It is the policy of Emerald Quarries that client needs be fully satisfied by working within the framework of contractual and regulatory requirements. A direct consequence of this is the implementation of an effective Quality System.

This Quality Manual has been prepared to document the Quality System specifically developed for Supply of Screened and Crushed Stone Products from Fixed and Mobile Plants. The screened and crushed stone products manufactured are generally produced to meet Department of Transport Standard Specifications (DoT, 11.05). Products meeting other specifications requirements are also produced from time to time. This Quality System is based on the requirements of AS3092 (1987), "Quality system for Production and Installation".

The implementation of this Quality System requires the dedicated support and cooperation of all Company staff. It is the Company's policy and management's responsibility to ensure that the Quality System is understood and maintained by all employees through effective training.

As General Manager I fully endorse the Quality System that has been developed and commit Emerald Quarries to full implementation of the System.

T.H. Peisker  
General Manager  
Emerald Quarries
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1.0 QUALITY SYSTEM ORGANIZATION AND REPORTING

1.1 MANAGEMENT RESPONSIBILITY

The Quality Policy of Emerald Quarries is detailed in the Quality Statement. This Quality System is specifically developed from supply of screened and crushed stone products from fixed and mobile plants. The crushed stone products manufactured are generally produced to meet Department of Transport Standard Specifications (DoT, 11.05). Products meeting other specification requirements are also produced from time to time.

As a means to achieving this end, AS3902 (1987), "Quality Systems for Production and Installation" has been adopted as the regulatory document for the Quality System.

This Quality System establishes a series of procedures, instructions and audits which ensure the above objectives are being met.

2.0 QUALITY SYSTEM

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
2.1 ORGANIZATION - RESPONSIBILITIES AND AUTHORITIES

The Emerald Quarries Organizational Chart is shown on figure 1. Responsibilities of the various company positions are outlined below.

2.1.1 General Manager

Mr. T. H. Peisker is the Manager and owner hand has been involved in the screening and crushing of gravel for over 20 years. Materials have been supplied to the Main Roads Department, Queensland Rail, Oaky Creek Coal, Blair Athol Coal, Gordonstone Coal Management, Emerald Shire Council, Peak Downs Shire Council, Goldings Contractors, ABI Group, Thiess Contractors, etc.

Mr. Peisker is a registered Mine Manager, Safety Officer and posses all Plant Operator Tickets.

Responsibilities
As General Manager, Mr. Peisker has full control of the running of Emerald Quarries including:

- Responsibility for time, cost, safety and quality aspects;
- Approving project quality plans including system Element procedure, inspection and test plans;
- Selection and approval of subcontractors and suppliers;
- Preparation of tenders;
- Communication and interfacing between Emerald Quarries, client, subcontractors, suppliers and Emerald Quarries personnel;
- Responsibility for material source assessment;
- Selection of raw materials to be extracted;
- Any alterations to construction activities;
- Reading of all contract documents

2.1.2 Quarry Manager

Mr. D. Grey has had extensive experience with crushers and screening plants in Australia. Mr. D. Grey has Transport coordinating, licenses and managements skills required for Emerald Quarries. He has been with Emerald Quarries for the past 10 years. Mr. D. Grey possesses Plant Operator Tickets and is in the process of obtaining a Quarry Management Certificate and Safety Officer Certificate.

Responsibilities
Co-ordination and implementation of activities on site which involve direct labor and subcontractors; Completing checklists and reports as part of his inspection duties.

2.1.3 Quality Assurance Engineer

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
The Engineer should have suitable experience in the industry.

**Responsibilities**

- Preparation and approval of all Quality System Documentation;
- Preparation of internal quality audits;
- Co-ordination of management review process;
- Liaise with client/superintendent informing to progress, quality of works, acceptance criteria, etc;
- Review design documents to ensure they provide satisfactory standards against which quality can be measured;
- Ensure that suitable measuring and testing equipment is available and calibration of same is monitored regularly;
- Assist the General Manager prepare tenders;
- Collect, co-ordinate, evaluate and store all quality system records;
- Prepare monthly quality management reports for the General Manager.

The Engineer will have the authority to implement the approved Quality Plan and initiate non conformance reports.

The Engineer is accountable to the General Manager for implementation and maintenance of the Quality Plan and contribution to the achievement of Emerald Quarries objectives.

### 2.1.4 Administration Manager

Mrs. D. Peisker is the Public Officer and has been employed by Emerald Quarries for over 20 years.

**Responsibilities**

- To co-ordinate and document Purchase Orders;
- To receive and document orders;
- Accounts;
- Administration;
- Wages;
- Management and training of new and current administration staff;

The person responsible for keeping the records will be the weigh bridge operator and the Public Officer.

### 2.1.5 Accounts Officer

Miss. L. Crump is one Public Officer and has been employed by Emerald Quarries for over 18 months.

**Responsibilities**

- To co-ordinate and document Purchase Orders;
- To receive and document orders;
- Accounts;
- Administration;
- Wages;

### 2.1.6 Weighbridge Operator
Miss. P. Cook is one Public Officer and has been employed by Emerald Quarries for over 12 months.

**Responsibilities**
- To Account Officer in her responsibilities;
- To keep track of records
- Operate Weighbridge

### 2.1.7 Engineering (Boiler Maker)

Mr. L. Mc Millen has been employed by this Company for 5 years and is a Qualified Boiler Maker.

