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Benthic Survey

Doordewind Wind Farm Zone

Annex 5 - Section VI

Quality requirements & Administrative instructions

Colophon

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Contents

1 CLIENT quality assurance requirements

1.1 Quality management system

The CONTRACTOR shall operate their quality assurance (QA/QC) system compliant with latest international quality standards (ISO 9001:2015 / ISO 45001/2018 series or equivalent) certified by an accredited body as recognized by European Co-operation for Accreditation (EA), or the International Accreditation Forum (IAF). The certified system must relate to all stages of the WORK and provide a full auditable trail for all works. The possession of valid certification will not affect CLIENT's right to verify and monitor the CONTRACTOR's QA/QC arrangements being comprehensive and implemented for the WORK.

1.1.1 *Timely delivery of deliverables*

The CONTRACTOR shall ensure that, after CONTRACT award, updated project documentation is provided to the CLIENT in time in order to allow for sufficient time for a CLIENT review and the CONTRACTORS revision, taking into account the review periods as stated in section 22.3 of this document.

The CONTRACTOR shall ensure that any subsequent amendments to the project documentation by the CONTRACTOR during the execution of the WORK are included and approved beforehand by the CLIENT.

1.2 Operational Management

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 operational management system for the project shall be described within the Quality Assurance Management Plan (QAMP), which is part of the project documentation. The Plan shall describe the implemented process and plans with regard to, but not limited to, the management of:

- The overall project management structure
- Coordination and communication between the onshore and offshore teams
- Meetings
- Scope
- Project Execution
- Quality
- Planning
- Financial aspects
- Organization
- Risks
- Procurement

The QA management plan shall describe CONTRACTOR implementations of CLIENT's requirements via management systems, documentation and practice that are compatible with or are minimised variations of CONTRACTOR's normal working practice.

Sections 1.2.1-1.2.6 describe specific requirements in more detail. All project documentation is to be assembled as a complete draft before the Technical Kick-Off Meeting, and to be approved by the CLIENT before mobilisation.

1.2.1 Meetings

The CONTRACTOR shall be available for regular meetings with CLIENT in accordance with the requirements set under 2.8.2 and 2.8.3 in Annex [5] – Section IV (Scope of Work).

1.2.2 *Fout! Verwijzingsbron niet gevonden.Scope of Work*

CONTRACTOR shall describe how they maintain an up-to-date and relevant Project Documentation, including all elements specified in Annex [5] - Section IV (Scope of Work) and those elements finalised or modified post-award as appropriate.

1.2.3 Project Implementation

The CONTRACTOR shall expand upon future documents which are to be part of the Project Documentation, organised per its normal working practice, and description of its plans for execution of the project scope. This documentation must include comprehensive method statements for all scope elements and ancillary tasks required.

1.2.4 Quality management plan

CONTRACTOR shall include documentation of its project specific Quality Control and Quality Assurance Management Plan (QAMP) in its Project Documentation. This plan shall describe how CONTRACTOR's quality policy is implemented for the WORK. The QAMP shall address the systems and specific Quality Assurance (QA) requirements mentioned in this section, considering all relevant provisions in this Section of the Contract and the other Sections of the Contract. The QAMP shall be in accordance with CONTRACTOR's documented quality management system and shall describe, as a minimum, all QA issues that are relevant for all activities of the Work awarded under the Contract. The QAMP shall describe at least:

- Quality management organisation and staffing (including but not limited to organisation charts, CVs, qualifications, previous experiences, etc).
- Quality management procedures;
- Project control procedures;
- Calibration and checks of equipment procedures.
- Validation, verification & performance test procedures;
- raw data quality control procedures;
- positioning/navigation quality control procedures;
- data acquisition quality control procedures;
- procedures for data storage and transfer to shore;
- possibility for data transfer between vessels (if applicable to your Tender);
- data processing quality control procedures;
- interpretation quality control/cross-checking procedures;
- reporting and deliverables quality control procedures;
- Procedure handling of documents;
- Project Audit Plan.

All activities and works by CONTRACTOR and its subcontractors shall be carried out in compliance with the Project Documentation including the Quality Management Plan.

1.2.5 Project Health, Safety and Environmental management

The CONTRACTOR shall include in Project Documentation, organised per its normal working practice, description of its plans for management of HSE matters during the course of the Project in a HSE Management Plan. CLIENT's requirements of CONTRACTOR's HSE management systems and practices are described in Annex [5]-Section V.

2 Document and data Management

2.1 Document management system

CONTRACTOR shall implement a document management system in which all **files** (meaning documents and data files) are uniform, have a unique number, can be traced, and they are appropriately backed up.

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 industry practice.

The CONTRACTOR shall provide a Master Document Register or similar, in which naming, status and planning of transfer of documents are maintained.

2.2 Document flow

CONTRACTOR shall provide CLIENT 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 with the organisation of CLIENT.

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

2.3 Review and Approval

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

- If approval only by CLIENT is necessary: **2 weeks** for each first revision of the document and **10 working days** for each subsequent revision.
- If approval by any third party is necessary: **5 weeks** for each first revision of the document and **3 weeks** for each subsequent revision.
- CONTRACTOR shall issue an updated revision of a commented document, within **1 week** after the comments have been issued by the CLIENT.

The CLIENT will use attachment 4 as a Document Review Form (DRF) and provide the combined list of comments per document in the DRF (in Excel format). The CONTRACTOR shall ensure that in the subsequent revision all comments are handled, changed accordingly or discussed. The CONTRACTOR will provide the CLIENT with a revision document including the alterations made with tracked changes and a clean version of the revised document to allow for easy review.

