QUALITY REQUIREMENTS FOR SUPPLIERS / CONTRACTORS IN OFFER / ORDER STAGES

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DOCUMENT INDEX

1. SCOPE

The purpose of this document is to define quality elements and requirements for which the Customer requires Supplier/Contractor compliance:

a) in the offer stage for technical evaluation
b) in the order stage for definition of contractual quality requirements

referring to materials, equipment or services regarding the contract.
The Customer, both in offer requisition and order stage, will define Quality control level the supply must comply with.

2. REFERENCE DOCUMENTS

ISO 9000 standard series; particularly:

ISO 9001 "Quality Management Systems – Requirements"
ISO 9000 "Quality Management Systems – Fundamentals and vocabulary"
ISO 10012:2004 "Quality Management Systems – Requirements for measurement processes and measuring equipment"

3. DEFINITIONS

Quality audit

Inspection activity with a Supplier/Contractor (if necessary with Subsuppliers/Subcontractors, too) in order to evaluate:

- the suitability of the Supplier/Contractor in terms of their Quality Management System or some elements of it in respect of the Customer's requirements, and their relative application,

- the Supplier's/Contractor's capability to carry out specific supply in conformity with the requirements of the Technical Specifications and the Customer's requirements and quality standards.

Quality certificates and registrations

Documentation proving the Supplier's/Contractor's conformity to applicable Standards and Regulations and to tests and inspections scheduled in the Quality Control Plan for a specific material, equipment or manufacturing process. .

Certification of Quality Management System

Documentation proving the Supplier's/Contractor's conformity to Quality Management System standard ISO 9001:2000, issued by an independent Board qualified according to EN 45012 standard.

Contractual documents list

Document defining the list the technical documentation with the relevant issuance date for a specific contract/supply.

List of documents valid for manufacturing and erection work

Document listing all technical documentation with the relevant revision number and date for a specific contract and containing the revision number in force (controlled documentation management).

Expediting and tests

Control/inspection activity in order to assure both product conformity to the requirements of the Technical Specification and respect of the actual manufacturing schedule compared with the intermediate and final scheduled dates.

Quality control level of a supply/contract

List of elements/requirements defined by the Customer in order to make the product/service quality control effective in the offer and order stages.

Control levels are marked with numbers 1,2,3 or 4 and are communicated to the Supplier/Requesting contractor in offer stage and confirmed in order stage.

Non-conformity (NC)

'Product non-conformity' stands for non-compliance with one requirement specified in contractual documentation (including all attachements and technical papers approved by the Customer) and provisions of the applicable law.
'System non-conformity' means non-compliance with a requirement specified in the Supplier/Contractor's organization management system.

Quality Control Plan (PCQ)

Document defining stages, types, responsibilities, applicable laws etc. regarding test and inspection activities regarding a specific supply/contract.
Terms in use:
- 'typical/similar': request in offer stage, relevant to a previous supply/contract showing similarities in content with those of the offer,
- 'specific': request following order, relevant to the supply/contract assigned.

Project Planning

Document defining phases, activities, responsibilities, interfaces, papers pertaining to planning, development, and management of the project activities for a specific Contract.
Terms in use:
- 'typical/similar': request in offer stage, relevant to a previous supply/contract showing similarities in content with those of the offer;
- 'specific': request following order, relevant to the supply/contract assigned.

Quality plan (PdQ)

Document regarding the application of Quality elements to a specific contract.
Terms in use:
- 'typical/similar': request in offer stage, relevant to a previous supply/contract showing similarities in content with those of the offer;
- 'specific': request following order, relevant to the supply/contract assigned.

Supply/contract Time Schedule
Document detailing all the activities, milestones, critical paths and resources scheduled relevant to a specific contract.

Vendor List (VL)
Document containing the list of Subsuppliers and Subcontractors selected by the Supplier/Contractor. Such document is agreed and completed, if necessary, by the Customer in offer stage.

4. QUALITY ELEMENTS SUBJECT TO CUSTOMER EVALUATION IN OFFER STAGE

There follow three tables showing all the Quality elements the Supplier/Contractor will have to provide and to which they will be submitted to in offer stage as for the specific product/service subject of the Contract:

- table A.1: Engineering /various services contract
- table B.1: Contracts for materials or equipment with or without erection work
- table C.1: Erection work contracts,

in compliance with the control level which will be defined in offer documentation by the Customer.

