

QUALITY ASSURANCE MANUAL

ANTIDOTE ENGINEERING & CONSTRUCTION NIGERIA LIMITED

1.0 PURPOSE AND SCOPE

1.1 PURPOSE

The purpose of this manual is to outline the necessary measures that are implemented in order to ensure the quality of work performed within **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD**. It informs staff of the measure that are adopted with the purpose of ensuring quality. All staff taking part in the execution of contracts and orders received from customers are bound by the measures included in this manual.

This manual constitutes written proof of existence of a Quality Policy Manual **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD** subsequently acting as the basis whereby customers and other outside organizations are able to verify the implementation of this policy. This manual acts a reference, ensuring that Quality System applied constantly despite staff changes, we staff can consult the manual to determine their responsibilities as regards the pursuit of quality within the company.

1.2 SCOPE

ANTIDOTE ENGINEERING & CONSTRUCTION NIGERIA LIMITED

This Quality Assurance Manual applies in its totality to all contracts handled by the division and to all activities undertaken within **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD** as a registered company. If services for supplies are sub-contracted, activities are included in the contracts that are awarded to the sub-contractors.

2.0 QUALITY ASSURANCE MANAGER: RESPONSIBILITIES / JOB DESCRIPTION

He is responsible to the Managing Director. Other functions include but are not limited to:

- ❖ Advise in laying quality objectives /policy
- ❖ Develop/introduces/improves quality system, manuals and procedure/plans, carried out system audit.
- ❖ Analyses non-conformances/quality problems/ cart complaints, encourages structural improvements, support management review of quality system.
- ❖ Deals with external & internal audits certification and publication.
- ❖ Improve internal familiarity with quality system, quality awareness training recommendations.
- ❖ Ensure adequate documentation of records in the company.
- ❖ Disseminating Quality related information to all staff;

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- ❖ Leads and manager quality system/programmes.

The responsibilities and job descriptions for other key staff are written in the company devolution guide.

3.0 QUALITY SYSTEM REQUIREMENTS

3.1 MANAGEMENT RESPONSIBILITY

The General Manager **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD** of being aware of changes in the demand situation and increasing market expectations in quality has defined and implemented a quality policy manual specific to the company including the subcontractors. This quality policy manual is designed specially by the company in its quest to achieve optimum performance in the context of national and international competition.

As such, this manual is designed to meet the international and local standard requirements based on ISO 9001.

The organization, objective and quality requirements are herein.

The management hereby authorizes the Quality Assurance manager with the task of verifying and accordingly applying Quality Assurance Programme. All staff are mandatorily required to adhere and implement the requirements of this manual. This will be monitored constantly by the management with view of ensuring absolute adaptation of quality requirements to the grassroots.

3.2 QUALITY SYSTEM

The management of **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD** has used the ISO 9000 series to develop a quality system, put it down in writing and have it implemented with the purpose of realizing the quality objective and the quality policy as formulated in this manual.

The quality system is laid down in the quality programme and the content specified therein. The quality system thus implemented is regularly assessed as to goal orientedness and effectiveness with reference to realizing the quality policy, internal audits are used to assess the extent to which the quality system is performing.

When required for a particular contract or order a specific quality programme may be established to complement the Quality Assurance Manual and associated procedures. This will comprise inclusively the customer interfaces.

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3.3 HANDLING, STORAGE, PACKAGING AND DELIVERY

Items requiring special handling method shall be subject to the issuance of specific handling procedure or instructions. Storage procedure shall satisfy the following requirements:

- ❖ Identify storage location and condition for adequate protection against deterioration/damages.
- ❖ State inspection requirements to verify condition of products during storage etc
- ❖ The method of preserving and packing product shall ensure cleanliness, prevention of damage and preservation during shipment and storage at final, destination.

Appropriate transport facilities shall be selected by the department in charge to avoid products being lost or damaged in transit or arriving late. Any transit damage or lost of project/contract materials/conducts shall be documented and communicated so that accuracy and fitness for use is maintained.

3.4 QUALITY RECORDS

Quality records are those documents which shall be maintained to demonstrate achievement of the required and included in the final as-built dossier. Retention of the quality records shall be established for the period agreed upon in the contract.

