



# KELTBRAY BUILT ENVIRONMENT




## Project Olympus BE0046

START DATE: March 2025

DURATION: May 2025

### Approvals

The signatures below certify that this plan has been reviewed and accepted and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name	Signature	Position	Date
Prepared by	Noora Ali		Engineer	03/03/2025
Reviewed by	Graham Smith		Project Manager	03/03/2025
Approved by	Graham Smith		Project Manager	03/03/2025

### Amendment record

This Project Quality Plan is to be reviewed periodically to ensure its continuing relevance to the project. A record of contextual additions or omissions is given below:

Page / Section No.	Context	Revision	Date
First Doc Issue	First Issue	00	07/03/2025

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# 1. Introduction & Purpose

This Project Quality Plan has been compiled in accordance with 'BS ISO 10005: 2005 Quality management systems – Guidance for quality plans'. Terms & definitions associated with this template are listed in the 'GRP-COMP-PRO-014 - Project Quality Plan Procedure'.

The purpose of this Quality Plan is to identify the relevant parts of the Keltbray Management System, which will be applied to this project, and also identify any special procedures necessary to achieve particular client requirements. The Plan should be reviewed if any changes to the contract or related legislation are made or at least, every 3 months.

The plan identifies the Management Structure of the Project Team (Appendix A) which has been set up for the project, as well as an indication to their responsibilities linked to section 4 of this plan.

A summary of Project Documents are listed including those provided by the Client and those produced by Keltbray specifically for the purpose of managing and controlling project information.

# 2. Scope

## 2.1 Project Description

**Keltbray Built Environment** will undertake all necessary works for the successful completion of Project Olympus for our client Ada infrastructure.

The Project Olympus construction site is located in 54a North Woolwich road, Silvertown London E16 2AA The site is surrounded by industrial units and the river Thames.

