

# Plant Audit Worksheet

Date of Visit: \_\_\_\_\_

Name and Location of Fabricator (or coatings facility): \_\_\_\_\_

## **General Information:**

- a) Type(s) of products produced and/or coatings applied:
  
  
  
  
  
  
  
  
  
  
- b) Approximate square footage of floor space used for production: \_\_\_\_\_
- c) Approximate square footage of outdoor space used for storage of materials: \_\_\_\_\_
- d) How are large materials brought to the Plant (rail, truck, etc)? \_\_\_\_\_

## **PART 1 (FABRICATION)**

### **Staffing/Process: (cite sources of Information)**

- a) What process is in place for in house quality control of drafting/detailing for both in house and contracted work?
  
  
  
  
  
  
  
  
  
  
- b) What process is in place for addressing comments on rejected shop drawings?



**Equipment:** What equipment is available in house for performing the following work and what are the size limits (if applicable)?

- a) Blast cleaning raw materials to a minimum of SSPC-SP10: \_\_\_\_\_
- b) Cutting plate for webs/flanges: \_\_\_\_\_
- c) Drilling stiffeners/connection plates: \_\_\_\_\_
- d) Drilling for field splices on beams or girders: \_\_\_\_\_
- e) Bolt Tension Measuring Devices (such as a Skidmore-Welhelm Calibrator) and is it calibrated within 12 months? \_\_\_\_\_
  - a. Is an adaptor available for verification testing of DTI's? \_\_\_\_\_

**Quality Control:**

- a) Are quality requirements reviewed prior to production? \_\_\_\_\_
- b) Are all quality control inspections performed by a CWI? \_\_\_\_\_
- c) Does QC have the ability to stop work? \_\_\_\_\_
- d) Are there written QC procedures? \_\_\_\_\_
- e) Are inspections performed and recorded in accordance with these procedures? \_\_\_\_\_
- f) How is traceability maintained? \_\_\_\_\_
- g) Are status sheets (travelers) used throughout fabrication and then kept by the Fabricator for project records? How long are they kept on file after completion? \_\_\_\_\_
- h) Are there established/documented in-process hold points for QC inspection (list/describe)? \_\_\_\_\_

i) What is the QC process for material processing (cutting/drilling)? Is this documented and who is responsible?

j) What is the QC process for checking layout and fit up? Is this documented and who is responsible?

k) What is the QC process for other checks throughout fabrication (camber, sweep, etc.)? Is it documented and who is responsible?

l) Who is responsible for final weld inspection and is it documented?

m) How are materials marked for?

a. Layout: \_\_\_\_\_

b. minor defects: \_\_\_\_\_

c. major defects: \_\_\_\_\_

d. non-conformances: \_\_\_\_\_

e. rejectable materials: \_\_\_\_\_

n) How are Non-conformances handled, documented, and resolved?

o) Are all QC reports and NDT reports documented? \_\_\_\_\_

a. How long are these reports kept after completion of the work? \_\_\_\_\_

**Floor Audit:**

- a) Are welders certified for the work being done? \_\_\_\_\_
- b) Are approved weld procedures at the welding machine and are they being followed? \_\_\_\_\_
- c) Are stamped approved shop drawings being used for production? \_\_\_\_\_
- d) Are specified hold points being followed? \_\_\_\_\_
- e) Are bolts stored properly? \_\_\_\_\_
- f) Are welding consumables stored properly and is there a procedure in place for ensuring proper SMAW electrode dispensing and re-drying? \_\_\_\_\_
- g) Are QC instruments properly calibrated? \_\_\_\_\_
- h) Is NDT equipment properly calibrated? \_\_\_\_\_
- i) Are finished products stored properly? \_\_\_\_\_
  - a. Are proper piece marks on finished material? \_\_\_\_\_
  - b. Are there records to show QC inspection was completed prior to storing? \_\_\_\_\_
  - c. Are materials re-inspected by QC after loading and prior to shipping? \_\_\_\_\_



**Equipment:** What equipment is available in house and what are the size limits (if applicable)?

- a) Blast cleaning materials to a minimum of SSPC-SP10 prior to painting: \_\_\_\_\_
- b) Blast cleaning to SSPC-SP5 prior to metalizing: \_\_\_\_\_
- c) Booth/containment for metalizing: \_\_\_\_\_
- d) Containment for painting: \_\_\_\_\_
- e) Zinc tank for HDG: \_\_\_\_\_
- f) Ovens for baking powder coat: \_\_\_\_\_

**Quality Control (coatings):**

- a) Who fills the following roles and are they fabricator personnel or a subcontractor?
  - a. QC Manager: \_\_\_\_\_
  - b. Who inspects surface preparation and profile: \_\_\_\_\_
  - c. Who ensures paint is mixed properly? \_\_\_\_\_
  - d. Who inspects the applied/cured product: \_\_\_\_\_
- b) Are quality requirements reviewed prior to production? \_\_\_\_\_
- c) How is traceability maintained and accountability of pieces/parts from arrival to delivery (if coating is off site from fabrication)?



d) Is all inspection work performed by NACE Certified Inspectors? \_\_\_\_\_

p) Are there established/documented in-process hold points for QC inspection (list/describe)?

e) Are there QC documents/records readily available for State Transportation work?

f) What documentation/certificates/records are provided back to the fabricator (and eventually to the owner) for typical State Transportation Agencies/Departments?

**Floor Audit (coatings):**

a) Are materials/parts waiting for coating properly stored and labeled? \_\_\_\_\_

b) Is traceability maintained from material arrival to departure? \_\_\_\_\_

c) Are finished materials properly stored and labeled? \_\_\_\_\_

d) Are approved drawings and/or specs being used? \_\_\_\_\_