

[Organization logo]

[Organization name]

**Commented [9A1]:** All fields in this document marked by square brackets [ ] must be filled in.

## PROCEDURE FOR CONSTRUCTION PROCESS

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

**Commented [9A2]:** Adapt to the existing practice in organization.

### Distribution list

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**Commented [9A3]:** This is only necessary if document is in paper form; otherwise, this table should be deleted.

## Change history

Date	Version	Created by	Description of change
	0.1	9001Academy	Basic document outline

## Table of contents

<b>1. PURPOSE, SCOPE AND USERS .....</b>	<b>3</b>
<b>2. REFERENCE DOCUMENTS .....</b>	<b>3</b>
<b>3. CONSTRUCTION REALIZATION .....</b>	<b>4</b>
3.1. CONSTRUCTION PLANNING .....	4
3.1.1. <i>Project review</i> .....	4
3.1.2. <i>Development of dynamic plan</i> .....	4
3.1.3. <i>Defining resources for construction</i> .....	4
3.1.4. <i>Validation of construction process activities</i> .....	4
3.1.5. <i>Identification and traceability</i> .....	5
3.2. CONSTRUCTION REALIZATION .....	5
3.2.1. <i>Opening construction site</i> .....	5
3.2.2. <i>Preparation for construction</i> .....	5
3.2.3. <i>Customer property</i> .....	6
3.2.4. <i>Conducting measuring and monitoring</i> .....	6
3.2.5. <i>Control of changes</i> .....	6
3.2.6. <i>Admission of the object and technical documentation</i> .....	6
3.3. RESOLVING NON-CONFORMITIES.....	7
<b>4. MANAGING RECORDS KEPT ON THE BASIS OF THIS DOCUMENT .....</b>	<b>7</b>
<b>5. APPENDICES .....</b>	<b>8</b>

## 1. Purpose, scope and users

The purpose of this procedure is to describe the process of construction according to demanded quantity and deadlines, in line with the request for the construction quality.

The procedure is applied in realization of the construction process.

Users of this document are persons responsible for the process of construction in [organization name].

## 2. Reference documents

- ISO 9001:2015 standard clauses 8.5; 8.6
- Procedure for Document and Record Control
- Procedure for Competence, Training and Awareness
- Procedure for Purchasing and Evaluation of Suppliers
- Procedure for Design and Development
- Warehousing Procedure
- Procedure for Management of Nonconformities and Corrective Actions
- Procedure for Equipment Maintenance and Measuring Equipment
- [Work instruction manuals]

**Commented [9A4]:** List the names of instruction manuals used in this process.

### 3. Construction realization

#### 3.1. Construction planning

##### 3.1.1. Project review

Upon receiving the project documentation (investment-technical documentation), [job title] reviews the documentation, highlights ambiguities or proposes new solutions, especially in terms of estimated quantities of materials.

During contracting, [job title] must get familiar with the details of the construction to be built; this includes examination of all project documentation, inspection reports, visiting the future construction site, and learning about local conditions that can, by any means, affect the timeframe, quality and expenses of executing the project. Upon agreement, [job title] formulates the contract and after both sides sign it, the construction process continues.

##### 3.1.2. Development of dynamic plan

According to the determined deadline, normative and anticipated working activities, [job title] develops a dynamic plan of activities needed for timely execution of the project.

The dynamic plan must contain: organization of the construction site, specification of engaged equipment, qualification structure of the employees working on the site, list of crucial reserve parts for the equipment, and dynamics of activities with number of shifts (working hours).

##### 3.1.3. Defining resources for construction

According to [document name], [job title] makes an internal purchasing order that specifies quantities of raw material and other resources needed for the realization of the construction process or phase, defined in the Dynamic Plan, and delivers it to [job title]. [Job title] defines which working

**Commented [9A5]:** E.g. Production Plan, Customer Request, Project, etc.

**Commented [9A6]:** E.g. Production Manager

**Commented [9A7]:** E.g. Warehouse Manager

**Commented [9A8]:** E.g. Production Manager

**Commented [9A9]:** E.g. Production Manager

Materials to be used must be new and undamaged; [job title] must provide supervision authority the sample or the attest for approval as well as the evidence about the testing of the materials during

**Commented [9A10]:** Adapt to local legal requirements; for example, in European Union it can be CE mark.

[Job title] creates the Quality Plan, which defines the necessary activities of verification, monitoring, measuring, controlling, and testing the construction.

**Commented [9A11]:** E.g. Construction Site Manager

##### 3.1.4. Validation of construction process activities

[Job title] must validate all activities during construction where:

- It is not possible to confirm by measurement that the outputs of the activity meet customer request

**Commented [9A12]:** For example lacquer thickness of lacquered wire.

**Commented [9A13]:** E.g. Welding – techniques for testing

Where appropriate, as part of validation, [job title] must determine:

- Criteria for review and approval of the process
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Commented [9A14]:** This is entered in Quality Plan.

**Commented [9A15]:** This is entered in Quality Plan.

**Commented [9A16]:** This is done when previous validation didn't give expected results.

**Commented [9A17]:** Adapt to organization.

[Job title] creates records needed to provide evidence that realization processes and resulting construction meet predefined requests.