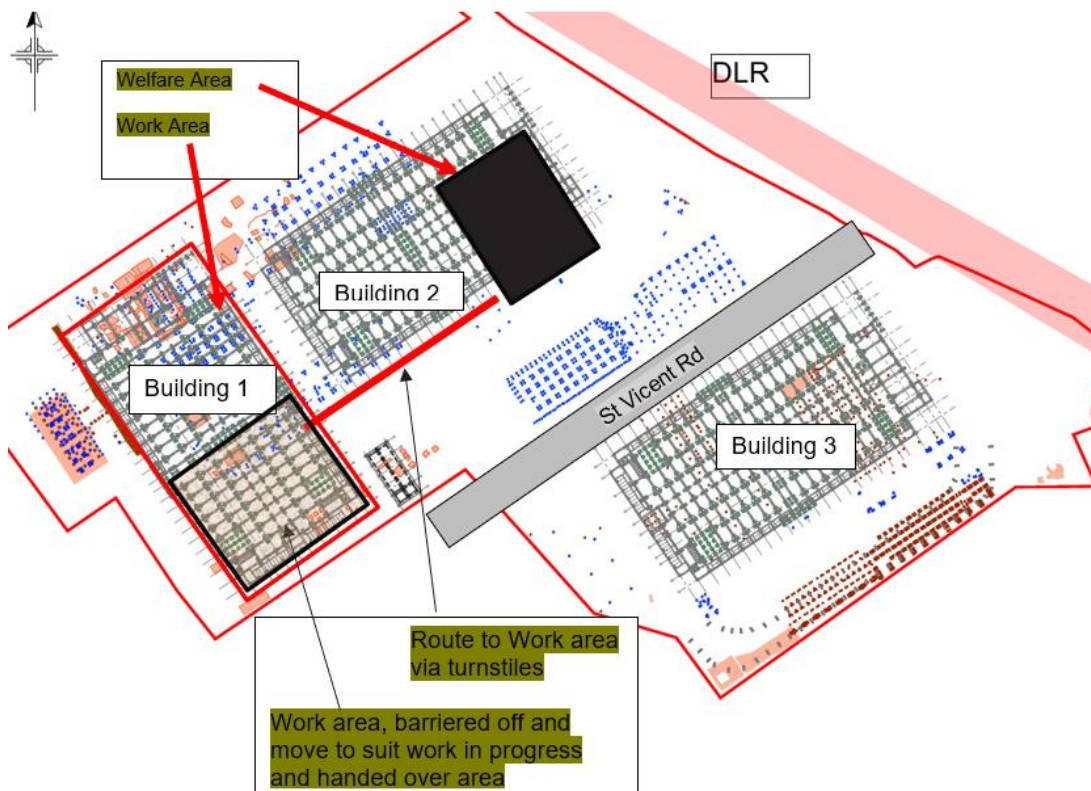


Figure 1 - Site Location Plan

## 2.2 Scope of Works

The main elements of the project work are

### 2.1.1 PILING PHASE (MARCH 2025 – MAY 2025)

These works include:

- Piling enabling works.
- Construction of bearing piles.
- Working Test Pile
- Tower Crane Base Construction.

## 3. Quality plan inputs

### 3.1 Quality Assurance

Quality assurance activities focus on the processes being used to manage and deliver the solution to evaluate overall project performance on a regular basis. Quality assurance is a method to ensure the project will satisfy the quality standards and will define and record quality reviews, test performance, and customer acceptance.

### 3.2 Quality Control

Quality control activities are performed continually to verify that project management and project deliverables are of high quality and meet quality standards. Quality assurance also helps uncover causes of unsatisfactory results and establish lessons learned to avoid similar issues in this and other projects.

### 3.3 Project Deliverables and Processes Acceptance Criteria

Project team members and key stakeholders agree at the project planning stage on formal project processes and major deliverable acceptance criteria that will be used to evaluate final deliverable results before the results are formally approved.

## 4. Quality Objectives

Keltbray Built Environments key quality objectives for this project are outlined below:

- Continue to develop our business for industry leading innovation, delivery methodology and a quality product.
- Maintain regular contract reviews with operational and commercial managers to ensure contracts perform to tender as a minimum and take appropriate actions if falling short.
- Obtain client feedback on tenders and completed projects at the target level in order to better understand our performance pre and post contract and to maintain our position within the market.
- Develop a strategic planning process which delivers, on a regular basis, a robust plan for growth of the business in the medium and long term.
- Rationalization our Business Management System (BMS) and improve it to meet new and emerging quality changes head on.

## 5. Quality Plan Responsibilities

The Management Structure of the Project Team is detailed in Appendix A. The site representatives with responsibilities for the site quality management system are:

- Michael Cook                                      Operations Director
- Graham Smith                                     Senior Project Manager
- Noora Ali    Project Engineer
- Daniel Owen                                      Construction Manager
- Craig Browne                                     Commercial Manager
- Christina Triantafyllou                        Project Administrator
- Graham Smith                                     Temporary Works Coordinator
- Noora Ali    QA Engineer
- Marouf Folad                                      Site Engineer

Persons selected for managing quality on the project shall be selected on the basis of Keltbray's competency framework for each role.

Key project roles and responsibilities are described below. These are in addition to general roles and responsibilities for quality, safety and the environment defined within the Keltbray Business Management System documents and procedures.

Task	Responsibility
Project Management/Coordination and allocation of responsibility	Graham Smith
Site set-up	Jimmy Owen
Procurement of materials and sub-contractors (with buying and planning)	Simon Burnell/Graham Smith
Control of information documentation (received or requested) (contract review)	Graham Smith/Craig Browne
Control of sub-contractors	Graham Smith/Craig Browne
Control of materials including specification checks	Noora Ali
Setting out, engineering and control of measuring equipment	Marouf Folad
Management feedback and review	Graham Smith
Undertaking quality inspections and for recording these	Noora Ali
Sampling materials for testing purposes	Noora Ali
Client/design team liaison	Graham Smith
Site tidiness, safety and security	Jimmy Owen
Occupier liaison	N/A
Site administration and records	Christina Triantafyllou
Contract planning and project reporting	Graham Smith
Contract completion	Graham Smith/ Craig Browne
Conducting internal audits	Graham Smith
Reviewing and closing actions arising from internal audits	Graham Smith
Controlling non-conformances and corrective actions	Graham Smith/Noora Ali
Review & authorise changes to, or deviations from, the quality plan	Graham Smith

## 6. Control of Documented Information

The main centre for administration of documents and records on this project is the Site Office and is the responsibility of the Keltbray Site Administrator.

