



POLICY



Title: **QAL Contract Management Policy**

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1.0 PURPOSE

To define contract and contractor management processes and accountabilities at QAL.

2.0 SCOPE

This procedure covers management of contracts and contractors who conduct the following type of work for QAL:

- Projects
- Normal Maintenance
- Turnarounds
- Rotables
- Non Destructive Testing
- Specialist Service
- Calciner and Boiler Turnarounds

3.0 RESPONSIBILITIES

As per flow-charts W802.006.01 to W802.006.14

4.0 REFERENCE

P801.001	QAL Contract Management
W802.006.01	Project / Task Governance
W802.006.03	Projects
W802.006.04	Normal Maintenance – Planned
W802.006.05	Normal Maintenance – Unplanned
W802.006.06	Turnarounds and Shutdowns
W802.006.07	Boiler Turnarounds
W802.006.09	Non Destructive Testing

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- W802.006.10 Specialist Service
- W802.006.11 Sourcing Process
- W802.006.14 Provision for Supplementary Labour

5.0 DEFINITIONS

Work Instruction Owner: Person nominated in the position of Owner Role.

Activity Owner: Person or persons nominated in the top of the activity box.

6.0 ACTIONS

6.1 Work Instruction Maintenance

Contract Management Work Instructions (Flow Charts) exist to graphically portray the detailed narrative of each work activity in a sequential flow by activity owner. The work instructions also identify responsibilities, SAP transactions, documents and forms required to be completed and retained for each activity.

The Work Instruction Owner shall keep the work instruction current and advise all process activity owners of changes as required.

Process activity owners are responsible to ensure the process within an activity is undertaken and that the relevant procedures and forms are complied with and shall keep each of the activity references current.

6.2 Work Instruction Compliance

Contract management is governed by a number of processes shown in work instructions. These work instructions provide for the identification and management of risks resulting from contractor activities on site. These work instructions are to be read in conjunction with the following procedures;

P802.009 QAL Contract Management – Contract Hazard Identification and Risk Mitigation

All contracts entailing work on site shall comply with the requirements of the work instructions.

All QAL employees responsible for:

- Management of a contract
- Co-ordination of work performed under a contract, or
- Supervision of employees of a contractor,

shall comply with the flows detailed in the referenced work instructions.

7.0 ATTACHMENTS

7.1 – Contractor Management Accountabilities.

8.0 REVISION HISTORY

Issue	Revision	Revision date	Change Reason
3	0	01/06/17	Review and alignment of documented systems to management practices and expectations.

