



## RES Quality Management Plan

<b>Project Name:</b>	Shoal Bay Waste Management	
<b>Project Code:</b>		
<b>RBS Division Conducting Works:</b>	Rusca Environmental Solutions Pty Ltd	
<b>RBS Division Role:</b>	<input checked="" type="checkbox"/> <b>Principal Contractor</b>	<input type="checkbox"/> <b>Subcontractor</b>
<b>If Subcontract, Specify PC:</b>	NA	<b>ABN: 68 612 642 458</b>

### PLAN APPROVAL

Completion of this section indicates acceptance of the content and approval to proceed with use on the project as specified. ALL fields shall be completed prior to commencing works. The source electronic version shall be retained on the company Intranet IMS Skytrust®.

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## 1.0 INTRODUCTION

Rusca Environmental Solutions (RES) is the environmental and waste management services business division within the Rusca Bros Services. Since its inception in 2016, RES has become a fully functional waste management company that is able to self-sustain through ongoing growth and projects.

This Project Quality Management Plan is designed to comply with AS/NZS ISO 9001:2015 Quality Management Systems – Requirements.

The Plan is an integral part of the overall integrated Management System in place at the Rusca Bros Group and underpins the approach that Rusca Environmental Solutions will take to deliver the Contract for **CLIENT** and future significant contracts or projects.

The Quality Management Principles are:

- Customer Focus
- Leadership
- Engagement of People
- Process Approach
- Improvement
- Evidence-based decision making
- Relationship Management.

## 2.0 PURPOSE

This Quality Plan (the Plan) outlines the minimum requirements for, quality assurance/ quality control compliance for the Contract for CLIENT as prescribed by the Skytrust® Integrated Management System (IMS).

The purpose of this Plan is to provide direction for management and supervision and describe the QA/QC systems and processes that must be implemented and maintained in order to minimise any risk to personnel or the environment and to ensure compliance with legislative and Contractual obligations.

## 3.0 STRUCTURE

Rusca Environmental Solutions prime objective is to achieve the highest possible level of service to our customers without compromising the safety of our employees, subcontractors, the general public or the environment.

RES has a certified IMS which covers the scope of supply and addresses the requirements of the following standards:

- AS/NZS ISO 9001: 2015      Quality Management Systems
- AS/NZS 4801: 2001      Occupational Health and Safety Management Systems
- AS/NZS ISO 14001:2016      Environmental Management Systems

RES's IMS is designed to address specific business and project requirements whilst achieving and exceeding our customer needs.

The IMS integrates the specific requirements of the three Standards. Group wide policies and procedures have been produced, supported by specific business unit/ project procedures and JHA's.

This Project Quality Management Plan is to be read in conjunction with the Rusca Group Integrated Management System Manual.

In the event of conflict between the requirements of the Manual and this site-specific Plan, this Plan shall take precedence.

This Project Quality Plan applies to all works and processes undertaken by RES.

## 4.0 POLICY

The Managing Director Rusca Group has issued a Quality Policy. The policy is communicated throughout the Rusca Bros company group and displayed at all Rusca Group business sites.

The policy is relevant to the organisational goals, expectations and needs of customers, and defines the policy, objectives and commitment of Rusca Group with regards to quality management.

The Rusca Group Quality Policy is shown below:



### QUALITY MANAGEMENT POLICY

RUSCA GROUP is a professional firm committed to exceptional client service and believe that market leadership is based primarily on performance and reputation.

RUSCA GROUP are committed to deliver to our clients, projects and products of the highest quality and value by utilising the assets within our integrated group of companies.

RUSCA GROUP mission is project and product delivery with the emphasis on Quality, Safety, Performance and Customer Satisfaction.

We realise our greatest asset is our employees and the focus is a team concept, but each member has a different level of talents and abilities. The leadership goal is to understand those talents and to challenge each to their fullest potential. The team goal is each employee can assist another to grow in areas of job performance, education, people skills and equipment use.

To achieve our Daily Mission, the following objects have been established:

1. Ensuring Compliance
  - Being committed to implementing and maintaining a quality management system consistent with legislative requirements and based on the quality assurance standard AS/NZS ISO 9001:2008
  - Ensuring that our site supervisors and management are kept abreast of developments and changes in relevant standards, legislation and technology and comply with the requirements of the system.
2. The provision of Training and Establishing Effective Controls
  - Thus, ensuring our staff are trained and experienced in the techniques required to deliver quality products
  - Ensuring our staff are aware of and understand the Quality policy and endeavour to work to defined performance standards so that lawful client requirements are satisfied, if not exceeded.
3. Effective Reporting and Investigation
  - To thoroughly plan, manage and control the work in order to ensure satisfactory completion of projects within the nominated time using best safety, environmental and quality practices.
4. Consistent Monitoring, Review and Improvement
  - To continually monitor and assess client needs
  - To review and continually improve the quality of services provided to our clients
  - To constantly strive to create a stimulating environment for all employees, encouraging development of our specialised skills and corporate teamwork to meet the challenge of our marketplace.

All staff is responsible for the communication, promotion and implementation of this policy and is accountable to the Managing Director for the achievement of outcomes.

Executive management shall also ensure that the intent of this policy and performance of the system against these objectives is reviewed on an annual basis and this policy is reviewed bi-annually.

## 5.0 SCOPE OF QUALITY MANAGEMENT PLAN

This Quality Plan applies to:

**Project:** Project name

**Company:** Company Name

**Location:** facilities

**Contract No:** .....

### Overview of Project

## 6.0 QUALITY PLAN

This project specific Quality Plan has been prepared on behalf of and for the exclusive use of this Contract in accordance with the agreement(s) between Rusca Environmental Solutions and the Company (CLIENT). It is based on the Scope of Work being undertaken by RES and our subcontractors.

The Plan serves as a 'road map' to identify existing procedures with QA/QC implications and can be supported by relevant regulatory codes of practice and guidance notes. It outlines the manner whereby RES manages the potential risks, impacts and aspects associated with all contract activities.

This Plan is part of the Rusca Group SkyTrust® IMS. It has been developed with the intent to provide RES personnel with information and guidance for operations which reflect current best QA/QC practices and assist end users to move progressively towards best practice in QA/QC management and to enable a central and effective standard of quality management to be applied to the contract Scope of Work.

This Plan provides for evaluation of performance against defined criteria (ISO 9001, ISO 14001 and AS 4801) and for the process of continuous improvement.

The Plan is a live document and will require periodic review to ensure it accurately reflects the activities being undertaken by RES and in particular any findings concluded from the risk identification/risk register implemented prior to contract activities.

Nothing in this Plan relieves RES employees and subcontractors from their responsibility to fully understand and comply with the information contained herein.

The Compliance and Risk Manager or nominee shall be responsible for the preparation and effective control of this Quality Plan, consistent with the SkyTrust® IMS, Company Quality Processes, Plans and Procedures, System and contractual obligations and in line with the requirements of AS/NZS ISO 9004.5.

Hard copy distribution of the Plan will be controlled under the authority of the Compliance and Risk Manager or nominee.

