

QUALITY MANAGEMENT REQUIREMENTS For Contractors



APPROVAL

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1. Introduction

This document outlines the minimum quality requirements for a contractor providing products and services to Mackay Regional Council (MRC).

The contractor must establish, implement and maintain a Quality Management System (QMS), tailored to the risks of the products and services supplied, that provides confidence to MRC that the contractor's products and/or services will meet specified requirements.

The contractor's QMS should aim to eliminate waste, re-work, duplication and non-value adding tasks on the one hand whilst achieving continuous improvement in methods, procedures, standards and efficiency on the other.

MRC is committed to working together with its contractors to achieve mutually beneficial quality outcomes.

2. Managing Contract Quality

An overview of the process for managing all phases of contract quality is shown at Appendix A.

3. Definitions

ADAC (Asset Design As Constructed): A data specification and transport format (XML) for the description and transmission of asset design and as constructed data.

Competent Person: A person who has acquired, through training, qualification, or experience, or a combination of these, the knowledge and skills, to perform the work activity.

Conformance Report: A form that certifies that the completed work conforms to specified requirements.

Construction Program: A document showing the dates by which, or the times within which, the various stages or parts of work under the contract are to be executed or completed.

Contractor: A consultant or supplier that contract with a customer (Principal) to carry out asset construction, provide other products (including goods) and/or provide services.

Hold Point: An identified point in a process beyond which the Contractor is not to proceed without authorisation from the Principal authorising release of the Hold Point. The Principal must be given at least 24 hours notice prior the intended release of each Hold Point.

Inspection and Test Plan (ITP): A form that details all the verification activities necessary to demonstrate compliance with specified requirements.

Non-conformance / Nonconformity: A non-conformance is a failure to comply with specified requirements.

Quality Management (QM): All the activities necessary to ensure an organisation produces and delivers its products and services on time, to budget and specification.

Quality Management System (QMS): The organisational structure, responsibilities, procedures, processes and resources for implementing quality management.

Quality Plan (QP): A document that describes the standards, quality practices, resources and processes pertinent to a specific product or service.

Witness Point: An identified point in a process where the Contractor is required to give the Principal prior notice with the option to observe an activity. The Principal must be given at least 24 hours notice prior to each specified Witness Point.

4. General Quality Management Requirements

The following general requirements apply to all contracts, irrespective of the risk level of the work.

The contractor shall:

Access for Audits / Inspections

- a) provide access to the workplace, and to information, records and other relevant documentation, to allow MRC to carry out reviews, surveillance and audits of the contractor's procedures, processes and conformance with the contractual quality management requirement;

Compliance Verification

- b) plan and carry out all inspections, tests or other verification activities necessary to demonstrate that its work processes are effective and that all finished products and services comply with the Contract;

Continual Improvement

- c) routinely monitor the effectiveness of the QMS through inspections, meetings, assessments, or audits and make appropriate adjustments to the QMS to comply with requirements;
- d) improve procedures and work practices when opportunities are identified to minimise errors, waste and product / service non-conformances;

Document Control

- e) have measures in place to control issuance of, receipt of, and changes to documents affecting quality;

Document Submission

- f) develop and submit, within the specified time frames, all quality documents necessary for the implementation of the quality activities related to the scope of work;

Nonconforming Products or Services Control

- g) notify the Principal of any non-conformance with respect to specified requirements within one business day of the non-conformance being identified;
- h) treat any major non-conformance as a Hold Point which must not be released until an acceptable disposition action is approved by the Principal;
- i) rectify any nonconforming work as agreed, and improve work processes to prevent recurrence of the non-conformance;

Process Control

- j) plan and control its work processes to ensure that the products and services it delivers comply with specified requirements;

Purchased Items Control

- k) ensure that all purchased items conform to relevant specifications prior to incorporating them in the work;

Quality Policy

- l) maintain a Quality Policy that aligns with the contractor's purpose and strategic direction and includes a commitment to meet applicable requirements (customer, statutory or regulatory) as well as to continually improve;

Record Control

- m) maintain appropriate records to demonstrate that the work conforms with the Contract;

Staff Competence

- n) ensure that persons under its control are competent on the basis of appropriate education, training, or experience;

Staff Roles and Responsibilities

- o) ensure that roles and responsibilities are clearly defined, including any project-specific quality requirements;

Subcontractor Control

- p) ensure work performed by subcontractors complies with specified requirements.

