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*ENGINEERING
SERVICES
LTD*

QUALITY ASSURANCE MANUAL

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QUALITY ASSURANCE SCHEDULE

1 INTRODUCTION

- 1.1 L M Engineering Services Ltd is a company, which specialises in the design, fabrication and erection of structural steelwork and general engineering. The main factory is situated at Unit 226D, Redwither Industrial Complex, Wrexham Industrial Estate, Wrexham.
- 1.2 The work carried out may take many varied forms but is generally represented by one of the following categories.
- Portal Frame Buildings
 - Post and Beam Structures
 - Chemical and Petrochemical Plant Structures
 - General Engineering
- 1.3 The Company has always taken a pride in the quality of work, which it accomplishes and strives to supply the customer with exactly, that which has been specified, at the time at which it is required. To this end, the Company has implemented a formal Quality Assurance Scheme, which conforms to the requirements of BS 5750 Part 2.
- 1.4 The management objective of L M Engineering Services Ltd is to provide products, services and processes, which conform to customer's contractual requirements.
- 1.5 The manual defines how effective control is established by the use of formal written procedures.
- 1.6 The manual shall not be amended or deviated from without the authorisation of the Managing Director.
- 1.7 This manual is the property of L M Engineering Services Ltd and must not be reproduced or disclosed to a third party without written permission from the Quality Manager.

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2 SCOPE

This schedule relates to the following activities:

2.1 Contract Design

When so required the Company is able to design with the assistance of a recognised design authority all or any part of steel structure or fabrication to meet the requirements of the customer, under the appropriate British Standard or Code of Practice, or any other European or International Standard.

2.2 Fabrication

The contract is detailed in the Works Drawing Office and fabrication in the above named Works. Procedures have been established to ensure that the requirements, materials, details and workmanship conform to those required by the contract.

2.3 Surface Protection

The Company does not carry out any surface protection work on the Company premises. Specialist sub-contractors carry out all such work. Each sub-contractor Company is visited and audited using either their own procedures, where they are certificated under BS 5750 or under procedures required by the contract.

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3 CONTRACT REQUIREMENT

3.1 Tenders

It is a requirement of this schedule that all the implications for Quality Assurance and for the contractual and physical content of the contract to be defined and taken into account, before a tender is submitted. Procedures have been established to define responsibilities and activities to ensure that this requirement is complied with.

3.2 Contract Ward

The Company is structural such that a contract manager controls each contract. It is the manager's responsibility to co-ordinate and integrates the delegated functions throughout the contract.

Delegated functions may include:

Design (Initial and Ongoing)
Quality Plan
Material Purchase
Drawing Office
Fabrication
Sub-Contracted Supplies of Goods or Services
Variations and Modifications
Contractual Requirements
Erection
Transport
Plant and Equipment Hire

Control is maintained by weekly Contract Review Meetings, at which each function is addressed. Response and actions are recorded and retained on the contract file.

3.3 Quality Assurance Manual

An authorised document setting out the general quality policies and practices of an organisation.

3.4 Department Quality Procedure Manual

An authorised document setting out the specific related procedures of a department and assigning responsibilities for their enactment.

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3.5 Quality

The totality of feature and characteristic (attributes) of a product or service that bear on its ability to satisfy given need or "the ability" to meet specific requirements.

3.6 Quality Assurance

All those planned or systematic actions necessary to provide adequate confidence that an item or a facility will perform satisfactorily in service. Or - all activities and functions concerned with the attainment of quality.

3.7 Quality Control

These quality assurance actions necessary to provide a means to control and measure the characteristics of an item, process or facility to established requirements.

3.8 Inspection

Examination or measurement to verify whether an item or activity conforms to specified requirements.

3.9 Calibration

A comparison with a specified standard of higher accuracy to detect, complete, adjust and document the accuracy of the instrument or item of equipment being compared or tested.

3.10 Non-Conformance

A deficiency in characteristic, documentation or procedure which renders the quality of an item unacceptable or indeterminate.

3.11 Quality Plan

Document derived from the Quality Programme setting out the Specific Quality Practices resources and activities relevant to a particular contract or project.

