



QUALITY

ASSURANCE

PLAN

Plant Bowen

Plant Hammond

Plant McDonough

Plant Yates

Plant Wansley

MYERS INDUSTRIAL CONSTRUCTION CO.

February, 2011

Revision Sheet

Release No.	Date	Revision Description



**Quality Assurance Plan Authorization
Memorandum**

I have carefully assessed the Quality Assurance Plan for Plants Bowen and Branch Quality Assurance Program. This document has been completed in accordance with the requirements of Georgia Power.

MANAGEMENT CERTIFICATION - Please check the appropriate statement.

_____ The document is accepted.

_____ The document is accepted pending the changes noted.

_____ The document is not accepted.

We fully accept the changes as needed improvements and authorize initiation of work to proceed. Based on our authority and judgment, the continued operation of this system is authorized.

NAME
Title _____

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Title _____

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QUALITY ASSURANCE PLAN

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1.0 GENERAL INFORMATION

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1.1 Purpose

Our quality assurance plan (QAP) has been designed as a teaching tool for our staff and employees as well as a means to show customers and business partners our commitment to the highest standards of excellence.

1.2 Scope

It is our goal to apply all the standards set forth in this QAP to fulfilling our contract with Georgia Power and, more specifically, Plant Bowen and Plant Branch. We implement this QAP into our office practices and field work performance.

1.3 System Overview

Myers Industrial has been doing rail and trestle maintenance work for GA Power since 2001. Our company is specifically organized to handle routine and emergency repairs inside power plants.

- Dawn Myers (Chief Executive Officer) managed the offices of Radiology Associates from 1979 to 2001 and now is majority owner and general manager of Myers Industrial.
- Ken Kimsey (co-owner and Chief Operations Officer) ran Mid-Way Railroad's maintenance divisions working in the coal burning GA Power plants. Also serves as Project Manager (PM)
- Martin (Marty) Myers (Chief Financial Officer) has been contracting new construction and maintenance since 1975. Also serves as PM

1.5 Acronyms and Abbreviations

Quality Control (QC) Quality Control is defined as the operational techniques and the activities used to keep the quality of inputs or outputs to specifications; to fulfill and verify requirements of quality.

Quality Assurance (QA) Quality Assurance refers to those actions, procedures, and methods employed at the management and senior technical levels to observe and ensure that prudent quality procedures are in place and are being carried out and that the desired result of a quality product is achieved.

Project Manager (PM) The PM is the person responsible for the planning, coordination and controlling of a project from inception to completion, meeting the project's requirements and ensuring that each project is completed on time, within budget, within scope and to required quality standards. The project manager insures that all phase reviews have occurred and have been

completed, that all comments have been satisfactorily addressed and that all forms and checklists have been completed by the appropriate personnel. The PM is ultimately responsible for each project's adherence to the quality control plan.

Southern Company Systems (SCS) Refers to Southern Company track inspectors from Birmingham offices

1.6 Points of Contact

1.6.1 Middle Georgia Facilities

Mr. Marty Myers, Corporate Offices, 1303 Forest Hill Drive, Perry, GA 31069
Office 478-987-4824 Cell 478-397-7344 Fax 478-988-8324 Linc 1 * 85 * 944
Linc cell 770-550-9894

E-mail - martingmyers1009@aol.com

Mr. Tommy Dean, Middle GA Maintenance Shop, 2625 HWY 41 S., Perry, GA 31069
Cell 478-945-1493 Linc 1 * 85 * 424 Linc Cell 770-550-6544

1.6.2 North Georgia Facilities

Mr. Ken Kimsey, North GA Maintenance Shop, 106 Ridgeview Dr., Cedartown, GA 30125
Cell 678-986-0689 Linc 1 * 85 * 943 Linc Cell 478-217-0006