4.1 Engineering /various services contracts (Table A.1)

Table A.1	Quality elements to be evaluated in offer stage	Control level		
		1	2	3
1	References for contracts/similar services	yes	yes	yes
2	Quality Management System certification	yes	yes	yes
3	Contract schedule	yes	yes	no
4	Quality Management System auditing (*)	yes	yes	no
5	Contract key points to be contractually established (□)	yes	yes	no
6	'Typical/similar' Quality plan	yes	no	no
7	'Typical/similar' Project plan	yes	no	no

(*) The Customer reserves the right to audit the Contractor's Quality Management System.
(□) If asked by the Customer in offer stage.

4.2 Supplies with or without erection work (Table B.1)

Table B.1	Quality elements to be evaluated in offer stage	Control level			
		1	2	3	4
1	References for similar supplies	yes	yes	yes	yes(•)
2	Quality Management System certification	yes	yes	yes	yes
3	Supply schedule	yes	yes	no	no
4	Quality Management System auditing (*)	yes	yes	no	no
5	Vendor List	yes	yes	no	no
6	Supply key points to be contractually established (□)	yes	yes	no	no
7	'Typical/similar' Quality plan	yes	no	no	no
8	'Typical/similar' Project plan	yes	no	no	no
9	'Typical/similar' Quality Control Plan	yes	no	no	no

(•) Unless they have been updated at EDISON in the last 6 months.
(*) The Customer reserves the right to audit the Contractor's Quality Management System.
(□) If asked by the Customer in offer stage

4.3 Erection work contracts (Table C.1)

Tabele C.1	Quality elements to be evaluated in offer stage	Control level		
		1	2	3
1	References for similar contracts	yes	yes	yes
2	Quality Management System certification	yes	yes	yes
3	Quality Management System auditing (*)	yes	yes	no
4	Contract key points to be contractually established (□)	yes	yes	no
5	'Typical/similar' Quality plan	yes	no	no
6	'Typical/similar' Quality Control plan	yes	no	no
7	Contract schedule	yes	no	no

(*) The Customer reserves the right to audit the Contractor's Quality Management System.
(□) If asked by the Customer in offer stage.

5. CONTRACTUAL REQUIREMENTS FOR QUALITY

The three tables below show all Quality elements the Supplier/Contractor will have to fulfil and will be obliged to comply with during the execution of the Contract:
- table A.2: engineering contracts/various services
- table B.2: supplies with or without erection work
- table C.2: erection work contracts,

in compliance with the control level which will be defined by the Customer in the Contract.

5.1 Engineering contracts/various services (Table A.2)

Table A.2	Contractual Quality requirements	Control level		
		1	2	3
1	Contract schedule	yes	yes	yes
2	Contractual document list	yes	yes(1)	yes
3	Calibration of test/measurement appliances	yes	yes	yes
4	'Specific' Quality plan	yes	yes	no
5	'Specific' Engineering plan	yes	yes(2)	no
6	Non-conformity management	yes	yes	no
7	Quality Management System auditing (*)	yes	yes	no
5	Contract key points to be contractually established (□)	yes	yes	no

(*) The Customer reserves the right to audit the Contractor's Quality Management System.
(□) If agreed with the Customer in order stage.
(1) As an alternative to the Project Planning
(2) As an alternative to the Document list

5.2 Supplies with or without erection work (Table B.2)

Table B.2	Contractual Quality requirements	Control level			
		1	2	3	4
1	Calibration of test/measurement appliances	yes	yes	yes	yes
2	Quality certifications/registrations	yes	yes	yes	yes
3	'Specific' Quality Control Plan	yes	yes	yes	no
4	Supply/Contract schedule	yes	yes	yes	no
5	Contractual document list	yes	yes	yes	no
6	In-factory expediting/test activities	yes	yes	yes	no
7	Non-conformity management	yes	yes	yes	no
8	List of documents valid for construction/erection work	yes	yes	no	no
9	Quality Management System auditing (*)	yes	yes	no	no
10	Vendor List (agreed)	yes	yes	no	no
11	Supply key points to be contractually established (□)	yes	yes	no	no
12	'Specific' Quality plan	yes	no	no	no
13	'Specific' Engineering plan	yes	no	no	no

(*) The Customer reserves the right to audit the Supplier's Quality Management System.
(□) If agreed with the Customer in order stage.