3.12 Fabrication

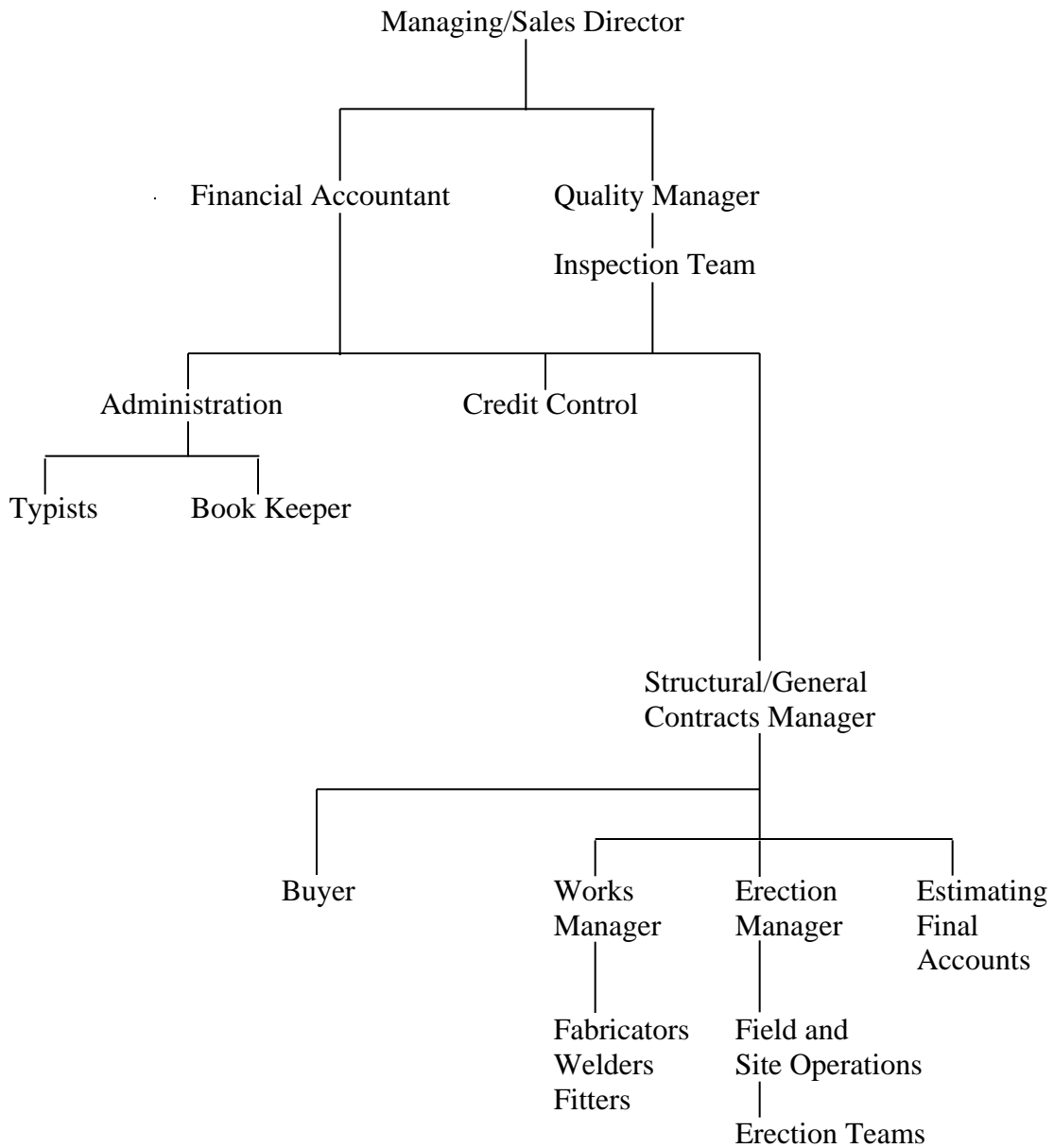
All activities carried out in the manufacture of steelwork.

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COMPANY ORGANISATION CHART



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4.1 MANAGEMENT RESPONSIBILITIES

4.1.1 Statement of Policy

- 1 It is the policy of L M Engineering Services Ltd to establish and maintain an effective and efficient quality programme which complies with BS 5750 Part 2 planned and developed in conjunction with other management functions.
- 2 To achieve this objective the Company operates a Quality System which is described in this Quality Manual. Adherence to this policy involves almost all of the company's activities and employees. The Managing Director has ultimate responsibility for the effective operation of the quality systems. He has delegated the responsibility for identifying and evaluating quality problems to the Quality Manager.
- 3 The Company will ensure:
 - a) That manufacturing facilities with all equipment resources and training necessary to achieve compliance are available.
 - b) Recognition by all employees of their responsibility for quality and shall make adherence to the Manual mandatory to all employees.
- 4 Conformance to contract requirements is made on the basis of objective evidence of quality.
- 5 We hereby certify that this manual adequately describes the Quality Scheduel in use at L M Engineering Services Ltd.

