QA/QC Checklist

A combined QA/QC checklist covering both quality assurance (process) and quality control (inspection).

Set up the QA framework

- [ ] Define the quality objectives and acceptance criteria for the project.
- [ ] Identify the standards and specifications that apply.
  Align with applicable standards and your organization's quality system.
- [ ] Document the procedures and work instructions to follow.
- [ ] Assign quality roles and responsibilities.
- [ ] Confirm staff are trained and competent for their tasks.
- [ ] Establish document control for drawings and revisions.
  Maintain a master drawing register to prevent crews from working against superseded revisions.

Plan inspections (QC)

- [ ] Create an inspection and test plan with hold and witness points.
- [ ] Define what to inspect, how, and acceptance criteria.
- [ ] Set sampling levels and inspection frequency.
- [ ] Confirm measuring equipment is calibrated and in date.
  Tag tools with calibration expiry dates and check that logs match before taking critical measurements.
- [ ] Prepare inspection forms and recording templates.
- [ ] Schedule inspections at the defined stages.

Quality assurance activities

- [ ] Verify suppliers and subcontractors are approved and qualified.
- [ ] Confirm incoming materials have required certificates.
  Match mill certificates or heat numbers against purchase orders before unloading shipments.
- [ ] Check that approved procedures are being followed on the job.
- [ ] Conduct internal audits or process reviews.
- [ ] Hold quality reviews at key milestones.
- [ ] Capture lessons learned to improve the process.

Quality control inspections

- [ ] Inspect incoming materials before use.
- [ ] Carry out in-process inspections at hold points.
- [ ] Measure key characteristics against specification.
- [ ] Perform final inspection before release or handover.
- [ ] Record measurements, results and inspector sign-off.
- [ ] Segregate and label any nonconforming work.
  Physically quarantine nonconforming stock with bold tags to prevent accidental installation or use.

Nonconformance and corrective action

- [ ] Raise a nonconformance report when criteria are not met.
- [ ] Determine the disposition: rework, repair, scrap or concession.
- [ ] Investigate the root cause of the nonconformance.
  Use the 5 Whys technique to identify underlying process failures rather than assigning individual blame.
- [ ] Implement corrective action to prevent recurrence.
- [ ] Verify the corrective action was effective.
- [ ] Feed findings back into QA procedures and training.

Records and handover

- [ ] Compile inspection records, certificates and test results.
- [ ] Maintain traceability to materials, lots and locations.
  Link batch numbers, inspector initials, and installation dates to exact physical site grid locations.
- [ ] Keep nonconformance and corrective action records.
- [ ] Prepare the quality dossier or handover documentation.
- [ ] Obtain final quality sign-off and approvals.
- [ ] Archive records for traceability and audit.