

# [CompanyName]

[CompanyAddress] [CompanyPhone]

# Fabrication Quality Manual

# Operating Policies of the [CompanyName] Quality System

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President/ Date

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# **QUALITY MANUAL**

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## 7. Process Controls

## HOW WORK IS CARRIED OUT

## 7.1. OVERVIEW

The fabrication process plan defines how project work is to be done and approved for the overall project. The fabrication process plan is communicated to all key personnel, subcontractors and suppliers in a startup meeting. As the project proceeds, work task plans provide additional details of how each individual work task is carried out. Work tasks planning meetings are used to communicate expectations of the work task plan to key personnel responsible for carrying out the work task.

## 7.2. PROJECT STARTUP AND QUALITY CONTROL COORDINATION MEETING

Prior to the commencement of work, the Project Manager holds a meeting to discuss and coordinate how project work will be performed and controlled. Key personnel from [CompanyName], subcontractors and suppliers meet to review expectations for project quality results as well as quality assurance and quality control policies and procedures including:

- Key requirements of the project
- The Project Quality Assurance/Quality Control Manual
- Required quality inspections and tests
- The project submittal schedule
- Quality policies and heightened awareness of critical quality requirements
- Project organization chart and job responsibilities
- Methods of communication and contact information
- Location of project documents and records

## 7.3. PREPARATORY PROJECT QUALITY ASSURANCE/QUALITY CONTROL MANUAL PLANNING

## 7.3.1. WORK TASK REQUIREMENTS REVIEW

In preparation for the start of an upcoming work task, the Superintendent reviews an integrated and coordinated set of documents that collectively define quality requirements for the work task including:

- Objectives and acceptance criteria of the work task
- Quality standards that apply to the work task
- Work instructions, process steps, and product installation instructions that apply to the work task
- Shop drawings
- Submittals
- Tools and equipment necessary to perform the work
- · License, certification, or other qualification requirements of personnel assigned to work
- Required records of the process and resulting product
- The subcontractor contracted to perform the work, if applicable
- Customer contract requirements
- Required quality inspections and tests
- Method for clearly marking nonconformances to prevent inadvertent use
- Location of quality system records and documents
- Personnel training

## 7.3.2. PREPARATORY SITE INSPECTION

The Superintendent also performs a quality inspection of the work area and:

- Assesses completion of required prior work
- Verifies field measurements
- Assures availability and receiving quality inspection status of required materials
- Identifies any nonconformances to the requirements for the work task to begin
- Identifies potential problems

## 7.3.3. WORK TASK PREPARATORY QUALITY PLANNING MEETINGS

Prior to the start of a work task, the Superintendent conducts a meeting with key company, subcontractor personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

During the meeting, the Superintendent communicates the work task quality requirements and reinforces heightened awareness for critical requirements. Topics for a work task quality plan meeting include:

- Conflicts that need resolution
- Required quality documents and a verification of availability to personnel carrying out, supervising, or inspecting the work task
- · Record keeping requirements and the availability of necessary forms
- Review methods and sequences of installation
- Special details and conditions
- Standards of workmanship
- Heightened awareness of critical quality requirements
- Quality risks
- Work tasks quality inspection form

## 7.4. WEEKLY QUALITY PLANNING AND COORDINATION MEETINGS

The Superintendent conducts a meeting with key company, subcontractor and supplier personnel responsible for carrying out, supervising, or inspecting the work, and interested customer representatives.

The meeting is held on a nominal weekly schedule. During the meeting, the Superintendent facilitates coordination among the participants, communication among the participants, and reinforces heightened awareness for critical requirements.

The Superintendent maintains a record of the meeting event on the Daily Quality Control Report.

## 7.5. PROCESS CONTROL STANDARDS

## 7.5.1. JOB-READY START WORK STANDARDS

Work on a work task starts only when conditions do not adversely impact quality, comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental start-work requirements that apply to a specific project when they are necessary to assure quality results.

## 7.5.2. WORK IN PROCESS STANDARDS

Work is conducted only when conditions do not adversely impact quality; comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental work in process requirements that apply to a specific project when they are necessary to assure quality results.

## 7.5.3. PROTECTION OF COMPLETED WORK STANDARDS

[CompanyName] will preserve and protect work in process, completed work, component parts, materials, and when applicable, delivery to the destination so as to maintain so that compliance with project requirements and standards. This includes handling, storage, protection from natural elements, and reducing risks of damage.

Completed work is protected from damage as specified by government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Manager identifies supplemental protection requirements that apply to a specific project when they are necessary to assure quality results.

#### 7.5.4. MATERIAL STORAGE

The Superintendent ensures all materials will be delivered, stored and handled in a manner that protects them from damage, moisture, dirt and intrusion of foreign materials.

