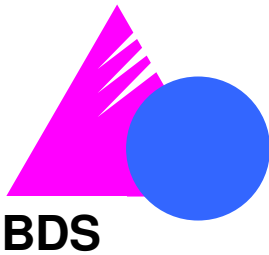




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# **Quality Management Policy**

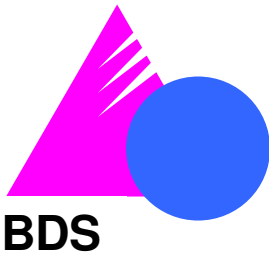


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**QMS POLICY REVIEW SHEET**

(TO TRACK IMPROVEMENTS MADE TO SYSTEM)

ISSUE	DESCRIPTION	Date	NOTES	SIGNATURE
01	FIRST DRAFT	10.12.2010	FIRST ISSUED FOR BID WORK	J Burgess
02	REVIEW ED	11.1.2017	UPDATED	J Burgess



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## CONTENTS

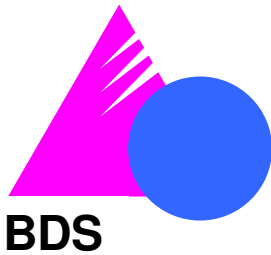
- 1.0 BDS QUALITY MANAGEMENT STATEMENT
- 2.0 LEVELS OF RESPONSIBILITY
- 3.0 JOB SET UP
- 4.0 CHECKING POLICY
- 5.0 APPROVAL POLICY

### **1.0 BDS QUALITY MANAGEMENT STATEMENT**

- 1.1 BDS Limited is required to maintain a policy on Quality management, and the organization and arrangements for the time being for carrying our policy and bring the statement to the notice of all members of staff.
- 1.2 This statement has been produced by the Managing Director of BDS limited.
- 1.1 The highest level of responsibility is the director Jamie Burgess who is responsible for fulfilling the policy for BDS in the office and onsite.
- 1.2 Implementing is the responsibility of the each project manager and Senior Manager on a project basis but changes to the policies are the responsibility of Directors.
- 1.3 All new staff will undertake a QMS induction.

### **2.0 LEVELS OF RESONSIBILITY**

- 2.1 The highest level of responsibility is the director Jamie Burgess who is responsible for fulfilling the policy for BDS in the office and onsite.
- 2.2 Project team consists of the following roles in order of responsibility:
  - 2.2.1 DIRECTOR IN CHARGE
  - 2.2.2 PROJECT MANAGER
  - 2.2.2 PROJECT ENGINEER
  - 2.2.3 DOCUMENT CONTROLLER
  - 2.2.4 PROJECT TEAM MEMBER



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### 2.3 DIRECTOR IN CHARGE

This role is not necessarily the Managing director; it can be the acting director in charge whom gives approval to high level decisions and approves all documentation. This role is not directly involved on a daily basis but is involved in decisions which other members of the team are unable

### 2.4 PROJECT MANAGER

The Project Manager oversees overall organizational control over all element of the project and is subservient to the DIRECTOR IN CHARGE. The Project manager manages all members of staff involved in the project including site staff.

This role can act as an approver or checker but NOT both.

### 2.5 PROJECT ENGINEER

The Project Engineer oversees overall Technical control over all technical element of the project and is subservient to the DIRECTOR IN CHARGE AND THE PROJECT MANAGER. The Project Engineer manages all members of staff involved in the technical aspects of the project including site staff.

This role can act ONLY act as a checker and NOT an approver.

### 2.6 DOCUMENT CONTROLLER

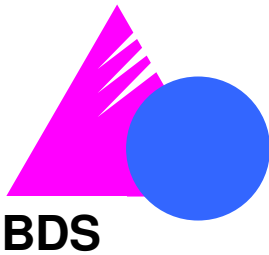
The Document controller manages the administration of the project documentation and is subservient to the THE PROJECT MANAGER ONLY. The Document controller ensures that all documents are registered on the QMS correctly in line with company or external QMS policy.

This role can be performed by anyone within the company who is familiar with this policy or any policy that the client requires BDS to adhere to.

### 2.7 PROJECT TEAM MEMBER

The Project Team Member is any member of staff listed in Job set up file who is involved with the project and is fully conversant with the QMS policy involved.

This role EITHER prepares documents for checking and approval or implements Health and safety.



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### **3.0 JOB SET UP**

#### 3.1 JOB NUMBER

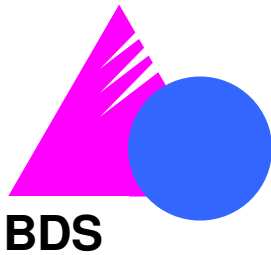
This can be assigned by the document controller or director in charge **ONLY**.

This normally consists of the Year, the next consecutive job number available, Job type and job revision when the entire project changes or is resurrected after a period of time of abeyance.

3.3.1 Example 2017-0994-BR-03 is a project in the 2017 job folder, is the next job after 0993, is at Building regulation status and is on the third project.