Managing Director _____ Date _____

Quality Assurance Manager _____ Date _____

4.1.2 Organisation

- 1 The Company Organisation Chart illustrates the organisation of L M Engineering Services Ltd.
- 2 The organisation chart indicates the overall structure of the Company Management. The responsibility for Quality is subsequently stated in the appropriate Departmental Procedures.

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Responsibilities and Duties

Managing Director

- 3 The Managing Director has overall responsibility for all activities at L M Engineering Services Ltd. His specific responsibilities for Quality Assurance include:

In consultation with the Quality Manager defining revisions to the quality system where necessary.

Conducting the management review of the quality system to assess its adequacy and effectiveness.

In consultation with the Quality Manager the identification and acquisition of any controls, processes, inspection equipment, fixtures, total production resources and skills that may be needed by the Company to achieve the required policy.

Refer to procedure.

4.1.2 Quality Manager

- 4 The Quality Assurance Manager represents L M Engineering Services Ltd on all quality assurance matters. He reports to the Managing Director.
- 5 All employees involved in functions affecting quality have the responsibility quality problems, recommending solutions and in conjunction with the Quality Assurance Manager implementing corrective actions.
- 6 The quality Assurance Manager has the authority and responsibility to:
- a) Set and actively promote the Company's quality objectives to all levels of authority in the Company.
 - b) Liase with Directors and Departmental heads to achieve the required quality standards throughout the Company.
 - c) Liase with the customer on all matters regarding quality and to ensure the customers quality requirements are identified agreed and described to the relevant departments of the Company.

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- d) Undertake internal reviews to ensure the Company's quality objectives reflect market requirements and to undertake internal audits to assess conformance to the quality programme.
- e) Evaluate and audit sub-contractors to ensure the quality of supplied items.
- f) Review documentation between the Company and the customer and the Company and sub-contractors to ensure quality requirements are adequately described.
- g) Ensure records proving conformance to specifications are maintained for each contract.
- h) Analyse changes, concessions, non-conformance etc to identify and rectify respective faults.
- i) Issue certificates of conformity if required.
- j) Maintenance of records.
- k) Visit all sites to ensure compliance with GA requirements.

4.1.2 Contracts Manager

7 The responsibilities of the Contracts Manager include:

- a) Receive and process enquiries from various sources.
- b) Prepare tender bids from selected enquiries.
- c) Forward successful bids into production system and maintaining progress overview.
- d) Measure and produce valuations and invoices up to final account stage.
- e) Attend site and internal meetings as and when required.

The Contracts Managers are responsible to the Managing Director.

See Procedures.

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4.1.2 Buyer

8 The responsibilities of the Buyer include:

- a) Ensuring that goods are purchased from companies of assessed capabilities where possible.
- b) Ensuring that goods received conform to the order and specification and the relevant British Standard.
- c) The control of Quality Assurance documentation within the department.
- d) Monitor on a regular basis stock levels.
- e) Maintenance of the approved suppliers list and records of performance of each supplier.

The Buyer is responsible to the Contracts Manager.

See Procedures.

4.1.2 Erection Manager

9 The responsibility of the Erection Manager include:

- a) Advising labour and craneage requirements at tender stage.
- b) Preparing and issuing erection method statements.
- c) Viewing erection site prior to commencement of erection programme to ensure the ground conditions and foundations are in a satisfactory condition to receive steelwork and site vehicles.
- d) Ensuring that delivery of materials, plant and labour are available on site to meet the site programme.
- e) Implementing and maintaining site safety requirements.

The Erection Manager is responsible to the Contracts Manager.

See procedures.

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4.1.2 Works Manager

- 11 The responsibility of the Works Manager include:
- a) The organisation of work in an economical and safe manner and to arrange productivity to suit the requirements of site.
 - b) Making arrangements with the Planning Department and Contracts for transport to site and material for coating to sub-contractors.
 - c) Arranging weld procedure tests and welder qualification tests.
 - d) Liaison with the Quality Manager in meeting the requirements of a Quality Plan.
 - e) Ensuring all the requirements for inspection have been completed prior to despatch of steelwork to site or sub-contractors.

