



Welding ASME Quality Manual Sample - With Field Installation Selected pages (not a complete plan)

Part 1: Company Quality Manual

Part 2: Forms

**Contact:
First Time Quality
410-451-8006**

[CompanyName]

[CompanyAddress1] | [CompanyAddress2]
[CompanyPhone]

Pipe Fabrication

Quality Manual

Operating Policies of the [CompanyName] Quality System

Version: 20150305

Version	Version notes
20141228	Initial issue

Approval Signature and Date: _____

President/ Date

Documents provided by [CompanyName] disclose proprietary information as well as copyright information registered with the U.S. Patent and Trademark Office. Please hold these documents in confidence and do not share them with other organizations, even if you do not charge a fee. Submittal of documents does not transfer copyright ownership.

QUALITY MANUAL

TABLE OF CONTENTS

1. Quality System Management and Responsibilities.....	7
1.1. Overview.....	7
1.2. [CompanyName] Quality Policy.....	7
1.3. Quality Duties, Responsibilities, and Authority	7
1.4. Quality System Performance Measures	10
1.5. Customer Satisfaction Performance Measures	10
1.6. Exceptions.....	10
2. Project Quality Assurance/Quality Control Manual.....	11
2.1. Overview.....	11
2.2. [CompanyName] Project License and Qualification Requirements	11
2.3. Project Personnel and Qualifications	12
2.4. Project Quality Assurance/Quality Control Manual	14
2.5. Identification of Quality Controlled Work Tasks.....	14
2.6. Project Quality Inspection and Test Plan.....	15
2.7. Project Quality Communications Plan	15
2.8. Project Quality Training Plan	15
2.9. Customer Training On Operation and Maintenance	15
2.10. Project Records and Documentation Plan.....	15
2.11. Project Audit Plan	16
3. Contract Specifications.....	17
3.1. Overview.....	17
3.2. Contract Technical Specifications	17
3.3. Contract Drawings	17
3.4. Contract Submittals	17
3.5. Customer Submittal Approval	19
3.6. Contract Warranty	19
3.7. Contract Review and Approval	20
4. Design Review and Control	21
4.1. Overview.....	21
4.2. Design Input Review	21
4.3. Project Design Quality Assurance/Quality Control Manual.....	21
4.4. Design Progress Reviews	22
4.5. Design Output Verification and Approval.....	22
5. Project-Specific Quality Standards	23
5.1. Overview.....	23
5.2. Regulatory Codes.....	23

5.3. Industry Quality Standards	23
5.4. Material and Equipment Specifications.....	25
5.5. Work Process Specifications.....	25
5.6. Controlled Material Identification and Traceability	25
5.7. Measuring Device Control and Calibration.....	26
5.8. [CompanyName] Quality Standards	26
5.9. Application of Multiple Sources of Specifications	26
6. Project Purchasing	27
6.1. Overview.....	27
6.2. Qualification of Outside Organizations and Company Departments	27
6.3. Quality Responsibilities of Key Subcontractor and Supplier Personnel.....	28
6.4. Requirements for Subcontractor QC Plan	29
6.5. Subcontractor and Supplier Quality Policy	29
6.6. Project Subcontractor and Supplier List	30
6.7. Purchase Order Requirements	30
6.8. Project Purchase Order Approvals.....	30
7. Process Controls.....	31
7.1. Overview.....	31
7.2. Project Startup and Quality Control Coordination Meeting.....	31
7.3. Preparatory Project Quality Assurance/Quality Control Manual Planning	31
7.4. Weekly Quality Planning and Coordination Meetings.....	32
7.5. Process Control Standards.....	32
7.6. Daily Quality Control Report.....	34
7.7. Monthly Quality Control Report	34
8. Inspections and Tests	35
8.1. Overview.....	35
8.2. Required Work Task Quality Inspections and Tests.....	35
8.3. Material Inspections and Tests.....	35
8.4. Work in Process Inspections.....	36
8.5. Work Task Completion Inspections	36
8.6. Inspection of Special Processes	37
8.7. Independent Measurement and Tests	37
8.8. Commissioning Functional Acceptance Tests.....	37
8.9. Hold Points for Customer Inspection.....	37
8.10. Quality Inspection and Test Specifications.....	37
8.11. Inspection and Test Acceptance Criteria	38
8.12. Inspection and Test Status.....	39
8.13. Independent Quality Assurance Inspections	39
8.14. Inspection and Test Records.....	39
8.15. Project Completion and Closeout Inspection	40
9. Nonconformances and Corrective Actions	42
9.1. Overview.....	42

9.2. Nonconformances	42
9.3. Corrective Actions	43
10. Preventive Actions	44
10.1. Overview	44
10.2. Identify Preventive Actions for Improvement	44
10.3. Train Preventive Actions for Improvement	44
11. Quality System Audits	46
11.1. Overview	46
11.2. Project Quality System Audit	46
11.3. Company-wide Quality System Audit	46
12. Record and Document Controls.....	48
12.1. Overview	48
12.2. Quality System Documents	48
12.3. Document Controls.....	48
12.4. Record Controls	49
13. Appendix.....	51
13.1. Definitions of Terms	51
14. Forms	54

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 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 Manual.

