

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	QUALITY MANAGEMENT SYSTEM QUALITY MANUAL PROJECT CHECKLIST	Page 1 of 5	QMS: Revision: 00


DATE:	JOB NBR:
CUSTOMER:	DESIGNER/ENGINEER:
PROJECT NAME:	PROJECT MANAGER:
CONTRACT NBR:	SCOPE OF WORK:
DATE:	

SALES - CONTRACT DOCUMENTATION: ACCOUNT MANAGERS

DATE CUSTOMER RFQ RECEIVED:	
QUOTE CREATED BY:	DATE:
DATE QUOTE SENT TO CUSTOMER:	QUOTE NBR:
DATE RECEIVED CUSTOMER CONTRACT PO :	
INSPECTION TYPE USED:	ACCEPTANCE CRITERIA:
<input type="checkbox"/> D: DIMENSIONAL <input type="checkbox"/> DR: DOCUMENT REVIEW <input type="checkbox"/> H: HOLD	<input type="checkbox"/> VE: VERIFICATION <input type="checkbox"/> SP: SURFACE PROFILE TEST <input type="checkbox"/> VI: VISUAL

		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
RECEIVED CUSTOMER IFC DRAWINGS/BID DOCUMENTATION	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
CUSTOMER IFC DRAWINGS/BID DOCUMENTATION REVIEWED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
REVIEW ALL SPECIFICATIONS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
REQUEST FOR INFORMATION ISSUED & COMPLETED: (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
SALES ORDER CHART COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
BUY OUT PURCHASE REQUISITION COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DO NOT ORDER MATERIAL UNTIL DRAWINGS APPROVED BY CUSTOMER (SEE ATTACHED SHEET)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DATE TO GET APPROVALS:				
CONFIRMED & COMPLETED THE FOLLOWING: <input type="checkbox"/> COLOURS DEFINED <input type="checkbox"/> BUILDING DRAWINGS REQUIRED <input type="checkbox"/> BUILDING ACCESSORIES <input type="checkbox"/> ON SITE INSPECTION NEEDED <input type="checkbox"/> QUOTED BUILDING WEIGHT <input type="checkbox"/> DATE BUILDING REQUIRED	<input type="checkbox"/> YES <input type="checkbox"/> NO			
JOB STARTED & JOB NUMBER ISSUED:				
ADMINISTRATION TO CREATE FILE :	<input type="checkbox"/> YES <input type="checkbox"/> NO			
PUT JOB ON PRODUCTION SCHEDULE:				
CONTROLLER:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
CREDIT CHECK COMPLETED:				
QUOTATION/BID DOCUMENTS REVIEWED: PRESIDENT		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
QUOTE REVIEWED AND APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
BID DOCUMENTS REFLECT THE QUOTE IN ITS ENTIRETY	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		

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DEVIATIONS FROM BID/QUOTE NOTED AND COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
REQUEST FOR INFORMATION ISSUED & COMPLETED (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
APPROVAL COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO			
PURCHASING:		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
ISSUE PURCHASE ORDERS FOR BUY OUTS FROM ACCOUNT MANAGERS	<input type="checkbox"/> YES <input type="checkbox"/> NO			
ISSUE PURCHASE ORDERS FOR DEFICIENCIES FROM FABRICATION SHOP	<input type="checkbox"/> YES <input type="checkbox"/> NO			
REQUEST FOR INFORMATION ISSUED & COMPLETED: (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
FABRICATION SHOP PRE-JOB REVIEW: FAB SHOP SUPERVISOR		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
PRE-JOB CHECK REVIEW COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO			
WOOD COUNT DONE AND GIVEN TO CONTROLLER	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DEFICIENCIES/THINGS THAT NEED TO GET ORDERED/ETC PROVIDE LIST TO PURCHASING (SEE ATTACHED SHEET)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
QUALITY CONTROL INFORMATION:		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
TURNOVER REQUIREMENTS RECEIVED AND APPROVED: <input type="checkbox"/> COMPANY CERTIFICATION <input type="checkbox"/> EQUIPMENT LIST <input type="checkbox"/> RFI LOG <input type="checkbox"/> LOAD LIST <input type="checkbox"/> PAINTING REPORTS <input type="checkbox"/> LOAD RELEASE <input type="checkbox"/> IFC DRAWINGS STAMPED BY ENGINEER <input type="checkbox"/> AS BUILT DRAWINGS STAMPED BY ENGINEER	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
REQUEST FOR INFORMATION ISSUED & COMPLETED: (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
SALES - CONTRACT DOCUMENTATION: ACCOUNT MANAGERS		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
DEFICIENCY LIST FROM ENGINEERING/DRAFTING RESOLVED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	ACCOUNT MANAGER		
REVIEW OF COST IMPACTING CHANGES COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	ACCOUNT MANAGER		
CHANGE ORDER ISSUED TO CUSTOMER:	<input type="checkbox"/> YES <input type="checkbox"/> NO	ACCOUNT MANAGER		
NEW CONTRACT NRB /REVISION ISSUED FOR CHANGES BY CUSTOMER:	<input type="checkbox"/> YES <input type="checkbox"/> NO	ACCOUNT MANAGER		
FIELD ERECTION/ASSEMBLY: CONSTRUCTION COORDINATOR		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
ISSUED CONSTRUCTION DRAWINGS TO CONSTRUCTION MANAGER FOR REVIEW:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
LIST DEFICIENCIES AND GIVE TO ENGINEERING/DRAFTING (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DESIGN & DEVELOPMENT: ENGINEERING & DRAFTING		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
CUSTOMER IFC DRAWINGS/BID DOCUMENTATION & SPECS REVIEWED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
REVIEW OF JOB SCOPE COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
REQUEST FOR INFORMATION ISSUED & COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			