The Works Manager is responsible to the Contracts Manger.

See procedures.

4.1.2 At the time of writing this manual most of the Company's design is carried out by a recognised outside authority.

4.1.3 The Contract Manager is responsible for the issue of correct design specification and parameters to the outside design authority.

4.1.3 MANAGEMENT REVIEW

- 1 An annual review of the Quality System in operation at L M Engineering Services Ltd is to be undertaken to establish the continued effectiveness in achieving the quality objectives described in the manual.
- 2 The review is conducted by the Managing Director or a Senior Management representative who is not directly associated with the design, manufacturing or quality functions.
- 3 The review is attended by the Departmental heads and managers who are responsible for quality and the quality systems in their departments.
- 4 The reviewer may recommend corrective action in order to enhance the effectivity of the quality programme.

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- 5 The QA Manager will amend and re-issue the appropriate procedures. The departmental heads will implement the amended procedures.
- 6 The reviewer reviews the effectiveness of the corrective action after a practical period of time.
- 7 Records of the review are maintained by the QA manager and copies distributed to the department heads and managers involved.
- 8 Records are retained for a period of five years.
- 9 The Managing Director is responsible for the Management Review.

See procedures.

4.2 QUALITY SYSTEM

- 1 The Quality Assurance System operated by the Company is based upon the requirements of BS 5750 Part 2.

Level 1 - The Quality Manual

- 2 This document outlines the Company's quality policies, which are implemented via operating procedures. The quality assurance manager is responsible for the issue and update of this document.

Level 2 - Operating or Departmental Procedures

- 3 The documentation of the controls applied to all activities concerned with the attainment of quality. A list of these procedures will be found at the back of this manual. The Quality Manager is responsible for the issue and update of such documents.

Level 3 - Work Instruction and Quality Plans

- 4 Detailed work instructions developed where necessary for activities conducted within a departmental where their absence would affect product or service quality. The Quality Assurance Manager is responsible for the issue and implementation of such instructions.
- 5 Quality plans are developed where specified by contract or where necessitated by the complexity of the product, to describe how quality is to be assured for a specific contract or period.

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4.3 TENDER AND PROJECT CONTROL

- 1 The Quality requirements for a contract are established during the tender stage and these are implemented after contract award by effective project control.
- 2 The tender control system provides for:
 - a) The involvement of the appropriate departments to ensure that all the implications for Quality Assurance are taken into account in the Company response.
 - b) The resolution of any uncertainties of interpretation before a tender is submitted.
 - c) Consideration of variations in the client requirement before tender submission and between tender submission and contract award.

3 CONTRACT REVIEW AND PLANNING

- 4 The project control system provides for:
 - a) The person appointed to be responsible throughout the project.
 - b) The identification of requirements.
 - c) The definitions of requirements.
 - d) The control of drawings and liaison with the client including the establishment of channels of communication.
 - e) Ensuring that adequate manufacture and erection resources are available and processes and equipment are suitable and compatible with the fulfilment of the contract.
 - f) Progress meetings throughout the duration of the contract as necessary to ensure Company targets are achieved.
 - g) Capability to satisfy the contract requirements.
 - h) The consideration of variations in the client requirements.
- 5 Records are kept of all contract reviews.

Refer to Procedure Nos.

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4.4 DESIGN CONTROL

1 General

Procedures have been set up to control and verify the design of the structure to ensure the specified requirements are met.

2 Design Plan

A design plan is formulated for each contract. The plan makes provision for the following:

- a) Testing the principal design activities in a logical sequence.
- b) Referencing the specific documents for the contracts that are subject design review, verification, approval and erection personnel.
- c) The identification of design interface activities between suppliers, designers, in house manufacturing and erection personnel.
- d) Review and revision of the contract as the design evolves.

3 Design Input

The technical information required by the Designer for each contract is identified. Any incomplete, ambiguous or conflicting requirements are to be resolved with those responsible for drawing up the requirements.

4 Design Output

The design office provides information on each contract in a format, which enables the mathematical accuracy of calculations and the concepts and assumptions of the design to be readily reviewed by the approving authority. Any specific requirements by the authority for Design information or Design certificates shall be observed.

Refer to Procedure No.

4.4.5 DESIGN VERIFICATION

- 1 There is provision for identification of staff assigned for the independent checking of sub-contracted designs.

