

FORMAL QUALITY ASSURANCE / CONTROL PROGRAMME

GENERAL

Management meeting

Weekly contract meetings undertaken to review performance and contact problems with all Management contracting staff

Monthly meetings undertaken with all management staff reviewing management and staff performance

Employment

All new staff our intervened by the directors, every effort is made to seek references for all new employees.

Appraisals are made on existing staff on regular intervals, assessing their current skills and qualifications are suitable to progressing works, additional training is given if required

Literature

We subscribe to BSI giving access to the latest standards and code s of practice

Being an NICEIC contractor we have available technical manuals and have assess to a technical help line if required

PRE CONTRACT

Design

Utilising the latest software techniques and consultation with professional body or specific manufactures for

The latest soft-ware for electrical design is utilised within the company this is purchased on an annual licence agreements which guarantees we are using the most up to date regulations

We produce a specification tailored to each contract detailing design details raw materials and erection / installation methods, all limitations and exclusions are detailed at this stage

CAD drawing is produced showing all electrical details proposed, Lighting. Power, fire alarm layouts. Line diagrams for distribution arrangements

CONTRACT

Health and Safety

Pre contract assessment are made ensure correct compilation of method statements and risk assessments, with relevant request made for asbestos reregisters ect

Works records kept

All contract documents are stored (hard and soft copies) progress reports and telephone conversations are logged, labour employed to each site is recorded within the company's job costing programme

Any complaints are recorded within the companies compliant book, and addressed accordingly via the supervision Staff in overseeing that particular contract

All named labour and material utilised on each contract are logged by date within the job costing software

Material

All material purchased is through our in house buyer, all suppliers to material supplied are recorded within the job costing software, giving a traceable link to any product site and supplier

Any specific product guarantee are recorded and filed to each contract weather subcontract or material

Staff Supervision

All contracts are undertaken under a structured supervision system by in house staff, small works and medium contracts to the value of £30K would be under our contracts manager

Larger contracts would be via one of our on site foremen directly overseen via one of the directors

Electrical testing and inspection

All contracts are periodically and on completion completely tested to BS7671, BS5266 and BS5831 respectively, we utilise our in house test and inspection engineer who periodically visits all on going sites either supervising testing are undertaken testing himself

Certification is complied via a verifying software package endorsed by the NICEIC

After sales

After issue of O & M manuals and drawings we offer a maintenance service package for all aspects of the installed works either by our in house engineers or via our select subcontractors