**Responsibilities**
- To co-ordinate Boiler Makers in ongoing projects;
- To maintain Emerald Quarries Equipment;
- To supervise Sand Blasting Area;
- To Train and monitor subordinates;
- To co-ordinate and maintain Boiler Makers stock supplies;

### 2.1.7 Engineering (Diesel Fitters / Servicing)

Mr. L. Peisker and Mr. J. Peisker are qualified diesel fitters which have been working in conjunction and for Emerald Quarries for the past 6 years. Both Mr. L. Peisker and Mr. J. Peisker hold many machinery tickets with the aim to succeed in having a truck license by 2007.

**Responsibilities**
- To co-ordinate and maintain/service all Emerald Quarries machinery;
- To complete and plan program maintenance;
- To maintain Emerald Quarries Equipment;
- To supervise and inspect operator servicing;
- To co-ordinate and document all maintenance management;
- To Train and monitor subordinates;
- To co-ordinate and maintain Diesel Fitter stock/parts supplies;

### 2.1.8 Engineering Plant Manager

Mr. I. Sampson is a qualified fitter and turner with a wide range of experience in the mining industry. Has worked all over Australia and has been with Emerald Quarries for over 12 months.
Quarries for 18 months. Mr. I. Sampson has a very keen interest in geology and currently studying part time. Mr. I. Sampson monitors/maintains 5 major plants in the quarry area.

Responsibilities
- To co-ordinate and maintain/service all electrical equipment;
- To co-ordinate and maintain/service all Emerald Quarries machinery with the Diesel Fitter, Boiler Makers, Plant Manager and Quarry Manager;
- To co-ordinate and plan program maintenance;
- To co-ordinate and document all maintenance management;
- To co-ordinate, order and document Purchase Orders for Emerald Quarries equipment and parts;
- To Train and monitor subordinates;

2.1.9 Engineering Project Manager

Mr. T.S. Peisker has recently returned to Emerald Quarries employment after completing to trades in the Royal Australian Navy. With the experience/training received over 10 years with the military he has the necessary skills required for this position in Emerald Quarries. Mr. T.S. Peisker has also carried out the printing/sign writing requirements of Emerald Quarries. With his thirst for knowledge in IT fields the company is on the edge of technology in Engineering, IT, Transport, Quarry Maintenance/Management, Security and Administration.

Responsibilities
- To co-ordinate and maintain/service all electrical equipment;
- To co-ordinate and maintain/service all Emerald Quarries machinery with the Diesel Fitter, Boiler Makers, Plant Manager and Quarry Manager;
- To co-ordinate and plan program maintenance;
- To co-ordinate and document all maintenance management;
- To co-ordinate, order and document Purchase Orders for Emerald Quarries equipment and parts;
- To co-ordinate and document all maintenance, orders and breakdowns with Printing Area;
- To co-ordinate and document all maintenance, orders and breakdowns with Thom’s Mini-Mix and Bobcat Hire;
- To maintain all computers, LAN, Security Cameras and IT aspects;
- To Train and monitor subordinates;
2.2 MANAGEMENT REVIEW

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
The Quality System shall be reviewed to ensure its continuing suitability and effectiveness. Reviews shall be under the authority of the Quality Representative and shall be carried out at a minimum frequency of 1 per annum. Management reviews shall assess the performance of the Quality System as a whole and shall take into account the results of Internal Quality Audits (refer 16.0). Participation of all levels within the Company shall be sought as part of the review process and it shall be stressed that it is the responsibility of all personnel to provide critical review of the Quality System and Quality Documentation where applicable.

It shall be the responsibility of the General Manager to invite comments from staff and to co-ordinate the review process.

3.0 SYSTEM ELEMENT DESCRIPTIONS

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
3.1 **QUALITY SYSTEM**

This Quality Manual documents the Quality System for Emerald Quarries Crushed Stone Operations and has been prepared in accordance with the requirements of AS3902 (1987), "Quality Systems for Production and Installation". This Quality Manual documents all the required quality system procedures and instructions required by the standard and have been prepared as a stand alone document for the mobile plants. For each contract awarded a separate Quality Plan for that site would be prepared by the Company Quality Representative.

The effective implementation of this Quality System is ensured by the Management Review Process and the Internal Quality Audits detailed in section 2.2 and 4.8 respectively.

---

3.2 **CONTRACT REVIEW**

It shall be the General Manager's responsibility to prepare and review all tender and contract documents for submission. The minimum requirements for review are as follows:

*Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog*
i) Ensure that the tender/contract requirements are clearly defined and documented.

ii) Check that the plant has capacity necessary to meet the tender/contract requirements and ascertain costs and logistics of any additional plant required.

iii) Review of contract documents to detect and resolve any changes from tender documents.

Specific items requiring checking prior to submitting a tender are as follows:

- Check the time required in the tender;
- Check the source, for example, what material is required, soil aggregate, grading, etc;
- Estimate if plant is capable of meeting the production time. If not, arrange to purchase new equipment if job is capable of covering costs;
- Check distance from plant to stockpile areas;
- Check what trucks are available and cartage rates;
- Make provisions to accommodate men if necessary and costs involved;
- Check availability and price of fuel and all new equipment;
- Check with bank to ensure credit availability.

