



GRANT WALKER

ENGINEERING

PROJECT CONTROL

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Summary

The purpose of this procedure is to give guidelines for the management and delivery of client contracts ensuring that quality expectations can be achieved.

Responsibilities

The Contracts Director and individual Project Managers shall be responsible for the implementation of this procedure, compliance with its requirements and the resolution of any queries that may arise in its operation.

Procedure [Planning]

1. Following the awarding of the contract, an internal Project Manager shall be appointed whose responsibility will be:
 - Deliver the contract in accordance with client expectations
 - Deliver the contract within budgetary constraints
 - Ensure that suitable resources are applied to the contract
 - Maintain the required infrastructure for project delivery
 - Ensure adequate drawings and data is available
 - Ensure that all legislative requirements are met
 - To deliver the contract meeting all quality, environmental, health and safety requirements, both stipulated and implied
2. Following a review of the contract documentation, the Project Manager shall contact the Health and Safety Manager to initiate a site risk assessment.
3. Following a review of the assessment, a method statement/sequence of works shall be raised and submitted to the client for approval.
4. An overall project plan will be raised detailing key stages and project timelines. The plan shall be forwarded to the client for approval or form the basis of a pre-project delivery meeting, where design drawings can be approved also.
5. Following approval, purchase orders for strategic project equipment and labour shall be raised and issues as described in QAP008.
6. Project documentation within Drop Box shall be updated to reflect the current status of the project.

Procedure [Management]

7. All employees and subcontract labour sources under the control of Grant Walker Engineering shall be subject to site induction as specified by either the client or in accordance with GWE Health and Safety requirements.
8. During delivery the Project Manager shall be responsible for:

Materials

Ensuring that materials and components arrive on site on agreed delivery dates to ensure that key stage results can be achieved. The placing of local purchase orders for project consumables within budgetary limits.



Budget

Ensuring that agreed cost parameters are not exceeded and in the event of the likelihood of this, the Contracts Director is advised and suitable actions can be instituted to avert such or client agreement reached.

Labour

The monitoring and reporting of performance to ensure targets are being achieved, the conformance with agreed and documented working practices.

Information

Ensuring that sufficient contract information is available in the form of drawings, specifications, instructions etc in order to meet client expectations and where appropriate legislative requirements are available to all.

Also to ensure that information is available to both the Client and Grant Walker Engineering in the form of progress meetings, reports, stage achievement etc.

Inspection and Testing

Where required to ensure compliance with legislation, the Project Manager shall ensure that the required testing is undertaken by suitably qualified personnel using calibrated equipment traceable to national standards.

Quality Assurance

Ensuring that works are undertaken in a manner which demonstrates a quality service level and to ensure that employees and subcontract labour sources are aware of how their efforts will impact on the quality of the finished product.

Health and Safety

Ensuring that all activities are undertaken with Health and Safety considerations being given a priority. Any site health and safety requirements set by site management or the client shall take priority.

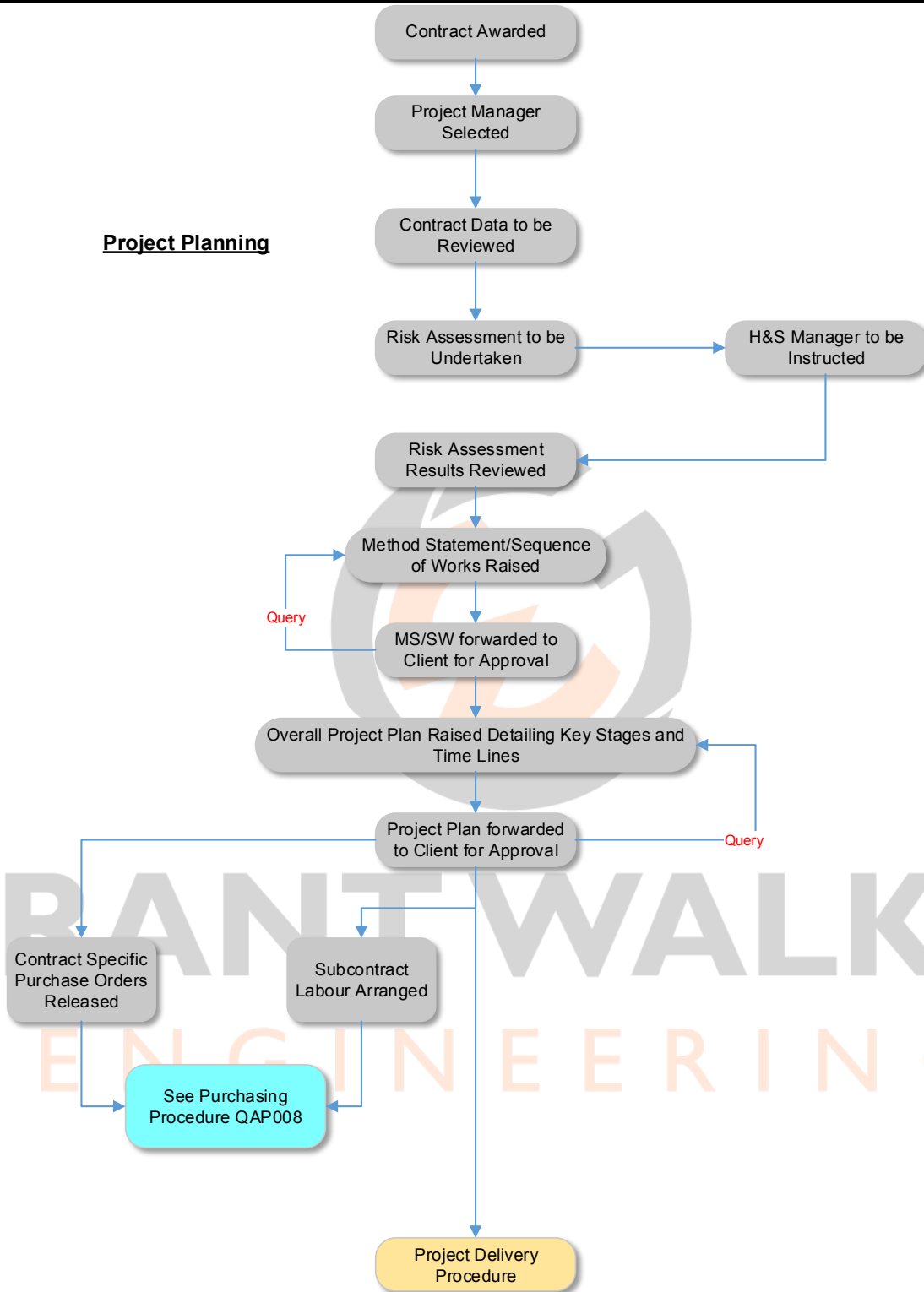
Environmental

Although Grant Walker Engineering do not hold a formal Environmental approval, the Project Manager shall ensure that all works are undertaken are undertaken in an environmentally friendly manner such as:

- Ensuring skips and bins are used, correctly in line with any site direction.
- All field engineers comply with the requirements of the Duty of Care.
- That waste is disposed on site in an environmentally friendly manner.

9. The Project Manager shall ensure that all non conformance reported during project delivery is recorded and investigated as per QAP014
10. Project completion and handover is described in QAP013.

Project Planning



Project Management

