



Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO-Police) Project.

Development of capacity of the State Bureau of Investigation to effectively prevent, detect, stop, solve and investigate crimes support package

Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine

United Nations Office for Project Services (“UNOPS”)

-and-

Name of Contractor

Insert Contract Number

Insert Schedule Number

CONTENTS

QUALITY MANAGEMENT PLAN	01
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PROJECT IMPLEMENTATION FORMS

Form IPI 01	Contract Commencement Meeting
Form IPI 02	Site Establishment Planning Checklist
Form IPI 03	Measuring and Test Equipment Schedule
Form IPI 04	Site Survey Station Detail Sheet
Form IPI 05	Two Weekly Programme/Work Plan
Form IPI 07	Project Meeting Notes
Form IPI 08	Site Daily Report
Form IPI 09	Material Approval Request
Form IPI 10	Site Instruction
Form IPI 11	Non-conformance Report
Form IPI 12	Non-conformance Register
Form IPI 13	Lesson Learned Report
Form IPI 14	General Taking Over Inspection
Form IPI 16	Contractor Taking Over Submittals
Form IPI 17	Contractor Completion Checklist
Form IPI 18	Defect Notification
Form IPI 19	Defects Register
Form IPI 20	Project Documentation Control Plan
Form IPI 21	Inspection and Test Plan
	Form IPI 21.01 Works Low Voltage
	Inspection Procedure 02- Works Low Voltage

NATIONAL REQUIREMENTS

PROJECT IMPLEMENTATION PLAN

Project Title	<p>Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO-Police) Project.</p> <p>Development of capacity of the State Bureau of Investigation to effectively prevent, detect, stop, solve and investigate crimes Support Package</p> <p>Supply and Installation of a Video Surveillance System for the State Bureau of Investigations of Ukraine</p>
Project Location	Multiple, Ukraine
Project Duration	8 months
UNOPS Project Manager	Nadiia Polishchuk
Officer responsible for H&S planning	Viktorina Sekretna, Olena Kucheruk, Vadym Shchedrin
Contractor	

Version Control

Version	Date	Author
V 1.0	01.12.2020	Olena Kucheruk (Project Engineer).

1. ABBREVIATIONS

- **UNOPS**-United Nations Office for Project Services
- **UACO** Infrastructure Unit -Ukraine Centre of Operation Infrastructure Unit
- **QMP**-Quality Management Plan
- **PM**-Project Manager
- **SE**-Site Engineer
- **QMR**-Quality Management Representative
- **SQMR**-Senior Manager Quality Representative
- **QR**-Quality Representative
- **NCR**-Non Conformance Report
- **EUAM**- European Union Advisory Mission
- **SBI** - State Bureau of Investigation
- **CPC**- Criminal Procedural Code
- **NABU** - National Anti-Corruption Bureau of Ukraine
- **LEA**- Law enforcement agencies
- **NPU** - National Police of Ukraine

2. INTRODUCTION

United Nations Office for Project Services (UNOPS) will perform the central role in managing Quality issues during the construction phase of the project. Our UACO Infrastructure Unit will ensure that the works are carried out to a high standard in compliance with client requirements, current legislation and guidance. This will be achieved by application of our Quality Control Management System. This information is available to all site personnel.

This Quality Management Plan forms one part of the overall Quality Management Package that has been developed for 10 stations of State Bureau of Investigation as part of the Development of capacity of the State Bureau of Investigation to effectively prevent, detect, stop, solve and investigate crimes Support Package. This package is the part of the PRAVO-Police Project. It provides a guide for personnel involved in the construction of this contract on how the quality requirements of the specifications are addressed. It has been developed from the information detailed within the 'Contract Specification, Beneficiary Requirements and Agreement information'.

3. APPROVAL, DISTRIBUTION, REVIEW AND AUDIT

Project Name: Support the Rule of Law Reforms in Ukraine in the Areas of Police and Public Prosecution and Good Governance (PRAVO-Police) Project. Development of capacity of the

State Bureau of Investigation to effectively prevent, detect, stop, solve and investigate crimes Support Package

Project Number:

3.1 Approval

	Date	Signature
Approved by Project Manager*		
Reviewed by the Senior Engineer*		

* These signatures are required for the first issue only. Thereafter the Project Manager can approve changes which shall be recorded in the review section.

3.2 Distribution of Complete Project Quality Management Plan

No	Name	Position	Location
1	Nadiia Polishchuk	Project Manager	UNOPS
2	Viktoriya Sekretna	Project Engineer	UNOPS
3			
4			

* Copy of front page with authorised signature only to be emailed.

Copy 1 is the Master QMP and is the only controlled copy containing records of all reviews and amendments.

3.3 Monitoring and Review

The Project Manager shall ensure that the Project Quality Management Plan is reviewed monthly to ensure that:

- The objectives and requirements of the Project Quality Management Plan are still valid, and are being met.
- Forthcoming activities are reviewed and any necessary amendments to the Project Quality Management Plan are put in place before the relevant work begins

- QMP processes shall be reviewed to ensure continuing suitability and effectiveness.

The Project Manager is accountable for the development and implementation of the Quality Plan and delegates the responsibility for the development and implementation of this plan to the Quality Management Representative (QMR). The Quality Management Plan is issued with the authority of the Project Manager. All changes to the Quality Management Plan will be reviewed and authorised by the Project Manager.

Everybody who works for UNOPS, whether as an employee or contractor, has a responsibility to fulfil UNOPS's quality policy and objectives, and is expected to work towards achieving these strategic objectives.

Finally the schedule in this section, which is maintained only in the Master Copy of the Project Quality Management Plan, shall be completed to confirm that the review has taken place.

On a weekly basis QMP performance and production matters shall be reviewed. Problems encountered in compliance with or achievement of the processes for direct work shall be recorded, e.g. in meeting minutes, Defect Notification[1], etc. Requirements for the coming week shall also be considered to include improvements gained from the review, and noted to staff for action.

Senior Engineer and Project Engineers are responsible for ongoing monitoring of QMP matters.

The site based Quality Management Representative is Project Engineer. The site based Quality Management Representative (QMR) is responsible for monitoring quality matters and shall also conduct a phase based inspection. The information obtained from these inspections will be used by the Senior Engineer to produce the monthly quality report. This monthly report will be issued to the SQMR (Project Manager).

3.4 Inspection and Audit

The Project Engineer will conduct checks in accordance with Project Manager QMP Tours to confirm that processes are being carried out effectively. A record of these checks shall be noted in this section.

Inspections will be carried out on a regular basis by QMR with a written report being submitted to PM (SMQR) for review and action.

UNOPS personnel responsible for Quality Control for this project is:

Quality Management Representative:

UNOPS personnel responsible for Auditing Quality Management System for this project is:

Project Manager: Nadiia Polishchuk

UNOPS personnel responsible for Senior Auditing Quality Management System for this project is:

Project Centre Manager:

Formal planned audits of the System shall be carried out by the UNOPS Project Engineer and reports shall be submitted to Project Manager. These audits shall include assessments of the Organisation Management System operating on this contract. Additional Supply Chain and site audits shall be conducted upon request. Audits carried out on the Project by external/client bodies shall be recorded in this section. Any reports issued by these parties to the site shall be copied to the QMP Department.

3.6 Project Manager Tour Reporting Sheet

Manager: _____

Location: _____

Date: _____

Site
Manager: _____

Commendations for Good Performance

Item		Good Practice Identified					By Whom	
Issues Raised/Reviewed/Discussed	Comments/Actions	Priority	Date to be Done By	Responsibility	Action By	Closed Out		
						Name	Signature	

4. PROJECT OVERVIEW AND SUMMARY

4.1 Objectives of Project Quality Management Plan

Our objectives for this project are to carry out our work which will ensure that all conditions, activities and tasks, affecting Quality are planned, organised, executed, and controlled in accordance with the requirements of UNOPS, local legislation and our clients the State Bureau of Investigation and EU.

This Project Quality Management Plan is specific to this project and does not contain the complete Management System for Health, Safety, Environmental and Implementation matters.

4.2 Description of the Project

This activity includes 10 SBI offices in 9 oblasts, total number of rooms are 18.

