



Annex L

QUALITY CONTROL PLAN

Supply, Delivery, Installation, Commissioning, and Training of Medical Equipment and Medical Furniture for the Operating Theater for Khanfar Hospital – Abyan Governorate and Al-Nashmah Hospital – Taiz Governorate.

Tender Reference	Program / Project	Lot / Package
[ADRA-ADE– SYHS- 444-2026]	[SYHS]	[LOT 01 & LOT02]

1. Purpose and scope

This Quality Control Plan (QCP) is a reusable template defining minimum quality assurance, inspection, verification, testing and acceptance requirements for medical equipment, medical furniture and related supplies procured by ADRA Yemen. Complete the tender-specific fields and apply it together with the relevant tender documents, technical specifications, BoQ, distribution plan (where applicable), purchase order and contract.

The exact technical specifications, quantities, accessories, configuration and other item-specific requirements stated in the tender documents and Annex A remain controlling. This QCP does not replace or reduce those requirements. Where a requirement is not stated in the available BoQ, it must be confirmed against the complete tender specifications before award or delivery.

2. Quality responsibilities

- Supplier: maintain a documented quality control process; source genuine, new and fit-for-purpose goods; verify items before dispatch; provide required technical and regulatory documentation; protect goods during transport; and promptly correct non-conformities at no additional cost where contractually required.
- ADRA Yemen / authorized inspection team: verify documents, quantities, condition, identity and conformity against the tender and purchase order; coordinate technical review with the designated biomedical/technical personnel and receiving health facility; record inspection results; and decide acceptance, conditional acceptance or rejection.
- Receiving health facility: make the delivery area and relevant utilities/access available where installation or commissioning is required; participate in handover and training; and sign receipt records only for items actually received, subject to the inspection and acceptance process.

3. Documents to be submitted by the supplier

- Manufacturer, brand, model and country of origin for each offered item, with a clear item-by-item compliance statement against Annex A and the tender specifications.
- Manufacturer datasheets, catalogues and technical brochures sufficient to verify the offered model and all specified features, capacities, dimensions, accessories and configuration.
- Evidence of applicable product registration, conformity, quality certification or authorization from the relevant regulatory authority, where required by the tender or applicable law.
- Warranty certificate and written warranty terms, including duration, scope, response arrangements, spare-parts availability and authorized service contact details, as required by the tender.
- User and service manuals, operating instructions, maintenance schedules and troubleshooting guidance in the language(s) required by the tender.
- Calibration certificates or factory test reports for devices requiring calibration or accuracy verification, where applicable; electrical safety / test reports where applicable and available/required.
- Packing list, delivery note, serial-number list for serialized equipment, and itemized accessories/consumables list.
- Installation, commissioning and acceptance test records for items for which installation or commissioning is required.

4. Inspection and testing requirements

Inspection sampling: 100% of delivered line items and quantities under each purchase order shall be checked. Each unit or set shall be individually counted/identified and visually inspected. Functional and technical testing shall be performed on each unit where a safe, practical test is possible; where specialist testing is required, it shall be completed by qualified technical/biomedical personnel using the manufacturer's instructions and the tender requirements.

Inspection stage	Checks / evidence	Acceptance criteria
A. Document and identity check	Match item number, description, manufacturer, model, quantity, accessories and serial/lot numbers against Annex A, approved offer, purchase order and packing list. Verify manuals, warranty and required certificates.	No undocumented model or configuration change; all required documents supplied.
B. Quantity and completeness	Count all units, sets, instruments, accessories and components. Check set contents against the applicable specification/list and confirm no parts are missing.	Delivered quantity and contents match the approved BoQ and technical specification.
C. Packaging and condition	Check packaging, seals, handling damage, corrosion, contamination, moisture, broken parts and signs of prior use. Confirm goods are new unless the tender explicitly allows otherwise.	Goods arrive clean, intact, properly packed and suitable for safe storage/use.
D. Technical conformity	Compare offered/delivered model and every stated technical parameter against Annex A and the full tender specifications; verify dimensions, capacity, probes, holders, power ratings, modes and included accessories as relevant to each item.	All stated mandatory requirements are met; no material deviation without prior written ADRA approval.
E. Functional / safety test	Power on and run manufacturer-recommended basic operational checks where safe and applicable. Check alarms, displays, controls, readings, moving parts, batteries, charging, flow/pressure, temperature or output performance according to the device type and technical specifications.	Unit operates safely and as specified; any required specialist performance or safety tests pass.
F. Installation / commissioning	For equipment or systems requiring installation, confirm installation at the designated site by qualified personnel, safe connections, compatibility with site utilities, completion of commissioning tests and handover documentation.	Installation and commissioning completed and documented where required by tender/PO.
G. Calibration / accuracy	Verify calibration certificates or factory test reports where required. Confirm measurement devices are within manufacturer/tender tolerances using suitable test equipment and qualified personnel.	Required evidence is valid and results meet specified tolerances.
H. Training and handover	Where required, provide user training, operating and maintenance manuals, service contacts, warranty documents and a signed handover record.	Required training and handover deliverables completed.

5. Item-specific quality focus

These checks are additional to—not substitutes for—the complete item-specific specifications in the tender. If a stated specification requires a different or more detailed test, the tender specification takes precedence. The same QCP applies to medical equipment and medical furniture; select only the checks relevant to the goods being procured.

