

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**Fabricator QC/QA Plan Checklist**  
**Fiber Reinforced Polymer (FRP) Producer**

<b>FACILITY INFORMATION</b>		
Company Name:		
Physical Address:		
Decimal Latitude:		Decimal Longitude:
Primary Department Point of Contact (Name, E-Mail, Phone)		
Quality Control Manager (Name, E-Mail, Phone)		
<b>FDOT QC/QA PLAN CHECKLIST</b>		
<b>1. Personnel</b>	Y/N	Page, Section
<i>A. Qualifications</i>		
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).		
<i>B. Level of responsibility</i>		
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.		
<b>2. Certification</b>		
<i>A. Compliance</i>		
1) Include a completed Notarized certification statement stating compliance with applicable requirements. Show signatures of all plant personnel authorized to sign. See FDOT Standard Specification 6.1.3.1 for template.		
2) Include a statement signed by the General Manager of the plant 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.		
<b>3. Raw Materials</b>	Y/N	Page, Section
<i>A. Certification</i>		
1) Describe method and frequency for controlling and testing raw materials.		
2) Identify raw material sources and include examples of material certificates from each source for each type of material.		
<i>B. Storage</i>		
1) Describe method(s) of delivery (railcar, skids, etc.), storage and identification of all raw materials.		
<b>4. Plant and Production Requirements</b>		
<i>A. Plant Identification</i>		
1) Meet all pertinent identification requirements of the Department (see Section 105).		
<i>B. Products</i>		

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1) Describe handling, storage and loading of finished products.		
<i>C. Plant Layout</i>		
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).		
<i>D. Production Equipment</i>		
1) Describe method and frequency for checking equipment condition and operation.		
<i>E. Process Control and Traceability</i>		
1) Describe method and frequency for measuring 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 Describe method of materials traceability. Show example of product markings and explain how they are coded.		
<b>5. Quality Control</b>	Y/N	Page, Section
<i>A. Training</i>		
1) Describe the QC training program, including how it is executed and tracked.		
2) Identify currently trained QC personnel.		
<i>B. Inspection and Testing</i>		
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 include 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 time frame for delivery of QC test results performed off-site.		
<i>C. Labeling</i>		
1) Describe QC labeling procedure, including how and when it is applied and who is authorized to apply it. Include an example of a completed QC label.		
<b>6. QC Documentation</b>	Y/N	Page, Section
<i>A. Document Storage</i>		
1) Describe storage location and accessibility of Quality Control Documents.		
<i>B. Reports</i>		
1) Include example(s) of QC inspection and testing reports.		
<i>C. Retention period</i>		

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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.		
<b>7. Final/Finished Products</b>	Y/N	Page, Section
<i>A. Storage and Shipping</i>		
1) Describe method(s) of storage and handling of finished products.		
2) Describe packaging and shipping methods.		
3) Include 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) Include example of a bundle/reel/spool tag or other specific product tag. Illustrate that the information on tags is traceable to production and raw material lots.		
<i>B. Minor repairs</i>		
1) Define criteria to determine if a product warrants minor versus major repairs to meet requirements.		
2) Describe the minor repair methods. Include statement that products needing major repairs will not be sent to FDOT projects.		
<i>C. Non-compliant/Failed Products</i>		
1) Describe method of handling non-compliant or failed products.		