To ensure that the order will be produced on time, all situations such as wet weather, breakdowns, absenteeism, delays for test results are taken into consideration as well as the capacity of the plant's output and the plant’s efficiency.

All relevant information and documentation connected with tenders shall be collated for each tender and filed.

### 3.3 DOCUMENT CONTROL

The quality system controlled documents which relate to meeting the requirements of AS3902 (1987) are:

i) Quality Manual;

ii) Quality Plans;

iii) Contract Documents.

The Quality Manual documents the overall quality system for each of the Emerald Quarries Fixed and Mobile Plants and includes the documentation for the Quality System procedures and instructions by AS3902 (1987).

### 3.3.1 Controlled Documents

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
The overall responsibility for planning and control of the document control shall be assigned to the Quality Assurance Engineer. Changes or amendments to controlled documents shall be approved and authorized by the General Manager on the Revision Status Form (see Form 3) at the beginning of each document. The Revision Status Form shall identify the new issue number, date of issue and briefly describe the changes to the document.

Controlled documents shall be identified by an issue reference (i.e. a, b, etc - see Form 2) and shall be uniquely marked for each location. A complete record of controlled documents shall be maintained by the Projects Manager and filed under Document Control (See Form 2A). This record shall list the locations and the personnel issued with the documents as well as document revision records.

Upon receipt of updated copies of controlled documents, obsolete copies shall be destroyed by the personnel designed above, with exception of the General Manager, who shall clearly mark his copy "SUPERSEDED" and have it filed for future reference. Refer section 3.3 for full Controlled Document Maintenance Procedures.

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**FORM 2**

**QUALITY MANUAL REVISION STATUS**

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Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
## Form 2A

**EMERALD QUARRIES DOCUMENT CONTROL**

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The Quality Manual shall remain the property of Emerald Quarries and no copies (controlled or uncontrolled) are to be made or circulated outside the above circulation list and/or location, without the express permission of the General Manager. Clients or third party access to the documents will by perusal at the offices of the Company. Copies of the documents may only be removed from the offices with the permission of the General Manager.

Distribution of Controlled Documents shall be accompanied by a "Document Transmittal" (see Form 4). Documents with regard to quality control and test results from a registered testing laboratory shall be kept on file at the Emerald Quarries head office.
### QUALITY MANUAL REVISION STATUS

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3.4 MEASURING AND TESTING EQUIPMENT

3.4.1 Purpose and Scope

Emerald Quarries shall establish and maintain a system to ensure that all measuring and test equipment used is calibrated in accordance with an established written Calibrated Register.

3.4.2 Responsibility

The Quality Assurance Engineer shall be responsible for the establishment of the Calibration Register.

3.4.3 Outline of Activities

A calibration register (see Form 5) shall be established and include the following:

i) Equipment location;
ii) Serial number and type;
iii) Frequency of checks;
iv) Check method;
v) Record of check date and body responsible.

3.4.4 Calibration Register

The Calibration Register shall be reviewed at least on a monthly basis. Equipment to be used shall be checked to ensure that its capabilities are compatible with the intended application. New equipment shall be calibrated prior to use on a project.

As a minimum, all calibrated equipment used on a project shall be calibrated prior to commencement of works and then at the frequency detailed in the calibration register. Records verifying the calibration shall be maintained in the record.
### CALIBRATION REGISTER

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### 3.5 PURCHASING / PROCUREMENT
It shall be the responsibility of the General Manager to ensure that all suppliers of products and sources for use with the fixed/mobile plants and other plants are assessed and approved in accordance with the system below.

3.5.1 Responsibilities

Purchase Orders shall be under the control of the Quality Assurance Engineer. It shall be his responsibility to assess the ability of the subcontractors to meet relevant supply requirements including quality requirements.

All prospective suppliers shall be assessed by the Quality Assurance Engineer. Assessment shall be detailed on Form 6A Supplier Assessment Form. A current summary of approved suppliers shall be maintained by the Quality Assurance Engineer on Form 6, Summary of Approved Suppliers.

3.5.2 Purchasing Data

A purchasing assessment form has been prepared (see Form 6a and Form 7) which identifies the following:

i) The product to be purchased;
ii) Specification to be met;
iii) Quality system to be applied to the product.

3.5.3 Verification of Purchased Products

Prior to subcontractors being accepted as Approved Suppliers, Emerald Quarries shall be afforded the right, if necessary, to verify at the source that the purchased product conforms to the specified requirements. Suppliers shall be notified that such inspections shall not be used as evidence of effective control of quality by the supplier.

On receipt of products, an inspections of the products shall be carried out and the Purchase Order completed indicating acceptance or otherwise of the products. Acceptance of the products shall be noted on the Purchase Order and filed for reference.

In the event that materials are not accepted, the Quality Assurance Engineer shall undertake action to determine the cause of non-conformance and corrective action necessary by liaison with the supplier. Details of the nonconformance shall be documented and filed.

3.5.4 Purchaser Supplied Product

In the event of the client wishing to supply product for incorporation into the crushed stone process, the General

Form 6

QUALITY SYSTEM ASSESSMENT REPORT REGISTER

'CONTRACT:............................................
CONTRACT NO:...........................................
<table>
<thead>
<tr>
<th>REF. NO.</th>
<th>NAME OF COMPANY</th>
<th>TYPE OF WORK</th>
<th>DATE ASSESSED</th>
<th>MARK / TICK BOX</th>
<th>QUALITY SYSTEM ASSESSED</th>
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Form 6A

QUALITY SYSTEM ASSESSMENT REPORT  EMERALD QUARRIES

'CONTRACT:______________________________  PHONE: _____________________

FAX: CONTRACT

NO:______________________________  A.C.N.:__________________

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog

18
COMPANY BEING ASSESSED FOR:

WORK PACKAGE: ..............................................................

