

Terms of Reference (TOR) of Quality Monitoring Group

The BPC SRR states that compromising of quality, standards and code of practices shall be treated as violation of a major code of conduct. Since the time of corporatization, BPC has always placed great emphasis on executing works with high quality standards.

With multiple construction projects ongoing and with the vision to ensure quality of highest standards, the Management felt the need to have an independent group specifically assigned with the responsibility to ensure that quality standards are adhered at all times.

The BPC Management therefore during the meeting held on 24 July 2015, decided to form a special taskforce called the Quality Monitoring Group (QMG) under the Managing Director's Office by pooling in senior experienced employees from different departments.

The QMG team will consist of senior employees with years of experience in distribution, transmission and construction business.

The main function of the QMG is to assess the quality aspects of all activities of Bhutan Power Corporation Limited (BPC). The QMG shall also provide periodic feedbacks or recommendations to improve quality of any business/activity of BPC.

Even though certain roles and responsibilities of the QMG may overlap responsibilities of the Internal Audit Team, the overall objective of the two groups are entirely different. While the Internal Audit Team is mainly focused on whether financial rules are followed or not, QMG shall concentrate more on ensuring that projects or works are executed as per the required quality standards.

The Specific Roles and Responsibilities of the QMG are as outlined below:

1. The QMG shall be headed by an official who shall report directly to the Managing Director, BPC. Other members of the QMG shall report to the Head of QMG;
2. QMG members shall become the eyes and ears of the BPC Management and as such they shall maintain integrity of highest standard. QMG members shall ensure to keep their findings confidential and not to share their findings with any other unauthorized persons;
3. QMG shall conduct quality audit of all the ongoing projects executed in BPC on priority basis. QMG shall come out with concrete strategies of their plan of action;

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4. Besides the projects the QMG is also empowered to undertake auditing on quality aspects of activities of all other departments like HRAD, FAS, SFSB, EDCD etc.
5. QMG shall draw up calendar of events of what are the activities the members shall execute during the year. The Head of QMG must get calendar of events approved by the Managing Director;
6. QMG members must present their findings with recommendations to the Management once in every four months. QMG must also release one report in every four months;
7. As an important component of its responsibility QMG shall also frame Standard Field Quality Plan and Checklist for construction of transmission lines, substations, infrastructures and distribution lines;
8. In emergency cases, QMG members are authorized to present pressing issues to Managing Director or Management or concerned head as and when required;
9. QMG shall study strategies or Quality Action Plan of other reputed organizations. To begin with the WAPCOS Quality Action Plan shall be studied in detail and adopted where necessary and appropriate;
10. QMG members are authorized to seek support of other officials at the time of executing their actions;
11. QMG members shall regularly make site visit to conduct quality auditing with prior information to the concerned office or head of department;
12. The QMG will also be involved in authenticating the genuineness of quality complaints against any works/projects of any department;
13. In the near future BPC might also institute a system of allowing QMG to issue certificates that qualifies a work as having the required quality standards;
14. The QMG will also be assigned with ad-hoc works by the Managing Director as and when required.