

# 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: \_\_\_\_\_

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# Sample Quality Control Manual For Manufacturers

**Rosina Ehmann**



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