Equipment / furniture group (illustrative; adapt to the tender)	Additional quality focus
Patient monitoring and diagnostic equipment	Verify the specified channels/parameters, probes/sensors, display, alarms, accessories, power supply, and accuracy/calibration evidence where applicable.
Ventilators, anesthesia workstations and resuscitation equipment	Verify configuration for adult/paediatric/neonatal use where specified, gas/air supply compatibility, circuits/accessories, alarms and safe functional checks by qualified personnel.
Suction units and oxygen-related equipment	Verify specified suction/flow performance, jars/canisters, tubing, regulators, flowmeters, humidifiers and cylinder/concentrator compatibility as applicable.
Surgical lights, ESU and operating-room systems	Verify mounting/accessories, illumination or output functions, safety

Equipment / furniture group (illustrative; adapt to the tender)	Additional quality focus
	features, power requirements and installation/commissioning where specified.
Infusion and syringe pumps	Verify pump type, modes, alarms, included accessories and basic delivery/functional test according to manufacturer instructions and specified tolerances.
Ultrasound, ECG, CTG and other diagnostic devices	Verify probes/leads/electrodes and accessories, software/configuration where specified, display/output, functional self-tests and relevant calibration/test documentation.
Autoclaves, sterilization equipment and CSSD items	Verify chamber/capacity and cycle features where specified, vacuum/drying functions, water treatment accessories, indicators, sealer/cleaner function, and any required installation/validation records.
Cold-chain items and temperature monitoring	Verify 2–8°C requirement for the pharmacy refrigerator, logger recording capability, vaccine carrier/cold-box integrity, ice-pack quantity and any required temperature performance records.
Medical UPS/IPS, ventilation/AC and fire safety items	Verify ratings/capacity, included components, compatibility, safe installation and functional tests where required; check extinguisher type and stated weight/rating.
Surgical instrument sets, stainless-steel items, PPE and waste containers	Verify set contents, quantities, material/finish, sizes and accessories against the specification; inspect for damage, corrosion, sharp edges, contamination and defects.
Medical furniture and patient-support items	Verify dimensions, materials, finish, stability, load capacity where specified, safe edges, locks, wheels/castors and brakes, side rails, height/position adjustment, moving mechanisms, electrical functions for powered furniture, upholstery/cleanability, corrosion or damage, accessories and assembly/installation where required. Check against the approved specification and manufacturer instructions.

These checks are additional to—not substitutes for—the complete item-specific specifications in the tender. If a stated specification requires a different or more detailed test, the tender specification takes precedence.

6. Distribution and delivery verification

Where the tender includes multiple delivery destinations, the supplier shall prepare separate packing lists and delivery records for each destination, identify items against the approved allocation, and obtain signed proof of delivery. For a single destination, maintain one complete delivery record. Verify destination-specific quantities against the applicable BoQ and distribution plan, where provided.

7. Acceptance criteria and sampling

Parameter	Requirement
Inspection coverage	100% of delivered line items and quantities for each purchase order.
Frequency	At each delivery / purchase order and at each receiving destination.
Acceptance threshold	All inspected items must comply with the approved tender specifications, Annex A, purchase order and applicable documentation requirements.
Failure threshold	0% allowable non-conforming items for acceptance of the affected line item. Any defect, shortage or material deviation is recorded and the affected item/lot is not accepted until resolved.
Acceptance decision	Acceptance only after satisfactory inspection and required testing/documentation. A delivery note or preliminary receipt does not waive ADRA's right to identify defects during the agreed inspection period.



8. Non-conformity, corrective action and replacement

- Record each non-conformity in an inspection report, including item number, description, quantity affected, serial/lot number where relevant, evidence, date and required corrective action.
- Segregate or clearly identify rejected/held items and do not put them into service until ADRA Yemen provides written acceptance.
- The supplier shall, at its own cost and within the timeframe directed under the contract/purchase order, repair, replace or otherwise rectify rejected items, shortages, missing accessories, damaged goods or failed tests. Replacements must meet the original approved specification.
- No substitution, model change or alternative product is permitted without prior written approval from ADRA Yemen's authorized representative. Any approval must be documented before the substitute is delivered; an unauthorized substitution may result in rejection of the affected goods or shipment and other contractual remedies.
- Re-inspect and re-test corrected or replacement items using the same applicable acceptance criteria. Record closure of the non-conformity before final acceptance.
- Applicable remedies, penalties, cancellation rights and payment provisions shall be governed by the tender documents, purchase order and contract. This QCP does not create or amend commercial penalties.

9. Inspection records and final handover

- Maintain a completed inspection checklist for each destination and delivery, with results marked Pass / Fail / Not Applicable and supporting remarks.
- Record quantities received, accepted, rejected, damaged, missing or pending; include serial numbers where applicable.
- Attach photographs and copies of relevant certificates, test reports, calibration evidence, warranty, manuals, commissioning forms and training records as applicable.
- Final acceptance should be signed by the authorized ADRA representative and receiving facility representative after all required checks are complete and outstanding non-conformities are closed.

Receiving inspection checklist – reusable template

Use the checklist below for each delivery or purchase order. Add rows or use a separate register as needed to record the items in the applicable BoQ. Detailed acceptance must be assessed against the complete technical specifications and approved quantities for that tender. For medical furniture, apply the relevant checks for stability, load rating, mobility/brakes, adjustment mechanisms, materials, finish and safe assembly, where applicable.

10. Sign-off

Supplier representative:		
Date :		
Signature :		