5.3 Erection work contracts (Table C.2)

Table C.2	Contractual Quality requirements	Control level		
		1	2	3
1	Contract schedule	yes	yes	yes
2	List of documents valid for construction/erection work	yes	yes	yes
3	Quality certifications/registrations	yes	yes	yes (if asked)
4	'Specific' Quality Control plan	yes	yes	no
5	Non-conformity management	yes	yes	no
6	Quality Management System auditing (*)	yes	yes	no
7	Calibration of test/measurement appliances	yes	yes	no
8	Contract key points to be contractually established (□)	yes	yes	no
9	'Specific' Quality plan	yes	no	no

(*) The Customer reserves the right to audit the Contractor's Quality Management System.
(□) If agreed with the Customer in order stage.

6. CONTENTS AND PROCEDURES TO COMPLY WITH QUALITY REQUIREMENTS/ELEMENT

6.1 Quality Plan (PdQ)

Generalities

The Quality Plan is the tool provided by the 'ISO 9000' set of rules in order to plan and define the procedures, responsibilities and management/control tools of a specific contract.

Contents

A PdQ must include at least the following items of information, including the relevant management rules:

- Scope of supply/contract,
- Organization scheme, resources, roles and responsibilities,
- Input documentation for the project,
- Management procedures of the (project) technical documentation,
- Project activities management (when envisaged),
- Activity planning and scheduling,
- Activity progress monitoring and control,
- Quality control and non-conformity management (including list of applicable PCQs),
- management and verification of the instrumentation for measurements and testing,
- Management of internal auditing carried out by the Supplier/Contractor.

Procedure and timing of document issues

The PdQ must be issued by the Supplier/Contractor within 30 calendar days from the date of order. It must be sent to the Customer's Project Manager who will return it to the Supplier/Contractor together with approval/comments within 15 calendar days from receipt.
Furthermore, it must be revised each time the organizational structure, resources, responsibilities, operative management procedures are significantly modified.

The revision may be managed only with the issue of the modified parts in the event of there being attachments.
In any case, the PdQ will be submitted again to the Customer's Project Manager's approval.

6.2 Project Planning

Generalities

The Project Planning is the tool that shows activities defined by the organization in order to schedule and control the planning and development activities of a specific supply/contract.

Contents

A Project Planning must include at least the following items of information:

- Input data and information necessary for project development,
- Planning stages, relevant timings and responsibilities,
- Macro-types of documents to be drawn up and relative issuing dates,
- Responsibilities for documentation issue, assessment and approval,
- Interface between Supplier/Contractor and Customer,
- Procedures and timing of tests, re-examinations, validation of different planning stages,
- Management procedure of changes in the project.

Procedure and time schedule of document issues

The Project Planning must be issued by the Supplier/Contractor within 30 calendar days from the date of order. It must be sent to the Customer's Project Manager who will return it with approval/comments within 15 calendar days from its receipt.
The planning will be revised in the event of significant changes in content and time schedule and be submitted again to the Customer's Project Manager's approval.

If requested by the Customer, the engineering progress will be monitored by means of suitable monthly reports, including progress curves.

6.3 Quality Control Plan (PCQ)

Generalities

A PCQ specifies manufacture, contruction and erection work key points in logical sequence and test/inspection stages relevant to the final quality output.
The PCQ is the document for controlling operative activities and is made up of two parts:
a) list of tests to be completed, pointing out the reference documentation required;
b) supervision schedule, pointing out participation in tests.
For each listed test activity, a registration/certification (test report) is commonly required.

The PCQs are issued by Suppliers/Contractors and approved by the Customer; in a few cases, when formally requested in the order, the Supplier/Contractor must adopt the Customer's PCQ standard.
The PCQ must comply with all test/inspection requirements that are provided for in the relevant contractual documentation, with those provided for by possible law provisions, and with those that are considered suitable for an effective test of the specific work.

The acceptance limits of the tests/inspections are those established in the order or by the technical regulations included in it.

In the event of there being no limits, such limits are those established by the Italian or international technical standards in force. If no Italian or international technical regulations are applicable to the test/inspection in question, the Supplier/Contractor must send its own inspection procedures to the Customer for approval in advance.

