



Commercial, LLC

COATINGS - SEALANTS - VWC - EPOXY SYSTEMS

QC1020– Inspections

Quality Control / Standard Operating Procedure

1.0 PURPOSE

To ensure that projects meet the company's quality and safety standards. To detect product or workmanship non-conformances during installation and limit costly rework and incident investigations. To ensure a safe working environment for all QC personnel.

2.0 SCOPE

QC will deploy a competent quality control and safety trained person to inspect jobsites while they are in progress. Inspectors will audit all areas of work in progress and report any non-conformances to QC's site supervisor as well as the management team of QC. The inspector has the authority to stop work if any of the following is observed.

- A) Safety violations
- B) Improper use of tools
- C) Improper operation of heavy equipment and man-lifts
- D) Poor workmanship
- E) Poor housekeeping
- F) Use of non-specified materials
- G) Incorrect mixing ratios or methods for 2-part coatings
- H) Improper use of fall protection
- I) Inadequate PPE usage

3.0 REFERENCES

- 3.1 QC1019-x Corrective Action
- 3.2 QC1011-x Job Safety Analysis
- 3.3 QC1034-x Project Quality Assurance
- 3.4 QC1065-x Fall Protection Procedure
- 3.5 QC1006-x Job Hazard Assessment
- 3.6 F1057-x Inprocess Inspection Checklist
- 3.7 F1058-x Inspection Summary Report



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4.0 PROCEDURE

- 4.1 Prior to performing an in-process inspection or audit, obtain all project specific documentation available, including customer provided bid documents. These documents will usually include floor plans, material specifications, work scopes, environmental and safety policy, project schedule, and the customer's jobsite contacts.
- 4.2 Assemble all pertinent QC documentation as it relates to quality, safety, and project specific work scope requirements. This will usually include bid form, RFIs, inspection checklists, man power projections, equipment schedule and costs, and material submittals with Safety Data Sheets and Technical Data Sheets, and a copy of this procedure.
- 4.3 Using the documents compiled begin performing the inspection. Use the checklist Form F1057-x to record all inspection findings and comments. If it is determined ahead of time that additional items need to be checked, prepare a job specific inspection form to supplement the F1057 form.
- 4.4 Once the inspection is complete, fill out the online Inspection Summary Report form F1058-x and review the findings with the QC site supervisor, crew leader, and/or management of QC. If any major safety hazards or potential OSHA violations are found, these items must be addressed immediately with QC management and the safety representative from the project's construction manager, i.e., QC's customer. An investigation and corrective action must be performed anytime a major non-conformance is observed that could potentially lead to personal injury or work stoppages.
- 4.5 Workmanship issues shall be addressed with the individuals responsible for the non-conformance. If corrective action can be taken to resolve the issues by additional training, ensure that the employee receives the additional training and record all such training in the employee's file.
- 4.6 Inspection frequency will be determined by QC management and will vary depending upon the size and scope of a project. All projects require an initial Job Hazard Assessment, ref QC1006-x, and a Final Inspection, ref F1057-x. For projects with long durations, i.e, thirty days or longer, Inprocess Inspections are required, ref F1057-x. The Inprocess Inspection and Final Inspection use the same checklist form F1057.
- 4.7 Follow-up inspections will be conducted whenever there is a nonconformance found that warrants a corrective action. Follow-up inspections will always include personnel that were involved in the initial inspection that resulted in corrective action.
- 4.8 When inspections reveal a lack of training of personnel, or if training methods appear to be inadequate, additional training shall be performed. Additional training should include safety awareness, quality workmanship standards, and proper application techniques.



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REVISION TABLE

Version	Date	Changes
1	03-10-08	Original Draft

APPROVAL

QC Commercial, LLC Company	Russ Phillips Print Name	 Signed	03-10-08 Date
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