



Piping & Metals Fabrication & Installation Quality Manual Sample

Selected pages (not a complete manual)

Sample includes:

- ✓ Quality Manual Pages
- ✓ Forms Examples

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[CompanyName]

Piping and Metals Fabrication and Installation Quality Manual

Operating Policies of the [CompanyName] Quality System

Effective Date: [Date]

Version	Version notes
[Date]	Initial issue

Approval Signature and Date: _____

President/ Date

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QUALITY MANUAL

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5. PROJECT-SPECIFIC QUALITY STANDARDS

APPLICABLE REGULATIONS, INDUSTRY, and COMPANY STANDARDS

5.1. OVERVIEW

[CompanyName] personnel and subcontractors and suppliers are accountable for compliance to standards-based written specifications.

To achieve expectations reliably and consistently, specifications are clearly spelled out, not only for results but also for processes. Specifications apply to materials, work steps, qualified personnel and subcontractors and suppliers, safe work rules, and environmental work conditions.

Standards ensure that results are specified rather than left to discretionary practices.

5.2. REGULATORY CODES

All [CompanyName] fabrication and installation activities comply with the relevant regulations. The Quality Manager identifies regulatory requirements applicable to the jurisdictions served, including:

- Applicable Federal regulations
- Applicable State regulations
- Applicable building codes and local addenda to building codes
- Applicable Fire Code
- Applicable Fuel and Gas Code
- Applicable Mechanical Code
- Applicable Plumbing Code
- Additional regulations specified by the customer contract

The Quality Manager identifies regulatory requirements that apply to a specific project on the Project Quality Assurance/Quality Control Plan.

The Superintendent had jobsite access to relevant codes and government regulations.

5.3. INDUSTRY QUALITY STANDARDS

All [CompanyName] fabrication and installation activities comply with generally accepted good workmanship practices and industry standards.

The Quality Manager identifies supplemental requirements for industry standards that apply to a specific project on the Project Quality Assurance/Quality Control Plan when it is not otherwise specified by the contract, contract technical specifications, or approved drawings.

COMPLIANCE WITH INDUSTRY WELDING STANDARDS

Description	Reference Standard No.	Reference Standard Title
Minimum spacings and edge distances for screws	AISI SG02-KIT	North American Specification for the Design of Cold-Formed Steel Structural Members
Beveling, alignment, heat treatment, and inspection of weld	ASME B31.1	Power Piping
Requirements for piping of fluids	ASME B31.3	Process Piping
Welding standards	AWS B2.1/B2.1M	Specification for Welding Procedure and Performance Qualification
Workmanship and techniques for welded construction	AWS D1.1/D1.1M	Structural Welding Code – Steel
Installation of bracing and permanent bracing and bridging	CFSEI	Field Installation Guide for Cold-Formed Steel Roof Trusses
Installation of chimneys, vents, and smokestacks	NFPA 211	Standard for Chimneys, Fireplaces, Vents, and Solid Fuel-Burning Appliances
Framing and reinforcing openings through a steel deck	SDI DDP	Deck Damage and Penetrations
Install high-strength bolts		RCSC's "Specification for Structural Joints Using ASTM A 325 or A 490 Bolts"

5.4. PROJECT - SPECIFIC WELDING PROCEDURE STANDARDS

The Quality Manager approves welding procedures before they can be used to fabricate metal.

Welding procedures shall be qualified and approved, in accordance with the applicable AWS Welding Code(s) or Specification(s) (i.e., D1.1., D1.5) or AWS B2.1, Specification for Welding Procedure and Performance Qualification.

The welding procedure must identify the filler material.

When the governing AWS Welding Code(s) mandates that welding procedures be qualified by test, the Welding Fabricator shall have PQRs that support the applicable WPSs. When prequalified WPSs or Standard Welding Procedure Specifications (SWPSs) published by the AWS are permitted, PQRs are not required.

The Quality Manager or Certified Welding Inspector (CWI) reviews and approves the welding procedure before being used in production welding operations.

The WPSs and PQRs are controlled by the Quality Manager according by the document and record control procedures specified in the relevant section of this Quality Manual.

The applicable WPSs shall be available to welders or welding operators during testing and production welding.

5.5. MATERIAL AND EQUIPMENT SPECIFICATIONS

The Quality Manager ensures that all types of materials and equipment that affect quality are identified and controlled.

