



INTEGRATION OF QUALITY DOSSIER

CODE	PCC-02
REVISION	02
EMISSION	12.APR.23

SIGNATURE CONTROL

DEVELOPED	REVISED	AUTHORIZED
Karla Alamillo Reyes NAME	Areli Roque Cruz NAME	Diego Cruz Martínez NAME
SIGNATURE	SIGNATURE	SIGNATURE
SGI Administrator	Quality Control Manager	Managing director

CHANGE CONTROL

DESCRIPTION OF THE CHANGE	REVISION	DATE
The translation of this PCC-02 procedure is included in the IMS, and the English version is integrated with the same control data as the Spanish document. Modification of associated formats for handling the English-Spanish version.	02	12.APR.23
Integration of the Reference Documents, Definitions, and Responsibilities sections.	01	13.AUG.22
Creation of the Procedure.	00	18.MAY.20

PURPOSE OF THE PROCEDURE

Describe the development and integration of the quality dossier according to the client's requirements and specifications.

SCOPE OF THE PROCEDURE

Quality control supervisors in the specialties according to the type of project.

REFERENCE DOCUMENTS

- International Quality Management Systems ISO 9001:2015 Standard
- International Standard Environmental Management Systems ISO 14001:2015

DEFINITIONS

Quality dossier: It is a written document, in physical or digital version, that presents information about a project. It includes all the documents that certify that a certain process, product, or service has been carried out following set quality standards.

RESPONSIBILITIES

Quality Control Department:

- Integrate and follow up on the quality dossier during the operational development of construction. Each Dossier is identified by Project, client, and by the name and number of the corresponding contract.

CONSERFLOW S.A. DE C.V.			
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Quality Control Manager:

- Review and verify the documentation generated.
- Validate the data generated in the reports.
- Deliver the Dossier to the Client.

DIGITAL COPY

DESCRIPTION OF THE PROCEDURE

Responsible	Activity	Records
Operations Management	<p>1. PLANNING OF ACTIVITIES AND DEFINITION OF REQUIREMENTS.</p> <p>The first step in the preparation of the dossier is at the time of project transfer (scope) for the planning of how the product or service that needs to be documented is going to be carried out. This includes deciding which quality standards apply to the product and the company, drawing up the quality plan, drafting the product specifications, reviewing the procedures that apply to it, defining the conditions of acceptance, agreeing on which quality controls are to be carried out, preparing the format of the record, and, finally, detailing which documents and records will be integrated into the quality dossier. In this step, the content and integration of the index must be defined concerning the requirements of the project; this index can be proposed by CONSERFLOW or by the client.</p>	<p>List of Engineering Documents</p> <p>APC Engineering</p> <p>Inspection and testing plans</p> <p>Project Index</p> <p>Operational Records</p>
Quality Control Manager	<p>A. DEVELOPMENT OF ACTIVITIES</p> <p>During the production process, inspection and test records must be prepared, which are integrated into the dossier by specialty and/or area. At this stage, the certificates of materials and equipment are received, which are reviewed to corroborate that they comply with the client's specifications.</p>	<p>Equipment Certificates</p> <p>Certificates of works</p> <p>Additional Manuals</p>
Quality Control Manager	<p>1. DOCUMENT AND RECORD COLLECTION AND INTEGRATION</p> <p>During the development of the activities, the quality dossier must be compiled and integrated according to the approved index, including procedures, records, technical reports, certificates, manuals, covers, and engineering, among others.</p>	
Quality Control Manager	<p>2. SUBMISSION OF DOSSIER</p> <p>Once the operational activities of the product, work, or service have been completed, the technical information folder (Dossier) is delivered to the client; this is done physically by delivering the original dossier plus a digital copy, and the client's receipt signatures are recorded in the <i>Dossier Delivery</i> PCC-02/F-01 format.</p>	<p>Delivery of Dossier (PCC-02/F-01)</p>

FORMATS ASSOCIATED WITH THE PROCEDURE

CODE	REGISTRATION	REVIEW LEVEL	RETENTION TIME
PCC-02/F-01	<i>Delivery of Dossier</i>	01	1 year in physical / No expiration in digital