

Chatsworth Forge Ltd

CONTROL OF QUALITY

Description: Chatsworth Forge Ltd make architectural metal work. Incoming materials and sub contracted finishing is inspected on receipt. Generally the manufactured products are installed as part of the contract. The internal final inspection is after installation, prior to the final inspection. An inspection take place before the products are delivered to site and installed; further 'in process' inspection will be carried out when complicated bevels are required. Inspection is also carried out for compliance to aesthetic features and standards of workmanship Testing is not a requirement.

Responsibility: All staff are responsible for checking the quality of their work and must not rely on subsequent inspection to assure conformance.

Incoming material and sub contracted finishing is to be inspected on receipt. No material is to be processed until it has been verified as conforming to the purchase order requirement.

In process inspections are carried out on architectural metal work during manufacture where complicated geometry is involved.

An inspection will be carried out prior to delivery to site for dimensional materials, finishing and standard of workmanship features.

A final inspection for standards of installation and workmanship is to be carried out after installation prior to hand over to the customer. A check sheet will be filled in to confirm hand over. Records for all inspection and tests are to be kept as evidence of conformance. Where there is non-conformance, these records will be used as inputs to the corrective action procedures and incorporated in Quality reports issued at time of handover.

The inspection and test status will be marked on all products except where it is not possible for cosmetic reasons.

All measuring equipment will be calibrated regularly as per approved procedure.

CONTROL OF DESIGN

Description: Chatsworth Forge Ltd fabricates and installs architectural metalwork. The customer's requirements for architectural metal work are expressed on architect's drawings giving a general idea of what is required. To produce a detailed design for manufacture and subsequent installation requires that the detail designer survey the building so that a detailed drawing can be produced of the bespoke design following advice from the contractor that required items are located and correctly fixed in position.

Project Management: The detail designer in addition to his design function undertakes the management of the project. This requires him to liaise with the customer through all phases of the project from design through manufacture to installation. This further requires him to liaise with production and the on site fixers to monitor and ensure the smooth progress of the project through to customer acceptance.

Requirements: The person assigned to the project will act as a detail designer and project manager.

He shall in preparing the design, identify and resolve any ambiguities of the requirement.

The designer shall prepare the design in accordance with the architectural requirements, regulatory requirements and the internal procedures and work instructions of Chatsworth Forge Ltd.

The designer, will in addition to producing the detail design, produce the 'work package' of purchase, manufacture and installation requirements.

The designer in the role of project manager will oversee the project through to completion resolving any difficulties should they arise.

The designer and 'work package' will be verified by the approving person or his nominee before implementation.

All changes to the design after initial issue of the 'work package' are to be controlled and documented in accordance with the company's procedures.