The Quality Manager evaluates the expected use of materials and equipment and identifies types of materials and equipment that may affect project quality. For each item, the Quality Manager sets specifications for their intended use, including:

- Compliance to contract requirements
- Compliance to code and industry standards and listing requirements
- Structural integrity
- Performance
- Durability
- Appearance
- Product identification for traceability.

The Quality Manager identifies controlled material and equipment that apply to the project.

The Quality Manager ensures that purchase orders for listed materials and equipment include the relevant specifications as specified in section 6.7 Purchase Order Requirements.

Only approved materials are used in the fabrication and installation.

5.6. WORK PROCESS SPECIFICATIONS

The Quality Manager ensures that work processes are controlled to ensure that the specified requirements are met. When appropriate, the Quality Manager will specify project quality standards for work processes that may include:

- References to documented procedures such as manufacturer's installation instructions
- Procedures for carrying out process steps
- Methods to monitor and control processes and characteristics
- Acceptability criteria for workmanship
- Tools, techniques and methods to be used to achieve the specified requirements.

5.7. CONTROLLED MATERIAL IDENTIFICATION AND TRACEABILITY

The Quality Manager determines types of project materials that require quality controls.

For each type of quality-controlled material, the Quality Manager determines lot control traceability requirements, if any, and specifies the means of lot identification. Identification methods may include physical labels, tags, markings and/or attached certification documents.

When lot-controlled materials are received, the Superintendent verifies that materials have the specified lot identifications.

The Superintendent maintains lot identification at all production phases from receipt, through production, installation, or assembly, to final completion. Acceptable methods for preserving lot identification include physically preserving observable lot identifications, recording the lot identification on a work task quality inspection form or other work record, or collecting the physical lot identifier as a record along with supplemented with location.

If lot-controlled materials are without lot identification, the Superintendent deems the materials as nonconforming and segregates them and/or clearly marks them to prevent inadvertent use. The Superintendent treats the material according to the company policy for nonconformances. Only the Quality Manager can re-identify or re-certify the materials.

5.8. MEASURING DEVICE CONTROL AND CALIBRATION

The Quality Manager evaluates the project requirements and determines if there are measuring devices that require controls to assure quality results.

For each type of device, the Quality Manager identifies:

- Restrictions for selection
- Limitations on use.
- Calibration requirements including the frequency of calibration. All calibrations must be traceable to national measurement standards.

When a measurement device is found not to conform to operating tolerances, the Quality Manager validates the accuracy of previous measurements.

5.9. [COMPANYNAME] QUALITY STANDARDS

[CompanyName] quality standards supplement contract requirements when they are necessary to ensure quality.

The Quality Manager identifies supplemental requirements for [CompanyName] Quality standards that apply to a specific project on the Project Quality Assurance/Quality Control Plan.

When [CompanyName] quality standards differ from industry standards or product manufacturer instructions, the Quality Manager justifies that the standard reliably achieves quality results and then documents the justification.

All [CompanyName] fabrication and installation activities conform to the company quality standards.

5.10. APPLICATION OF MULTIPLE SOURCES OF SPECIFICATIONS

Should multiple sources of specifications apply to a work task, the higher level of specification applies.

When there are equal levels of specifications that conflict, the specifications are applied in this order:

- Submittals approved by the customer
- Contract technical specifications
- Contract drawings
- Government regulations that exceed requirements of items below
- [CompanyName] quality specifications, including subcontract specifications
- [CompanyName] Quality Manual
- Product installation instructions
- Industry standards
- Generally accepted practices

Should multiple sources of conflicting specifications apply to a project, the Quality Manager defines the standards that apply to the specific project on the Project Quality Assurance/Quality Control Plan.

12. RECORD AND DOCUMENT CONTROLS

12.1. OVERVIEW

[CompanyName] ensures that quality related documents and records are created, current versions are in use, complete, identifiable, and stored properly.

12.2. QUALITY SYSTEM DOCUMENTS

12.2.1. QUALITY MANUAL

The Quality Manager maintains the [CompanyName] Quality Manual that documents [CompanyName] quality policies. Each policy identifies the titles of personnel responsible.

The Quality Manager ensures that the Quality Manual and documents related to a work task are accessible to personnel performing the work.

The Quality Manager maintains, improves, and updates the manual as necessary. At least annually, the Quality Manager determines if updated versions of standards and product installation instructions are available. If so, the Quality Manager updates the Quality System documentation accordingly.

