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)		
TAKT 1 (TABRICATION)		
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?		

c)	What is the process for controlling revised drawings and delivering drawings with the owner's stamp to the floor for production?
d)	How are requests for information (RFI's) documented?
e)	How do production staff differ from QC staff both from an organizational chart standpoint, as well as from a roles/duties stand point?
f)	Who reviews incoming Material Test Reports and is it done prior to beginning processing? (if not, at what point are they reviewed?)
g)	Who visually inspects the material prior to processing?

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:	
٠,		
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?	
	a. Is an adapter available for verification testing of Birs.	
		
Quality	Control:	
-		
-	<u>Control:</u>	
a)	Control: Are quality requirements reviewed prior to production?	
a) b) c)	Are quality requirements reviewed prior to production? Are all quality control inspections performed by a CWI?	
a) b) c)	Are quality requirements reviewed prior to production? Are all quality control inspections performed by a CWI? Does QC have the ability to stop work?	
a) b) c) d)	Are quality requirements reviewed prior to production? Are all quality control inspections performed by a CWI? Does QC have the ability to stop work? Are there written QC procedures?	
a) b) c) d)	Are quality requirements reviewed prior to production? Are all quality control inspections performed by a CWI? Does QC have the ability to stop work? Are there written QC procedures? Are inspections performed and recorded in accordance with these procedures?	
a) b) c) d) e)	Are quality requirements reviewed prior to production? Are all quality control inspections performed by a CWI? Does QC have the ability to stop work? Are there written QC procedures? Are inspections performed and recorded in accordance with these procedures? How is traceability maintained?	
a) b) c) d) e)	Are quality requirements reviewed prior to production? Are all quality control inspections performed by a CWI? Does QC have the ability to stop work? Are there written QC procedures? Are inspections performed and recorded in accordance with these procedures? How is traceability maintained? Are status sheets (travelers) used throughout fabrication and then kept by the Fabricator for	

Equipment: What equipment is available in house for performing the following work and what are the

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?
1)	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 ar	re 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?	
	a.	How long are these reports kept after completion of the work?	
	a.	How long are these reports kept after completion of the work?	
	a.	How long are these reports kept after completion of the work?	

Floor Audit:

a)	Are we	iders certified for the work being done?
b)	Are ap	proved weld procedures at the welding machine and are they being followed?
c)	Are sta	mped approved shop drawings being used for production?
		ecified hold points being followed?
		its stored properly?
		lding 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 fin	ished 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?

PART 2 (COATINGS)

Staffing/Process:

a)	Which	of the following is this Audit for (circle all that apply)?
	a.	Galvanizing
	b.	Metalizing
	c.	Paint
	d.	Powder coat
b)	Which	case best describes who this audit is for?
	a.	In-house coatings division of the steel fabrication plant
	b.	Subcontractor performing work for the steel fabricator at the fabrication plant
	c.	Subcontractor performing coatings work off site from fabrication
c)	How do	o production staff differ from QC staff both from an organizational chart standpoint, as
	well as	from a roles/duties stand point?
d)		proved shop drawings and related pertinent contract specifications provided by the

<u>Equipn</u>	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	y 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?
р)	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 A	udit (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?