

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.

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.
- ☐ 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.
- ☐ 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.

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.
- ☐ 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.
- ☐ 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.