The President approves revisions to the Quality Manual, then signs and dates the cover.

12.3. DOCUMENT CONTROLS

The Quality Manager assigns a new version number to each version of quality system documents, including the Quality Manual.

The Quality Manager and President control all company-wide quality system documents including:

- Approval of all quality system documents and for adequacy prior to issue or reissue.
- Ensures that applicable documents are available and usable at points of use
- Prevents unintended use of obsolete documents

The Quality Manager controls project-specific quality system documents including:

- Approval of all project quality documents and for adequacy prior to issue or reissue.
- Ensures that applicable documents are available and usable at points of use
- Prevents unintended use of obsolete documents

12.3.1. CONTROL OF SYSTEM DOCUMENTS

The Quality Manager controls documents related to the [CompanyName] Quality System including:

- Quality System Manual
- Quality System Procedures
- Project Management Procedures (including interface and coordination with customers and regulatory agencies with jurisdiction over jobsites)
- Government regulations
- Industry standards
- Procurement specifications

The Quality Manager ensures that records of the distribution of Quality System documents are kept. When new versions are distributed, obsolete versions are destroyed or controlled to prevent inadvertent use.

12.3.2. CONTROL OF PROJECT DOCUMENTS

The Project Manager controls documents related to specific customer contracts including:

- Customer contracts
- Contract technical specifications
- Contract drawings
- Shop drawing submittals and approvals
- Product data submittals and approvals
- Allowances and unit price submittals and approvals
- Requests for information and customer responses
- Subcontracts
- Inspection and test plans

The Quality Manager ensures that records of the distribution of project documents are kept. When new versions are distributed, obsolete versions are destroyed or controlled to prevent inadvertent use.

12.4. RECORD CONTROLS

The Quality Manager verifies records for conformance to the Quality System Requirements and approves all Quality System records.

Records demonstrating conformance with and operation of the Quality System are retrievable for at least five years. The Quality Manager verifies records for conformance to the Quality System Requirements.

12.4.1. QUALITY SYSTEM RECORDS CONTROL

The Quality Manager verifies the completeness, accuracy, and retention of project-specific Quality System records including:

- Annual reviews
- Quality improvement records

12.4.2. PROJECT RECORDS CONTROL

The Quality Manager verifies the completeness, accuracy, and retention of project-specific Quality System records including:

- Inspection and test records
- Quality submittals to the customer
- Project quality system audits
- Field reviews
- Calibration certificates
- Daily log reports
- Incident reports
- Redline drawings
- Qualified personnel approvals
- Qualified subcontractor approvals
- Quality improvement records
- Project Quality records specified by customer contract, or contract technical specifications

- Welding quality records, forms, and reports including:
 - welder performance qualification records (WPQRs)
 - welding procedure specifications (WPSs)
 - procedure qualification records (PQRs)
 - material test reports (MTRs) (when required by the contract, governing AWS code or specification)
 - nondestructive examination (NDE) reports (when required by the contract, governing AWS code, or specification)
 - nondestructive examination personnel qualification records
 - weld identification reports (weld mapping) when required
 - record of final inspection (i.e., traveler, inspection record, check off list)
 - heat treatment records (when required by the contract, governing AWS code, or specification)
 - receiving material inspection reports
 - nonconformance reports (NCRs)
 - calibration records of test equipment
 - internal quality audit rep

The Quality Manager assigns record control responsibilities and document location that apply to a specific project.

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Form QW-484A Welding Operator Qualification

QW-484A SUGGESTED FORMAT A FOR WELDER PERFORMANCE QUALIFICATIONS (WPQ)
(See QW-301, Section IX, ASME Boiler and Pressure Vessel Code)

Welder's name _____ Identification no. _____

Test Description _____

Identification of WPS followed _____ ☐ Test coupon ☐ Production weld

Specification and type/grade or UNS Number of base metal(s) _____ Thickness _____

