



AMKIC
INTEGRATED
SERVICE LIMITED

Quality Assurance and Quality Control (QA/QC) Policy & Management Plan



1. Introduction

AMKIC Integrated Services Limited is committed to delivering Oil & Gas, Maritime, and Logistics services of the highest global standards. Our QA/QC Policy and Management Plan ensures that all projects and services are executed in compliance with applicable laws, regulatory requirements, client specifications, and internationally recognized standards (e.g., ISO 9001).

This plan establishes a structured system for monitoring, verifying, and continuously improving the quality of our operations while minimizing risks and ensuring customer satisfaction.

2. QA/QC Policy Statement

- To consistently deliver services and products that meet or exceed client expectations.
- To embed a culture of quality, innovation, and continuous improvement across all levels of the organization.
- To strictly comply with industry codes, standards, statutory regulations, and contractual requirements.
- To ensure full traceability, accountability, and documentation of quality-related processes.
- To empower our workforce through training and competence development for effective implementation of QA/QC practices.

This policy applies to all AMKIC operations, including Pipe Laying, Coating, Tank Cleaning, Construction, Rural Electrification, Maritime Services, Vessel Management, and Logistics Services

3. Objectives

1. Achieve 100% compliance with client specifications and regulatory standards.
2. Reduce rework, defects, and operational downtime by maintaining effective QA/QC practices.
3. Implement a robust audit and inspection framework to verify conformance at every project phase.
4. Enhance staff competence through continuous training in quality systems and operational standards.
5. Establish effective reporting, review, and corrective action systems for continual improvement.

4. QA/QC Management Structure

- **Managing Director/CEO** – Provides leadership, resources, and oversight of QA/QC implementation.
- **QA/QC Manager** – Responsible for developing, monitoring, and improving the QA/QC system; reports to management.
- **Project/Operations Managers** – Ensure QA/QC requirements are embedded in all project execution phases.
- **Site QA/QC Officers & Supervisors** – Conduct inspections, monitor compliance, maintain documentation, and enforce corrective actions.
- **All Employees** – Responsible for adhering to QA/QC requirements in their respective duties.

5. QA/QC System Framework

5.1 Quality Assurance (QA)

- Development and implementation of QA procedures aligned with ISO 9001.
- Review and approval of project-specific QA/QC plans.
- Verification of subcontractor/vendor QA systems before engagement.
- Internal and external audits at defined intervals.
- Management of change process to control variations

5.2 Quality Control (QC)

- Inspection and testing of materials, equipment, and services at all stages.
- Use of approved checklists, inspection test plans (ITPs), and acceptance criteria.
- Monitoring welding, coating, fabrication, and construction activities.
- Calibration and certification of measuring instruments.
- Non-Conformance Report (NCR) system for corrective and preventive actions.

6. QA/QC Implementation Process

1. **Planning Phase:** Develop project-specific QA/QC plan, risk register, and ITP.
2. **Procurement Phase:** Prequalification and inspection of suppliers/vendors.
3. **Execution Phase:** On-site inspections, material verification, and work supervision.
4. **Testing & Commissioning:** Ensure all deliverables meet functional and performance standards.
5. **Documentation & Handover:** Submission of QA/QC dossier including test reports, certifications, and as-built records.

7. Documentation & Records Management

- Quality Manual and Procedures
- Project Quality Plans
- Inspection & Test Plans (ITPs)
- Material Test Certificates (MTCs)
- Calibration Records
- Audit Reports
- NCRs, Corrective & Preventive Action Reports (CAR/PAR)
- Final QA/QC Dossier for client handover

8. Training & Competence Development

- Regular QA/QC awareness training for staff and contractors.
- Technical training on NDT, welding inspection, HSE/quality integration, and project management.
- Periodic evaluation of employee competence and retraining as needed.

9. Continuous Improvement

- Management reviews conducted quarterly to assess QA/QC effectiveness.
- Implementation of lessons learned and best practices across projects.
- Use of Key Performance Indicators (KPIs) such as defect rate, audit findings, customer satisfaction, and rework cost.
- Benchmarking against industry leaders to maintain competitiveness.

10. Conclusion

The QA/QC Policy and Management Plan underscores AMKIC Integrated Services Limited's commitment to excellence in Oil & Gas, Maritime, and Logistics services. By embedding a culture of quality, continuous improvement, and accountability, AMKIC ensures the highest levels of performance, client satisfaction, and sustainability in every project.

