CONTRACT REVIEW

1. A Review of all tenders and Contracts will take place to determine regulatory requirements and the ability of the Company to successfully carry out the client's requirements prior to submission of tender and at acceptance of contract by the qc/qc department. A further review will be carried out by the Managing Director/Production Manager who will enter details in the enquiry register and/or job register in order to satisfy himself that the information provided by the client/customer is adequate, If not, bid clarification documentationin in the form of Technical/Contractural queries will be raised, any verbal communications will be noted where applicable This review will examine the definition of the Contract requirements and any variations, technical, resourcing and documentary implications of the contract as well as consideration of the programming requirements.

2. Such reviews will use the enquiry and/or job register and the Project Summary Sheet form as the agenda and the information recorded in that format. The Project Summary Sheet will also allow for specific quality requirements of any contract and the timely preparation of quality plans, resourcing, test and inspection capability, documentation and acceptance criteria is clearly achievable.

3. The decision to conduct interim reviews may be taken by the Production Manager or his nominee where a contract is complex. This will be achieved through meetings attended by relevant personnel and will be minuted. The minutes will provide a record of that interim contract review.

4. If required by the client's specification, audits will be carried out by the Quality Department on the ability of the contract to meet the needs of the client in the area of the documented quality system. Such audits will use the same format as quality system audits (Ref.: QP‑16).

5. Where amendments to contracts occur it will be the responsibility of the Production Manager/M.D. on the project to confirm all changes with the client and inform all relevant personnel within the company and note any such amendments on the Contract Amendment Form (No.04) pertaining to that client and/or contract.

Related references QM 03

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| --- | --- | --- | --- |
| Record | Filed | Retention | Responsibility |
| Project Summary | Contract File | 5years | Production Manager |
| Sheet (No.05) |  |  |  |
| Enquiry/Job Register | M.D./Production | 5years | Production Manager |
|  | Managers Office |  |  |
| Contract Amendment | Contract File | 5years | Production Manager |
| Form (No.04) |  |  |  |