Testing Variables and Qualification Limits

Welding Variables (QW-350)	Actual Values	Range Qualified
Welding process(es)	_____	_____
Type (i.e.; manual, semi-automatic) used	_____	_____
Backing (with/without)	_____	_____
<input type="checkbox"/> Plate <input type="checkbox"/> Pipe (enter diameter if pipe or tube)	_____	_____
Base metal P-Number to P-Number	_____	_____
Filler metal or electrode specification(s) (SFA) (info. only)	_____	_____
Filler metal or electrode classification(s) (info. only)	_____	_____
Filler metal F-Number(s)	_____	_____
Consumable insert (GTAW or PAW)	_____	_____
Filler Metal Product Form (solid/metal or flux cored/powder) (GTAW or PAW)	_____	_____
Deposit thickness for each process	_____	_____
Process 1 _____ 3 layers minimum <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Process 2 _____ 3 layers minimum <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Position qualified (2G, 6G, 3F, etc.)	_____	_____
Vertical progression (uphill or downhill)	_____	_____
Type of fuel gas (OFW)	_____	_____
Inert gas backing (GTAW, PAW, GMAW)	_____	_____
Transfer mode (spray/globular or pulse to short circuit-GMAW)	_____	_____
GTAW current type/polarity (AC, DCEP, DCEN)	_____	_____

RESULTS

Visual examination of completed weld (QW-302.4) _____

☐ Transverse face and root bends [QW-462.3(a)] ☐ Longitudinal bends [QW-462.3(b)] ☐ Side bends [QW-462.2]

☐ Pipe bend specimen, corrosion-resistant weld metal overlay [QW-462.5(c)]

☐ Plate bend specimen, corrosion-resistant weld metal overlay [QW-462.5(d)]

☐ Pipe specimen, macro test for fusion [QW-462.5(b)] ☐ Plate specimen, macro test for fusion [QW-462.5(e)]

Type	Result	Type	Result	Type	Result

Alternative Volumetric Examination Results (QW-191): _____ RT ☐ or UT ☐ (check one)

Fillet weld — fracture test (QW-181.2) _____ Length and percent of defects _____

☐ Fillet welds in plate [QW-462.4(b)] ☐ Fillet welds in pipe [QW-462.4(c)]

Macro examination (QW-184) _____ Fillet size (in.) _____ × _____ Concavity/convexity (in.) _____

Other tests _____

Film or specimens evaluated by _____ Company _____

Mechanical tests conducted by _____ Laboratory test no. _____

Welding supervised by _____

We certify that the statements in this record are correct and that the test coupons were prepared, welded, and tested in accordance with the requirements of Section IX of the ASME BOILER AND PRESSURE VESSEL CODE.

Manufacturer or Contractor _____

Date _____ Certified by _____

(07/10)

<http://files.asme.org/asmearg/Codes/Publications/BPVC/16605.pdf>

Form QW-484B Welding Operator Qualification

QW-484B SUGGESTED FORMAT B FOR WELDING OPERATOR PERFORMANCE QUALIFICATIONS (WOPQ)
(See QW-301, Section IX, ASME Boiler and Pressure Vessel Code)

Welding operator's name _____ Identification no. _____

Test Description (Information Only)

Identification of WPS followed _____ ☐ Test coupon ☐ Production weld

Specification and type/grade or UNS Number of base metal(s) _____ Thickness _____

Base metal P-Number _____ to P-Number _____ Position (2G, 6G, 3F, etc.) _____

☐ Plate ☐ Pipe (enter diameter, if pipe or tube) _____

Filler metal (SFA) specification _____ Filler metal or electrode classification _____

Testing Variables and Qualification Limits When Using Automatic Welding Equipment

Welding Variables (QW-361.1)	Actual Values	Range Qualified
Type of welding (automatic)	_____	_____
Welding process	_____	_____
Filler metal used (Yes/No) (EBW or LBW)	_____	_____
Type of laser for LBW (CO ₂ to YAG, etc.)	_____	_____
Continuous drive or inertia welding (FW)	_____	_____
Vacuum or out of vacuum (EBW)	_____	_____

Testing Variables and Qualification Limits When Using Machine Welding Equipment

Welding Variables (QW-361.2)	Actual Values	Range Qualified
Type of welding (Machine)	_____	_____
Welding process	_____	_____
Direct or remote visual control	_____	_____
Automatic arc voltage control (GTAW)	_____	_____
Automatic joint tracking	_____	_____
Position qualified (2G, 6G, 3F, etc.)	_____	_____
Consumable inserts (GTAW or PAW)	_____	_____
Backing (with/without)	_____	_____
Single or multiple passes per side	_____	_____

RESULTS

Visual examination of completed weld (QW-302.4) _____

☐ Transverse face and root bends [QW-462.3(a)] ☐ Longitudinal bends [QW-462.3(b)] ☐ Side bends (QW-462.2)

☐ Pipe bend specimen, corrosion-resistant weld metal overlay [QW-462.5(c)]

