



Safety Management Systems  
Safe Work Method Statements  
Management Plans  
Safety Documents  
Industry Solutions

# Quality Management Plan

Insert Project Title

CompanyName

Version 1, dd/mm/yyyy

Insert Company Logo

### USE OF TEMPLATE

This QMP template has been designed for customisation to your company and project needs. It outlines the framework of a Quality Management Plan. The format of the template includes:

- suggested wording where possible to ensure inclusion of important elements and reduce time spent on preparing the QMP;
- words in red font which are guidance to the type of information related to your company and the project that needs to be included in that section; and
- guidance note boxes in green font which provide further explanation and suggestions on the type of information and level of detail to be included.

All text in red should be replaced with your company and project related information. All green guidance notes and this text box should be deleted prior to finalising your document.

### Document Control

Version	Date	Revision Details	Author	Approver
1	XX/XX/XX	Draft	XYZ	XYZ

### GUIDANCE NOTE

Use the Document Delivery Register and Register of Controlled Copy Holders (see Attachment 1) when issuing your QMP to others. The register keeps a record the company name, contact name, version of QMP and date issued.

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**GUIDANCE NOTE**

**Modify this template to suit your business. Delete all text boxes and guidance notes once you have customised this template to suit your needs. To update the Table of Contents above, hover above anywhere on the table with your mouse and right click. Then select “Update Field” followed by whichever option best suits your needs (update entire table or page numbers only).**

# 1. BACKGROUND

## 1.1. Introduction

This Quality Management Plan (QMP) has been developed to ensure that **CompanyName**'s quality management practices are followed during a project. The implementation of this QMP allows **CompanyName** to effectively manage quality on a project from the planning stage through to delivery. A copy of this QMP will be kept on site at the disposal of any authority or site worker and will form part of the induction process.

This QMP details how the Quality Management requirements for **ProjectTitle** will be implemented and managed by **CompanyName**.

**CompanyName**'s Quality Management System is certified to AS/NZS ISO 9001:2016 by **CertificationCompanyName**.

### GUIDANCE NOTE

Delete the paragraph above if your business is not currently certified to AS/NZS ISO 9001:2016 by a Certification Company.

## 1.2. Project Description

The project is located at **insert address of project site**. A plan showing the extent of the site and surrounding areas is attached.

### GUIDANCE NOTE

It is useful to include a map or site plan showing the extent of the site and surrounding area.

The works at the site comprise **insert brief description of project**.

### GUIDANCE NOTE

The description of the project may include:

- **main activities to be carried out;**
- **working hours;**
- **commencement and completion dates;**
- **staff numbers and roles;**
- **plant and equipment to be used;**
- **location of site facilities and work compounds; and**
- **main features of surrounding sites including usage (e.g. occupied homes).**