Development of capacity of the State Bureau of Investigation to effectively prevent, detect, stop, solve and investigate crimes Support Package

Nature of Construction Works:

The construction phase of Development of capacity of the State Bureau of Investigation to effectively prevent, detect, stop, solve and investigate crimes Support Package will consist of Installation of the CCTV equipment for 10 State Bureau of Investigation stations.

Each station includes from 1 to 4 Interviewing rooms

Minimum quantities of equipment for 1 room:

- **two IP cameras**
- **Video recorder**
- **Hard disk drive**
- **UPS block**
- **A4 multifunction device**
- **21.5 inch monitor**
- **System unit**

4.3 Background of the Project

In response to the request of the Government of Ukraine, UNOPS opened an office in Ukraine in 2017, which provides a broad spectrum of services to the Government and the people of Ukraine. Currently, the office is classified as an Operations Centre (UACO), with a portfolio of projects exceeding USD 100 million, in the areas of rule of law, environment, energy efficiency, crisis recovery, good governance, human resources management, procurement, and logistics.

The European Union funded Project ‘Support for Rule of Law Reforms in the Areas of Police, Public Prosecution and Good Governance’ (hereinafter - Project) has the overall

objective of supporting the strengthening of the policing, prosecution and civilian governance in Ukraine and to align them with the best European and International practices. On substance matters, the project relies on the EU Advisory Mission (EUAM) to Ukraine.

Development of capacity of the State Bureau of Investigation to effectively prevent, detect, stop, solve and investigate crimes Support Package

According to the EUAM assessment, the SBI investigative units do not have proper technical capacity (equipped rooms for investigative interviewing, mobile forensic laboratories and forensic kits), and this does not allow to streamline and modernize the investigation and make it accountable for public.

The main purpose of this SP is to strengthen the capacities of SBI to effectively combat crime in the areas of its jurisdiction by carrying out pre-trial investigations in criminal proceedings and performing investigation-related activities. The SP consists of two core lines of support such as technical capacities development and human capacities building.

The first line of the SP aims at developing and modernizing technical means available at the SBI by providing criminalists with modern forensic equipment and, at the same time, investigators and operatives with interview rooms equipped in line with the EU standards.

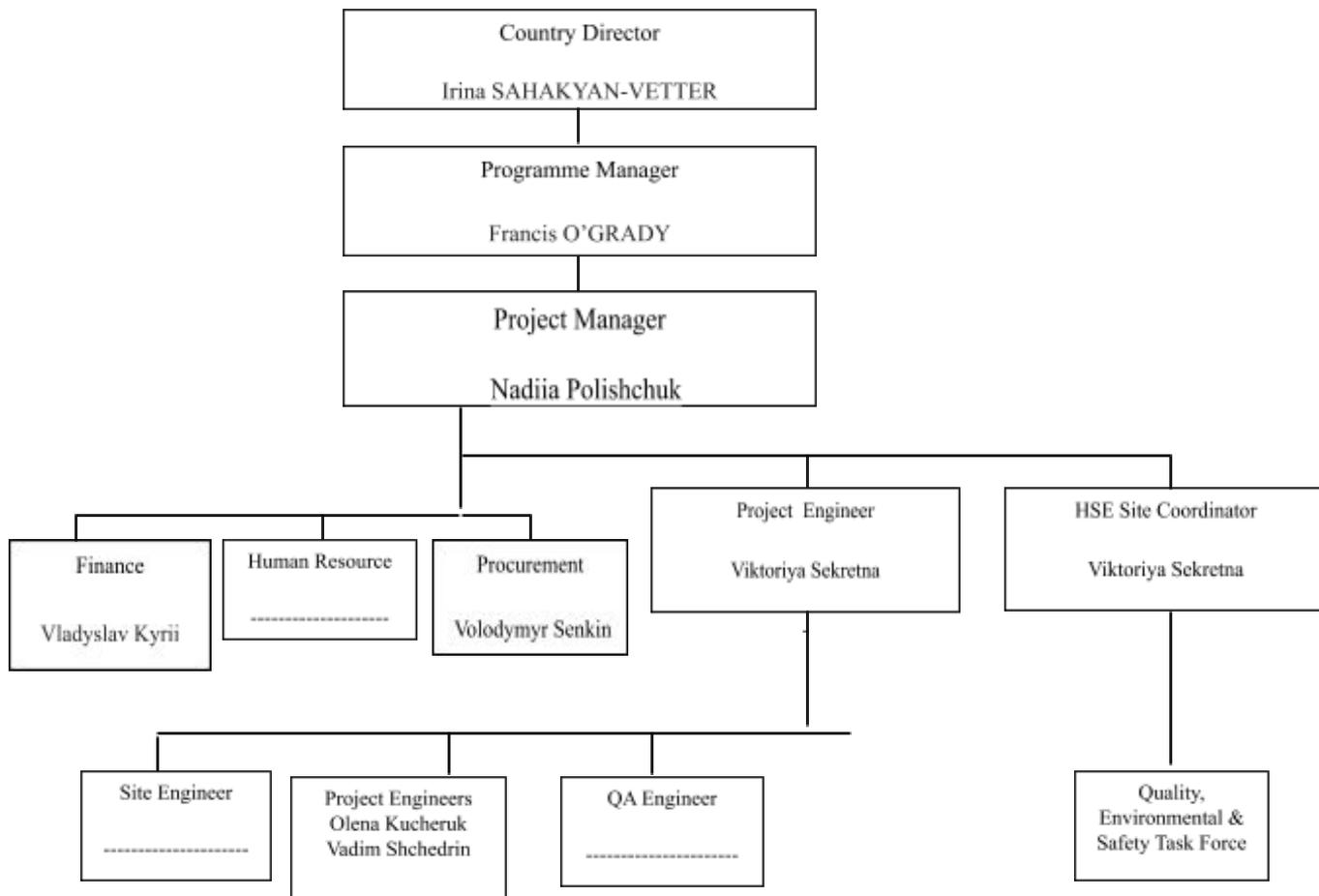
The scope of works for the [installation of CCTV equipment for SBI offices](#) consists of the following main works and activities:

- Feasibility study
- Design
- Installation of equipment
- Defect Notification Period

4.4 Project Participants and Stakeholders

	Name	Address
Donor	European Union	
Beneficiary	SBI	
Contractor		
Implementing partner	European Union Advisory Mission Ukraine	
Project team (PM, architect, engineer, etc.)	PRAVO Team – Implementer of the Project UACO Infrastructure unit - Implementer of the infrastructure components	01021, Lypska str.10, Kyiv, Ukraine
Consultant Architect / Supplier	UNOPS	01021, Lypska str.10, Kyiv, Ukraine
Structural Engineer/Designer	UNOPS Olena Kucheruk, Vadym Shchedrin	01021, Lypska str.10, Kyiv, Ukraine
Services Engineer/Designer	UNOPS Olena Kucheruk, Vadym Shchedrin	01021, Lypska str.10, Kyiv, Ukraine
Specialist Engineer/Designer	UNOPS Olena Kucheruk, Vadym Shchedrin	01021, Lypska str.10, Kyiv, Ukraine
Other		

4.4 UNOPS Project Structure (modify to suit required project delivery structure)



4.5 Form of UNOPS Contracts for Works in use

(information regarding the selection of the most appropriate form of Contract can be found in UNOPS Contracts for Works guidance materials)

X Minor Works Contract

Short Form Construction Contract

Measured Price Construction Contract

Lump Sum Construction Contract

4.6 Responsibilities

UNOPS will perform a central role in managing Health and Safety, Environmental and Quality control issues during the implementation of this infrastructure component. The UNOPS Project Manager shall be responsible for compiling and activating the Project Implementation Plan along with the UNOPS Health & Safety and Site Environmental Management Plans, tailored to meet the project-specific requirements.

The UNOPS Project Manager will delegate to the appropriate project staff and site personnel specific responsibilities for the management tasks identified in the UNOPS Project Implementation Plan, Health & Safety and Site Environmental Management Plans for this project.

The UNOPS Project Manager will monitor and review the execution of the Project Implementation Plan, Health & Safety and Site Environmental Management Plans at least once every two months at a minimum. The reviews should ensure that the objectives and requirements of the plans are still valid and are being implemented and met. Particular attention should be paid to forthcoming key project tasks and activities ensuring there is pre-planning underway regarding Inspection Test Planning, Hazard and Risk Assessment and environmental management controls. A record of all monitoring and reviews undertaken shall be recorded on the respective Plans.