☐ Plate bend specimen, corrosion-resistant weld metal overlay [QW-462.5(d)]

☐ Pipe specimen, macro test for fusion [QW-462.5(b)] ☐ Plate specimen, macro test for fusion [QW-462.5(e)]

Type	Result	Type	Result	Type	Result

Alternative Volumetric Examination Results (QW-191): _____ RT ☐ or UT ☐ (check one)

Fillet weld — fracture test (QW-181.2) _____ Length and percent of defects _____

☐ Fillet welds in plate [QW-462.4(b)] ☐ Fillet welds in pipe [QW-462.4(c)]

Macro examination (QW-184) _____ Fillet size (in.) _____ × _____ Concavity/convexity (in.) _____

Other tests _____

Film or specimens evaluated by _____ Company _____

Mechanical tests conducted by _____ Laboratory test no. _____

Welding supervised by _____

We certify that the statements in this record are correct and that the test coupons were prepared, welded, and tested in accordance with the requirements of Section IX of the ASME Boiler and Pressure Vessel Code.

Manufacturer or Contractor _____

Date _____ Certified by _____

(07/10)

<http://files.asme.org/asmearg/Codes/Publications/BPVC/16604.pdf>

Form QW-483 Welding Procedure Qualification Record

QW-483 SUGGESTED FORMAT FOR PROCEDURE QUALIFICATION RECORDS (PQR) (See QW-200.2, Section IX, ASME Boiler and Pressure Vessel Code) Record Actual Variables Used to Weld Test Coupon																																																																						
Company Name _____ Procedure Qualification Record No. _____ Date _____ WPS No. _____ Welding Process(es) _____ Types (Manual, Automatic, Semi-Automatic) _____																																																																						
JOINTS (QW-402) <div style="text-align: center; font-size: small;"> Groove Design of Test Coupon (For combination qualifications, the deposited weld metal thickness shall be recorded for each filler metal and process used.) </div>																																																																						
BASE METALS (QW-403) Material Spec. _____ Type/Grade, or UNS Number _____ P-No. _____ Group No. _____ to P-No. _____ Group No. _____ Thickness of Test Coupon _____ Diameter of Test Coupon _____ Maximum Pass Thickness _____ Other _____		POSTWELD HEAT TREATMENT (QW-407) Temperature _____ Time _____ Other _____																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">FILLER METALS (QW-404)</th> <th style="width: 10%;">1</th> <th style="width: 10%;">2</th> <th style="width: 50%;"></th> </tr> </thead> <tbody> <tr><td>SFA Specification</td><td></td><td></td><td></td></tr> <tr><td>AWS Classification</td><td></td><td></td><td></td></tr> <tr><td>Filler Metal F-No.</td><td></td><td></td><td></td></tr> <tr><td>Weld Metal Analysis A-No.</td><td></td><td></td><td></td></tr> <tr><td>Size of Filler Metal</td><td></td><td></td><td></td></tr> <tr><td>Filler Metal Product Form</td><td></td><td></td><td></td></tr> <tr><td>Supplemental Filler Metal</td><td></td><td></td><td></td></tr> <tr><td>Electrode Flux Classification</td><td></td><td></td><td></td></tr> <tr><td>Flux Type</td><td></td><td></td><td></td></tr> <tr><td>Flux Trade Name</td><td></td><td></td><td></td></tr> <tr><td>Weld Metal Thickness</td><td></td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td><td></td></tr> </tbody> </table>		FILLER METALS (QW-404)	1	2		SFA Specification				AWS Classification				Filler Metal F-No.				Weld Metal Analysis A-No.				Size of Filler Metal				Filler Metal Product Form				Supplemental Filler Metal				Electrode Flux Classification				Flux Type				Flux Trade Name				Weld Metal Thickness				Other				<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">GAS (QW-408)</th> <th style="width: 20%;">Percent Composition (Mixture)</th> <th style="width: 50%;">Flow Rate</th> </tr> </thead> <tbody> <tr><td>Shielding</td><td></td><td></td></tr> <tr><td>Trailing</td><td></td><td></td></tr> <tr><td>Backing</td><td></td><td></td></tr> <tr><td>Other</td><td></td><td></td></tr> </tbody> </table>		GAS (QW-408)	Percent Composition (Mixture)	Flow Rate	Shielding			Trailing			Backing			Other		
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Flux Type																																																																						
Flux Trade Name																																																																						
Weld Metal Thickness																																																																						
Other																																																																						
GAS (QW-408)	Percent Composition (Mixture)	Flow Rate																																																																				
Shielding																																																																						
Trailing																																																																						
Backing																																																																						
Other																																																																						
POSITION (QW-405) Position of Groove _____ Weld Progression (Uphill, Downhill) _____ Other _____		ELECTRICAL CHARACTERISTICS (QW-409) Current _____ Polarity _____ Amps. _____ Volts _____ Tungsten Electrode Size _____ Mode of Metal Transfer for GMAW (FCAW) _____ Heat Input _____ Other _____																																																																				
PREHEAT (QW-406) Preheat Temperature _____ Interpass Temperature _____ Other _____		TECHNIQUE (QW-410) Travel Speed _____ String or Weave Bead _____ Oscillation _____ Multipass or Single Pass (Per Side) _____ Single or Multiple Electrodes _____ Other _____																																																																				

