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ARAB ENGINEERING BUREAU

11 SITE MEETINGS AND REPORTS

11.1 GENERAL

11.1.1 Contractor Site Quality Meetings

- 1 The Contractor shall hold Contract specific QA/QC meetings chaired by the Contractor's Representative on a monthly basis throughout the duration of the Work which shall be attended by the Contractor senior management. The Contractor shall include QA/QC as items on the agenda for every meeting held and ensure that the subject is actively discussed. Topics to be addressed at the site Quality meeting shall include, but shall not be limited too.
 - (a) Providing 4 week look ahead of planned quality activities
 - (b) Reviewing of the previous months Quality Performance
 - (c) Factory / Off site Inspection activities
 - (d) Nonconformity of activities
 - (e) Audit schedules
 - (f) Results of Audits, Inspections and Tests (including Factory / Off site activities)
 - (g) Status of inspection of test plans and method statements
 - (h) Quality Training
 - (i) Project Quality Planr on-going effectiveness
 - (j) Project Quality deliverables
 - (k) Key performance indicators
 - (l) Risk Identification and Analysis

11.1.2 Monthly Quality Reports

- 1 The Contractor shall produce and submit to the Engineer a Monthly Quality Report in the format approved by the Engineer taking into account any specific Owner requirements.
- 2 The Monthly Quality Report shall as a minimum address the topics listed in 11.1.1 above.

END OF PART