SUPPLY OF ITEM / MATERIAL:

COMPANY NAME ____________________________

ADDRESS:

CONTACT PERSON: ......................... TELEPHONE: ...................... FAX: ..............................

ASSESSMENT RESULTS:

REMARKS:  ......................................................................................................................

HAVE THE COMPANY'S PREMISES/ OTHER PROJECTS BEEN INSPECTED? DETAIL FINDINGS: (ATTACH EXTRA SHEETS IF REQUIRED)

INSPECTED BY: ______________________________________ DATE OF INSPECTION: ________________

Use of the above company is recommended/not recommended with regard to quality system requirements

Position: ......................................................................................................................

Form 7

<table>
<thead>
<tr>
<th>QUALITY SYSTEM ASSESSMENT REPORT</th>
<th>EMERALD QUARRIES</th>
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</thead>
<tbody>
<tr>
<td>CONTRACT: CONTRACT NO:</td>
<td>SAPPHIRE ......................... PHONE:</td>
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<td>FAX: ............................... A.C.N.:</td>
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<td>COMPANY NAME</td>
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<tr>
<td>ADDRESS: CONTACT PERSON: ...................... TELEPHONE: .............. FAX: ......................</td>
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<tr>
<th>AREAS OF SPECIALIZATION AND TYPE OF WORK PERFORMED</th>
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<tr>
<th>INSPECTIONS</th>
<th>MARK / TICK</th>
<th>REMARKS</th>
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</thead>
<tbody>
<tr>
<td>1. Does the company operate a formal quality system</td>
<td>YES/NO</td>
<td></td>
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<tr>
<td>2. Is the quality system based on a recognised standard</td>
<td></td>
<td>State which standard</td>
</tr>
<tr>
<td>3. Has the company's quality system been accredited by a recognised third party</td>
<td></td>
<td>Attach copy of Certificate of Accreditation</td>
</tr>
<tr>
<td>4. Does the company have a management representative</td>
<td></td>
<td>State name (attach resume)</td>
</tr>
<tr>
<td>5. Does the company have an approved Quality Manual</td>
<td></td>
<td>Attach copy</td>
</tr>
<tr>
<td>6. Does the company maintain records of its inspection, test and other QA/QC activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Does the company undertake internal quality audits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Does the company agree to allow access for the purposes of initial assessment and then audit and surveillance during the course of the work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. If the company does not have a formal quality system, explain on attached sheet how quality is controlled</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COMPLETED BY: Position: ...................... Signature: ...................... Date: ......................

Manager/Quality Assurance Engineer shall establish and maintain procedures for the verification, storage and maintenance of such product, following a specific request from a client.
3.6 PROCESS CONTROL

3.6.1 Sourcing Material

Sourcing of materials shall be carried out by the General Manager, the Quarry Manager, the Quality Assurance Engineer or any competent person in the company. Material that has not been previously used or tested shall be sent to a NATA Registered Laboratory and tested to the requirements of the specification of the project being tendered on, including abrasions. The abrasions test is not required if the operation is screening only.
abrasions test is only for cost estimates and is not to be confused with the minimum abrasion loss requires in some pavement specifications.

3.6.2 Procurement

Test holes shall be drilled and any change in material shall be recorded. The materials shall then be mixed together. Grading and shrinkage tests are carried out by the soil testers. Results of these tests are recorded and forwarded to the General Manager to determine how much further testing is required.

All subcontractors shall use an approved quality assurance system.

3.6.3 Permits

The areas used for extraction of material must comply with the requirement of the Local, State and Federal Governments. Each source may have varying requirements as regards to extractive permits and will be handled accordingly by the General Manager/Quality Assurance Engineer. No material shall be removed without any authority to do so. All conditions of the permit must be adhered to and all Emerald Quarries operators and subcontractors shall be made aware of these requirements. This shall be the responsibility of the Quality Assurance Engineer/Foreman.

3.6.4 Product Identification

All stockpiles will be clearly sign posted with an appropriate sign and this will be displayed on the site plan located in the site office.

Each lot from each plant shall have a unique identification number.

3.6.5 Successful Tenders

If Emerald Quarries are successful on a tender or the General Manager has confidence of a contract being warded, preparations are made from the earliest possible time. In particular, security of source material, availability of plant and manpower. On signing of a contract, plant and equipment are mobilized and established.

3.6.6 Establishment

Establishment of machinery plant and equipment and camp facilities will vary from project to project. It is not possible to document the method of establishment other than to say that the safest and most efficient method will be employed in accordance with the requirements of the "Workplace Health & Safety Regulation Act" And Transport Department Requirements. Establishment shall be managed by the General Manager or Foreman and it shall be their responsibility to ensure all permits and conditions is adhered to.
3.6.7 Trial of Plant

The Screening Plant/Crusher is to be made stable and placed on firm ground. Screen deck spring bearing and supports are to be checked. All conveyors are to be adjusted and aligned. Oil pressure and oils are to be checked. All ramps constructed to feed bins are to be done so with quality material and are to have no less than 1:4 batters. The sides and top of the ramp shall be twice the width of the machine operating adjacent to the plant and be kept level at all times.

