



Date 11 September 2026

Status Final

Geophysical Survey Search Area 6/7

Annex 5 - Section VI

Quality requirements & Administrative instructions

Colophon

Project name	Geophysical Survey Search Area 6/7
Project number	202605121 / WOZFB26001
Version	RevA - Final
Annex	Annex 5 Section VI Quality Management Requirements
Author	S. Mossel
Reviewed	J. Bronkhorst
Approved	M. Brijder

Inhoud

1	CLIENT quality management requirements	4
1.1	Quality Management	4
1.1.1	Meetings	4
1.1.2	Scope of Work	5
1.1.3	Timely delivery of deliverables	5
2	Document and data Management	6
2.1	Document management system	6
2.2	Data transfer large data packages	6
2.3	Document flow	6
2.4	Confidentiality and security	6
2.5	Review and Approval	7
3	Communication	8
3.1	Language	8
3.2	Document control requirements	8
3.3	Standards, formats, templates	8
3.4	Other data	9
3.5	Storage of data (electronic / hardcopy)	9
3.6	Correspondence	9
3.7	Communication authorities	9
3.8	Communication in case of emergency	9
4	Additional Communication Requirements and Information	11
4.1	Accessibility public information	11
4.2	Authorities	11
4.3	Media	12
4.4	Email	12
5	Programming	13
5.1	Time schedules	13
6	Queries	14
6.1	CONTRACTOR's Queries	14
6.1.1	CLIENT's response	14
6.1.2	Further information required	14
6.2	CLIENT Technical Queries	14

1 CLIENT quality management requirements

1.1 Quality Management

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

The QMP shall describe at least:

1. Introduction consisting of a very brief project description and the purpose of the document in relation to the relevance of the scope;
2. Overall project management structure, alongside a very brief company structure overview;
3. Meetings;
4. Project-specific QA and QC procedures and workflows;
5. Breakdown of relevant management systems (relevant method statements/MS documents can be included as appendix, as long as the relevant sections are referenced in the main text);
6. Procurement, subcontracting and interfaces;
7. Document and reporting flow within the CONTRACTOR and to and from the CLIENT;
8. Data management and transfer overview and workflow. Data management procedure (incl. onboard data back-up, onshore data storage, and data transfer to shore);
9. Data security on board the vessel, and cybersecurity measures for safe data handling and transfer;
10. Plans to interface between CONTRACTOR's offshore team, CONTRACTOR's onshore management, offshore CLIENT representative and CLIENT's onshore team, e.g. document and data sharing platforms.

The CONTRACTOR shall operate their quality assurance (QA/QC) system compliant with latest international quality standards (ISO 9001/ ISO 45001 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.

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

1.1.1 Meetings

The CONTRACTOR shall be available for regular meetings with CLIENT with regards to the co-ordination and progress of the WORK. The CONTRACTOR's QMP shall include a breakdown of the planned meetings. These meetings can be included in the schedule

delivered in the PEP and expanded upon in the QMP. At a minimum the following meetings are envisioned:

- Project Kick-off Meeting and close-out meeting – onshore.
- Technical Kick-Off meeting – onshore – minimal a 2 day in person meeting at either CLIENT's or CONTRACTOR's office.
- Vessel Kick-Off Meeting(s) – one per vessel, at the vessel.
- Safety meetings (refer to Annex [5] - section V HSE Requirements)
- Daily meetings on site between Client Offshore Representative and CONTRACTOR key personnel.
- Weekly operational progress meeting (online): the CONTRACTOR will arrange a weekly progress meeting with the CLIENT and QES
- Progress (review) meetings at CLIENT's office during the execution of the WORK (frequency to be agreed between CLIENT and CONTRACTOR).
- Meetings and workshops for QA of onshore data processing and interpretation
- Meetings with certification body
- A lessons learned meeting
- Any other meetings as specified in the CONTRACT.

The CONTRACTOR will provide a minutes of meeting for each meeting to the CLIENT within 3 working days.

CONTRACTOR can propose additional (interface) meetings in the QMP. The CLIENT 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.

1.1.2 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.

1.1.3 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 2.5 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.

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 Data transfer large data packages

CONTRACTOR to propose in their Quality Management Plan how they will manage the large volume of data to be delivered, i.e. provide an estimation of volume of data (in GB/TB) to be expected and how best to deliver it per data block (which data transfer technique) and over what frequency throughout the operations and delivery phases. Individual file sizes should not exceed 150 GB. The proposal shall include a robust method of data handling and coordination of the data between all teams offshore and onshore and data/document sharing with CLIENT, subject to CLIENT review.

2.3 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.

2.4 Confidentiality and security

All information provided to Contractors/suppliers by the Ministry of Climate Policy and Green Growth (KGG) 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 Contractors/suppliers remain confidential until a deliverable has been made public by the Ministry of Climate Policy and Green Growth (KGG) and/or the Netherlands Enterprise Agency and/or the Ministry of Infrastructure and Water Management and/or Rijkswaterstaat and/or TenneT.

Data security laws and guidelines, e.g. VIRBI and ABRO, are developing in these turbulent times, and data security is becoming increasingly important. For RVO studies and surveys, this especially holds for detailed information on critical infrastructure. CONTRACTOR will provide a data security chapter in the Quality Management Plan.

2.5 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: **3 weeks** for each first revision of the document and **two weeks** 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 first revision commented document, within **2 weeks** after the comments have been issued by the CLIENT.
- CONTRACTOR shall issue an updated revision of a subsequent revision 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 under track 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.

