



**REVIEW OF QUALITY SYSTEM MANUAL**

**Instructions:** Form must be completed by the Special Inspection Agency.

**FORM B**

Fabricator's Name: _____	Fabricator's number: _____	Date: _____
Fabricator's Address: _____	Date of QA Manual: _____	
Inspection Agency: _____	Agency's number: _____	

A	THE MANUAL AND ITS CONTROL	COMPLIANCE	QA REFERENCE
A-1	Has the Quality System Manual been signed by a senior management official?	YES NO	
A-2	Does the Quality System Manual establish a system to control each manual used in the Quality Control System?	YES NO	
A-3	Does the Quality Control System involve the use of individual manual logs and/or a master log?	YES NO	
A-4	Does the Quality System Manual require that individual quality manuals issued be signed for by the assignee?	YES NO	
A-5	Does the Quality System Manual require that the quality control manager review the Quality Control System with the assignee when a manual is issued?	YES NO	
A-6	Does the Quality System Manual have an established system to add to or to revise each manual issued and on hand?	YES NO	
A-7	Does each page of the Quality System Manual have an identification that is distinct for that page?	YES NO	
A-8	Has each section and/or procedure been approved by Senior Management for use in the Quality Control System?	YES NO	
A-9	Has each section and/or procedure been initialed by the Quality Control Manager to indicate its initiation into the Quality Control System?	YES NO	
A-10	When adding to or revising a section and/or procedure, is documentation of this change accomplished by use of a master log?	YES NO	
A-11	Does the Quality Control System require that when the QA/QC manager is in the process of updating and/or issuing revisions to the Quality System Manual that a system of control be utilized to indicate the control numbers of manuals that have been updated?	YES NO	
A-12	Does the Quality System Manual require that obsolete sections/procedures be removed and accounted for?	YES NO	
A-13	Does the Quality System Manual require the review of all manuals by QC personnel on a regular basis to assure all manuals are complete and up-to-date?	YES NO	
A-14	Does the Quality Control System provide for Senior Management review of the program to determine its effectiveness and to implement any necessary production changes to reduce production nonconformities and/or require more stringent compliance with existing written instructions/procedures?	YES NO	
B	MANAGEMENT	COMPLIANCE	QA REFERENCE
B-1	Does the Quality System Manual have a company policy statement pertaining to quality?	YES NO	
B-2	Does the policy statement declare that products shall be fabricated to conform to:		
	a. Contract documents (customer's requirements)?	YES NO	
	b. Applicable codes?	YES NO	
	c. And not less than minimum requirements established in the quality program?	YES NO	
B-3	Does the policy statement indicate that materials and/or subcontracted sub-assemblies shall be procured to established recognized and acceptable standards?	YES NO	

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B-4	Does the policy statement indicate/declare that quality functions and production functions are clearly separated activities?	YES	NO	
B-5	Does the Quality System Manual declare that quality control functions shall be directly responsible to senior management?	YES	NO	
B-6	Does the Quality System Manual adequately define the authority given to the QA/QC manager?	YES	NO	
B-7	Does the Quality System Manual adequately define and assign responsibilities of the QA/QC manager?	YES	NO	
B-8	Does the Quality System Manual adequately define the authority given to the QA/QC inspectors?	YES	NO	
B-9	Does the Quality System Manual adequately define and assign responsibilities of the QA/QC inspectors?	YES	NO	
B-10	Does the Quality Control System require senior management to establish an inspection program for each work order/job?	YES	NO	
B-11	Have ground rules been established by senior management in the Quality System Manual stating that conflicts between production and quality control shall be presented to and resolved by the president or plant manager?	YES	NO	
B-12	Does the Quality System Manual give the QA/QC manager the authority and the responsibility of preventing the start of any work that cannot be fabricated or produced in conformance with the contract documents and/or the pertinent building codes?	YES	NO	
B-13	Does the Quality System Manual give the QA/QC manager the authority to stop or to alter the work in progress when it is not in conformance with the contract documents and/or the applicable codes?	YES	NO	
B-14	Does the Quality System Manual instruct the QA/QC inspector to inform the line foreman of nonconformities detected?	YES	NO	
B-15	Does the Quality System Manual require senior management to review the Quality Assurance Program on a regular basis to improve, modify, and simplify the Quality Control System?	YES	NO	
B-16	Is this review required to be documented?	YES	NO	
B-17	Does the Quality System Manual have an organizational chart?	YES	NO	
B-18	Does the organizational chart illustrate the organizational structure of the fabricator?	YES	NO	
B-19	Does the organizational chart indicate that there is a clear separation of quality control activities and production activities?	YES	NO	
B-20	Does the organizational chart indicate that the quality control functions are on a level sufficient to perform the assigned responsibilities?	YES	NO	
B-21	Does the Quality System Manual provide for a review of the specifications, addendums to the specifications and documentation of these reviews?	YES	NO	
B-22	Does the Quality System Manual require adequate job descriptions for key personnel?	YES	NO	
<b>C</b>	<b>DRAWING CONTROL</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
C-1	Does the Quality System Manual indicate that the fabricator prepares design drawings?	YES	NO	
C-2	Does the Quality System Manual indicate that the fabricator receives prepared design drawings from an outside source?	YES	NO	
C-3	Does the Quality System Manual require or provide for a review of the design drawings?	YES	NO	
C-4	Does the Quality System Manual require a review of the connection and connection details?	YES	NO	
C-5	Does the Quality System Manual require that the fabricator have an engineer on staff or a consulting engineer available for professional advice?	YES	NO	
C-6	Does the Quality System Manual indicate or provide for the fabricator to prepare detailed shop drawings?	YES	NO	
C-7	Does the Quality System Manual provide a process for the fabricator to receive detailed shop drawings from an outside source?	YES	NO	