Once the plant has been fully established a fully qualified electrician shall check all electrical components of the plant. All safety switches, flywheel guards and handrails etc, will be put in place. A final check over all components of the plant is carried out prior to starting up the plant. At this stage, inspections may be carried out by relevant Government Departments.

3.6.8 Quality of Product

When the plant has been established it will then be necessary to trial the product. This should be done in one hundred metre lots. A soil tester is to be on site with grading equipment. This work can be carried out by the Quarry Manager, General Manager or a competent person on the job. A record of what mixture is used is to be kept for each lot until a good grading is met. Following this, a larger stockpile is to be made and tested in accordance with the quality plan developed for the permanent plant.

Records are to be kept on a daily basis by the Project Manager.

3.6.9 Production

For Example, our "Carinya Pit which is located 30 km from Duaringa, required overburden to be cleared. The material is then pushed up by a dozer.

The gravel is loaded by an end loader into the screening plant bin. A dozer can push 2000m$^3$ per day.

As required, fines are hauled in by truck (approximately 800m$^3$ per truck per day). These fines are stockpiled adjacent to the plant.

The screen is preset depending on material being made. If fines are to be added, a second plant shall feed the fines before the main screen to ensure the best possible mix.

3.6.10 General Running of a Mobile Plant
The General Manager, Quality Assurance Engineer, Project Manager, and the Quarry Manager are the only persons to issue or receive site instructions. If personnel are not available for work and a safety or non-compliance may occur, then that part of the operation is to close down and personnel on hand are to transfer to maintenance or other duties.

If it is found that the correct manner of maintenance is not being carried out, then the General Manager will take the necessary steps as he should see fit to rectify the situation.

If the weigh bridge is not operational at any time, then the services of a repair man are to be called on immediately. The weigh bridge shall be recalibrated in this event.

When the source of gravel is contaminated by clay or sticks, then the Quarry Manager/Quality Assurance Engineer may direct the work to a more suitable source.

The haul road is to be maintained to an acceptable standard at all times. All grids are to be kept clean and gates shut when not in use.

### 3.6.11 Testing Procedure

All tests are recorded on standard reporting wheel supplied by the NATA Registered Laboratory detailing the location and type of material, full test report and signed by the authorized soil tester. A copy of the report will be forwarded to the client and a copy kept on file for further reference.

Samples are taken from the stockpiles by digging approximately 10 loader buckets of the product and mixing them together. The sample is then sent to the Quality Assurance Engineer who consults with the General Manager whether to accept or reject the stockpile. The Quality Assurance Engineer shall be responsible for the submission of test reports to the clients' representative for approval.

### 3.6.12 Method of Measurement

The Stockpiles on site will be measured by the Quarry Manager, who will calculate the height by the length by the width. This will only be an approximate measurement. The final being that of the weigh bridge and will be recorded on a printed ticket, a delivery docket and the daily record book. The daily record book will record the date, stockpile number on site, grading corresponding to that stockpile, moisture content, type of material and final destination.

Compliance Inspections - the Quality Assurance Engineer will direct the soil tester to carry out testing in accordance with the contract documents. The Quality Assurance Engineer will advise the General Manager of test results and the General Manager shall be responsible for the necessary work to be carried out.

Each stockpile shall be uniquely identified with a sign board showing lot number and commencement/completion dates. The location of same will be clearly marked on a site plan displayed in the office.
Daily lot number notification - a written daily report will be delivered by a representative of Emerald Quarries to the client's representative. This will contain all test results, material type and tonnage supplied the preceding day.

Truck loading - all trucks are to carry legal weights, those found to exceed will return for reduction.

### 3.6.13 Plant and Equipment

Emerald Quarries Machinery available at present and production rates are as follows:

1. X Mack R600 body and dog tipper
2. X Mack Road Trains
3. X Nissan UD Road Trains
4. X Nissan UD body and dog
5. X Semi water tanker
6. X Terex Haul Trucks
7. X Finlay 50/30 hydra screen & Finlay 524 stacker belt
8. X 16’ x 4’ 3 deck screens
9. X Cat Gen set 220 KVA power plants (primary and secondary)
10. X Cummins Gen set 180 KVA power plant (spare)
11. X Full workshop
12. X Low loader
13. X Volvo 5m³ loaders
14. X Hyundai Excavators
15. X Hyundai Loaders
16. X Bobcat with Attachments
17. X Road Master Screens
18. X Sand Blasting / Painting Unit
19. X Concrete Batch Plant
20. X Hino Mini-mix Trucks
21. X Nissan UD Tip Truck
22. X Crushing Plant
23. X Forklifts (Electric and Diesel)

### 4.0 INSPECTION AND TEST PLANS

#### 4.1 INSPECTION AND TEST PLANS

##### 4.1.1 Purpose and Scope

Emerald Quarries shall plan and implement inspection (including survey) and test activities for the constituent elements of the project. The plans shall include activities associated with incoming inspections (on material and products supplied by subcontractors), in process inspections (on use of materials and products following incoming inspections but prior to final inspection) and final inspection for acceptance.

