



Quality Assurance Policy Statement

Introduced: May 2023

Next review date: May 2025

1.0 Quality Control

Quality control is an integral aspect of any project, and we recognise that it is the responsibility of the trade contractors to ensure the quality of their respective package scope. Through the interpretation of drawings and specifications, Contractors will undertake checking and remedial actions by an ongoing inspection procedure.

We Are Ease Ltd. will develop a project quality assurance, test, and inspection management plan, which will be held in the site file. Included and recorded within the plan are details of appropriate testing and commissioning hold points for key elements outlined within the construction programme. The plan will cover aspects such as programme, protection of new/existing elements of work, environmental issues, inspection and control of workmanship, materials/components, control of sub-contractors, etc.

A We Are Ease Site Manager will be appointed to have specific responsibility for actioning the quality plan and ensuring its compliance. The Site Manager will also implement a nonconformance register and procedure to ensure executed work meets the required design standards and criteria.

2.0 Protection of Works

Quality of completed works is preserved by the implementation of comprehensive protection measures. However, consideration is given to the following influencing factors:

- The quality of off-site manufactured items at their time of dispatch.
- The protection of off-site manufactured items during transit, off-loading, storage, and incorporation into the works.
- Trade Contractors are required to record all product deliveries, as well as inspect for quality, and material conformity (i.e., CE marking where appropriate etc), and sign off prior to distribution of goods.
- The installation timing of sensitive or vulnerable items.
- The security of the site.
- Preceding and follow-on trades.
- Design characteristics.

Each Subcontractor will be required to adequately protect the work for which they are responsible, including the preservation of the quality of work done by preceding trades. A risk analysis will be undertaken to identify any potential “damage” for every element of the work.

Critical areas of the work will be protected by restricting access to only those personnel whose entry is essential to the execution of the works, cordoning off, covering up, and locking off access wherever



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possible. All protective measures will be reviewed regularly in conjunction with the Sub-Contractors, and all necessary steps taken to enhance those measures if necessary.

3.0 Testing & Commissioning

Commissioning of works will be carried out in 4 phases and all individual activities within these phases will be fully detailed on a commissioning programme prior to the commencement of the commissioning exercise. The four phases of commissioning are as follows:

Pre-Commissioning

Following completion of all installations and services, individual systems will be energised to ensure all component parts are working and replaced if required. In addition to checking that all equipment is working, checks will be made to ensure that the items of plant can achieve the outputs as specified. Each service will then be 'signed off' as having passed each stage of the commissioning process.

Main Commissioning

This will be conducted after the main construction activities are completed and the development has had a builder clean. Each installation or service, in turn, will be run at all operational levels as specified in the output specification. This will include the need to accommodate the various conditions, not only variable daily conditions but also seasonal variations. When individual systems have been checked, all systems will be run simultaneously to ensure that the operation of one system does not affect the correct operation of another system.

Witness Testing

Once all systems are functioning as intended and signed off, a series of demonstration tests will be arranged with relevant individuals and/or organisations in attendance. Those in attendance are likely to include the M&E consultant engineers, Fire Officer, and Building Control Officer.

Client Demonstrations and Operational Training

This stage will be timetabled, and the scope proposed to ensure the correct personnel are available, and the level at which the training is given is relevant and worthwhile.

4.0 Point of Contact

In the event that further clarity is required with respect to compliance of the above policy document then please contact Leon Pugh (Senior Manager responsible for Quality Control).

Signed:  Date: 22/6/23 Signed:  Date: 22/6/23 .

Andy Cook, We Are Ease Ltd Director

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