

SUGGESTED QUALITY CONTROL MANUAL GUIDELINES

- 1) Assign a unique document name, date of issue and revision level
- 2) Number all pages
- 3) Include a Table of Contents
- 4) Provide a statement regarding the firm's overall approach to quality control. Include statements about scope of the document, who has responsibility (doesn't necessarily need a name but could be a job title) for its implementation and possible revisions, and perhaps a statement that the program will be reviewed annually by management (need for internal company audits?)
- 5) Address raw materials - incoming inspections, proper product designations, storage and handling (warehouse and jobsite), required documentation and handling of non-conformances
- 6) Address design and documentation requirements for firestop designs (include procedures for those designs selected from listing agency publications as well as systems to be accepted based on engineering judgements)
- 7) Address documents needs and penetration system identification/traceability for transmission of designs to field installation personnel
- 8) Address document change control - who has responsibility, how to be done, etc
- 9) Address resolution of non-conformance of existing construction
- 10) Address final inspection, labeling of firestops and corrective actions. You should also address control of labels that will be applied to the firestops in question.
- 11) Address equipment calibration and any in-house QC tests, if applicable.
- 12) Designation of an individual responsible for maintaining FM Approval listing (tracking follow-up CEUs, etc)
- 13) Description of the firm's training program for installers and documentation of such.
- 14) A description of the firm's recordkeeping requirements (what is kept, how long, etc).
- 15) Details on tracking the follow-up CEU's needed for the Designated Responsible Individual in order to maintain FM Approval.