Recipients of controlled copies of the Plan must ensure that contract personnel working under direction / authorisation are made aware of the Plan requirements and that unrestricted access to the controlled copy is provided for reference and familiarisation purposes.

Upon approval, uncontrolled electronic copies shall be available to the contract team as required.

The Operations Manager or nominee shall review and the General Manager will approve this document and any subsequent revisions as required.

Any changes to this Plan shall cause the entire document to be revised and be re-issued.

It shall be the responsibility of individuals receiving a revision to either effectively destroy the previous version or prominently mark it "superseded" to avoid any accidental use.



All procedures, work method statements, ITPs and forms included/ referenced in this Quality Plan shall be registered as separate controlled documents.

RES acknowledges that formal acceptance of the Plan by the Company is required before contract mobilization and that the QMP shall not be amended without prior review and acceptance by the Company.

## 7.0 TERMS AND DEFINITIONS

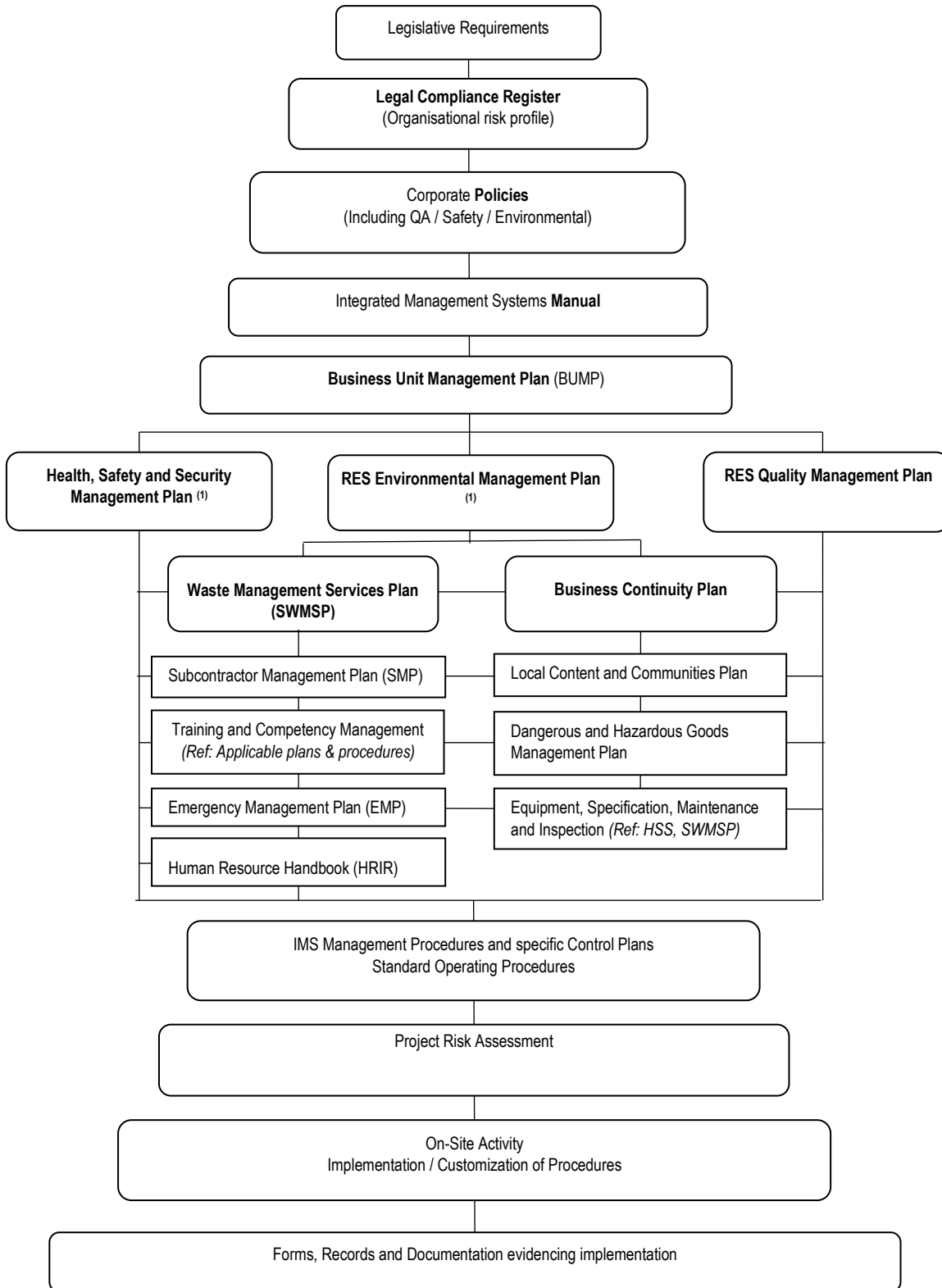
<b>Terms</b>	<b>Definition</b>
Audit	Verification that activities are being carried out in accordance with specified requirements
Company	Company, Company Group, Buyer; Purchaser,
Contract	Contract, Purchase Order and/or Agreement
Contractor	A Contractor who is executing part or all of their Work on Site
Data	All drawings, documents, data, information in hardcopy and /or in electronic form required to be supplied by the Supplier under the Contract
EPA	Environmental Protection Agency
EPL	Environmental Protection Licence
HSES	Health, Safety, Environment and Security
HSES	Health, Safety, Environment, Quality and Security
IMS	Integrated Management System
ITP	Supplier Inspection and Test Plan
MDR	Manufacturers Data Report
NDE	Non-Destructive Examination
Owner	Client and its successors and assigns
PDN	Project Deviation Notice
Project	Contract, Scope of Supply,
QAP	Quarantine Approved Premises
QMP	Quality Management Plan
RTO	Registered Training Organization, Sid Rusca Training Academy
SQR	Supply Quality Requirements
Supplier	Supplier, Sub Supplier, Contractor, Sub Contractor, Site Contractor, Vendor, Seller
Work	The Supplier/Contractor Scope of Work and Services as defined in the Contract, Supplier Work

For the purpose of this QMP the terms and definitions given in ISO 9000:2015 apply.



## 8.0 CORPORATE INTEGRATED MANAGEMENT SYSTEMS STRUCTURE

The following Integrated Management System structure applies to all works delivered by the Rusca Group of Companies:



## 8.1 Procedural References

The following Management Procedures and Control Plans are referenced and may be used in the delivery of this QMP. The references are not exhaustive.

