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|  | Template for a Typical Contract Quality Plan | Template Identifier | 240-43921804 | Rev | 5 |
| | | Document Identifier | 240-109253698 | Rev | 1 |
| | | Effective Date | 20 February 2014 | | |
| | | Review Date | February 2018 | | |

| | |
|-------------------------------------|--|
| SUPPLIER / CONTRACT NAME | |
| ESKOM ENQUIRY / CONTRACT NO. | |
| COMMENCEMENT DATE | |
| COMPLETION DATE | |


| SUPPLIER / CONTRACTOR | Name | Designation | Signature | Revision |
|------------------------------|-------------|--------------------|------------------|-----------------|
| Compiled by | | | | |
| Approved by | | | | |

| ESKOM APPROVAL | Name | Designation | Signature | Revision |
|-----------------------|-------------|--------------------|------------------|-----------------|
| Reviewed by | | | | |
| Approved by | | | | |

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CONTRACT QUALITY PLAN SAMPLE


INDEX

| | Page |
|---|------|
| 1. SCOPE OF WORK..... | 3 |
| 2. COMMUNICATION CHANNELS BETWEEN SUPPLIER & ESKOM | 3 |
| 3. ORGANOGRAM..... | 3 |
| 4. INDEX OF INTERFACING DOCUMENTS | 3 |
| 5. INDEX OF DOCUMENTS /RECORDS THAT SHALL BE SUBMITTED TO ESKOM DURING PROJECT | 3 |
| 6. A LIST OF SUPPLIERS & SUB-SUPPLIERS | 4 |
| 7. MONITORING OF SUB-SUPPLIERS | 4 |
| 8. PROOF THAT SUPPLIERS, SUB-SUPPLIERS WORK TO SPECIFIED QUALITY STANDARDS | 4 |
| 9. INDEX OF ITEMS TO BE MANUFACTURED, REFURBISHED AND NEWLY PURCHASED..... | 4 |
| 10. ITEMS THAT NEED QCP OR NOT | 5 |
| 11. AREAS AND PROCESSES REQUIRING SPECIAL CONTROLS | 5 |
| 12. INTERFACE OF SUB-SUPPLIERS WITH THE QMS OF SUPPLIER | 5 |
| 13. INDEX OF ALL STANDARDS & SPECIFICATIONS | 5 |
| 14. HOW QUALITY RECORDS WILL BE CONTROLLED AND RETAINED | 5 |
| 15. LIST OF PURCHASE ORDERS FOR QUALITY CRITICAL ITEMS | 5 |
| 16. CONCESSION REGISTER UPDATED..... | 5 |
| 17. DATABOOK INDEX AND O&M MANUAL..... | 5 |
| 18. SPARE PARTS INTER-CHANGEABILITY RECORDS | 5 |

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1. SCOPE OF WORK

(Full description of the Works Information)

2. COMMUNICATION CHANNELS BETWEEN SUPPLIER & ESKOM

(Communication regarding all quality related issues i.e. Documentation/ E-mails/Minutes of Meetings/Fixed Contract Meetings/Weekly Progress Meetings All documentation will be submitted per transmittal).

3. ORGANOGRAM

(Include organogram showing structure of Supplier, which shall show the Quality Management representative and all other personnel responsible for control of Quality activities/processes)

4. INDEX OF INTERFACING DOCUMENTS

5. INDEX OF DOCUMENTS /RECORDS THAT SHALL BE SUBMITTED TO ESKOM DURING PROJECT

(Example):

| TITLE | NUMBER |
|--|--------|
| Submitted to Eskom during the contract | |
| Method statements | |
| QCP / ITP | |
| | |
| Captured in the QMS of the Supplier / Sub-Supplier | |
| Quality Manual | |
| Quality Policy | |
| QCP / ITP | |
| | |
| Submitted prior to completion of the works | |
| Method statements / procedures | |
| QCP / ITP from Suppliers | |
| Certificates of compliance | |

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6. A LIST OF SUPPLIERS & SUB-SUPPLIERS

(Example):
Suppliers

| Eskom | Product/Service |
|-------|-----------------|
| A | |
| B | |
| C | |
| D | |

Scope of Work Sub-Suppliers

| Eskom | Scope of Work |
|-------|---------------|
| A | |
| B | |
| C | |
| D | |

(PS: Include method of acceptance of Sub-Supplier by Eskom)

7. MONITORING OF SUB-SUPPLIERS

(Description of how Sub-Supplier will be monitored, i.e. procedure)

8. PROOF THAT SUPPLIERS, SUB-SUPPLIERS WORK TO SPECIFIED QUALITY STANDARDS

(e.g. Description of Sub-Supplier Surveillance method/procedure)


9. INDEX OF ITEMS TO BE MANUFACTURED, REFURBISHED AND NEWLY PURCHASED

| ITEM DESCRIPTION | MANUFACTURED | REFURBISHED | PURCHASED |
|------------------|--------------|-------------|-----------|
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10. ITEMS THAT NEED QCP OR NOT

(Description of all products/processes which will be monitored by an approved QCP)

11. AREAS AND PROCESSES REQUIRING SPECIAL CONTROLS

(Description of all products/processes/services which will require special controls, i.e. welding, NDT/NDE)

12. INTERFACE OF SUB-SUPPLIERS WITH THE QMS OF SUPPLIER

(Description of the interface of the Sub-Supplier and Suppliers QMS and applicable documents, procedures and work instructions)

13. INDEX OF ALL STANDARDS & SPECIFICATIONS

(For all processes, products, materials and plant applicable to the works/contract)

14. HOW QUALITY RECORDS WILL BE CONTROLLED AND RETAINED

(Description of how all quality records shall be controlled (e.g. identified, completed, retained and disposition)

15. LIST OF PURCHASE ORDERS FOR QUALITY CRITICAL ITEMS

(Indicate purchase order number and scope of supply)

16. CONCESSION REGISTER UPDATED

(Include typical copy of the Suppliers concession request register which shall be updated during the project/contract)

17. DATABOOK INDEX AND O&M MANUAL

18. SPARE PARTS INTER-CHANGEABILITY RECORDS

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