5. Specific Requirements for Different QM Levels

In addition to General Quality Management Requirements, the contractor shall, depending on the assessed QM level, implement the requirements shown below (Refer also to Appendix B).

CONSTRUCTION CONTRACTS		
LOW QM REQUIREMENTS	MEDIUM QM REQUIREMENTS	HIGH QM REQUIREMENTS
<p>The contractor shall:</p> <ul style="list-style-type: none"> • Develop Inspection and Test Plans (ITPs) that comply with the requirements of Appendix C for all relevant activities; • Submit each ITP to the Principal / Superintendent at least 10 business days prior to commencing any related construction activities; • Complete ITPs progressively; • Ensure that all compliance testing required by the ITP are undertaken by a NATA registered laboratory; • Provide the Principal / Superintendent with a minimum 24 hours notice prior to the required release of any Hold or Witness Point¹; • Submit, as part of a payment claim, a Conformance Report for each completed lot, together with: <ul style="list-style-type: none"> • Completed inspections / test / survey records; • Submit, as part of a claim for practical completion; <ul style="list-style-type: none"> • Documents required for ADAC design and as constructed compliance. Refer Appendix E for guidance. <p>¹Endorsement by the Principal / Superintendent at Hold or Witness Points does not release the Contractor from its obligation to achieve the specified requirements of the Contract.</p>	<p>The contractor shall:</p> <ul style="list-style-type: none"> • Develop Inspection and Test Plans (ITPs) that comply with the requirements of Appendix C for all relevant activities; • Submit each ITP to the Principal / Superintendent at least 10 business days prior to commencing any related construction activities; • Complete ITPs progressively; • Ensure that all compliance testing required by the ITP are undertaken by a NATA registered laboratory; • Provide the Principal / Superintendent with a minimum 24 hours notice prior to the required release of any Hold or Witness Point¹; • Submit, as part of a payment claim, a Conformance Report for each completed lot, together with: <ul style="list-style-type: none"> • Completed inspections / test / survey records; • Submit, as part of a claim for practical completion; <ul style="list-style-type: none"> • Documents required for ADAC design and as constructed compliance. Refer Appendix E for guidance. <p>¹Endorsement by the Principal / Superintendent at Hold or Witness Points does not release the Contractor from its obligation to achieve the specified requirements of the Contract.</p> <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Develop and submit a project specific Quality Plan (QP) within 14 business days after Letter of Acceptance, that complies with the requirements of Appendix C; • Demonstrate that work is being performed in accordance with the QP. 	<p>The contractor shall:</p> <ul style="list-style-type: none"> • Develop Inspection and Test Plans (ITPs) that comply with the requirements of Appendix C for all relevant activities; • Submit each ITP to the Principal / Superintendent at least 10 business days prior to commencing any related construction activities; • Complete ITPs progressively; • Ensure that all compliance testing required by the ITP are undertaken by a NATA registered laboratory; • Provide the Principal / Superintendent with a minimum 24 hours notice prior to the required release of any Hold or Witness Point¹; • Submit, as part of a payment claim, a Conformance Report for each completed lot, together with: <ul style="list-style-type: none"> • Completed inspections / test / survey records; • Submit, as part of a claim for practical completion; <ul style="list-style-type: none"> • Documents required for ADAC design and as constructed compliance. Refer Appendix E for guidance. <p>¹Endorsement by the Principal / Superintendent at Hold or Witness Points does not release the Contractor from its obligation to achieve the specified requirements of the Contract.</p> <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Develop and submit a project specific Quality Plan (QP) within 14 business days after Letter of Acceptance, that complies with the requirements of Appendix C; • Demonstrate that work is being performed in accordance with the QP. <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide evidence of the implementation and ongoing maintenance of a third-party certified ISO 9001 QMS.

