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Site Studies Dutch offshore Wind Farm Zones

Metocean Assessment Dutch offshore Wind Farm Zones

Annex 5 – Section IV

Quality Requirements

Colophon

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1 General requirements

1.1 Introduction

This document sets out CONTRACTING AUTHORITY's requirements in respect of Quality, Health, Safety and Environmental (QHSE) issues.

This document sets out the minimum standards, which the CONTRACTING AUTHORITY requires in respect of QHSE issues for site studies to be carried out for the Wind Farm Zones in the Dutch EEZ.

1.2 Compliance with QHSE policy

It is CONTRACTING AUTHORITY's policy to manage all of its activities, including those, which involve sub-contracted services in a responsible and effective manner. The primary objectives are:

- to ensure that the health and safety of all employees, CONTRACTORS, sub-CONTRACTORS and all members of the public are protected at all times
- to ensure that any impacts on the environment are kept to the minimum level.
- to ensure compliance with all applicable quality, health, safety and environmental regulatory requirements

CONTRACTING AUTHORITY requires that the CONTRACTOR's QHSE policy and procedures are compliant with CONTRACTING AUTHORITY's QHSE requirements as set out in this document.

1.3 Compliance statutory provisions

The CONTRACTOR shall observe and comply with all relevant and current statutory requirements, approved codes of practice and industry guidance on QHSE matters relevant to the Services.

The CONTRACTOR shall ensure that all components of the Services comply with all appropriate statutory acts and regulations including, but not limited to, the latest revisions applicable and according to Dutch Law.

The CONTRACTOR shall be responsible for ensuring that all of the CONTRACTOR's personnel and all of the CONTRACTOR's supply chain personnel, i.e. sub-CONTRACTORS comply with all of the relevant QHSE legislation and guidance.

2 Quality assurance requirements

2.1 Quality management system

The CONTRACTOR shall be responsible for all management of Quality processes to ensure full compliance with both statutory and procedural requirements.

The CONTRACTOR shall have a Quality Management System in place that is certified with:

- ISO 9001 or equivalent for quality management

2.2 Project Execution Plan

The CONTRACTOR shall implement a management system assuring the safe and adequate management of the Work covering all (Work) preparation, engineering, transportation, measurement/ inspection, quality, health, safety, environmental and interface aspects, all in accordance with the requirements of the CONTRACT.

The overall management structure of the project shall be described in a Project Execution Plan to be submitted by CONTRACTOR. The Project Execution Plan shall describe the implemented procedures with regard to, but not limited to, the management of:

- The overall project;
- Scope;
- Planning;
- Organisation;
- Communication and Information;
- Risks;
- Access to the database by third parties (publicly available)

CONTRACTOR shall allow for sufficient time for review and revision taking into account the review periods by CONTRACTING AUTHORITY of at least 10 working days for the first revision and 5 working days for each revision thereafter.

CONTRACTOR shall issue a draft version of the project execution plan with the proposal. The quality and completeness of the project execution plan shall be valued and used as assessment criterion in the tender selection process.

2.3 Meetings

The CONTRACTOR shall be available for regular meetings with CONTRACTING AUTHORITY with regard to the coordination and progress of the project. As a minimum the following meetings will be established:

- Project Kick-off Meeting and close-out meeting (including Lessons Learned);
- Remote Progress meetings during the execution of the WORK (frequency to be agreed between CONTRACTING AUTHORITY and CONTRACTOR, anticipated on a bi-weekly basis)
- Any other remote meetings as specified in the Contract.

The CONTRACTING AUTHORITY reserves the right to plan any other remote meetings that are deemed necessary during the execution of the works. CONTRACTOR shall make relevant representatives available for these remote meetings.

2.4 Project Quality Plan

CONTRACTOR shall prepare a Project Quality Plan (PQP) describing how its quality policy is implemented for the Work. The PQP shall address the systems and specific Quality Assurance (QA) requirements mentioned in this section, taking into account all relevant provisions in this Section of the Contract and the other Sections of the Contract. The PQP shall be in accordance with CONTRACTOR's documented quality management system and shall describe, as a minimum, all quality assurance and quality control issues that are relevant for all activities of the Works awarded under the Contract. The PQP shall describe at least:

- Quality management and staffing (including but not limited to organisation charts, CV's, qualifications, etc.);
- Quality Management procedures;
- Project Control procedures;
- Procedure handling of documents;
- Procedure handling of database;
- Calibration and checks of use of numerical models;
- Validation & verification procedures for provided metocean data;
- Project audit plan.

Risks (risk assessment and risk mitigation plan) All activities by CONTRACTOR and his SUBCONTRACTORS shall be carried out in compliance with the Project Quality Plan.

The CONTRACTOR shall ensure that the Project Quality Plan is approved by the CONTRACTING AUTHORITY at least one week before the WORK under the CONTRACT is commenced, and that any subsequent amendment to it by the CONTRACTOR is notified to the CONTRACTING AUTHORITY.

