


	Binak Oilfield Development – Surface Facilities; New Gas Compressor Station.Refinery							
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1 Project Information

This Quality Control Plan is written to meet the requirements for **Binak Oilfield Development – Surface Facilities; New Gas Compressor Station**. The Quality Control Plan has been developed to ensure compliance with the requirements in the contract for this Project.

2 Definitions

The following terms and abbreviations are used in the present document. Words written in capital letters refer to the definition of the Contract.

Project: Binak Oilfield Development – Surface Facilities; New Gas Compressor Station.
Client: Horgan Energy co.
Vendor: Tehran Javan Consulting Engineers & Managers Co. (THJ)

3 Project Schedule

Specific quality reviews will be held prior to submission milestone dates which must be reflected in the Quality Process Log. The submittal dates to THJ are outlined in the Project Schedule. These dates are subject to change with the agreement of the THJ Project Manager.

4 Responsibilities

The THJ is responsible for performing the work in accordance with the requirements of the contract. At a minimum, the THJ will follow this Quality Control Plan prepared for the project.

Each project team member is responsible for the overall quality of the project. The THJ Quality Control team will consist of at least the following:

- Project Manager
- Project Quality Manager
- Document Reviewers
- Document Preparers

The specific responsibilities and duties of these individuals are described as follows:

4.1 PROJECT MANAGER

The Project Manager is responsible for implementing the Quality Control Plan. Specifically, the THJ Project Manager will do the following to implement the Quality Control Plan:

- Coordinate and lead the quality control process.
- Assign qualified professionals to perform project tasks and activities.
- Ensure all professionals involved in performing project tasks and activities have a clear understanding of the scope and objectives of the project.
- Ensure all professionals involved in the project are aware of the project schedule.
- Ensure all professionals working on the project have a clear understanding of the project requirements and provisions for work.
- Document the quality control process properly.
- Certify that quality control procedures have been properly followed.

Additionally, the Project Manager, in collaboration with the Project Quality Manager, will:

- Ensure sub THJs follow this Quality Control Plan or a similar plan
- Schedule document reviews and ensure all comments from these reviews are resolved prior to submitting the deliverables to the Department
- Evaluate the final products and ensure the deliverables meet the objectives of the project
- Ensure the plans/reports are reviewed for consistency between disciplines and that there is communication among the quality control staff
- Resolve any disagreements between the Document Preparer and originator of the comments (i.e. Document Reviewer)

4.2 QUALITY MANAGER

The primary responsibility of the Quality Manager is to coordinate the Quality Control activities required to achieve the quality requirements. The Quality Manager will liaise with project team leaders and the Project Manager to ensure that the Quality Control Plan is implemented and followed properly. This will include working directly with the Document Preparers and Document Reviewers to facilitate document control workflow, assisting with document formatting, and ensuring proper documentation.

4.3 DOCUMENT REVIEWERS

The Document Reviewers are independent individuals qualified in their specific areas of reviews and are not directly associated with development of the project. Document Reviewers will review draft and final documents prior to submittal to CLIENT to ensure accuracy, completeness, good documentation practices, clear and concise readability, and compliance with project requirements. This will include providing timely reviews and comments on how to prevent and/or correct errors in the documents prior to their finalization.

4.4 DOCUMENT PREPARERS

Document Preparers are the individuals who are assigned to work on various project tasks and activities on a full-time or part-time basis. Document Preparers will implement Quality Control to ensure that products and services meet or exceed expectations of quality on this project. The Document Preparers are originators of the Quality Control review. This includes providing expertise and adhering to quality objectives of this project. Additionally, Document Preparers will respond to all comments and issues raised by Document Reviewers as part of the overall Quality Control process.

5 Quality Control Activities

The THJ will perform Quality Control review on all technical documents and other deliverables such as letters, reports, plan sets, and calculations. This section outlines the key Quality Control activities while the actual Quality Control procedures.

5.1 KICK-OFF MEETING

At the commencement of the project the Project Manager will conduct a Kick-off Meeting with the THJ Quality Control team for this project. At this meeting, the Project Manager will explain the Quality Control process; discuss the project's quality objectives and team members Quality Control roles; and distribute a copy of the scope of services for the project along with the project schedule. The Project Manager will prepare and distribute meeting notes to all attendees.