4.7 Project Objectives and Risks

Objectives:

To develop capacity of the SBI to effectively discharge its delegated responsibilities to prevent, detect, stop, solve and investigate crimes falling under its investigative jurisdiction.

Equipping special premises with technical means to conduct and record interviews (hereinafter - interview rooms) - computer, audio and video recording devices.

The CPC Article 107 envisages general rules of using technical means of fixation of criminal proceeding: a decision to fixate a procedural action during the pre-trial investigation rests with a person who does such an action. The CPC Article 224 gives general definition of an interview and envisages that photo shooting, audio and/or video recording might be in use during the course of an interview. The current situation shows that whenever the SBI investigators need to record an interview they have to request an audio, video recording equipment, install and adjust it each time they plan to run it. In some cases, this situation creates difficulties for investigators and motivates them to avoid audio, video fixation at all. The lack of recording might cause an abuse of rights and legitimate interests of interviewed person. The SBI have declared that recording an interview is considered as necessary in their investigation, in order to contribute to impartiality of interviews as well as from the perspective of human rights protection. That is why it should be used on a daily basis.

Earlier EUAM supported resolving this issue at the NABU, by equipping a number of interview rooms at the NABU Headquarters. A similar initiative is currently being implemented in the NPU. It has to be mentioned that the initiative to equip the interview rooms is fully in line with the best EU practices and EUAM supports it, including the idea of standardization of approach for all LEAs in Ukraine. The positive aspect of this approach is obvious – in the future Ukrainian LEAs will enjoy the same standard of investigative interview, using the unique National interview model and technical means to conduct an interview.

Risks:

<i>Item</i>	<i>Task/Activity</i>	<i>Potential Hazards/Risks for each task</i>	<i>Risk Rating (1-16)</i>	<i>Hazard Control Method</i>	<i>Control Risk Rating (1-16)</i>	<i>Person to implement and monitor implementation</i>
1	Poor maintenance of existing buildings by the Beneficiary (such as wet walls, floors, ceilings, basements electrical, water, sewage systems) will lead to hidden defects.	Additional works, hidden defects, variations, additional expenses, delay of construction works.	8	Additional check during technical structural surveys of all systems and structures, check hidden structures.	4	SBI, UNOPS,
2	Mistakes during design period and/or during surveys of buildings (such as wrong amount of wire, wrong scope of works, wrong calculations)	Additional works, variations, additional expenses, delay of construction works.	8	Check the technical structural reports, check the detailed design.	4	UNOPS,
3	Reduction of DNP period up to 6 months for infrastructural part of the project	Reputational risks for the organization. Defects can occur after 6 month of DNP.	6	- The warranty of minimum 12 month - Quality management plan, operation and maintenance manual, as-built documentation, test and inspection plans with requirements higher than national standards should be in place.	4	UNOPS, Contractor, The design Consultant

5. QUALITY CONTROL RESPONSIBILITIES

Nadiia Polishchuk Project Manager (Senior Manager Quality Representative)	Viktoriya Sekretna, Project Engineer, (Quality Management Representative)	Olena Kucheruk Project Engineer, Vadym Shchedrin (Quality Representatives)
Contact Number:	Contact Number:	Contact Number:
Area of Designated Responsibility	Area of Designated Responsibility	Area of Designated Responsibility
<ul style="list-style-type: none"> ● Reviewing and authorising the project Quality Management Plan (QMP) and other project plans ● Assigning quality responsibilities to all project personnel ● Ensuring all project personnel are suitably trained, and possess the necessary skills, to undertake their designated quality responsibilities ● Ensuring the provision of appropriate training in quality for all project personnel ● Continually monitoring of quality performance to ensure compatibility and continued effectiveness with the Group’s policy, objectives and other requirements ● Allocating resources to ensure the project quality objectives are achieved ● Participating in the review of the quality system and other relevant quality meetings and programs ● Auditing and assessment of contractor ● Liaising with the Client on Quality issues 	<ul style="list-style-type: none"> ● Ensuring procedures in the Quality Management Plan are followed ● Ensuring the project QMP is correctly implemented to meet the requirements of the project ● Allocating project staff to perform inspection duties ● Reviewing and approving Inspection and Test Plans, Project Forms/Checklists ● Reviewing inspection reports and ensuring any actions required are initiated ● Ensuring and verifying that corrective action is taken when required for non-conforming work ● Ensuring and verifying that agreed rectification works and corrective action is taken when required for non-conforming work ● Ensuring construction targets and programs are met ● Attending meetings called to discuss quality issues ● Identifying and reporting any quality management system issues 	<ul style="list-style-type: none"> ● Performing verifications and quality inspections as requested ● Monitoring the implementation of manufacture/construction activities ● Identifying and reporting material and/or workmanship non-conformity and notifying the PM and DPM of the suspected non-conformity ● Rejecting defective workmanship and materials ● Assisting with the maintenance of the project programme ● Performing verifications and quality inspections as requested by the PM and DPM ● Technical and logistic support to the Project Manager ● Supervision of construction activities ● Assisting with the preparation of Process Procedures (PP’s), Safe Work Method Statements (SWMS’s) and Inspection & Test Plans (ITP’s) ● Assisting with the maintenance of the project programme
Designated Signature:	Designated Signature:	Designated Signature:

By signing these Quality Responsibilities you are confirming that you understand and accept your designated duties and responsibilities.

6. SCHEDULE OF KEY ACTIVITIES

No.	Work Activity	Inspection and Test Plan	Work Procedure	Date required	Action by	Reviewed by
1.0	Building finishes	Inspection procedure 01 - CCTV System	INSPECTION AND TEST PLAN - CCTV System (Form IPI 21.01)			

7. LEADERSHIP AND COMMITMENT

It is UNOPS's intent that its managers and supervisors at all levels, by means of their actions and behaviour, provide visible and pro-active commitment to Quality Management.

Demonstrated proactive and visible leadership and commitment to Quality on this Project shall include carrying out activities such as:

- Setting clear Quality objectives
- Project Management conducting site visits
- Senior management participating in audits
- Involving the workforce in addressing Quality issues
- Encouraging open communication on Quality issues
- Encouraging an environment of continual improvement
- Adhering to the Standards set by UNOPS Management System
- The recognition and reward of outstanding contributions to Quality performance

8. COMPETENCE AND TRAINING

8.1 Induction

All personnel, contractors and visitors to site will be inducted prior to being given access to the site. The Contractor will conduct inductions for all employees under their control including contractors and will maintain a record on site.

The site induction will highlight the following main areas:

- Project Information
 - Project Overview
 - Working Hours
 - Access to Site
- Quality
 - Overview of Quality Management Process
 - Reporting of non-conformances
 - Reporting requirements

8.2 Competency Awareness & Training

The competency needs of all personnel performing activities which affect the quality of manufacture/construction shall be identified by the Contractors PM with assistance from UNOPS Project Engineer. Personnel performing specified assigned tasks shall be appropriately qualified on the basis of training, skills and/or experience, which will be confirmed by contractors PM as required.

The Project Manager shall be responsible for ensuring site personnel hold current and relevant qualifications for the work they are required to perform and maintain training records. Records of training and competencies (written confirmation by Contractors PM) will be kept and maintained in relevant project files.

Training needs for project personnel shall be identified giving consideration to:

- Legal requirements

The knowledge and skills required from the position to fulfil the realisation of the requirements within UNOPS Management System.

The trainings for Beneficiaries' operation and maintenance staff should cover:

- Maintenance of the CCTV system.

9. CONTROL OF WORK PROCESSES

9.1 Submittals

This section describes the procedures for submittals. The Project Engineer shall administer, control, and process submittals from the construction contractor(s). The Project Engineer shall review all contractor submittals, and related supporting documents, to ensure compliance with project specifications and drawings. The submittals disposition will be noted on the submittal, which will be signed, dated and recorded. If required, The Project Engineer will return the submittal to the contractor for revision, incorporating the comments. The contractor shall

resubmit it for review and verification for compliance. Submittals will be logged and copies will be retained in the project files. Results shall be recorded and available for review.

