

*DRAFT***PDG**PROJECT  
DESIGN  
GUIDES**D08**

# PROJECT DESIGN GUIDE D08 'QUALITY CONFORMANCE'

Project Name: <b><i>Name</i></b>	Project No.: <b><i>Number</i></b>	Date: <b><i>Date</i></b>
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Document No.: **PDG-PDG-PRO-D08.0** Date Created: **22<sup>nd</sup> May 2010** Date Revised:

Project name: / No.

Last edited on: 1 Nov 2012

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<b>Revision:</b>	<b>Revision description:</b>	<b>Revision date:</b>
01		
02		
03		

<b>Edited to be project specific / Revised by:</b>	
Name:	Position:
Signature:	Date:
<b>Checked by:</b>	
Name:	Position:
Signature:	Date:
<b>Authorised by:</b>	
Name:	Position:
Signature:	Date:

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Name	Company	Status	Date
		<b>A</b>	00/00/2012

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**A** – Action**I** – Information

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PROJECT DESIGN GUIDE A00 'CONSULTANT APPOINTMENT STRATEGY AND CAM'

PROJECT DESIGN GUIDE A00.1 'COMPETENCE STATEMENT AND ASSESSMENT'

PROJECT DESIGN GUIDE A01 'SCHEDULE OF SERVICES (SOS)'

PROJECT DESIGN GUIDE A02 'DESIGN RESPONSIBILITY MATRIX (DRM)'

PROJECT DESIGN GUIDE A03 'DESIGN PROGRAMME &amp; DELIVERABLES'

PROJECT DESIGN GUIDE A04 'DESIGN REVIEW &amp; AUTHORITY PLAN'

PROJECT DESIGN GUIDE A05 'PROJECT QUALITY PLAN (PQP)'

PROJECT DESIGN GUIDE A06 'CONTRACT SCHEDULES &amp; DESIGN PROCESSES'

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PROJECT DESIGN GUIDE D01 'DESIGN DASHBOARD'

PROJECT DESIGN GUIDE D02 'COMMUNICATIONS PLAN'

PROJECT DESIGN GUIDE D03 'DESIGN INFORMATION FLOW MAPPING'

PROJECT DESIGN GUIDE D04 'DOCUMENT PROTOCOLS'

PROJECT DESIGN GUIDE D05 *spare / BIM*

PROJECT DESIGN GUIDE D06 'RFI PROCEDURES'

PROJECT DESIGN GUIDE D07 'CHANGE CONTROL PROCEDURE'

PROJECT DESIGN GUIDE D08 'QUALITY CONFORMANCE'

PROJECT DESIGN GUIDE D09 *spare*PROJECT DESIGN GUIDE D10 *spare***LEAD**

PROJECT DESIGN GUIDE L01 'DESIGN MANAGEMENT AUDIT'

PROJECT DESIGN GUIDE L02 'CONSULTANT PERFORMANCE REVIEW &amp; TREND'

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## 1.0 Introduction

Quality Conformance (QC) is a process by which the [Client/Contractor](#) can ensure work undertaken on site or in a factory, by the [Contractor/Subcontractors](#), attains the desired standards.

Items to be made subject to QC will either be dictated in the main contract, or agreed between the parties.

A QC process can add significant cost and time to a project especially when it involves mock-ups and prototypes. These factors need to be accounted for in bid submissions. In turn it is essential, post contract award, to ensure all tender packages include QC items specifying the manner in which they are to be presented for approval.

## 2.0 Definitions

Items subject to QC are defined according to the table below:

Definitions:	
Sample:	An actual product or representative piece of finished product defining, form, shape, colour, texture and other physical and functional characteristics.
Benchmark:	A representative example of an element of completed works for setting standards of workmanship and finish; often the first of the off-site manufacture or on site construction/finish.
Mock-up:	A simulation using physical components to demonstrate or test a proposed design solution.
Prototype:	Not produced from production-representative components but fully finished and functional element intended for development and validation of design.
1st run study:	Full size trial assembly using actual components which will be reused where possible.

## 3.0 Process

3.1 These guides use PDG D01 Design Dashboard Tracker to manage the clients agreed schedule of QC items. This tracker is there to provide information for client reports, therefore if the Contractor stipulates additional QC items for sub-contractors / suppliers they would be best recorded on a separate tab in the spreadsheet. Approvals can be split into categories if it assists in managing the process. Suggested breakdown is listed in the table below.

Typical categories	
01	<a href="#">Building Fabric Samples</a>
02	<a href="#">External Works Samples</a>
03	<a href="#">M,E&amp;Ph Samples - all areas</a>
04	<a href="#">Interior Samples</a>
05	<a href="#">List of Mock-ups</a>
06	<a href="#">List of Benchmarks</a>

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07	List of Prototypes
08	1 <sup>st</sup> Run study
09	Stage E - Detail Design Reviews

3.2 Timing of all approvals are to be identified and aligned with the Design, Tender & Construction Programmes by the Project Planner (PP). Dates are to be input into PDG D01. The tracker is designed with a RAG to provide an early warning of items due for approval and to record status of all items. Although a 'right first time' ethos should be encouraged for all aspect of the project, the PP is to ensure enough float to allow each item to be submitted twice for inspection and approval, to cover the eventuality that 'it' was not RFT. The degree of float will depend upon the nature of the item, e.g. a sample of a plug socket verses amending a facade prototype.