2.0 SCHEDULE OF TASKS AND RESPONSIBILITIES

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- Our contracting team of officers will provide crews consisting of Supervisor(s), Operator(s) and laborers.
- Each crew will have tools and equipment necessary to perform scheduled work.
- Our firm has the ability to provide material when requested by purchaser.
- Our crews will work closely with SCS inspectors and follow all recommendations.
- Our crews will work at the behest of the GA Power Fossil Fuels contact persons and we will perform the duties laid out by the contact diligently to completion.
- Our crews will be sized according to the directions given by the GA Power contact person.
- We also have drivers, welders and certified Thermite welders on staff that are available on request.
- Myers also is a state licensed Right of Way pesticide applicator with all tools and chemical access necessary to control and maintain foliage and foliar pests.
- We will furnish our crews with all Personal Protective Devices (hard hats, safety glasses, ear protection, safety vests or florescent striped uniforms, respirators, etc.).
- Each crew member will be properly drug tested using the testing services of Kroll and / or Alere as required by GA Power.
- All supervisor level employees will have background checks as required by GA Power.

3.0 SYSTEM DOCUMENTATION

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- Work authorized by GA Power will be done using a Plant Work Authorization, Work Order, Purchase Order, or other means conveyed by agent of GA Power.
- Myers Industrial will execute our own work order based on GA Power's directives. These will be given to crews during the daily "tool box" meeting.
- All time sheets and invoices submitted to GA Power shall be referenced with Work Order # or Purchase Order # authorized by GA Power and a job or invoice number generated by Myers Industrial.

3.1 Documents by Phase

3.1.1 Initiate Phase

- Inspection report details defects and recommended work (usually SCS inspectors, Norfolk Southern inspectors or Sperry X-Ray truck generate reports).
- Site inspections by GA Power fossil fuel team or Myers Industrial team.
- Inspection reports or site reports are submitted to Myers office for QAP evaluation and Risk analysis.

3.1.2 Define Phase

- GA Power contacts authorize work to be done and either issues purchase order or directs Myers team as to which existing purchase order work will be assigned to.
- Myers Team examines details of work and proceeds to design phase.

3.1.3 Design Phase

- Details of work authorized by GA Power are reviewed
- Job specific tools are authorized by Myers for use
- Questions related to work are directed to authorizing person or team
- List of materials needed for work are submitted to GA Power
- Completion time schedules will be created if requested
- Training Plan (if different than standard training) is instituted
- Project Plan is updated, if needed, for work outside of existing plan in place

3.1.4 Build / Maintenance Phase

- Delivery of tools and equipment
- Crew and project plan arrive
- Safety meeting and site safety inspection prior to work
- Commence work and coordinate with GA Power and Rail Con (when applicable)
- Myers supervisor insures all work done according to Myers project plan, GA Power Work Authorization specifications, and FRA guidelines

3.1.5 Evaluate Phase

- Myers supervisor inspects all work at end of each day and before releasing track for use
- Upon final completion of work phase, Myers supervisor inspects all work
- Work completion forms are submitted to Myers Office or supervisor requests site visit from Project Manager so that PM can execute work completion form

3.1.6 Final Phase

- Daily time sheets are noted with details of work done and delivered via e-mail to GA Power
- When specific work has been completed or at the end of a monthly billing cycle, an invoice will be generated and delivered via e-mail to GA Power contact
- Project Plans are either updated or marked: Complete

3.2 Discipline for Documentation Standard Practices

All time sheets and invoicing will prescribe to rate sheets agreed on by GA Power and Myers at contract signing.

Crew time, tool and equipment time, and any material authorized by purchaser will be documented in both time sheets and individual sheets on invoice workbook.

4.0 REVIEWS AND AUDITS

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4.1 Review Process

Daily time sheets submitted by Myers crews to the Myers main office are reviewed to make sure they coincide with requested work, crew size, and tool and equipment authorization in project plan

Each time sheet is checked to make sure daily “tool box” meeting was performed

4.2 Formal Reviews and Audits

4.2.1 Lifecycle Reviews

- All Myers crews and use of equipment are reviewed on a daily basis by project manager
- At invoicing, all collected time sheets are reviewed by Myers CFO
- Prior to rail work design / maintenance, Myers COO must review all plans
- All questions are submitted to SCS inspection team for clarification
- Site inspections by Myers project managers are a routine part of our review
- Routine inspections of crew and equipment readiness are conducted by Myers COO and CFO
- Production review by PM to gage compliance to our Maintenance Milestone Schedule

4.2.2 Audits

Myers CEO conducts semi-annual audits of all lifecycle reviews.

