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Hollandse Kust (west) VIII and Nederwiek (noord) Investigation Areas

Integrated Ground Model

Annex 6 - Section IV

Quality Requirements & Administrative Instructions

Colophon

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Contents

1	General requirements	4
2	Quality assurance requirements	5
3	HSE management.....	7
4	Document Management	8
5	Communication	10

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 the certification of (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 Contractors 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;

The contractor shall ensure that the Project Execution 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 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.

The Contracting Authority reserves the right to plan any other meetings that are deemed necessary during the execution of the works. contractor shall make relevant representatives available for these meetings.

The Project Execution Plan and Project Quality Plan may be combined in one single document.

2.3 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;
- Calibration and checks of use of numerical models;
- Validation & verification procedures for provided soil data;
- Project audit 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.

The Project Execution Plan and Project Quality Plan may be combined in one single document.

3 HSE management

As all activities are expected to be in an office environment only relevant 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:

NWN_Date_Organization_Study_Subject_Author_Version_Status or

HWVWVIII_Date_Organization_Study_Subject_Author_Version_Status

- NWN: Nederwiek (noord) Investigation Area
- HKWVWVIII: Hollandse Kust (west) VIII Investigation Area
- Date: yyyyymmdd, e.g. 20200101. Date of document transmission
- Organization: Name of the organization e.g.
 - "RVO" for all internal and general documents produced by the Netherlands Enterprise Agency (RVO.nl)
 - Consultant or Contractor name (shortened)
- Study Subject: Make sure the name clearly explains the content, include here the original name if from external party. Make use of abbreviation guidelines as provided by RVO
- Author: Abbreviation of the author if an internal document. Author shall be removed for final documents
- Version: Revision number or date, respectively V01 till V0x_D or 20200101_F
- 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 Document revision requirements

The first page of the document shows the status. This is either a 'draft' or 'final' for finalized and approved documents.

The second page shows the version number. This is either V0x_D for draft versions or the date (e.g. 20200101_F) for revised and finalized documents.

The third page shows a table with the revision history of the document. The first row always states the first publication date. Please note that a small comment and page number suffices to clarify the revision.

E.g.: "NWN_20191217_RVO_GM_A06_Section VII_Starting Points and Assumptions_20200107_F"

Please note that 20191217 corresponds with date (date of document transmission).

Please note that 20200107 corresponds with version (date of revised, finalized and approved document).

4.3 Document flow

Contractor shall provide contracting authority with a procedure describing its document flow system: every document can be followed, at each moment the actual situation is visible, the distribution is clear (who is informed, who is concerned).

The document flow of contractor must correspond to its project organisation and must be aligned upon the organisation of contracting authority.

Information requested by contracting authority in any stage of the project shall be submitted as soon as possible and within the timeline as indicated by contracting authority, as far as reasonable.

4.4 Documentation

All produced documents are handed over to contracting authority electronically in PDF-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 as explicitly stated otherwise.

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 in Annex 5 - Starting points and assumptions of the tender documentation.

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 5 Starting points and assumptions of the tender documentation.

All e-mails related to this project must be send in CC to the project mailbox: NW@rvo.nl.

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