




CONTRACTOR QUALITY MANAGEMENT PLAN



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Any changes to products, services, processes, procedures or legislative requirements are to be reflected in the contractor quality management plan (CQMP) and the revision details are to be recorded below.



1. PURPOSE

The purpose of this contractor quality management plan is to assist contractors engaged by **Insert Your Company** to comply with the quality assurance requirements and relevant management policies, plans and procedures, whether **Insert Your Company** or its clients. It will provide a reference on key quality outputs and information for a contract.

It should be noted that some information contained herein is abbreviated and should not be construed as the full extent of contractual requirements. This document is issued as an overview only of the issues that may need early attention by contractors.

2. TERMS AND DEFINITIONS

Term	Definition
Contractor	Shall mean the vendor upon whom the contract has been placed for the performance of the works, principal or subcontractor and includes any subcontractor engaged by the contractor for works connected with the contract.
Corrective Action	An action to eliminate the cause of a non-conformance with a requirement.
Inspection and Test Report	A document that provides systematic evidence of inspecting and testing of a product or service.
Interested Parties	Stakeholders who receive goods and services, or who may be affected by those parties who may otherwise have a significant interest in (or to) Insert Your Company .
Manufacturer's Data Report (MDR)	A document outlining the process involved in manufacturing a product.
National Association of Testing Authorities (NATA)	Australia's national accreditation body for the accreditation of laboratories, inspection bodies, calibration services, product and certified reference materials and proficiency testing providers throughout Australia.
Non-Conformance	Non-fulfilment of a requirement.
Non-Conformance Report	A report that documents the details of a non-conformance identified in an audit or other process review.
Quality Management	A part of quality management that is focused on providing confidence that quality requirements are fulfilled.
Quality Control	Operational techniques and activities which achieve and sustain the quality of products or services, and the use of these techniques and activities to satisfy given requirements.
Sub-contractor	Lower tier contractors engaged by the contractor
Supplier	An entity engaged by Insert Your Company to supply products, services, plant, equipment, materials or other items.

Term	Definition
Target	The specific performance requirements that need to be met to achieve objectives.
Worker	An employee, a contractor or sub-contractor, an employee of a contractor or sub-contractor, an employee of a labour-hire company who has been assigned to work, an apprentice or trainee or a student gaining experience. May also be referred to as 'personnel'.

3. ABBREVIATIONS

IOM	Installation and Operation
ITP	Inspection and Test Plan
MDR	Manufacturer's Data Report
NATA	National Association of Testing Authorities
NCR	Non-Conformance Report
NDT	Non Destructive Testing
QA	Quality Assurance
QC	Quality Control
CQMP	Contract Quality Management Plan

4. CONTRACTOR QUALITY MANAGEMENT

The contractor shall establish, document and maintain a quality management system capable the key requirements of the content of AS/NZS ISO 9001 or equivalent.

The contractor shall be responsible for all QA/QC activities necessary to ensure the work meets the requirements of the contract.

4.1 QUALITY MANAGEMENT REPRESENTATIVE

The contractor shall appoint a quality management representative for the duration of the contract. The representative shall have responsibility for implementing the quality requirements of the contract.

Details of the quality management representative shall be furnished.

4.2 Sub-contractors

A sub-contractor shall ensure that all their sub-subcontractors meet the requirements of the sub-contract.

The contractor shall manage and supervise their sub-contractor's work and review relevant QA documentation, to ensure implementation.