

# QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) ORGANIZATION POLICY

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## 1. Introduction

KIFCO, or **ALKIFAT For General Trading and Contracting Company Ltd.**, is a reputable contracting and trading firm established to provide integrated engineering and construction solutions in Iraq's oil and gas sector. As part of our dedication to excellence, we recognize the critical role of Quality Assurance and Quality Control (QA/QC) in ensuring that every project we undertake meets the highest standards of quality, safety, and regulatory compliance.

This document outlines KIFCO's Quality Assurance/Quality Control Organization Policy, describing the company's approach to QA/QC, the roles and responsibilities of each team member, and the integration of QA/QC practices across our projects.

## 2. Purpose

The purpose of this policy is to:

- Establish a clear organizational structure and process for QA/QC within KIFCO.
- Define the roles, responsibilities, and workflows necessary to maintain high-quality standards in every project.
- Ensure adherence to both internal and external quality standards in all projects.
- Promote transparency, consistency, and accountability across all projects by integrating effective QA/QC processes.
- Foster continuous improvement through regular evaluation, feedback, and corrective actions.

By creating a robust QA/QC organization, KIFCO aims to ensure project success, minimize risks, and maintain a reputation for delivering superior results to clients in the oil and gas industry.

## 3. Scope and Applicability

This policy applies to all aspects of KIFCO's operations, including:

- **EPCC Projects (Engineering, Procurement, Construction, and Commissioning)**
- **Construction Services**
- **Equipment and Material Services**
- **Project Management and Site Preparation**
- **Steel Structure and Tank Manufacturing**
- **Maintenance Services**
- **Pipeline Construction**



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It covers the activities of all teams involved in these services, including engineering, procurement, construction, and quality control departments. The policy applies to both KIFCO's in-house staff and third-party contractors engaged in QA/QC-related tasks.

#### 4. Company Overview

KIFCO, founded in 2020, specializes in providing integrated engineering and construction solutions, particularly for the oil and gas sector in Iraq. Despite being a relatively new company, KIFCO brings over 30 years of combined experience in the industry. We strive to deliver excellence in every project, guided by our core values of quality, trust, and reliability.

KIFCO's services include:

1. **EPCC Projects**
2. **Construction Services**
3. **Project Management**
4. **Scaffolding Materials Supply & Erection**
5. **Steel Structure & Tank Manufacturing and Installation**
6. **Pipelines Construction**
7. **Maintenance Services**

#### 5. QA/QC Organizational Structure

##### 5.1 Team Composition

KIFCO's QA/QC department is structured to ensure effective quality management across all service areas. The team includes:

- **QA/QC Manager:** Oversees all QA/QC activities, ensuring alignment with industry standards.
- **QA/QC Engineers:** Responsible for performing inspections, tests, and audits to verify compliance with project specifications.
- **Site Inspectors:** Conduct on-site inspections and assessments.
- **Project Managers:** Ensure that QA/QC protocols are adhered to during project execution.
- **Procurement Team:** Ensures that the materials and equipment meet quality specifications before procurement.
- **Health, Safety, and Environmental (HSE) Team:** Collaborates with the QA/QC team to integrate safety and environmental standards into quality processes.



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## 5.2 Management Hierarchy

The QA/QC department at KIFCO operates under a hierarchical structure with the following roles:

1. **Executive Management** (Directors, CEO)
  - Approves high-level QA/QC policies and ensures company-wide adherence to standards.
2. **QA/QC Manager** (Reporting to Project Manager)
  - Implements and oversees the QA/QC processes across all projects.
3. **QA/QC Engineers** (Reporting to QA/QC Manager)
  - Execute inspections, documentation, and compliance assessments.
4. **Site Inspectors and Other Staff**
  - Provide support to engineers and ensure quality is maintained at the site level.

## 5.3 Decision-Making Process

The decision-making process within the QA/QC organization follows a structured approach:

- **Initial Decision:** The QA/QC Manager identifies quality issues or deviations.
- **Review and Analysis:** The QA/QC team analyzes the issue to determine root causes.
- **Action Plan:** A corrective or preventive action plan is created and submitted for approval.
- **Execution and Verification:** Once approved, actions are implemented, and the outcomes are verified.
- **Final Approval:** The QA/QC Manager or Project Manager confirms that the action has resolved the issue.

## 6. QA/QC Responsibilities

### 6.1 QA/QC Department Functions

The primary functions of the QA/QC department include:

- **Developing Quality Plans:** Creating specific quality plans for each project.
- **Inspections and Audits:** Conducting regular site inspections and audits to ensure compliance with project standards.
- **Material Testing:** Testing materials used in construction for quality and suitability.
- **Documentation and Reporting:** Maintaining detailed records of all QA/QC activities, including test results, inspections, and audits.

