Briefing Note to Audit Committee - 28 March 2022

Action Point : 7b Road Maintenance Partnership Agreement Importance: Medium Audit Committee Date: March 2017

Action

"The agreement also seeks to develop systems and procedures that ensure compliance with BS EN ISO 9001/9002."

Background

The former Roads Transport and Architectural Services had an accredited quality assurance scheme in place which was relinquished around 2008, after having been considered a low risk to shift away from BS accreditation, due to the low complexity of road design work being undertaken. It was primarily in place as a pre-requisite of the trunk road contract which had been privatised in 2000. The accredited scheme covered all aspects of road related design, was managed by a Quality Manager and required auditing both internally and externally to retain accreditation.

It was relinquished partly due to cost and partly as we did no external design works, and the required employment qualifications of staff meant they were suitably qualified and experienced for the in-house designs being undertaken.

Completed Action

In considering the above action, an accredited system in accord with the BS was considered excessive for the level of maintenance design the Partnership undertake and instead a proportionate and fit for purpose quality assurance approach was adopted. The requirement to manage and monitor such a formal accredited system as well as the cost of accreditation was also prohibitive. This system of checks in place covers all aspects of project delivery including design, consultation and financial sign off.

To satisfy the quality management requirement all projects under the annual tender (framework) award system require to have a checklist completed and an offer/acceptance letter signed off. A process of document control was also implemented to ensure regular review of requirements was undertaken.

- Example of completed checklist and award letters.

  U219 Dalqueich Patching - File check

  Brahan Terrace Perth Resurfacing - File che

- Document control records

  File%20Checklist%20 Document%20Contro

  Offer%20Letter%20D ocument%20Control.

Stuart D'All
Road Maintenance Partnership Manager
04 March 2022