##### 4.1.2 Responsibilities

The Quality Assurance Engineer shall be responsible for the preparation of the Inspection and Test Plans prior to submission to the Project Manager for review. The Project Manager shall be responsible for their submission to the Superintendent for approval.
The control of quality during construction shall be maintained by the Quality Assurance Engineer and Foreman.

4.1.3 Outline of Activities

The Quality Assurance Engineer shall plan and document inspection, test and verification activities for the resultant component, materials, or workmanship specified in the specifications.

Appropriate inspection and test points shall be determined and inserted into the sequence of operation.

For each inspection and test point the "inspection and Test Plan" Form (see Form 8a) shall detail the following:

- Characteristic to be inspected tested or verified;
- Identification of the inspection or test method/procedures;
- Conformance criteria;
- Frequency of the inspection/test;
- Record to be produced;
- Emerald Quarries staff members are responsible for the action.

"Quality Verification Checklists" (see Form 8) shall be maintained by the Quality Assurance Engineer for each inspection and test plan as a summary of successful completion of the test plan activities and associated record verification for specific sections (or lots) of the work.

For each identified construction process, the above documents shall be developed and included within this section of the Quality Plan.
## EMERALD QUARRIES

### QUALITY VERIFICATION CHECKLIST

<table>
<thead>
<tr>
<th>ITEM</th>
<th>CHECKED YES/NO</th>
<th>NCR NO.</th>
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Compiled by: ........................................
QAM: ........................................
Date commenced: ...................................
Date completed: ...................................
Superintendent/Client: ................................

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
<table>
<thead>
<tr>
<th>NO.</th>
<th>Item</th>
<th>Inspection Test Point</th>
<th>Method</th>
<th>Conformance</th>
<th>Frequency</th>
<th>Hold Point</th>
</tr>
</thead>
</table>

Checklist Q.A.:

A.C.N.: 

Fax: 

Phone: Sapphire 

Emerald Quarries

-form BA
4.2 INCOMING INSPECTION

4.2.1 Purpose and Scope

Emerald Quarries shall implement a system to ensure that components and materials where required by the inspection and test plan delivered to site conform "to contract requirements.

4.2.2 Responsibilities

The duality Assurance Engineer shall be responsible for checking goods delivered to the workplace.

4.2.3 Outline of Activities

For deliveries direct to the site/store/compound, the Quality Assurance Engineer shall ensure that all components and materials have been inspected and tested where necessary prior to delivery in accordance with inspection and test plan requirements. For this purpose, the Quality Assurance Engineer shall complete the Incoming Inspection Checklist (see Form 9).

For deliveries to the workplace, the Foreman shall ensure that delivery docket descriptions correctly represent the components or materials being delivered and that the quantity is correct.
**EMERALD QUARRIES**

**INCOMING INSPECTION CHECKLIST**

<table>
<thead>
<tr>
<th>SUPPLIER:</th>
<th>LOTNO:</th>
<th>LOCATION:</th>
<th>SERIALNO:</th>
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<tr>
<th>DATE</th>
<th>ITEM</th>
<th>CHECKED YES/NO</th>
<th>NCR NO.</th>
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QAM: ............................................

DATE COMMENCED: .................. DATE COMPLETED: ..................

QUALITY ASSURANCE ENGINEER: ............................................
4.3 IN PROCESS INSPECTION

4.3.1 Purpose and Scope

Emerald Quarries shall implement a system to ensure that components and materials are progressively inspected and tested during construction.

4.3.2 Responsibilities

The Quarry Manager, Project Manager and Quality Assurance Engineer shall carry out inspection and arrange tests as appropriate.

4.3.3 Outline of Activities

Where nominated, in the test and inspection plans, the Quarry Manager, Project Manager and Quality Assurance Engineer shall carry out inspections and arrange for testing by the NATA Testing Laboratory at the nominated frequency.

If materials tested do not comply with the requirements of the Specification, then the materials will be removed from the plant area. A Non-conformance Report shall be raised (see Non-conformance section).

The Signature or initial of the client or his representative on the "Hold Point" form shall represent the hold point release.

The witness point notification is submitted for advice and action by the client or his representative. Work shall proceed unless Emerald Quarries are advised otherwise.

Where necessary, Non-conformance reports shall be issued by the Quality Assurance Engineer.

All stockpiles shall be clearly identified and sign posted. The location shall also be marked on a site plan and located in the site office.

Test reports shall be recorded in the Daily Record Book with the lot number.

Reports shall be forwarded to the client and to Emerald Quarries' head office and filed on site.

Materials stored on site shall be done so on prepared stockpile pads. These pads shall be marked on the site plan displayed in the site office.

Water tanks will be used for dust control on the site.

All screening shall be stored in an area outside

4.3.4 Extraction and Process of Materials
The area is first cleared by a dozer then pushed up. The material is then stored adjacent to the screening plant. If sand or fines are needed, these are also stored adjacent to the plant.

Following screening, the material is stockpiled by loaders for quality testing. When passed, reports are submitted to client for approval and the material is then ready for delivery by trucks.

All materials loaded on to trucks shall be monitored by the operators to avoid any contamination to the material.