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C-8	Does the Quality Control System require that detailed shop drawings be reviewed for correctness?	YES	NO	
C-9	Does the Quality Control System require special attention to special or unusual connections and details?	YES	NO	
C-10	Does the personnel responsible for reviewing the shop drawings have sufficient experience and/or educational background to perform the work function adequately and are the qualification requirements detailed in the Quality System Manual?	YES	NO	
C-11	Does the Quality System Manual provide a process to assure the latest shop drawing revisions have been used in actual production?	YES	NO	
C-12	Does the Quality System Manual establish a process for making changes to the detailed shop drawings?	YES	NO	
C-13	Does the Quality System Manual establish sufficient control to track and disseminate:			
	a. The contract documents?	YES	NO	
	b. The specifications?	YES	NO	
	c. Addendums to the specifications?	YES	NO	
	d. The detailed shop drawings?	YES	NO	
	e. Revisions to shop drawings?	YES	NO	
	f. Change orders?	YES	NO	
C-14	Does the Quality System Manual establish a process to identify main material in the final structure so that it can be traced to material requirements?	YES	NO	
C-15	Does the process assure compliance for both in-house and sublet work?	YES	NO	
<b>D</b>	<b>WORK ORDER – JOB CONTROL</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
D-1	Once a work order is received and accepted, does the Quality System Manual require some special identification such as a work order or job number be assigned to that particular work?	YES	NO	
D-2	Does the Quality System Manual require that all correspondence received be stamped received and dated?	YES	NO	
D-3	Does the Quality System Manual require a job file be established so that all items for a job be assembled, collected and controlled?	YES	NO	
<b>E</b>	<b>PROCUREMENT OF MATERIALS AND SUBASSEMBLIES</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
E-1	Does the Quality System Manual establish a system for control of material procurement?	YES	NO	
E-2	Are the forms used to procure materials illustrated in the Quality System Manual?	YES	NO	
E-3	Does the Quality System Manual require that materials be ordered to a specific standard such as ASTM A36 on the procurement document for structural steel?	YES	NO	
E-4	Does the Quality System Manual require mill and/or material test reports on all material/items ordered?	YES	NO	
E-5	Does the Quality System Manual require marking/identification on material such as per ASTM A6 or ASTM A700 requirements for structural steel?	YES	NO	
E-6	Is this requirement stated on the purchase order?	YES	NO	
E-7	Does the Quality System Manual require the documentation of material quality (Mill certificates) accompany material on delivery?	YES	NO	
E-8	Does the Quality System Manual require that assemblies/subassemblies obtained from subcontractors:			
	a. Are procured to established standards?	YES	NO	
	b. Are from suppliers that are approved fabricators?	YES	NO	
	c. Follow like provisions and documentation as that followed by the fabricator?	YES	NO	
E-9	Does the Quality System Manual have a process to document the identification and the quality of materials used in each job or work order file?	YES	NO	

