

# **Introducing the Department of Quality Control Management**

**at**

## **Advent Construction Limited**

### **MISSION . GOALS . MILESTONES . METHODS**

#### **MISSION OF DEPARTMENT:**

Quality Assurance is defined as a set of procedures designed to ensure that quality standards and processes are adhered to, that the final product meets or exceeds the required technical and performance requirements. The International Organization of Standardization (ISO) also defines quality assurance as that part of quality management focused on providing confidence that quality requirements are fulfilled. Thus, all those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy the given requirements for quality to the client.

In short, quality assurance is oriented towards prevention of quality short comings. It also aims at minimizing the risk of making mistakes in the first place, therefore avoiding the necessity for rework, repair or reject.

This department at Advent Construction Ltd will provide assurance to the client that the standard of workmanship within the company's premises are of the highest level of quality and that all the products leaving the industry is above a certain minimum level of specification.

The department will directly oversee and coordinate the planning, implementation, and supervision of the project quality control plan. It will also review the entire documentation and physical inspection phase of the work flow process and working with other in-house personnel (Project Managers, Department heads, etc.) to produce and document a quality product.

Our commitment to maintaining strict quality controls in the field not only results in a superior product, but also minimizes costly delays and resulting expenses on a project.

The Quality Control department plan will be implemented to ensure remedial and installation procedures are performed in compliance with the plans and specifications stated in the customer's contract. It will provide a means to maintain effective quality

control at all company projects (Job Sites).The Quality Control Department will have the authority to act in all construction quality control matters and will be responsible for ensuring that all materials and work comply with the contract specifications.

Site inspections will be carried out providing reassurance and peace of mind that the works being carried out are in line with the contract documents and recognized workmanship standards. They will monitor the conditions that works are carried out in to ensure that it is done as designed. Tests will be witnessed to verify that the works meet specified requirements. Progress will be monitored against the program so that an independent view of where the contract is at any given stage is balanced against the execution team's own assessments. Also, by providing monthly reports, the department and senior management will be able to advise on all aspects of the works in progress and highlight any concerns to deal with it before it is too late.

To conclude, Quality improvement can serve as a catalyst for improved productivity and so at Advent Construction Ltd, the department of Quality Assurance and Control Management will try to improve the quality of works carried out so that it is efficient, economical and in a satisfactory manner.

## **OVERALL GOALS OF THE DEPARTMENT:**

**Total Quality Control & Management for ALL works carried out by Advent Construction Ltd within the office department and on the construction site.**

- Abide by company's Quality Management Plan & System requirements
- Increase workmanship's efficiency and productivity
- Decrease cost and unnecessary expenses
- Reduce material waste and encourage re-use and recycling
- Work as per approved international and national standards – Try to get ISO certified (if not already done)
- Achieve best work practices
- Respect all contracts and agreement specifications
- Avoid the need of maintenance, repairs and re works
- Improve system installation procedures
- Minimize number of reworks done on site
- Make the working place a safe and an appealing environment for workers and pedestrians- Improving the image of the construction industry
- Develop a highly professional document control process

## **MILESTONES FOR THE NEXT 3 MONTHS:**

- Create awareness within all departments of the company on Quality Control Management
- Investigate Modular construction methods for site setup and its feasibility in terms of efficiency and economical impact on the company
- Improve quality of site setup and layout procedures
- Devise a management system for thorough inspection for Quality Control on-site. Delegate these tasks to the appropriate persons
- Efficient management & communication within the departments - device methods for filling these communication gaps

## **METHODS TO ACHIEVE GOALS AND MILESTONES:**

There are two main areas of QC management required:

QC within the office department & QC on the construction site

- Taking preventive and corrective measures/ actions
- Regular monitoring of the project team performance (positive AND negative points) shall be carried out by the department with the assistance of the Project Manager. This performance can be then measured against the plans, schedule and budget. In case the progress of the team is not doing a good job, then corrective actions will be taken.
- Determine quality of construction done by sampling, testing, and the assessment of test results to see whether it is acceptable in terms of the specifications.
- Monitor through form submittals, how well management of the design and change of design processes are functioning.
- Examination of the qualifications of the contractors and subcontractors to perform the services advertised checking whether they meet the quality requirements during the construction phase of the project.
- Make sure all of our subcontractors are aware and have QC procedures in place and make sure these are documented
- General construction inspection and verification requirements include inspections, QC testing, QA testing, establishing construction acceptance criteria, construction audits, compliance with handling, storage, packaging, preservation, and delivery requirements, and material identification and traceability.
- On the basis of the previously made Quality Control Plan for Advent Construction Ltd by Mr Hassan for Mwtara project, a general QC Plan for the company will be formalized which can be submitted with all of the company tenders

- Formulate and review company reports to check quality of documentation.
- Prepare and submit reports to the Management at the end of every month showing progress of Quality Assurance measures taken within the company
- Implement the forms as outlined in QC Plan
- Gather some insight and experience from Mr Hassan in Mtwara who can provide some valuable information in this regard
- Make sure that appropriate resources are provided on site to ensure reduction of 'cutting corners' by laborers.

Proposal by:

Mustafa Gulamali

Date:

13<sup>th</sup> May 2013