

## Quality Control Manual Review Checklist for Ind. Bldg. Commission

| Verify each item and sign off.  | <u>Complies</u> | <u>Reject</u> |
|---|-----------------|---------------|
| • Letter allowing inspection of facility & units  | _____           | _____         |
| • Company name, address, e-mail, etc.   | _____           | _____         |
| • Organizational flow chart (showing functional elements)   | _____           | _____         |
| • Resumes of all compliance assurance personnel<br><i>(Include QC inspectors and lead people that sign off)</i> | _____           | _____         |
| • Serial number system for units  | _____           | _____         |
| ○ Various state identifications   | _____           | _____         |
| ○ HUD or Modular <i>(If plant builds both)</i>  | _____           | _____         |
| • Sample data plate with all information indicated  | _____           | _____         |
| • Plant production layout diagram   | _____           | _____         |
| ○ Includes station identification   | _____           | _____         |
| ○ Processes completed at stations   | _____           | _____         |
| ○ Systems test completed at stations  | _____           | _____         |
| ○ Frequency of sampling inspections   | _____           | _____         |
| • Organization and maintenance of QC system   | _____           | _____         |
| ○ Plans, calculations, and schematics   | _____           | _____         |
| ▪ <i>Includes re-submitting, location in plant for employee access</i>  |                 |               |
| ▪ <i>Control of approved documents</i>  |                 |               |
| ▪ <i>As build plan limits for submittals</i>  |                 |               |
| ○ Testing equipment   | _____           | _____         |
| ▪ <i>Recalibration and service records</i>  |                 |               |
| ○ Approval of production changes  | _____           | _____         |
| ▪ <i>Materials</i>  | _____           | _____         |
| ▪ <i>Procedures</i>   | _____           | _____         |
| ○ Qualifications of staff   | _____           | _____         |
| ○ Control of changes to units in production   | _____           | _____         |
| • Construction labels   |                 |               |
| ○ Ordering procedure  | _____           | _____         |
| ○ Storage of labels   | _____           | _____         |
| ○ Persons issuing/affixing labels   | _____           | _____         |
| • Materials   |                 |               |
| ○ Receiving inspection  | _____           | _____         |
| ▪ <i>Accept &amp; reject criteria</i>   | _____           | _____         |
| ▪ <i>Disposition of rejected materials</i>  | _____           | _____         |
| ○ Protection of materials   | _____           | _____         |
| ▪ <i>Type of storage &amp; time frames</i>  | _____           | _____         |
| ○ Specification changes   | _____           | _____         |
| ▪ <i>Submittal process for approval</i>   | _____           | _____         |
| ○ Red tag process   | _____           | _____         |
| ▪ <i>Construction and materials</i>   | _____           | _____         |

- **Finished Product Control**
  - **Handling and storage of finished units** \_\_\_\_\_
  - **Inspections related to packing/packaging** \_\_\_\_\_
  
- **On-site installation instructions**
  - **All connection details** \_\_\_\_\_
  - **Responsibility of on-site items** \_\_\_\_\_
  
- **Samples of forms**
  - **QC travelers for inspections** \_\_\_\_\_
  - **Equipment calibration** \_\_\_\_\_
  - **Data plate** \_\_\_\_\_
  - **On-site instructions** \_\_\_\_\_
  - **Red tag** \_\_\_\_\_
  - **Change orders** \_\_\_\_\_

**Quality Control Manual:**

**Company:** \_\_\_\_\_

**MN Review Number:** \_\_\_\_\_

**CCLD reviewer:** \_\_\_\_\_