APPENDIX B04

FLEXIBLE DRAINAGE PIPE PRODUCER
QUALITY CONTROL PLAN CHECKLIST

Instructions:

1. This checklist will be used by the Department during the evaluation of Quality Control Plans (QCP) submitted by Flexible Pipe Producers. Producers may use the checklist as a guideline for creating a QCP to be submitted to the Department.
2. Refer to FDOT Specifications Section 105 for more information regarding the submission of a Quality Control Plan.
3. Specific information for Flexible Pipe Producers can be found in Chapter 6.1 of the Materials Manual.
4. The information section above the checklist is designed to record general production facility information. Producers shall use it as a template for identifying information on the cover page of the QCP.

Company: _____ US Tax ID #: _____
Physical Address: _____ FDOT Plant #: FPP-_____
City: _____ State: ____ Zip Code: _____ County:_____
Latitude/Longitude Coordinates: _____ / _____ Country: _____
Mailing Address (if different from above): _____
City: _____ State: ____ Zip Code: _____ Country: _____

QCP Contact Person: _____ Phone #: _____
Email Address: _____ Fax #: _____

QCP Date: _____

QCP Item	QCP Pg.
1. Personnel	
A. Qualifications	
1) Identify key plant personnel including Plant Manager, Quality Control Manager(s), and Quality Control Technician(s); and provide information regarding the qualifications and experience of the QCM(s).	
B. Level of responsibility	
1) Outline the roles and responsibilities of personnel involved in the Quality Control Process.	
2) Identify the primary person responsible for maintaining QCP.	
3) Identify qualified QC personnel responsible for reviewing and signing QC testing and inspection results and documentation.	
2. Certification	
A. Compliance	
1) Include a completed Notarized certification statement stating compliance with applicable requirements. Show signatures of all plant personnel authorized to sign. See Materials Manual 6.1 Vol II Appendix for template.	

QCP Item	QCP Pg.
2) Include a statement signed by Management that the plant is in compliance with all contractual quality control requirements set forth by the Department and its commitment to producing a quality product.	
3. Raw Materials	
A. Certification	
1) Describe method and frequency for controlling and testing raw materials.	
2) Describe action taken for raw materials delivered without proper documentation	
3) Identify all raw material sources and include examples of material certificates from each source for each type of material.	
4) Mill Analysis/Certification statements indicating compliance with appropriate FDOT, ASTM, AASHTO specifications	
B. Storage	
1) Describe method(s) of delivery (railcar, skids, etc.), storage and identification of all raw materials.	
4. Plant and Production Requirements	
A. Production Requirements	
1) Meet all pertinent lot production and traceability requirements of the Department.	
2) Meet hydrostatic testing requirements stated in Materials Manual 6.1 Vol II.	
B. Products	
1) Include a list of products to be generated.	
2) Describe handling, storage and loading of finished products.	
C. Plant Layout	
1) Provide plant layout schematic or photo and identify locations of: QC lab/office, production area, raw materials and finished product storage areas, quarantine areas, and plant entrance(s).	
D. Production Equipment	
1) Describe method and frequency for checking equipment condition and operation.	
2) Describe method(s) for preventing production equipment causing damage such as scratching/scraping pipe surfaces.	
E. Process Control and Traceability	
1) Describe method and frequency for measuring pipe dimensions.	
2) Describe method and frequency for all material testing.	
3) Describe method and frequency for determination of project requirements.	
4) Provide information regarding how a production lot is defined Illustrate method of materials traceability. Show example of product markings and explain how they are coded.	
5. Quality Control	
A. Training	

QCP Item	QCP Pg.
1) Describe the QC training program, including how it is executed and tracked.	
2) Identify currently trained QC personnel.	
3) Identify the years of experience held by QC Manager	
B. Inspection and Testing	
1) Include list of all QC tests along with their Standard designations.	
2) Identify which QC tests are performed on-site and off-site.	
3) Include list of all on-site QC testing, inspection, and monitoring equipment with their serial/ID numbers and attach calibration certificates/reports with matching serial/ID numbers.	
4) Identify all approved off-site testing laboratories and the tests that will be performed for the plant.	
5) Provide turnaround time for QC test results performed off-site.	
C. Labeling	
1) Describe QC labeling procedure, including how and when it is applied and who is authorized to apply it. Attach an example of a completed QC label.	
D. Department Verification	
1) Indicate that Department personnel will be granted access for plant inspection and material/product samples upon request.	
6. QC Documentation	
A. Document Storage	
1) Describe storage location and accessibility of Quality Control Documents.	
B. Reports	
1) Attach example(s) of QC inspection and testing reports.	
C. Retention period	
1) Indicate that QC records must be kept on file for up to 3 years after final acceptance of the project and made available to the Department upon request.	
7. Final/Finished Products	
A. Storage and Shipping	
1) Describe method(s) of storage and handling of finished products.	
2) Describe shipping methods that prevent pipe surface damage.	
3) Attach example of a signed shipping document that will be sent with each shipment to FDOT projects with list of products, production lot numbers, quantities, and descriptions.	
4) Provide a list of authorized personnel responsible for signing shipping documents and show their actual signatures.	
5) Provide example documentation of mean inside diameter calculation to be sent with each shipment to project personnel.	
B. Minor repairs	
1) Define criteria to determine whether a product needs minor repairs to meet requirements.	

QCP Item	QCP Pg.
2) Describe the minor repair methods. Include statement that products needing major repairs will not be sent to FDOT projects.	
C. Non-compliant/Failed Products	
1) Describe method of handling non-compliant or failed products. Example: removal of QC labels, quarantine storage, etc.	