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2 Design Changes

Procedures for identification, documentation and appropriate review and approval of all changes, modifications and variations have been established.

3 Codes of Design Practice

A Code of Design Practice is provided for reference to, by the assigned staff member it covers.

- a) Constructional techniques.
- b) Preferred connection design.
- c) Standard specifications.
- d) Data sources.
- e) Component choice.
- f) Weld procedure.
- g) Work instructions.

4 Fabrication Drawings

Fabrication drawings are produced to drawing office procedures. All detail drawings are checked independently before issue for fabrication.

Refer to procedure Nos.

4.5 DOCUMENT CONTROL

- 1 The Head of Department shall maintain control of all documentation that relates to the requirements of the quality manual within their department.
- 2 The generation of new forms is controlled through the Quality Assurance Manager and is subject to procedural issue.
- 3 Written procedures for systems of work are established for each department where the lack of such procedures may effect the functioning of the quality programme.

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- 4 The system of documentation ensures that essential information is available for both manufacturing and inspection purposes at the appropriate time and location.
- 5 Detailed records are maintained as proof of conformance with specific requirements.
- 6 Provision is made for the prompt removal of obsolete procedures and documents from the areas they are in use.
- 7 The QA Manager monitors records of concessions, engineering changes, non-conformance etc, to identify and correct repetitive faults in accordance with procedures.
- 8 Documentation (Subject to Control and Recording)
 - Design Documentation
 - Drawings
 - Technical Specification and Standard
 - Tender and Contract Documents
 - Quality Manual
 - Operational Procedures
 - Work Instructions
 - Manufacturing/Fabrication Documentation
 - Quality Plans

Refer to Procedure Nos.

4.5 QA DOCUMENTATION ISSUE AND CONTROL

- 10 The Quality Manager is responsible for the issue and control of the QA Manual. Quality Procedures and Work Inspection through the Managing Director. The documents are reviewed to ensure the continued adequacy and conformity to required standards.

There are two categories of document issue, as follows: -

- 1 Registered copies: These are subject to periodic maintenance and update. They are issued by the Quality Manager in accordance with the distribution list.
- 2 Uncontrolled copies: These may be issued by the Quality Manager or his nominated deputy. They are not subject to the updating control applied to registered copies.

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AMENDMENTS TO PROCEDURES

- 11 Amendments to Company or Department documents occurring within the twelve month review period should only be made for quality critical reasons. Copies are then withdrawn for amendment by the Department Manager. The amendment inclusion is recorded on the amendment sheet attached to each controlled copy. Amendments can only be issued when authorised by the Quality Manager.

The detailed manual issue and change procedure is contained in the Company Procedures.

MAKE-UP OF QUALITY DOCUMENTATION

- 12 The complete quality Documentation comprises: -
- 1 Company Manual
 - 2 Company Procedures
 - 3 Quality Plans
 - 4 Work Instructions

Refer to Procedure Nos.

4.6 PURCHASING

- 1 Materials and services shall be purchased from sources that are either registered by an acceptable certification scheme, e.g. "DTI Registered of Assessed Companies" or from sources that can otherwise satisfactorily demonstrate acceptable quality arrangements, or third party approvals. When material is purchased from approved suppliers, the QA Manager is to witness the approval.
- 2 It is the policy of the Company to purchase materials and services from approved suppliers.
- 3 Materials from unapproved suppliers are inspected as proof of conformance to specification.
- 4 The buyer ensures all material, services, consumables, and equipment conform to specified requirements.
- 5 Records of suppliers and the associated reference data are maintained and are available for review by the customer on request.

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- 6 Approval of suppliers is in accordance with Procedures. A register is maintained and analysed in accordance with procedure.
- 7 Supplier performance records are maintained and analysed in accordance with procedure.
- 8 It is the responsibility of the person who authorises a purchase requisition or a materials schedule to ensure it contains all the necessary information required enabling the purchaser to purchase goods to meet performance and quality requirements.
- 9 The purchaser shall order, giving precise identification, relevant technical data and instructions and, where necessary, shall decide the source of supply after consulting the approved supplier register.
- 10 The purchaser shall have the right to view, inspect or verify product at the Company's or its sub-contractor's, or supplier's premises prior to acceptance.

4.7 PURCHASER SUPPLIED MATERIAL

- 1 Any material owned by a client and supplied to the Company for incorporation into the final product is subject to the same controls as Company purchased materials.
- 2 When traceability is required by a Contract, items that are supplied as free issue are traceable back to the supplier.

