

ANGUS COUNCIL

ROADS COMMITTEE

6 MARCH 1997

QUALITY ASSURANCE
REGISTRATION TO BS EN ISO 9001 1994

REPORT BY THE DIRECTOR OF ROADS

ABSTRACT

As part of an ongoing process of quality improvement within the Roads Department this Report seeks approval to appoint BSI Quality Assurance to assess the Department's activities with the objective of obtaining 3rd party quality assurance accreditation.

1 RECOMMENDATIONS

It is recommended that the Committee:

- (i) note the importance placed on quality in accordance with the Council's key themes;
- (ii) approve the quotation received from BSI Quality Assurance for the application and assessment of Roads Department activities with an initial proposed scope of registration covering the feasibility, design, construction and supervision of transportation projects;
- (iii) note that it is proposed to extend the scope of registration in an incremental manner with the areas of customer care and winter maintenance being proposed as the next core activities to be assessed.

2 INTRODUCTION

As a vital element in preparing the Department for white collar CCT it is considered essential that quality assurance registration to BS EN ISO 9001 is achieved at the earliest possible opportunity.

Achievement of the standard will ensure that operations are carried out within an environment engendering the highest possible commitment to quality.

3 DETAILS

- (I) The Department proposes to seek quality assurance registration, in the first instance, for the feasibility, design construction and supervision of transportation projects.
- (ii) Thereafter it is proposed to further extend the scope of registration into other areas of the Department's business including:
 - Customer Care
 - Winter Emergency
 - Road Safety
 - Street Lighting
 - Routine/Cyclic Maintenance
- (iii) BSI Quality Assurance are recognised internationally as the market leaders in the field of quality assurance assessment and accreditation.

In this respect, and in accordance with the financial regulations, it is deemed appropriate to seek authorisation to proceed with Quality Assurance assessment and registration with BSI Quality Assurance in line with the details given in the financial section of the Report.

4 FINANCIAL DETAILS

The cost implications of seeking Quality Assurance accreditation with BSI Quality Assurance are as follows:-

Initial Assessment

Application fee	£150 + VAT
Assessment fee	<u>£1590 + VAT</u>
Total	<u>£1740 + VAT</u>

It is also likely that a pre-assessment/gap analysis may be required which will cost between £300 and £500.

Continuous Assessment

Quality management and improvement is a continuing process. Year-on-year costs for assessment visits by BSI Quality Assurance would cost approximately:

Management fee (per annum)	£250 + VAT
Continuing assessment visits (per annum)	<u>£730 + VAT</u>
Total	<u>£980 + VAT</u>

This fee might increase when additional areas of registration are successfully achieved.

These costs can/will be contained within the Roads Department's Administration Budget for the current year (for initial assessment) and future years (for year-on-year costs).

5 CONSULTATION

The Chief Executive, the Director of Law and Administration and the Director of Finance have been consulted in the preparation of this Report.

Dr Bob McLellan
DIRECTOR OF ROADS

NOTE

No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above Report.

BMcL/JSG
26 February 1997
REPORTS/quality.a