SEE WHAT YOUR CLIENTS RECEIVE AT HANDOVER

PROJECT DATA BOOK

Example Workshop Canopy

An illustrative quality assurance and traceability package for a fictional steel fabrication job.

Indexed records. Linked evidence. Clear review and handover.

All company names, people, heat numbers, certificate references and outcomes are fictional. Example supporting documents are placeholders, not valid certificates.

Real Arc-Track packs compile the selected project records and uploaded evidence. Your authorised team remains responsible for inspections, approvals and compliance.

SAMPLE ONLY

Project scope & document index

A complete illustrative pack for a small structural steel canopy. This sample demonstrates document organisation, not a real project approval.

Sample job: DEMO-001 / Example Workshop Canopy

Example fabricator: Example Steelworks; client: Example Industrial Client

Scope: two columns, two rafters and loose bracing; painted finish

Document control: revision SAMPLE-01; all entries and identifiers fictional

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Electronic QCP

Example inspection sequence. In a real job, the authorised parties record their own interventions, inspections and signatures.

Project quality requirements determine the checks and intervention levels.

Example outcomes below are illustrative only; no real signatures are present.

ACTIVITY	EVIDENCE	EXAMPLE OUTCOME
Incoming material	Heat register + certificate link	Example accepted
Cutting / identification	Drawing rev + mark check	Example accepted
Fit-up / dimensions	Dimensional inspection record	Example accepted
Welding	WPS + personnel records	Example accepted
Coating	Paint batch + DFT records	Example accepted
Final release	Close-out review	Example ready for review

SAMPLE

Drawing & revision register

Keep the issued drawing reference, revision and linked project mark together.

All drawing names in this pack are fictitious.

Real imports review quantities and PDF values before material and assembly lists are saved.

MARK	DRAWING	REV	DESCRIPTION
C-01	DEMO-C01.pdf	A	Column / base assembly
R-01	DEMO-R01.pdf	B	Rafter / connection assembly
BR-01	DEMO-BR01.pdf	A	Loose bracing

SAMPLE O

Material receiving & heat numbers

Example links between received material, heat references and supporting certificates.

Actual receiving records retain the supplier and delivery-note references.

Traceability requires verified source documents; sample numbers below are not genuine heats.

PROFILE	RECEIVED	HEAT (FICTIONAL)	CERTIFICATE
SHS100x100x5	2 x 6000 mm	SAMPLE-H001	SAMPLE-MTC-01
IPE200	2 x 9000 mm	SAMPLE-H002	SAMPLE-MTC-02
L50x50x5	2 x 6000 mm	SAMPLE-H003	SAMPLE-MTC-03

SAMPLE ONLY

Assembly schedule

Example shippable assemblies and loose items. Component quantities are not counted again as separate shipping assemblies.

Weights are example values; they are not engineering calculations for construction.

MARK	TYPE	QTY	UNIT kg	TOTAL kg
C-01	Column assembly	2	98.4	196.8
R-01	Rafter assembly	2	172.6	345.2
BR-01	Loose bracing	4	8.9	35.6
TOTAL		8		577.6

SAMPLE ONLY

Fabrication personnel traceability

Example progression from allocation to reviewed completion. Payment rates are not part of subscriber weight tracking.

Original completion records identify the person, trade, mark, quantity and reviewer.

MARK	TRADE	EXAMPLE PERSON	QTY	OUTCOME
C-01	Boilermaker	Sample fabricator A	2	Example approved
C-01	Welder	Sample welder B	2	Example approved
R-01	Boilermaker	Sample fabricator A	2	Example approved
R-01	Welder	Sample welder B	2	Example approved
BR-01	Welder	Sample welder B	4	Example approved

SAMPLE

Welding procedure register

Register view of example supporting procedure documents, not a usable WPS or PQR.

SAMPLE ONLY - no welding procedure is qualified by this document.

Real Data Books include the workshop's applicable uploaded WPS/PQR evidence as required by the project.

REFERENCE	DESCRIPTION	RECORD STATE
SAMPLE-WPS-01	Example procedure reference	Illustrative placeholder
SAMPLE-PQR-01	Example supporting qualification	Illustrative placeholder

SAMPLE ONLY

Welder qualification register

Example register for linking welding personnel to the applicable supporting qualification.

No person is certified by this sample.

Real acceptance requires the correct scope, validity and client/project requirements.

EXAMPLE PERSON	REFERENCE	SCOPE / VALIDITY
Sample welder B	SAMPLE-WQ-01	Example only - not a valid qualification

SAMPLE ONLY

Material certificate register

Example register linking received steel to its actual source certificate. This page is not a mill certificate.

The real pack appends the provided certificates selected for the project.

No chemical, mechanical or certification results are invented in this public sample.

REFERENCE	MATERIAL	SOURCE DOCUMENT
SAMPLE-MTC-01	SHS100x100x5	Example certificate placeholder
SAMPLE-MTC-02	IPE200	Example certificate placeholder
SAMPLE-MTC-03	L50x50x5	Example certificate placeholder

SAMPLE ONLY

NDT / inspection example

Example inspection record. The selected project scope determines whether NDT and related supporting documents are required.

Method, extent and acceptance criteria must come from the project and its authorised quality team.

No NDT test or laboratory result has been performed or certified for this sample.

MARK	RECORD	EXAMPLE STATE
C-01	Visual / dimensional review	Illustrative accepted record
R-01	Selected NDT report reference	Placeholder: SAMPLE-NDT-01
BR-01	Identification check	Illustrative accepted record

SAMPLE ONLY

Paint & finish records

Example linkage between the selected finish, coating batch records and inspection evidence.

Actual specifications and acceptance criteria are project-specific.

RECORD	EXAMPLE VALUE
Finish	Example painted finish
Paint batch	SAMPLE-PAINT-01
Inspection evidence	SAMPLE-DFT-01 (placeholder)
Applicability	Project-selected coating records

SAMPLE ONLY

Dispatch / delivery record

Example handover selection for one fictional load. A shipping list does not itself prove quality release or physical dispatch.

Load reference: SAMPLE-LOAD-01; destination: Example Workshop Site

Release: example review complete; no real delivery or signature

MARK	DESCRIPTION	QTY	TOTAL kg
C-01	Column assembly	2	196.8
R-01	Rafter assembly	2	345.2
BR-01	Loose bracing	4	35.6
TOTAL		8	577.6

SAMPLE

Conformance & close-out

Illustrative close-out structure. This is not a Certificate of Conformance for any supplied product.

Project records reviewed: QCP, drawings, traceability, personnel and dispatch references.

Example outstanding items: no genuine certificates or signatures are supplied in this fictional sample.

A real close-out is issued only after the authorised parties complete and accept the actual project evidence.

ISO 3834 / EN 1090: document-organisation support is not certification of the workshop or its work.

PARTY	SIGNATURE / ACCEPTANCE
Fabricator representative	SAMPLE - unsigned
Client / inspection representative	SAMPLE - unsigned

SAMPLE