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F	RECEIVING INSPECTION	COMPLIANCE	QA REFERENCE
F-1	Does the Quality System Manual provide for a receiving inspection of materials and subassemblies?	YES NO	
F-2	Has the Quality System Manual established acceptable standards and tolerances for receiving material and subassemblies?	YES NO	
F-3	Is this set of tolerances illustrated in the Quality System Manual?	YES NO	
F-4	Does the Quality System Manual require that material grade, size, quantity and quality be confirmed upon receipt?	YES NO	
F-5	Does the Quality System Manual require the confirmation that material received matches mill certificates received for material delivered?	YES NO	
F-6	Has the Quality System Manual provided for a documentation system for the receiving inspection?	YES NO	
F-7	Does the Quality System Manual require that receiving material acceptance standards be posted in the shop near the receiving inspection station?	YES NO	
G	NORMAL AND SPECIAL PROCESS CONTROL	COMPLIANCE	QA REFERENCE
G-1	Does the Quality System Manual establish qualification standards for each special fabrication process?	YES NO	
G-2	Does the Quality System Manual require qualifications for personnel performing special processes to be maintained for review?	YES NO	
G-3	Does the Quality System Manual require verification of personnel qualifications and documentation of this verification?	YES NO	
G-4	Does the Quality System Manual require that special process personnel be assigned identification symbols to identify work performed by them?	YES NO	
G-5	Does the Quality System Manual require work instructions for each critical work function?	YES NO	
G-6	Does the fabricator's quality program Quality System Manual have a process to document any self-checks by production personnel?	YES NO	
G-7	Are the procedures/work instructions written in such a manner that they can be used for inspection by quality control personnel?	YES NO	
G-8	Have acceptance tolerances and criteria been written into each procedure/work function including fabrication processes and contracted subassemblies?	YES NO	
G-9	Does the Quality System Manual establish and illustrate acceptance tolerances?	YES NO	
G-10	Has the fabricator's Quality Control System provided for adequate procedures, standards, work instructions, illustrations, forms and check off lists for control of the following processes:		
	a. Identification of stocked materials?	YES NO	
	b. Identification of stocked subassemblies?	YES NO	
	c. Documentation of all inspections?	YES NO	
	d. Handling material?	YES NO	
	e. Handling fabricated products?	YES NO	
	f. Storing material, stockpiling material?	YES NO	
	g. Correct bracing and blocking of material?	YES NO	
	h. Correct bracing and blocking of fabricated items?	YES NO	
	i. Storing fabricated items?	YES NO	
j. Stacking fabricated products?	YES NO		
k. Storage/stockpile identification and documentation?	YES NO		
G-11	Does the fabricator have a written procedure for identifying work performed by them as an Approved Fabricator per City of Houston requirements?	YES NO	
H	NONCONFORMITIES	COMPLIANCE	QA REFERENCE
H-1	Does the fabricator's Quality Control System establish a process for identifying nonconformities observed in the production process?	YES NO	

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H-2	Does the Quality System Manual have a process for identifying nonconforming materials?	YES NO	
H-3	Does the Quality System Manual require the segregation of nonconforming materials from approved materials?	YES NO	
H-4	Does the Quality System Manual have a process for disposition of nonconforming material?	YES NO	
H-5	Does the Quality System Manual have a documented process for acceptance of minor nonconformities that will not affect the service or service life of the fabricated item?	YES NO	
H-6	Has the Quality System Manual established a process of identification and documentation of nonconforming fabricated products?	YES NO	
H-7	Has the quality program established a process for removal of nonconforming, non-correctable fabricated products from the storage area?	YES NO	
H-8	Has the quality program established a process for disposition of nonconforming, non-correctable fabricated products?	YES NO	
<b>I</b>	<b>CORRECTIVE ACTION</b>	<b>COMPLIANCE</b>	<b>QA REFERENCE</b>
I-1	Does the Quality System Manual establish a process for control of any repair work performed?	YES NO	
I-2	Does this process require re-inspection of any repair work?	YES NO	
I-3	Is this re-inspection required to be documented?	YES NO	
I-4	Does the Quality System Manual require a suitable acceptance system for repaired items?	YES NO	
I-5	Does this system provide for removal of the nonconformity identification mark/tag?	YES NO	
I-6	Is this removal of nonconformity identification mark/tag performed by the QA/QC inspector?	YES NO	
I-7	Does the fabricator maintain a log of nonconformities and the type or cause of each nonconformity?	YES NO	
I-8	When the log includes a nonconformity that occurs frequently, is there a procedure identified in the Quality System Manual to indicate a change or modification in the production process may be required?	YES NO	
I-9	When there are reoccurring nonconformities in the log which are already covered in the Quality System Manual, does the Quality Assurance Manual allow the option to revise the Quality Control System for tighter or more stringent control of existing procedures?	YES NO	
I-10	Does the Quality System Manual require that repair/rework instructions be available to production personnel?	YES NO	
<b>J</b>	<b>FINAL INSPECTION AND SHIPPING INSPECTION</b>	<b>COMPLIANCE</b>	<b>QA REFERENCE</b>
J-1	Does the Quality System Manual require periodic inspection of stored fabricated products?	YES NO	
J-2	Are these surveillance inspections documented?	YES NO	
J-3	Is the fabricated product inspected before it is shipped?	YES NO	
J-4	Is this final product inspection and shipping inspection documented?	YES NO	
J-5	Does the Quality System Manual require the inspection to confirm that the fabricated product has the Approved Fabricator's number posted/painted on each primary member (columns, beams and steel stairs)?	YES NO	
J-6	Does the Quality System Manual require instructions on proper handling, storage, and erection of fabricated products?	YES NO	
<b>K</b>	<b>MAINTENANCE AND CONTROL OF EQUIPMENT</b>	<b>COMPLIANCE</b>	<b>QA REFERENCE</b>
K-1	Does the Quality System Manual require a maintenance program for equipment and tools?	YES NO	

