POLICIES AND PROCEDURES
ENGINEERING SERVICES
DEPARTMENT
VOLTA RIVER AUTHORITY

Quality Management System
Engineering Services Department
ENGINEERING SERVICES DEPARTMENT POLICIES

INTRODUCTION

A. IDENTIFICATION DATA

Policy No. ESD/010   Document ID: All Sections

i. Subject: Quality Management System

ii. Subject Area: All VRA capital projects, Engineering studies and administration

iii. Functional Responsibility: Director, Engineering/All Managers

iv. Approval Date: [Date of Policy is Approved]

B. BROAD DIRECTIVE PRINCIPLES

i. POLICY STATEMENT:

Provide a good quality management system including project quality objectives and documentation management system

ii. POLICY RATIONALE/OBJECTIVES:

Ensure the implementation of good quality management practices to ensure that services provided meet the customer’s quality requirements and regulatory requirements with the aim of enhancing customer satisfaction and achieve continual improvement of its performance in pursuit of these objectives.

iii. SCOPE OF APPLICATION:

All VRA capital projects, Engineering studies and administration

C. IMPLEMENTATION PROCEDURES: ESD/0010/001

- Determine and document the quality policy objectives and responsibilities for the project in a project quality management manual.
- Ensure the implementation of the quality management system through the quality planning, quality control, quality assurance and quality improvement processes within the quality system
• Involve all levels of management and members of staff in the implementation.
• Ensure a proper review of tender and contract documents, bidding and contract award process by all relevant stakeholders including Legal Department
• Ensure effective design reviews including:
  - Review of designs and specifications by stakeholder departments
  - Review of designs and specifications by VRA’s Review Consultant
  - Review and approve contractors designs, documentation on equipment drawings prior to construction

D. IMPLEMENTATION, ENFORCEMENT, AND MONITORING

RESPONSIBILITY: Director, ESD/All Managers

E. SPECIFIC CIRCUMSTANCES: Force majeure, cashflow difficulty

F. Definitions: N/A

Related policies/References: [Information about related policy guidelines. Attach forms samples if applicable to the policy. If needed additional background discussion should be provided]

ENGINEERING DEPARTMENT POLICIES

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INTRODUCTION

G. IDENTIFICATION DATA

*Procedure No.*: ESD/0010/001  *Document ID*: All Managers

i. **Subject**: Quality Management System

ii. **Subject Area**: All VRA capital projects, Engineering studies and administration

iii. **Functional Responsibility**: Director, Engineering/All Managers

iv. **Approval Date**: [Date of Procedure is Approved]

H. OVERVIEW/PROCEDURE DESCRIPTION

i. **PROCEDURE OBJECTIVES:**

To ensure effective provision of good quality management system including project quality objectives and documentation management system.

I. **PROCEDURE DETAILS:**

- Determine and document the quality policy objectives and responsibilities for the project in a project quality management manual.
- Ensure the implementation of the quality management system through the quality planning, quality control, quality assurance and quality improvement processes within the quality system.
- Involve all levels of management and members of staff in the implementation.
- Ensure a proper review of tender and contract documents, bidding and contract award process by all relevant stakeholders including Legal Department.
- Ensure effective design reviews including:
  - Review of designs and specifications by stakeholder departments.
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  - Review and approve contractors designs, documentation on equipment drawings prior to construction.
J. IMPLEMENTATION, ENFORCEMENT AND MONITORING
   RESPONSIBILITY: Director, Engineering/All Managers

K. SPECIFIC CIRCUMSTANCES: Force majeure, cashflow difficulty

L. Definitions: N/A

Related policies/References: [Information about related policies or procedures, guidelines. Attach forms samples if applicable to the procedure. If needed additional background discussion should be provided]