

Instructions: The form must be completed by the Special Inspection Agency.

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

Special Inspection Agency: _____	Agency's number: _____
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A	THE MANUAL AND ITS CONTROL	COMPLIANCE	QA REFERENCE
A-1	Has the Quality System Manual been signed by a senior management official?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A-2	Does the Quality System Manual establish a system to control each manual used in the Quality Control System?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A-3	Does the Quality Control System involve the use of individual manual logs and/or a master log?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A-4	Does the Quality System Manual require that individual quality manuals issued be signed for by the assignee?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A-6	Does the Quality System Manual have an established system to add to or to revise each manual issued and on hand?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A-7	Does each page of the Quality System Manual have an identification that is distinct for that page?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A-8	Has each section and/or procedure been approved by Senior Management for use in the Quality Control System?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
A-12	Does the Quality System Manual require that obsolete sections/procedures be removed and accounted for?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

REVIEW OF QUALITY SYSTEM MANUAL

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B	MANAGEMENT	COMPLIANCE	QA REFERENCE
B-1	Does the Quality System Manual have a company policy statement pertaining to quality?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-2	Does the policy statement declare that products shall be fabricated to conform to: a. Contract documents (customer's requirements)? b. Applicable codes? c. And not less than minimum requirements established in the quality program?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	
B-3	Does the policy statement indicate that materials and/or subcontracted sub-assemblies shall be procured to established recognized and acceptable standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-4	Does the policy statement indicate/declare that quality functions and production functions are clearly separated activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-5	Does the Quality System Manual declare that quality control functions shall be directly responsible to senior management?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-6	Does the Quality System Manual adequately define the authority given to the QA/QC manager?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-7	Does the Quality System Manual adequately define and assign responsibilities of the QA/QC manager?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-8	Does the Quality System Manual adequately define the authority given to the QA/QC inspectors?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-9	Does the Quality System Manual adequately define and assign responsibilities of the QA/QC inspectors?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-10	Does the Quality Control System require senior management to establish an inspection program for each work order/job?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-14	Does the Quality System Manual instruct the QA/QC inspector to inform the line foreman of nonconformities detected?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-16	Is this review required to be documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-17	Does the Quality System Manual have an organizational chart?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-18	Does the organizational chart illustrate the organizational structure of the fabricator?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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B-19	Does the organizational chart indicate that there is a clear separation of quality control activities and production activities?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-20	Does the organizational chart indicate that the quality control functions are on a level sufficient to perform the assigned responsibilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-21	Does the Quality System Manual provide for a review of the specifications, addendums to the specifications and documentation of these reviews?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
B-22	Does the Quality System Manual require adequate job descriptions for key personnel?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C	DRAWING CONTROL	COMPLIANCE	QA REFERENCE
C-1	Does the Quality System Manual indicate that the fabricator prepares design drawings?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-2	Does the Quality System Manual indicate that the fabricator receives prepared design drawings from an outside source?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-3	Does the Quality System Manual require or provide for a review of the design drawings?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-4	Does the Quality System Manual require a review of the connection and connection details?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-6	Does the Quality System Manual indicate or provide for the fabricator to prepare detailed shop drawings?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-7	Does the Quality System Manual provide a process for the fabricator to receive detailed shop drawings from an outside source?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-8	Does the Quality Control System require that detailed shop drawings be reviewed for correctness?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-9	Does the Quality Control System require special attention to special or unusual connections and details?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-11	Does the Quality System Manual provide a process to assure the latest shop drawing revisions have been used in actual production?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-12	Does the Quality System Manual establish a process for making changes to the detailed shop drawings?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-13	Does the Quality System Manual establish sufficient control to track and disseminate:		
	a. The contract documents?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	b. The specifications?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	c. Addendums to the specifications?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	d. The detailed shop drawings?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	e. Revisions to shop drawings?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	f. Change orders?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
C-15	Does the process assure compliance for both in-house and sublet work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
D	WORK ORDER – JOB CONTROL	COMPLIANCE	QA REFERENCE
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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
D-2	Does the Quality System Manual require that all correspondence received be stamped received and dated?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
E	PROCUREMENT OF MATERIALS AND SUBASSEMBLIES	COMPLIANCE	QA REFERENCE
E-1	Does the Quality System Manual establish a system for control of material procurement?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
E-2	Are the forms used to procure materials illustrated in the Quality System Manual?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
E-4	Does the Quality System Manual require mill and/or material test reports on all material/items ordered?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
E-6	Is this requirement stated on the purchase order?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
E-7	Does the Quality System Manual require the documentation of material quality (Mill certificates) accompany material on delivery?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
E-8	Does the Quality System Manual require that assemblies/subassemblies obtained from subcontractors:		
	a. Are procured to established standards?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	b. Are from suppliers that are approved fabricators?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	c. Follow like provisions and documentation as that followed by the fabricator?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
F	RECEIVING INSPECTION	COMPLIANCE	QA REFERENCE
F-1	Does the Quality System Manual provide for a receiving inspection of materials and subassemblies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
F-2	Has the Quality System Manual established acceptable standards and tolerances for receiving material and subassemblies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
F-3	Is this set of tolerances illustrated in the Quality System Manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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F-4	Does the Quality System Manual require that material grade, size, quantity and quality be confirmed upon receipt?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
F-5	Does the Quality System Manual require the confirmation that material received matches mill certificates received for material delivered?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
F-6	Has the Quality System Manual provided for a documentation system for the receiving inspection?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
F-7	Does the Quality System Manual require that receiving material acceptance standards be posted in the shop near the receiving inspection station?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-2	Does the Quality System Manual require qualifications for personnel performing special processes to be maintained for review?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-3	Does the Quality System Manual require verification of personnel qualifications and documentation of this verification?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-4	Does the Quality System Manual require that special process personnel be assigned identification symbols to identify work performed by them?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-5	Does the Quality System Manual require work instructions for each critical work function?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-6	Does the fabricator's quality program Quality System Manual have a process to document any self-checks by production personnel?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-7	Are the procedures/work instructions written in such a manner that they can be used for inspection by quality control personnel?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-8	Have acceptance tolerances and criteria been written into each procedure/work function including fabrication processes and contracted subassemblies?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
G-9	Does the Quality System Manual establish and illustrate acceptance tolerances?	<input type="checkbox"/> YES <input type="checkbox"/> 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: <ul style="list-style-type: none"> a. Identification of stocked materials? b. Identification of stocked subassemblies? c. Documentation of all inspections? d. Handling material? e. Handling fabricated products? f. Storing material, stockpiling material? g. Correct bracing and blocking of material? h. Correct bracing and blocking of fabricated items? i. Storing fabricated items? j. Stacking fabricated products? k. Storage/stockpile identification and documentation? 	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO	