9.2 Contract Commencement

Immediately post award of the works contract to the selected Contractor and prior to the Contractor's mobilisation and starting of the works on site, UNOPS will hold a Contract Commencement meeting with the Contractor to address and review the numerous tasks, issues and activities relating to the commencement of the construction project.

It is important from the outset of the contract to reinforce and establish expectations, communication lines, processes and controls with the Contractor (as outlined within the bidding/contract documentation) to ensure best possible adherence to the contract conditions and the UNOPS processes and procedures to be adopted to assist in delivering the required project outcomes.

The **Form IPI 02** is to be used as the standard agenda and template for the contract commencement meeting.

Initial site establishment and planning activities are an important part of the commencement process. **Form IPI 02** is to be used as the standard agenda and template for reviewing initial site establishment requirements.

9.3 Survey and Set out

9.3.1 Survey and Testing Equipment

The Contractor is responsible for the correct positioning of all the works on the project site. The accuracy of any set out and survey work is reliant on the calibration and condition of the survey and testing equipment used.

UNOPS may require (wherever possible and feasible) formal verification and regular monitoring of the condition and calibration of the survey and testing equipment to ensure greater accuracy in the implementation of the works. (Equipment includes dumpy levels, laser levels, EDM's, theodolites, etc).

Where appropriate a measuring and test equipment inspection log shall be kept and maintained recording the regular testing and calibration of the equipment used on site. UNOPS **Form IPI 03** is to be used for this purpose.

All measuring and testing equipment is to be safely stored while on site to ensure no damage or deterioration occurs.

9.3.2 Survey/Set out

Wherever possible a registered/certified Surveyor should be used to establish the primary site survey control stations in relation to the references specified in the Contract documentation and as agreed. A site set out control plan is required to be produced by the Contractor (and/or there Surveyor) with all the grid lines, datum points and other survey control points noted. All primary site survey control stations will have a suitable permanent mark and must be kept secure.

The site set out control plan should be updated regularly to include any secondary survey control points. The Contractor may generate secondary survey control points as required to set out and

control local areas of work. These control points shall be periodically checked for accuracy and be clearly identified and protected physically on site.

Each site survey control station and secondary station in addition to being located on the overall set out control plan will also be individually detailed using the UNOPS **Form IPI 04**.

9.4 Programme and Planning

9.4.1 The Construction programme

Once the Contractors programme has been submitted, reviewed and approved in accordance with the Construction Contract conditions, regular review and monitoring of progress of the execution of the works next to the Contract programme is crucial.

Section 8.3 of both the UNOPS Lump Sum and Measured Price Construction Contract's detail the requirements for a monthly programme review process as part of a monthly progress report for the project. For project programme and planning it is critical that this review process is implemented and a set review cycle/time is agreed with the Contractor and included in the regular project meeting schedule.

While no specific formal programme review process or period is detailed within the UNOPS Short Form and Minor Works Contracts, regular formal programme reviews with the Contractor are recommended at least monthly (or more frequent as deemed required) and should be planned for.

The approved Contractors programme should identify the critical path time activities linked through the programme for the works. Establishing and identifying the works critical path is crucial for assessing future impact of variations, delays and possible extension of time claims in terms of overall project duration.

9.4.2 Two Weekly programme/Work Plan

A detailed two weekly programme/work plan should be undertaken on all UNOPS projects. This detailed review and planning process ensures accurate monitoring by UNOPS site staff of the Contractors weekly progress and allows early identification of issues impeding the planned works. This review process requires a regular fortnightly meeting between the appropriate UNOPS site representative and the Contractors personal who is responsible for the programme delivery. At the fortnightly meeting UNOPS will review progress relating to the past two weeks of planned work verse what was actually achieved by the Contractor. The Contractor will also present the planned work programme for the coming two weeks for discussion and review. UNOPS **Form IPI 05** provides a format for the two weekly programme/work plan. It is critically important that the activities detailed within the two weekly programme/work plan correlate with the overall Contract programme.

9.5 Implementation Controls

The documents and procedures outlined within this section of the plan are to be used to assist with ensuring the works is implemented in accordance with the technical specifications, acceptable trade practice and identified testing requirements. The documents provide a planning, monitoring and recording tool for implementation.

9.5.1 Inspection & Test Plan (ITP)

All inspections and testing to be undertaken throughout the project to ensure processes and outcomes meet the specified requirements need to be planned and quality records maintained.

An Inspection & Test Plan for each trade and/or significant work activity identifies the key performance criteria for the works and allows allocation of appropriate implementation control measures to assist achieving the required outcomes. Any specified hold points and approvals are incorporated in the activity planning along with allocation of the personnel responsible to monitor and implement. The Inspection & Test Plan provides a framework for the works to be packaged into controllable portions where specific risk and specification requirements can be identified and controlled.

The status of the constructed works will be identified by the progressive completion of Inspection and testing documentation (e.g. Work Procedures, Inspection & Test Plans).

UNOPS team and contractors shall be responsible for the quality of the works. Check lists will be signed for each operation (including mechanical and electrical works) to verify that works have been completed in accordance with requirements. (see attached documents)

Independent inspections shall be carried out to verify that the self-certification process is being operated correctly. Requirements for independent inspections shall be identified on Inspection & Test Plan, Checklists or within the Method Statement.

Independent inspections can be completed by appointed persons within the Project team. Non-conformances, defects or outstanding works shall be recorded as specific in UNOPS Procedures.

Where an independent inspection is completed with all matters correct, this inspection can be recorded as “right first time” and used as a performance indicator.

Inspections and Test Plans define the inspection and testing requirements of the Contract including:

- Activity Description
- Inspection or Item Description
- Acceptance Criteria
- Inspection Frequency
- Inspection Test/Procedure
- Hold Point Identification
- Responsibility for carrying the inspection

UNOPS’ Engineers should visit the construction sites on a regular basis for test & inspection procedures. The schedule of the visits to be in advance developed and agreed by the UNOPS and the Contractor.

The List of the on-site tests and inspection:

#	Name of the test	On site	Presence of UNOPS’ Engineers
1	Test of equipment for CCTV system	Yes	Yes
2	Test of CCTV system work	Yes	Yes

The PROGRAM AND TEST METHODOLOGY, which is a part of this Quality Management Plan, determines the scope and procedure for checking the equipment of the engineering infrastructure complex of each police station and its technical condition.

The purpose of the tests is to determine the efficiency of engineering infrastructure systems of each facility, determine the parameters of systems in accordance with the technical specification, identify causes of failures, assess the quality of work performed and operation of these systems, and verify its compliance with safety requirements.

9.5.2 Trade/Activity Control Sheet

Where applicable Trade and Activity Control Sheets can be used in addition to and in support of the Inspection & Test Plan. The Trade and Activity Control Sheet acts as a prompt, checklist, record and tool to control the implementation of a specific construction task in detail, ensuring specific specification requirements are met and risk managed, reducing the likelihood of defective work and need for costly repairs and rework.

While compiling the Inspection & Test Plan for a particular activity, the appropriate Trade and Activity Control Sheets to be used to control the task should be identified.

Standard Trade and Activity Control Sheets have been compiled for a majority of the implementation operations on a typical construction site. These sheets should be adjusted and modified to suite the project specific requirements. The Project team is encouraged to develop additional and new Trade and Activity Control Sheets for tasks not covered by existing sheets.

Form IPI 22 is a list/Index of the standard Trade and Activity Control Sheets available.

9.5.3 Project Site Meeting

Regular site meetings attended by the Contractor and UNOPS (and when applicable the Consultants, Donors and Beneficiary) is a vital communication, monitoring and planning forum for the project. Meetings should be scheduled to meet project specific requirements.

Crucial issues such as progress next to programme, resourcing, quality, environmental and health & safety matters, coordination, administrative and financial requirements are regularly discussed and reviewed with appropriate points of action moving forward defined.

Form IPI 07 is a suggested Project Site Meeting Agenda for use.

9.5.4 Site Daily Report

The project daily diary is an important element in recording site activities. Informative daily/shift diaries are required for the duration of the contract.

The diary is a record of what has taken place on site and is an important reference for the future. It is a clear and concise written report confirming what operations have been undertaken on site, by whom and what has affected production and why.

