|  |  |
| --- | --- |
| **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** |  |  |  |  |

**CONTRACT QUALITY PLAN SAMPLE**

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# SCOPE OF WORK

(Full description of the Works Information)

# 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).

# 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)

# INDEX OF INTERFACING DOCUMENTS

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

(Example):

|  |  |
| --- | --- |
| **TITLE** | **NUMBER** |
| * 1. Submitted to Eskom during the contract |  |
| * + 1. Method statements |  |
| * + 1. QCP / ITP |  |
|  |  |
| * 1. Captured in the QMS of the Supplier / Sub-Supplier |  |
| * + 1. Quality Manual |  |
| * + 1. Quality Policy |  |
| * + 1. QCP / ITP |  |
|  |  |
| * 1. Submitted prior to completion of the works |  |
| * + 1. Method statements / procedures |  |
| * + 1. QCP / ITP from Suppliers |  |
| * + 1. Certificates of compliance |  |

# 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)

# MONITORING OF SUPPLIERS/SERVICE PROVIDERS

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

# PROOF THAT SUPPLIERS AND SERVICE PROVIDERS WORK TO SPECIFIED QUALITY STANDARDS

(e.g. Description of Suppliers Surveillance method/procedure)

# INDEX OF ITEMS TO BE MANUFACTURED, REFURBISHED AND NEWLY PURCHASED

(e.g software, hardware)

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **MANUFACTURED** | **REFURBISHED** | **PURCHASED** |
|  |  |  |  |
|  |  |  |  |

# SERVICES THAT NEED QCP OR NOT

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

# AREAS AND PROCESSES REQUIRING SPECIAL CONTROLS

(Description of all products/processes/services which will require special controls, i.e. Data preservation))

# 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)

# INDEX OF ALL STANDARDS & SPECIFICATIONS

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

# HOW QUALITY RECORDS WILL BE CONTROLLED AND RETAINED

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

# LIST OF PURCHASE ORDERS FOR QUALITY CRITICAL ITEMS

(Indicate purchase order number and scope of supply)

# CONCESSION REGISTER UPDATED

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

# DATABOOK INDEX AND O&M MANUAL

# SPARE PARTS INTER-CHANGEABILITY RECORDS