

NEW ZEALAND READY MIXED CONCRETE ASSOCIATION INC

BY-LAWS RELATING TO THE PLANT AUDIT SCHEME

1. The Council of the Association (hereinafter referred to as “Council”) shall appoint a Plant Audit Committee, (hereinafter referred to as “the Committee” the membership of which shall be reviewed annually. In the event that any member of the Committee is unable to complete a year’s service for any reason whatsoever, Council shall have the power to appoint a replacement.
2. The Committee shall consist of at least six (6) members with a minimum of four (4) members being appointed by Council and one (1) member shall be nominated each by the Concrete Society and the Institution of Professional Engineers of New Zealand (IPENZ) respectively. Of the members appointed by Council all shall have extensive experience and knowledge in the industry and of concrete technology, at least two (2) of whom shall be Chartered Professional Engineers or Corporate Members of IPENZ of long-standing and no more than two (2) can be directly employed or contracted by NZRMCA members.
3. At its first meeting the Committee shall elect one (1) of its members who is independent to be Chairman for the ensuing year. The Committee shall elect a Vice Chairman who is independent who may assume the duties of Chairman in the event of said Chairman being unavailable.
4. The Committee shall use any of its members (or any other person they may wish to co-opt) to carry out plant inspections where necessary.
5. All cost incurred by the Committee shall be submitted to Council for approval and on being approved shall be paid out of the Association funds. The recovery of Plant Audit costs shall be determined by Council.
6. Council may pay an honorarium to any member of the Committee. The amounts of honoraria shall be fixed annually.
7. At all times it shall be an objective of the Committee to provide help and advice to members to assist them to raise their quality of production to a standard which shall attain the desired audited performance to NZS 3104.
8. The Committee shall provide a system for auditing applicants at any time a request is made. Under special circumstances it is hoped that a maximum of four (4) weeks should be the time an audit or an interim audit may be made, holiday periods excepted.
9. The President of the Association as an ex-officio member of all committees shall be available to the Committee to act as liaison with Council and members.
10. The Chairman of the Committee shall make a report to the Annual General Meeting of the Association and to Council whenever required.
11. Requirements to be met by a plant to qualify for audit certification by the Audit Committee are as follows:
 - 11.1 Compliance to the satisfaction of the Committee with NZS 3104 and with the relative parts of related documents to NZS 3104 which apply to the plant and with the following clauses 11.2 to 11.5.

- 11.2 Audited plants are to have an employee for each location who carries out concrete testing and has gained the appropriate qualifications.
 - 11.3 The plant shall carry out each year at least ten (10) tests on concrete sampled at site.
 - 11.4 The plant shall maintain proper records and retain the following original records at site which provide an audit trail which confirms that the test records analysed are correct and complete.
 - 11.4.1 The original day sheet compiled by the batcher showing each load sampled.
 - 11.4.2 The original technician's record of tests carried out on samples referenced to the batch record.
 - 11.4.3 The original summary of results transmitted to the plant engineer, referenced to the above test and batch reports.
 - 11.5 An on-site audit of plant performance may be made, by an auditing engineer appointed by the Committee, without prior notice.
 - 11.6 The engineer to a plant shall report annually and at such other times as the Committee may require on the performance and testing frequency of the plant.
12. Should a member wish to appeal against a decision of the Committee he shall have the right to do so in writing to Council. The appeal shall be considered by the Executive of Council and if thought warranted shall be passed back to the Committee for reconsideration. The final decision of the Committee after reconsideration shall be binding.