#### 3.3.2 Prefixes describing job types and stages

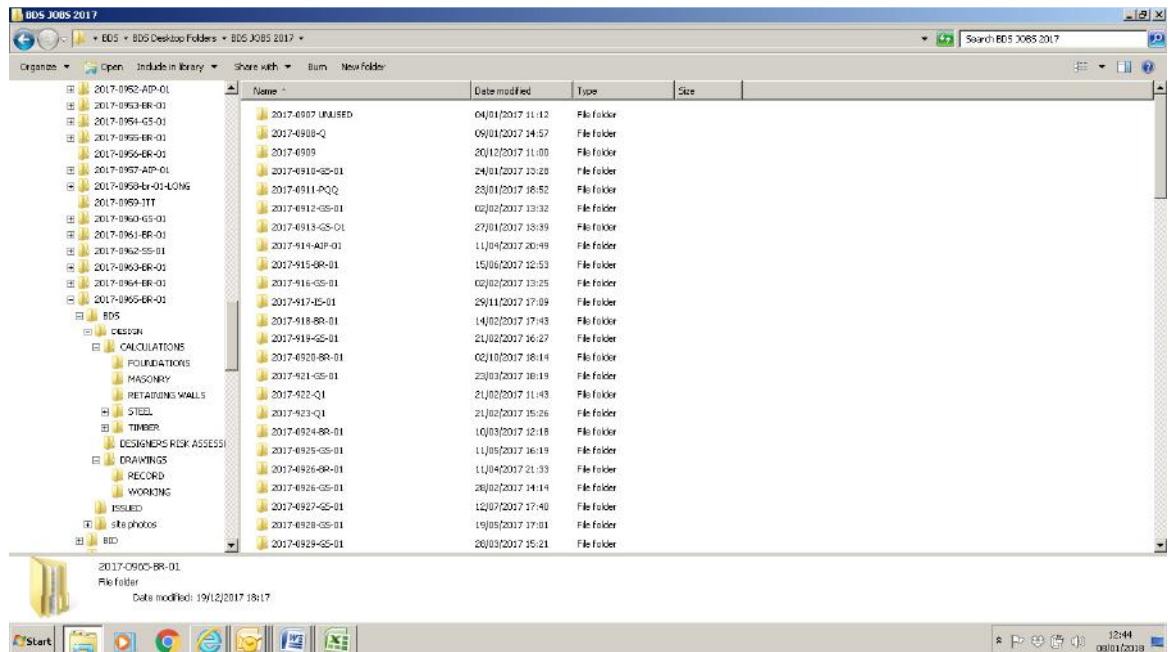
BR - Building regulations  
AIP – Approval in Principle (Bridges and Highways)  
GS – General survey  
SS – Specific Survey  
IS – Inspection  
FRA – Flood risk assessment  
CH – Claims or complaints handling  
PL – Planning  
NCH– Non Chargeable  
ITT– Invitation to Tender  
P– Preliminary  
T– Tender  
T– Construction  
A– As built.

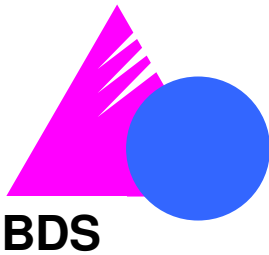


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### 3.2 JOB FOLDER

Every job has a set of folders which increase in complexity with project size





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### 3.3 HEALTH AND SAFETY

This includes the following forms and document within a subsection within the QMS Document:

#### 3.3.1 SIGNED HEALTH AND SAFETY POLICIES

These are signed by all members of staff to ensure that all team members are aware of their own Health and safety duties on each individual Project.

#### 3.3.2 OFFICE AND SITE RISK ASSESSMENTS

These are filled by all members of on each individual Project and for every site visit and must be signed by the team member, the document controller and the Project manager. The director in charge checks that these are being updated throughout the project.

#### 3.3.3 CDM DESIGNERS RISK ASSESSMENT

These are prepared for every project for CDM 2015 by the Project team and Project manager. They are administered by the document controller.

### 3.4 DOCUMENTATION

This includes the following forms and document within a subsection within the QMS Document:

#### 3.4.1 INCOMING

These are all specifications, drawing registers, drawings, reports and contractual documents

#### 3.2.2 BDS DOCUMENTS

These are filled in the document types such as specifications, drawing registers, drawings, reports and contractual documents.

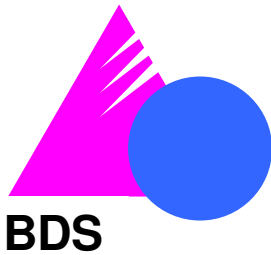
##### 3.2.2.1 DRAWINGS

These have four orders:

WORKING DRAWINGS – drawing in Autocad being worked on and continually updated. But they have not been issued for checking.

ISSUED DRAWINGS – These are internally approved issued drawings.

RECORD DRAWINGS – These are approved issued drawings.



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#### 3.2.2.2 CALCULATIONS

These are normally prepared by an Engineer and checked by the Project Engineer for approval by the Director in Charge. It is worth noting the Checking policy.

#### 3.2.3 CONTRACTUAL DOCUMENTS

These are normally contracts and Bid information issued signed and either completed or live.

### **4.0 CHECKING POLICY**

- 4.1.1 All documents should be checked by someone more senior or Qualified than themselves.
- 4.1.2 It is the responsibility of the author of the document to self check it for every within the capabilities of their role and only allow the checker to check aspects that the author would not be expected to be aware of so for example a checker is not expected to check for rudimentary spelling mistakes and grammatical errors unless they affect any safety or legal implications of the project if they are the checker must immediately reject to check it until the work is of a reasonable standard to check under the one check rule.

### **5.0 APPROVAL POLICY**

- 5.1.1 The approver must ensure that the work has prepared and checked in line with: the client brief, Health and safety, sustainability, sophisticated technical issues, client satisfaction and any general issues not already considered
- 5.1.2 All approval should be given after a review by a Director in charge.