<b>AUD Internal Audit</b>		<b>CG Corporate Governance and Legal Compliance</b>	
<ul style="list-style-type: none"> <li>• Internal Audit Management Procedure</li> <li>• Project Audit Schedule</li> <li>• RES Incident, Dangerous Occurrence, NCR &amp; Hazard Trend</li> </ul>		<ul style="list-style-type: none"> <li>• Legal Compliance</li> <li>• Establish &amp; Review Objectives &amp; Targets</li> <li>• Local Content &amp; Communities Plan</li> </ul>	
<b>ENV Environmental Management</b>			
<ul style="list-style-type: none"> <li>• Waste Management Plan</li> <li>• Weed and Pest Management</li> <li>• Spills Management</li> <li>• Environmental Management Plan</li> <li>• Hazardous and Sub Risk Assessment</li> </ul>		<ul style="list-style-type: none"> <li>• Pollution and Waste Management</li> <li>• Waste Material Tracking Log</li> <li>• Hazardous and Dangerous Goods Management Plan</li> <li>• RES High Level Waste Process</li> </ul>	
<b>EHS Environmental Health and Safety</b>			
<ul style="list-style-type: none"> <li>• ADM IMS Integrated Risk Management Procedure</li> <li>• Isolation, Lock-out and Tag-out</li> <li>• Consultation and Communication</li> <li>• Hand Injury Prevention</li> <li>• Manual Handling</li> <li>• SWMS Forklift</li> <li>• Training and Competencies</li> </ul>		<ul style="list-style-type: none"> <li>• RES Personal Protective Equipment</li> <li>• RES Permit to Work Procedure</li> <li>• Heat Stress Management Procedure</li> <li>• Journey &amp; Fatigue Management</li> <li>• Fitness for Work</li> <li>• Traffic Management Policy &amp; Procedure</li> <li>• EHS Biosecurity Management Plan</li> </ul>	
<b>Subcontractor Management, Tenders, Estimating</b>		<b>EPR Emergency Preparedness and Response</b>	
<ul style="list-style-type: none"> <li>• Procurement Management</li> <li>• Tendering, Prequalification and Procurement Management</li> </ul>		<ul style="list-style-type: none"> <li>• RES Emergency Preparedness &amp; Response Planning</li> <li>• Emergency Equipment Plan</li> </ul>	

## 9.0 RES QUALITY OBJECTIVES AND TARGETS – (AS/NZS ISO 9001:2015 cl:5)

Refer to Rusca Group: CG P02 Objectives and Targets

The overarching objectives of Rusca Environmental Solutions are:

- SAFETY:** “No Injuries to Anyone”
- QUALITY:** “No Rework or Error”
- ENVIRONMENTAL:** “No Harm to the Environment”

### 9.1 Project Quality Objective and Targets

Objectives and targets, consistent with the policy, are reviewed during the Annual Management Review.

These are measured on a monthly basis as defined in the Health, Safety & Security Plan (HSSP).

Performance	Performance Measure	Target	Actual	Result %
Total Incident Frequency Rate (TIFR)				
Licensing / Regulatory Notices	Required Licencing in place for activities undertaken	100%		
Inductions	All Persons on site are inducted – assessed by comparing visitor book/employees with induction records	100%		
Work Method Statements	In place for all tasks	100%		
Weekly Site HSS Inspection	Recorded weekly	100%		
Weekly Environmental Inspection	Recorded Weekly	100%		
Action Close out within Timeframes	Actions completed within agreed timeframes	100%		
Verification of Competency (VOC)	Undertaken with site workers prior to task	100%		
Audits and Inspections	Meet agreed audit schedule	100%		

**Monthly Statistics Reporting** – used to capture data relating to Waste Flows and EPA/National and legislative reporting, Request for Information, RFIs and Non-Conformance Reporting. The data will then be reviewed at a RES Management review.

## 9.2 Audit Targets

Item	Performance Measure	Target	Responsibility
Action Items	All subcontractor corrective actions completed prior to mobilization	100%	General Manager
Action Items	Action items are closed out in agreed time frames	100%	Operations Manager
Surveillance	All internal and external surveillance audits are carried out in agreed timeframe	100%	Compliance Manager
Shell Framework	No hazardous waste facilities are used unless approved by CLIENT	100%	General Manager

## 9.3 Progress Monitoring

Progress against the achievement of initiatives which are detailed on the plan shall be reviewed at 6 monthly management review meetings.

## 9.4 Alteration of Objectives and Targets

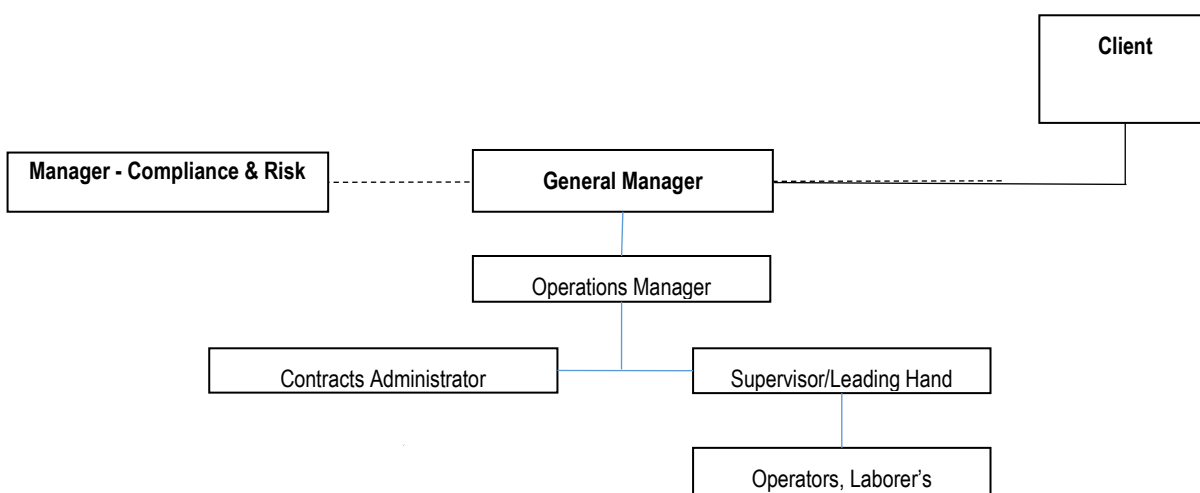
The objectives and targets will be amended if required as a consequence of monitoring and evaluation reviews, corrective actions, changes to plant, people, product or processes that affect the performance of the Integrated Management System.

Where such alteration is required, this shall be discussed, resolved and recorded at the applicable Management Review Meetings.

## 10.0 HUMAN RESOURCES – RES ROLES AND RESPONSIBILITIES

### RESOURCE MANAGEMENT (AS/NZS ISO 9001:2015 cl7.1.2)

The following organizational chart reflects the company structure applicable for this project. Roles and responsibilities, critical to the success of the project, are also defined.



NOTE: This chart is a summary of key positions relating to this project only and is not an exhaustive list of all positions held within the RES.

