

Other Roles & Responsibilities

Management

Management is committed to ensuring quality is an integral part of the company and that it is continually reviewed to improve its effectiveness.

To ensure that responsibilities and authorities are defined and communicated within the organisation, Job Descriptions have been developed for each position and are sighted by employees upon commencement of employment. An organisation chart and broad definitions of roles and responsibilities are provided to allow all staff to understand where all employees fit. Below is a brief outline of the roles and responsibilities in terms of Quality.

Other Managers – (Office, Accounts, Policy, HR, WHS)

1. Implement the Company Policy on Quality
2. Ensure that all company activities are carried out in accordance with the applicable statutes, codes of practice, business ethics and Managing Director's instructions
3. Ensure all personnel are appropriately trained and accredited to carry out specific responsibilities.
4. Ensure that all WHS and other regulations, standards and codes are complied with
5. Liaise with workforce to establish quality work practices
6. Ensure all activities included in test Plan are implemented
7. Assess subcontractors' capabilities to ensure they meet standards defined by PWT requirements
8. Organise inductions and training as required
9. Execute work required by Managing director in a systematic and safe manner
10. Implementation and effective maintenance of the Quality and other systems to ensure continued compliance all standards and client expectations
11. Issue and distribute controlled documents
12. issue and control progress claims to suppliers
13. Identify and raise system Non-conformances / Corrective actions and preventive actions as required
14. Monitor progress of above issues to ensure rectification and close-out
15. Monitor and maintain all system records
16. Conduct internal Audits to monitor, assess and improve the quality processes
17. Report on performance and effectiveness of the system to senior management and promote knowledge of the system amongst the workforce.
18. Ensure impartiality and confidentiality is maintained at all times

Employees

1. Follow PWT policies and procedures
2. Participate in training activities
3. Take responsibility for their own ongoing training and development
4. Actively participate in the Quality program and assist in its improvement
5. Act accordingly with Test plan requirements.

Sub-Contractors

Subcontractors employed by PWT will comply with all facets of this quality plan. A copy of this document will be kept in the site office and will be the responsibility of the subcontractors' representative to familiarize themselves with the document. They must also advise the project officer of PWT in writing that they have read the document

All sub-contractors will be advised of PWT policies and must strictly adhere to them.

Act accordingly with test plan requirements