



Suirside Construction LTD

Quality Management System Manual

Revision 0 - 29/05/2024

Conforms to ISO 9001:2015

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0.0 Revision History and Approval

Rev.	Nature of changes	Approval	Date
0	Original release.	CDL Group Ltd	29/05/2024

1.0 Welcome to Suirside Construction LTD

Established in 2007, Suirside Construction Ltd has grown to become a recognised main contractor in the South East of Ireland after completing projects of all size and complexity in both the Public and Private Sectors.

Our experience and reputation ensures that your project is delivered to the highest standard, safely, and in accordance with the agreed program and budget.

2.0 Suirside Construction LTD : Who We Are

2.1 Determining Our Strategic Direction

Suirside Construction LTD has reviewed and analyzed key aspects of itself and its stakeholders to determine the strategic direction of the company. This involves:

- Understanding our core products and services, and scope of management system (see 2.2 below).
- Identifying “interested parties” (stakeholders) who receive our Services, or who may be impacted by them, or those parties who may otherwise have a significant interest in our company. These parties are identified in the document **Context of the Organisation**.
- Understanding internal and external issues that are of concern to Suirside Construction LTD and its interested parties; also identified in the document **Context of the Organisation**. Many such issues are identified through an analysis of risks facing either Suirside Construction LTD or the interested parties. Such issues are monitored and updated as appropriate and discussed as part of management reviews.

This information is then used by senior management to determine the company’s strategic direction. This is defined in records of management review, and periodically updated as conditions and situations change.

2.2 Scope of the Management System

2.2.1 Scope Statement

Based on an analysis of the above issues of concern, interests of stakeholders, and in consideration of its products and services, Suirside Construction LTD has determined the scope of the management system as follows:

Suirside Construction Ltd is a construction company that completes projects of all size and complexity in both Public and Private Sectors

2.2.2 Facilities Within the Scope

The quality system applies to all processes, activities and employees within the company. The facility is located at:

Lockheed Avenue, Airport Business Park, Co. Waterford, X91 YR44

2.2.3 Permissible Exclusions

The following clauses of ISO 9001 were determined to be not applicable to Suirside Construction LTD .

- Design – none carried out.
- Special Processes – none carried out.

2.2.4 Scope of the Quality Management System Manual

This manual is prepared for the purpose of defining the company's interpretations of the ISO 9001:2015 international standard, as well as to demonstrate how the company complies with that standard.

This manual does not follow the numbering structure of ISO 9001. Instead, Appendix B presents a cross reference between the sections of this manual and the clauses of ISO 9001:2015.

This manual presents "Notes" which are used to define how Suirside Construction LTD has tailored its management system to suit its purposes. These are intended to clarify implementation approaches and interpretations for concepts which are not otherwise clearly defined in ISO 9001:2015. *Notes appear in italics, with gray background.*

Where subordinate or supporting documentation is reference in this manual, these are indicated by ***bold italics***.

3.0 Quality Policy

The Quality Policy of Suirside Construction LTD is as follows:

The organisation is committed to providing quality services to all of our customers.

The organisation is committed to focusing on our customer's needs and developing services which will exceed the customer's expectations.

The organisation will establish policies, programmes and practices to reduce risk to the organisation and conduct business activities in an effective manner, while meeting statutory and regulatory requirements.

The organisation is committed to the continuous improvement of all of its processes in the Quality Management System.

The organisation has determined that:

- Through communication it can find innovative processes to improve the service to its customers.
- Through training and assessment of our employee's skills, and provision of appropriate resources, it will meet the customer's needs and ensure it remains customer focused.
- The organisation will review the performance and effectiveness of its systems through robust management review and internal audit processes.

Signed:

(Director)

29th May 2024

4.0 Management System Structure and Controls

4.1 Process Approach

4.1.1 Process Identification

Suirside Construction LTD has adopted a process approach for its management system. By identifying the top-level processes within the company, and then managing each of these discretely, this reduces the potential for nonconforming Services discovered during final processes or after delivery. Instead, nonconformities and risks are identified in real time, by actions taken within each of the top-level processes.

Note: not all activities are considered “processes” – the term “process” in this context indicates the activity has been elevated to a higher level of control and management oversight. The controls indicated herein are applicable only to the top-level processes identified.

The following top-level processes have been identified for Suirside Construction LTD :

- Quotations & Contracts Management
- Resource Management
- Delivery of Professional Services
- Customer Satisfaction

Each process may be supported by other activities, such as tasks or sub-processes. Monitoring and control of top-level processes ensures effective implementation and control of all subordinate tasks or sub-processes.

