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**Gold Seal Rustproofing Ltd.  
CONTRACT QUALITY PLAN**

**Tasman District Council Gold Seal Coating**

**1.0 General**

- |                |   |
|----------------|---|
| 1.1 Contract   | Name: TDC Gold Seal Coating<br>Reference: Gold Seal Coating<br>Location: Tasman District Council  |
| 1.2 Client     | Name: Tasman District Council<br>Address: Private Bag 4, Richmond<br>Contact Person: Rodger Ashworth<br>Phone: (03) 5438400 Fax: (03) 5439524   |
| 1.3 Consultant | Name: MWH New Zealand Ltd.<br>Address: P.O. Box 3455, Richmond<br>Contact Person: David Coll<br>Phone: (03) 5460673 Fax: (03) 5482016           |
| 1.4 Contractor | Name: Gold Seal Rustproofing Ltd.<br>Address: P.O. Box 177, Cambridge<br>Contact person: Mr. C Townshend<br>Phone:(07) 8272111 Fax:(07) 8272118 |

**CONFIDENTIALITY**

**Information and documentation relating to the contractor's quality system and work practices and procedures is commercially sensitive and confidential between the Contractor and the Principal. It is only to be used in relation to this contract and is not to be divulged to third parties without the express written approval of Gold Seal Rustproofing Ltd.**

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**Document No: 1**

**Approved By: C Townshend**

**Issue No: 1**

**Date of Issue: 1 July 2006**

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**2.0 Contract Quality Plan**

Gold Seal Rustproofing Ltd. will provide a service, which will give quality products and workmanship in the most effective and cost efficient way.

**Gold Seal Rustproofing Ltd.:**

- Continually improve performance and efficiency
- Identify and address the needs of employees.
- Eliminate poor performance that causes loss of business, customers and profit.
- Enhance it's image and market share by consistently identifying, meeting and where possible exceeding its customers requirements.

**It Is Therefore The Policy of Gold Seal Rustproofing Ltd.:**

- Continuously maintain and review its quality system that as a minimum satisfies the requirement of its customers and the Transit Quality Standard (TQS2)
- Ensure that all staff is committed to the quality and safety management aim through on going training and education.
- Continuously strengthen staffs commitment to satisfying customers needs in the most effective and efficient way.
- Strive to continuously improve all aspects of the business.

Signed .....  
Colin Townshend

2.1 This Contract Quality Plan describes the Company's quality system in relation to this contract and has been prepared in compliance with Transit's Quality Standard TQS2.

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**3.0 Contract Details**

3.1 Start Date: 17 July 2006 Completion Date: 31 August 2006  
Other Special Dates: 1st Quality Plan Review

3.2 Brief Description of Work:  
Gold Seal Industrial Coat Bridge Upgrade

3.3 List of Specifications and Drawings  
Specifications in the Contract Document (as per scope of works)

Toxic Substances Act 1979  
Toxic Substances Regulations 1983  
Health and Safety in Employment Act 1992  
TNZ G/1:1996 Temporary Traffic Control (with exemptions)  
Resource Management Act

**4.0 Contract Management**

4.1. Personnel  
The following personnel have been assigned to this contract:

TITLE	NAME
Contract Manager	Colin Townshend
Site Manager	Wayne Sullivan
Traffic and Safety Manager	Wayne Sullivan
Quality Manager	Colin Townshend
Office Manager	Carol Jordain

4.2. Responsibilities

Key responsibilities and authorities are as follows:

a) Overall responsibility for the management of the contract and principle contact with Principal's or the Engineer's representative.

Contract Manager

b) Authority to address, resolve and commit the contractor on contractual and commercial matters.

Contract Manager

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- c) Authorised to address and resolve issues of dispute relating to compliance with the quality plan and rectification of non-conforming work.

Contract Manager

- d) Responsible for the day to day on site supervision, control and inspection of the works and communicate on such matters with the Principal's or Engineer's site representative, and authorised to receive on behalf of the contractor any instructions from the Principal's Engineer (refer NZS 3910:1998 Clause 5.2.1)

Site Manager

- e) Responsible for on-site Traffic Control activities.

Site Manager

- f) Responsible for compliance with the requirements of the Health and Safety in Employment Act.

Contract Manager

- g) Responsible for:

performing the contractor's internal quality audits.

Office Manager

managing the contractor's overall quality system.

Contract Manager

preparation and amendment of this quality plan.

Quality Manager

approval of this quality plan.

Contract Manager

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**5.0 Subcontracting/material supply**

The following work activities are to be undertaken by suppliers

Activity	Name of Supplier
Supply of Chemical Supply of Paint Scaffolding	Rustproof Services (NZ) 2005 Ltd

**6.0 Quality Control and Inspection**

6.1 The Programming and Reporting system is attached. Programmes will be reviewed each week.

6.2 A Daily Record Sheet will be used to monitor the programme and provide control of the contract to meet the requirements of the Specification.

IC/R	Title
1	Daily Time Sheet (see Appendix 1)

**7.0 Non Conforming Work**

If during the process of inspection, work is identified which does not conform to the specified site requirements a NON CONFORMANCE REPORT (NCR) will be prepared by the Contract Manager or Site Supervisor. The rectification proposed will be discussed and agreed with the Quality Manager. If Gold Seal Rustproofing Ltd. seeks a concession to the specified quality standards, details will be submitted to the Principal's/Engineer's representative for approval prior to execution.

**8.0 Records**

The following records will be produced for this contract: on request.

Correspondence and meeting minutes with Engineer  
Record of complaints  
Daily Time Sheets

**9.0 Approvals**

This Quality Plan has been:

Prepared by: Carol Jordain .....  
(Name/Sign/Date)

Approved by: Colin Townshend .....  
(Name/Sign/Date)

