



Exploration & Production

GENERAL SPECIFICATION

PROJECTS & CONSTRUCTION

GS EP PJC 503

Requirements for Contractor Quality Surveillance

07	01/2012	Additional details concerning requirements
06	10/2008	Update standard reference
05	08/2007	Second revision
04	10/2005	Change of numbering (EP insertion)
03	09/2003	Change of Group name and logo
02	10/2002	First revision
Rev.	Date	Notes

Owner: DEV/PJC	Managing entity: DEV/PJC
----------------	--------------------------



Contents

1. Purpose.....	3
2. Reference documents.....	3
3. Quality Control Plan.....	4
3.1 Objectives	4
3.2 Contents	4
3.3 Control and verification points	5
3.4 "Unit" Quality Control Plan	5
3.5 CONTRACTOR Quality Control Plan	6
3.6 COMPANY Quality Surveillance program	6
3.7 Independent verification by Certifying Authority.....	6
3.8 Quality Control resources.....	7
4. Quality Control records	7
4.1 Quality Control register	7
4.2 Control of Quality records	7
5. Quality surveillance of SUPPLIERS.....	8
Appendix 1 Recommended surveillance activities and their criticality.....	9



1. Purpose

This specification defines the requirements for the Quality Surveillance activities that CONTRACTOR shall plan, perform and record during the performance of the WORK (Design, Engineering, Procurement & Supply, Construction, Installation, Hook-up and Commissioning).

These requirements are also applicable to SUB-CONTRACTORS and VENDORS contracted by CONTRACTOR through the complete supply chain.

The aim of Quality Surveillance is to verify and validate, through objective proof, that the products (or services) delivered under the CONTRACT are fulfilling (and/or will fulfil) the contractual requirements.

Quality Surveillance comprises monitoring and measurement activities that form the operational side of the Quality Management system, implemented for the CONTRACT:

- Review, technical verification, audit (and qualification in case of innovative product) during Design and Engineering phases
- Inspection, and test during Procurement & Supply, Construction, Installation, Hook-up and Commissioning phases.

2. Reference documents

The reference documents listed below form an integral part of this General Specification. Unless otherwise stipulated, the applicable version of these documents, including relevant appendices and supplements, is the latest revision published at the EFFECTIVE DATE of the CONTRACT.

Standards

Reference	Title
Not applicable	

Professional Documents

Reference	Title
Not applicable	

Regulations

Reference	Title
Not applicable	

Codes

Reference	Title
Not applicable	



Other documents

Reference	Title
Not applicable	

Total General Specifications

Reference	Title
GS EP PJC 501	Requirements for Contractor Quality Management
GS EP PJC 502	Requirements for Contractor criticality rating of a Unit

3. Quality Control Plan

3.1 Objectives

CONTRACTOR must plan the different Quality Surveillance activities along the different realisation processes: "Design and engineering", "Purchasing" and "Production" processes.

The aggregated activities shall form the CONTRACTOR Quality Control Plan(s) (QCP) (sometimes named "Inspection and Test Plan" within "Production" process) that complete(s) the CONTRACTOR Quality Plan established for the CONTRACT (see [GS EP PJC 501](#)).

Several plan(s) may be necessary in case of multiple deliveries.

The contents of the Quality Control Plan(s) must be based on the provisions of CONTRACTOR internal Quality Management system and on a criticality rating of the different deliverables of the CONTRACT, named "Units" (refer to [GS EP PJC 502](#)).

3.2 Contents

CONTRACTOR Quality Control Plan(s) shall be structured in a comprehensive manner per deliverable "Units" and per stages within the different realisation processes.

Each individual verification activity must be identified with indication of:

- The type, nature and extent of the "verifications" to be performed by CONTRACTOR or by its SUPPLIER (SUB-CONTRACTOR, VENDOR, SUB-VENDORS)
- The competence, qualification and authority necessary to perform these "verifications"
- The values and acceptance criteria, targeted by the for monitoring and measurement activities
- The reference to the methods chosen for destructive and non-destructive testing (sampling, laboratory analysis, etc.) or to the relevant standards applicable or, where appropriate, to a tool such as statistical processes control (SPC).

