

# QUALITY CONTROL SHEET CHECK SHEET

- Check sheets will be provided in the job packet.
- Date, Customer number, Item number, PO number are filled in by production.
- Notification to the QA Department will be given that the job has started.
- Job **CANNOT** move on to the next step without the previous step being signed off.
- QA Department and Team Leads can sign off on the inspection.
- 2 pictures of the final rack are only done when the rack has final inspection. Inspectors initials and dates can be placed in 10% check box.

## **To Fill Out Check Sheets for 1<sup>st</sup> piece or Prototype Racks:**

Quality Assurance Leads only will be able to sign off for these racks.

### **Under Columns**

#### **Inspectors/Date By:**

Inspector will initial and date under the Inspectors 1<sup>st</sup> piece column to the coordinating job that was performed.

#### **Build Passed? Y/N**

Inspector will put the builder/welder initials, and the date will be under the 1<sup>st</sup> piece column to the coordinating job that was performed.

When the rack has final inspection, in the Build Passed box, the inspector will circle y for yes and n for no, depending on the determination of final inspection.

## **To Fill Out Check Sheets for Production Run Racks:**

Any inspectors can sign off for production racks.

### **Under Columns**

#### **Inspectors/Date By:**

Inspectors will initial and date under the Inspectors 1<sup>st</sup> piece column to the coordinating job that was performed.

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Inspectors will initial under the 10% check column when they perform checks, in the coordinating box to the job performed.

## Build Passed? Y/N

Inspectors will put the builder/welder initials, and the date will be under the 1<sup>st</sup> piece column to the coordinating job that was performed.

Builder/Welder will initial under the 10% check column when they perform checks, in the coordinating box to the job performed.

When the rack has final inspection, in the Build Passed box, the inspector will circle y for yes and n for no, depending on the determination of final inspection.