TRANSPOWER

QUALITY ALERT!

Maximo ref n/a
20 August 2025

Baseplate QA Process

ISSUE IDENTIFIED:

- The new quality assurance form for use on base plates works (implemented by Transpower (TP) following the tower fall) is not being utilised by service providers (SP).
- The completion of these forms is considered **mandatory**, and they were supplied to each SP nationally, as part of the restart of base plate works.
- In addition, there is inconsistency nationally to where the completed documents are stored for review by Transpower, prior to payment.

The purpose of this alert is to ensure SP are consistently using and storing Transpower's QA forms.

CONTRIBUTING FACTORS:

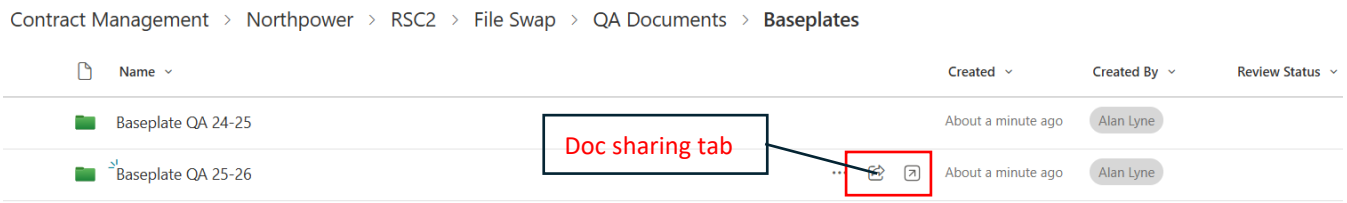
It has been identified that SPs are:

- still using their own QA documentation
- not using any QA documentation on site or
- the QA is incomplete when submitting the form.

Transpower has not stated a nationally consistent location for storage of completed forms

ACTIONS TO PREVENT REOCCURENCE:

- TP to update TP.SS 02.11 to reference the QA form (adding the controlled document number)
- TP to convert the approved QA form into a controlled document
- TP SDMs to create folders in the SP portal (see image below) for each RSC and add the QA form (attached to email/stored with Quality Alert) into that QA folder.
- SPs to ensure all work parties undertaking baseplate works are using the TP approved QA form.
- SPs to ensure that all QA documents are loaded into SP portal (and shared with TP SDM for review), photos in Recollect prior to receipting.
- TP SPM to ensure that the documents uploaded are complete prior to the purchase order being receipted in Maximo.
- Once the QA form is a controlled document TP SDM to update Service Providers and delete form from SharePoint folder so only latest version of form can be used



LEARNINGS FROM THIS

- Documents considered mandatory should be published as controlled documents
- TP Specifications should be updated to reference newly introduced forms
- A storage location for the documents is consistent across SPs is determined
- SP should ensure that when new documents are released by TP that they circulated appropriately and their use explained to all those impacted

For more information, please contact:

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