

	ATF Quality Assurance Manual Checklist
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Test Facility _____

Street Address _____

City, State Zip _____

Phone _____ FAX _____

E-Mail _____

Reviewer _____ Date _____

1) Does the QA Manual contain a policy statement that clearly asserts that the Test Facility will meet all requirements of codes, specifications or contract documents that they use in their activities? Specifically, are QC7 and QC4 listed?
Yes No

2) Is there an Organizational Chart that includes names of the individuals involved?
Yes No

3) Are the Facility Representative and the Test Supervisor specifically designated on the Organization Chart?
Yes No

4) Is the Test Supervisor (s) a current CWI? Is the CWI number listed?
Yes No

5) Is a single person (QA Manager, supervisor or other designee) assigned the responsibility to verify the Company policy is being complied with?
Yes No

6) Does the QA Manager have direct access to Executive Management?
Yes No

7) Are the operational and functional duties of the Facility Representative, Test Supervisor, and QA Manager clearly defined?
Yes No

8) Are general Quality Control procedures spelled out or incorporated by reference? (over)

Yes No

9) Are written procedures and/or checklists available for specific tests or inspections?

Yes No

10) Are the written procedures spelled out or incorporated by reference?

Yes No

11) Are all required reference documents listed?

Yes No

12) Are there formal procedures for handling non-conformances?

Yes No

13) Are there procedures for dealing with technical complaints, comments and suggestions?

Yes No

14) Are subcontracting procedures defined and controlled?

Yes No

15) Are there procedures and/or checklists for documenting and reviewing test results?

Yes No

16) What records are placed in the welder's file?

17) What records are sent to the AWS Certification Business Unit?

Reviewer's Comments: "Use additional sheet for comments if required)