As a reporting tool for Site Daily Report it is required to use the **FieldSight software**. The FieldSight software is used to strengthen the commonly accepted methods of keeping documents on construction sites in the site logs. FieldSight is the first humanitarian digital platform

designed for project monitoring and infrastructure Quality, Health & Safety, Social and Environmental assurance and control. As a platform, FieldSight uses standard smartphones and mobile network technologies (which are available even in the most remote parts of the world) to conduct monitoring and supervision. The Site Daily Reports must be filled by the Contractor using FieldSight Software on a daily basis during the implementation stage. All fields should be filled in, photographs of works performed attached. A training session for the Contractor’s staff will be held before the onsite works start. The Site Daily Report Form will be created and deployed in a bilingual English/Ukrainian format. The form will serve for day-to-day monitoring of the steps of project implementation in order to ensure that quality standards are being met. UNOPS Engineers will assess each submission by the FieldSight integrated tools, based on the data within it and send comments and notifications back to the field, approving, flagging, or rejecting it.

The submission assessment tool options:

 Reject	 Flag	 Approve
<ul style="list-style-type: none"> • There are major issues or significant errors on-site as observed in the form • Work should be stopped and the problem rectified immediately 	<ul style="list-style-type: none"> • There are small issues that need to be addressed • Work can continue while these problems are fixed 	<ul style="list-style-type: none"> • Everything on site is good quality, there are no issues

The correctness of the submitted information will be verified on the regular basis by UNOPS Engineers, during the on-site visits.

9.6 Material Submittal Schedule

The construction contractor will prepare and submit a submittal schedule to the Project Engineer, which will then be provided to UNOPS Senior Engineer/Project Manager. The schedule will be initially submitted within **10 days** after the award of the contract and updated on a monthly basis. The Senior Engineer/Project Engineers shall work with the contractor to prioritize and sequence submittals so that the most critical submittals are received and processed first. The submittal schedule will become the baseline against which receipt of all required submittals will be compared. The approved submittal schedule will be forwarded to the UNOPS PM for resource availability planning. (See attached form of Material Approval Request-**Form IPI 09**).

9.6.1 Process, Review and Acceptance

Submittals will be managed as follows:

Contractors will number and certify the completeness of all submittals before submitting to the Engineer;

Contractors shall also complete submittal transmittal forms and submit 1 electronic copy to the Project Engineer;

Upon receiving the submittal, the Engineer will log the submittal and provide a review to ascertain whether the package is complete. If the submittal is incomplete the submittal will be returned to the contractor.

The original submittal transmittal and all copied attachments will be logged into the document tracking system.

The Engineer shall review the submittal for general conformance with contract design documents, will coordinate concurrent discipline reviews within the design team, and consolidate responses into a single coordinated action.

The PE will return a copy of the submittal to the contractor with a stamp of the action required.

The 5 actions that may be taken for each submittal are:

- Approved – Submittal meets contract requirements. No additional copies will be required of the contractor. (Signatures of Project Engineer and Senior Project Engineer)
- Approved as Noted – Submittal meets contract requirements with minor corrections noted. Re-submittal is not required. Contractor shall incorporate the required corrections into the work in the field. No additional copies will be required of the contractor. (Signatures of Project Engineer and Senior Project Engineer)
- Not Approved – Submittal is inadequate and does not meet contract requirements. Revise the complete submittal and resubmit for approval. No work will begin in the field until the revised submittal has been approved. (Signatures of Project Engineer and Senior Project Engineer)
- Other – Submitted for information only; no response action required.

The QMR is responsible for tracking the submittal package during the entire review process and advising all concerned of any schedule impacts to ensure that the review process timeframe is adhered to. The QMR will retain copies of all submittal documents and revisions and ensure that an accurate file is available for ready retrieval during the life of the project. The QMR will maintain all submittal files. These files will be filed by numeric sequence. Each submittal file will contain a complete submittal copy of the submittal before and after the review process.

9.6.2 Storage

The QMR (DPM) will maintain all submittal files via a combination of a secure document filing and storage system. All submittal records will be provided to the UNOPS PM as part of the project closeout documentation.

9.7 Non Conformance, Construction Deficiencies, Complaints and Lessons Learned

9.7.1 Non Conformance

Where a product, work or service on the project fails to meet specified and/or industry standard requirements the UNOPS non-conformance procedure will be used. Details of the non-conformance are to be recorded so notice can be given to the concern parties that a non-conformance has occurred and that remedial work is required to be undertaken.

Form IPI 11 is to be used as a recording, reporting and control document for communicating the non-conformance and the process of rectification.

Form IPI 12 can be used as a summary record and log of all project non-conformances raised. The register facilitates reporting and simple analysis of non-conformance issues.

The Non-Conformance Report (NCR) **Form IPI 11** is a formal notification to the contractor that work does not meet the plans or the specifications for the project. Any item of work found to be deficient- out of conformance with the construction drawings and/or specifications - will be identified by the inspector on the non conformance report as described in this section. Non-conformance reports will be included on the non-conformance log (**Form IPI 12**) and tracked through verification that the non-conformance has been corrected.

Non-conformances are major deviations from the contract requirement and/or accepted standard of quality, which shall be formally documented for corrective action by UNOPS field staff or the third party testing group. Failure by a contractor to correct a minor deficiency after having been put on notice will also result in a non-conformance if it is not corrected within 5 days of notification. Non conformances shall be formally documented on the example Non Conformance Report (NCR-see template example **IPI 11, IPI 12**) form shown below log shall be maintained for all Non-conformance reports in accordance with the example form shown. The Non-conformance report shall be distributed to the contractor Quality Control Manager, UNOPS Project Manager and SE.

The Engineer shall follow up on the Non-conformance report as required to verify that corrective action has been completed. UNOPS QMR shall verify and accept the corrected work by actual inspection.

9.7.2 Construction Deficiencies

This section provides procedures for tracking construction deficiencies (non-compliance) from identification through acceptable corrective action. It defines the controls and related responsibilities and authorities for dealing with noncompliant products or services.

9.7.3 Deficiency Identification and Notification

Deficiency occurs when a material, performed work, or installation does not meet the plans and/or specifications for the project. Any item of work found to be deficient will be identified by the inspector on the Defect Notification as described in this section.

9.7.4 Quality Control Deficiency Identification & Control

When material, performed work, or installation is found deficient, the Contractor shall ensure that the non-conforming material, work, or installation is identified and controlled to prevent unintended use or delivery. In case of failure to do so, UNOPS will notify the contractor of non-compliance with any of the foregoing requirements. The contractor shall, after receipt of such notice, immediately take corrective action.

Minor deficiencies noted during test or inspection are to be noted by the Contractor on the Daily Construction Report. Minor deficiencies are items that do not require significant rework or repair work to correct, and will not result in significant deviations from required quality standard if corrected immediately.

Control and disposition of such deficiencies shall be by the originator of the Daily Construction Report (Contractor's supervisor responsible) for the work and do not require formal action by UNOPS. Ideally, such minor deficiencies can be corrected on the spot by agreement with the contractor's supervisor.

9.7.5 Quality Control Deficiency Correction

When material, performed work or installation is found to be deficient and/or does not meet the project specifications, the Contractor will assure deficiency correction is implemented. The Contractor shall ensure that the non-conforming material, work or installation is identified and controlled to prevent unintended use or delivery. The non-conforming material or item shall be tagged and segregated by the construction contractor, when practical, from conforming material or items to preclude their inadvertent use. If segregation is impractical or impossible because of the physical characteristics of the item or other reasons, the non-conformance tag shall be displayed prominently to preclude inadvertent use. The Engineer is responsible for documenting the non-conformance in a NCR as specified in Non-Conformance Report.

UNOPS will implement corrective actions to remedy work that is not in accordance with the drawings and specifications. The corrective actions will include removal and replacement of deficient work using methods approved by the UNOPS Project Manager. Removal shall be done in a manner that does not disturb work that meets Quality Control criteria; otherwise, the disturbed material shall also be removed and replaced. Replacement shall be done in accordance with the corresponding technical specifications. Replacement will be subjected to the same scope of Quality Control inspection and testing as the original work. If the replacement work is not in accordance with the drawings and specifications, the replacement work will be removed, replaced, re inspected, and re-tested.