Each top-level process has a **Process Definition** document which defines:

- applicable inputs and outputs
- process owner(s)
- applicable responsibilities and authorities
- applicable risks and opportunities
- critical and supporting resources
- criteria and methods employed to ensure the effectiveness of the process
- quality objectives related to that process

The sequence of interaction of these processes is illustrated in Appendix A.

Note: Appendix A represents the typical sequence of processes and may be altered depending on customer or regulatory requirements at the job or contract level, as needed.

4.1.2 Process Controls & Objectives

Each process has at least one objective established for it; this is a statement of the intent of the process. Each objective is then supported by at least one “metric” or key performance indicator (KPI) which is then measured to determine the process’ ability to meet the quality objective.

Note: some processes have multiple objectives and multiple metrics. This is determined by the nature of the process, its impact on Services, and associated risks.

Throughout the year, metrics data is measured and gathered by process owners or other assigned managers, in order to present the data to Senior Management Team. The data is then analyzed by Senior Management Team in order that Senior Management Team may set goals and make adjustments for the purposes of long-term continual improvement.

The specific quality objectives for each process are defined in the applicable **Process Definition**.

Metrics, along with current standings and goals for each objective, are recorded in records of management review.

When a process does not meet a goal, or an unexpected problem is encountered with a process, the corrective and preventive action process is implemented to research and resolve the issue. In addition, opportunities for improvement are sought and implemented, for the identified processes.

4.1.3 Outsourced Processes

Any process performed by a third party is considered an “outsourced process” and must be controlled, as well. The company’s outsourced processes, and the control methods implemented for each, are defined in **Outsourced Processes**.

The type and extent of control to be applied to the outsourced process take into consideration:

- a) the potential impact of the outsourced process on the company’s capability to provide product that conforms to requirements,
- b) the degree to which the control for the process is shared,
- c) the capability of achieving the necessary control through the purchasing contract requirements.

4.2 Documentation & Records

4.2.1 General

The management system documentation includes both documents and records.

Note: the ISO 9001:2015 standard uses the term “documented information”; Suirside Construction LTD does not use this term, but instead relies on the terms “document” and “record” to avoid confusion. In this context the terms are defined by Suirside Construction LTD as:

- *Document – written information used to describe how an activity is done.*
- *Record – captured evidence of an activity having been done.*

Documents and records undergo different controls as defined herein.

The extent of the management system documentation has been developed based on the following:

- a) The size of Suirside Construction LTD
- b) Complexity and interaction of the processes
- c) Risks and opportunities
- d) Competence of personnel

4.2.2 Control of Documents

Documents required for the management system are controlled in accordance with procedure **Control of Documents**. The purpose of document control is to ensure that staff have access to the latest, approved information, and to restrict the use of obsolete information.

All documented procedures are established, documented, implemented and maintained.

4.2.3 Control of Records

A documented procedure **Control of Records** has been established to define the controls needed for the identification, storage, retrieval, protection, retention time, and disposition of quality records. This procedure also defines the methods for controlling records that are created by and/or retained by suppliers.

These controls are applicable to those records which provide evidence of conformance to requirements; this may be evidence of Service requirements, contractual requirements, procedural requirements, or statutory/regulatory compliance. In addition, quality records include any records which provide evidence of the effective operation of the management system.

4.3 Change Management

When Suirside Construction LTD determines the need for changes to the management system or its processes, these changes planned, implemented, and then verified for effectiveness; see the document **Change Management**.

Documents are changed in accordance with procedure **Control of Documents**.

4.4 Risks and Opportunities

Suirside Construction LTD considers risks and opportunities when taking actions within the management system, as well as when implementing or improving the management system; likewise, these are considered relative to products and services.

Risks and opportunities are managed in accordance with the document **Risk Management**.

5.0 Management & Leadership

5.1 Management Leadership and Commitment

Senior Management Team of Suirside Construction LTD provides evidence of its leadership and commitment to the development and implementation of the management system and continually improving its effectiveness by:

- a) taking accountability of the effectiveness of the management system;
- b) ensuring that the **Quality Policy** and quality objectives are established for the management system and are compatible with the strategic direction and the context of the organization;
- c) ensuring that the quality policy is communicated, understood and applied within the organization;
- d) ensuring the integration of the management system requirements into the organization's other business processes, as deemed appropriate (see note);
- e) promoting awareness of the process approach;
- f) ensuring that the resources needed for the management system are available;
- g) communicating the importance of effective quality management and of conforming to the management system requirements;
- h) ensuring that the management system achieves its intended results;
- i) engaging, directing and supporting persons to contribute to the effectiveness of the management

system;

- j) promoting continual improvement;
- k) supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

5.2 Customer Focus

Senior Management Team of Suirside Construction LTD adopts a customer-first approach which ensures that customer needs and expectations are determined, converted into requirements and are met with the aim of enhancing customer satisfaction.

