

6.2 Contract Manager

The Contract Manager shall supervise and manage the IAT to carry out the Services required under this Contract. The Contract Manager shall maintain close liaison with the Government Representative or his Inspecting Officers during the course of this Contract and attend regular progress meetings or ah-hoc meetings with the Government Representative or his Inspecting Officers (See Clause 13 of these Service Specifications) and other relevant parties. The Contract Manager shall currently hold a manager position or above in an HKAS accredited certification body with a minimum of 5 years of working experience in quality management audits.

6.3 Independent Audit Team (IAT)

6.3.1 The IAT shall comprise a Registered Structural Engineer (RSE) under the Buildings Ordinance, Quality Audit Team Leader(s) (QTL) and Quality Audit Supervisor(s) (QS), to perform the quality auditing duties as described in Clause 3 of these Service Specifications.

6.3.2 The QTL and QS shall possess the minimum qualifications and experience equivalent to grade T4 of Authorised Person's stream and grade T3 of RSE's stream of the technically competent persons (TCPs) respectively for building works, as stipulated in the Technical Memorandum for Supervision Plans and the Code of Practice for Site Supervision issued by the BD. The Contractor shall appoint an RSE, who can either be their own staff or a sub-contractor, to perform the duties described in Clause 6.5 (a) below.

6.4 Minimum Requirements for Quality Auditing of the Yards

The minimum requirements of quality auditing duties of the individual IAT members are shown below:

	Duties	QTL ^{Note 2}	QS ^{Note 2}	RSE
1	Surveillance visits to carry out onsite duties at the Yards	1 man-day per month per Yard	4 man-days per week for 2 Yards	Half-yearly (Note 3)
2	(i) Vetting manufacturer's and stockist's delivery documents of incoming rebar materials for Government projects; (ii) sampling of incoming rebar materials for compliance testing; and (iii) coordination with laboratories designated by the Government Representative for compliance testing for Government projects.	100% for QS and at least 1 in every 5 sampling visits to be conducted by QTL		See Note 4

3	Assessment of compliance test results and examine statistical data on quality of materials for Government projects	100%	100%	
4	(i) Monitor, audit and validate the Yards' QMS (ii) Review/comment the Yards' quarterly operation reports	Quarterly		
5	Inspection and monitoring of the Yards' fabrication of prefabricated rebar products and operation	Monthly	Weekly	
6	Audit for compliance with the relevant standards, guidelines and regulations including quality assurance and check the traceability systems			
7	Safety audits			
8	Review of non-conformities in compliance testing results of materials	-	-	100%
9	Disposal of non-conforming materials/products	100%	100%	See Note 4
10	Preparation of audit reports	100%		
11	Endorsement of audit/investigation reports	-	-	100%
12	Regular liaison and communication with the Yards' representatives and the Government Representative or Inspecting Officers	100%	100%	See Note 4
13	Attendance in progress meetings with the Government Representative or other relevant parties	100%	-	
14	Handling of enquiries and investigation of complaints associated with the quality of the prefabricated products of the Yards	100%	100%	

Notes:

- 1 The RSE, QTL and QS shall conduct additional visits to strengthen the monitoring and auditing of the Yards upon instruction by the Government Representative (See Clause 10)
- 2 In collaborating with the RSE, the QTL and QS shall plan and agree with the Government Representative their visiting schedules based on the workload and operation of the individual Yard (See Clause 6.7.2) but the minimum visiting frequency for the IAT shall

- (vii) To attend meetings with the Government Representative or other relevant parties;
- (viii) To regularly review, monitor and audit the Yards' QMS and advise the Government Representative on areas for improvement on the Yards' QMS and quality assurance requirements of off-site rebar prefabrication yards; and
- (ix) To assist in handling enquiries and complaints associated with the quality of the prefabricated rebar products.

(c) Quality Audit Supervisor(s) (QS(s))

- (i) To monitor and assess the performance of the Yards' operation including the quality assurance system, traceability system on materials and products, quarantined area for materials pending compliance testing, segregation of conforming and non-conforming materials/products, movement of the incoming and outgoing rebar materials as well as security and safety aspects of the operation
- (ii) To check Closed Circuit Television (CCTV), Geographical Positioning System (GPS), videos and any other surveillance records to check for any anomalies in the Yards' operation;
- (iii) To inspect the Yards' quality control of the incoming rebar materials and the fabrication of prefabricated rebar products, and maintain records of inspections and quality auditing activities;
- (iv) To check the stockist's and manufacturer's certificates / documents of the incoming rebar materials are in compliance with the requirements;
- (v) To select samples of incoming rebar materials for all Government projects (including public works and public housing projects) for compliance testing and coordinate with Government's designated laboratories for testing;
- (vi) To select samples of incoming rebar materials for other projects;
- (vii) To assess the test results of compliance testing and maintain all testing/retesting records;
- (viii) To notify the RSE and the Yards about the results of compliance testing and arrange to release the materials that passed the compliance testing from the quarantined area for fabrication uses;
- (ix) To coordinate visits to the Yards for the Government Representative or Inspecting Officers from CEDD and/or Housing Department (HD) and/or Buildings Department (BD); and
- (x) To check that Registered Contractor's TCPs of all Housing Authority's (HA's) projects, are making inspections no less than the required frequency and carrying out duties in accordance with the Technical Memorandum and the Code of Practices for Site Supervision issued by the Buildings Department.