

Quality Management System	POWER GRID COMPANY OF BANGLADESH LTD.					QUALITY PROCEDURES			
	TITLE: PROCEDURE FOR PROJECT IMPLEMENTATION								
Document No:	QP-PIM-1	Revision No.:	01	Effective Date:	11/11/12	Page:	1	of	3

1. Scope: Applies to all Applies to whole of development projects of POWER GRID COMPANY OF BANGLADESH LTD.					
2. Purpose: To ensure proper implementation of development projects of PGCB					
SL. No.	Activity (including check points)	Ref. Doc.	Responsibility	Freq./Time	Output
1.0	<b>Planning of project implementation</b>				
1.1	<u>Identification of working condition:</u> For proper implementation of the project work, it is very important to identify the following according to the contract document: <ul style="list-style-type: none"> <li>All standards mentioned</li> <li>Specifications in detail</li> <li>Applicable conditions etc.</li> </ul>	Contract Document	DGMDGN & DGMP	As required	
1.2	<u>Kick-off meeting:</u> A meeting shall be held after signing contract about work execution between employer and contractor.		DGMDGN, DGMP, Contractor		Detail implementation programme
1.3	<u>Work Program:</u> The contractor shall submit a program to the employer's representative for information, within the time stated in the Tender documents. The program shall mainly include the followings: <ul style="list-style-type: none"> <li>Each stage of design</li> <li>Procurement</li> <li>Manufacturer, delivery to site</li> <li>Construction</li> <li>Erection</li> <li>Testing and commissioning etc.</li> </ul>	Tender documents	Contractor	Within the time stated in the Tender documents for the specified works	Work Program
1.4	<u>Progress Report:</u> Monthly progress report shall be prepared by the contractor and submitted to the employee's representative in six copies within 14 days of the last period. Each report shall include photographs and detailed descriptions of progress, including each stage of design, procurement, manufacture, delivery to site, construction, erection, testing and commissioning.	QF-PIM-01	DGMP	Monthly	QF-PIM-01 to QF-PIM-04
1.5	A steering committee headed by MD, and comprising of DP&D, DF, GMP and PDs. They will review the progress of project implementation.		DP&D, GMP	Quarterly	Minutes of the meeting
1.6	<u>Q A:</u> The contractor will submit a quality assurance and quality manual for the whole project which will fulfill the requirement as per international standards.	International standards.	DGMP, Contractor	As required	Quality Assurance, Quality Manual
2.0	<b>Implementation</b>				
2.1	<u>Approval:</u> As per dated action program the contractor will submit all design drawings, documents etc. to PGCB for approval.	Work program	DGMDGN, DGMP, Contractor		QF-PIM-10

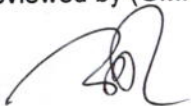
Reviewed by (GMP):

Approved by (DP&D):

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2.2	<u>Work execution:</u> After getting necessary approval, work execution shall start and shall be done as per approval based on contract documents.	Contract & approved documents	DGMP, Contractor	As per approved schedule based on contract documents	Execution of works
2.3	<u>Inspection:</u> PGCB and its representative shall be entitled, during manufacture, fabrication and preparation at any places where work is being carried out, to inspect, examine and test the materials and workmanship, and to check the progress of manufacture, of all plant and materials to be supplied under the contract. The contractor shall give them full opportunity to inspect, examine, measure and test any work on site or wherever carried out to ensure Quality in terms of workmanship and material.		DGMDGN, DGMP, Contractor	As required	QF-PIM-05 QF-PIM-06
2.4	<u>Employer's Representative's Duties and Authority:</u> PGCB representative shall carry out the duties specified in the contract. The employer's representative shall have no authority to amend the contract. But for the interest of work, necessary action may be taken for getting proper approval from the authorized person of PGCB.	Contract documents	DGMP	As required	Quality assured
2.5	<u>As built drawings:</u> The contractor shall prepare a complete set of "As-built" records of the execution of the works, showing the exact "As-built" locations, sizes and details of the work as executed, with cross references to relevant specifications and data sheets. These records shall be kept on the site and shall be used exclusively for the purposes of this sub-clause. Two copies shall be submitted to the employer's representative prior to the commencement of the Tests on completion. Contractor shall supply 7 (seven) copies of As Built Drawings, which shall be distributed as follows: a. GMT- 1/copy b. DGMDGN- 1 copy c. DGMGRID- 2 copies d. MGRID- 2 copies e. DGMP- 1 copy		DGMDGN, DGMP, Contractor	As required	"As-built" records
2.6	<u>Taking Over Certificate (TOC):</u> After the successful completion of all tests and equipment are energized in accordance with the contract, a taking over certificate for the works shall be issued.		DGMGRID, DGMP, Contractor	As required	QF-PIM-07 QF-PIM-08

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2.7	<u>Defect Liabilities</u> : After issuing the TOC all the equipment shall be run under commercial operation. From the date of issue the TOC the defect liabilities period will be started and the contractor will rectify all problems as it is developed in the defect liabilities period, which is normally 1 year, or as mentioned in Contract Document.		DGMGRID, DGMP, Contractor	As required	Warranty is ensured
2.8	<u>Final Acceptance Certificate (FAC)</u> : After successful commercial operation of all equipment's installed under the contract for a period of 1 (one) year, or as mentioned in Contract Document, the Final Acceptance Certificates shall be issued in this regards.	Commercial Operation Data	DGMGRID, DGMP, Contractor	As required	QF-PIM-09
<b>3.0</b>	<b>Testing and Commissioning</b>				
3.1	<u>Testing</u> : If the Contract provides for tests, other than the tests after completion, the contractor shall provide all documents and other information necessary for testing. All test formats shall be prepared as per International standard and should be approved by the PGCB authority. The contractor shall provide sufficient suitably qualified and experienced staff to carry out the tests specified in the Contract.		DGMGRID, DGMP, Contractor	As required	
3.2	<u>Testing &amp; Commissioning</u> : After submission of pre-commissioning test reports, a commission team, is formed on be-half of PGCB for witness, testing, commissioning and energization of equipments. The commissioning team shall check the pre-commissioning test results. It shall also witnesses some important test. With full satisfaction of the commission team the coordinator of the team shall issue an order to operational personnel on duty for energization of equipments as per direction of LDC.		Commission team, Contractor	As required	QF-PIM-11
<b>4.0</b>	<b>Action for improvement</b>				
4.1	The management will evaluate the effectiveness of the Procedure for Project Implementation followed in PGCB.		GMP, MR	During internal audit	Review of review system
4.2	Actions will be taken on the basis of evaluation by the Management.		GMP, MR	When required	Improvement

N.B. Preferred to be sent electronically.

Reviewed by (GMP):



Approved by (DP&D):