4.3 Informal Reviews

Multiple times per week, Myers supervisors consult with GA Power contacts to insure that our work is meeting production goals and performance standards.

4.4 Review Reports

As of this time: no review reports are required by either Myers or GA Power

5.0 TESTING

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- Upon completion of daily work, Myers supervisor tests the functionality of items maintained or repaired that day.
- Routinely, tracks are monitored and close visual inspections are performed as loaded trains cross track – specifically in areas where repairs are made
- If any question or concern exists after our visual inspections, Myers supervisor alerts Myers project manager, GA Power contact in plant, Rail Con contact (where applicable), and SCS inspectors.

6.0 PROBLEM REPORTING AND CORRECTIVE ACTION

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6.1 Problem / Issue Documentation

If any problem exists after work has been performed, or if another problem has been detected while working on a project: Myers supervisor will notify Myers project manager, GA Power Plant contact, Rail Con (where applicable) and SCS inspector (if warranted)

6.2 Report Metrics

Non-Emergency problems detected:

- Once notified by crew supervisor, Myers project manager will notify GA Power plant contact in daily time sheet e-mail or separate e-mail.

Emergency problem detected:

- Supervisor notifies Myers project manager, GA Power contact in plant, Rail Con contact (where applicable), and SCS inspectors.
- Myers project manager follows up with e-mail notification to GA Power plant contact and (if severe enough) SCS inspectors.
- At Plant Bowen, TSI will be notified if emergency exists that is relevant to train travel on Power Company tracks
- At Plant Branch, Norfolk Southern will be notified (preferably by GA Power plant contact) if emergency exists that is relevant to train travel on Power Company tracks

7.0 TOOLS

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- Hand tools valued at less than \$1,000.00 will be included in Crew Truck charge and therefore not listed.
- All other tools are itemized on Myers Industrial's *Tools and Equipment Rate Sheet*
- ALL TOOLS will be maintained properly and kept in safe operating condition
- When equipment is required that needs to be rented, Myers will use credible rental company and make sure that equipment is safe.
- Rail specific equipment that must be kept in plant overnight will require a side track or freeze track to park on. GA Power plant contact or TSI will be notified of these instances.

8.0 PROJECT CONTROLS

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8.1 Product Control

Myers crew will help to maintain material not housed in GA Power warehouse by keeping said material safe in designated lay down yard.

Inventory of materials owned by GA Power will be kept by plant personnel

Myers will notify plant personnel of material usage thru daily time sheets.

Myers will notify plant personnel when inventory gets low

8.2 Supplier Control

When requested by plant personnel, Myers will become the supplier for rail products or other requested material.

We will furnish only quality products from the most local source available and always try to buy American made products at competitive prices.

9.0 TRAINING

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- All Myers personnel (form laborer to CEO) has read and signed a copy of the GA Power Project Security Rules.
- All Myers personnel complete our Contractor Safety Orientation Program when hired.
- All Myers personnel have completed the online Safety program required by GA Power.
- All Myers personnel have read and signed a copy of our Safety and Health Program.
- Myers Industrial is a Corporate Member of the Council on Alcohol & Drugs and all employees are certified in the Drug Free Workplace Certification Compliance Program.
- On staff State Erosion Control Certified Contractor
- On staff Georgia Department of Agriculture Pesticide Applicators License.
- On staff State of Georgia Master Electrician License.
- On staff (5) Orgo Thermite Certified Welders.
- Completed Railroad Track Inspection & Safety Standards Certification.
- Completed Georgia Utility Petroleum Act Training.