SERVICE PROVIDER CONTRACTS		
LOW QM REQUIREMENTS	MEDIUM QM REQUIREMENTS	HIGH QM REQUIREMENTS
<p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide evidence that the service provided complies with specified requirements. 	<p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide evidence that the service provided complies with specified requirements. <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Develop and submit a project specific Quality Plan (QP), at least 10 business days prior to commencing work, that complies with the requirements of Appendix C; • Demonstrate that work is being performed in accordance with the QP. 	<p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide evidence that the service provided complies with specified requirements. <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Develop and submit a project specific Quality Plan (QP), at least 10 business days prior to commencing work, that complies with the requirements of Appendix C; • Demonstrate that work is being performed in accordance with the QP. <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide evidence of the implementation and ongoing maintenance of a third party certified ISO 9001 QMS.

CONSTRUCTION PRODUCT SUPPLY CONTRACTS		
LOW QM REQUIREMENTS	MEDIUM QM REQUIREMENTS	HIGH QM REQUIREMENTS
<p>The contractor shall, where requested:</p> <ul style="list-style-type: none"> • Provide evidence of product conformity with specified requirements. 	<p>The contractor shall, where requested:</p> <ul style="list-style-type: none"> • Provide evidence of product conformity with specified requirements. <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide MRC with relevant test certificates and certification of product conformity. 	<p>The contractor shall, where requested:</p> <ul style="list-style-type: none"> • Provide evidence of product conformity with specified requirements. <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide MRC with relevant test certificates and certification of product conformity. <p>plus</p> <p>The contractor shall:</p> <ul style="list-style-type: none"> • Provide evidence of the implementation and ongoing maintenance of a third-party certified ISO 9001 QMS.

6. MRC Monitoring and Review

MRC will monitor, review, and audit the contractor's QM performance based on the assessed QM requirement level.

CONSTRUCTION CONTRACTS		
LOW QM REQUIREMENTS	MEDIUM QM REQUIREMENTS	HIGH QM REQUIREMENTS
<p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Review and approve ITPs prior to contract commencement. • Monitor compliance with ITPs at Hold and Witness Points. • Monitor compliance with ITPs at other times as necessary. • Review ITPs for compliance before payment of progress claims. 	<p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Review and approve ITPs prior to contract commencement. • Monitor compliance with ITPs at Hold and Witness Points. • Monitor compliance with ITPs at other times as necessary. • Review ITPs for compliance before payment of progress claims. <p>plus</p> <p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Review the QP for adequacy prior to work commencing. • Evaluate the contractor's implementation and ongoing conformity with the QP. 	<p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Review and approve ITPs prior to contract commencement. • Monitor compliance with ITPs at Hold and Witness Points. • Monitor compliance with ITPs at other times as necessary. • Review ITPs for compliance before payment of progress claims. <p>plus</p> <p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Review the QP for adequacy prior to work commencing. • Evaluate the contractor's implementation and ongoing conformity with the QP. <p>plus</p> <p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Check currency of ISO 9001 certification. • Check relevancy of the QMS scope. • Review system for compliance before commencement and during contract. • Conduct audits as necessary in accordance with the assessed risk of nonconformity.

SERVICE PROVIDER CONTRACTS		
LOW QM REQUIREMENTS	MEDIUM QM REQUIREMENTS	HIGH QM REQUIREMENTS
<p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Check that the service provided conforms with requirements. 	<p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Check that the service provided conforms with requirements. <p>plus</p> <p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Review the QP for adequacy prior to work commencing. • Evaluate the contractor's implementation and ongoing conformity with the QP. 	<p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Check that the service provided conforms with requirements. <p>plus</p> <p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Review the QP for adequacy prior to work commencing. • Evaluate the contractor's implementation and ongoing conformity with the QP. <p>plus</p> <p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Check currency of ISO 9001 certification. • Check relevancy of the QMS scope. • Review system for compliance before commencement and during contract. • Conduct audits as necessary in accordance with the assessed risk of nonconformity.

