

AS/NZS 3905.2:1997

Australian/New Zealand Standard®

Quality system guidelines

**Part 2: Guide to AS/NZS ISO 9001,
AS/NZS ISO 9002, and
AS/NZS ISO 9003 for construction**

AS/NZS 3905.2:1997

This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee QR/1, Quality Systems for the Project Industry. It was approved on behalf of the Council of Standards Australia on 31 December 1996 and on behalf of the Council of Standards New Zealand on 9 December 1996. It was published on 5 March 1997.

The following interests are represented on Committee QR/1:

The Association of Consulting Engineers, Australia
Australian Association of Certification Bodies
Australian Chamber of Commerce and Industry
Australian Organisation for Quality
Boiler and Pressure Vessel Manufacturers Association of Australia
Construction Industry Engineering Services Group
Department of Administrative Services — WORKS Australia
Electricity Supply Association of Australia
Institution of Engineers, Australia
Institution of Professional Engineers, New Zealand
Master Builders Australia
Metal Trades Industry Association of Australia
National Construction Council
National Electrical Contractors Association, N.S.W. Chapter
Queensland Transport
Royal Australian Institute of Architects
Standards New Zealand
The Workcover Authority, New South Wales

Additional interests participating in preparation of Standard:

ACT Public Works and Services
Association of Consulting Architects
Australian Institute of Steel Construction
Department of Public Works and Housing, Qld
Department of Public Works and Services, N.S.W.
National Public Works Council
Third party certification organizations
Construction industry interests

Review of Standards. To keep abreast of progress in industry, Joint Australian/New Zealand Standards are subject to periodic review and are kept up to date by the issue of amendments or new editions as necessary. It is important therefore that Standards users ensure that they are in possession of the latest edition, and any amendments thereto.

Full details of all Joint Standards and related publications will be found in the Standards Australia and Standards New Zealand Catalogue of Publications; this information is supplemented each month by the magazines 'The Australian Standard' and 'Standards New Zealand', which subscribing members receive, and which give details of new publications, new editions and amendments, and of withdrawn Standards.

Suggestions for improvements to Joint Standards, addressed to the head office of either Standards Australia or Standards New Zealand, are welcomed. Notification of any inaccuracy or ambiguity found in a Joint Australian/New Zealand Standard should be made without delay in order that the matter may be investigated and appropriate action taken.

AS/NZS 3905.2:1997

Australian/New Zealand Standard®

Quality system guidelines

Part 2: Guide to AS/NZS ISO 9001, AS/NZS ISO 9002, and AS/NZS ISO 9003 for construction

Originated in Australia in part as AS 2990—1987.
Previous edition AS/NZS 3905.2:1993.
AS 2990— 1987 and AS/NZS 3905.2:1993 jointly revised,
amalgamated and designated AS/NZS 3905.2:1997.

PUBLISHED JOINTLY BY:

STANDARDS AUSTRALIA
1 The Crescent,
Homebush NSW 2140 Australia

STANDARDS NEW ZEALAND
Level 10, Standards House,
155 The Terrace,
Wellington 6001 New Zealand

ISBN 0 7337 0960 5

PREFACE

This Guide was prepared by the Joint Standards Australia/Standards New Zealand Committee QR/1, Quality Systems for the Project Industry, as a revision of AS/NZS 3905.2, following the issue in 1994 of the revised editions of the AS/NZS ISO 9000 family of Standards.

The preparation of the 1993 edition of this Guide was initiated in response to the 1990 Report *No Dispute* issued by the National Public Works Conference (NPWC) and the National Building and Construction Council (NBCC) Joint Working Party.

The objective of the revision is to bring the guidance into alignment with the requirements of the current editions of AS/NZS ISO 9001, AS/NZS ISO 9002 and AS/NZS ISO 9003, and to ensure compatibility with the other Standards of the 'ISO 9000 family', including the definitions in AS/NZS ISO 8402. The format and presentation of this Guide has been revised and technical content brought up to date.

As far as practicable, guidance which addresses the requirements of AS/NZS ISO 9001 is provided in Section 4 of this Guide, i.e. guidance on *what* to do to maintain a systematic approach to quality in a construction project. The other Sections place this guidance in context by providing definitions, advice on specifying quality assurance requirements, advice on developing appropriate systems and documentation, and typical examples.