- **Quality Assurance:** Ensuring that all materials, processes, and equipment meet required specifications before use.

### 6.2 QA/QC Manager Responsibilities

The QA/QC Manager has the following key responsibilities:

- Developing and implementing the overall QA/QC strategy for the company.
- Coordinating with all project teams to ensure quality standards are met.
- Reporting to senior management on the status of QA/QC activities and project quality performance.
- Managing QA/QC audits and inspections for continuous improvement.
- Ensuring that corrective actions are taken when necessary and that non-conformance issues are resolved promptly.

### 6.3 Role of Other Departments

While the QA/QC department leads quality management, all departments at KIFCO play a role in supporting QA/QC activities. These include:

- **Engineering Department:** Ensures that design specifications meet quality requirements.
- **Procurement Department:** Verifies the quality of materials before they are ordered and used.
- **Construction Department:** Implements quality standards on-site and collaborates with QA/QC inspectors.
- **HSE Department:** Ensures that safety and environmental standards are integrated into quality processes.

## 7. Project Workflow and QA/QC Integration

### 7.1 Project Phases and QA/QC Integration

KIFCO's projects are divided into several key phases, with QA/QC integrated into each phase:

1. **Project Initiation:**
  - QA/QC planning begins with defining quality objectives and establishing quality control plans.
2. **Design and Engineering:**
  - Review of designs to ensure compliance with quality standards.

**3. Procurement:**

- Materials and equipment are sourced based on QA/QC requirements.

**4. Construction:**

- Regular inspections and testing are conducted to ensure compliance.

**5. Commissioning and Handover:**

- Final inspections and audits are performed to ensure the project is ready for delivery to the client.

**7.2 Standard Operating Procedures (SOPs)**

KIFCO follows established Standard Operating Procedures (SOPs) to ensure consistency and quality across all projects. These SOPs are designed for each service area and address critical processes such as material testing, inspections, and reporting.

**7.3 Tools and Technology**

To ensure efficient QA/QC processes, KIFCO utilizes the following tools and technologies:

- **Primavera:** For project management and scheduling.
- **AutoCAD:** For design verification and inspection processes.
- **SAP:** For procurement and inventory management, ensuring materials meet quality specifications.

**8. Industry Standards and Compliance****8.1 Certifications**

KIFCO is committed to adhering to international standards, including:

- **ISO 9001:** Quality management systems certification.
- **API Standards:** For oil and gas sector compliance.
- **Local Standards:** Compliance with Iraqi laws and regulations, particularly in the oil and gas industry.

**8.2 Local Regulations**

KIFCO ensures that all projects are in compliance with Iraq's construction and environmental regulations, including licensing, safety, and environmental impact assessments.

**8.3 Compliance Monitoring**

KIFCO employs regular audits and inspections to monitor compliance with both internal and external standards.

## 9. Quality Assurance and Safety

### 9.1 Quality Control Processes

Quality control is achieved through inspections, tests, and audits. These processes ensure that all deliverables meet the required specifications.

### 9.2 Health, Safety, and Environmental (HSE) Practices

The HSE team works closely with QA/QC to ensure that health, safety, and environmental standards are upheld throughout the project lifecycle.

### 9.3 Risk Management

Risk management processes are integrated into the QA/QC system to identify, assess, and mitigate potential risks to project quality.

## 10. Monitoring and Evaluation of QA/QC

### 10.1 Performance Metrics

KPIs are used to evaluate the effectiveness of QA/QC activities. These include:

- Compliance rates with quality standards.
- Timeliness of inspections and reports.
- The number of non-conformance reports (NCRs) resolved.

### 10.2 Internal Audits and Inspections

Regular internal audits and inspections are conducted to ensure that all project teams adhere to the established QA/QC standards.

### 10.3 Reporting and Communication

QA/QC reports are generated regularly and communicated to senior management and clients to ensure transparency.

## 11. Continuous Improvement and Client Feedback

### 11.1 Feedback Mechanisms

KIFCO seeks feedback from clients and stakeholders to continually refine its quality management processes, ensuring that each project improves on the last.

### 11.2 Corrective and Preventive Actions

Corrective actions are taken when quality issues arise, and preventive actions are





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implemented to avoid recurrence.

### 11.3 Training and Development

Ongoing training is provided to employees at all levels to ensure that they are equipped with the skills and knowledge to maintain high-quality standards.

## 12. Conclusion

KIFCO's commitment to quality is reflected in every project we deliver. Through a structured and well-defined QA/QC organization, we ensure that all aspects of our operations meet the highest standards of excellence. Our goal is to build lasting success and trust with our clients, partners, and stakeholders.

By continuously improving our processes and incorporating client feedback, we are dedicated to maintaining our reputation as a leader in the industry.

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