This is accomplished by assuring:

- a) customer and applicable statutory and regulatory requirements are determined, understood and consistently met;
- b) the risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed;
- c) the focus on enhancing customer satisfaction is maintained.

5.3 Quality Policy

Senior Management Team has developed the **Quality Policy**, defined in section 3.0 above, that governs day-to-day operations to ensure quality.

The **Quality Policy** is released as a standalone document as well, and is communicated and implemented throughout the organization.

5.4 Organizational Roles Responsibilities & Authorities

Senior Management Team has assigned responsibilities and authorities for all relevant roles in the company. These are communicated through the combination of the **Organisation Chart** and **Position Descriptions**.

The Senior Management Team accepts responsibility and authority for:

- a) ensuring that the management system conforms to applicable standards;
- b) ensuring that the processes are delivering their intended outputs;
- c) reporting on the performance of the management system;
- d) providing opportunities for improvement for the management system;
- e) ensuring the promotion of customer focus throughout the organization;
- f) ensuring that the integrity of the management system is maintained when changes are planned and implemented.

5.5 Internal Communication

Senior Management Team of Suirside Construction LTD ensures internal communication takes place regarding the effectiveness of the management system. Internal communication methods include:

- a) use of corrective and preventive action processes to report nonconformities or suggestions for

improvement

- b) use of the results of analysis of data
- c) meetings (periodic, scheduled and/or unscheduled) to discuss aspects of the QMS
- d) use of the results of the internal audit process
- e) regular company meetings with all employees
- f) internal emails
- g) memos to employees
- h) Senior Management Team's "open door" policy which allows any employee access to Senior Management Team for discussions on improving the quality system

5.6 Management Review

The Senior Management Team reviews the management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. The review includes assessing opportunities for improvement, and the need for changes to the management system, including the **Quality Policy** and quality objectives.

Management review frequency, agenda (inputs), outputs, required members, actions taken and other review requirements are defined in the documented procedure **Management Review**.

Records from management reviews are maintained.

6.0 Resources

6.1 Provision of Resources

Suirside Construction LTD determines and provides the resources needed:

- a) to implement and maintain the management system and continually improve its effectiveness
- b) to enhance customer satisfaction by meeting customer requirements

Resource allocation is done with consideration of the capability and constraints on existing internal resources, as well as needs related to supplier expectations.

Resources and resource allocation are assessed during management reviews.

6.2 Human Resources

Senior management ensures that it provides sufficient staffing for the effective operation of the management system, as well its identified processes.

Staff members performing work affecting product quality are competent on the basis of appropriate education, training, skills and experience. The documented procedure **Training** defines these activities in detail.

Training and subsequent communication ensure that staff are aware of:

- a) the quality policy;
- b) relevant quality objectives;

- c) their contribution to the effectiveness of the management system, including the benefits of improved performance;
- d) the implications of not conforming with the management system requirements.

6.3 Infrastructure

Suirside Construction LTD determines, provides and maintains the infrastructure needed to achieve conformity to product requirements. Infrastructure includes, as applicable:

- a) buildings, workspace and associated facilities;
- b) process equipment, hardware and software;
- c) supporting services such as transport;
- d) information and communication technology.

Where equipment is used for critical measurement activities, such as inspection and testing, these shall be subject to control and either calibration or verification; see the procedure **Calibration**.

Note: Calibration and measurement traceability is not employed for all measurement devices. Instead, Suirside Construction LTD determines which devices will be subject to calibration based on its processes, products and services, or in order to comply with specifications or requirements. These decisions are also based on the importance of a measurement, and considerations of risk.

6.4 Work Environment

Suirside Construction LTD provides a clean, safe and well-lit working environment. The Senior Management Team of Suirside Construction LTD manages the work environment needed to achieve conformity to product requirements. Specific environmental requirements for products are determined during quality planning and are documented in subordinate procedures, work instructions, or job documentation. Where special work environments have been implemented, these shall also be maintained per 6.3 above.

