

Florida DCA Quality Control Manual Checklist

9B-1.010 Manufacturer's Quality Assurance Manual Control Procedures.

Manufacturer: _____

Contact Person: _____

NOTE: Place the QC Manual page number in the blank space in front of each rule requirement. When the manual is absent the information and a page number is not available place an X in the blank space provided.

The manufacturer's Quality Control Manual shall at a minimum contain the following information.

(1) Organizational Element:

- _____ (a) Introduction of the manufacturer - a brief history which shall, at a minimum include the length of time that the manufacturer has been in the manufactured building industry, where it is incorporated, whether it is a division of any parent organization, the identity of products it manufactures, and the location of the facility.
- _____ (b) An organization chart showing responsible management and supervisory positions by title and name. A job description for each of the positions shall be provided.
- _____ (c) Brief resume of all personnel in management and supervisory positions including the Quality Control Manager showing education and experience.
- _____ (d) Administrative procedure for revision of quality control procedure and Q.C. Manual.
- _____ (e) Procedure for retaining permanent records of plans, travelers, inspection reports, serial numbers of buildings, insignias used, first destination of labeled buildings or components.
- _____ (f) Method of frequency for training of quality control production personnel.

(2) Design and Specification Control:

- _____ (a) Procedures for revisions to plans.
- _____ (b) Recording system of drawings and specifications.

(3) Material Control:

- _____ (a) Inspection procedure of materials, equipment and supplies when received.
- _____ (b) Method of storing and protection of building materials and equipment against damage.
- _____ (c) Provision for disposal of rejected materials, equipment and supplies.
- _____ (d) Forms used.

(4) Production Control:

- _____ (a) A description of manufacturing process-method and sequence of construction.
- _____ (b) Check list of material specifications and workmanship inspections performed at each stage of production by supervisors, corrective actions taken, use of traveler.
- _____ (c) Frequency of quality control inspections.
- _____ (d) List of tests to be performed, testing equipment, results and technical data acceptable.
- _____ (e) Procedures for timely preventive and remedial measures.
- _____ (f) Assignment of authority to accept or reject work.
- _____ (g) Provision for disposition of rejected items.
- _____ (h) Forms used.

(5) Finished Product Control and Identification of Products:

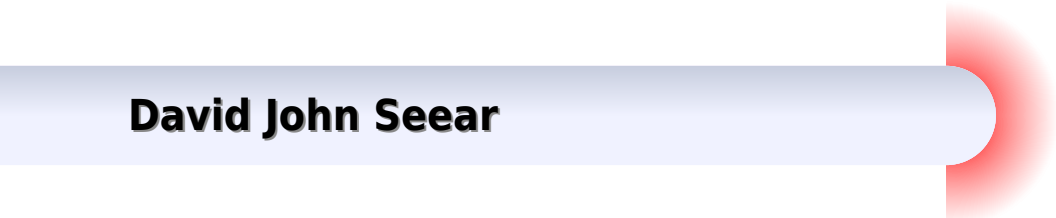
- _____ (a) Procedure for handling and storage of finished buildings/modules and components.
- _____ (b) Preparation for shipping, transportation, and delivery.
- _____ (c) Serial numbering system of buildings or components and location of the serial number not readily removable.
- _____ (d) Location of manufacturer's data plate. Information to contain in the data plate.
- _____ (e) Location of Florida State insignia.
- _____ (f) Forms used.

Audit performed by: _____

QC Manual page _____ Florida DCA Quality Control Manual Checklist.docx

Quality Manual Check List

David John Seear



Quality Manual Check List:

Quality assurance for building synthesis report FIB – International Federation for Structural Concrete, 1988-05-01

AWS QC 17-2008, Specification for AWS Accreditation of Certified Welding Fabricators American Welding Society, 2008

Water Quality Manual: Planning, conducting, analyzing and reporting water quality studies for transportation projects

Earl C. Shirley, Richard B. Howell, Kenneth D. Kerri, 1976 **Total Quality Management** Poorinma M. Charantimath, 2011

Developing an ISO 13485-Certified Quality Management System Ilkka Juuso, 2022-03-20
Developing an ISO 13485 Certified Quality Management System An Implementation Guide for the Medical Device Industry details the lessons learned from a real world project focusing on building an ISO 13485 2016 Quality Management System QMS from scratch and then having it officially certified It is a practical guide to building or improving your existing QMS with tried and tested solutions The book takes a hands on approach first teaching the top 25 lessons to know before starting to develop a QMS and then walking you through the process of writing the quality manual and the standard operating procedures training the staff on the QMS organizing an internal audit executing a management review and finally passing the necessary external audits and obtaining certification It helps you to progress from one task to the next and provides all the essential information to accomplish each task as quickly and efficiently as possible It does not attempt to replicate the standard but instead drills into the standard to expose the core of each section of the standard and reorganize its contents into a practical workflow for developing maintaining and improving a Lean QMS The book includes a wealth of real world experience both from the author s personal dive into quality management and from the experiences of other companies in the field and provides handy checklists for ensuring key documents and processes are fit for use the emphasis here is to help ensure you have considered all relevant aspects In addition the book is not intended as a cheat sheet for the standard or as a review of the standard that only adds lengthy commentary on each of the clauses Instead the book fixes easy misunderstandings regarding QMS provides insight into why the various clauses are written the way they are and provides a great base to both understanding ISO 13485 QMS and developing your own QMS The book is intended to serve both experts and novices audiences it provides special insight on the most crucial and effective aspects of QMS **Project Management Handbook of Checklists** Mark J.

Hiltz, 1994 **The Process Approach Audit Checklist for Manufacturing** Karen Welch, 2004-12-31
Finally a comprehensive process audit checklist has been developed to be used with ISO 9001 2000 This manual was developed to assist anyone involved with conducting or planning quality system audits including quality auditors quality managers quality system coordinators management representatives and quality engineers In addition potential auditees in any function or position should find the questions useful in preparing for an audit Although the checklist could be amended to work for a service company the manual was created with a focus on the manufacturing sector to cover common processes such as production management customer related design and development training purchasing etc The manual includes a brief

overview of the process approach discussion of problem areas often found by third party auditors the process audit checklist and forms to be used in conjunction with the process audit checklist to increase audit effectiveness *NIST Handbook* ,1989

National Voluntary Laboratory Accreditation Program ,1994 Estimating Checklist for Capital Projects
Association of Construction Engineers and the Royal Institution of Chartered Surveyors The Joint Development
Board,1991-04-18 This book provides a checklist classified by work section which will enable the cost engineer to ensure that
no items of significant cost have been omitted

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