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LIST DEFICIENCIES AND GIVE TO ACCOUNT MANAGER (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DEFICIENCY LIST RESOLVED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
STRUCTURAL DESIGN DRAWINGS COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
BUILDING & DETAIL DRAWINGS COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
APPROVAL DRAWINGS COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DRAFTING		
APPROVAL DRAWING CHECKED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
ACCOUNT MANAGER	<input type="checkbox"/> YES <input type="checkbox"/> NO			
PROJECT MANAGER	<input type="checkbox"/> YES <input type="checkbox"/> NO			
APPROVAL DRAWINGS SENT TO CUSTOMER WITH RETURN DATE: PLANS, ELEVATIONS, SECTIONS, DETAILS, ETC, AS REQUIRED BY BID/QUOTE	<input type="checkbox"/> YES <input type="checkbox"/> NO			
MARKED UP DRAWINGS RETURNED FROM CUSTOMER:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
CHANGES: (SEE ATTACHED SHEETS)	<input type="checkbox"/> NO (Code: 1,A) PROCEED <input type="checkbox"/> YES (Code: 2,B) REVISE & PROCEED <input type="checkbox"/> YES (Code: 3,C) REVISE & RE-SUBMIT			
FILE RETURNED TO ACCOUNT MANAGER FOR REVIEW OF COST IMPACTING CHANGES, AS REQUIRED	<input type="checkbox"/> YES <input type="checkbox"/> NO	ACCOUNT MANAGER		
FINAL APPROVAL FROM CUSTOMER AND SIGNED OFF:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
ALL DOCUMENTATION COMPLETED TO THIS POINT – PRIOR TO ISSUING FINAL CONSTRUCTION DRAWINGS:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
ISSUED FOR CONSTRUCTION DRAWINGS ISSUED TO CUSTOMER:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
COMPLETE DETAILED CONSTRUCTION PACKAGE CREATED: <input type="checkbox"/> BUILDING(PLAN, ELEVATION, DETAILS) <input type="checkbox"/> CUSTOMER SPECIFICATIONS <input type="checkbox"/> STAIRS, HANDRAILS,	<input type="checkbox"/> YES <input type="checkbox"/> NO			
FABRICATION SHOP:		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
COMPLETE DETAILED CONSTRUCTION PACKAGE ISSUED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
SALES ORDER ISSUED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
CUT LIST ISSUED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
CUT LIST CHECKED BY FAB SHOP SUPERVISOR:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
LIST DEFICIENCIES AND GIVE TO ENGINEERING/DRAFTING (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
REQUEST FOR INFORMATION ISSUED & COMPLETED: (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
CUT PARTS COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			

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ANY DESTROYED OR RE-WORK: YES – COMPLETE NC REPORT AND GIVE TO QC MANAGER	<input type="checkbox"/> YES <input type="checkbox"/> NO			
QC: INSPECTION AND TOLERANCE CHECKS DONE: (SEE ATTACHED SHEET)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOORS READY TO BE PAINTED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DOORS BACK FROM PAINTING:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
HARDWARE INSTALLED, ETC:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
PAINT SHOP: PAINT SHOP SUPERVISOR		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
DETAILED CONSTRUCTION DOCUMENTS & SPECS ISSUED FOR REVIEW:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DRAWINGS AND SPECS REVIEWED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
LIST DEFICIENCIES AND GIVE TO ENGINEERING/DRAFTING (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
REQUEST FOR INFORMATION ISSUED & COMPLETED: (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
PAINTING:		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
COMPLETE DETAILED CONSTRUCTION PACKAGE ISSUED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
SALES ORDER ISSUED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
SURFACE PREPARATION COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	VI		
PRIMER APPLICATION COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	VE		
TOP COAT(S) COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	H		
COATING INSPECTION REPORT COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO	DR		
QC: INSPECTION CHECK DONE: (SEE ATTACHED SHEET)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
ANY DESTROYED OR RE-WORK: YES – COMPLETE NC REPORT AND GIVE TO QC MANAGER	<input type="checkbox"/> YES <input type="checkbox"/> NO			
SHIPPING:		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
PRODUCTS CRATED COMPLETED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
CRATING DOCUMENTATION COMPLETED	<input type="checkbox"/> YES <input type="checkbox"/> NO			
PICTURES TAKEN AND FILED	<input type="checkbox"/> YES <input type="checkbox"/> NO			
REQUEST FOR INFORMATION ISSUED & COMPLETED: (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
FIELD ERECTION/ASSEMBLY: CONSTRUCTION MANAGER		ACCEPTANCE CRITERIA	SIGNATURE	DATE:
COMPLETE DETAILED CONSTRUCTION PACKAGE ISSUED:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
DETAILED CONSTRUCTION DRAWINGS ISSUED TO FIELD CREWS:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
CONSTRUCTION PACKAGE ISSUED FOR FIELD CREWS – RED BOOKS:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
ALL MATERIALS RECEIVED AS LISTED ON THE CONSTRUCTION DOCUMENTS:	<input type="checkbox"/> YES <input type="checkbox"/> NO			
REQUEST FOR INFORMATION ISSUED & COMPLETED: (SEE ATTACHED SHEETS)	<input type="checkbox"/> YES <input type="checkbox"/> NO			

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