CONSTRUCTION PRODUCT SUPPLY CONTRACTS		
LOW QM REQUIREMENTS	MEDIUM QM REQUIREMENTS	HIGH QM REQUIREMENTS
<p>A MRC representative shall, where deemed necessary:</p> <ul style="list-style-type: none"> • Inspect the product on delivery for conformity with requirements. 	<p>A MRC representative shall, where deemed necessary:</p> <ul style="list-style-type: none"> • Inspect the product on delivery for conformity with requirements. <p>plus</p> <p>MRC representative shall, where applicable:</p> <ul style="list-style-type: none"> • Ensure test certificates have been obtained from an appropriately accredited organisation, e.g. a NATA accredited laboratory. 	<p>A MRC representative shall, where deemed necessary:</p> <ul style="list-style-type: none"> • Inspect the product on delivery for conformity with requirements. <p>plus</p> <p>MRC representative shall, where applicable:</p> <ul style="list-style-type: none"> • Ensure test certificates have been obtained from an appropriately accredited organisation, e.g. a NATA accredited laboratory. <p>plus</p> <p>A MRC representative shall:</p> <ul style="list-style-type: none"> • Check currency of ISO 9001 certification. • Check relevancy of the QMS scope. • Review system for compliance before commencement and during contract. • Conduct audits as necessary in accordance with the assessed risk of nonconformity.

7. Submission of Quality Documents

The contractor shall submit the following documents within the time frames specified.

DOCUMENT	TIME REQUIRED
Construction Program ¹	At least 14 business days before work commences.
Inspection and Test Plans (ITPs) ²	At least 10 business days before the work to which they apply commences.
Standard Operating Procedures (SOPs) - refer Appendix C	At least 10 business days before the work to which they apply commences.
Quality Management Plan (QMP) ³	Within 14 business days of Letter of Acceptance date.
Evidence of Implementation of selected elements of ISO 9001	At least 14 business days before work commences.
Evidence of third party ISO 9001 certification	At least 14 business days before work commences.
Contractor Non-conformance Report	Within 1 business day of non-conformance occurring.

¹A Construction Program shall be documented in a format acceptable to the Principal / Superintendent and shall show the contractor's planned work activities and sequences for bringing work under the contract to Practical Completion by the Date for Practical Completion.

²FRM-22.097 is to be submitted by the contractor together with the ITPs. (One form for each ITP type)

³FRM-22.098 is to be submitted by the contractor together with the QMP.

8. Submission of Quality Conformity Records

The contractor shall submit copies of conformity records¹ to the Principal as per the following table.

TYPICAL QUALITY CONFORMITY RECORDS USED TO DEMONSTRATE COMPLIANCE	TIME REQUIRED
Completed Inspection and Test Plans / Conformance Reports and any associated checklists	With each Payment Claim as specified, and/or when otherwise required by the Principal.
Test results obtained from NATA testing laboratories and other similar organisations	With each Payment Claim as specified, and/or when otherwise required by the Principal.
Quality or test records obtained from manufacturers and/or suppliers	With each Payment Claim as specified, and/or when otherwise required by the Principal.
Contractor's certification of quality conformity and performance	With each Payment Claim as specified, and/or when otherwise required by the Principal.
Work as executed documents (including operation and maintenance manuals/work as constructed drawings)	Progressively and prior to completion.
Register of product and service conformity records	Progressively and prior to completion.