## 10.1 KEY PERSONNEL – (As outlined in the Integrated Waste Management Plan)

### RES General Manager

- Maintain effective quality management of the project, including compliance with RES policies and procedures and contract requirements
- Monitor and ensure that all activities are being completed efficiently and to the specifications
- Ensure that appropriate finance, facilities and business quality processes are in place to allow sustainable and effective business functioning.
- Visit site and provide leadership examples on a regular basis
- Ensure Business Continuity plan is in place
- Work with Management team to ensure appropriate targets and deadlines are in place and their compliance is reported

### RES Operations Manager

- Comply with all statutory requirements including standards and specifications (measurable outcome – all works by in accordance with conditions as to the extent in control by RES)
- Ensure that worksites are kept clean, safe and well-ordered at all times
- Monitor compliance of all operational activity
- Raise Non-conformances for all areas relating to Quality
- Approving actions relating to non-conformances
- In conjunction with RES General Manager and the Compliance Team, ensure all work is completed to relevant standards
- Comply with RES Quality assurance manual (THIS DOCUMENT) by ensuring the use of appropriate forms and procedures
- Sign off on ALL Final Statement of Conformance documentation.
- Assist in developing the Project Quality Management Plan and Inspection and Plans
- Review and update the Project Quality Management Plan and Inspection Plans periodically.
- Test operation, including generating quality verification checklists, Test requests, authority to proceed, Non-conformances, etc.
- Communicate QA requirements to suppliers
- Authority to stop work for cause, reject work, order work removed, initiate remedial work, propose solutions and reject material not in accordance with specifications\contract.
- Inspect existing conditions prior to the start of new work segments
- Inspect contractor materials and equipment arriving at site – ensure materials comply to contract

### Site Supervisor / Leading Hand

- Obtain relevant information from statutory authorities & fees are paid. Ensure no work is undertaken until permits are obtained.
- Ensure sites are operating effectively in accordance with RES quality systems
- Ensure works are completed to accepted industry standards and relevant Australian standards (measurable outcome - project has minimal defects)
- Comply with RES quality assurance manual, using standard forms and procedures as provided (measurable outcome – no non-conformance notices received)
- Authority to stop work for cause, propose solutions and reject material not in accordance with specifications\contract.
- Work with Operations Manager to establish and implement Quality control programs for RES and with various subcontractors, and monitor their conformance
- I Inspect contractor materials and equipment arriving at site – ensure materials comply to contract
- Work with the Operations Manager to manage and update all registers on a timely basis (measurable outcome – registers & records are up to date, accurate and filed correctly in both electronic and hard copy)
- Schedule and accompany NT Government representatives when on site
- Support site staff, labourers and contractors to understand and meet RES Quality standards and requirements.

## **Contracts Administrator**

- Manage Day-day contract operational documentation
- Ensure timely inputting of required quality data into systems
- Ensure site Manifest is completed daily
- Comply with RES quality assurance manual, using standard forms and procedures as provided (measurable outcome – no non-conformance notices received)
- Supporting Management team and team members to meet quality targets

## **Compliance & Risk Manager**

- Overall management and implementation of Quality Management System
- Quality Management System development
- Auditing
- Work with Management Team and work teams to ensure that quality processes are appropriate to the work that is being undertaken and understood
- Project Quality Management Plan review
- Inspection & Test Plan review
- Assisting tendering team with Quality related items.
- Issue non-conformances where necessary for matters relating to quality

## **All Employees**

All employees are responsible for:

- Complying with Health, Safety, Security, Environmental and Quality Management Plans, policies, procedures, instructions and duties
- Taking reasonable care to ensure own health and safety at work and avoid adversely affecting the health and safety of others or the environment
- Contributing to the accomplishment of HSES objectives and targets
- Participating actively in HSES programs and assisting to improve operations wherever possible
- Correct use of appropriate personal protective equipment (PPE)
- Rectifying immediately (if possible) and reporting to Supervision any actual or potential HSS, quality or environmental incident, hazard or occurrence
- Identifying and reporting nonconforming or potentially hazardous systems, work practices, products, services, equipment and places
- Assisting fully in the investigation of any incident, harm or property damage
- Attending and participating in HSES meetings
- Ensuring that all tools, equipment and facilities are in good working order and condition prior to selection and use.
- Responsibilities and authorities are further defined within procedures and job descriptions for employees and subcontractors.

## 11.0 TRAINING

### 11.1 Quality Awareness Training

The Operations Manager or nominee shall identify and control any special training requirements / needs applicable to the Project as required.

Training requirements may be satisfied by either in-house or external training sessions as described in the RES Training Needs Matrix.

Quality awareness training shall be conducted by the Risk and Compliance Manager in conjunction with the Operations Manager for all contract personnel prior to commencement of work.

Quality Awareness training shall include, but not be limited to:

- Quality Plan
- Quality Policy
- IMS procedural requirements
- Specifications relevant to the Scope of Work
- Legal requirements relevant to the Scope of Work
- Project / contractual requirements

Objective evidence of successful completion of training shall be effectively maintained within the respective Project files, training matrix and relevant personnel files.

All Contract personnel have a personal responsibility for the quality of their activities and execution of their responsibilities.

### 11.2 Competency

Training and development shall be in accordance with Rusca Group Staff and Contractors Handbook, RES Quality Plan and RES Training Plan.

This process will be used for the identification, planning, provision, recording and competency assessment of training requirements for all RES employees and subcontractors.

Subcontractors can request that they use their systems and procedures. Approval may be granted, provided these systems and procedures meet RES standards.

*A Training Plan* shall be maintained for each position within RES. Skill sets shall include HSES and QA training. Training needs shall be documented in the Integrated Waste Management Plan and Industrial Services Management Plan.

Training Plans shall be established on employment for all employees based on the standards identified within the relevant operational management plan *and* contractual obligations, including required competency assessments for HSES critical tasks. Employees must also be fully conversant with the HSS, Environmental and Quality Management Plans and all procedures and systems in order for them to perform their job safely and effectively.

### 11.3 Training and Education Plan

Ongoing training requirements may be identified through:

- Audit against required skill sets
- Annual performance review
- Required refresher training

Training records shall be reviewed as an element of annual performance reviews and internal audits.

The Individual Training Record includes employee's name, details of training and date training completed, copies of all training records including licences, certificates, authority to operate, VOC and employee acceptance (if applicable).

All training and records of competency shall be recorded in IMS SkyTrust®/HR. Essential skills and licenses shall be monitored through bring-up reporting generated from IMS Skytrust and from onsite supervision.

Copies of licenses and certificate of competency/ training shall be retained on file for seven (7) years from date of termination.

## 12.0 CONTRACT REVIEW

The General Manager shall ensure that the Contract is reviewed annually for compliance and any variation noted and actioned.

The General Manager or nominee shall maintain a Project file containing all relevant contractual documentation including, Company correspondence, notes regarding critical discussions, decisions, occurrences, deviations, queries, Project risks and contractual amendments in line with the IMS and Contractual Obligations.

Company approved changes shall be adequately coordinated and approved by the General Manager to effect the required revisions in accordance with the Contract in a timely manner.

The Operations Manager or nominee shall be responsible for the effective follow-up to ensure that all relevant revisions have been successfully accomplished.

## 13.0 MANAGEMENT OF CHANGE

The Operations Manager assisted by the Risk and Compliance Manager and Supervisor shall be responsible for the effective maintenance and control of Contract related change management, including deviations and Project queries.

Senior management must give commitment and support to the change, ensuring relevant personnel are involved.

Change is an inevitable part of our business, and many change projects impact on systems and organisational structure. RES recognises that any change, no matter how minor, has the potential to cause unforeseen incidents, service failure or personnel stress if not managed effectively.

