

Site Quality Responsibilities Matrix

Activity/Subject	Subcontractor	Company				Client	Reference Document
		QA Manager	Site Engineer	Materials Manager	Constr. Supt/Specialists		
1. Subcontract Quality Plan, Inspection & Test Plan, model forms	Prepares	Reviews & approves					BN-G-Y003
2. Procedures & Method Statements	Prepares	Audits	Reviews & approves				BN-G-Y003
3. Documents "Certified for Construction"	Receives & applies	Audits	Registers & issues		Receives & supervises		BN-G-Y007
4. Materials	Incorporates into works	Audits		Controls & issues			BN-G-Y008
5. Subcontractor's work scope	Executes	Audits			Supervises		BN-G-Y003
6. Inspection, measuring and test equipment	Calibrates	Audits			Checks		
7. Subcontractor's Quality Records	Prepares & signs	Audits			Witnesses, reviews, countersigns		BN-G-Y004
8. Build-up of Quality Dossier	Files original, updates Site Engineer's copy	Audits			Ensures build-up is continuous		BN-G-Y004
9. Company Quality Records		Prepares	Files	Prepares			BN-G-Y002
10. Quality Audits							BN-G-Y005
By subcontractor	Audits internally						
By Quality Assurance Manager	Audited	Audits	Audited	Audited	Audited		
By home office Manager Quality Assurance	Audited	Audited	Audited	Audited	Audited		
11. Engineering Queries	May initiate	May initiate	May initiate + resolves & manages		May initiate	May initiate	BN-G-Y007
12. As built information	Marks -up drawings		Receives mark-ups,				BN-G-Y007

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			liaises for update				
13. Nonconformances	May raise	Registers & resolves	May raise + resolves		May raise	May raise	BN-G-Y010
14. Authorities			Liaises & coordinates			Main interlocutor	BN-G-Y002
15. Functional systems by system completion	Declares complete + executes punchlist		Checks quality records up-to-date- & signed off		Coordinates + punchlists	Punchlists	BN-G-Y022
16. Turnover to client					Presents*	Accepts	BN-G-Y022 BN-G-Y023

*Formal signature by Project Construction Manager