Quality Management System Procedure

MOG-PRO-QMS-001 | Revision 1 | Reviewed: 16 October 2026 | Status: Approved

OPERATING STRUCTURE

Company operating structure: Mogas Design Limited is a director-led, husband-and-wife engineering consultancy owned 60%/40% by its two directors. It has no salaried employees. Engineering services are performed by the directors and independent self-employed or limited-company contractors, normally working remotely from their own premises. The principal day-to-day working location is a converted garden office at a director's home. The central London address is a postal/correspondence address only, not a staffed operational office. Directors may undertake client-authorised gas-site visits.

Company No. 15188968 • 5th Floor, 167–169 Great Portland Street, London, W1W 5PF, UK (correspondence address)

1. Contract and scope review

Record project scope, deliverables, pressure tier, applicable standards and specifications, interfaces, exclusions, deadlines and responsibilities. Identify design versus checking and independent approval/appraisal roles.

2. Control of inputs

Maintain source register for client requirements, drawings, survey data and revisions. Confirm critical input parameters including design pressure/MOP, temperature, material grade, wall thickness, corrosion allowance, diameter, design factor and asset interfaces.

3. Competence and subcontracting

Verify qualifications, relevant registration and experience, current authorisation and required independence; brief subcontractors on scope, controlled inputs, confidentiality, output formats and client requirements.

4. Production, checking and approvals

Prepare deliverables to client standards and implement a proportionate check by competent persons. Verify cross-document consistency. Formal approval and appraisal are performed only within applicable schemes, registrations and appointments.

5. Document control

Assign project references, titles, revision and issue status. Log comments, responses, concessions, assumptions and approval. Release through agreed transmittals and keep superseded files identifiable.

6. Nonconformity and improvement

Record technical errors, client complaints and missed requirements. Determine corrections, root causes where appropriate, responsible persons and close-out verification. Maintain records and discuss recurring issues in director reviews.

7. Review

Review the procedure annually and after a significant nonconformity or organisational change.

Document control and approval

Document owner	**Mohammed Fasiuddin, Director**

Reviewed on	16 October 2026
Next scheduled review	16 October 2027 (or sooner if circumstances change)
Director signature / approval	Signed copy held on file – available on request. Signed: 16 October 2026

Director approval recorded on 16 October 2026. Review earlier if legislation, work activities or contractual requirements materially change.