9.7.6 Preventive Actions

Preventive actions are to be taken to eliminate the cause of a potential non-conformity. For example, defects that appear on the surface of concrete during construction or within a relatively short time after completion are usually caused by poor quality materials, improper mix design, lack of proper placing and curing procedures, or poor workmanship. UNOPS shall take preventive actions as necessary to eliminate the causes of potential deficiencies so as to prevent their occurrence. Contractor's Quality Control Plans are to include quality improvement practices to continually improve construction practices and address quality problems at their source. The QMR is to monitor, inspect, and audit processes used to prevent erroneous information or construction products from being passed to the owner. The UNOPS PM (SMQR) and the Deputy PM (QMR) have the authority to implement, verify and review the project's preventive and corrective action effectiveness. They are empowered to improve the project's work processes to eliminate the causes of potential nonconformities.

9.7.7 Complaints

A complaint report and register system is to be used to record, investigate and respond to any formal complaints received regarding the project activities. **Form EM 03** and **Form EM 04** can be used to process complaints.

9.7.8 Lessons Learned

Any significant issue or event that required remedial or corrective action on the project is to be recorded and reported for the purpose of eliminating reoccurrence in the future on other UNOPS

projects. Along with lessons learned, any suggested improvements to the UNOPS infrastructure project implementation process should also be detailed and recorded as part of the Lessons Learned process.

Form IPI 13 is to be completed and forwarded to the UNOPS Infrastructure Practice Lead for review, collation and action as required.

9.8 Completion Procedures

As the infrastructure works near completion on the project various Taking Over requirements such as inspections, testing, defects management and submittals require processing and collation. The control documents in this section can be used to assist in ensuring the terms and conditions for Taking Over in accordance with the contract are verified as complete and have been executed to the required standard.

9.8.1 Taking Over/Substantial Completion Inspections

The Contractor in accordance with the form of Contract will notify UNOPS that the works are ready for inspection as part of the works completion process. **Form IPI 14** and **Form IPI 15** can be used to assist and record this inspection process.

9.8.2 Contractors Taking Over Submittals

Nearing completion of the works the Contractor is required to submit various technical documentation including: as-built drawings, operational manuals, spares and guarantees/warrantees, user's guidance, acts of hidden works, test results and protocols, daily and special construction logs, certificates for materials, inspection records, topographical verifications, author's supervision logs, as detailed within the Contract. To assist in identifying, monitoring and recording the submission and approval of the required submittals, **Form IPI 16** can be used as a register for this process.

9.8.3 Contractor Completion Checklist

Form IPI 17 can be used to ensure the various documentation, submittal and close out activities and issues are planned for and addressed.

9.8.4 Defects Liability Period

It is important that a procedure is established for managing defect notification and carrying out repair works during the contract defects Liability period. Clear lines of communication between the End User, UNOPS and the Contractor are required for any defect notification and protocol for access to carry out investigation, remedial and inspection of repaired works will need establishing.

Form IPI 18 shall be used to notify contractor on the defect and specify the timescale when defect needs to be remediated. **Form IPI 19** allows for monitoring and tracking of defects through the Liability period.

9.9 Document Control

All project documentation and correspondence is required to be part of a document management plan in terms of referencing, logging, filing, tracking and archiving. UNOPS does not currently operate a fully integrated electronic document creation, distribution and filing/archive system,

however the procedures outlined in this section represent the various document control measures within the organisation at present for project use.

9.9.1 Project Document Centre

In response to various UNOPS Organisational Directives (OD's), the Project Document Centre is an archiving tool which holds the UNOPS Project "Blue File". The required documentation to be uploaded and stored on the Blue File system is generally the wider project documents relating to the overall project proposal, negotiation, award, planning and reporting in terms of donor liaison and internal UNOPS requirements. Largely the detailed project specific infrastructure documentation is not part of the current Blue File system and will require its own project specific management, control and archiving.

The UNOPS Project Management Practice has set of standard document templates covering the wider project management documents in terms of donor liaison and internal requirements. These templates should be reviewed and incorporated into the project as applicable.

9.9.2 Contract Notices

UNOPS has an extensive library of standard notices and letters relating to specific clauses and obligations detailed within the various forms of UNOPS Construction Contracts.

The standard notices and letters are available online for the UNOPS team to use as applicable to the project.

9.9.3 Standard Forms and Templates

Standard forms and templates within the Health & Safety, Site Environmental Management and Project Implementation Plans are available for use as applicable to the project.

9.9.4 Documentation Control Plan

Form IPI 20 is available as a template to organise and establish the specific document control system for the project

Master file system shall be agreed and established. The system design should address the following issues: file codes, electronic and hard copy filing, staff to maintain, labelling of files, number of copies, incoming distribution, date stamping, storage, electronic back up, archiving etc.

The document control system shall be communicated with Contractor/Beneficiary/Donor.

Quality Documentation developed specifically for the project shall be controlled on site by the Project Engineer.

9.9.5 Drawings records

Draft record drawings will be prepared and submitted by Contractor to UNOPS PM for review in order to prepare final drawings record (As built) based on UNOPS PM Comments.

9.9.6 Final Reporting

The following quality related documents will be generated during implementation of the Project and will be submitted to the Quality Control file that will be handed over to the end user on project completion.

Work Completion Report:

- Record (as-built) drawings.
- Operation and maintenance manuals; and
- Results of the Start-up and Testing Plan and the Commissioning Plan implemented for each major piece of equipment or system before system turnover, in accordance with Technical Specification Contractor Quality Program Requirements.

11. APPENDICES

11.1 Project Implementation Forms, Inspection & Test Plans, Work Procedures and Checklists

CONTRACT COMMENCEMENT MEETING

Project Title		Meeting Number	
Meeting Purpose			
Meeting Location		Meeting Date & Time	
Present			
Apologies			
Distribution	(additional to those present)		
Notes prepared by		Distribution Date	

1. Project Staff and Key Personnel

(Refer also to Schedule 10 of Construction Contract where applicable)

	UNOPS Personnel	Contractor's Personnel
Project Manager		
Deputy PM/Senior Engineer:		
Site Manager		
Site Engineer		
Quality, Environmental, Health and Safety Coordinator		
Procurement Associate		
Finance Associate		
Other		

2. Timing and Dates (Confirmation)

- a. Proposed start date on site:
- b. Overall contract duration:
- c. Defects Liability Period:
- d. Note any milestone/stage completions:
- e. Confirmation of site working hours:

3. Contract Commencement Deliverables

Prior to any works being carried out on site, including site establishment, temporary works, delivery of materials, etc, the Contractor must submit for review and approval the following documentation.

- Bank Guarantee for Performance
 Submitted by who: Date:
- Documented confirmation that all required Insurances are in place
 Submitted by who: Date:
- Where applicable a Parent Company Guarantee and legal opinion
 Submitted by who:Date:
- Any Local Authority permits, consents, licences or fees required?
 Submitted by who: Date:
- Other Requirements?
 Submitted by who: Date:

4. Project Quality Procedures Planning

The Contractor is to actively engage with, execute and comply with the UNOPS quality, health & safety and environmental procedures and processes as outlined within the Contract documentation.

The appropriate UNOPS and Contractor staffs are to meet as soon as possible prior to works commencement on site to establish and activate the procedures and controls required.

Initial Quality Procedures Planning Programme	UNOPS representative	Contractors representative	Meeting date and time	Initial once completed
Health & Safety (as detailed within the UNOPS Project Health & Safety Plan)				
Key issues to address: Project Site Emergency and Evacuation plan, Site Induction procedures and Site Safety Rules, Visitors requirements, Hazard Identification and Risk control assessment procedures, project safety meetings, work permit system, accident and incident reporting, safety inspections etc.				

Environmental Management (as detailed within the UNOPS Project Environmental Management Plan)				
Key issues to address: Environmental Risk assessment procedures, site waste management plan, emergency details, incident and spill reporting and investigation, site environmental inspections etc.				
Implementation Procedures (as detailed within the UNOPS Project Implementation Plan)				
Key issue to address: Program and planning, inspection and test planning, task analysis, site inspections, trade control sheets etc.				

5. Site Inspection

Is an initial site inspection prior to full site possession and works starting required? Full dilapidation report/photographic record/joint stakeholder walk round and sign off.

