

**Contract Name:** \_\_\_\_\_ **Contract No:** \_\_\_\_\_

**Contractor Name:** \_\_\_\_\_

**Declaration:** To the best of my knowledge the information provided below is true and correct.

**Contractor Representative Name:** \_\_\_\_\_

**Contractor Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Contractor to Complete***

Item	Does the Quality Management Plan (QMP) detail:	
1.	project and contract objectives?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2.	customer, statutory/regulatory and other related contract requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3.	a process to identify and meet customer requirements, and enhance customer satisfaction?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4.	resources to be used, including management structure and personnel responsibilities and authorities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6.	how the contractor will evaluate its potential service providers' ability, select subcontractors and record the results of the evaluation, including selection/evaluation criteria?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7.	how the contractor will verify purchased products/services meet specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9.	process controls to be used to deal with the work and risks involved, including SOPs, ITPs and associated checklists, with methods for measurement/analysis? <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10.	how changes to contract related documents are identified and approved, how documents are reviewed/updated and distributed, and obsolete versions withdrawn?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
11.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
12.	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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
13.	the methods and actions the service provider will adopt to eliminate the causes of nonconformities in order to prevent their recurrence?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
14.	a requirement and method for the regular review of the adequacy and effectiveness of the QMP by the contractor's senior management?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
15.	methods to be used to monitor and audit implementation of the QMP?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

<sup>1</sup>Written 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.

**Contractor and MRC to Complete**

Res	Item	Contractor's Justification for "No" and "N/A" Answers and MRC Acceptance
Contractor		Contractor's Justification for "No" and "N/A" Answers
MRC		Accepted by MRC <input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor		Contractor's Justification for "No" and "N/A" Answers
MRC		Accepted by MRC <input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor		Contractor's Justification for "No" and "N/A" Answers
MRC		Accepted by MRC <input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor		Contractor's Justification for "No" and "N/A" Answers
MRC		Accepted by MRC <input type="checkbox"/> Yes <input type="checkbox"/> No
Contractor		Contractor's Justification for "No" and "N/A" Answers
MRC		Accepted by MRC <input type="checkbox"/> Yes <input type="checkbox"/> No

**MRC to Complete**

<p><b>Additional Comments:</b></p>          <p><b>MRC Representative Name:</b> _____</p> <p><b>MRC Representative Signature:</b> _____ <b>Date:</b> _____</p> <p><b>Feedback provided to the contractor on:</b> _____ (Date)</p>
--