

NZTA Z01-B: 2025

Small Project Contract Quality Management Specification

June 2025

1. Scope

- a. This specification sets out the requirements for the operation of the Contractor's Quality Management System.
- b. This Specification applies to small projects as defined by the project complexity model.

2. Referenced Documents

The following documents are referenced in this Specification.

Reference	Title
AS/NZS ISO 9001	Quality Management Systems – Requirements
NZTA Z08	Standard for Inspection, Sampling and Testing

3. Definitions

In addition to the definitions set out in AS/NZS ISO 9000 (unless amended by this Specification), the definitions listed below apply to this Specification:

Term	Definition
Contractor's Quality Manager	A Quality Manager appointed to act independently of day-to-day delivery activities and to ensure that the requirements of the QMP are implemented and maintained.
Quality Advisor	The Quality Advisor that may be appointed and approved by the Principal to assist the Independent Certifier and Contract Administrator. The Construction Quality Advisor is dedicated to construction monitoring and quality assurance so as to ensure conformance to Standards and Specifications. <i>Note: This person does not replace the Contractor's Quality Manager, Project Engineer or team and therefore does not relieve the Contractor from their accountability towards quality management, assurance and control of the works it has been contracted to carry out.</i>
Inspection and Test Plan(s) (ITP)	The Contractor's detailed plans for inspection and testing of the Physical Contract Works aimed at verifying and confirming with evidence to the Principal that the Contract has been delivered and are compliant with the contractually specified requirements.
Non-compliance	Deviating from doing what is necessary to meet a specified (typically regulatory) requirement, obligation, or policy.
Non-conformance reports (NCR)	A document (report) that identify and record discrepancies between the actual condition of a product or service and specified requirements, or the deviation from a process or procedure. NCR's include the cause, impact and agreed remedial action. NCR's are raised not only when specified requirements were not met for completed works, but also during construction where a process failed to achieve the specified outcome.

4. General

- a. The Contractor is accountable for meeting the quality of work and activities delivered as defined in the Contract.

- b. The Contractor must establish, implement and maintain a Quality Management System in accordance with the requirements of AS/NZS ISO 9001 and this Specification.
- c. The Contractor shall work collaboratively with the Principal to deliver the required quality.

5. Quality Management

5.1 General

The Contractor shall manage the quality of the project in accordance with their QMP. The Contractor shall therefore prepare and implement a Quality Management Plan (QMP) that as a minimum address the following activities and requirements:

5.1.1 Project QMP Review and Approval

- a. The Contractor's Quality Manager responsible for the Contract Works shall develop a project-specific QMP.
- b. The QMP shall be reviewed and endorsed by the discipline leads involved in the specific scope of works, as well as the Contract Administrator or their Quality Advisor to ensure proper planning of all project aspects.
- c. The QMP shall be approved by the person authorised by the Principal prior to works commencement, and available at the place of work to those involved in the works.
- d. Updates to the QMP shall be reviewed and endorsed by the same parties who did the initial review and endorsement.

5.1.2 Project Scope and Overview

The scope of the works covered by the QMP shall clearly define the boundaries of the works, magnitude, construction components or elements, as well as what is out of scope where applicable.

The QMP shall include an overview of the project to provide context of what the works entail. This can include:

- a. Nature, location and terrain situation
- b. Project start and end date
- c. Critical dates, e.g. long lead items
- d. Design outcomes sought:
 - The design report and drawings
 - Design assumptions
 - Material parameters/specifications
 - Construction methodology considerations
- e. Construction components
- f. Other works in the project vicinity to be considered.

5.1.3 Project Risk Assessment

The Contractor shall conduct a risk assessment applicable to the specific works as input to works planning. The following risk groups are considered:

- a. Design risk
- b. Management risk

- c. Construction risk
- d. Quality and other compliance risk
- e. Health, safety and environmental risk
- f. Stakeholder risk

5.1.4 Methodology statement

The methodology statement shall be clear on:

- a. Site pre-construction conformance requirements such as stakeholder communication, site set up, mark-outs, traffic management, and environmental controls.
- b. Any processes required to be qualified pre-construction, such as:
 - layer construction (i.e. plateau tests)
 - stabilisation
 - sealing – spray and chip
- c. The steps in sequence to be followed for executing the works within scope.
- d. Task descriptions to allow the person or crew responsible to accurately carry out the works as planned. Use sketches or diagrams to explain the works where necessary.
- e. Responsibilities for each step or task.
- f. Referring to the design specifications and documentation.
- g. Actions following completion of the works, e.g., site decommissioning, tidying up and records management.

5.1.5 Resource requirements

The QMP shall outline the resources required to carry out the works, including:

- a. work crew members with the required competency and experience,
- b. subcontractors and material suppliers,
- c. Quality Manager or Engineer independent of day-to-day construction activity,
- d. Competent site supervision,
- e. plant and machinery and the maintenance thereof,
- f. construction material and its delivery to site, including storage and preservation requirements.

Note: Resource allocation shall align with those determined during process qualifications.

5.1.6 Team briefing

- a. The QMP shall state the format, timing and frequency of team briefings to ensure that those involved in carrying out the works are clear on their roles and responsibilities and objectives to be achieved.
- b. What resources are allocated to the works.
- c. Briefings shall highlight task relevant hazards and risks.
- d. Records of team briefings shall be kept, including names of the attendees.

5.1.7 Construction review

- a. The QMP shall define construction reviews and refer to all inspection, sampling and testing as defined within the Inspection and Test Plan (ITP), approved for the project works. The ITP's shall

meet the requirements of NZTA Z08: *Standard for Inspection, Sampling and Testing*.

- b. The ITP's shall cover all the works described in the project scope of works and methodology statement.
- c. The Contractor shall have a plan to review conformance to the project QMP and quality systems. This QMP shall include all subcontracted works.
- d. The Contractor shall collect, analyse and review quality information generated during the project to ensure conformance and for improvement opportunities.
- e. The Contractor shall develop and implement a system to manage non-conformance to project specifications. This should include both corrective and preventive actions to avoid repeated defective work and agree remediation of defective works.

5.1.8 Works Close-out and Handover

The QMP shall define the following:

- a. completion requirements to be met before closing-out the project works,
- b. process to be followed to handover completed project works, including check lists,
- c. reports, records and certificates to be handed over to the Principal. The format of these must be agreed with the Principal at the start of the project.
- d. the recipient of the completed project works. Take note that there might be additional works required before being handed over to the Principal or end user.

5.1.9 Support Documents

Documents in support of the QMP needed for carrying the project works shall be available, and controlled to ensure project works are carried out to the relevant versions of these documents. These typically include but are not limited to:

- Resource consents
- Programme
- Resources plan
- Inspection and Test Plan (See Z08 – *Standard for inspection, sampling and testing* for detail requirements on ITP's.)
- Communication Plan / Works start notice
- Traffic Management Plan
- Environmental Management Plan
- Temporary Works
- Permits
- Construction Drawings
- Crew briefing plans