[Job title] enters data about [Redacted]

**3.1.5. Identification and traceability**

[Job title] must identify all the materials used through the entire construction process and define [Redacted]

**Commented [9A18]:** E.g. serial number, Working order ID, bar code, software ID, expiring date, production date, labeling, accounting documentation, etc.

**3.2. Construction realization**

Construction is executed in controlled working conditions, which implies compliance with all technical and technological requirements defined in documents necessary for the construction [Redacted]

**Commented [9A19]:** This refers to law and legal requirements.

**3.2.1. Opening construction site**

In order to open the construction site, [job title] must do the following:

- Provide necessary documentation: main project, construction permit
- Provide documented responsibilities for running the construction site approved by [CEO]
- [Redacted]
- [Redacted]
- [Redacted]

**Commented [9A20]:** Adapt to local legal and other requirements.

**Commented [9A21]:** Adapt to local regulations.

**Commented [9A22]:** Adapt to local regulations.

During construction, [job title] must keep a construction log. The construction log must contain the following information:

- Weather conditions during construction
- The activities executed on the construction site
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Commented [9A23]:** Adapt to organization practice and applicable legal and other requirements.

**3.2.2. Preparation for construction**

[organization name]

[job title] is responsible to ensure the execution of all construction activities according to the technical conditions that are defined in the project documentation.

[job title] is responsible for setting up appropriate road signalization, if the construction site is close to a main road; this includes light signalization to ensure safe traffic during the night.

In order to ensure continual work on the construction site, [job title] must ensure

**Commented [9A24]:** Adapt to organization practice.

Upon the start of construction work, [job title] must provide to the supervision authority the dynamic

**Commented [9A25]:** Supervision authority can be Construction Site Inspection or OH&S inspection.

Before the start of construction work, [job title] must ensure geodetic marking of the construction site with accurate disposition of the objects.

### 3.2.3. Customer property

[Job title] is responsible for identification, verification, and protection of customer or sub-contractor property that is given for use or implementation during the construction. If customer or external

**Commented [9A26]:** This can be deleted if organization doesn't use Customer Property. See Quality Manual.

### 3.2.4. Conducting measuring and monitoring

[Job title] must ensure availability of monitoring and measuring resources and define the method of the monitoring process and product and methods of sampling and measuring and enter them into the Quality Plan.

**Commented [9A27]:** E.g. Construction Site Manager, etc.

**Commented [9A28]:** Other records can be defined as additions to Quality Plan, e.g., records for monitoring temperature, pressure, humidity, etc.

### 3.2.5. Control of changes

[job title] reviews and controls changes during construction in order to ensure continuing conformity with the requirements and enters changes in the Production/Service Change Review Record.

### 3.2.6. Admission of the object and technical documentation

[organization name]

Upon finish of the construction work and all activities defined by the contract, [job title] informs [CEO], who notifies

If there are any remarks by the commission, [job title] takes actions to resolve those remarks

### 3.3. Resolving non-conformities

If a non-conformity of process or product occurs, the person who discovered the non-conformity notifies [job title], who acts according to the Procedure for Control of Non-Conforming Product.

**Commented [9A29]:** E.g. Construction Site Manager

## 4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Product Specification	PR.10.1	2 years	[office of Production Manager ]	Records are stored in file cabinet [describe name/location].	[job title]
Record of Product/Service Conformance	PR.10.2	2 years	[office of Production Manager ]	Records are stored in file cabinet [describe name/location].	[job title]
Quality Plan	PR.10.3	2 years	[office of Production Manager ]	Records are stored in file cabinet [describe name/location].	[job title]
Notification to a Customer About Changes on His Property	PR.10.4	2 years	[office of Production Manager ]	Records are stored in file cabinet [describe name/location].	[job title]
Record of Traceability	PR.10.5	2 years	[office of Production Manager ]	Records are stored in file cabinet [describe name/location].	[job title]

**Commented [9A31]:** Adapt the information in this column to the normal practice in your company.

**Commented [9A30]:** Adapt the information in this column to the normal practice in your company.

**Commented [9A32]:** If the record is in electronic form, write the name of the folder on Production Manager's computer.

**Commented [9A33]:** If the record is in electronic form, write the name of the folder on Production Manager's computer.

**Commented [9A34]:** If the record is in electronic form, write the name of the folder on Production Manager's computer.

**Commented [9A36]:** If the record is in electronic form, write the name of the folder on Production Manager's computer.

**Commented [9A35]:** This document is unnecessary if organization doesn't store and work with customer property.

[organization name]

			Manager ]	name/location].	
Production/Service Change Review Record	PR.10.6	2 years	[office of Production Manager ]	Records are stored in file cabinet [describe name/location].	[job title]

**Commented [9A37]:** If the record is in electronic form, write the name of the folder on Production Manager's computer.

**Commented [9A38]:** If the record is in electronic form, write the name of the folder on Production Manager's computer.

## 5. Appendices

- Appendix 1 – Product Specification
- Appendix 2 – Record of Product/Service Conformance
- Appendix 3 – Quality Plan
- Appendix 4 – Notification to a Customer About Changes on His Property
- Appendix 5 – Record of Traceability
- Appendix 6 – Production/Service Change Review Record