5.2 USE OF REPORTS

The project REPORTS that were developed from THJ's Procedures. These reports will be used for review of both draft and final document.

The THJ will use these reports when preparing the deliverables to ensure that the deliverables are complete and meet the THJ's project requirements. The reviewers will appropriately mark comments from their reviews on these reports and the documents reviewed. The Project Manager will save the reports and marked documents in the project file.

5.3 REVIEWING PROJECT REQUIREMENTS

The second Quality Control review is the responsibility of Quality Control reviewer who confirms that the deliverables represent the findings and conclusions meet THJ requirements. Items to review for quality include but are not limited to clarity of the report, technical adequacy, appropriate level of analysis, completeness and accuracy of the information presented, and regulatory sufficiency. During the reviews, the Document Reviewers will also check documents and reports for spelling, grammar, and format for compliance with quality control standards and THJ's procedures. The Quality Control review will be documented. The reviewers will perform the reviews based on the QC procedures.

5.4 COORDINATION REVIEWS

Coordination reviews are only required for multidiscipline scopes items (such as structures) or coordination with other projects. The THJ Project Manager, Document Preparers, and Document Reviewers will document the coordination reviews. These reviews will check compatibility of all project elements and the inclusion of project requirements and conditions.

5.5 CONCEPT PLANS FIELD REVIEW

The THJ Project Manager and key project team members will participate in a field review to ensure that the concept plans address field conditions, as required by the Scope.

5.6 QUALITY OF SUB-THJS WORK

A schedule of submittals and requirements for deliverables for each sub-THJ will be included in the Project Schedule. Sub-THJs will be required to comply with this Quality Control Plan, or similar plan. The THJ Project Manager will regularly contact each of the sub-THJs to monitor their progress on this project.

5.7 QUALITY ASSURANCE REVIEW

The Quality Assurance review will be performed by Quality Manager, to verify the deliverables meet the project scope. Any comments from the Quality Assurance reviews will be addressed by the respective project team members.

6 Procedures for Reviewing Documents

6.1 QUALITY CONTROL PROCEDURE

The Originator (Document Preparer) should:

1. Initial and date the documents ready for review and submit them to the Quality Control reviewer along with appropriate supporting documentation, reference materials, and list of assumptions
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(when applicable) that will aid the Quality Control reviewers to complete review the document without asking the Originator any questions.

The Document Reviewer should:

1. Note items that are correct with yellow.
2. Show corrections requiring changes or attention in Red.
3. Initial and date the document reviewed.
4. Return document reviewed to the Originator.

The Originator should then:

1. Review all items marked in red and make appropriate corrections.
2. Resolve disputed items with the Quality Control Document Reviewer and with the Project Manager, if necessary.
3. Initial and date the document and provide the Document Reviewer with revised document and the disposition of the original comments.

The Document Reviewer should then:

1. Ensure all comments have been addressed. The Quality Control Document Reviewer marks correct items with a green check and incorrect items with a green circle and remark.
2. Initial and date the document reviewed and return the document to the Originator for incorporation.
3. Coordinate with the Originator to ensure all comments are resolved.

Quality Manager should then:

1. Verify that the quality control has been properly performed and deliverables meet the procedures and project scope.
2. Sign the Quality Control Certificate and submit the document to the THJ Project Manager.

The THJ Project Manager should:

1. Resolve any disagreement in comments between the Originator and the Quality Control Reviewer.
2. Verify that the quality control has been properly completed.
3. Sign Quality Control Certificate and attach the signed certificate with the submittal.

6.2 QUALITY CONTROL DOCUMENTATION

The Quality Control and Assurance activities will be documented in the appropriate Quality Control file established for this project. Quality Control file will be stored at the THJ office and made available to THJ Project Manager upon request. Items to be stored include:

- Reports
 - Reports/Technical Memos
 - Document Reviewed (including corrections made, and the follow-up actions) and Submittals
 - Certifications
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