If required, confirm date/time and attendees involved.

Date: Time:

Attendees:

6. Site Establishment

Full and detailed review of the proposed and planned site temporary services, site accommodation, storage and temporary access ways is required.

Form IPI 02 provides a checklist of tasks and issues to be considered regarding site establishment.

The Site Establishment review may form part of this Contract Commencement meeting or be held as a separate meeting depending on scope and extent of the works.

If a separate meeting then confirm date/time and attendees involved.

Date: Time:

Attendees:

7. Communication

Confirm that for the purpose of giving written correspondence and communication including notices, requests and consents under the terms of the Contract Conditions; that the representatives and contact details noted on Schedule 1 “Schedule of Details” are correct and will be used throughout the contract implementation.

On completion of the initial quality procedure planning meetings as detailed in item 4 above, a schedule of all the proposed regular project site meetings will be collated, drafted and transferred onto an overall Project Meeting Schedule and issued to all relevant parties.

The initial release of the meeting schedule will be produced by: and will be available from (Date)

8. Programme

In accordance with the relevant contract conditions, submission of the overall master project programme is due: (Date)

Short term / target roll out programmes will be required based on a week work period cycle.

Programme monitoring and review meetings will be held regularly throughout the project duration.

9. Construction Contract Time Frames

The Construction Contract for this project outlines the timeframes and durations for the various processes administered within it. Both UNOPS and the Contractor have a contractual obligation to adhere to the timeframes detailed.

Important contractual activities such as processing interim payments, variations, extension of time claims and certificates are governed by set time periods for each step in the process. Confirmation and clarification of exactly what UNOPS and the Contractors obligations are timing wise will help eliminate misunderstanding in the future.

Discuss and confirm under this Construction Contract:

- process and timeframe is for making an **Interim Payment** claim
- process and timeframe is for submitting a **Variation** claim (Employer or Contractor requested)
- process and timeframe is for submitting an **Extension of Time** claim

10. General (Other items for discussion)

SITE ESTABLISHMENT PLANNING CHECKLIST

Project Title		Meeting Number	
Meeting Purpose			
Meeting Location		Meeting Date & Time	
Present			
Apologies			
Distribution	(additional to those present)		
Notes prepared by		Distribution Date	

Site Establishment Requirements	Who to action	Required by date	Sign completed
1. Site Layout			
• Site boundaries physically defined			
• Fencing/hoarding			
• Site office and accommodation			
• Welfare facility (wash/toilet facilities, canteen/mess)			
• Fresh water/Drinking facilities			
• Main site vehicle access, temp roadways and walkways			
• Material access and loading bays			
• Material storage (and hazard materials)			
• Concrete pump locations			
• Compressor locations			
• On Site Machinery parking			
• Off site workers parking			
• Vehicle wash down areas			
• Traffic management			
• Crane locations			
• Site Signage locations/requirements			
• Waste bin locations			

Site Establishment Requirements	Who to action	Required by date	Sign completed
<ul style="list-style-type: none"> Any major temporary works requiring design certification and review 			
2. Temporary Services			
<ul style="list-style-type: none"> Identify temp services required for site operation. 			
<ul style="list-style-type: none"> Existing site services location plan: (water, gas, power, telephone, data, sewerage, storm water, traffic, overhead services) 			
<ul style="list-style-type: none"> Plan routes/locations for temp site supply. 			
<ul style="list-style-type: none"> Contact with services authorities' co-ordinate connection/disconnection requirements. 			
<ul style="list-style-type: none"> Confirm positions of temporary power board and sub board locations 			
3. Protection and Site Security/Safety			
<ul style="list-style-type: none"> Adjacent buildings and property requiring protection 			
<ul style="list-style-type: none"> Surrounding roads and footpaths require protection, existing condition recorded 			
<ul style="list-style-type: none"> Security system for site considered. Patrols, static guards, alarms. 			
<ul style="list-style-type: none"> Security and site lighting 			
<ul style="list-style-type: none"> Coordinate with H&S requirements for evacuation/emergency plan and muster points 			
<ul style="list-style-type: none"> Confirm first aid kit locations 			
4. UNOPS Interface			
<ul style="list-style-type: none"> Confirm interface and coordination requirements for establishing UNOPS project staff site facilities, accommodation and temporary services requirements. 			
<ul style="list-style-type: none"> Confirm interface and coordination requirements for other stakeholders regarding temporary facilities. 			
5. Other Issues			
<ul style="list-style-type: none"> 			

SITE SURVEY STATION DETAIL SHEET

Project Title:	
-----------------------	--

Established By		Date	
Station Number/reference			
Location			
Marker description			
Height/Datum		Coordinates	

Location Information: (Insert map, sketch and photograph)

TWO WEEKLY PROGRAMME / WORK PLAN

Project Title:		Prepared By:		Date:	
Work Area/Section:		Two Weekly period:	From	to	

	Activity (Task, trade, works)	Resources Required	Other Factors	S	M	T	W	T	F	S	S	M	T	W	T	F	S	Review Complete	Delayed? (Reasons)
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			

PROJECT MEETING NOTES

Project Title		Meeting Number	
Meeting Purpose			
Meeting Location		Meeting Date & Time	
Present			
Apologies			
Distribution	(additional to those present)		
Notes prepared by		Distribution Date	

Item	Agenda/Item	Action by
1.	Actions from previous meeting	
2.	H&S and environmental issues	
3.	Program review – actual progress ver. planned	
4.	Contractual issues	
5.	Technical issues - design	
6.	Technical issues – quality of the implementation	
7.	Procurement status	
8.	Resources review	
9.	Planned Activities	
10.	AOB	
11.	Next meeting	

SITE DAILY REPORT

Project		Date	
Contractor		Day	
Contract No		Weather	
Work Area			

Contractor's Resources

Project Manager		Surveyor		Mason		Plumber	
Site Eng.		Laborer		Plasterer		Electrical	
Mech. Eng.		Carpenter		Welder		Pergola carp	
Foreman		Steel Fixer		Operator		TOTAL	

Contractor's Major Plant

Safety and Environmental Issues	
Labour	(shortages, quality, let downs)
Material	(quality, delivery, issues, damages)
Work in progress	
Delays/ Disruptions/ Instructions/Mile stones	
Visitors, comments, complaints	

Diary Issued by:

MATERIAL APPROVAL REQUEST

Project:		Request No:	
Contractor:		Date:	

Item Submitted:			
Discipline :	Civil <input type="checkbox"/>	Mechanical <input type="checkbox"/>	Electrical <input type="checkbox"/>
Description:			
Supplier/Manufacture, including model number:			
BOQ Ref.:		Specification Ref.:	
Attachments:			
<input type="checkbox"/> Data Sheet	<input type="checkbox"/> Catalogue	<input type="checkbox"/> Sample	

For Contractor	
Discipline Engineer Name:	Signature:
Project Manager Name:	Signature:

For UNOPS		
Received Date:	Received Time:	
Received By:	Signature:	
UNOPS Action:		
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	
<input type="checkbox"/> Approved As Noted	<input type="checkbox"/> Others:	
Remarks:		
.....		
.....		
.....		
Action by:	Signature:	Date:
For UNOPS Project Manager Use:		
.....		
.....		
Project Manager Name:	Signature:	Date:

Contractor Receive	
Received Date:	Received Time:
Received By:	Signature:

SITE INSTRUCTION

Project			
Contract No			
Contractor			
Date		Instruction number	

Subject			
----------------	--	--	--

UNOPS Project Manager		Contractor's Representative	
Name		Name	
Signature		Signature	
Date		Date	

Note: Where the Instruction constitutes a Variation under the Contract, payment terms will be agreed by the Contractor submitting revised rates for the work for approval by the Engineer.