4.8 PRODUCT IDENTIFICATION AND TRACEABILITY

- 1 The system for traceability ensures that the Material Certifications used on a particular contract for structural steelwork items can be identified.
- 2 Items are individually physically identified for the purpose of facilitating erection and for traceability to particular drawing reference numbers and inspection document.
- 3 The extent of any special requirements for traceability requested by the Client shall be agreed between the Client and the Company at the time of tender.

Refer to Procedure Nos.

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4.9 PROCESS CONTROL

- 1 The company undertakes special processes such as welding and this is performed in accordance with approved procedures.
- 2 Welders will be qualified to BS4871 Part 1 1982 and employed only on the weld procedure for which they are qualified. Welding will comply with the requirements of BS 5950 and BS 5135.
- 3 Welding will only be carried out to qualified procedures.
- 4 Non-destructive testing will be carried out by approved sub-contractors.

Refer to Procedure Nos.

4.10 INSPECTION AND TEST

- 4.10.1 The inspection department shall carry out and maintain records of all tests and inspection through all stages of production as required for proof of conformance to specification. Material test certificates are reviewed in accordance with the quality plan.

All goods received will be verified to specification before being used for production.

Inspection activities can be divided as follows:

- 1 Incoming Inspection
- 2 In Process Inspection
- 3 Final Inspection
- 4 Non-Conforming Material
- 5 Inspection Status

Note: Please see manufacturers quality plan for inspection details.

A copy of the Company's Quality Plan Format will be found in the Inspection Procedures.

These procedures ensure that only quality products conforming to the contract specification are despatched from L M Engineering Services Ltd.

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4.10.2 IN PROGRESS INSPECTION

The Quality Assurance Department will make sufficient in progress inspections during production to ensure product conformance. Dimensional, functional or metallurgical characteristics and any special inspection requirements will be identified at the contract review stage.

A full list of all records kept is given in 4.16.

Refer to Procedure Nos.

4.10.3 FINAL INSPECTION

When all operations have been completed a final inspection of the product is carried out in accordance with the specification.

The finished product will not be despatched until final inspection has been satisfied.

The inspection department carries out and maintains records of the tests and inspections through all stages of production, as required for proof of conformance to specification.

4.10.4 RECORDS

Records are maintained for a period of five years or longer if required by contract. They include:

- Quality Plans
- Material Test Certificates
- Release Documents
- Weld and NDT Inspection Results
- Paint Thickness Results

Refer to Procedure Nos.

4.11 MEASURING AND TEST EQUIPMENT

- 1 L M Engineering Services Ltd provide all necessary inspection, measuring and test equipment required to assist in determining conformance to specification.
- 2 All equipment is regularly checked and maintained to ensure that they are capable of gaining quality data to the degree of accuracy and resolution required by the scope of their application.

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- 3 The Inspection Department is responsible for the calibration and marking of all equipment when and where required.
- 4 Damaged or suspect inspection equipment is repaired or replaced as necessary.
- 5 Records are maintained detailing the calibration/checking status of all equipment used for inspection.

Refer to Procedure Nos.

4.12 INDICATION OF INSPECTION STATUS

- 1 The inspection status as required by the Quality Plan shall be readily identifiable throughout all stages of production, indicating whether each item has:
 - A Not been inspected.
 - B Been inspected and accepted.
 - C Been inspected and found to require re-work or rectification.
- 2 The system used to control this activity is described in separate quality procedures and work instructions.
- 3 Note: When applicable the purchaser's representative will be afforded reasonable access and facilities.

Refer to Procedure Nos.

4.13 NON-CONFORMANCE

- 1 Procedures have been established to ensure that non-conformances are identified and recorded, and the respective corrective actions are implemented.
- 2 The QA Manager will monitor non-conforming/corrective action records to detect recurrent defects.
- 3 The QA Manager will investigate the reasons for recurrent defects and implement, in conjunction with the Department Head, corrective action.
- 4 A copy of any non-conformances must be sent to the QA Manager.

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4.14 CORRECTIVE ACTION

- 1 The Quality Department carries out an investigation and analysis of all cases of non-conformance, including sub-contracted work and that of site activities. The department makes recommendations for corrective action to prevent recurrence.
- 2 Any changes to procedures resulting from corrective action are recorded.

Refer to Procedure Nos.