For ease of cross-referencing, Section 4 of this Guide follows the clause structure of AS/NZS ISO 9001. The text of the requirements clauses of AS/NZS ISO 9001, i.e. Clauses 4.1 to 4.20, is provided in Section 4 and is indicated by inclusion in a box. Throughout this Guide, the term 'the Standards' refers to AS/NZS ISO 9001, 9002 and 9003 and references to particular clauses are shown in italics.

Although the revised editions of AS/NZS ISO 9001, 9002 and 9003 maintain common clause numbers and headings, there are differences between their scope, applicability and requirements; therefore, users of this Guide need to be aware of its applicability to each of the Standards.

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

© Copyright — STANDARDS AUSTRALIA/STANDARDS NEW ZEALAND

Users of Standards are reminded that copyright subsists in all Standards Australia and Standards New Zealand publications and software. Except where the Copyright Act allows and except where provided for below no publications or software produced by Standards Australia or Standards New Zealand may be reproduced, stored in a retrieval system in any form or transmitted by any means without prior permission in writing from Standards Australia or Standards New Zealand. Permission may be conditional on an appropriate royalty payment. Australian requests for permission and information on commercial software royalties should be directed to the head office of Standards Australia. New Zealand requests should be directed to Standards New Zealand.

Up to 10 percent of the technical content pages of a Standard may be copied for use exclusively in-house by purchasers of the Standard without payment of a royalty or advice to Standards Australia or Standards New Zealand.

Inclusion of copyright material in computer software programs is also permitted without royalty payment provided such programs are used exclusively in-house by the creators of the programs.

Care should be taken to ensure that material used is from the current edition of the Standard and that it is updated whenever the Standard is amended or revised. The number and date of the Standard should therefore be clearly identified.

The use of material in print form or in computer software programs to be used commercially, with or without payment, or in commercial contracts is subject to the payment of a royalty. This policy may be varied by Standards Australia or Standards New Zealand at any time.

CONTENTS

	<i>Page</i>
FOREWORD	5
SECTION 1 SCOPE AND GENERAL	
1.1 SCOPE AND APPLICATION	6
1.2 REFERENCED DOCUMENTS	7
1.3 DEFINITIONS	8
SECTION 2 SYSTEM SELECTION AND RESPONSIBILITIES	
2.1 QUALITY SYSTEM SELECTION	13
2.2 RESPONSIBILITIES OF CUSTOMER AND SUPPLIER	15
2.3 OTHER APPLICATIONS	18
SECTION 3 QUALITY SYSTEM DOCUMENTATION	
3.1 GENERAL	19
3.2 CONTROL OF QUALITY SYSTEM DOCUMENTS	19
3.3 TYPES OF DOCUMENTATION	19
3.4 QUALITY RECORDS	22
SECTION 4 COMMENTARY ON QUALITY SYSTEM REQUIREMENTS	
4.0 INTRODUCTION	24
4.1 MANAGEMENT RESPONSIBILITY	26
4.2 QUALITY SYSTEM	32
4.3 CONTRACT REVIEW	36
4.4 DESIGN CONTROL	40
4.5 DOCUMENT AND DATA CONTROL	51
4.6 PURCHASING	54
4.7 CONTROL OF CUSTOMER-SUPPLIED PRODUCT	58
4.8 PRODUCT IDENTIFICATION AND TRACEABILITY	59
4.9 PROCESS CONTROL	60
4.10 INSPECTION AND TESTING	64
4.11 CONTROL OF INSPECTION, MEASURING AND TEST EQUIPMENT ...	68
4.12 INSPECTION AND TEST STATUS	70
4.13 CONTROL OF NONCONFORMING PRODUCT	71
4.14 CORRECTIVE AND PREVENTIVE ACTION	74
4.15 HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY	77
4.16 CONTROL OF QUALITY RECORDS	79
4.17 INTERNAL QUALITY AUDITS	81
4.18 TRAINING	83
4.19 SERVICING	85
4.20 STATISTICAL TECHNIQUES	86

This is a free preview. Purchase the entire publication at the link below:

[Product Page](#)

-
- [Looking for additional Standards? Visit Intertek Inform Infostore](#)
 - [Learn about LexConnect, All Jurisdictions, Standards referenced in Australian legislation](#)
-