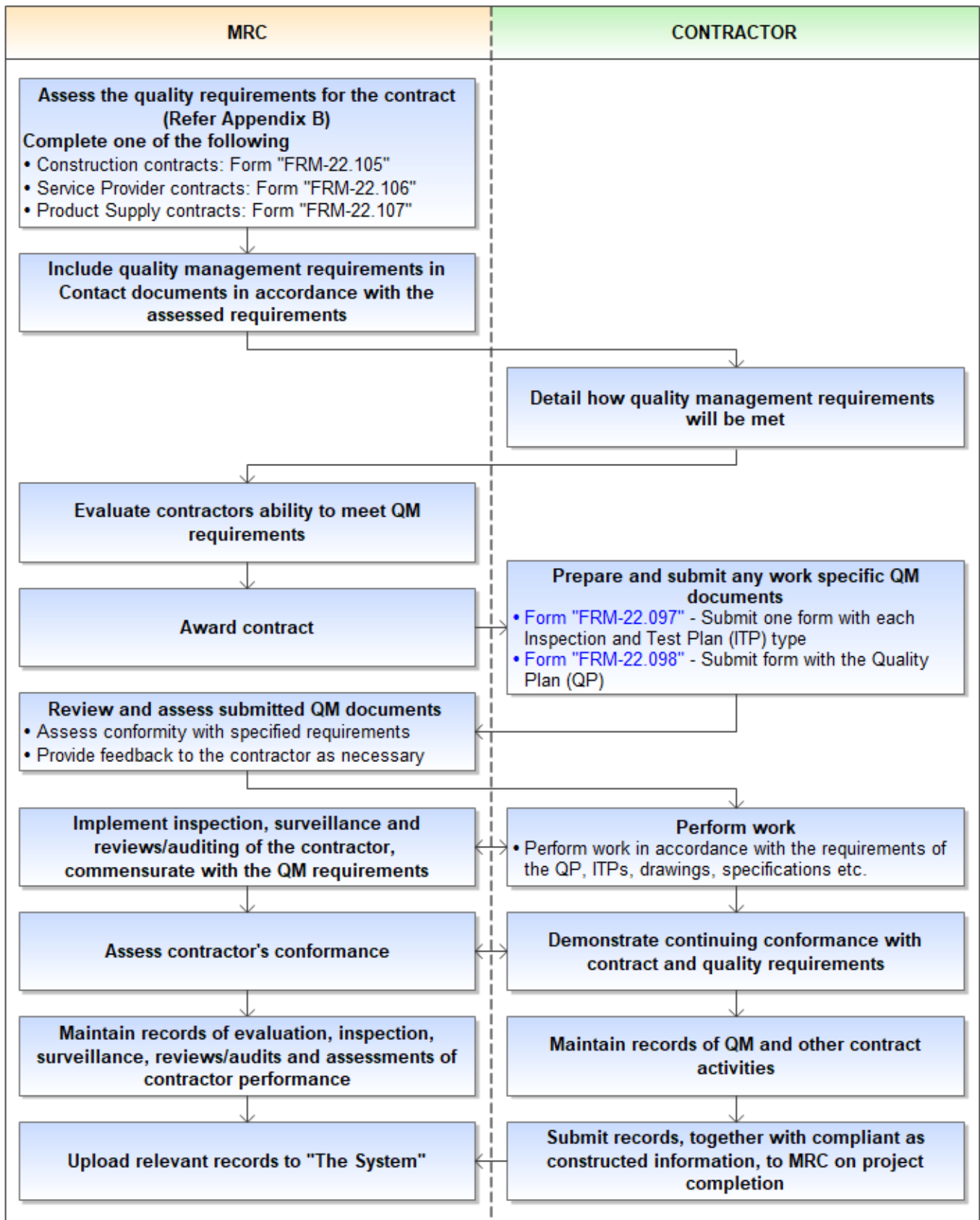
¹Note that Practical Completion will not be issued until all Quality and As Constructed data is provided.

9. Contractor Audit Criteria

Some, or all, of the following criteria will be used to assess the frequency of MRC audits of the contractor's performance:

- The risk levels assessed with the contract;
- The impact that a nonconforming product or service will have on the desired outcome;
- Whether there is a history of the contractor supplying nonconforming products and/or services, including complaints from end-users;
- The number of repetitions of the same nonconformances;
- Whether previous MRC audits have highlighted quality, and/or program delivery issues with the contractor;
- The contractor's experience in the type of work performed.

Appendix A – Process Flow for Managing Quality in Contracts



Appendix B – Quality Documentation Requirements for Various Contract Types

CONSTRUCTION TYPE CONTRACTS	
Low QM Requirements	The contractor to provide relevant Inspection and Test Plans (ITPs).
Medium QM Requirements	The contractor to provide a site-specific Quality Plan (QP), plus relevant ITPs.
High QM Requirements	The contractor to have a 3 rd party certified ISO 9001:2015 Management System ¹ , plus provide a site-specific QP, plus relevant ITPs.

SERVICE PROVIDER TYPE CONTRACTS	
Low QM Requirements	The service provider to certify service conformity.
Medium QM Requirements	The service provider to provide an activity-specific Quality Plan (QP), plus certify service conformity.
High QM Requirements	The service provider to have a 3 rd party certified ISO 9001 Management System ¹ , plus provide an activity specific QP, plus certify service conformity.