Any screens found to be worn are to be replaced immediately. If a crusher is worn and cannot be adjusted to compensate, a mantle or concave is to be fitted. This work shall be carried out by those involved in crushing under the supervision of the Quarry Manager or Project Manager. If oversize rock is found, then the plant must cease operation and the Quarry Manager or Project Manager will check the screen rubbers and screen speed. If the sand and/or fines feed bin is found to be out of calibration, then this is to be recalibrated and the grading checked before the material is stockpiled.

The previous day's testing by the Laboratory is to be assessed by the Quarry Manager, Project Manager, Quality Assurance Engineer and General Manager, and distributed. The General Manager, Quarry Manager or Project Manager is to file all test reports on a daily basis so the lot number and date are easily obtainable. The previous day's output is to be recorded by the office staff in the Daily Progress Record Book and entered onto the graph to establish the progress.

Samples taken for testing are to be nominated by the Quality Assurance Engineer. The stockpile number, type of material and source are to be clearly marked on sample bags. The information is to be recorded on the test work sheet.

Fine sand will be carted into the stockpile. Grading and shrinkage tests shall be carried out by soil testers. Testing shall be required every 1500t of the design mix.

In order to control segregation in the product, the following procedure shall be adhered to:

- all product belts must be kept close to the ground;
- The end loader removes manufactured material from one location only to prevent aggregate from running to the bottom of the pile.

4.4 FINAL INSPECTION

4.4.1 Purpose and Scope

Emerald Quarries shall implement a system to ensure that works are identified, inspected and/or tested upon completion and all nonconformances have been satisfactorily dispositional.
4.4.2 Responsibilities

The Quality Assurance Engineer shall be responsible to check that all necessary inspections and tests have been carried out and to ensure conformance of the work with specified requirements.

4.4.3 Outline of Activities

Upon completion of a subcontract, a separable part of the work, or the entire works, the Quality Assurance Engineer shall collate and review all associated conformance records and enter on the Final Inspection Form (See Form 10). These include all records produced by inspection and test activities including incoming and in process inspections and tests and any non-conformance reports which may have been generated.
**Form 10**

**FINAL INSPECTION**

<table>
<thead>
<tr>
<th>REPORT TYPE</th>
<th>REPORT NO.</th>
<th>RESULT PASS/FAIL</th>
<th>REMARKS</th>
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**FURTHER COMMENTS:**

**SIGNATURE OF Q.A.E:**..........................**DATE:**..............
4.5 WEEKLY CHECKS

Previous weeks’ gradings / atterbergs are averaged to determine if the procedure is satisfactory. If unsatisfactory, then a blending and remixing procedure is undertaken.

If production date is not meeting weekly requirements, then the Quarry Manager or Project Manager must check the following:

- Loader operation;
- Crusher for wear;
- Moisture content;

Rectify as soon as possible to meet requirements.

Check grading of fine sand if product shows signs of failure or sand does not meet specification, an alternative source must be found.

Fine sand shrinkage.

Any material delivered to the client's stockpile. If client's audit shows defective material, a retest is ordered by the NATA Testing Laboratory.

Maintenance on all plant to be checked and reported to the General Manager.

4.6 NON-CONFORMANCE

4.6.1 Purpose and Scope
Emerald Quarries shall implement a system to identify and provide a disposition for all nonconformance’s associated with the works. The system shall also include provision to implement action to prevent the possibility of non-conformance recurring.

4.6.2 Responsibilities

All Emerald Quarries personnel on site shall be responsible for the identification of nonconformance.

The Quality Assurance Engineer shall be responsible for the identification of nonconformance by the issue of a Non-conformance Report.

The General Manager shall approve the disposition of non-conformance reports.

The Quality Assurance Engineer shall be responsible for re-inspection and checking to ensure sign-off of the non-conformance and any action to prevent recurrence.

4.6.3 Outline of Activities

Non-conformance shall be identified by the Quarry Manager, Project Manager and Quality Assurance Engineer during inspection, testing and verification activities.

Minor non-conformance (i.e. minor defects - defects which materially reduce the usability of an item but which can be reworked/repaired as part of day to day operations) shall be addressed at the workplace by use by use of a Quality Assurance Day Note (see Form 11). The Quality Assurance Day-Note detailing the defect shall be issued by the Quality Assurance Engineer to the Quarry Manager or Project Manager with an agreed period for rectification.

Upon receipt of the minor defect, the Quality Assurance Engineer shall sign-off the Quality Assurance Day Note and file it in the record system. If action has not been initiated or is not satisfactory, the Quality Assurance Engineer may escalate the Quality Assurance Day Note and issue a non-conformance report (see non-conformance section).

Major nonconformance’s (i.e. major defects - defects likely to result in failure or materially reduce the usability of an item from its intended purpose) identified during inspection, testing and verification activities shall be notified to the General Manager by issue of a Non-conformance Report.
<table>
<thead>
<tr>
<th>QUALITY ASSURANCE DAY NOTE:</th>
<th>EMERALD QUARRIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACT:</td>
<td>SAPPHIRE</td>
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<td>CONTRACT/JOB NO:</td>
<td>PHONE:</td>
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<td>SUBJECT:</td>
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<td>LOCATION:</td>
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SIGNATURE:.....................DATE:........................

RECTIFICATION COMPLETE:................DATE:.....................
All Non-conformance Reports shall detail a disposition proposed by the Quality Assurance Engineer as follows, either:

a) Scrap;
b) Repair;
c) Rework;
d) Use as is.

