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### Procedure for Construction Process

#### 1. Purpose, scope, and users

The purpose of this procedure is to describe the process of construction according to demanded quantity and deadlines, in line with the request for the construction quality. It also describes the environmental and OH&S operational controls (set of applied technical solutions and/or procedures, working instructions, and working criteria) needed for control of an activity, product, or service that generates significant environmental aspects and hazards

The procedure is applied in realisation of the construction process.

Users of this document are persons responsible for the process of construction in Crystele Homes.

#### 2. Reference documents

- ISO 9001:2015 standard, clauses 8.5; 8.6
- ISO 14001:2015 standard, clause 8.1
- ISO 45001:2018 standard, clause 8.1
- Procedure for Document and Record Control
- Procedure for Competence, Training and Awareness
- Procedure for Purchasing and Evaluation of Suppliers
- Procedure for Design and Development
- Warehousing Procedure
- Procedure for Management of Nonconformities and Corrective Actions
- Procedure for Equipment Maintenance and Measuring Equipment
- Companion Online System

#### 3. Construction realisation

##### 3.1. Construction planning

###### 3.1.1. *Project review*

Upon receiving the project documentation, the Construction Manager and Estimation Team review the documentation, highlights ambiguities, or proposes new solutions, especially in terms of estimated quantities of materials.

During contracting, the Construction Manager and Estimation Team must be familiar with the details of the construction to be built; this includes examination of all project documentation, inspection reports, visiting the future construction site, and learning about local conditions that can, by any means, affect the timeframe, quality and expenses of executing the project. Upon agreement, the Sales manager formulates the contract and after both sides sign it, the construction process continues.

### **3.1.2. Development of dynamic plan**

According to the determined deadline, normative and anticipated working activities, the Construction Manager creates a construction plan in Companion (Construction System) which shows the activities needed for timely execution of the project.

The dynamic plan must contain: organisation of the construction site, specification of engaged equipment, qualification structure of the employees working on the site, list of suppliers, and dynamics of activities with timeframes.

### **3.1.3. Defining resources for construction**

According to the project plan in Companion, the Estimation Team makes internal purchase orders that specifies quantities of raw material and other resources needed for the realisation of the construction process or phase. The construction defines which working instructions will be applied during construction activities. Quality objectives, requirements for product, and criteria for accepting product are stated in the Product Specification made by the Construction Manager.

Materials to be used must be new and undamaged; and have been approved by the Estimation Team to ensure they meet the building requirements.

The Construction Manager and Compliance Officer creates the Quality Plan, which defines the necessary activities of verification, monitoring, measuring, controlling, and testing the construction.

### **3.1.4. Validation of construction process activities**

The Site Supervisor must validate all activities during construction where:

- It is not possible to confirm by measurement that the outputs of the activity meet client request
- It is not possible to conduct measurement, since outputs of the activity are being destroyed in the process

Where appropriate, as part of validation, the Site Supervisor must determine:

- Criteria for review and approval of the process
- Equipment and personnel qualifications needed for process execution
- Special working instructions
- Records needed to provide evidence of controlling parameter
- Need for revalidation

The Site Supervisor creates records needed to provide evidence that realisation processes and resulting construction meet predefined requests. This is done in the Companion System.

The Site Supervisor enters data about validation in the Quality Plan, which demonstrates the capability of the process to accomplish the planned results. This is done in the Companion System.

### **3.1.5. Identification and traceability**

The Estimation Team must identify all the materials used through the entire construction process and define methods of identification and register them in the Record of Traceability.

### **3.2. Construction realisation**

Construction is executed in controlled working conditions, which implies compliance with all technical and technological requirements defined in documents necessary for the construction process. If a violation of working conditions occurs, the Site Supervisor is obliged to stop the construction process until reestablishment of proper working conditions.