4.15 HANDLING, STORAGE, PACKING AND DELIVERY

- 1 The Company provides methods to handle material in a safe and practical way, by the use of nylon slings, chains and timber packings where and when necessary to prevent damage.
- 2 Proper storage areas in the store yard are allocated for steel sections. Short life material or consumables are placed in the stores and a periodic check kept on this material.
- 3 The finished product will be loaded onto transport and fastened down in such a manner which will not cause damage during delivery.

Refer to Procedure Nos.

4.16 QUALITY RECORDS

- 1 Records are maintained to demonstrate compliance with the quality assurance programme and to ensure that the product has been manufactured and inspected and tested to the specification.
- 2 Records are retained for a period of at least five years or to comply with the specification requirements. The following records are maintained.
- 3 Material Test Certificates - Contract and Amendments.
- 4 Drawings and related documents - weld and NDT inspection results.
- 5 Non-conformance, concessions and customer complaints.
- 6 Calibration of test and measuring equipment.
- 7 Audit Documents - training records.

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8 Inspection and test records, including sub-contract manufacture.

Refer to Procedure No.

4.17 QUALITY AUDITS

- 1 Audits are conducted for all departments involved in the assurance of quality to check that the systems described in the QA manual are being adhered to.
- 2 The audit is carried out by a Management representative who is not directly connected with the department being audited.
- 3 Corrective action is identified and implemented with the co-operation of the department where deviation from the QA Manual is evident.
- 4 The department is monitored to ensure that the requirements described in the audit are implemented.
- 5 Audits are undertaken at least once per year and will be conducted in accordance with an internal audit programme.
- 6 Records of all audits are maintained.

Refer to Procedure No.

4.18 TRAINING

- 1 The Company has a policy for regular training of technical and craft apprentices to National acceptance levels of education and practical standards. Where training needs are identified, timely and pertinent courses or programmes for training are implemented.
- 2 Training will be given by experienced or qualified persons or external bodies. In-house training will be given by employees who have undertaken courses or are suitably experienced. Where required, only personnel with the appropriate training will be employed on specified contracts. It is the policy of the Company, wherever possible, to employ personnel who are experienced and time served in their role.
- 3 Records of training received and courses attended are maintained. Copies of all qualifications pertaining to inspection and production processes eg Weld Procedures, will be held by the QA department.

Refer to Procedure No.

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4.19 STATISTICAL TECHNIQUES

- 1 The Company will carry out a percentage inspection of goods inward, depending on the amount and type of product, and the shelf life.
- 2 STATISTICAL TECHNIQUES with regard to steelwork, welding and MPI will be to specification or quality plan or contract requirements, and will be recorded on the appropriate form.

5.0 ERECTION

1 General

Erection of steelwork by L M Engineering Services Ltd is carried out by our own erection personnel or approved sub-contractors.

2 Organisation and Supervision

The Erection Manager arranges liaison between the works and site and with the main contractor's organisation on site. Overall supervision of erection work is the responsibility of the Erection Manager. On certain major contracts, a Site Engineer may be specially employed for supervision etc, and be responsible to the Erection Manager.

3 Method Statement

For all erection, a method statement is produced appropriate to the size and complexity of the work involved. The method statement will include availability and/or provision of access to the site, and condition of the site and sequence of erection.

4 Procedure

All erection work and achievement of Quality requirements will be in accordance with the Erection Procedure.

5 Records

Records are maintained by the Erection Department of shortages from deliveries, defects in materials, non-conforming items and any other site complaints relating to Quality Assurance.

Records of any site repairs or re-work shall also be maintained.
This section is covered by Procedure No.

TITLE:
ISSUE: A
ISSUED BY:
AUTHORISED BY:
DATE:

6.0 SURFACE TREATMENT

- 1 All preliminary and protective treatments shall be carried out in accordance with the specification.
- 2 Painting or galvanising shall not proceed until all the relevant details have been received.

All surface treatment is covered by Procedures to BS5960 Part 2, Section 4 and 5 provided by the painting contractor, or the purchasers own specification. Readings of temperature and humidity shall be recorded and also thickness of paint or galvanising. Any prescribed temperature limitations of storage shall also be recorded.

3 Purchasing

The Purchaser shall ensure through adequately defined purchasing documents, that all materials used in any one paint system are supplied by the same manufacturer. Where this uniformity of supply is not possible, the purchaser will obtain assurance from the paint manufacturer that the respective paint components are compatible.

Refer to Procedure Nos.