
Project Quality Plan

1.0 Purpose

- 1.1 This document describes how to develop and control the Project Quality Plan for each project.

2.0 Introduction

- 2.1 **Project Manager**, reporting to **Site Investigation Manager**, is responsible to implement and maintain this procedure.
- 2.2 Project Quality Plan describes the necessary overall control, inspection and testing requirement to ensure the q quality requirements for project is fulfilled.
- 2.3 The Project Quality Plan will be referred from project commencement to completion.

3.0 Process Input Requirement

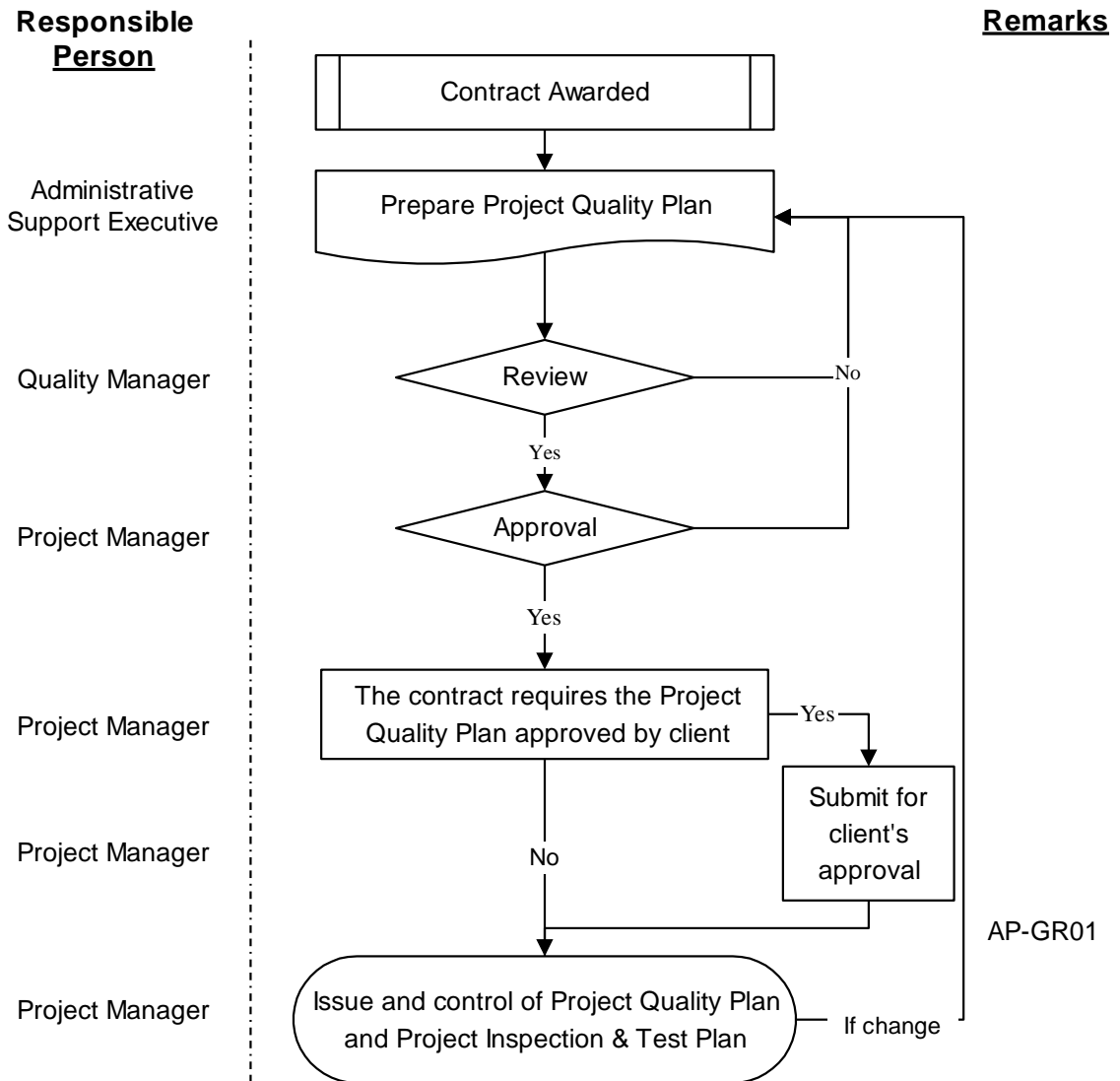
- 3.1 The project is awarded.
- 3.2 **Project Manager** must obtain the relevant contract documents, and understand the contract requirement.

4.0 Relevant Documents

Contract document

Project Quality Plan

5.0 Procedure (Flowchart)



6.0 Remarks

6.1 The content of Project Quality Plan should include (where appropriate):

- Scope
- Organization & responsibilities
- Project schedule
- Distribution requirement & document control
- Inspection & test plan
- Records & forms
- Relevant appendix to be used

Project Quality Plan

7.0 Record

Record	Form No.	Responsible person	Minimum Retention Period	Filing Index
Project Quality Plan	--	Project Manager	1 year after the completion of project	By Date
Project Inspection & Test Plan	--			