CONSTRUCTION PRODUCT SUPPLY TYPE CONTRACTS	
Low QM Requirements	MRC will rely on delivery inspections and/or the provision of certification of product conformity.
Medium QM Requirements	The product supplier to provide a product specific Quality Plan (QP), plus test certificates or other evidence of product conformity.
High QM Requirements	The product supplier to have a 3 rd party certified ISO 9001 Management System ¹ , plus provide a product specific QP, plus test certificates or other evidence of product conformity.

¹ Non-Employing Businesses and/or Micro-Businesses (businesses employing between 1 - 4 persons), must be able to provide evidence that they work in accordance with the elements of ISO 9001:2015 that are relevant to their business. The level of conformance with the relevant elements of ISO 9001:2015 will be independently assessed by a qualified MRC auditor. Refer also to Appendix D.

The extent and detail of QM documentation will be determined by MRC based on an assessment of the following:

Construction Contracts	Service Provider Contracts	Product Supply Contracts
<ul style="list-style-type: none"> Estimated number of contractor employees to be engaged on site Complexity of the work Contract duration Contract value Consequence of failure 	<ul style="list-style-type: none"> Estimated number of service provider employees Complexity of the work Contract duration Contract value Consequence of failure 	<ul style="list-style-type: none"> Estimated number of workers employed by the business Contract duration Contract value Consequence of failure of the purchased product on the durability / reliability / functionality etc. of the end product

Appendix C – Quality Requirements for ITPs and QPs

REQUIREMENTS FOR INSPECTION AND TEST PLANS

The contractor's Inspection and Test Plan shall show:

- all inspections and tests¹ required by the contract, relevant standards, specifications etc.;
- all site-specific inspections and tests¹ as detailed in relevant specification annexures and Council's supplementary specifications;
- the acceptance criteria and frequency of testing, including any customer' requirements;
- who performs the inspection or test and at what stage of the work;
- the inspections and tests that require the use of calibrated monitoring and measuring equipment;
- how each inspection or test is to be carried out and recorded (e.g. a reference to a standard test method);
- all Hold Points, Witness Points, including who is to undertake the Hold or Witness Point and a place to sign and date each point;
- provision for lot numbers or other unique identifiers (e.g., chainages, area/volume, node to node, highlighted plan attached etc.);
- evidence of document control, including updates to reflect changes to customer requirements;
- provision for confirmation that all inspections and tests have been carried out to verify conformity to product requirements (e.g. a Conformance Report).

¹Inspections and tests include:

- inspections and tests required for the supplied products/services before being used in the works
- inspections and tests required for the products/services during the works
- inspections and tests for final acceptance

REQUIREMENTS FOR QUALITY PLANS

The contractor's Quality Plan shall include, but not be limited to, clearly defined:

- project and contract objectives;
- customer, statutory/regulatory and other related contract requirements;
- a process to identify and meet customer requirements, and enhance customer satisfaction;
- resources to be used, including management structure and personnel responsibilities and authorities;
- a site-specific induction and training plan, with induction and training procedures describing the competences held and required, who is to be trained, when and how, and which record competencies and training;
- how the contractor will evaluate its potential service providers' ability, select subcontractors and record the results of the evaluation, including selection/evaluation criteria;
- how the contractor will verify purchased products/services meet specifications;
- the process for identification and traceability of the product, including the method(s) for subdividing the work into lots or discrete work areas and for allocating lot numbers;
- process controls to be used to deal with the work and risks involved, including SOPs¹, ITPs and associated checklists, with methods for measurement/analysis;
- how changes to contract related documents are identified and approved, how documents are reviewed/updated and distributed, and obsolete versions withdrawn;
- how records will be stored and maintained for the time required so that they are readily retrievable, stored in facilities that provide a suitable environment to minimise deterioration or damage, and prevent loss of the records;
- the controls and related responsibilities to ensure that a product/service which does not conform to requirements is identified and controlled to prevent its unintended use or delivery;
- the methods and actions the service provider will adopt to eliminate the causes of nonconformities in order to prevent their recurrence;
- a requirement and method for the regular review of the adequacy and effectiveness of the QMP by the contractor's senior management;
- methods to be used to monitor and audit implementation of the QMP.

¹Written SOPs, which include all controls to be exercised to ensure satisfactory achievement of Contract requirements, are required where the absence of such SOPs could adversely affect the quality of the work. Where appropriate, such SOPs may be included in the Inspection and Test Plans or other documentation.