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

5.3. INDUSTRY QUALITY STANDARDS

All [CompanyName] fabrication 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 Manual when it is not otherwise specified by the contract, contract technical specifications, or approved drawings.

COMPLIANCE WITH INDUSTRY WELDING STANDARDS

Codes that may apply to this project include those listed below.

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

PROJECT - SPECIFIC WELDING PROCEDURE STANDARDS

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

Records of approved welding procedures are maintained on Form QW-483 Welding Procedure Qualification Record, included as an exhibit.

Welding procedures shall be qualified and approved, in accordance with the applicable ASME Welding Code(s) or Specification(s) (i.e., B31.1, B31.3) or AWS B2.1, Specification for Welding Procedure and Performance Qualification.

The welding procedure must identify the filler material.

When the governing ASME 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 ASME 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 to 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.

5.4. 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 process.

5.5. 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.

5.6. 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.

5.7. 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.

5.8. [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 Manual.

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 activities conform to the company quality standards.

5.9. 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 Manual.

9. NONCONFORMANCES AND CORRECTIVE ACTIONS

9.1. OVERVIEW

Should a nonconformance be identified by an inspection there is a systematic method to control the item, correct it, and ensure that project quality is not adversely impacted by the event.

A nonconformance is any item that does not meet project specifications or [CompanyName] Quality System requirements.

9.2. NONCONFORMANCES

9.2.1. MARKING OF NONCONFORMANCES AND OBSERVATIONS

When the Quality Manager, Superintendent, inspector, or customer identifies a nonconformance or an observation, the item is quickly and clearly marked by tape, tag, or other easily observable signal to prevent inadvertent cover-up.

9.2.2. CONTROL THE CONTINUATION OF WORK

After the item is marked, the Superintendent determines if work can continue in the affected area:

CONTINUE WORK: When continuing work does not adversely affect quality or hide the defect, work may continue in the affected area while the disposition of the item is resolved. The Superintendent may place limitations on the continuation of work.

STOP WORK ORDER: When continuing work can adversely affect quality or hide the defect, work must stop in the affected area until the disposition of the item resolved. The Superintendent identifies the limits of the affected area. The Superintendent quickly and clearly identifies the boundaries of the stop work area.

9.2.3. NONCONFORMANCE REPORT

9.2.3.1. RECORDING OF NONCONFORMANCES

If nonconformances or observed items exist by the work task completion inspection, the Superintendent or inspector records the nonconformances on a nonconformance report.

The Superintendent sends the nonconformance report to the Quality Manager.

9.2.3.2. QUALITY MANAGER DISPOSITION OF NONCONFORMANCE REPORTS

When the Quality Manager receives a Nonconformance Report, he or she makes an assessment of the affect the reported nonconformance has on form, fit, and function. The Quality Manager may assign a disposition of either:

REPLACE: The nonconformance can be brought into conformance with the original specification requirements by replacing the nonconforming item with a conforming item.

REPAIR: The nonconformance can be brought into conformance with the original requirements through completion of required repair operations.

REWORK: The nonconformance can be made acceptable for its intended use, even though it is not restored to a condition that meets all specification requirements. The Quality Manager may specify standards that apply to the completion of rework. Rework nonconformances must be approved by the customer.

USE AS-IS: When the nonconforming item is satisfactory for its intended use. Any use as-is items that do not meet all specification requirements must be approved by the customer.

9.2.4. CORRECTION OF NONCONFORMANCES

The Superintendent verifies that corrective actions eliminate the nonconformance to the requirements of the original specifications or as instructed by the disposition of the nonconformance report, and then removes, obliterates, or covers the nonconformance marker.

Furthermore, the Superintendent ensures that previously completed work is reinspected for similar nonconformances and corrective actions are taken to avert future occurrences.

9.3. CORRECTIVE ACTIONS

9.3.1. CONTROL OF CORRECTIVE ACTIONS

When a nonconformance is found, the Superintendent ensures that:

- Previously completed work is reinspected for similar nonconformances
- Corrective actions are taken to avert future occurrences

The Quality Manager identifies requirements for corrective actions with respect to frequency, severity, and detectability of quality nonconformances items found during and after completion of work activities.