The supervision schedule generally includes the following types of intervention:

Certified intervention (C type)[1]: the Supplier/Contractor is required to issue the test/inspection certificate. Such document is kept by the Supplier/Contractor in a dossier attached to the PCQ. The certificate must always indicate the reference to the PCQ (by using EDISON technical code) and to the element subject to test/inspection. The Supplier/Contractor is not compelled to indicate the test/inspection date of issue to the Customer in advance and is authorized to proceed with the activities without any obligation apart from issuing the certificate.

Notified intervention (N type)[1]: the Supplier/Contractor is requested to invite (or to give notice to) the Customer with at least:
- a 15 calendar days notice for the in-factory manufacture stage,
- a 2 calendar days notice for the on-site erection work/construction stages,

by pointing out place, start date and scheduled duration required for the test/inspection execution, the PCQ and relevant stage with its description.
In the event of the duration exceeding 2 days, the Supplier/Contractor must send the daily test schedule.
In the event of the Customer or their delegate not being present at the scheduled time indicated in the invitation notice, the Customer is authorized to carry out the scheduled test/inspection, and to issue the relevant certificate. The original test report is kept in a dossier attached to the PCQ.
The Customer, if attending the test/inspection, will proceed to sign the relevant certificate.

Binding intervention (V kind)[1]: the Supplier/Contractor is required to invite (or to give notice to) the Customer following the procedures illustrated above.
In the event of the Customer or its delegate not being present at the scheduled time indicated in the invitation notice, the Customer must not carry out the test/inspection, unless they have been authorized beforehand by the Customer in writing.
The original registration issue is kept by the Supplier/Contractor as an attachment to the PCQ.
The Customer or his delegate, if attending the test/inspection, will proceed to sign the relevant certificate.

As far as all these three instances are concerned, the relevant test reports, which represent the quality registrations, must bear reference to both the PCQ and to its position in the test/inspection. Such certificates are kept at the Supplier/Contractor's main offices/on their site. They are available for inspections which may be carried out by the Customer's staff and are collected in dossiers named "Certificate folders".

A test/inspection stage cannot start unless previous controls/tests have been successfully carried out and/or non-conformities previously indicated have been completely solved.

[1] In the supervision plan the letters R (preview point), W (witness point), H (hold point) – commonly used in English and replacing C,N,V – can also be employed; either the former or the latter system should be employed; other letters should be avoided.

Both the Supplier's/Contractor's and Customer's personnel in charge of tests/inspections, if attending these tests/controls, must always sign the relevant PCQ in its original issue. In this way the PCQ can represent a document which is valid for monitoring the manufacturing process.

Contents

The PCQ must include columns showing at least the following elements – in addition to the element/system/processing to be controlled or inspected-:

- List of sequentially-numbered tests/inpections to be carried out[2],
- Position number as to the relevant control stage,
- As for each test/inspection, reference to the relevant contractual requirement/applicable provision of law/Supplier's/Contractor's standards defining acceptance criteria,
- Extension of control,
- Remarks, date and Supplier/Contractor's signature,
- Remarks, date and Customer's signature,
- Remarks by any third party (if applicable),
- Documents (registrations) to be issued after tests/inspections.

The forms to be filled in to keep record of tests must be submitted to the Customer's approval at the PCQ approval stage.

The last phases of the PCQ must envisage:

- Appraisal of the complete set of certificates
- Appraisal of non-conformity management, with analysis of the relevant documentation and successful resolution of all instances that are indicated;

Such verifications are to be held as 'binding interventions' (V kind)

Procedure and timing of document issues

The PCQs for manufacturing stages must be issued by the Supplier within 30 calendar days from the date of order. They must be sent to the Customer's Project Manager[3] who will return it together with approval/comments within 15 calendar days from its receipt.

The PCQs for construction/inspection stages must be issued by the Contractor within 20 calendar days from site opening. They must be sent to the Customer's works manager who will arrange to return them together with approval/comments within 15 calendar days from their receipt.
In some cases the Contractor can submit the PCQs that its own Subcontractor will work with to the Customer for approval; the required conditions are firstly, the Subcontractor possessing its own Quality Control Management and secondly, document compliance with contract rules and this directive being previously verified by the Contractor.

In any case, PCQs that are relevant to the activities the Supplier/Contractor will subcontract to his Subsuppliers/Subcontractors, must be drawn up in compliance with the contents of this document; furthermore, the Customer's requirements included in the approved original version of the PCQ must be included in such PCQs.