The project Quality Records shall be collected, indexed and filed by the project management team on continuous basis throughout the project work. Destruction of quality records shall be determined and specified by the contract.

Procedure for compiling, filling, verifying, issuing, modifying, retrieving archiving and destroying quality records has been seen.

3.5 INTERNAL QUALITY AUDITS

To check the implementation and efficiency of **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD** Quality Audits are carried out as defined in the quality audit procedure. The Quality manager is responsible for audits and audits schedules. He records following audits, except as regards audits on the Quality management and Department itself which are done by the management or the organizations duly appointed General Manager.

Internal Quality audits are planned and performed in application of quality system implementation schedule and project plans audit schedules.

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3.6 INSPECTION, MANAGEMENT TEST EQUIPMENT

Any equipment or device used during the performance of work for measuring, recording, inspecting and testing shall be in an appropriate and documented calibration status. Such equipment or device shall bear a unique identification reference, allowing full tractability to its relevant calibration documentation.

Calibration register, reports and certification calibration shall be available for reference and verification at the work site.

3.7 TRAINING

The company is devoted to ensure training of staff taking part in activities liable to affect the quality of the products and services rendered.

These training measures cover those related to professional qualification, special qualifications required for certain functions or jobs, personnel management based on current and future development.

At the start of the year a staff training programme is drawn up by the personnel Department of the company with the purpose of ensuring the upkeep of staff know-how throughout the Division. Training is organized outside or in-house.

Training on Quality Assurance is carried out under responsibility of the Quality Department.

3.8 SERVICING

Here, the client is supplied with full operating and maintenance instructions, in accordance with the provision of the client/ **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD** contract.

3.9 STATISTICAL TECHNIQUES

This is not utilized by the company. However, in the event that this is specified in a contract, specific procedure will be established and implemented.

4.0 AMENDMENT AND RE-ISSUE

This manual shall be periodically reviewed to re-affirm its adequacy and conformity with current practice resulting from technological and international standards advancements. Amendment identified by consecutive letters of the alphabets, shall be made by replacement of amended pages. All amendment shall be recorded on the amendments designated page

1. It shall be updated and replaced with new amendment.

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When changes affect a considerable number of pages in any case after more ten amendments to one issue, the manual shall be re-issued with previous amendments incorporated.

4.1 BID CONTRACT REVIEW

When required by the magnitude and/or complexity of the given project, the proposal engineer or project Manager will excuse specific bid review or contract review at the following states

- ❖ Prior
- ❖ On receipt of order
- ❖ Or receipt of order amendment

Before a bid is sent to a client it is reviewed on the basis of the following points:

- ❖ A checklist is used during site visit in order to assess on the spot all possibilities in the execution of the project.
- ❖ A review is carried out as to whether **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD**, is capable to meet the tender requirements, at the same time a check is made as to whether the requirement are completely and unambiguously formulated in order to avoid differences in interpretation at a subsequent stage in the proceedings. A checklist supports and records tills review should there be any lack of clarity the client is asked for further details in writing. Any such information is included in the bid.
- ❖ Specialized and concerned departments are consulted and the process recorded

4.2 BASIC DESIGN INPUT DATA

All basic design input data is identified and commended by the project designer during the contract reviews, and the input data is thoroughly examined for suitability.

The project designer is required to resolve all instances of incomplete unambiguous or inconsistent basic design requirements with the person who established these requirements.

The input data for basic design work on the items making up the constructions analyzed and each element of the final construction is categorized. Working from basic design blueprints and calculations, the project designer draws up specifications for each element in accordance with the critical category. The resulting documents are checked and approved and if so specified in the contract, forward to the customer for comments.

4.3 BASIC DESIGN OUTPUT DATA

Before the design is issued for authorization to the responsible company director/contract manager, a final design review will be carried out by the assigned

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personnel for reliability, operability, maintainability and safety. MI documents are signed and dated. After handling over, the company Director/Contract Manager is responsible for further application/use of the design result.

4.4 DESIGN RESULT

Design result are laid down per department in reports, calculations, specifications etc. they have to conform to the establishment of contract review requirements.

4.5 BASIC VERIFICATION

The project design prepares up and documents basic design verification and assigns these functions to competent staff.