It is the intensity of the Quality Surveillance performed by the CONTRACTOR (Quality Control within its own processes and Quality surveillance upon its SUPPLIERS processes) that shall result from a criticality rating, described in **GS EP PJC 502**, and from the different levels of this surveillance described in the CONTRACTOR Quality Plan (see **GS EP PJC 501**).

3.3 Control and verification points

There are five categories of Quality Surveillance:

- **“Information” - I:** Documents pertaining to the relevant task or stage must be transmitted to the verifying party, solely for the purpose of information.
- **“Review” - R:** Documents pertaining to the relevant specific task or stage must be transmitted to the verifying party for review, before pursuing the execution process.
- **“Monitoring” - M:** The verifying party attends the execution of the task, either continually or occasionally, as suitable for him/her.
- **“Witness point” - W:** The verifying party must be notified in advance (to be defined beforehand) of the execution of the relevant task or move on to the relevant stage. The absence of a verifying authority does not suspend the continuation of the execution process.
- **“Hold point” - H:** The verifying party must be notified in advance (defined beforehand) of the execution of the task or move onto the relevant stage. The execution process is suspended (at a hold point) in the event of absence of the verifying authority.

The Information and Review points are rather associated with Design and Engineering phases, the Monitoring, Witness and Hold points with Procurement & Supply, Construction, Installation, Hook-up and Commissioning phases.

3.4 “Unit” Quality Control Plan

When the CONTRACTOR has selected his SUPPLIERS (SUBCONTRACTORS, VENDORS, SUB-VENDORS) from which he will order or to which he has granted contracts, s/he must ensure that the Quality Control Plan is established for the purpose of the contract.

This type of QCP, sequentially reiterates all of the “unit” execution process; the CONTRACTOR must ensure that it is complete and covers all phases of the process.

Moreover, the plan must comprise at least the following information:

Operations	Executed by	Operational reference	Contract specification reference	CONTRACTOR Surveillance Programme	COMPANY Surveillance Programme	Certification Authority Programme
All operations required from reception of raw materials up to final delivery	SUPPLIER(S), SUB-CONTRACTOR(S), VENDOR (S), etc.	Manufacturing procedures and SUPPLIER instructions	COMPANY General and detailed specifications, norms and applicable standards	1	2	3

CONTRACTOR must fill in his own “verification” points (review, inspection, test, etc.) in column 1, before submitting them to COMPANY for review in a preliminary version on the date stipulated in Exhibit H of the Contract.

Depending on the degree and type of SUB-CONTRACTING involved in realising the “unit”, COMPANY reserves the right to demand the QCPs of certain SUB-CONTRACTORS and / or VENDORS involved in the realisation process.

3.5 CONTRACTOR Quality Control Plan

For its own activities, the CONTRACTOR shall establish a QCP comprising the same information as above; the presentation can be sensitively different depending on the extent of the said activities (grouping by phase, subject, etc.).

3.6 COMPANY Quality Surveillance program

COMPANY must review the preliminary versions of the Quality Control Plans and will enter its own Quality Surveillance points (column 2).

The Hold and Witness points must be notified to COMPANY with a minimum of 5 working days.

COMPANY reserves the right to perform second level inspections and tests at any point, either with its own personnel or through inspection services contracted by COMPANY.

COMPANY may also require re-inspection of a critical element by CONTRACTOR, in accordance with the terms of the CONTRACT

3.7 Independent verification by Certifying Authority

Depending on the Certification policy decided by COMPANY for the Unit, a Certifying Authority may be required to place its own verification points on Quality Control Plan (column 3). Depending on the contractual arrangement retained, COMPANY or CONTRACTOR shall ensure that this is carried out.

Certifying Authority: this must be different from the certifying company used by CONTRACTOR for its own control and surveillance activities in order to ensure that the verification judgments are made by an independent party.

3.8 Quality Control resources

CONTRACTOR must plan and provide in due time the relevant resources needed to carry out the activities listed in the QCP:

- Qualified personnel
- Adequate methods and work instructions
- Adequate monitoring and measuring equipment, properly calibrated and selected as an element of CONTRACTOR Quality Plan (see **GS EP PJC 501**).

4. Quality Control records

The recorded results of the verification activities performed in the frame of the Quality Control Plan(s) shall be regarded as “Quality records”.

4.1 Quality Control register

CONTRACTOR must maintain in real time a comprehensive QC register referring to the Quality Control Plan(s) and recording the necessary data resulting from verification activities.