Human factors are considered to the extent that they directly impact on the quality of Services.

6.5 Organizational Knowledge

Suirside Construction LTD also determines the knowledge necessary for the operation of its processes and to achieve conformity of products and services. This may include knowledge and information obtained from:

- a) internal sources, such as lessons learned, feedback from subject matter experts, and/or intellectual property;
- b) external sources such as standards, academia, conferences, and/or information gathered from customers or suppliers.

This knowledge shall be maintained and made available to the extent necessary.

When addressing changing needs and trends, Suirside Construction LTD shall consider its current knowledge and determine how to acquire or access the necessary additional knowledge.

7.0 Operation

7.1 Operational Planning and Control

Suirside Construction LTD plans and develops the processes needed for product realization. Planning of product realization is consistent with the requirements of the other processes of the management system. Such planning considers the information related to the context of the organization (see section 2.0 above), current resources and capabilities, as well as product and service requirements.

Changes to operational processes are done in accordance with the document ***Change Management***.

7.2 Customer-Related Activities

7.2.1 Capture of Customer Requirements

During the intake of new business Suirside Construction LTD captures:

- a) requirements specified by the customer, including the requirements for delivery and post-delivery activities;
- b) requirements not stated by the customer but necessary for specified or intended use, where known
- c) statutory and regulatory requirements related to the product;
- d) any additional requirements determined by Suirside Construction LTD .

These activities are defined in greater detail in the procedure ***Quoting and Orders***.

7.2.2 Review of Customer Requirements

Once requirements are captured, Suirside Construction LTD reviews the requirements prior to its commitment to supply the Service This review ensures that:

- a) product requirements are defined,
- b) contract or order requirements differing from those previously expressed are resolved,
- c) the organization has the ability to meet the defined requirements, and/or the claims for the products and services it offers, and
- d) risks have been identified and considered.

These activities are defined in greater detail in the procedure ***Quoting and Orders***.

7.2.3 Customer Communication

Suirside Construction LTD has implemented effective communication with customers in relation to:

- a) providing information relating to products and services;
- b) handling enquiries, contracts or orders, including changes;
- c) obtaining customer feedback relating to products and services, including customer complaints;
- d) handling or controlling customer property;
- e) establishing specific requirements for contingency actions, when relevant.

7.3 Purchasing

Suirside Construction LTD ensures that purchased Service conform to specified purchase requirements. The type and extent of control applied to the supplier and the purchased product is dependent on the effect on subsequent product realization or the final product.

Suirside Construction LTD evaluates and selects suppliers based on their ability to supply product and service in accordance with the organization's requirements. Criteria for selection, evaluation and re-evaluation are established.

Purchases are made via the release of formal purchase orders and/or contracts which clearly describe what is being purchased. Received Services are then verified against requirements to ensure satisfaction of requirements. Suppliers who do not providing conforming Services may be requested to conduct formal corrective action.

These activities are further defined in the documents **Purchasing** and **Receiving**.

7.4 Provision of Services

7.4.1 Control of Provision of Services

To control its provision of Services, Suirside Construction LTD considers, as applicable, the following:

- a) the availability of documents or records that define the characteristics of the Services as well as the results to be achieved;
- b) the availability and use of suitable monitoring and measuring resources;
- c) the implementation of monitoring and measurement activities;
- d) the use of suitable infrastructure and environment;
- e) the appointment of competent persons, including any required qualifications;
- f) the implementation of actions to prevent human error;
- g) the implementation of release, delivery and post-delivery activities.

7.4.2 Identification and Traceability

Where appropriate, Suirside Construction LTD identifies its Service or other critical process outputs by suitable means. Such identification includes the status of the Service with respect to monitoring and measurement requirements. Unless otherwise indicated as nonconforming, pending inspection or disposition, or some other similar identifier, all Service shall be considered conforming and suitable for use.

If unique traceability is required by contract, regulatory, or other established requirement, Suirside Construction LTD controls and records the unique identification of the Service.

The documented procedure **Identification & Traceability** defines these methods in detail.

7.4.3 Property Belonging to Third Parties

Suirside Construction LTD does not handle property belonging to third parties.

7.4.4 Preservation

Suirside Construction LTD does not handle products that require preservation.

7.4.5 Post-Delivery Activities

Suirside Construction LTD does not carry out post-delivery activities.

7.4.6 Process Change Control

Suirside Construction LTD reviews and controls both planned and unplanned changes to processes to the extent necessary to ensure continuing conformity with all requirements.