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K-2	Does the Quality System Manual require a control log for documenting maintenance inspections and performance?	YES	NO	
K-3	Does the Quality System Manual require a calibration schedule and log for equipment?	YES	NO	
K-4	Does the Quality System Manual require the fabricator to identify equipment that is nonconforming and should not be used by tagging or other means?	YES	NO	
K-5	Does the process for identification/maintenance and control pertain to all equipment and tools in the plant as well as the equipment utilized in the production process?	YES	NO	
K-6	Does the Quality System Manual provide for special test equipment to check/calibrate all production equipment/machines?	YES	NO	
K-7	Does the Quality Control System provide for special control and storage by the QA/QC manager of special equipment for measuring, calibrating and testing equipment?	YES	NO	
<b>L</b>	<b>RECORDS</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
L-1	Does the Quality System Manual require a process for maintaining documentation records?	YES	NO	
L-2	Is the process adequate to identify materials and subassemblies utilized in production?	YES	NO	
L-3	Does the process establish a minimum retention of project/material documentation records?	YES	NO	
L-4	Has the process provided for documentation of production inspections?	YES	NO	
L-5	Has the process provided for documentation of nonconformities that affect production processes and/or overall quality of the end product?	YES	NO	
L-6	Does the fabricator utilize this information to improve the production process?	YES	NO	
L-7	Is the documentation process adequate?	YES	NO	
<b>M</b>	<b>OTHER MISCELLANEOUS ITEMS</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
M-1	Does the Quality System Manual show the street address and town where the fabrication plant is located?	YES	NO	
M-2	Does the QA/QC manager have a complete up-to-date equipment list?	YES	NO	
M-4	Does the Quality System Manual have a glossary of terms used in the manual?	YES	NO	
M-5	Has the fabricator included in the Quality System Manual illustrations of all forms used?	YES	NO	
<b>N</b>	<b>RESPONSIBILITY PERTAINING TO FABRICATOR/CERTIFYING AGENCY</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
N-1	Has the fabricator established a process to assure the owner has selected a certifying agency to perform necessary inspections and certifications?	YES	NO	
N-2	Has the fabricator established a process to notify the certifying agency about the proposed start date of fabrication and document that notification?	YES	NO	
<b>O</b>	<b>FABRICATOR RESPONSIBILITY PERTAINING TO PLANT AND/OR FIELD MODIFICATIONS TO ALREADY FABRICATED FINISHED PRODUCT</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
O-1	<p>When prefabricated assemblies have shop or field modifications which:</p> <ul style="list-style-type: none"> <li>a) alter the original connection or bearing details, or</li> <li>b) alter integral parts that affect strength or service of the unit, or</li> <li>c) alter the original structural adequacy of the unit,</li> </ul> <p>Does the fabricator's Quality System Manual indicate that the construction/erection documents require the following:</p> <hr/> <p>1. Prior approval of the engineer of record and the engineer responsible for structural design of the product?</p>	YES	NO	

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	2. Modifications to be made in the presence of, and certified by, the certifying agency that made the original product certification?	YES	NO	
	3. Certifying agency to document certification by special stamping unit with the number of the modification being certified, after the certifying agency's registration number or product number?	YES	NO	
<b>P</b>	<b>FABRICATOR'S ERECTED FINISHED PRODUCT ACCEPTANCE CRITERIA</b>	<b>COMPLIANCE</b>		<b>QA REFERENCE</b>
P-1	Has the fabricator established in place as positioned and secured acceptance tolerances for his assembled products?	YES	NO	
P-2	Has the fabricator provided a system to assure acceptance tolerance information has been disseminated to erection, inspection personnel and engineer of record?	YES	NO	

### COMMENTS

\_\_\_\_\_  
INSPECTOR NAME

(ENGINEER'S SEAL)

\_\_\_\_\_  
INSPECTOR SIGNATURE