

## 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

# Sample Quality Control Manual For Manufacturers

**Ian Pickup**



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## **Table of Contents Sample Quality Control Manual For Manufacturers**

1. Understanding the eBook Sample Quality Control Manual For Manufacturers
  - The Rise of Digital Reading Sample Quality Control Manual For Manufacturers
  - Advantages of eBooks Over Traditional Books
2. Identifying Sample Quality Control Manual For Manufacturers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Sample Quality Control Manual For Manufacturers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Quality Control Manual For Manufacturers
  - Personalized Recommendations
  - Sample Quality Control Manual For Manufacturers User Reviews and Ratings
  - Sample Quality Control Manual For Manufacturers and Bestseller Lists
5. Accessing Sample Quality Control Manual For Manufacturers Free and Paid eBooks
  - Sample Quality Control Manual For Manufacturers Public Domain eBooks
  - Sample Quality Control Manual For Manufacturers eBook Subscription Services
  - Sample Quality Control Manual For Manufacturers Budget-Friendly Options
6. Navigating Sample Quality Control Manual For Manufacturers eBook Formats

- ePub, PDF, MOBI, and More
  - Sample Quality Control Manual For Manufacturers Compatibility with Devices
  - Sample Quality Control Manual For Manufacturers Enhanced eBook Features
7. Enhancing Your Reading Experience
    - Adjustable Fonts and Text Sizes of Sample Quality Control Manual For Manufacturers
    - Highlighting and Note-Taking Sample Quality Control Manual For Manufacturers
    - Interactive Elements Sample Quality Control Manual For Manufacturers
  8. Staying Engaged with Sample Quality Control Manual For Manufacturers
    - Joining Online Reading Communities
    - Participating in Virtual Book Clubs
    - Following Authors and Publishers Sample Quality Control Manual For Manufacturers
  9. Balancing eBooks and Physical Books Sample Quality Control Manual For Manufacturers
    - Benefits of a Digital Library
    - Creating a Diverse Reading Collection Sample Quality Control Manual For Manufacturers
  10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
  11. Cultivating a Reading Routine Sample Quality Control Manual For Manufacturers
    - Setting Reading Goals Sample Quality Control Manual For Manufacturers
    - Carving Out Dedicated Reading Time
  12. Sourcing Reliable Information of Sample Quality Control Manual For Manufacturers
    - Fact-Checking eBook Content of Sample Quality Control Manual For Manufacturers
    - Distinguishing Credible Sources
  13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
  14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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