

AS/NZS 3905.12:1999

Australian/New Zealand Standard™

Quality system guidelines

**Part 12: Guide to AS/NZS 9001:1994
for architectural and engineering
design practices**

AS/NZS 3905.12:1999

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PREFACE

This Guide was prepared by the Joint Standards Australia/Standards New Zealand Committee QR/2, Quality of Service.

The objective of this Guide is to provide guidance to architectural and engineering design practices operating in the building and construction industries on the adoption of quality management systems within the practice as a method of assuring professional standards of performance, managing for quality improvement and satisfying contractual and certification requirements.

The primary aim of this Guide is to explain the requirements of AS/NZS ISO 9001:1994, *Quality systems—Model for quality assurance in design, development, production, installation and servicing* in terms which can be readily understood and are relevant to architects and engineers, or other designers, consultants and professionals practising in the building and construction industry. It further aims to suggest approaches to quality system implementation appropriate to a design practice, and to highlight potential benefits.

Although the guidance and examples provided tend to reflect the model of a small to medium private practice, the reader should be able to adapt the guidance to related applications, such as larger practices, in-house design groups within private organizations or public utilities, other design disciplines, or to circumstances where the practice provides professional services other than design.

This Guide addresses the requirements of AS/NZS ISO 9001 (also referred to herein as 'the Standard'). Section 4 of this Guide follows the format of AS/NZS ISO 9001, for ease of cross-referencing. Sections 2 and 3 provide general guidance relevant to quality system implementation in the design consultancy context.

This Guide is complementary to and is compatible with AS/NZS 3905.2, *Quality system guidelines, Part 2: Guide to AS/NZS ISO 9001, AS/NZS ISO 9002, and AS/NZS ISO 9003 for construction*, which focuses on construction projects. However, this Guide focuses on the design practice, and on planning, management and design issues within the practice itself, and therefore defines the term 'project' differently. Reference should be made to AS/NZS 3905.2 for guidance on the application of quality systems to construction projects, for specifying requirements for quality assurance on projects, and for performing building and construction related activities that are not directly related to design.

This Guide also recognizes the guidance provided in AS 3904.2/NZS 9004.2/ISO 9004-2, *Quality management and quality system elements—Guidelines for services* and other related publications, of which further information is provided in Appendix A.

The term 'informative' has been used in this Standard to define the application of the appendix to which it applies. An 'informative' appendix is only for information and guidance.

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