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G-11	Does the fabricator have a written procedure for identifying work performed by them as an Approved Fabricator per City of Houston requirements?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
H-2	Does the Quality System Manual have a process for identifying nonconforming materials?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
H-3	Does the Quality System Manual require the segregation of nonconforming materials from approved materials?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
H-4	Does the Quality System Manual have a process for disposition of nonconforming material?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
H-6	Has the Quality System Manual established a process of identification and documentation of nonconforming fabricated products?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
H-7	Has the quality program established a process for removal of nonconforming, non-correctable fabricated products from the storage area?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
H-8	Has the quality program established a process for disposition of nonconforming, non-correctable fabricated products?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I	CORRECTIVE ACTION	COMPLIANCE	QA REFERENCE
I-1	Does the Quality System Manual establish a process for control of any repair work performed?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I-2	Does this process require re-inspection of any repair work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I-3	Is this re-inspection required to be documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I-4	Does the Quality System Manual require a suitable acceptance system for repaired items?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I-5	Does this system provide for removal of the nonconformity identification mark/tag?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I-6	Is this removal of nonconformity identification mark/tag performed by the QA/QC inspector?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I-7	Does the fabricator maintain a log of nonconformities and the type or cause of each nonconformity?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
I-10	Does the Quality System Manual require that repair/rework instructions be available to production personnel?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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J	FINAL INSPECTION AND SHIPPING INSPECTION	COMPLIANCE	QA REFERENCE
J-1	Does the Quality System Manual require periodic inspection of stored fabricated products?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
J-2	Are these surveillance inspections documented?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
J-3	Is the fabricated product inspected before it is shipped?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
J-4	Is this final product inspection and shipping inspection documented?	<input type="checkbox"/> YES <input type="checkbox"/> 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)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
J-6	Does the Quality System Manual require instructions on proper handling, storage, and erection of fabricated products?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
K	MAINTENANCE AND CONTROL OF EQUIPMENT	COMPLIANCE	QA REFERENCE
K-1	Does the Quality System Manual require a maintenance program for equipment and tools?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
K-2	Does the Quality System Manual require a control log for documenting maintenance inspections and performance?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
K-3	Does the Quality System Manual require a calibration schedule and log for equipment?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
K-6	Does the Quality System Manual provide for special test equipment to check/calibrate all production equipment/machines?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
L	RECORDS	COMPLIANCE	QA REFERENCE
L-1	Does the Quality System Manual require a process for maintaining documentation records?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
L-2	Is the process adequate to identify materials and subassemblies utilized in production?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
L-3	Does the process establish a minimum retention of project/material documentation records?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
L-4	Has the process provided for documentation of production inspections?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
L-5	Has the process provided for documentation of nonconformities that affect production processes and/or overall quality of the end product?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
L-6	Does the fabricator utilize this information to improve the production process?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
L-7	Is the documentation process adequate?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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M	OTHER MISCELLANEOUS ITEMS	COMPLIANCE	QA REFERENCE
M-1	Does the Quality System Manual show the street address and town where the fabrication plant is located?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
M-2	Does the QA/QC manager have a complete up-to-date equipment list?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
M-4	Does the Quality System Manual have a glossary of terms used in the manual?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
M-5	Has the fabricator included in the Quality System Manual illustrations of all forms used?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
N	RESPONSIBILITY PERTAINING TO FABRICATOR/CERTIFYING AGENCY	COMPLIANCE	QA REFERENCE
N-1	Has the fabricator established a process to assure the owner has selected a certifying agency to perform necessary inspections and certifications?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
O	FABRICATOR RESPONSIBILITY PERTAINING TO PLANT AND/OR FIELD MODIFICATIONS TO ALREADY FABRICATED FINISHED PRODUCT	COMPLIANCE	QA REFERENCE
O-1	When prefabricated assemblies have shop or field modifications which:		
	a) alter the original connection or bearing details, or	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	b) alter integral parts that affect strength or service of the unit, or	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	c) alter the original structural adequacy of the unit,	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	Does the fabricator's Quality System Manual indicate that the construction/erection documents require the following:		
	1. Prior approval of the engineer of record and the engineer responsible for structural design of the product?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	2. Modifications to be made in the presence of, and certified by, the certifying agency that made the original product certification?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
P	FABRICATOR'S ERECTED FINISHED PRODUCT ACCEPTANCE CRITERIA	COMPLIANCE	QA REFERENCE
P-1	Has the fabricator established in place as positioned and secured acceptance tolerances for his assembled products?	<input type="checkbox"/> YES <input type="checkbox"/> 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?	<input type="checkbox"/> YES <input type="checkbox"/> NO	

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COMMENTS

INSPECTOR NAME

(ENGINEER'S SEAL)

INSPECTOR SIGNATURE