Appendix D – Typical Elements from ISO 9001:2015

The following table summarises the typical elements to be addressed by contractors who must provide evidence that they work in accordance with the elements from ISO 9001:2015 that are relevant to their business.

ISO 9001 Clause 5.1 <i>The contractor's top management must demonstrate leadership and commitment by taking an active role in engaging, promoting, communicating, and monitoring the performance and effectiveness of the quality management system.</i>
ISO 9001 Clause 5.3 <i>The contractor must assign traceable and understandable roles, responsibilities and authorities.</i>
ISO 9001 Clause 6.1 <i>The contractor must identify the risks and opportunities that need to be addressed in order to achieve the intended results.</i>
ISO 9001 Clause 6.2 <i>The contractor must establish the quality objectives at relevant functions, levels and processes needed for effective operation.</i>
ISO 9001 Clause 7.2 <i>The contractor must determine competence requirements for activities and provide training or other actions to ensure persons achieve that competence.</i>
ISO 9001 Clause 7.4 <i>The contractor must determine relevant internal and external parties with it needs to communicate and the means to ensure communication effectiveness.</i>
ISO 9001 Clause 7.5.3 <i>The contractor must control its documents to ensure that the right people have the current version of the right document. Appropriate records must be kept that verify that a product/service is in accordance with the contract requirements.</i>
ISO 9001 Clause 8.1 <i>The contractor must plan, implement, and control the processes needed to meet the requirements for the provision of products and services.</i>
ISO 9001 Clause 8.2.2, 8.2.3 <i>The contractor must ensure it understands and can meet MRC's requirements prior to a commitment to supply.</i>
ISO 9001 Clause 8.4 <i>The contractor must ensure that externally provided processes, products and services conform to requirements and that the controls applied will ensure compliance.</i>
ISO 9001 Clause 8.6 <i>The contractor must carry out checks at appropriate stages in the process to verify that the requirements for the products and services have been met.</i>
ISO 9001 Clause 8.7, 10.2 <i>The contractor must have a process to prevent the unintended delivery or use of non-conforming outputs. The contractor must review and analyse nonconformities to determine their cause and implement appropriate corrective actions.</i>

Appendix E – Project Requirements for ADAC Design and As Constructed Compliance

Projects requiring full compliance for generation of ADAC compliant as constructed plans:

- Trunk Roads
- Trunk Drainage
- Bridges
- Boat Ramps
- All general works projects where stormwater or utility adjustments are required
- All LATM works where insitu construction is undertaken
- Car park works
- Trunk footpath projects
- Bus stop/DDA works involving bus stop, TGSi or kerb invert works (single point spatial location and attributes required for bus stop)
- All landscape only projects where utility installation or adjustments and structure installation occurs
- All water and sewerage installation or adjustment projects
- All building projects

Projects not requiring ADAC as constructed survey and plan generation¹:

- All other general works and LATM works involving prefabricated construction, linemarking and signage installation only
- Minor footpath construction
- Landscape works where isolated structure installation only is occurring
- All non-infrastructure projects

¹For those projects not requiring ADAC compliant as constructed submissions, as constructed plans in red pen or individual asset submissions will be required including pick up of underground asset data.

Note that Practical Completion will be withheld until such time that As Constructed plans and data, including the required XML files, have been received and have been verified.

Links

Council requirements for as constructed plan requirements are contained in the D20 specification and the following flow diagram:

- [D20 Drawings and Documentation Guidelines](#)
- [How to use the As Constructed Documents on the MRC Website](#)

Survey standards for ADAC compliant data collection and coding are contained in the following documents for ADAC schema's V4.1 and 5.0.1 (both of which are acceptable):

- [MRC Guidelines for "As Constructed" and ADAC V4.1 Survey Pick-up](#)
- [MRC Guidelines for Creation of ADAC XML using 12d Model](#)
- [MRC Guidelines for Creation and Submission of ADAC XML Files](#)
- [MRC Guidelines for "As Constructed" and ADAC V5.0.1 Survey Pick-up](#)
- [MRC Guidelines for the Creation of ADAC V5.0.1 XML using 12d Model](#)
- [MRC Guidelines for the Creation and Submission of ADAC V5.0.1 XML Files](#)