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.