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[2] Type tests:
In the event of the Customer accepting the component/system on the basis of the certification of type tests that were previously carried out on prototypes or similar models at third party's labs, the Supplier/Contractor must submit such certifications to the Customer and include them in the PCQ as part of verification.

[3] As for the EDISON INGE/Serv Division, the addressee is responsible for expediting and tests and Suppliers Quality.

If the PCQs are found to be non-conforming (in accordance with the requirements illustrated in this document) while the activities are in progress, they must be revised. In this case, the Customer's approval must be obtained in the same way.

6.4 Supply/Contract schedule

Generalities

The schedule is divided into two parts, if applicable:
a) in-factory manufacturing stage (engineering, supplies, construction and erection stages,
b) on-site erection/construction stage pointing out resources to be employed.

Contents

The schedule must include at least the following items of information:

- Specific activities scheduled for each stage,
- Activity execution schedule,
- Links between different stages,
- Key procedures, milestones, possible floatings of single stages,
- Monitoring each stage progress

The activities, their duration expressed in working days, have to allow an assessment of the progress in the executive stage; for this purpose, each activity must last less than 15 working days.

Procedure and time schedule for document issues

The schedule must be issued by the Supplier/Contractor and sent to the Customer's Project Manager within 30 calendar days from the date of order.
The schedule must be Gantt type and realized using the software named "Microsoft Project"; as an alternative, if specified in the order, the employment of the software called "Primavera" can be requested.
Each update will have to underline the initial schedule and a revision number will be assigned to it.
Contractual milestones of the schedule can be modified only under written approval of the Customer.

6.5 Contractual document list

Generalities

Such document must list each contractual technical paper (document) that will be issued and sent to the Customer (with the relative issue date) in accordance with the requirements defined in the technical specification.

Contents

As far as each tecnical document is concerned, the list must include at least the following items of information:

- EDISON technical code
- Supplier's/Contractor's code
- Name of the document
- Revision index
- Scope of the issue (for approval or for information)
- Scheduled date of issue
- Actual date of issue

Procedure and schedule of document issues

The list must be issued within 30 calendar days from the date of order assignment and must be sent to the person in charge of the interface with the Customer (Project Engineer), unless otherwise indicated.
The list will be updated monthly, unless otherwise indicated in the technical documentation/specification.

6.6 List of documents valid for construction and erection work

Generalities

This document must include each technical document that has been issued and/or used by the Supplier/Contractor and that can be applied to the specific supply/contract as for construction and erection stages.
Such documentation is aimed at providing the Customer with a guarantee for a "controlled management" of technical documentation by the Supplier/Contractor. These procedures must be illustrated in the Quality Plan.

Contents

The list must include at least the following items of information:

- Supplier/Contractor's code
- EDISON technical code (if assigned during engineering stage)
- Name of the document
- Revision index and date of revision.

Procedure and schedule of document issues

The list must be constantly updated by the Supplier/Contactor. It will be at the Customer's disposal on request.

6.7 Expediting and in-factory erection work

Generalities

The Customer checks the supply which has been ordered by means of:
- Tests and inspections that are scheduled in PCQ supevision plan,
- A monitoring system of both construction and sub-contract management stages, respective schedules included.
In order to monitor the construction stages the Customer has the right to intervene anytime by visiting the Supplier's and/or Subsupplier's plant, either personally or through a society in charge of the inspection; in that case a written letter certifying the delegation of responsibility must be sent before the inspection.
The Customer is responsible for obtaining any permission to enter the plants of the Supplier in question.

Contents

The processes of expediting and testing are described in the following paragraph; information about this topic is nevertheless to be integrated with further information which is also provided in other paragraphs in chapter 6.

Preliminary meeting

Within 30 solar days since the date of order or letter of intent, if necessary, the Customer convenes a preliminary meeting at the Supplier/Contractor's offices; during this meeting inspection and testing procedures on the supply are discussed, and testing and certificate management procedures for the complete set of certificates are also established.

Sub-supplies

On request, the Supplier/Contractor must provide the Customer with the following documentation:

- Copy of main sub-supply orders without prices
- Copy of the Supplier/Contractor's purchase specifications
- Documentation regarding the situation of orders; as for each major component, such documentation must include sub-order number, date of issue (scheduled or actual), sub-supplier's name, date of delivery (requested, scheduled or actual). Such documentation must be sent to the Customer[4] every month, unless otherwise requested.

