	<b>Template for a Typical Contract Quality Plan</b>	Template Identifier	240-43921804	Rev	5
		Document Identifier	240-109253698	Rev	2
		Effective Date	20 February 2014		
		Next Review Date	February 2021		

SUPPLIER / CONTRACT NAME	
ESKOM ENQUIRY / CONTRACT NO.	
COMMENCEMENT DATE	
COMPLETION DATE	


SUPPLIER / CONTRACTOR	Name	Designation	Signature	Revision
Compiled by				
Approved by				

ESKOM APPROVAL	Name	Designation	Signature	Revision
Reviewed by				
Accepted by				

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**CONTRACT QUALITY PLAN SAMPLE**


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**1. SCOPE OF WORK**

(Full description of the Works Information as in the NEC or Fidic document)

**2. COMMUNICATION CHANNELS BETWEEN SUPPLIER & ESKOM**

(Communication regarding all quality related issues i.e. Documentation/ E-mails/Minutes of Meetings/Fixed Contract Meetings/Weekly Progress Meetings All documentation will be submitted per transmittal).

**3. ORGANOGRAM**

(Include scope of work /contract related organogram showing structure of Supplier, which shall show the Quality Management representative and all other personnel responsible for control of Quality activities/processes during execution or delivery of product)- excluding top management but focus on functionalities that will execute the scope of work

**4. INDEX OF INTERFACING DOCUMENTS**

List of Documents to be used on this contract

**5. INDEX OF DOCUMENTS /RECORDS THAT SHALL BE SUBMITTED TO ESKOM DURING PROJECT**


(Example):

TITLE	NUMBER
Submitted to Eskom during the contract	
Method statements	
QCP / ITP	
Captured in the QMS of the Supplier / Sub-Supplier	
Quality Manual	
Quality Policy	
QCP / ITP	
Submitted prior to completion of the works	
Method statements / procedures	
QCP / ITP from Suppliers	

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Certificates of compliance	
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**6. A LIST OF SUPPLIERS & SUB-SUPPLIERS (for material suppliers)**

(Example):  
Suppliers

Eskom	Product/Service
A	
B	
C	
D	

**Scope of Work Sub-Suppliers or Sub-contractors- for SOW activities that will be outsourced.**

Eskom	Scope of Work
A	
B	
C	
D	

(PS: Include method of acceptance of Sub-Supplier by Eskom)

**7. MONITORING OF SUB-SUPPLIERS**

(Description of how Sub-Supplier will be monitored, i.e. procedure)

**8. PROOF THAT SUPPLIERS, SUB-SUPPLIERS WORK TO SPECIFIED QUALITY STANDARDS**

(e.g. Description of Sub-Supplier Surveillance method/procedure)


**9. INDEX OF ITEMS TO BE MANUFACTURED, REFURBISHED AND NEWLY PURCHASED**

ITEM DESCRIPTION	MANUFACTURED	REFURBISHED	PURCHASED

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**10. ITEMS THAT NEED QCP OR NOT**

(Description of all products/processes which will be monitored by an approved QCP)

**11. SCOPE OF WORK AREAS AND PROCESSES REQUIRING SPECIAL CONTROLS**

(Description of all products/processes/services which will require special controls, i.e. welding, NDT/NDE; **witnessing/holding points requiring client**)

**12. INTERFACE OF SUB-SUPPLIERS WITH THE QMS OF SUPPLIER**

(Description of the interface of the Sub-Supplier and Suppliers QMS and applicable documents, procedures and work instructions)

**13. INDEX OF ALL STANDARDS & SPECIFICATIONS**

(For all processes, products, materials and plant applicable to the works/contract)

**14. HOW QUALITY RECORDS WILL BE CONTROLLED AND RETAINED**

(Description of how all quality records shall be controlled (e.g. identified, completed, retained and disposition method - **please do not attach procedure**)

**15. LIST OF PURCHASE ORDERS FOR QUALITY CRITICAL ITEMS**

(Indicate purchase order number and scope of supply)

**16. CONCESSION REGISTER UPDATED**

(Include typical copy of the Suppliers concession request register which shall be updated during the project/contract)

**17. DATABOOK INDEX AND O&M MANUAL**

**If data book applicable to the scope of work**

**18. SPARE PARTS INTER-CHANGEABILITY RECORDS**

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