NON-CONFORMANCE REPORT

Project			
Contract No			
Contractor			
Trade/Activity			
Date		Non-conformance report number	

Details Of Non Conformance:

(Note specifications, drawings, standards, procedures etc departed from, attach photos if applicable)

Type of Non Conformance:

Material Fault Workmanship Product Supply Safety Quality Environmental

Remedial Works Required:

To be completed By Date:

Input and Approval required by Design Consultants: Yes No Approved:

Corrective Action to Prevent Recurrence:

Corrective Action confirmed and carried out Date: Whom:

Close Out Confirmed Date..... By:

FORM IPI 12

NON CONFORMANCE REGISTER

Project Title:	
-----------------------	--

Non Conformance Number	Date Issued	Non Conformance Details	Date Remedial Work Complete	Date Corrective Action Complete	Non Conformance Closed Out

LESSON LEARNED REPORT

Project			
Contractor			
Date		Report number	
Completed by			

Description of Issue:

(Describe problem, affect, time, cost and quality implications)

Corrective action:

(Provide technical details if required)

Lesson learned:

(Key issues learned by project team/Improvements)

Forward to UNOPS HSE Manager

Date: Sender:

CONTRACTOR TAKING OVER SUBMITTALS

Project		Contract No	
Contractor			

Submissions (details)	Specification Reference	Requested/ Prompt Date	Draft Received Date	Modifications Approved	Final Copy Received	Documentation Passed to Beneficiary
As Built Drawings: -						
Manuals: -						
Guarantees/Warrantees: -						
Spare Parts/Submissions: -						
Other Documentation: (producer statements/permits /tests) -						

DEFECT NOTIFICATION

Project			
Contract No			
Contractor			
Trade/Activity			
Date		Defect notification number	

Details of Defect:

(Note specifications, drawings, standards, procedures etc departed from, attach photos if applicable)

Type of Defect:

Material Fault Civil Mechanical Electrical Safety & Environmental Other

Defect Classification:

Critical (creates direct risk to proper operation of the facility or safety – to be fixed ASAP)

Operational (no direct risk to operation of facility or safety – fix date to be agreed)

Remedial Works Required:

To be completed By Date:

Input and Approval required by Design Consultants: Yes No

Signed by Date:

Close Out Confirmed Date..... By:

PROJECT DOCUMENTATION CONTROL PLAN

Project:

Document Type	Who has authority to raise and create?	Numbering system used?	Register/ Log to use, who to maintain?	Distribute to:	Record Type:
Communication to and from Donor					
Communication to and from Beneficiary					
Communication from and Notice to Consultants					
Communication from and Notice to Contractor					
Signed contract documentation					
Technical Documentation (drawings and specifications)					
Programme (contract and working)					
Quality control documentation					
Daily reports					
Project meeting minutes					
Site photographs					
Measurement and claims documentation					
Health & Safety documentation					
Environmental Management documentation					
Internal UNOPS correspondence					
Internal UNOPS clerical and accounting documentation					
Other					

INSPECTION AND TEST PLAN - CCTV system WORKS (Form IPI 21.04)

Project Title: PRAV0-Police Project, SBI CCTV

**Project Nadiia
Manager: Polishchuk**

Work Process: CCTV system works

**Project Viktoriya
Engineer: Sekretna**

ITP No.: 4.0

Client: EU

Item	Product/ Process	Requirement	Local Requirements Stage/ Frequency	UNOPS Requirements Stage/ Frequency	Records Required	Inspection test/ Procedure	Passing Result	Specification Reference	Responsibility	Hold Point (Y/N)
4.0	CCTV system works									
4.1	Test of incoming equipment	Test all equipment which install according to this list: IP cameras Video recorder Hard disk drive UPS block A4 multifunction device 21.5 inch monitor System unit	Obtain test protocol signed for all equipment	Obtain test protocol. UNOPS engineers must be present during testing and make sure that testing are completed. Pre-handover testing of all the equipment to be done in presense of UNOPS engineers	Test protocol	Check	Done/Not done	Equipment installed must be in compliance of specifications and requirements.	Senior Engineer/Project Engineer	Y
4.2	Incoming material inspection	cables and wiring accessories should have specifics that are harmonized with IEC and DIN standards. All materials must have certificates of conformity, quality certificates according to national standarts or/and ISO	Certificates of conformity and certificates of quality of all materials to be collected during signature of each act and during the commissioning. All certificates signed and sealed by the Contractor.	Each delivery certificates of conformity and certificates of quality of all materials to be collected during signature of each act and during the commissioning. All certificates signed and sealed by the Contractor. Material approval form should be provided with samples for approval.	Checklist	Check against orders	Meets drawings and technical specification		Senior Engineer/Project Engineer	N
4.3	Carry out work-Low voltage power supply distribution	As per design drawings.	N/A	Each work area	Checklist	Visual	Meets drawings and technical specification		Senior Engineer/Project Engineer	Y

4.4	As-built documentation	Contractor must collect and prepare a full set of as-built documentation for the UNOPS and Beneficiary	As-built documentation to be provided as per Ukrainian legislation	As-built documentation to be provided as per Ukrainian legislation and UNOPS QM plan.	Full set of documents	Checklist	Y/N		Senior Engineer/Project Engineer	N
4.5	Site visits for quality inspection	Quantity and frequency of site visits to check works, quality, HS and progress, etc.	Engineer must visit site (must be invited) during hidden works examination and sign acts of hidden works.	UNOPS Engineer, QA Engineer or Senior Engineer must visit site during main construction works execution. UNOPS' Engineers should visit the production site on the regular basis for joint testing and inspection procedures. The schedule of the visits to be in advance developed and agreed by the UNOPS and the Contractor. The visits are also mandatory when the hold points are achieved.	Acts, forms, checklists.	Visual	Done/Not done		Senior Engineer/Project Engineer	Y

ITP Prepared By:

Date:

ITP Approved By:

Date:

Hold Point - the work stops for further inspection by UNOPS' Engineers

INSPECTION PROCEDURE 01: CCTV System

Inspection Procedure for: - CCTV System		Page 1/1	
	Procedure	Action by	Verification
1.0	Ensure all personnel have been briefed on the Method Statement and record personnel briefing on checklist in Site register.	Project Eng	Check List
2.0	Make sure that all materials are matching with civil defense, specification and BOQ.	Project Eng	Check List
3.0	Ensure that all conduits and boxes are installed properly as per approved shop drawing.	Project Eng	Check List
4.0	Ensure that indoor cameras are fixed in exact location as per approved shop drawing.	Project Eng	Check List
5.0	Make sure that there is no interruption between power and data cables.	Project Eng	Check List
6.0	Make sure that the system is interfaced with Ithernet and network system.	Project Eng	Check List
7.0	Make sure that the system is protected and easy to use.	Project Eng	Check List
8.0	Make sure that each camera can be configured with name, location, description, and camera number.	Project Eng	Check List
9.0	Ensure that tests and certificates of good performance are done and submitted.	Project Eng	Check List
10.0	Record approval of finished electrical works in measurement sheet.	Project Eng	Measurement sheet/test reports register

Акт на закриття прихованих робіт

(найменування робіт)

выполненных в: _____

(найменування і місце розташування об'єкта)

« _____ » _____ 20__ р.

Комісія у складі:

представника будівельно-монтажної організації _____

(прізвище, ініціали, посада)

представника технічного нагляду Замовника _____

(прізвище, ініціали, посада)

представника проектної організації (відповідно до Договору про здійснення авторського нагляду)

(прізвище, ініціали, посада)

провела огляд робіт, виконаних _____

(найменування будівельно-монтажної організації)

і склала цей акт про таке:

1. До закриття пред'явлені такі роботи: _____

(найменування прихованих робіт)

2. Роботи виконані за проектною документацією _____

(найменування проектної організації, № креслень і дата їх складання)

3. При виконанні робіт застосовані: _____

(найменування матеріалів, конструкцій з посилання на сертифікати або інші документи)

4. При виконанні робіт відсутні (або допущені) відхилення від проектної документації

(за наявності відхилень вказується, ким і як погоджені, № креслень і дата погодження)

5. Дата: початку робіт _____

закінчення робіт _____

Рішення комісії:

Роботи виконані відповідно до проектної документації, стандартів, будівельних норм і правил, технічних умов і відповідають вимогам їх прийняття.

На основі викладеного дозволяється виконання наступних робіт із влаштування (монтажу)

(найменування робіт і конструкцій)

Представник будівельно-монтажної організації, посада _____

(підпись, П.І.Б.)

Представник технічного нагляду Замовника, посада _____

(підпись, П.І.Б.)

Представник проектної організації, посада _____

(підпись, П.І.Б.)

Примітка. Керівник Генпідрядної організації заздалегідь інформує членів комісії про дату і місце її роботи