Inspections

In inspection and test stages the Supplier/Contractor must provide:

- all necessary updated technical documentation (drawings, specifications etc.),
- communications with the Customer regarding any supply changes or elements in addition to the supply,
- copy of rules and procedures regarding test executions,
- certification regarding calibration of the equipment in use.

All the equipment and appliances necessary for test and inspection activities must be provided by the Supplier/Contractor or by his Subsuppliers.
In the event of the customer not being able to accomplish scheduled test/inspection activities wholly or partially for any reason, the Supplier/Contractor reserves the right to ask for refunds/compensation at their expense.
On completion of the test activities the Supplier/Contractor must draw up a test report and have it signed by the Customer's inspectors. The report must indicate any observations and/or non-conformities (including concessions) regarding the relevant supply.
The Customer's signature means "completed test" and not "supply acceptance/conformity".

Terms of shipment

The supply is ready for delivery only if the following conditions are fulfilled:

- if project technical documentation asked by the Customer has been issued and approved
- if factory tests have been completely and successfully accomplished and the pertinent certification – including that of third party if requested – is ready to be sent to the Customer.

On completing these conditions the Supplier/Contractor can proceed to material shipment.

A copy of transport documentation/packing list must be immediately sent to the Customer[5]. Such document must list the equipment and materials to be delivered together with descriptions, quantities, codes and positions of materials that are specified in the Customer's order.

[4] As for the Engineering division, the addressee is INGE/Serv – Viale Italia 590 – Sesto San Giovanni (MI)
[5] Corrective action: action aimed at removing the cause of a non-conformity in order to prevent its repetition.

In case of delivery at destination, the Supplier/Contractor and the Customer's site manager shall agree upon the operation for delivery. It is up to the Supplier/Contractor to send the cargo list to the Customer's site directly or through the Customer's main offices.

6.8 Non-conformity management

Generalities

The Supplier/Contractor is required to use a documented procedure for the identifying, evaluating and managing non-conformities which the Supplier/Contractor might indicate out during the execution of his tasks as provided for in the contract (including those entrusted to Subsuppliers/Subcontractors).
Non-conformities indicated out by the Customer (complaints) must be managed in accordance with the Custmer's procedure and the Supplier/Contractor is required to comply with it.
Each step of non-conformity management must be adequately supported by documentation and made available to the Customer.

Contents

Non-conformity management must consider:
- procedures and responsibilities for the identification and documentation of non-conformities,
- procedures and responsibilities for requesting any exceptions to be declared in writing,
- non-conformity classification, including at least one specific category of non-conformities (the so called "major category"). For a resolution of such non-conformities cooperation with the Customer is required,
- analysis and evaluation of non-conformities and its causes,
- statement of procedures, responsibilities and timings for non-conformity management,
- procedures and responsibilities for requesting any authorizations to be declared in writing to the Customer,
- assessment of non-conformity resolution.

Classification and evaluation of non-conformities include the following aspects:
- differences from agreed technical requirements
- operating formalities to be adopted for the resolution
- effects on contractual schedule
- economic impact for the Customer

When such aspects concern:
- important changes in specified technical requirements
- use of techniques and/or means that cannot be determined beforehand
- more charges for the Customer

the Customer's involvement is necessary and the relative non conformity must be considered "major".

In case of "major non conformities" the Supplier is required to send all documentation regarding management of the relative non conformity to the Customer, and to agree on how it is to be managed with the Customer.

The Supplier/Contractor is also asked to keep and update a full list of non confomities regarding the order. The Supplier/Contractor must:
- send this list before each final test of item or subsystem (supplies) or mechanical completion (contracts)

- make this list available during audits
- send it anyway on formal request

If necessary, the non-conformity procedure must also include suitable corrective actions to be taken (or cross reference to a specific procedure).

Procedure and schedule of document issues

The non-conformity management procedure must be issued by the Supplier/Contractor within 30 calendar days from the date of order assignment . It must be sent to the project manager who will arrange to have it back together with approval/comments within 15 calendar days from its receipt.

6.9 Audit for quality

The Customer reserves the right to carry out audits at the Supplier's/Contractor's main office or at site (even at the Subsupplier's/Subcontractor's if necessary) in order to assess:

- whether the implementation of the Organization's Quality Management System or of some elements compared to EDISON requirements is suitable,
- the capability to realize the supply in accordance with the requirements set out in the technical specification and in accordance with EDISON requirements and Quality standards.