## 7. Control of records

The Keltbray S:Drive will be utilised to upload and download relevant documents as required for safekeeping and post contract archiving.

A drawing register will be established by the Keltbray Project Manager and a record of drawing transmittals maintained.

[A-Site will be the formal Project Management system from which all site information \(drawings/ specifications etc...\) will be taken. Dalux will be used as the main quality system for submitting records on site and issuing permits, NCRs etc...](#)

Hard copy documents will be held on site in a readily available secure manner. See Appendix B for Key Project Documentation and Appendix C for the Control of Project Information & Records.

## 8. Resources

### 8.1 Provision of resources

- Mobile Cranes
- Excavators (via Gallagas)
- Piling Rigs
- Concrete Pumps
- MEWP

### 8.2 Materials

- [Steel Reinforcement](#)
- Concrete
- Fuels (Petrol/diesel/oxy&propane)
- COSHH (oils/greases/foams/sealants etc.)

### 8.3 Human resources

- Site Managers (SSMS)
- Site Supervisors (SSSTS)
- General Operatives (CSCS)
- Plant Operatives (CPCS)
- MEWP Operators (IPAF)
- Piling Rig Operatives (CPCS)
- Steel Fixers (CSCS)
- Slinger/signaller (CPCS)
- Crane Supervisor (CPCS)
- Appointed Person (CPCS)
- Crane operator (CPCS)
-

## 8.4 Infrastructure and work environment

### Welfare (To be provided by McLaren)

- Canteen
- Changing rooms with drying facility
- Office space
- Toilets
- Meeting rooms
- Hot & Cold water supply
- Electricity supply and lighting
- Heating

### Site (To be provided by McLaren)

- Temporary electric supply with transformers and lighting
- Temporary water supply
- Generator supply
- Vehicle access
- Site security
- Secure hoarding boundary
- Environmental monitoring

## 9. Requirements

NOTE: The Project Quality Plan will be reviewed every 6 months, unless there is an additional requirement, variation to the scope of works or change in the management structure.

## 10. Customer Communication

The Keltbray Project Director and the Project Management Team will be responsible for ensuring effective interface, communication and reporting as follows:

Liaison with the client or their representative:
Client Team Pre-Start Meeting
Regular Site Meetings (at agreed intervals)
Design Co-ordination Meetings (arranged as necessary)

Keltbray Project Meetings:
Handover meeting (Project specific handover requirements to be included here)
Monthly Cost Meetings (CVR)
Contract/Project Managers – Project/Information/Site meetings (arranged as necessary)
Safety Critical Supplier / Subcontractor meetings: <ul style="list-style-type: none"> <li>• Pre-order meetings (arranged for major packages)</li> <li>• Pre-start meetings (all Subcontractors / Safety Critical Suppliers)</li> <li>• Site progress, quality and coordination (arranged as necessary)</li> </ul>
Contract completion meeting
External Party Meetings
Other Third-Party Meetings

#### Input required by others

##### HSQE

Keltbray HSQE Dept. to assist with risk assessments, CPP, WPP, Task Briefings, COSHH Assessments, Toolbox Talk Briefings, audits, inspections, safety initiatives and advice as necessary.

The Quality & Assurance team shall assist with putting together this Plan and shall schedule internal audits and advise on quality assurance and control matters for the project.

## 11. Design and Development

### 11.1 Design and development process

The design scheme for the Piling Phase will be developed with the assistance of the following design teams: Keltbray Piling, Wentworth House Partnership (Temporary Works), Burrows Graham and Cundles (Permanent Works).

## 12. Purchasing

Purchases related to this project will be processes in accordance with **Keltbray Built Environment** standard purchasing procedures to ensure standards/requirements are clearly defined and documented.