In case approval documents are provided to the CLIENT during the execution of the offshore WORKS and maintaining these review terms causes a delay of the campaign, then all costs arising from this delay will be borne by the CONTRACTOR.

2.4 Documentation

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

All Project Documentation will be in English, except if explicitly stated otherwise.

Naming of documents shall be in accordance with the requirements outlined in Annex [5] – Section VII – Starting Points & Assumptions.

3 Communication

3.1 Language

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

CONTRACTOR shall secure at all sites where work is performed a 24/7 availability of fluent English speaking and reading supervisors.

3.2 Correspondence

All correspondence under the Contract shall be addressed, directed and controlled successively between CLIENT's Representative and CONTRACTOR's Representatives.

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.

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

3.3 Communication authorities

All correspondence concerning review/approval/comment by Statutory Authority, Local Authority and or third parties shall be copied to CLIENT.

3.4 Communication in case of emergency

In case of emergency, CONTRACTOR shall communicate directly with the emergency services. The communication procedure in case of emergencies shall be clearly defined in the Emergency Response Plan as specified in Annex [5] – Section V (HSE requirements).

4 Programming

4.1 Time schedules

CONTRACTOR shall prepare project time schedules including important milestones and control the execution of the WORK. Project time schedule and planning activities and progress shall at all times provide a clear detailed status view of project development.

CONTRACTOR shall provide a weekly planning update in PDF format and in the original raw data format (MS Project, or similar). This planning update shall be part of the Weekly Progress Report. Hard copies shall be made available upon CLIENT's request.

CONTRACTOR shall coordinate and supervise all planning activities of any sub-contractors and align these with the CLIENT's overall project planning and goals.

5 Queries

5.1 **CONTRACTOR's Queries**

CONTRACTOR shall use the CONTRACTOR Technical Query Form for any technical query. The template form can be found in Attachment 1 to this document.

CONTRACTOR shall fill in the entire CONTRACTOR Query box, including 'document name' and 'subject', but also the correct index and revision numbers. CONTRACTOR shall under '1. CONTRACTOR's Query' describe and detail his question as much as possible. Finally, CONTRACTOR shall also add the date of the query, the author and the approver of the query.

5.1.1 *CLIENT's response*

When CONTRACTOR has sent his query to CLIENT, CLIENT shall respond as quickly as possible. CLIENT shall fill in the complete CLIENT response box with its answer, including author and approver.

5.1.2 *Further information required*

In case the response of CLIENT is not clear to CONTRACTOR, or CONTRACTOR requires further explanation, another (third) page, marked 'CONTRACTOR's follow-up Query', can be added.

5.2 **CLIENT Technical Queries**

When CLIENT has a Technical Query, the process is very similar. CLIENT will send a 'CLIENT Technical Query Form' with all information added and a fully detailed question. CONTRACTOR shall return this within the indicated response time with a 'CONTRACTOR's Response'.

6 Adverse Weather Determination

6.1 WAITING ON WEATHER General Principles

Waiting on Weather is to be included in the lump sum contract price as filled in Annex [4]: Prices and Rates. Any variations on these indicated Waiting on Weather will not result in adjustments to the CONTRACT PRICE or KEY DATE.

6.2 WAITING ON WEATHER Determination

1. WAITING ON WEATHER will not apply under the following conditions:
 - (a) Before commencement of the WORK.
 - (b) During mobilisation (including phase in which calibration and validation of equipment occurs – see SoW Annex [5] section IV) and demobilisation activities.
 - (c) During Suspension of the WORK, except when requested by the CLIENT for convenience of the CLIENT.
 - (d) When CONTRACTOR's vessel and/or equipment required for the execution of the survey activity is not or not fully operational and available due to, inter alia, breakdown, calibrations, maintenance or any other reason preventing the use of the equipment.
 - (e) When the full complement of CONTRACTOR's personnel required for the execution of the WORK is not available or operational.
 - (f) When CONTRACTOR's vessel or auxiliary equipment is on standby because of weather conditions below the workable weather limits and the availability of a minimum time window required for executing a survey activity.
 - (g) If the WORK cannot be performed or continued, for any other reason, under circumstances where the workable weather limits at the site are not exceeded and the availability of a minimum time required for executing a survey activity.
 - (h) After the scheduled OFFSHORE COMPLETION DATE as defined in the survey planning in Annex [4] by CONTRACTOR.
2. WAITING ON WEATHER is only applicable if operational offshore fieldwork that forms part of the WORK is interrupted or cannot start, with the result that the vessels, equipment and tools are forced to be on stand-by due to adverse weather conditions provided the following conditions are met:
 - (a) The CONTRACTOR's daily progress report clearly states
 - i. The survey activity that is planned according to the programme.
 - ii. The weather conditions at the Worksite, and the available daily WEATHER REPORT for the WORKSITE, showing that the weather conditions during the minimum required WEATHER WINDOW are or will be exceeded.
 - iii. The workable weather limits of the survey activity that is or will be exceeded, and the amount of excess.
 - iv. A statement from the CONTRACTOR's REPRESENTATIVE that the survey activity is interrupted or cannot start due weather conditions in excess of the WORKABLE WEATHER LIMITS, identifying the vessels, equipment and tools that are on standby, and their actual location.

ATTACHMENT 1. TECHNICAL QUERY FORM

ATTACHMENT 2. VARIATION REQUEST FORM

ATTACHMENT 3. VARIATION ORDER PROPOSAL FORM

ATTACHMENT 4. DOCUMENT REVIEW FORM