3.3 All specifications issued as part of Contractor Proposals, or post contract award to the client for approval MUST be checked to ensure that all standard QC clauses are aligned with the Main Contract documents.

Specifications should include but not be limited to the following description headings for samples etc

Specification QC sub-headings	
General	e.g. label sample, retain undisturbed, etc.....
Timing	As programme but also in sequence of sub-contract works, if ahead or behind works.
Item	Description.
Extent	Scope of item.
Purpose	Aesthetic or functionality.

It is at the Main Contractors discretion to place more onerous QC requirements in the post contract specifications.

3.4 Lead consultant's confirmation that proposed item conforms to project brief / Contractor proposals, and that cost, programme, co-ordination, statutory and all other regulations and performance standards have been given due consideration, before presenting to the client.

3.5 The client is to be advised a minimum of 2 weeks in advance of any item requiring inspection / approval. It is essential to understand who from the Client/Client's representative organisations has the authority to approve Quality Conformance items. This should be sought in writing.

3.6 Approvals are to be recorded on the appropriate form, refer to appendix A. They must be restricted to one approval per form, to ensure clarity of audit. All relevant items are to be photographed with a reference number attached that accords with the tracker. All signed off forms are to be uploaded onto the project information portal.

3.7 QC items are to be retained until such time as the final built element is signed off. Items must be stored undisturbed, and be in a suitable condition to be used as reference material should they be needed. Storage locations are to be recorded on the approval form.

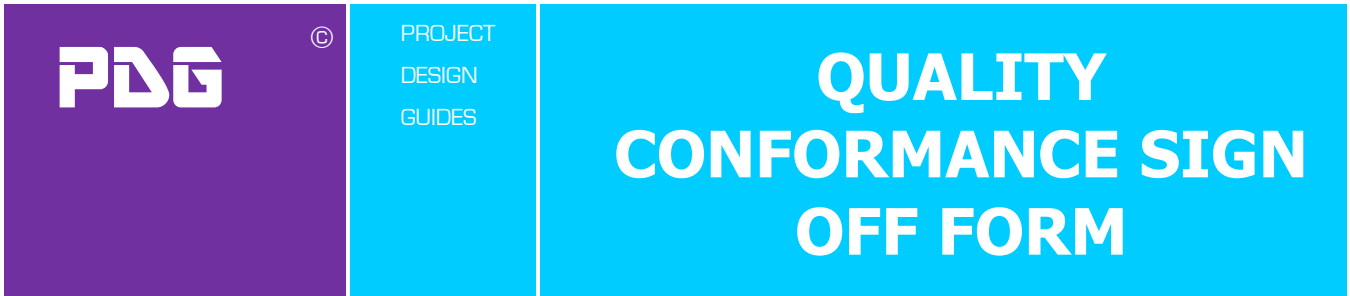
3.8 All variations triggered via the approval process must be identified to the Commercial Manager and be subject to the Change Control processes as deemed necessary by the project team.

#### 4.0 Managing this document

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This guide should not need amending once set up. The Dashboard Tracker (PDG D01) will require regular updates as QC items are approved. All Sign of Forms are to be uploaded on the project information portal.

*DRAFT***Appendix A – Quality Conformance Sign off Form**

<b>Project Name:</b>	
<b>Project No.:</b>	<b>Doc. no.:</b>
<b>Item title:</b>	<b>Item ref no.:</b>
<b>Submitted by:</b>	<b>Date:</b>
<b>Submitted to:</b>	
<b>Item description:</b>	<b>Photo</b> (if appropriate):
<b>Location for Inspection:</b>	
<b>Storage Location After Inspection:</b>	<b>Agreed by, print name:</b>  <b>Signature:</b>
<b>Materials Certification:</b>	
<b>To Be Built Into The Works?</b> Yes / No	<b>If YES Location:</b>
<b>Purpose/Parameters</b> (All parameters for approval must be clearly identified)	



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<b>Other Details</b>			
<p><b>Lead consultants</b> confirmation that proposed item conforms to <a href="#">project brief / Contractor proposals</a>, and that cost, programme, co-ordination, statutory and all other regulations and performance standards have given due consideration.</p>		<p><b>Print name:</b></p> <p><b>Signature:</b></p>	
<b>Client comments:</b>			
<b>Approval status</b> (highlight appropriate box)		A	B
A - Approved / B - Approved with comments / C - to be resubmitted		Next review date: <a href="#">00-00-2000</a>	
<b>Client approval</b>	<p><b>Print name:</b></p> <p><b>Signature:</b></p>	<b>Date:</b>	
<b>Distribute to:</b>			