

	ISO 9001-2008 PROCEDURE	PROCESS OWNER Director of Engineering Director of Operations		
PROCEDURE TITLE: Control of Production & Services	DOCUMENT NUMBER: ISO_7-51	REVISION LEVEL: Final Draft	REVISION DATE: 04/07/2009	Approval: Managing Director

Purpose/Scope:

This procedure defines requirements for the control of roadway projects.

Responsibility:

The Director of Operations and Director of Engineering are responsible for oversight and adherence of this procedure.

ISO 9001:2008 Reference: 7.5.1 - Control of Production and Services

Procedure:

- 1.0 All roadway projects must follow applicable federal, state and local standards and requirements.
- 2.0 Projects are executed by pre-approved contractors and/or WCRC staff whose competencies and experience align with work assignments.
- 3.0 Once projects are approved, WCRC provides oversight projects to ensure the plans and specifications are followed.
- 4.0 WCRC utilizes a project management system that aligns with the required MDOT processes. The project management system controls all aspects of projects including the following:
 - Project phases and steps
 - Oversight requirements
 - Inspection and testing requirements
 - Documentation of Deficiencies
 - Material/component placement and usage
 - Contract modification & change order system
 - Budget control
 - Final inspection and approval
- 5.0 Project work including activity, labor and material usage are controlled using the following:
 - Daily work sheets
 - Daily haul sheets
 - Daily time sheets
 - Daily inspection reports
 - Test and inspection records
- 6.0 Overall accounting and budgeting of road projects follow uniform county road commission accounting procedures.