Change management must be effective in order to:

- Minimise HSES risks
- Ensure relevant regulatory obligations are adhered to including the DG Act, OH&S Act, Environment Act etc and applicable regulations there under
- Retain operational stability and customer service focus
- Provide the intended benefits

The following types of changes have been identified as having varying impact on the workplace and on personnel:

Replacement manager/supervisor	Changes in organisational structure
Transfer of employees	Site layout alteration
New or amended legislation	New or modified equipment
Relocation of equipment	New customers
Relocation of customer product storage	Introduction of new technology

Change management requires planning. The extent of the plan will be determined by the complexity of the change and shall include, where relevant:

- What needs to be changed and why, the change must be relevant and appropriate
- Who needs to be notified of the change ie subcontractors, personnel, relevant authorities
- Who and what is impacted, how they are impacted, taking into consideration the change flow on activities
- Risk assessment to ensure that hazards and environmental impacts associated with the change are identified, risks assessed and controls applied
- Possible inhibitors of the change process and plans to eliminate them
- Who will be responsible for facilitating the change, and what level of management must be involved
- Communication details e.g. to whom, how often, what information, how feedback will be handled
- Whether new or amended procedures will be required with respect to the change
- Training requirements and timing, e.g. pre-implementation, post implementation
- Post implementation analysis, to determine the impact and success of the change
- Debrief of relevant personnel on completion
- Communication must be effective, ensuring that the benefits are explained to all affected personnel, to gain their commitment.



## 14.0 COMMUNICATION, DOCUMENT AND DATA CONTROL – (Client)

Document and data control shall apply to all Contract generated specifications, Inspection and Test Plans, Quality, HSES Plans, Procedures and Work Method Statements, inspection records and other relevant documentation as determined by the Operations Manager and the Risk and Compliance Manager.

Where the contract specifies that certain documents must be transmitted in electronic form between the Company and RES utilising the document numbering system.

Except where the Contract specifically states to the contrary, all correspondence and communications under the Contract must be addressed and directed between the Company Representative and RES.

The Company Representative may require that certain classes of documents be transmitted to the nominated deputies at specific locations.

Oral communication of instructions or information in connection with the Contract must be confirmed in writing as soon as practicable. Until such confirmation has been received, the oral communication will not be binding.

All formal contract related correspondence between Company and RES will be uniquely numbered by both Company and RES by assigning a unique record number to each correspondence item as follows:

- Correspondence originating from Company will be numbered sequentially as follows:

**Typical : UI44252 -STC- #####**

Legend: UI44252

STC ##### (0000 - 9999)

= Contract Number;

= Company to RES;

= Sequence Number.

- Correspondence originating from RES will be numbered sequentially as

**Typical: UI44252 -CTA- #####**

Legend: UI44252 CTA

= Contract Number;

= RES to Company;

RES must maintain a chronological register of all incoming and outgoing correspondence between Company and RES received or sent out in connection with the Contract. Large mail items must be split into small packages to facilitate handling and delivery.

All "original" Contract documents must be issued in:

- (a) "Hard copy" form by Contractor representative to Company representative at the following address:

..... AUSTRALIA

Attention to: - Company Representative or electronic" form using Company Representative's email address.

Original documents and all other correspondence between Company and RES and RES and Company that is not of a contractually significant nature will be exchanged via email between a Representative of RES and Company's Representative email addresses.

All correspondence must bear the following headings:

**CONTRACT Title:**

**UI Number:**

**Chronological Reference No:**

**Security /Confidentiality Classification:**

**From:**

**To:**

**Date:**

**Copy to:**

**Subject:**

Each item of correspondence must address only one subject. All correspondence must be numbered sequentially.

Failure to comply with these standards will see the documents returned from the customer and may delay communications.

The Operations Manager shall ensure that all records identified are sorted in such a way that their security and condition is protected from unauthorised access and / or time related deterioration.

Records shall be:

- Readily identifiable and retrievable
- Safely and securely stored
- Accurate, legible and traceable to an activity
- Complete in every detail

Records shall generally be retained on-hand for the period of 6 years unless otherwise specified in procedures, or for legal, contractual or other reasons.

Disposal will be by destruction (shredding or similar) as records usually contain company sensitive material.

## **15.0 PROCESS CONTROL**

The SkyTrust® IMS includes documented procedures and/or work method statements that control all processes, which have an effect on finished product or service.

Evidence of inspections and adherence to procedures shall be by objective evidence generated during the various stages of inspection and test.

The examination and control of products and services, as applicable will be carried out from receipt onwards, until final handover to the Company.

### **15.1 Procedures and Work Method Statements**

The Risk and Compliance Manager shall be responsible for ensuring that the requirements of the Quality Plan and related documentation are integrated into the working methods of the Contract Team.

Contract specific procedures, work method statements, ITPs and checklists shall be identified / determined by the Risk and Compliance Manager in consultation with the Operations Manager and prepared to an established Contract format, as required.

A listing of procedures, work method statements, forms and ITPs relating to the QA/QC Management System is shown at Section 17.1. These documents and any new documents generated during the course of work are located and can be downloaded from the RES Intranet.

### **15.2 Submission of Other Quality Documents**

RES shall submit to the Company on request, a controlled copy of our quality manuals, quality control procedures and work method statements. RES acknowledges the responsibility for correct and timely submission of any subcontractor QA/QC documentation to the Company.

### **15.3 System and Compliance Audits**

System and compliance audits shall be carried out by the Compliance and Risk Manager or nominee on Inspection and Test Plans (ITPs), the Quality Plan and IMS requirements to ensure conformity.

Subcontractor audits will be completed prior to mobilisation.

RES shall submit an audit report to the Company after each audit has been completed. Additional audits will be performed where unsatisfactory performance is evident or as directed by the Company.

If nonconformity is identified RES shall ensure that appropriate corrective action is undertaken to prevent recurrence.

RES agree that the Company shall be given the opportunity to participate in audits at any premises where work is being performed, providing that RES is given prior notification of the planned audit and the scope of the audit. Where possible /practical, RES would expect at least seven days' notice of a pending audit.

RES acknowledges that the Company may conduct quality audits including audits of subcontractors.

## 16.0 MANAGEMENT REVIEW

A management review of this Plan shall be undertaken within 12 months of mobilisation.

Management review shall address the scope of the Quality Plan and monitor progress in relation to business, quality and HSES objectives and ensure the continuing suitability, adequacy and effectiveness of the IMS.

Agenda items shall include:

- Overview of internal / external audits
- Changes e.g. legal/customer requirements that could affect the Quality, Environmental or HSS Plans or Systems
- Overview of HSE, Quality and Compliance issues raised in hazard cards, business improvement opportunity forms (BIOFs), non-conformance reports and incident reports
- Review of Company feedback: complaints/ queries/ issues/ surveys
- Overview of operational performance
- Review adequacy of RES policies and management systems (review for suitability and adequacy - submit recommendations for improvement)
- Review of HSE & QA objectives and targets
- Performance against existing objectives and targets for the previous 12 months

## 17.0 CONTROL OF SUBCONTRACTORS / PROCUREMENT

The Scope of Work does not contain a procurement component, but RES will procure hire equipment and consumables for work performed on behalf of the Company.

All materials and equipment which have an effect on the quality of a product, shall be procured in accordance with the requirements of *Article 7 – Product Certification and Article 8 – Material Control and Traceability*.