Each record shall detail:

- Type of “verification” activity, as referred in QC Plan(s)
- Relevant result with recall of target values and acceptance criteria
- Name of inspector – controller
- Date of activity execution
- Outlined defect or non conformity, if any.

For practical purposes, essentially in the case of “units”, the completion of a stage may be materialised directly on the QCP itself by the signature of the verifying entities who have effectively taken part in the verification. Upon completion of execution, the QCP then becomes one of the deliverables in the “unit’s” execution file.

4.2 Control of Quality records

The Quality Control records required under the terms of the CONTRACT shall be transmitted to COMPANY and/or made available for consultation and kept by CONTRACTOR according to the applicable rules and regulations and to provisions of Exhibit H of the CONTRACT.

Quality Control records must be specifically addressed in the documented procedure for the “Control of records” (see **GS EP PJC 501** § 4.2).

All records must be provided in native format (Word, Excel...) or in PDF format.

Documents with manuscript annotations or signatures must be scanned. When the initial media rules out the possibility of scanning (e.g. films, radio, etc.) the originals shall be transmitted to COMPANY.

The originals shall be conserved and filed in indexed data books; every part of the WORK completed must be supported by records suitably cross-indexed to drawings and specifications and linked unambiguously to the concerned part of the WORK.

In case of non conformity, a specific record must be produced in addition to the Quality Control record, indicating the correction proposed and allowing COMPANY to trace back such non conformity to its sources (see **GS EP PJC 501** § 5.4).



5. Quality surveillance of SUPPLIERS

Quality Surveillance of SUPPLIERS must be based on the criticality rating of a "Unit", as per **GS EP PJC 502**.

The CONTRACTOR shall ensure that the results of the ratings are reflected in:

- the requirements passed on to SUB-CONTRACTORS and VENDORS for their Quality Management
- the Quality Surveillance exercised by CONTRACTOR upon those SUB-CONTRACTORS and VENDORS.

The following table in Appendix 1 gives an example of Quality surveillance activities according to the criticality rating of the Unit.

The Quality surveillance program of CONTRACTOR may include an audit of Quality Management system of SUB-CONTRACTOR or VENDOR in case of a Unit rated "highly critical".

Any new, recently-approved SUPPLIER shall undergo in-depth Quality surveillance by CONTRACTOR. The surveillance activity program must be based on "criticality rating 1". See Appendix 1.

Appendix 1 Recommended surveillance activities and their criticality

CONTRACTOR Quality surveillance	Criticality rating of the Unit			
	1	2	3	4
SUPPLIER* Quality system audit prior to commitment	X			
Review of SUPPLIER* Quality Manual prior to commitment	X	X		
SUPPLIER* Quality system audit during the WORK	X	X		
Review of SUPPLIER* Quality Plan	X	X	X	
Review of SUPPLIER* Quality Control Plan	X	X	X	X
Independent review of SUPPLIER* engineering documents	(1)			
Systematic review of SUPPLIER* engineering documents	(1)	(1)		
Selective review of SUPPLIER* engineering documents	(1)	(1)	(1)	
CONTRACTOR resident inspector at SUPPLIER's*	X			
CONTRACTOR part-time inspector at SUPPLIER's*	X	X		
CONTRACTOR inspector visits at SUPPLIER's*	X	X	X	
Certifying Authority inspector visits	(1)	(1)	(1)	
Review of "sub-SUPPLIERS"* or "SUB-VENDOR" list	X	X		
Review of SUPPLIER* purchasing documentation	X	X	X	
Attendance to pre-inspection meeting at SUPPLIER's*	X	X		
Attendance to co-ordination meeting with SUPPLIER*	X	X	X	
2 nd level direct inspection at SUPPLIER* QCP Hold points	X	X		
Witness SUPPLIER* QCP specific stages	X	X	X	
Witness of final factory acceptance tests (FAT)	X	X	X	X
Intermediate review of SUPPLIERS* QC records	X	X		
Review of SUPPLIERS* final QC & Certification (1) dossier	X	X	X	X

(*) "SUPPLIER" = SUB-CONTRACTOR or VENDOR

NB:

(1) = If relevant

(2) The above table covers all phases of the Project (Engineering, Procurement & Supply, Construction, Installation, Hook-Up and Commissioning).