CONTRACTOR shall allow for sufficient time for review and revision taking into account the review periods by CONTRACTING AUTHORITY of at least 10 working days for the first revision and 5 working days for each revision thereafter.

CONTRACTOR shall issue a draft version of the project quality plan with the proposal. The quality and completeness of the project quality plan shall be valued and used as assessment criterion in the tender selection process.

3 HSE management

As all activities are expected to be in an office environment no special requirements to HSE management are set.

4 Document Management

4.1 Document management system

CONTRACTOR shall implement a document management system in which all documents are uniform, in which they have a unique number, in which they can be traced, and in which they are kept in a safe and easy way. The following naming code is required for all documents produced within the project:

IJV_Date_Organisation_Name document_Author_Version_Status

- IJV: IJmuiden Ver
- Date: yyyyymmdd, e.g. 20220209
- Organisation: Name of the organisation e.g.
 - "RVO" for all internal and general documents produced by the Netherlands Enterprise Agency (RVO)
 - Consultant or CONTRACTOR name (shortened)
- Name document: Make sure the name clearly explains the content, include here the original name if from external party
- Author: Abbreviation of the author if an internal document. Author shall be removed for final documents
- Version: Revision number, V01 till V0x_D
- Status: (D) for draft documents, F for signed and approved documents

The quality documents must be part of / integrated in the overall document management system.

All documents produced by or on behalf of CONTRACTOR shall be subject to CONTRACTOR's internal review, to verify compliance with CONTRACT requirements, statutory requirements and good engineering practice.

CONTRACTOR to provide a Master Document Register or similar, where naming, status and planning of transfer of documents shall be maintained.

4.2 Approval

For documents that shall be submitted to CONTRACTING AUTHORITY and/or to third parties for approval, the following maximum review terms shall be taken in account:

- if approval only by CONTRACTING AUTHORITY is necessary: 10 working days for each first revision of the document and 5 working days for each subsequent revision;
- if approval by any third party is necessary (for instance for certification): 2 weeks for documents reviewed by CONTRACTING AUTHORITY and 1 week for each subsequent revision;
- For reviewing documents, CONTRACTING AUTHORITY shall use a document review form. When CONTRACTING AUTHORITY has sent the review form to CONTRACTOR, CONTRACTOR shall respond as quickly as possible. CONTRACTOR shall fill in the complete CONTRACTOR response box with its answer. CONTRACTING AUTHORITY shall respond in the same form. Maximum review terms as described above shall be maintained.

4.3 Documentation

All produced documents are handed over to CONTRACTING AUTHORITY electronically in Word-format. In cases that CONTRACTING AUTHORITY has a valid reason to receive documents in an editable digital format as well, these will be provided by CONTRACTOR at the request of CONTRACTING AUTHORITY.

All project documentation will be in English, with management summaries in Dutch except when explicitly stated otherwise.

Requirements to the Metocean Assessment, tables and scripts to be submitted as part of the Work are defined in the Annex 5 –III Scope of Work.

5 Communication

5.1 Confidentiality

All information provided to CONTRACTOR by the Ministry of Economic Affairs and Climate Policy and/or the Netherlands Enterprise Agency and/or the Ministry of Infrastructure and Water Management and/or Rijkswaterstaat and/or TenneT must be regarded confidential.

All deliverables produced by CONTRACTOR remain confidential until a deliverable has been made public by the Ministry of Economic Affairs and Climate Policy and/or the Netherlands Enterprise Agency and/or the Ministry of Infrastructure and Water Management and/or Rijkswaterstaat and/or TenneT.

5.2 Language

All correspondence, documents, drawings, schedules, minutes of meetings and other commercial or technical data shall be in the English language.

5.3 Taxonomy

CONTRACTOR must use the taxonomy as presented at https://offshorewind.rvo.nl/files/view/dff880d4-9494-4e6d-b398-8fd1f097957e/162642502520210714_taxonomy%20list%20offshore%20wind%20energy_dutch-english.xlsx

('Taxonomy List Offshore Wind Energy - Dutch_English')

5.4 Correspondence

All correspondence under the CONTRACT shall be addressed, directed and controlled successively between CONTRACTING AUTHORITY's Representative and CONTRACTOR's Representatives.

The CONTRACTING AUTHORITY's Representative is specified in the Agreement.

Correspondence is defined as letters, e-mails and minutes of meetings –all including potential attachments. All correspondence must be properly numbered, dated, identified with a subject and signed if in hard copy. Further requirements regarding standards, formats and templates are specified in Annex 7 Starting points and assumptions of the tender documentation.

All e-mails related to this Study must be sent in CC to the project mailbox: IJV@rvo.nl.

Oral communicated instructions or information in connection with the CONTRACT by all parties involved shall be confirmed in writing.