Process change management is defined in the document **Change Management**.

7.4.7 Measurement and Release of Services

Acceptance criteria for Services are defined in appropriate subordinate documentation. Reviews, inspections and tests are conducted at appropriate stages to verify that the product and service requirements have been met. This is done before Services are released or services are delivered.

Each process utilizes different methods for measuring and releasing Services. These methods are defined in **Process Definitions**.

7.4.8 Control of Nonconforming Outputs

Suirside Construction LTD ensures that Services or other process outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery.

The controls for such nonconformances are defined in **Control of Nonconforming Service**.

8.0 Improvement

8.1 General

Suirside Construction LTD uses the management system to improve its processes, products and services. Such improvements aim to address the needs and expectations of customers as well as other interested parties, to the extent possible.

Improvement shall be driven by an analysis of data related to:

The results of analysis shall be used to evaluate:

- a) conformity of products and services;
- b) the degree of customer satisfaction;
- c) the performance and effectiveness of the management system;
- d) the effectiveness of planning;
- e) the effectiveness of actions taken to address risks and opportunities;
- f) the performance of external providers;
- g) other improvements to the management system.

8.2 Customer Satisfaction

As one of the measurements of the performance of the management system, Suirside Construction LTD monitors information relating to customer perception as to whether the organization has met customer requirements. The methods for obtaining and using this information include:

- recording customer complaints
- product rejections or returns
- repeat orders for product
- changing volume of orders for product
- trends in on-time delivery
- obtain customer scorecards from certain customers
- submittal of customer satisfaction surveys

The corrective and preventive action system shall be used to develop and implement plans for customer satisfaction improvement that address deficiencies identified by these evaluations, and assess the effectiveness of the results.

8.3 Internal Audit

Suirside Construction LTD conducts internal audits at planned intervals to determine whether the management system conforms to contractual and regulatory requirements, to the requirements of ISO 9001, and to management system requirements. Audits also seek to ensure that the management system has been effectively implemented and is maintained.

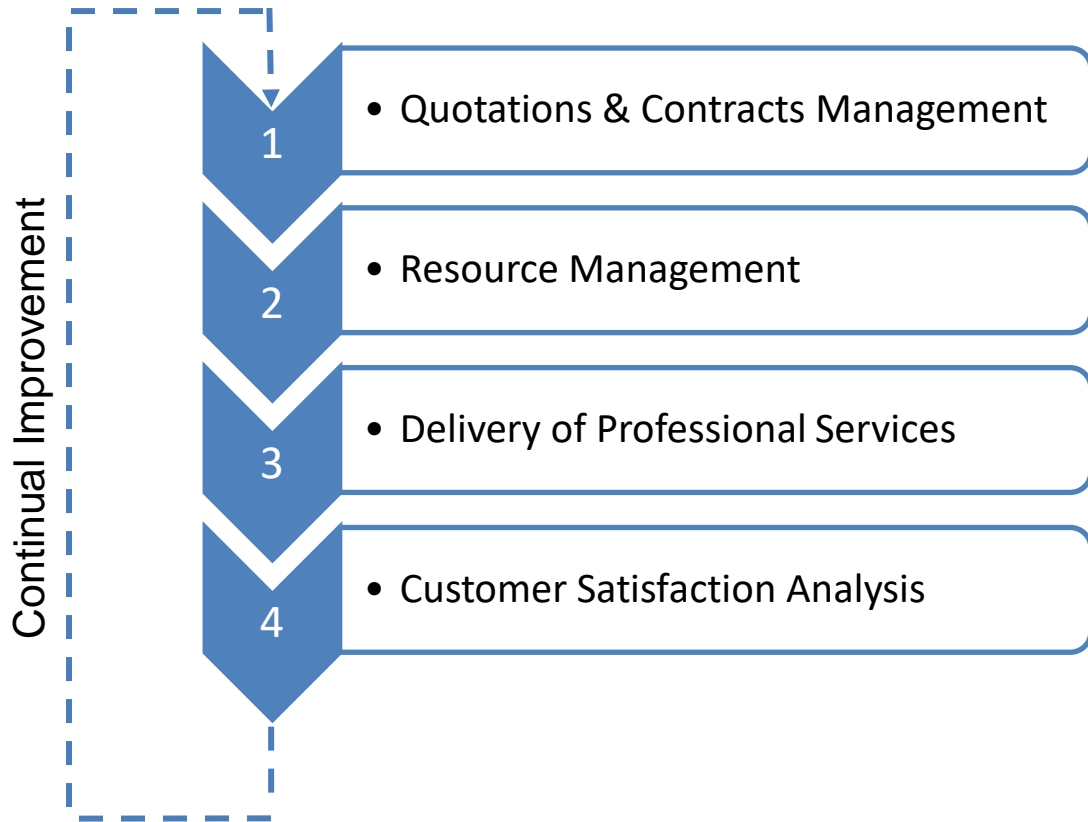
These activities are defined in the document ***Internal Auditing***.