All purchase orders shall clearly identify quality and HSES requirements, including those of the Company (where contractually required) and the material, equipment or service to be supplied.

All contracting for materials, equipment and/or services shall be in strict compliance with the requirements of the RES IMS and Contractual Obligations whilst ensuring adherence to regulatory and legal requirements.

Material and/or services shall be sourced from companies that have been approved/ assessed as being competent to meet Contract requirements. Preference will be given to indigenous/ATSI organizations that can meet the required standards within +/- 10% cost competitiveness.

All contracting services shall be in compliance with the requirements of the *Sub Contractor Management Plan* and Contractual Obligations whilst ensuring adherence to regulatory and legal requirements.

RES recognises its HSE obligations with respect to subcontractors. All subcontractors engaged by RES shall be required to:

- Adhere to safe systems of work at all times
- Undertake appropriate risk assessments prior to commencing any high-risk activity
- Comply with all relevant legislation, Regulations, Codes of Practice and Standards that are applicable to any work being undertaken
- Adhere to relevant RES and Company Procedures and Management Plans
- Comply with reasonable directions or requests given or made by an authorised RES/ Company representative; and
- Undertake all required induction and training
- Provide notification of any health, safety, security or environmental event incurred in the course of completing work on behalf of RES

In order to achieve this objective, subcontractors shall demonstrate to the satisfaction of RES that they:

- Are suitably experienced and competent to perform the tasks
- Possess all necessary licenses, permits, registrations and insurance required to perform the contract work in accordance with all appropriate regulations
- Will notify RES of any potential hazards associated with the location or use of the area where the work is to be carried out; and
- Understand RES's/ Company's emergency procedures

The RES Subcontractor Prequalification Form is used to prequalify all subcontractors followed by a site inspection using form EHS25 – Site Facility Inspection form which will be used to verify all subcontractor statements in the Prequalification Form. Surveillance audits are conducted using for EHS25 at least bi-annually.

The Operations Manager shall ensure that subcontractor HSES/ QA performance is monitored and reviewed to ensure continued adherence to HSE/ QA purchase specifications.

Monitoring and compliance is a shared responsibility managed by both RES and the subcontractor through:

- HSE inspections
- Hazard reporting
- JHA/ Risk assessment
- Incident reporting and investigation
- Participation in HSE Committee, HSE toolbox and pre-start meetings
- Periodic audits

### **17.1 Project surveys and records**

Post job HSE performance review for infrequent contractors performing HSES critical tasks will be conducted on completion of the specific task. RES's alliance subcontractor arrangements are ongoing rather than ad hoc in which case HSES performance will be reviewed on a continual basis rather than post-job.

Services shall be sourced from companies that have been approved/ assessed as being competent to meet Contract requirements. In the case of Hazardous Waste Disposal facilities, in addition to the use of RES Subcontractor Prequalification and EHS25, assessment is also conducted in the form of the *RES Waste Management Review Questionnaire* and successful completion of a joint site audit of the operations and facilities. Hazardous Waste Disposal facilities can only be used once approved by CLIENT Contract Holder.

For the purpose of this Contract, suppliers and subcontractors as specified by the Company shall be considered approved by RES.

## **18.0 QC INSPECTION AND TESTING**

### **18.1 Inspection and Testing**

#### **Inwards Goods Inspection**

When received at RES facility, the waste material and transit equipment will be verified for compliance, packaging will be checked, package contents reviewed and relevant paperwork completed and recorded. In the event Quality or HSES non-conformances are detected, such non-conformances shall be recorded, reported and closed out in accordance with the *Integrated Waste Management Plan*.

Inspections may be conducted of vessels and trucks prior to unloading, at the point of unloading and during subsequent supply management activity such as the opening of containers.

The following principles apply to the management of non-conforming, poorly segregated waste material:

- The management of non-conforming freight will be undertaken in consultation with Company personnel or nominated contractor.
- Where possible non-compliant waste will be contained within an approved remediation area, documented, non-conformance recorded, correctly segregated and re packaged for further transportation.

If the level or type of contamination does not support containment or remediation (e.g. contaminated beyond economic recycling), the consignment classification will be reduced to general/hazardous waste and disposal pathway altered.

#### **In-process Inspection**

International Shipping / Quarantine and HSES considerations shall be integrated into the planning and execution of all work conducted by RES against the Contract during mobilisation and the conduct of operations. All RES equipment and material required to undertake the Scope of Work shall be:

- Procured based on an informed assessment of its physical characteristics and their ability to meet and maintain international shipping and quarantine compliance
- Procured based on a predetermined maintenance strategy that reduces the requirement to back load equipment onshore for maintenance

- Mechanically sound and maintained to manufacturer recommendations
- Safe to use and present no risk to operators, other personnel or the environment
- Meet all State and Commonwealth regulatory requirements in terms of safety, health and environmental criteria, e.g. road worthiness, lifting certificates, survey certificates

All RES facilities, equipment and activities shall be subjected to a robust housekeeping regime that will lower product spill risk and support hygiene compliance.

A Spill Risk Profile will be developed and used to support supply activity planning to client. The profile will consider environment variables, particularly seasonal variability and any other significant issues that may impact on hygiene and product spill risk. Key related supply activities include:

- Unloading operations
- Road movement
- Remedial cleaning
- 

### Final Inspection

Acceptance of completed items including review of inspection and test records/ checklists shall be carried out by the Operational Supervisor who shall ensure that required documentation is complete and accurate prior to release.

### 18.2 Access Requirements

RES acknowledges that its customers may wish to perform surveillance inspections at RES premises, subcontractor's premises or at the location of the work.

RES shall ensure that the Company's representatives, certifying authorities and statutory authorities are given access to inspect the work and review procedures and quality records and be provided with all necessary tools, calibrated measuring equipment, safety equipment and workspace to verify or witness inspections in progress.

RES shall provide reasonable facilities including office space, a desk, a chair and reasonable access to a telephone and internet while the Company's representative is on site.

### 18.3 Equipment Criticality Ratings

RES acknowledges that the quality programme / inspection requirements are based on criticality ratings determined by the Company and that these ratings will be used as a guide in determining the Company level of inspection to be applied.

### 18.4 QC / Inspection and Test Plans (ITPs)

Inspection and Test Plans (ITPs) shall be established for equipment/materials that are used to perform activities in support of Waste Management services and for any other activities identified by the Operations Manager, Compliance and Risk Manager or the Company as requiring inspection, test and verification. ITPs shall be issued to the Company for acceptance, prior to the commencement of work.

### *ITP Format to be Used* ITP001 STORAGE, PROTECTION AND INSPECTION OF EQUIPMENT

#### Inspection and Test Plan

Customer: CLIENT Contract Number: Contract/Project Name:			INSPECTION AND TEST PLAN for: STORAGE, PROTECTION AND INSPECTION OF EQUIPMENT Work area: RES				ITP001			
Ref	Operation or stage of work		Stage/ frequency	Records	Requirement/ standard/ specification	Acceptance criteria	Inspection/ test procedure	Inspection *what/who		
	Description	Characteristics						Employee	Service provider	Customer
*W = Witness Point; H = Hold Point; H(A) = Inspection/Test by Authority; U(C) = Inspection/Test by Consultant; S = Surveillance or monitoring; X = Self inspection by performer of work.										