When a solution requires changes to [CompanyName] quality standards, the Quality Manager makes modifications as necessary by making changes to:

- Material specifications
- Personnel qualifications
- Subcontractor and Supplier qualifications
- Company standards
- Inspection processes

9.3.2. CORRECTIVE ACTION TRAINING

The Superintendent initiates corrective action training to address quality nonconformances. Personnel and subcontractors and suppliers performing or inspecting work participate in the training.

Heightened awareness during quality inspections verifies and documents compliance with the corrective action improvement items. A qualified Superintendent inspects corrective actions during regular quality inspections and records observations on the quality inspection form.

The Superintendent notifies affected subcontractors and suppliers of selected preventive action training requirements.

The Superintendent evaluates the effectiveness of the improvements. The Quality Manager reviews improvement results recorded on quality inspection records and monthly field reviews. When the Quality Manager determines that the improvement actions are effective, the item is no longer treated as a preventive action.

10. PREVENTIVE ACTIONS

PREVENT NONCONFORMANCES

10.1. OVERVIEW

Fixing problems found during quality inspections is not sufficient. Systematic prevention of recurrences is essential for improving quality.

[CompanyName] makes changes to solve the problem. Solutions may involve a combination of enhanced process controls, training, upgrade personnel qualifications, improved processes, or use of higher-grade materials.

Follow-up ensures that a problem is completely resolved. If problems remain, the process is repeated.

10.2. IDENTIFY PREVENTIVE ACTIONS FOR IMPROVEMENT

The Quality Manager identifies preventive action improvement priorities with respect to frequency, severity, and detectability of quality correction items found during and after completion of work activities. The Quality Manager also reviews company quality performance and customer feedback.

More specifically, the Quality Manager assesses:

- Customer corrective items
- Superintendent quality inspection results
- Code official inspection results
- Post-fabrication service
- Management field reviews
- Annual system review
- Customer satisfaction surveys

The Quality Manager documents quality items requiring preventive action improvement.

The Quality Manager leads the company in finding solutions to address the causes of problems.

When a solution requires changes to [CompanyName] quality standards, the Quality Manager makes modifications as necessary by making changes to:

- Material specifications
- Personnel qualifications
- Subcontractor and Supplier qualifications
- Company standards
- Inspection processes

10.3. TRAIN PREVENTIVE ACTIONS FOR IMPROVEMENT

The Quality Manager initiates preventive action training to address quality improvement items. Personnel and subcontractors and suppliers performing or inspecting work participate in the training.

Heightened awareness during quality inspections verifies and documents compliance with the preventive action improvement items. A qualified Superintendent inspects hotspots during regular quality inspections and records observations on the quality inspection form.

The Quality Manager notifies affected subcontractors and suppliers of selected preventive action training requirements.

The Quality Manager evaluates the effectiveness of the improvements. The Quality Manager reviews improvement results recorded on quality inspection records and monthly field reviews. When the Quality Manager determines that the improvement actions are effective, the item is no longer treated as a preventive action.

Selected Pages

14. FORMS

[CompanyName] Controlled Materials Form	39
[CompanyName] Material Inspection and Receiving Report	40
[CompanyName] Daily Production Report	41
[CompanyName] Work Task Inspection Form	42
[CompanyName] Nonconformance Report	43
Form QW-484A Welding Operator Qualification	44
Form QW-484B Welding Operator Qualification	45
Form QW-483 Welding Procedure Qualification Record	46
Form M-8 Ultrasonic Unit Calibration Report-AWS	48
Form M-9 dB Accuracy Evaluation.....	49
Form M-10 Decibel (Attenuation or Gain) Values Nomograph	50
Form M-11 Report of UT of Welds	51
Form N-1 Welding Procedure Specification Prequalification	53
Form N-3 WPS QUALIFICATION TEST RECORD_ELECTROSLAG AND ELECTROGAS WELDING.....	55
Form N-4 WELDER, WELDING OPERATOR, OR TACK WELDER QUALIFICATION TEST RECORD.....	56
Form N-7 REPORT OF RADIOGRAPHIC EXAMINATION OF WELDS.....	57
Form N-8 REPORT OF MAGNETIC-PARTICLE EXAMINATION OF WELDS	58
Form N-9 STUD WELDING APPLICATION QUALIFICATION TEST DATA.....	59
Form S-15 Report of UT (Alternative Procedure).....	60

[CompanyName] Material Inspection and Receiving Report <small>Version 20140303</small>								
Contract ID	Contract Name	Purchase Order No.	Supplier			Bill of Lading No.	Date	
[JobNumber]	[JobName]							
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"/>
						<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>								

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>



**For More Information:
Contact: FirstTimeQuality**

410-451-8006

www.FirstTimeQuality.com

EdC@FirstTimeQuality.com