

# B. KEY ELEMENTS OF THE PROJECT QUALITY PLAN

Key elements of the Rising Edge Technologies Quality Assurance/Quality Control Plan include:

**Quality Management and Responsibilities.** Rising Edge Technologies Ltd fully integrates its quality management program into the organizational structure for each project.

We:

- Maintain a documented quality system consisting of a quality plan with policies and procedures.
- Tightly control the quality plan so company standards are applied uniformly across every project.
- Maintains quality control documents records and forms.

**Quality Control Personnel.** Rising Edge Technologies fully integrates its quality management personnel into the project structure.

We:

- Appoint a Project Manager, QAQC Manager and Site Site Supervisor to each project, each with well-defined quality roles and responsibilities and the authority to carry them out.
- Monitor work conditions before and during work so that quality results are assured.

**Project Quality Coordination and Communication.** Rising Edge Technologies communicates the project development plan and expectations to ensure quality results.

We:

- Plan quality communications through meetings, reporting requirements, and points of contact.
- Have a project startup meeting to communicate project goals and expectations.
- Conduct a site meeting in advance of each scheduled task to communicate quality control requirements, documentation, and expectations.
- Plan project data submittals to clients.
- Define the process for any engineering, design and field requests for information.

**Quality Assurance Surveillance.** Rising Edge Technologies audits the quality system to assure it is operating effectively.

We:

- Audit the operation of the quality system on each project for conformance to the Project Quality Control Plan.
- Conduct annual company-wide audits to evaluate effectiveness of the Rising Edge Technologies Quality System and improve its operation, as well as regular modifications to the system to continuously improve its operation.

**Employee Qualifications.** Rising Edge Technologies ensures that only knowledgeable, capable employees carry out the planning, execution, and control of our projects.

We:

- Identify employee qualification requirements, training qualifications, and role responsibilities.
- Instruct field employees on quality standards and procedures for their task.