



Quality Management System

Our procedures are commensurate with BS EN ISO 9001.

1.01 Overview

An initial method statement would be issued compliant with **NAME** requirements, and this would be developed and amended as the design development proceeds and both construction drawings are approved and working programmes developed. Parallel to the above we would also agree an Information Issue Programme, Drawing Register and complete with associated release / receive dates for information. During this period we would need to determine and agree the release dates required for all essential builders work items, particularly those known to have a potential structural impact.

It is recognised that during this period close liaison may be required with the structural engineer for the project.

In addition to the above, the following documents would also be issued:-

- Construction programmes
- Design and production programme
- Procurement schedule
- Project specific Quality Plan
- Project specific Health & Safety Plan
- Schedule of Risk Assessments to be completed
- Schedule of all anticipated installation Method Statements and preliminary progressive release dates
- A schedule of all anticipated commissioning method statements and preliminary progressive release dates
- Agreed pre-handover – checklist

We establish a range of project specific KPIs and our Project Director and Project Manager report to our Managing Director on these on a weekly basis.

1.02 OUTLINE RISK ASSESSMENT

E&B Group Ltd implement policy, supporting instructions procedures and associated guidance in accordance with our Health & Safety Policy, Procedures Manual and General Risk Assessment Manual for the Construction Industry compliant with The Management of Health & Safety at Work Regulations 1999.

This project will involve a 'multi-contractor site' and as such our risk assessments and procedures will comply with the following principles:-

- Managing Construction Health & Safety (CDM Regulations 2007)
- Approved Code of Practice (ISBN7017607925)
- The Guide to Managing Health & Safety in Construction (ISBN0717607550)
- Designing for Health & Safety in Construction (ISBN0717608077)

Management and supervisory staff, as well as specific trade contractors, are required to carry out risk assessments of work activities which pose a significant risk to health & safety, to ensure hazards are eliminated or reduced by implementing appropriate control measures and safe systems of work.

These risk assessments will identify the range of hazards associated with the work activities, together with any necessary remedial action.



The findings of risk assessments will be recorded and where necessary, will be used to develop method statements to ensure safe systems of work.

A copy of the risk assessment report will be available at the work place, and the findings will be brought to the attention of all employees.

All risk assessments will be monitored and reviewed at regular intervals, and when working practices or equipment change to confirm that all risk assessments are adequately controlled and are in compliance with legislation.

1.03 **Permits to Work**

E&B Group Ltd has extensive experience of operating and working with Permit to Work systems, and certainly all of the permits that are likely to be applicable for this project.

Permits may include, but not be limited to the following:-

- Permit to work
- Hot works permit
- Electrical permit to work
- Permit for holes through structural elements
- Specialist removal checklist

These elements would also be enhanced upon within our bespoke Trade Contractor Starter Pack which is an integral part of our Health & Safety Plan for the project.

1.04 **Working In An Occupied Building**

We have extensive successful experience of projects delivered whilst occupied and operational and recognise that this project must be completed without disruption to operational effectiveness.

We recognise our responsibility for ensuring that all of our obligations are complied with by implementing pre-determined and agreed management procedures specific to the site.

These procedures would be identified and developed taking into account:-

- Confidentiality
- **NAME** standard procedures,
- Health & Safety Plan for the project
- Site Plan, muster point and emergency procedures.
- Agreed procedures for Permits to Work.
- Agreed procedures for Site Access to the site, whether this be operatives or material deliveries etc, and access in and around the demise.
- Project specific restraints

1.05 **Security Measures**



In addition to **NAME** own standards, clearly all security measures would need to be managed across and through a whole range of areas via a process including:-

- Agreed lines of communication.
- Pre-start check lists
- Pre-start meeting with contractors and operatives outlining the agreed requirements, all encompassed within our Trade Contractor Starter Pack.
- Agreed site demise details associated with :-
 - layout
 - welfare
 - site access
 - loading / unloading
 - storage
 - site rules
- Emergency procedures including First Aid and Emergency Plan
- Permits to work
- Site layout, means of escape, signage and security
- Personal protective equipment
- Integrity of existing services including gas, electricity and water.
- Existing plant
- Acoustics

E&B operatives would wear branded clothing whether this be hard hats, overalls, high visibility jackets etc and would comply with any site specific access card / pass / signing in arrangements that will be in place for the project or the site as a whole.

All necessary watching and lighting, and everything else necessary by day or by night for the protection of the public and for the protection and security of the works etc, would be provided where applicable to the contract works. In this respect advice would be taken from the local Crime Prevention Officer, should this be considered necessary.

1.06 Liaison Policy with the Employer

Central to the success of our business strategy has been our ability to liaise with our Clients.

The nature and type of work, as well as the programme and logistics, deem that daily liaison, is essential with the Employer and his representatives.

We have substantial experience of this and in similar buildings with similar clients. Our project team would include members allocated to this process.

1.07 Quality Assurance Policy Statements

E&B Group Ltd has achieved business and industry benchmarking by recognising that quality is a competitive advantage – not an additional cost.

Procedures commensurate with BS EN ISO9001 : 2000 are implemented with a professional, experienced and pragmatic approach to ensure consistent delivery of quality management and construction.