Checklist

INSPECTION AND TEST PLAN CHECKLIST for: <i>STORAGE AND PROTECTION</i> (To be completed by the person(s) directly responsible for the work)					
Contract Number: Contract/Project Name: Contractor: Subcontractor:		Work area:		Checklist Number:	
Materials/ components/ equipment	Location of storage	Date	Initials		Comments
			Pass	Fail	

INSPECTION AND TEST PLAN CHECKLIST for: <i>INCOMING INSPECTION</i> (To be completed by the person(s) directly responsible for the work)									
Contract Number: Contract/Project Name: Contractor: Subcontractor:			Work area:			Checklist Number:			
Materials/ components/ equipment	Purchase Order No.	Delivery Docket No.	Quantity/size verified		Inspected for			Date	Initial
			Against PO	Against DD	Damage	Technica l details	Marketin g		

Clear instruction shall be provided for inspectors to adequately and effectively perform QC surveillance, inspection and witnessing of inspections and tests.

For the duration of the Project, the Operations Supervisor shall progressively maintain and review a Project specific *ITP Register* of all ITPs developed by RES or subcontractors.

For all other RES operations where ITPs are not applicable, inspection checklists shall be utilised.

**18.5 ITP Inspection Points**

Dependant on the equipment or product being used, RES has nominated known inspections and tests in the ITPs where witness and hold points are required.

**18.6 Pre-Inspection / Alignment Meeting**

RES personnel responsible for quality including the General Manager, Operations Manager, Operations Supervisor and the Compliance and Risk Manager shall attend any Pre-inspection / Alignment Meetings convened by the Company, to evaluate and / or discuss the implementation of all specified quality requirements and to ensure that contractual requirements are understood.

**18.7 Inspection of Company Supplied Materials**

Company supplied product / free issue material shall be controlled in accordance with Contractual requirements and the IMS.

The inspection and control of products and services, as applicable shall be carried out from receipt onwards, until final handover to the Company and shall include:

- Inspection of materials and equipment for damage and conformance to requirements for inclusion in the Work
- Submission to the company of a formal over / short, damage and non-conformance reports within 24 hours of being detected

## **18.8 Inspection Release Certificate / Inspection Waiver**

Where the Company issues an inspection release certificate or waiver of inspection, RES shall ensure that a copy is attached to the delivery docket and accompanies the released products to the destination nominated by the Contract and that items delivered to the Company without a copy of these documents may not be accepted.

Originals of inspection release certificates or waiver of inspection will be included in the MDR.

## **18.9 Work Lists**

RES shall complete all activities shown on work lists or exception lists that are generated during the inspection process as issued by the Company.

RES acknowledges that the MDR will not be accepted until all Company review comments, work lists and exemption items are complete.

## **19.0 INSPECTION, MEASURING & TEST EQUIPMENT**

### **19.1 Calibration**

All inspection, measuring and test equipment (including subcontractor/ supplier equipment) used in conjunction with the Project shall be calibrated and/ or verified in accordance with the requirements of AS/NZS ISO 9001:2016 cl: 7.1.4, 7.1.5, 7.1.5.2

The Operations Manager shall identify and register all equipment requiring calibration and establish a Calibration Schedule. Identified equipment shall be calibrated:

- Prior to being put into service
- Periodically as per the Calibration Schedule
- After undergoing repair

Upcoming equipment calibration anniversaries will be reviewed on a weekly basis and appropriate actions taken to ensure that the equipment is recalibrated prior to the due date.

All servicing shall be recorded in the Information Database. Records of calibration shall be maintained that show:

- Description or serial number of equipment calibrated
- Master equipment I.D.
- Method of calibration (or reference to method)
- Traceability to national or international standards
- Calibration results
- Date of calibration
- Adjustments made (if any)
- Authorisation details (signature and date)

### **Use of Inspection, Measuring and Test Equipment**

Operators of inspection, measuring and test equipment shall ensure that it is:

- Used in accordance with manufacturer's instructions
- Covered by a current calibration certificate
- A prestart inspection of the plant shall be undertaken on a daily basis.

### **Verification of Previous Inspection Results**

Where an item of equipment fails calibration, previous measurements shall be assessed for validity, necessary corrective actions taken and the calibration frequency reviewed.

## **20.0 PRE-FABRICATION AND TRACEABILITY**

### **Special Processes**

The Scope of Work does not include a design, fabrication or special processes component.

### **Welding**

The Scope of Work does not include a welding component.

### **Non-Pressure Tested Closure Welds**

The Scope of Work does not include execution of closure welds.

### **Alloy Verification (Positive Material Identification)**

The Scope of Work does not include an alloy verification component.

### **Material Traceability**

Material identification and traceability shall operate for all items including waste products, packaging, contract containers and equipment from the time of receipt until delivery, in line with Contractual Obligations.

Items shall be uniquely identified and marked in accordance with the Contractual Specifications, GLMS and relevant Operational Management Plans and Project specific documentation.

The status of material and equipment shall be indicated throughout the supply route, using distinctive colour-coded waste receptacles, labelling and consignment documentation which may be applied on inspection during any stage of the transport cycle.

Inspections may be carried out at/on:

- Domestic suppliers' premises or other approved premises
- International suppliers' premises or other approved premises
- Darwin and Broome supply bases
- Darwin and Broome Marine loading facilities

### **Third Party Testing Agencies**

The Scope of Work does not include a requirement for third party testing.

### **Non-destructive Examination (NDE)**

The Scope of Work does not include a NDE component for pipe welding, vessel, tank fabrication or similar.

### **Non-destructive Examination (NDE) Qualifications**

The Scope of Work does not include a NDE component for pipe welding, vessel, tank fabrication or similar.

### **Certificates**

Test and material certificates / reports for offshore containers to meet the Standard for Certification No. 2.7.1 Offshore Containers April 2006. (if provided by RES)

### **Material Certification**

Test and material certificates / reports are not applicable to the Scope of Work.

### **Bulk Material Certification**

Specific certification requirements are not applicable to the Scope of Work.



## 21.0 NON-CONFORMING PRODUCTS

RES shall establish and maintain procedures to control material or products that do not meet specifications.

All non-conforming products shall be promptly identified, documented and segregated (where required) in line with Contractual Obligations.

Non-conformances can be identified by any employee and brought to the attention of their immediate supervisor. The Supervisor shall complete a *Non-Conformance Report* where required and submit to the Company for acceptance or rejection.

The NCR (Non-Conformance Report) shall:

- Identify the equipment and / or materials
- Included photographs showing details of the non-conformance
- Propose a disposition for consideration by the Company
- Non-conformances may also be identified as a result of, but not be limited to;
- Internal system and compliance audits
- Company complaints
- Deficiencies which are identified in relation to subcontractor and/or supplier Contractual Obligations
- Unauthorised deviations from Contractual Obligations
- Serious or repetitive minor deficiencies in the quality of products / services provided

The Compliance and Risk Manager shall progressively maintain and review a NCR Register of all non-conformance reports using IMS SkyTrust® (Group Incident Management System) and ensure that any required corrective action has been identified, implemented and effectively carried out. This information shall be used to identify trends and target areas for improvement.

