

# CROSTOWN METAL INDUSTRIES

## QUALITY ASSURANCE MANUAL

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## F01 - Pre-Production Inspection and Test Plan Checklist

Project: MOA Project (9560)	Crosstown Job #: 7660	Batch Name:
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Process Step	Description	Equipment Used	Acceptance Criteria	Inspection Activity and Date	Inspected By (Initial & Date)	NCR # (if applicable)
1	Duct is Drawn onto the Customer's CAD Drawing	Computer, SDS Quickduct	Crosstown PO, Packing Slip	R, I		
2	Duct Size and Location on CAD Drawing is confirmed by the Customer	Computer, SDS Quickduct Drawing	Intended Design Dimensions Software Verificaton Run	R, I, H		
3	Ductwork Layer from CAD Files is Exported to SDS CAM Program	Computer, SDS Quickduct, SDS CAM Software	Approved Drawing , Shop Tickets, Duct Cut Lists, Labels	R, I		
4	Duct and Fittings Entered Manually into SDS CAM Program	Computer, SDS CAM Software	Check to Approved Drawing	R, I, H		
5	2D Parts are created, Lists and Labels Printed and Colour Coded	Computer, SDS CAM Software	Are Labels Correct?	R, I		
6	Nested Sheets of Fittings are Downloaded to the Plasma Table	Plasma Table, SDS CAM Software	Shop Tickets, Plasma Lists, Labels	R, I		

Final Inspection Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Released, Ok to Fabricate

Comments: \_\_\_\_\_  
 \_\_\_\_\_

**Legend**

R – Review Documentation  
 I – Inspect Material/Assembly  
 H – Hold Item until Accepted  
 M – Move or Transport

NCR – Non-Conformance Reporting used when acceptance criteria has not been met (i.e. material order does not meet Purchase Order requirement)  
 Acceptance Criteria – A pre-determine level of acceptance (i.e. Purchase Order, drawing, specification, List Sheets, etc.) of a product or process



## F02 - Production Inspection and Test Plan Checklist

Project: MOA Project (9560)	Crosstown Job #: 7660	Batch Name:
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Process Step	Description	*Equipment Used	Acceptance Criteria	Inspection Activity and Date	Inspected By (Initial & Date)	NCR # (if applicable)
1	Receiving of Coils and Sheets	Crane, Forklift, Tape Measure, Caliper	Crosstown PO, Packing Slip	R, I, H		
2	Sheets Cut to Length from Coil	Rolling Table, Tape Measure	Plasma and Duct Cut Lists	I, M		
3	Straight Duct Cutting and Notching	Shear, Tape Measure	Shop Tickets, Duct Cut Lists, Labels	R, I, H		
4	Move to Shear or Plasma Cutter	Rolling Table	-----	M		
5 a	Sheets Sheared to Size	Shear, Tape Measure	Drawing Dimension	R, I		
5 b	Sheets Plasma Cut into Fittings, Insulation Cut to Size.	Plasma Table, Rotozip, Tape Measure	Shop Tickets, Plasma Fitting Lists, Insulation Lists, Labels	R, I		
5 c	Sheets Punched Into Parts	Trumpf, Caliper, Tape Measure	NC Code Punch Sheets	R, I		
6 a	Fitting Parts Run Through Lockformer Machines	Lockformer Machines	Shop Tickets, Labels	R, I		
6 b	Fitting Parts Formed in Brake	Press Brake	Shop Tickets, Labels	R, I		
7 a	Drive Cleats Formed	Cleat Forming Machine	Shop Tickets, Labels	R, I		
7 b	TDC Flanges Formed	TDC Machine	Shop Tickets, Labels	R, I		
8	Insulation Applied with Glue & Pins	Insulation Pinning Machine	Shop Tickets, Labels	R, I		
9	Assembly and Inspection	Hand Tools, Tape Measure	Approved Drawing, Shop Tickets, Labels	R, I, H		
10	Packaging	Tape Measure, Packing Supplies	Approved Drawing, Shop Tickets, Labels	R, I, H		

Final Inspection Completed By: \_\_\_\_\_

Date: \_\_\_\_\_

Released, Ok to Ship

Comments: \_\_\_\_\_

**Legend**

R – Review Documentation  
 I – Inspect Material/Assembly  
 H – Hold Item until Accepted  
 M – Move or Transport

NCR – Non-Conformance Reporting used when acceptance criteria has not been met (i.e. material order does not meet Purchase Order requirement)  
 Acceptance Criteria – A pre-determine level of acceptance (i.e. Purchase Order, drawing, specification, List Sheets, etc.) of a product or process  
 \*Tape Measures – Routine checks on Tape Measures are conducted to ensure company supplied equipment is always in good condition.