

Project Quality Plan (PQP)

ISO 9001 project quality can be maintained by the use of checklists, but a PQP is required to establish general implementation procedures.

Quality Procedures for all projects:

1. At planned intervals, but not less than annually, Directors review the QMP and the PQP, particularly with regard to ISO 9001:2015 clauses 4.1, 4.3, 4.4, 5.1, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 9.1, 9.2, 10.2 and 10.3.
2. Records of management reviews are maintained in accordance with ISO 9001:2015 clauses 4.3, 4.4, 5.2, 6.2, 7.2, 7.5, 9.2, 10.2 and 10.3.
3. In conducting Management Reviews, Directors consider the outcomes of internal project audits as well as external audits.
4. At least 10% of projects shall be selected for internal project audits each year, based on recommendations by Principals and Associate Directors.
5. Improvement recommendations from Management Reviews shall be implemented by Principals and Associate Directors.
6. Procedures applicable to specific projects are customised in the PMP by the Project Leader, by changing red checkmarks to black, or deleting them, for procedures that aren't applicable.
7. Checklists in CHECKITx are customised for specific projects by turning off checklists that aren't applicable.
8. Procedures applicable to specific projects are customised in CHECKITx by the Project Leader, by deleting checkmarks for procedures that aren't applicable. Checkmarks in red are required for all projects in checklists that are required.
9. Customised PMP procedures and checklists are reviewed and approved by the Project Director.

In the matrix below, "CL" refers to CHECKITx checklists; "PMP" refers to procedures in this PMP, above. See these documents for specific clauses related to ISO 9001 requirements. The matrix shows which checklists contain procedures that implement specific requirements of the Standard.

Corresponding ISO 9001 clauses are indicated in the checklist items.

ISO 9001: 2015 cl.	Requirement	Enabling checklists	Records required?
4.2	Needs of project stakeholders	CL15, CL18, CL92	
5.1	Leadership & client focus	CL19, CL92, CL95	
6.1	Risks & opportunities	CL11, CL19	
6.2	Project quality planning	CL19	YES
6.3	Scope change	CL18, CL31, CL93	
7.1.1, 7.1.2	Project resource planning	CL51, CL95	

ISO 9001: 2015 cl.	Requirement	Enabling checklists	Records required?
7.1.5	Monitoring & measuring equipment	See Note 2	
7.1.6	Organizational knowledge (Lessons learned)	CL91	
7.2	Staff competence / Project resources	CL11, CL12	YES
7.3	Awareness / Briefing	CL21	
7.4	Project communication	CL12, CL21, CL92	
7.5	Project records	CL19, CL92	YES
8.1	Project Quality Plan (PQP)	CL19	
8.2	Project brief, project communication, scope change	CL11, CL12, CL19, CL92, CL93	YES
8.3	Design & development: Planning, inputs, controls, outputs & changes	CL11, CL15, CL18, CL19, CL31, CL92	YES
8.4	Subconsultant management	CL11, CL12, CL18, CL19, CL21, CL63, CL92, CL32, CL33, CL41 to CL49, CL94	YES
8.5	Design brief / Design & documentation	CL11, CL21	
8.5.1	Design review & checking	CL18, CL19, CL21, CL25	
8.5.2	Identification & traceability	See Note 2	
8.5.3	Property belonging to customers	See Note 2	
8.5.4	Preservation	See Note 2	
8.5.5	Contract administration / POE	CL63, CL71, CL72, CL74, CL75, CL95, CL95	
8.5.6	Control of changes (variations)	CL19, CL63, CL92	YES
8.6	Release of products/services (pre-tender quality reviews)	CL19, CL55	YES
8.7	Controlling non-conforming work (RFIs, addenda, construction variations)	CL19, CL51, CL52, CL55, CL82, CL92	YES
9.1	Monitoring, measurement, analysis, evaluation (POE, client surveys)	CL19, CL95	
9.2	Internal audits (project audits)	CL19, CL92	YES
9.3	Input to management review	CL55, CL91, CL92	YES
10.1	Improvement – general	See Note 1	
10.2	Nonconformity & corrective action	CL19, CL51, CL52, CL55, CL91, CL92	YES
10.3	Continual improvement	See Note 1	

NOTE 1: The firm has a firm-wide Quality Management Plan (QMP) to address quality requirements that are not project-specific.

NOTE 2: Not applicable to our projects.

Create & Approve PQP

PQP prepared by: _____ date: _____

PQP approved by: _____ date: _____

Completion checked by: _____ date: _____

Completion verified by: _____ date: _____