Delivery of materials will be planned according to the work progress to minimize storage on site, where there are higher possibilities of damages and deterioration of materials.

Stored materials will be segregated to prevent cross contamination and limit losses should a delivery be rejected.

The Superintendent surveys stored materials during daily jobsite reviews and identifies any material that have incurred damage or otherwise become defective and therefore unfit for use.

## 7.5.5. CONTROLLED USE OF MATERIALS

The Project Manager ensures that contracts and purchase orders are awarded only to outside organizations qualified to perform the work task and/or supply materials as required for the specific project.

Only approved materials are used in the fabrication process. Only approved materials are specified in purchase and/or subcontracts.

Materials that are defective, deteriorated, damaged, or not approved are not used. The Superintendent clearly marks such materials for non-use or otherwise holds them aside.

When customer-supplied materials are lost, damaged, or otherwise found unsuitable for use, the Superintendent reports such findings to the customer.

When subcontractor–supplied materials are damaged or otherwise found unsuitable for use, the Superintendent reports such findings to the subcontractor.

The Superintendent ensures that fabrication uses only materials specified in the contract technical specifications, contract drawings, and approved submittals. Substitutions are made only by agreement of the customer and documented by a change order (see section 2.1.3.6).

## 7.5.5.1. FILLER MATERIALS CONTROLS

Welders must verify the filler material meets specification and welding procedure requirements before welding.

Filler materials of different filler metal types, sizes and heat numbers (if applicable) will be labeled and stored in separately to prevent intermixing.

Filler materials will be stored in a controlled environment to prevent contamination and degradation. The storage environment will conform to any elevated temperature holding requirements of the filler metal manufacturer and the applicable AWS code or filler metal specification.

Filler material issuance and return log sheets will be used to control time sensitive filler materials.

Filler metals which have exceeded the maximum allowable exposure time to the atmosphere must not be used. They may be used only after redrying (baking) requirements of the filler manufacturer are met.

Unusable or damaged filler metals must be clearly marked to prevent inadvertent use and removed from the filler material storage area.

## 7.5.6. CONTROLLED PRODUCT USE AND INSTALLATION

[CompanyName] fabrication activities conform to manufacturers' product use and installation instructions that apply to the fabrication process.

When installing a product, the Superintendent has access to all applicable product installation instructions.

## 7.6. DAILY QUALITY CONTROL REPORT

The Superintendent records a summary of daily work activities. The report will include:

## 8. Inspections and Tests

## **ASSURE COMPLIANCE**

## 8.1. OVERVIEW

Inspections are necessary to verify that work processes and results conform to both contract requirements and [CompanyName] quality standards.

Qualified personnel inspect every project throughout the fabrication process. Additional reviews validate the accuracy of the field quality inspections and ensure that the quality standards apply uniformly.

An inspection and test plan defines the quality inspections and tests required for a specific project.

Personnel may only inspect work activities for which they are have been qualified by the Quality Manager.

## 8.2. Required Work Task Quality Inspections and Tests

The Quality Manager identifies each Task that is a phase of fabrication that requires separate quality controls to assure and control quality results. Each Task triggers as set of requirements for quality control inspections before, during and after work tasks.

Tasks are divided into two categories:

- Discrete Tasks are standard type of work where a completion inspection is performed one time at the completion of a phase of work.
- Process Tasks are tasks where completion inspections are performed continuously. Continuous
  inspections are required when there is a limited window of time to perform a completion
  inspection before the next task begins. Process tasks may also be characterized by independent
  monitoring of a work process, such as welding, where the observer verifies conformance to work
  procedures.

Process tasks undergo additional quality controls that continuously monitor compliance to specifications.

Independent quality audits are conducted to verify that the task quality controls are operating effectively.

Fabrication projects may execute a work task multiple times in a project, in which case a series of quality inspections are required for each work task.

## **8.3. MATERIAL INSPECTIONS AND TESTS**

Material quality inspections and tests ensure that purchased materials meet purchase contract quantity and quality requirements.

## 8.3.1.1. MATERIAL RECEIVING INSPECTION

The Superintendent inspects or ensures that a qualified inspector inspects materials prior to use for conformance to project quality requirements. The receiving inspection includes a verification that the

Correct material has been received

The material is identified and meets the traceability requirements for the material Material certifications and/or test reports meet the specified requirements Materials are tested and approved for the specific application

The Superintendent ensures that each work task that uses the source inspected materials proceed only after the material has been accepted by the material quality inspection or test.

#### 8.3.1.2. SOURCE INSPECTIONS

Source quality inspections are required when quality characteristics cannot or will not be verified during subsequent processing. The Quality Manager determines if a source inspection is necessary to validate supplier quality before materials are delivered to the project jobsite.

The Superintendent ensures that each work task that uses the source inspected materials proceed only the material has been accepted by the source inspection.