All Subcontractors and Safety Critical Suppliers will be subjected to the **Keltbray Built Environment** selection/evaluation process prior to achieving approved status.

All information and documentation, such as Risk Assessments, Work Package Plans, Task Briefings, Quality Plans, Environmental Plans, Inspection Procedures or Programmes etc. submitted by subcontractors/suppliers, will be reviewed for the following information as appropriate:

- Materials identification/segregation, inspection and storage/protection
- General control or monitoring procedures (inspections required)
- Special on or off-site inspections/tests
- Details of samples and approvals necessary
- Special skills, training, qualification or experience necessary
- Third party verification
- Protection of finished work
- Special operating methods, sequences and responsibilities (e.g. setting out work methods, handling, fixing, transportation, special plant, temporary works etc.)
- Health and Safety (COSHH, Risk Assessments, etc.)
- Any other project requirements detailed in this Project Quality Plan.

## 13. Product and service provision

Items delivered to site will be subjected to a receiving inspection prior to use to ensure the item is fit for use and purpose.

A record of items delivered to site will be recorded on the 'Material Return Sheet'. A copy of the delivery note will be attached to the Material Return Sheet with the original being forwarded to Head Office F.A.O. Logistics Manager.

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## 14. Identification and traceability

Where the requirement for identification and tractability is required, the unique project number will be used as the primary reference point.

Items will be identified to show their process/inspection status as necessary or appropriate.

## 15. Property belonging to customers or external providers

All products provided by the customers (such as materials, tooling, test equipment, software, data, information, intellectual property or services) will be identified as and when required and agreed control measures will be put in place for inspection and storage on site. Details on this will be shared with the relevant site team in the daily task briefings and communicated to the customer if required. All products will be inspected on delivery to site to confirm conformity.

## 16. Preservation of product

The Project Site Manager will ensure that items delivered to site are handled and stored in a safe and secure manner in order to prevent damage, deterioration or improper use/issues.

## 17. Control of nonconforming product

Any non-conformance to product, service or planned arrangements of a safety, quality or environmental nature will be recorded using a **Keltbray Built Environment** Non-conformance Report Record.

The **Keltbray Built Environment** Project Manager will liaise with the Project HSQE Advisor and the client as necessary to investigate the report, determine causal factors and establish corrective/preventive action necessary to eliminate or reduce the impact of the non-conformance.

Any issues raised by the client as part of any community liaison arrangements will be treated as a customer complaint and investigated as described above.

Plant/equipment defects will be recorded by the delivery manager using the appropriate Record of Reports of Inspection book and other check sheets as applicable. Plant equipment will be suitably segregated and identified appropriately.

## 18. Monitoring and measurement

Suitable inspections and testing will be carried out to ensure the completed works delivered to **McLaren** by **Keltbray Built Environment** are fully compliant with the contract specification. A Project Quality Plan (PQP) must be created and ALL PQP's must be sent to the client or PC for review and sign off prior to beginning work.

In particular the following key inspections and testing is anticipated for this project:

- In process inspections and hold points
- Equipment use in the provision of service delivery
- Equipment used for inspection and testing
- Calibration/testing of equipment
- Pass/fail criteria
- Person performing the inspection test
- Evidence of conformance

The arrangements for inspection and testing will include:

- In process inspections and hold points (sign off required from Project Director prior to start of work)
- Equipment use in the provision of service delivery
- Equipment used for inspection and testing
- Calibration/testing of equipment
- Pass/fail criteria
- Person performing the inspection test

- Evidence of conformance (ALL documentation is in place and reviewed)  
Inspections of plant/equipment will be recorded using the appropriate **Keltbray Built Environment** Records of Reports of Inspection books and other checks as applicable.

## 19. Audits

Project audits will be carried out by suitably trained personnel. An audit may consist of a site inspection, external site audit or scheduled audit as appropriate. Regular 3-month audits pre-planned with the project team to ensure all quality aspects are captured.