When satisfied that required action taken has been effectively carried out, the Compliance and Risk Manager shall ensure that the non-conformance report is closed out.

A copy of the approved non-conformance report shall be included in the Manufacturers Data Report (MDR).

### 21.1 Corrective and Preventative Action

Corrective and preventive action shall be in accordance with *RES Risk Management Control Procedures* and Contractual Obligations.

Actions may include, but not be limited to:

- Investigating the causes of non-conforming work or system deficiencies, to rectify problem areas and resulting action to prevent recurrence
- Analysing the processes and operations to detect and eliminate potential causes of non-conforming product or service
- Initiating preventive action commensurate with any potential risks involved
- Applying controls to ensure corrective actions are effectively implemented

## 22.0 DEVIATION REQUESTS AND QUERIES

RES acknowledges the requirement to complete and submit a *Request for Information/Non-Conformance/Project Deviation Notice* for all:

- Requests for a relaxation or waiver of any requirement of the specification, materials, documentation, tests or inspection
- Queries, interpretation and guidance for the Contract

The Operations Manager shall complete the formal request and submit to the Company for acceptance or rejection. No deviation or waiver shall be implemented without formal Company approval.

A copy of the approved Request for Information / Project Deviation Report shall be included in the Manufacturers Data Report (MDR).

Any RFI, N/C or PDN will be made using the communication standards outlined in section 8 of this plan.

## 23.0 PRESERVATION, PACKAGING, HANDLING AND MARKING

Adequate packaging of completed product to ensure cleanliness, protection and preservation during storage, delivery and final hand-over to the Company shall be carried out in accordance with Contractual Obligations and Company procedures

Lifting equipment and devices shall be effectively maintained and inspected regularly by competent personnel in accordance with DNV 2.7-3.

Rigging gear shall be regularly inspected and clearly / adequately tagged to ensure compliance with regulatory provisions, details of which shall be documented on respective Rigging Registers, under the control of the Operation Manager or authorised alliance sub-contractor.

All waste receptacles, IBC's, Drums, ISO's, Totes, cartons, crates and packages shall be positively identified and clearly marked as specified by contractual requirements and the fore mentioned procedures.

## 24.0 MANUFACTURERS DATA REPORT AND QUALITY RECORDS

Project related records and documentation shall be progressively generated, controlled, maintained and presented to the Company by means of Manufacturer's Data Reports (MDR) in line with *Article 8 – Material Control and Traceability*. The MDR shall be made available for review and endorsement by the Company representative, as required.

A hardcopy of the final MDR shall be submitted to the Company for approval. On acceptance required electronic file copies shall be submitted.

RES and subcontractors MDR's shall include all information required by the Company including where required, but not limited to:

- Quality Plan
- Inspection and Test Plan
- Procedures
- Company Procedures
- Specifications
- Non-Conformance Reports
- Deviations and Queries
- Requests for Information
- Consignment Notes
- Audits
- Equipment
- Maintenance Reports
- Certifications
- Inspection and Testing
- Inspection and Test Checklists
- Standard Operating Procedure/ Work Method Statements
- Performance Tests
- Supporting photos / evidence, where required
- Non-Conformance Report Register
- Project Deviation Notices
- Chain of Custody Documentation
- Manifest
- MSDS
- Calibration and Maintenance Schedules
- Calibration Certificates

## 25.0 APPLICABLE ACTS, CODES AND STANDARDS (AS/NZS ISO 9001:2016 cl: 8.2.2; 8.2.3) ACTS ADMINISTERED BY NTEPA

- Environmental Assessment Act - NT
- Environmental Assessment Administrative Procedures - NT
- Environmental Offences and Penalties Act - NT
- Environment Protection (National Pollutant Inventory) Objective-NT
- Environment Protection (Beverage Containers & Plastic Bags) Act - NT
- Environment Protection (Beverage Containers & Plastic Bags) Regulations – NT
- Litter Act - NT
- Marine Pollution Act – NT
- Marine Pollution Act
- Marine Pollution Regulations
- National Environmental Council (NT) Act
- Northern Territory Environmental Protection Authority Act
- Nuclear Waste, Transport, Storage & Disposal (Prohibition) Act
- Waste Management and Pollution Control Act – NT
- Waste Management and Pollution Control (Administration) Regulations - NT
- Water Act - NT
- Water Regulations - NT
- Water Efficiency Labelling and Standards (National Uniform Legislation) Act - NT

## ACTS ADMINISTERED BY OTHER NT GOVT AGENCIES

- Occupational Health and Safety Act - NT
- Occupational Health and Safety Regulation – NT
- Dangerous Goods Act - NT
- Fines and Penalties (Recovery) Act - NT

## NATIONAL ACTS

- Environment Protection and Biodiversity Conservation Act - Commonwealth
- Hazardous Waste (Regulations of Exports and Imports) Act - Commonwealth
- National Environment Protection Council Act – Commonwealth
- Environmental Protection Act 1986
- Environmental Protection (Controlled Waste) Regulations 2004

## APPLICABLE CODES AND DOCUMENTS

- Code of Practice for the Storage and Handling of Dangerous Goods
- The Australian Dangerous Goods Code Edition 7.4 (ADG7.4)
- [Approved Criteria for Classifying Hazardous Substances](#)

Document Name		Provided By
Client Waste Management Manual		
Draft Client Environmental Impact Statement (if applicable)		
Safe Collection of Hard Waste		Worksafe
Code Of Practice for Management of Clinical Waste	6 <sup>th</sup> Edition	WMAA
Code of Practice for the storage and Handling of Dangerous Goods		Worksafe
NT EPA Strategic Plan 2013-2016		NT EPA
Safe Handling of Industrial Waste – Practical Guide for Workplaces		Worksafe - Vic
RES Business Organisational Design Plan		RES
The Australian Dangerous Goods Code Edition 7.4	ADG7.4	Australian.DOI & Regional Development
Client Waste Management Procedure		Client
Client Logistics Waste Management Plan and Procedure		Client
RES ATSI Plan		RES
Local Content and Community Plan		RES
RES Business Development 5-Year Plan		RES
Business Unit Management Plan (BUMP)		RES
Rusca Bros Cross Cultural Policy		RES
Operating Procedures or Work Method Statements		RES
RES Complaints Management Procedure		RES
RES Complaints Resolution Procedure		RES
Site Waste Register (SWR)		RES
Risk Management Register (RAR)		RES
Risk Assessment Register		RES

RES Consolidated Waste Handling Plan CLIENT NORM Management Procedure		RES/Client
CLIENT Mercury Management Procedure (HSE_GEN_004170)		Client
Loading, unloading exclusion zones (LUEZ) guidelines		Australian Logistics Council
RES Subcontractor Management Plan		RES
RES Incident Management Procedure		RES
RES Spill Management Procedure		RES
RES Health, Safety and Security Plan		RES
RES Environmental Management Plan		RES
RES Broome Controlled Waste Procedure		RES
RES Logistic Supply Chain Form		RES