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 Document control requirements

The naming of the documents shall be standardized in order to facilitate the document control during the whole project. The following naming code is required for all documents produced within the project:

"[Sa67]_Date_GP_Organization_Name document_Author_Version_Status[D/F]"

- Sa67: Soil Campaigns for Search area 6/7 in the Dutch North Sea
- Date: yyyyymmdd, e.g. 20260101
- Organization: Name of the organization 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 or date, respectively V01 till V0x_D or 20200101_F.
- Status: (D) for draft documents, (F) for signed final and approved documents.

3.3 Standards, formats, templates

All reports will be written in English and include both an English and Dutch management summary.

Contractors provide for each completed study a publishable summary for the Project and Site description. Maximum 2 A4 including some high-resolution pictures or graphs.

All Contractors must use the taxonomy as presented here in the taxonomy list.
[<https://offshorewind.rvo.nl/page/view/8cd71467-97cc-47ce-accb-1a6d2a29c661/taxonomy>].

All reports must use the terminology as specified in the Contract. Reports and deliverables will be delivered by Contractors in pdf and original, regular, formats (docx; xlsx; ppt; etc).

Final reports will have a cover according to the corporate identity of the Netherlands Enterprise Agency, with the following text:

- Front:

Offshore wind energy Netherlands

Site characterisation data [NAME] Search area 6/7

Name document

- Back:

A colophon with the following content:

The creative commons license 4.0 apply to this material. (including a Creative Commons logo and hyperlink to the relevant Creative Commons website page:

<https://creativecommons.org/licenses/by/4.0/>)

- The (investigation) (report) was carried out by <<name Contractor>>, commissioned by RVO, an agency of the Ministry of Climate Policy and Green Growth (KGG). Whilst a great deal of care has been taken in compiling the contents of this document and the mentioned investigations, Netherlands Enterprise Agency (RVO) cannot be held liable for any damages resulting from any inaccuracies and/or outdated information.

- Contact

Netherlands Enterprise Agency (RVO)

Graad van Roggenweg 200 | 3531 AH | Utrecht | The Netherlands

P.O. box 8242 | 3503 RE | Utrecht | The Netherlands

www.rvo.nl/ <http://english.rvo.nl>

- Netherlands Enterprise Agency (RVO) | Date of publication

3.4 Other data

In the case of collected data: primary data must be delivered in regular formats.

Requirements for the Soil metadata can be found in the scope of work zip folder called "GIS files".

3.5 Storage of data (electronic / hardcopy)

The Netherlands Enterprise Agency will store all reports and other relevant documents for at least five years electronically.

3.6 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.

3.7 Communication authorities

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

3.8 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 Additional Communication Requirements and Information

4.1 Accessibility public information

- Site investigations: <https://offshorewind.rvo.nl/>
- SDE: <http://english.rvo.nl/subsidies-programmes/stimulation-sustainable-energy-production-sde>
- Wind farm Site Decisions and EIA: <https://www.rvo.nl/subsidies-regelingen/bureau-energieprojecten/lopende-projecten>
- General Wind at Sea information: <https://www.rvo.nl/onderwerpen/windenergie-op-zee>
- General Wind at Sea information: <https://windopzee.nl/>

4.2 Authorities

Wind Farm Site Decision ('Kavelbesluit'):

Ministry of Economic Affairs and Climate Policy

Ufuk Kiling

E: u.kilinc@minezk.nl

T: +31 (0)6-31024992

Rijkswaterstaat:

Raoul Syrier

E raoul.syrier@rws.nl

T +31 (0)6 11072554

Site data:

Netherlands Enterprise Agency

Matté Brijder

E matte.brijder@rvo.nl

T + 31 (0)6 27878952

Grid connection ('Transmissiesysteem op zee'):

TenneT TSO BV

Johan Dekkers

E johan.dekkers@tennet.eu

+31 (0)6 29360328

Netherlands Coast Guard

T +31 0900 0111

4.3 Media

All media contacts will be coordinated by the Ministry of Economic Affairs and Climate Policy (EZK). If a supplier is approached by press representatives than he/she should refer to the spokesman of the Ministry only.

Ministry of Economic Affairs and Climate Policy

Pieter ten Bruggencate

j.h.p.tenbruggencate@minezk.nl

T +31 (0)6 29660431

4.4 Email

All emails related to the site investigations must be send in CC to the project mailbox: VS67@rvo.nl

The subject of an email related to the Search area 6/7 within the Dutch Offshore Wind Farm Zones needs to start with the abbreviation of the Search Area followed by the date YYYYMMDD. Then also it needs to be followed by an abbreviation of the type of site survey to be conducted:

E.g. : 'Sa67_20251106_GP...' for the geophysical survey project.

5 Programming

5.1 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.

6 Queries

6.1 **CONTRACTOR's Queries**

CONTRACTOR shall use the CLIENT's 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.

6.1.1 *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.

6.1.2 *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.

6.2 **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'.

ATTACHMENT 1. TECHNICAL QUERY FORM

ATTACHMENT 2. VARIATION REQUEST FORM

ATTACHMENT 3. VARIATION PROPOSAL FORM

ATTACHMENT 4. DOCUMENT REVIEW FORM

ATTACHMENT 5. PERSONNEL CHANGE OR REPLACEMENTS FORM