

How to use these sheets

One sheet per step, in the order the work happens. Read the sheet before you start the step, not after. The sheet tells you what to do, the numbers you are working to, and the form you sign when you are done.

Four rules that apply to every sheet

- 1 Write the value, not a tick.** A tick records that somebody looked. A value records what they found.
- 2 Fill the form in ink, at the bed, when you do the work.** Not in the office afterwards. Not in advance.
- 3 A correction is one line through the error** with the right value beside it, initialled and dated. Nothing is erased or written over.
- 4 A blank field is not an accepted field.** If it does not apply write N/A and initial it. If the check was not done, the panel does not move.

Signatures

You sign your own line, in your own hand, with the date. Signing somebody else's line, or signing before the work is done, is falsifying a quality record. That is a corrective action against the process and action against the person.

HOLD POINT

There are six hold points. At a hold point the item does not move until the line is signed. **Anyone can stop an item. Only the named signer can release it.**

Hold point	When	Form	Signed by
Lifting insert placement	Before the pour, on roof strips and floor panels, which are the only things with cast-in inserts	QF-16 Lifting insert placement check, section 1	QC inspector
Pre-pour	Before any concrete goes in the slot	QF-13 Panel and unit traveler	QC inspector
Cure complete	Before the panel is stripped, 7 days minimum	QF-11 Cure log	QC inspector
Wall panel pick	Before a panel is lifted out of its slot for the first time	QF-16 section 2, wall panel pick check	QC inspector
MEP rough-in	Before the cladding goes on and before any cavity fill is pumped	QF-18 Shower house assembly, MEP rough-in and cladding inspection	QC inspector
Final release	Before anything leaves	QF-20 Final unit inspection and release record	Quality manager only

How to use these sheets (continued)

Where you see a bracket

NOT SETTLED YET

[PE TO SET: ...] is a number the engineer of record has not set yet. **[KEN TO CONFIRM: ...]** is something about this plant that does not exist yet. Neither one is a gap for you to fill from memory or from a job you worked before. Record the measured value, and take any doubt to the quality manager. No slot, panel or unit is accepted against a criterion that has not been set.

The sheets

Sheet	Step	Form signed at the end
WP-01	The panel and what it is made of	QF-13 Panel and unit traveler
WP-02	Preparing the bed	QF-14 Bed and form check
WP-03	Setting the steel	QF-15 Mesh and embedment placement check
WP-04	The mesh	QF-15 Mesh and embedment placement check
WP-05	Openings, bucks, boxes and sleeves	QF-15 Mesh and embedment placement check, QF-16 Lifting insert placement check
WP-06	The skin pour	QF-09 Daily batch and density log, QF-10 Cylinder cast and break log, pre-pour hold on QF-13 Panel and unit traveler
WP-07	Cure and stripping a green panel	QF-11 Cure log, QF-16 section 2, wall panel pick check, QF-17 Panel dimensional and surface inspection
WP-08	Standing the panels and screwing them together	QF-18 Shower house assembly, MEP rough-in and cladding inspection in the plant; QF-35 Panel erection record on site
WP-09	Rough in, in the open cavity	QF-18 Shower house assembly, MEP rough-in and cladding inspection in the plant; QF-35 Panel erection record on site
WP-10	The cladding sheet	QF-13 Panel and unit traveler for the sheet, QF-18 Shower house assembly, MEP rough-in and cladding inspection to install it
WP-11	Pumping the cavity full	QF-09 Daily batch and density log
WP-12	What good looks like and what gets rejected	QF-17 Panel dimensional and surface inspection, QF-22 Nonconformance report, QF-20 Final unit inspection and release record

How to use these sheets (continued)

One thing to be honest about

Nothing has been built yet. There is no cast panel, there are no cylinders and there is no test data. These sheets are the process as it is designed, written so that the first cycle is run the same way every time after it. [KEN TO CONFIRM: the station structure. Whether this runs at fourteen stations or at three, and whether the panel moves or the crew moves, is a decision nobody has made. One full trial cycle gets run before the station list is finalised.]

THE RECORD YOU SIGN

Nothing is signed on this sheet. The traveler, QF-13 Panel and unit traveler, is opened by the quality manager when the order is released, with the serial number already on it, and it stays with the panel from the bed to release.