For this purpose the Customer will send written documentation, with a minimum 7 calendar days prior notice.
The Supplier/Contractor must guarantee proper aid (assistance/cooperation) and resources (human and means) to obtain effective auditing
In the event Auditing the Quality Management System, the Customer will issue a specific report describing the audited situation, possible incorrect aspects and relative corrective actions to be taken, the implementation of which will be checked later.

6.10 Calibration of test-measurement equipment

The Supplier/Contractor is asked to make use of properly checked equipment for tests and measurements, assessing that goods/services conform with the contract or PCQ requirements.

To carry out tests and measurements, the Supplier/Contractor must use employ calibrated appliances (instrumentation). The staff in charge of tests must be properly trained for the employment of such equipment.
The Customer reserves the right to request from the Supplier/Contractor:

a) features of the equipment in use:
   - identification (manufacturer, model, registration number),
   - quantities (temperature, pressure etc.),
   - measurement range,
   - accuracy.

b) calibration certificate of the equipment in use including all necessary information in order to assess suitability of the equipment in accordance with ISO 10012 – Parts 1 and 2.

c) documented assessment of the level of the staff training

The Supplier/Contractor is required to make explicit reference to the features of the equipment in use and relative calibration certificates within test documentation that assesses conformity with contract requirements and specifications.
Without the above-mentioned information, no measurement will be accepted by the Customer and new tests will be required.

6.11 Quality certifications/registrations

The supply/contract cannot be considered "accepted" without delivery of appropriate documentation in accordance with the following requirements.

Compliance with laws

Certification regarding specific requirements (e.g. PED, ATEX, CE trademark, Machines Directive, etc.) must be content-catalogued. A list reporting each component along with the relative certification must be attached.

CATALOGUED MATERIALS/COMPONENTS

When delivering such materials/components, the Supplier will send the required documentation in accordance with the following guidelines:

DOCUMENT TYPE	RECIPIENT	REQUIREMENTS
• product conformity certificates • law conformity certificates • order technical specifications conformity certificates	Person in charge of the interface with the Customer[6] (Project Engineer)	1 original/similar document + 1 copy
	Business Unit specified in the order	1 copy attached to the goods

[6] As for the Engineering department, the addressee is INGE/Serv – Foro Buonaparte 31 - 20121 Milano

COMPONENTS WITH FINAL FACTORY TESTS

After completion of the final test, the Supplier will send the required documentation in accordance with the following guidelines:

DOCUMENT TYPE	RECIPIENT	REQUIREMENTS
• law conformity certificates (*) • order technical specifications conformity certificates (*) • test certificates (*)	Person in charge of the interface with the Customer[6] (Project Engineer)	1 original/similar document + 1 copy
	Business Unit specified in the order	1 copy attached to the goods
• dossier di fabbricazione (registrazione dei controlli previsti nei PCQ)	Responsabile di interfaccia del Committente [6]	n°1 copia originale + n°2 duplicati (se non diversamente previsto in specifica tecnica)

(*) such documents must be added to the dossier of construction, when required.

The delivery dates of the manufacturing dossier will be stated in the order.

COMPONENTS WITH FACTORY INTERMEDIATE/FINAL TESTS AND ERECTION AT SITE

After completing the work, the Supplier will send the required documentation in accordance with the following guidelines:

DOCUMENT TYPE	RECIPIENT	REQUIREMENTS
• dossier of construction (registration of inspections scheduled in PCQs) also including: - product conformity certificates - law conformity certificates - order technical specifications conformity certificates - test certificates	Person in charge of the interface with the Customer[6] (Project Engineer)	1 original document + 2 copies (except other directions specified in technical documentation)
Note that sometimes the dossier might be divided into two sections: the former for construction activities, the latter for erection activities		
Note that, on formal request, law conformity documentation will be provided in a specific dossier		

The delivery dates of construction and erection work dossier will be stated in the order.

ON SITE ERECTION AND CONSTRUCTION

After completion of the on site erection, the Supplier will send the required documentation in accordance with the same guidelines illustrated beforehand.

[6]As for the Engineering department, the addressee is INGE/Serv – Foro Buonaparte 31 - 20121 Milano