07/10

QW-483 (Back)						
Tensile Test (QW-150)					PQR No. _____	
Specimen No.	Width	Thickness	Area	Ultimate Total Load	Ultimate Unit Stress, (psi or MPa)	Type of Failure and Location

Guided-Bend Tests (QW-160)	
Type and Figure No.	Result

Toughness Tests (QW-170)							
Specimen No.	Notch Location	Specimen Size	Test Temperature	Impact Values			Drop Weight Break (Y/N)
				ft-lb or J	% Shear	Mils (in.) or mm	

Comments _____

Fillet-Weld Test (QW-180)			
Result — Satisfactory: Yes <input type="checkbox"/>	No <input type="checkbox"/>	Penetration into Parent Metal: Yes <input type="checkbox"/>	No <input type="checkbox"/>
Macro — Results _____			

Other Tests	
Type of Test _____	
Deposit Analysis _____	
Other _____	

Welder's Name _____ Clock No. _____ Stamp No. _____

Tests Conducted by _____ Laboratory Test No. _____

We certify that the statements in this record are correct and that the test welds were prepared, welded, and tested in accordance with the requirements of Section IX of the ASME Boiler and Pressure Vessel Code.

Manufacturer or Contractor _____

Date _____ Certified by _____

(Detail of record of tests are illustrative only and may be modified to conform to the type and number of tests required by the Code.)

03/08

<http://files.asme.org/asmeorg/Codes/Publications/BPVC/14033.pdf>

[CompanyName] Work Task Quality Assurance/Quality Control Plan			
Project ID	Project Name	Preparer	Date
[ProjectNumber]	[ProjectName]		
Work Task:		Performing Department/Crew/Subcontractor and Supplier:	
Licensing / certification / qualification requirements of personnel or performing organization:		Work Task acceptance criteria:	
Reference documents (contract specifications, contract drawings, submittals, quality standards, work instructions, product installation instructions)			
ID #	Title or Description	Version / Issue Date	
Required Inspections, process controls, and Tests			
ID #	Inspection Protocol / Test Points	Acceptance Criteria	
Required records of work task process and completion			

[CompanyName] Metals Material Receiving Inspection Report				
Project ID	Project Name	P.O.#	Supplier	Receipt Date
[ProjectNumber]	[ProjectName]			
Type of Material (i.e., steel plate)	Material Description (nominal dimensions)	Heat Number/ Serial Number/Markings	Condition / Damage	Color Code Marking
Receiving Inspector Approval Signature / Date		Government Representative Name/Approval Date		
			<input type="checkbox"/> Material Receiving Inspection Passed	

[CompanyName] Material Inspection and Receiving Report								
Contract ID	Contract Name	Purchase Order No.	Supplier			Bill of Lading No.	Date	
[ProjectNumber]	[ProjectName]							
Item No.	Stock/Part No.	Description	Quantity Received	Condition	Marking	Accept	Conditional Use	Reject
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receiving Quality Control								
<p>ACCEPTANCE</p> <p>Listed items have been accepted by me or under my supervision</p> <p><input type="checkbox"/> Conform to contract specifications EXCEPT as noted herein or on supporting documents.</p> <p><input type="checkbox"/> Received in apparent good condition EXCEPT as noted</p> <p>Signature of authorized person and date: _____</p>								
<p>EXCEPTIONS:</p>								



For More Information:

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www.firsttimequalityplans.com

or

Contact: First Time Quality

410-451-8006

edc@firsttimequality.com