All non-conformance reports shall then be submitted to the General Manager for his approval of the details and proposed action. Once approved, the General Manager shall submit the non-conformance to the client within 24 hours for his concurrence.

The non-conformance shall detail:

a) A unique identification number;
b) Reference to drawings/specifications;
c) Location within the works;
d) Description of the non-conformance;
e) Quality Assurance Engineer’s signature and date;
f) Client’s signature and date of approval of rectification method;
g) Client's signature and date of satisfactory completion.

The Quality Assurance Engineer shall maintain a non-conformance report register to monitor the re-inspection and sign-off the proposed action (see Form 11 A). The register shall be received on a monthly basis and a report provided to the Project Manager.
EMERALD QUARRIES

NON CONFORMANCE REPORT

CONTRACT:.............................

REPORT NO.:..................

DATE:.....................

DESCRIPTION:..........................................................................

LOCATION:..........................................................................

REPORT BY:..........................  EMERALD QUARRIES

DETAILS ON CORRECTIVE ACTION:..................................................

SIGNED:..............................  EMERALD QUARRIES

CLIENT:
RECEIVED:  DATE:
CORRECTIVE ACTION METHOD APPROVED:  DATE:
SATISFACTORY COMPLETED:  DATE:
Form 11B

EMERALD QUARRIES

CORRECTIVE ACTION REPORT

CONTRACT:

REPORT NO:....
DATE:....

IN REFERENCE TO NON CONFORMANCE REPORT NO:....
DATE:....

DETAILS OF ACTION AND METHOD UNDERTAKEN:

LOCATION:

REPORT BY: ........................................... EMERALD QUARRIES

SIGNATURE OF Q.A.E.............................. DATE:..............................

APPROVAL BY GENERAL MANAGER:.............................. DATE:..............................

CORRECTIVE ACTION COMPLETED DATE:..............................

SIGNATURE OF Q.A.E..............................
4.7 CORRECTIVE ACTION

4.7.1 Purpose and Scope

Emerald Quarries shall promptly implement corrective action to address conditions identified as adverse to quality ensuring that the actions are effective and that their effectiveness continues.

4.7.2 Responsibilities

The General Manager (with consultation from all reasonable parties) shall be responsible for approval of the proposed corrective action.

4.7.3 Outline of Activities

Where conditions adverse to quality are identified, the Quality Assurance Engineer shall complete the proposed Corrective Action Report (see Form 11B).

The General Manager shall approve the proposed corrective action.

The duality Assurance Engineer shall monitor the implementation and effectiveness of the corrective action.

4.7.4 In General

On discovering a non-conformance, the Quarry Manager or Project Manager immediately checks the crusher/Screening Plant settings, feed stock and screen for wear. Once the problem has been located, the Quarry Manager or Project Manager immediately corrects it. The plant is then run for 15 minutes and gradings are checked.

4.8 QUALITY AUDITS
4.8.1 Purpose and Scope

Emerald Quarries shall carry out internal audits to verify compliance with contractual requirements and to evaluate the quality system's effectiveness.

4.8.2 Responsibilities

The Quality Assurance Engineer shall be responsible for all product and process/technical procedure audits.

4.8.3 Outline of Activities

The Quality Assurance Engineer may employ the services of an external specialist consultant to carry out a product audit.

The audit shall be presented to the client by the General Manager.

4.9 STATISTICAL TECHNIQUES

4.9.1 Purpose and Scope
Emerald Quarries shall identify and implement statistical techniques used as a basis of control of quality and the acceptance or rejection of lots as per contract-requirements.

4.9.2 Responsibilities

The Quality Assurance Engineer shall be responsible for the identification of the requirement for statistical techniques and their use.

4.9.3 Outline of Activities

Statistical techniques shall be carried out in accordance with the requirements of contract documents and the relevant Australian Standard when specified.

Where the use of a particular technique has not been specified but is considered by Emerald Quarries as either:

- A basis of control of quality or;
- A basis of acceptance or rejection of lots.
EMERALD QUARRIES APPROVAL TO CART

JOB No. _______________________________________________

GRAVEL TYPE _______________________________________________

LOT No. _______________________________________________

STOCKPILE No. _______________________________________________

REQUEST THE APPROVAL TO CART THE ABOVE _______________ __/__/___

SIGNED

TEST RESULTS ARE ATTACHED YES______ NO______

(TICK ONE ONLY)

MAIN ROADS USE ONLY

YOUR REQUEST HAS BEEN: APPROVED_____________

NOT APPROVED_____________

______________________________ __/__/___

SIGNED DATE

REMARKS:_________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Decretive Pebble, Concrete, Fill, Road Base, Sand Products, Bobcat, Loaders, Excavators, Roadtrains, Body and Dog
4.10 TRAINING

4.10.1 Purpose and Scope

Emerald Quarries shall establish and maintain procedures for identifying the training needs to maintain Emerald Quarries Quality Standards.

4.10.2 Responsibilities

The General Manager (together with consultation from the Quality Assurance Engineer, Quarry Manager or Project Manager) shall be responsible for the implementation of training.

4.10.3 Outline of Activities

Training shall be provided for all personnel activities affecting quality during manufacturing. All training shall be carried out under instruction of the General Manager and Foreman.

All employees shall participate in a Workplace, Health & Safety Induction Course by way of video and lecture, on commencement of employment.