8.4 Corrective and Preventive Action

Suirside Construction LTD takes corrective action to eliminate the cause of nonconformity in order to prevent *recurrence*. Likewise, the company takes preventive action to eliminate the causes of potential nonconformities in order to prevent their *occurrence*.

These activities are done through the use of the formal Corrective Action (CAR Form) system, and are defined in the document ***Corrective Preventive Action***.

Appendix A: Overall Process Sequence & Interaction



Appendix B: ISO 9001:2015 Cross Reference

ISO 9001:2015 Clause	Section in Manual
4.0 Context of the Organization (all)	
4.1 Understanding the Organization & Its Context	2.1 Determining Our Strategic Direction
4.2 Understanding the needs & expectations of interested parties	2.0 Who We Are
4.3 Determining the scope of the QMS	2.2 Scope of the Management System
4.4 Management system and its processes	4.1 Process Approach
5.0 Leadership	
5.1 Leadership & Commitment	5.1 Management Leadership and Commitment
5.1.1 General	5.1 Management Leadership and Commitment
5.1.2 Customer focus	5.2 Customer Focus
5.2 Policy	3.0 Quality Policy 5.3 Quality Policy
5.3 Organizational Roles Responsibilities and Authorities	5.4 Organizational Roles and Responsibilities and Authorities
6.0 Planning	
6.1 Actions to address risks and opportunities	4.4 Risks and Opportunities
6.2 Quality objectives and planning to achieve them	4.1.2 Process Controls & Objectives
6.3 Planning of changes	4.3 Change Management
7.0 Support	
7.1 Resources	
7.1.1 General	6.1 Provision of Resources
7.1.2 People	6.2 Human Resources
7.1.3 Infrastructure	6.3 Infrastructure
7.1.4 Environment for the operation of processes	6.4 Work Environment
7.1.5 Monitoring and measuring resources	6.3 Infrastructure
7.1.6 Organizational knowledge	6.5 Organizational Knowledge
7.2 Competence	6.2 Human Resources
7.3 Awareness	5.5 Internal Communication
7.4 Communication	5.5 Internal Communication
7.5 Documented information	4.2 Documentation & Records
8.0 Operation	
8.1 Operational planning and control	7.1 Operational Planning and Control
8.2 Requirements for products and services	
8.2.1 Customer communication	7.2.3 Customer Communication
8.2.2 Determining the requirements related to products & services	7.2.1 Capture of Customer Requirements
8.2.3 Review of requirements related to products & services	7.2.2 Review of Customer Requirements
8.2.4 Changes to requirements for products and services	7.2.2 Review of Customer Requirements
8.3 Design and development of products and services	7.3 Design and Development
8.4 Control of externally provided processes, products & services	7.4 Purchasing
8.5 Production and service provision	

ISO 9001:2015 Clause	Section in Manual
8.5.1 Control of production and service provision	7.5.1 Control of Provision of Services
8.5.2 Identification and traceability	7.5.2 Identification and Traceability
8.5.3 Property belonging to customers or external providers	7.5.3 Property Belonging to Third Parties
8.5.4 Preservation	7.5.4 Preservation
8.5.5 Post-delivery activities	7.5.5 Post-Delivery Activities
8.5.6 Control of changes	7.5.6 Process Change Control
8.6 Release of products and services	7.5.7 Measurement and Release of Services
8.7 Control of nonconforming outputs	7.5.8 Control of Nonconforming Outputs
9.0 Performance evaluation	
9.1 Monitoring, measurement, analysis and evaluation	
9.1.1 General	8.1 Improvement: General
9.1.2 Customer satisfaction	8.2 Customer Satisfaction
9.1.3 Analysis and evaluation	8.1 Improvement: General
9.2 Internal audit	8.3 Internal Audit
9.3 Management review	5.6 Management Review
10.0 Improvement	
10.1 General	8.1 Improvement: General
10.2 Nonconformity and corrective action	8.4 Corrective and Preventive Action
10.3 Continual improvement	8.1 Improvement: General