#### **3.2.1. Opening construction site**

In order to open the construction site, the Site Supervisor must do the following:

- Provide necessary documentation: main project, construction permit
- Provide documented responsibilities for running the construction site approved by the Construction Manager
- Notify interested parties about the start of the construction
- Together with the Construction Manager – update the Companion System
- Ensure compliance with legal and other requirements

During construction, the Site Supervisor must keep a construction log within the Companion System. The construction log must contain the following information:

- The activities executed on the construction site
- Number of employees sorted by their qualifications
- Method of executing activities and whether they deviate from technical documentation
- Name of the person who conducted control of the executed work
- Approvals from supervising authority

#### **3.2.2. Preparation for construction**

The Site Supervisor is responsible to ensure the execution of all construction activities according to the technical conditions that are defined in the project documentation.

Before the start of execution of construction work, the Pre-Construction Team must notify appropriate inspection and all appropriate authorities and obtain all necessary permits.

Crystele Homes must appoint a Site Supervisor who is authorised to execute the work defined in the contract. The construction site manager must be present at the construction site during working hours.

In order to ensure continual work on the construction site, the Site Supervisor must ensure enough reserves of the materials and necessary equipment.

Upon the start of construction work, the Construction Manager must provide to the supervision authority the dynamic plan of construction, with sufficient level of details. The plan must be approved, agreed upon, and accepted by the supervision authority.

The Site Supervisor is responsible for ensuring that all technical controls for occupational health and safety are applied during construction.

### **3.2.3. Client property**

There is no client property on our projects.

### **3.2.4. Conducting measuring and monitoring**

The Site Supervisor must ensure availability of monitoring and measuring resources and define the method of the monitoring process and product and methods of sampling and measuring and enter them into the Companion System.

### **3.2.5. Control of changes**

The Site Supervisor reviews and controls changes during construction in order to ensure continuing conformity with the requirements and enters changes into the Companion System.

The activities must be executed according to the project, contract, and conditions on the construction site. In case of nonconformities, the Site Supervisor must notify the supervision authority for resolving the nonconformity. For every building change, the Site Supervisor must have written approval of the architect and supervision authority.

Variation Process

1. Raised – description of variation
2. Send to client for review and approval
3. Clients Approves and returns to Crystele
4. Actioned by Crystele Estimation Teams, and Construction Team

### **3.2.6. Admission of the object and technical documentation**

Upon finish of the construction work and all activities defined by the contract, the Site Supervisor informs the Construction Manager, who notifies the authorities who provide an occupation certificate.

## **3.3. Resolving non-conformities**

If a non-conformity of process or product occurs, the person who discovered the non-conformity notifies the Compliance Officer who acts according to the Procedure for Control of Non-Conformances.

If the non-conformity can be resolved, the process is resumed; otherwise, the Site Supervisor stops the construction process and acts according to the Procedure for Control of Non-Conforming Product and Procedure for Corrective and Preventive Actions.

## **3.4. Environmental operational controls**

The Site Supervisor is responsible for continual monitoring and control of significant environmental aspects defined in the Process Aspect Chart for this process by applying the following guidelines:

- Guideline for Waste Management
- Guideline for Energy & Water Management
- Guideline for Construction/Asbestos Waste Management
  - Clearance Certificate (Knock Down rebuild)

### 3.5. OH&S Operational controls

The Site Supervisor and Construction Manager according to the Procedure for Hazards Identification and Addressing OH&S Risks and Opportunities, identifies the need for control of Construction that could significantly impact the occupational health and safety for each work place. He or she creates appropriate documents (SOPs, working instructions, diagrams, working criteria, etc.) necessary to avoid deviations from the OH&S Policy and OH&S Objectives.

## 4. Managing records kept on the basis of this document

Record name	Code	Storage			Responsibility
		Retention time	Location	Protection	
Companion System		2 years	Cloud	Backups	Construction Manager

## 5. Change history

Date	Version	Created by	Description of change
19/11/2021	0.1	S.Pauley	Document Creation
4/5/2022	1.0	Daniel Lettieri	Document Approved