4.6 BASIC DESIGN MODIFICATION

The basic design modification would preferably be examined by the person responsible for the initial design. Necessary changes and efforts on budgets, planning, etc are determined in consultation with the client. Upon client's approval, the activities concerned are carried out in accordance with previous agreed conditions. There is a procedure concerned with design control.

5.0 DOCUMENT CONTROL

The Company established control to prepare verify, issue, modify, approve, file, cancel archive and destroy documents released or received by them.

In preparing, a document, the author is responsible to the following:

- ❖ Writing the document.
- ❖ Having the document verified by a computer person, then have the document approved by the relevant authority.
- ❖ Issue procedure for the initial issue
- ❖ Update the document following the same verification/approval
- ❖ Issue procedure for the initial issue.
- ❖ File or archive the document.

ANTIDOTE ENG. & CONSTRUCTION NIG. LTD in ensuring document control will always identify compile and list document as specified in document control procedures.

However, documents are issued using the distribution list system under the responsibility of the author as guided by the said procedure.

5.1 PURCHASING

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During purchasing Quality Assurance measure are ensured to cover the assessment supplies and sub-contractors from technical and services that satisfy the requirement as set out in the purchasing documents. This induces the confidence that purchasing documents include and refer to all requirements as set out in applicable documents for obtaining the required Quality.

Having received information based on the project, orders are issued which are supplied in form of purchase requisitions stating all required details.

For certain contracts, supplies and sub-contractors may be required to supply documents such as quality assurance procedures etc. this will however be mentioned in the order.

Inspection of purchase must be carried out. This must take place at the supplier's or subcontractor premises or whichever is mentioned on the purchase order. This exercise will determine if the order to be accepted or rejected.

5.2 CUSTOMER SUPPLIES PRODUCTS

Where a product is supplied for installation or job/service execution, a delivery note and the receipt file shall be delivered. These items shall be checked for compliance with all applicable requirements for which the supplied products will be utilized.

Upon delivery, a member of **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD** staff inspects the items delivered in the presence of the customer's representative, checking that the documentation tallies with the items delivered and the products were delivered in good conditions.

Any observation should be minuted in the presence of the representative and documented. Copies of these should be distributed to necessary units as evidence. The minuted document, and the delivered note means the specified items are in the custody of **ANTIDOTE ENG. & CONSTRUCTION NIG. LTD**. All documents must be duly signed by all present.

5.3 PRODUCT IDENTIFICATION AND TRACTABILITY

ANTIDOTE ENG. & CONSTRUCTION NIG. LTD introduced measures to identify and trace materials or supplies throughout the production, delivery, service or installation stages. This makes it possible to track the progress of an item throughout its life cycle and determine the origins of the parts making up the finished product or services.

Identification and tractability of products are carried out in an unambiguous manner which portrays quality assurance controls. However, procedures have been developed

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to address various processes involved in materials/product identification and traceability.

5.4 PROCESS CONTROL

To ensure control over production /processes as applied by the company, measures have been drawn up for implementation to accomplish customer contracts in compliance with applicable requirements. Standard work processes are defined and documented in the form of internal work instructions drawn up with purposes of explaining working method of staff.

Special processes are also in the company, which encompass such things as welding, non-destructive tests and various in-house technical processes. The implementations of all special processes are governed by internal procedures.

Approved operations are carried out by qualified staff using certified equipment, matched to the operation to be performed. Our process control capability can as well be measured in our drilling operations and related activities.

5.5 INSPECTION AND TESTING

In order to ensure correct application of inspections during work on a contract or project, inspection and testing concept is adopted. This applies to oncoming goods, work in progress and finished products/service in accordance with contractual requirements.

This measure stipulates that each product or service be accompanied by a test status document which monitors this products or service's progress through specified test and inspection schedule including all relevant documentation.

Products can be only accepted after being checked and certified as meeting the requirements. Test and inspection files must be kept on record and adequately documented.

5.6 INSPECTION AND TEST STATUS

Inspection procedures shall include specific stage inspection reports, which are established upon determining acceptance of work. The status of these inspection shall be monitored regularly throughout the production.

Delivery, used or installation of a given product will only be allowed if the product are established upon determining acceptance of work. The status of these inspections shall be monitored regularly throughout the production.

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