

Quality Management System

Each project is assigned a new file. This file contains all relevant documents relating to the project for quality assurance purposes including:

- Copies of priced tender documents and/or official confirmation of order
- Copies of the Employers Instructions
- Copies of Contract Documents
- Copy of Planning Permission
- Copy of Planning Conditions Tracker
- Copy of S106 agreement highlighting any project related obligations
- Copies of drawings together with issue sheet numbers to show latest revisions
- Copies of specific schedules such as kitchens, doors, ironmongery, colours, flooring together with issue sheet numbers to show latest revisions
- Copies of health and safety Pre-Tender Construction Plan
- Copies of asbestos report category level 3 confirming appropriate action to be taken
- Copies of health & safety Construction Phase Plan, including risk assessments & method statements
- Copies of Safety Services UK site visit inspection reports
- Copies of programmes and any on-going revisions
- Copies of all correspondence be it posted or via e.mail
- Copies of sub-contract orders including pre-order minutes.
- Copies of site meeting minutes
- Copies of Building Control Certificates including plan consent number and contact name
- Copies of Employers Instructions
- Copies of valuations together with Interim Payment Certificates issued on behalf of client
- Copies of Practical Completion certificates
- Record of retentions and dates for release
- Summaries of feedback and evaluation reports
- Copies of any issues or complaints that arose during the project process, and the recommendations taken

A handwritten signature in black ink, appearing to read "L N Pope", with a horizontal line extending from the end of the signature.

L N Pope

Managing Director

16 April 2024