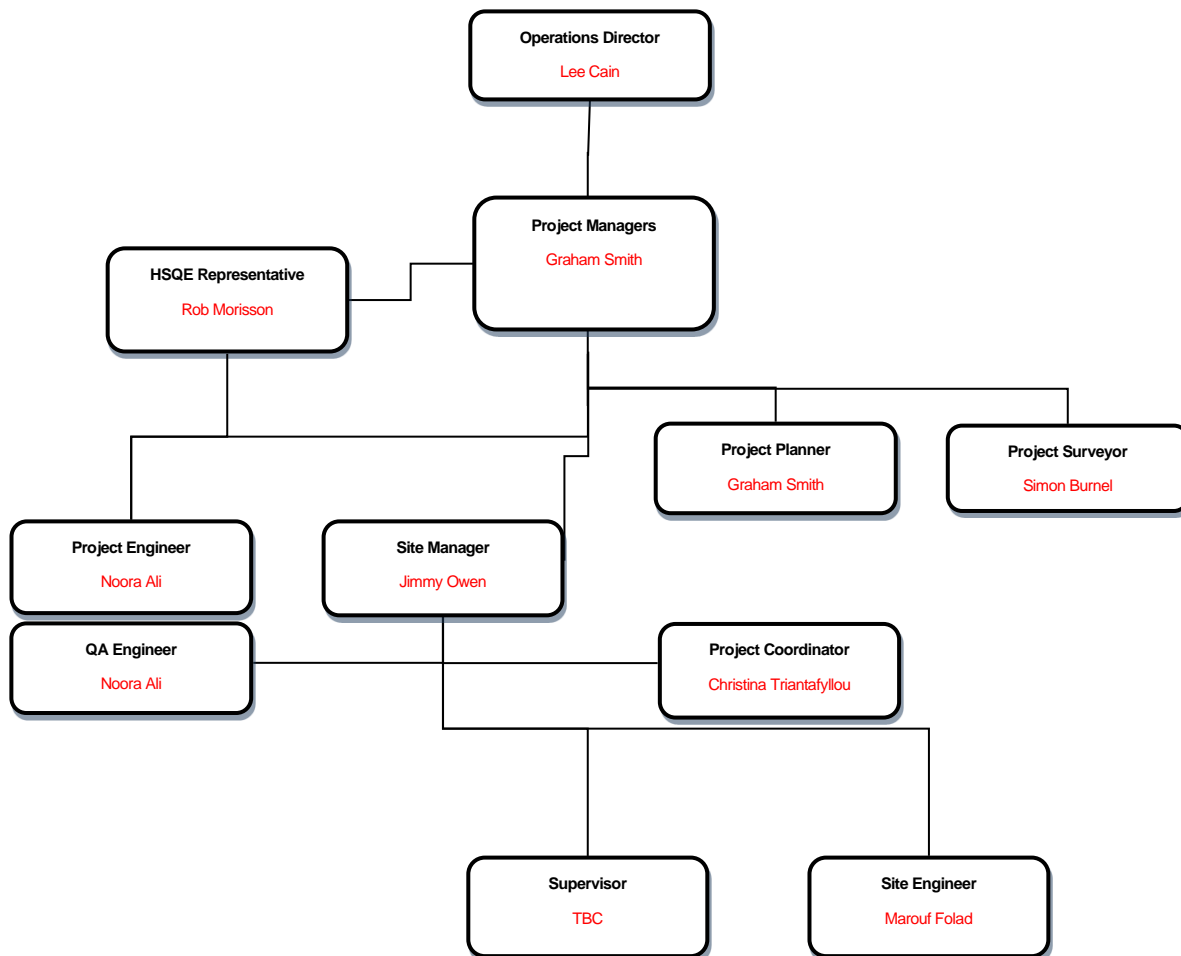
The audit will contain compliance checks to ensure that the project conforms to all relevant specifications and regulations that affect the project.

Audits are reviewed to ensure the effectiveness of actions taken and for the purpose of trend analysis.

A record of all audits conducted will be maintained in the site office.

