements of a quality method statement (QMS).

Hold points detailed in section 3 must be included in inspection & test plan section.

You can either use:

- The supply chain partner's own template they provide
 - this must cover the minimum requirements as detailed in the QMS review form on the next page (please complete)
- Our QMS template on [Modum](#) or [QMS](#)

QUALITY METHOD STATEMENT REVIEW FORM				
Project Name: Stockport Interchange & Residential			Review Form Date: 14/02	
Contract No: K00235 & K00266		Approved By WD: Liam Eves		
Supply Chain Partner Name: Mayo Civils Supply Chain Package Name: Groundworks & Superstructure Frame Written by: Sam Solgy				
Section Details and Guidance Notes for Reviewing	Yes (✓)	No (✗)	N/A	Comments
1) Information				
Project Information Correct supply chain details and all relevant sections completed by SCP, including correct element of works.	x			
Supply Chain Approval Supply chain section completed by writer and approved internally by SCP.	x			
2) Competence/Training				
Supply Chain Works Partner 🔥 Provide evidence of 3 rd party certification from a UKAS accredited body for SCWP installing fire protection products/systems		x		Need to provide additional info on fire collars once spec has been confirmed
Site Supervisor 🔥 Has the SCP demonstrated that the supervisor is competent to supervise the package in line with mandated WD requirements and fire safety requirements policy?	x			
Competence of Operatives 🔥 Identified if specific CSCS card required such as supervisors, specific craft, or other qualifications/training required (including manufacturers training) and set number of years' experience to ensure required standard of workmanship is achieved – all gang or ratio per gang. 🔥 Reference to toolbox talk installation training conducted by the above trained/competent site safety supervisor (SSS)/PSS supervisor or by the manufacturer and as required by the fire safety requirements policy	x x			
3) Risks				
Are there any key risks that you think may need to be mitigated in order for us to carry out the jobs. Does anything need to be integrated into the project?	x			
4) Inspection and Test Plan				
Activity description - Ensure all inspection and testing items are identified and correct as per the contract documents and any manufacturer requirements.	x			

Use the QD Checklists as a guide as to the sort of things that should be identified in this ITP – include things like materials approval, checking correct material being used, setting out, visual inspections of finish within tolerance, testing at any stage, surveying it is in the right place, correct fixings etc.	x			
Make reference to and include all hold points, as based on the agreed production sequence, to ensure works can be signed off/approved either prior to following on trades commencing or where the works cannot be inspected as it progresses.	x			
In addition to hold points, consider any other types of check that will be required to evidence or record installation compliance including design approval, material approval (certificates, mix designs), factory visit, sample or mock up, benchmark, material delivery checks, rejection and quarantine process, material storage and handling requirements, post installation testing/commissioning, plant suitability for task, setting out controls.	x			
All potential sources checked: e.g. specification, drawing, contract, manufacturers' instructions, standards, good practice, risk management, lessons learnt.	x			

8.0 ALERTS AND LESSONS LEARNT

Within this section include the following documents:

- All quality/technical/environmental alerts & briefing notes associated with the package, Yellow Book: Build elemental page, along with any black box learning, technical bulletins and lessons learnt, etc.
- Record any lessons learnt from this project relating to this package so this can be captured and communicated at the completion and learning workshops

All of the latest information can be found on [Yellow Book: Build](#)

9.0 AUDITS, REPORTS & INSPECTIONS

File reports in this section and ensure relevant action close out evidence is included.

Including but not limited to (See section 7 Quality Plan):

- Manufacturer's reports and close out evidence
- SCP quality manager's inspection reports
- M&E commissioning reports

10.0 MEETING MINUTES

Within this section include/refer to the following documents (or reference to where they are stored):

- Completed and signed discussion notes to be read and understood by the package manager, these are stored on the Subcontract Procurement Portal
- All package progress meeting minutes
- 🔥 Minutes from passive fire protection workshop (as applicable)

- Held on [Yellow Book: Design](#) under > our approach > mandatory policies
- Supply chain partner to complete the fixing specification register below for each fixing being used on the project for the package OR provide this information in similar, suitable format and filed in this section
- Supporting evidence required to be filed in this section is:
 - Site team to complete fixing and anchors tracker, as below (for more information refer to section 8.2 in the quality plan)
 - Evidence that safety critical fixings been identified & signed off by relevant designer as suitable for functionality/performance/certification
 - Evidence that all fixing operatives have had a toolbox talk from a suitably qualified person (e.g. CFA/manufacture)

Fixing Specification Register

PACKAGE QUALITY PLAN – Insert Project Name and Package Name
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12.0 GLASS POLICY (as applicable to package work element)

Ensure the documentation listed below, is provided in this section:

- Evidence of heat soaking risk assessment for toughened glass (if TG specified)
- Designer's risk assessment including a life safety risk assessment in conjunction with required impact loading
- Architect's glazing specification
- Fixing detailing (balustrading systems only)
- Ensure every pane is indelibly marked, as recorded in the QD checklists

13.0 RECORDS

All package records should be downloadable electronic format for inclusion in Regulation 38 records, Fire Compliance Book, and operating & maintenance manuals. records and information to include, but not limited to:

- Any records received from the supply chain partner
- Marked up drawings e.g. highlighted foundation drawings with dates, piling etc.
- Test reports
- Sample approvals
- Calibration records e.g. pipe lasers
- As built records
- Completed and signed off QD checklists (PDF/electronic copy)
- 🔥 Must be able to validate installation quality in line with WD fire safety requirements policy. PDF copies of passive fire control logs as built details i.e. Bolster.