## **8.4. Work in Process Inspections**

Work in process quality inspections continuously verify compliance project quality standards beginning at the start of a work task, as work is conducted, and continues until the work task is complete.

## 8.4.1.1. INITIAL JOB-READY INSPECTIONS

For each work task, the Superintendent or a qualified inspector performs job-ready quality inspections to ensure that work activities begin only when they should begin. Job-ready quality inspections verify that conditions conform to the project quality requirements.

#### **8.4.1.2.** Initial Work in Process Inspection

For each work task, the Superintendent or a qualified inspector performs an initial work in process inspection when the first representative portion of a work activity is completed.

## 8.4.1.3. FOLLOW-UP WORK IN PROCESS INSPECTIONS

The Superintendent or a qualified inspector performs ongoing work in process quality inspections to ensure that work activities continue to conform to project quality requirements. Punch Items

If the Superintendent or inspector observes an item for correction prior to a work task completion inspection, the item is identified for correction. During the work task completion inspection each punch item correction is verified.

Any outstanding punch items remaining after the work task completion inspection is deemed a nonconformance.

## 8.4.2. ADDITIONAL INSPECTION REQUIREMENTS FOR PROCESS TASKS

For each process task, a qualified person inspects the ongoing completion work for conformance to project quality requirements. This is in addition to discrete task completion inspections that are performed one time at the end of a phase of work.

The continuous monitoring inspections are conducted before starting other work activities that may interfere with an inspection.

#### 8.5. Work Task Completion Inspections

# **14.** FORMS

[CompanyName] Controlled Materials Form	58
[CompanyName] Material Inspection and Receiving Report	59
[CompanyName] Daily Production Report	60
[CompanyName] Work Task Inspection Form	61
[CompanyName] Nonconformance Report	62
Form N-1 Welding Procedure Specification Prequalification	63
Form N-3 WPS QUALIFICATION TEST RECORD_ELECTROSLAG and ELECTROGAS WELDING	65
Form N-4 WELDER, WELDING OPERATOR, OR TACK WELDER QUALIFICATION TEST RECORD	66
Form N-9 STUD WELDING APPLICATION QUALIFICATION TEST DATA	67
Form M-8 Ultrasonic Unit Calibration Report-AWS	68
Form M-9 dB Accuracy Evaluation	
Form M-10 Decibel (Attenuation or Gain) Values Nomograph	70
Form M-11 Report of UT of Welds	71
Form N-7 REPORT OF RADIOGRAPHIC EXAMINATION OF WELDS	73
Form N-8 REPORT OF MAGNETIC-PARTICLE EXAMINATION OF WELDS	74
Form S-15 Report of UT (Alternative Procedure)	75
58/80	

[CompanyName] Controlled Materials Form											
		Version 20141020									
Contract ID	Contract Name	Preparer	Date								
[ProjectNumber]	[ProjectName]		60								

Contract Section/ Activity		Intended Use	Lot Traceability	Method for identification of
ID	Material	(if description is necessary)	Requirements	Approved Inspection Status
		-0		
		0.0		
		0		
		× O		
		(7)		

	[Compan Nonconforma Version 20	ince Report
Nonconformance Report Control ID	Project ID	Project Name
	[ProjectNumber]	[ProjectName]
Preparer Signatu	re/ Submit Date	Quality Manager Signature / Disposition Date
Description of the requirement or specification		
Description of the nonconformance, location, affected area, and marking		
Disposition	Replace Repair Rework  Approval of disposition required by cus	
Corrective Actions	Customer approval signature /date:  Corrective actions completed Name Customer acceptance of corrective actions Name/Date:	
Preventive Actions	☐ Preventive actions completed Name	e/Date:

# Form N-1 Welding Procedure Specification Prequalification

	PF		INC PPO									
	PF				SPECIFICATIO							
					QUALIFIED BY							
		or PHO	CEDURE	QUALIFIC	ATION RECOR							
					Identification	on #						
						Identification # By By						
Company Na					Authorized by Date Type—Manual Semiautomatic							
Welding Pro	cess(es)											
Supporting F	PQR No.(s)				Mechani	zed		Automatic				
JOINT DESI	IGN USED				POSITION							
Type:					Position of	Groove:		Fillet:				
Single _			le Weld		Vertical Pr	ogression:	Up Do	own 🔛				
Backing: Y												
	acking Mat		Dimensi		ELECTRIC	AL CHAR	ACTERISTIC	S				
Root Openin	ng	Hoot Face	Dimension	1	Tonoston	ada (Otto	M) CI	* Circuitie -				
Groove Angl Back Gougir	ne: Voc	No -	iius (J=U)	vd	Iranster M	ode (GMA)	v) Shor	t-Circuiting  urar Spray				
Dack Gougir	ig. 165	110	weinc		Current: A	C DC	ED DO	N Pulsed				
BASE META	I.S.						CV	I diabu				
Material Spe					Other	_						
					Tungsten E		AWATE					
Type or Grad Thickness: Diameter (Pi	Groove		Fillet		. Jingotoff E	Size						
Diameter (Pi	ipe)					Type:						
FILLER MET	TALS				TECHNIQ	JE						
AWS Specifi					Stringer or Weave Bead:							
AWS Classif	fication				Multi-pass or Single Pass (per side)							
					Electrode	Spacing		itudinal				
SHIELDING							Late	ral				
Flux		Gas		$\rightarrow$	Control T	h - 4- 18/I		e				
Electrode-Fl	uw (Closes)		nposition _ v Rate		Contact III	be to work	Distance _					
Electrode-Fi	ux (Class)_		Cup Size									
		Gas	oup oize		intorpass (	Jiodi III g						
PREHEAT				<del>)                                    </del>	POSTWEI	D HEAT T	REATMENT					
Preheat Tem	np., Min.				Temp.							
Interpass Te			Max.		Time							
		CX										
				WEI DING	3 PROCEDURE							
Done or		Filler N	Metals		Current							
Pass or Weld	ł			Type &	Amps or Wire		Travel					
Laver(s)	Process	Class	Diam.		Feed Speed	Volts	Speed	Joint Details				
		0.000		· c.a.r.y	, ccc opeca	. 5110	5,500	Julia Dollard				
	not\											
Form N-1 (Fro	int)											

# Form M-8 Ultrasonic Unit Calibration Report-AWS

Ultrasonic Unit Model				Se	rial No.							
Search Unit—Size	Type				MHz							
Calibration—Date	Inte			м	ethod .							
Block Serial No						As Four						djusted
				L INST								
Start with the lowest dB level that section of the DS block. Add 6 dE tabulation chart.	t you can	obtain	a 40	percen	t displa	y heigh						
<ul> <li>After recording these values in Ro out moving the transducer add 6 d</li> <li>Repeat this step as many times as</li> </ul>	Bs and re	cord t	he new									
Find the average % screen values calculating the corrected reading.				garding	the fin	st 3 and	the la	ast 3 ta	bulatio	ns. Us	e this a	s %2 in
The following equation is used to	calculate	Row "d	o":									
% <sub>1</sub> is Row "b" % <sub>2</sub> is the average of Row "b" dis	sregardin	g				,0		1/4				
the first and last three tabula dB <sub>1</sub> is Row "a"	ations.			dB	2 = 20	× log(	<del>/62</del> /61) +	dB <sub>1</sub>				
dB <sub>2</sub> is Row "c"							>					
The dB Error "d" is established by	subtractir	ng Rov	v "c" fro	om Rov	v "a": (a	a – c = 0	d).					
The Collective dB Error "e" is esta				h the d	B Error	"d" nea	rest to	0.0, 0	ollectiv	ely ad	d the d	B Error
"d" values horizontally, placing the				A								
Moving horizontally, left and right f					he spar	n in whic	ch the	larges	t and s	mallest	t Collec	tive dB
		at the e										
Error figures remain at or below 2					zontal	spaces						
the remainder by six. This dB valu	e is the a	ccepta	ıble rar	ige of t	zontal : he unit.	spaces	of mo	vemen	t, subtr	act one	e, and i	multiply
	e is the a range gr	ccepta aphica	ble rar	nge of t m M-8	zontal : he unit. should	spaces be used	of mo	vemen	t, subtr	act one	e, and i	multiply follows:
In order to establish the acceptable (1) Apply the collective dB Error (2) Establish a curve line passing	e is the a range gr 'e" values through	ccepta aphica vertic this se	ible ran illy, For ally on ries of	m M-8 the hopoints.	zontal : he unit. should rizontal	be used	of mo	vement	t, subtr on with h the d	Form N	e, and i	multiply follows: ues "a."
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http://www.aws.org/technical/forms/M-8.pdf

# Form M-11 Report of UT of Welds

Projec	х -	+ Y				– x		Report of UT of Welds  Report no  Weld identification  Material thickness  Weld joint AWS  Welding process  Quality requirements—section no  Remarks								
						Dec	ibels				Discontinui	ity				
Line number	Indication number	Transducer angle	From Face	Lega	Indication level	Peterence Ference	Attenuation factor	ndication rating	Length	Angular distance (sound path)	Depth from "A" surface	Dist From X	ance From Y	Discontinuity	Remarks	
2																
3																
4																
5																
6																
7 8												-	-			
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Fest danspector Note: 1	e requi ate ted by This for colically r Tubul	m is ap	oplica	ble to	o Claus	art F of	arts B c	or C (St	1.1M, (	(year) Manufi Author	Structural	Melding Contractor	Code—Ste	and tested i		



For More Information:

Contact: Ed Caldeira

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