## 20. Appendices

### Appendix A – Management Structure of the Project Team



## Appendix B – Project Documentation

The Keltbray Management Team will ensure distribution, maintenance and filing in a recognised format for the following:

Key documents/records supplied by the Client
<ul style="list-style-type: none"><li>• Bill of Quantities</li></ul>
<ul style="list-style-type: none"><li>• Specifications listed under subject headings</li></ul>
<ul style="list-style-type: none"><li>• Form of Contract</li></ul>
<ul style="list-style-type: none"><li>• Drawings (refer to site drawing register for latest receipts)</li></ul>
<ul style="list-style-type: none"><li>• Site instructions/Project Managers directions</li></ul>
<ul style="list-style-type: none"><li>• Meeting minutes</li></ul>

Key documents/records utilised by Keltbray
<ul style="list-style-type: none"><li>• Project Quality Plan</li></ul>
<ul style="list-style-type: none"><li>• Method Statements</li></ul>
<ul style="list-style-type: none"><li>• Task Briefings</li></ul>
<ul style="list-style-type: none"><li>• Environmental (and waste) Management Plan</li></ul>
<ul style="list-style-type: none"><li>• Sub-Contract Quality Plans (where available)</li></ul>
<ul style="list-style-type: none"><li>• Construction Programme</li></ul>
<ul style="list-style-type: none"><li>• Site Survey Records</li></ul>
<ul style="list-style-type: none"><li>• Technical Queries</li></ul>

## Appendix C – Control of Project Information & Records

Records & Information Action Chart			
Form Title	Controlled by	Distribution	File Location
<b>General Site Records</b>			
Site Diary	Project Managers	Site	KIPS
Daily Labour Allocation Sheet	Project Managers	Site	KIPS
Weekly record of labour on site	Project Managers	Site	KRONS
Material received/returned sheet	Project Managers	Site	COINS
Plant return sheet	Project Managers	Site	S:Drive
Trade inspection records	Supervisors	Site	S:Drive
Site inspection checklists	Supervisors	Site	S:Drive
Defects list	Engineers	Site	S:Drive
Drawing register	Project Managers	Site	Asite
Internal orders/indents	Project Managers	Site	S:Drive
Setting out records	Engineers	Site	KIPS
Site programmes	Project Managers	Site	S:Drive
Progress photographs	Project Managers	Site	S:Drive
Site progress reports	Project Managers	Site	S:Drive
Site meeting minutes	Project Managers	Site	S:Drive

Form Title	Controlled by	Distribution	File Location
<b>General Instructions &amp; Verbal Information</b>			
Information required schedules	Project Managers	Site	Asite
Technical query sheets	Project Managers	Site	Asite
Client site instruction	Project Managers	Site	S:Drive
Confirmation orders to Subcontractors	Project Managers	Site	S:Drive
Site instructions	Project Managers	Site	S:Drive

Form Title	Controlled by	Distribution	File Location
<b>General Records</b>			
Schedules of dilapidation's	Project Managers	Site	S:Drive
Site surveys	Project Managers	Site	S:Drive
Keltbray day-works	Project Managers	Site	S:Drive
Subcontractors day-works	Project Managers/QS	Site	S:Drive
Subcontractor Orders	Project Managers/QS	Site	S:Drive
Supplier Orders	Project Managers	Site	S:Drive
Building control or DC notifications	Project Managers	Site	S:Drive
Meter readings – temporary supplies	Project Managers	Site	S:Drive

Material test records	Project Managers	Site	S:Drive
Concrete pour records	Engineers	Site	KIPS
Plant collection/delivery	Supervisors	Site	S:Drive

Form Title	Controlled by	Distribution	File Location
<b>Health, Safety and Environmental Records</b>			
HSE registers	Project Managers	Site	S:Drive
Risk Assessments	Project Managers	Site	S:Drive
COSHH	Project Managers	Site	S:Drive
Safety officer/HSE visit reports	HSQE	Site	Intelex
CITB & plant certificates	Supervisors	Site	S:Drive
Method statements (Keltbray)	Project Managers	Site	S:Drive
Method statements (Subcontractors)	Project Managers	Site	S:Drive
Work Package Plans, Task Briefings	Supervisors	Site	S:Drive
Accident book	Project Managers	Site	Intelex