

## 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 <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:** \_\_\_\_\_