QUALITY TEAM / PROJECT ADMINISTRATOR

Maintain QCP and Data Book records

Use the project's selected quality requirements to collect inspection evidence and prepare its handover records.

1 Check the project system type

Basic projects do not require QCP, Data Book or traceability. Custom and Full projects use their chosen requirements. Confirm whether phases have separate packs or one combined QCP/Data Book before collecting records.

2 Open Data Book and the QCP

Select the project and phase, then Data Book. Open the Electronic QCP where required. Check the actual inspection rows, responsibilities and approval requirements saved for this job.

3 Collect supporting evidence

Review required drawings, WPS, personnel records, material certificates, paint records and other selected documents. Check material receiving and heat numbers. Keep evidence attached to the correct project or phase. A 3D view supports understanding; it does not perform an inspection or replace an issued drawing.

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Continue the workflow, then check the saved result.

4 Review outstanding requirements

Use the Data Book's saved status and outstanding items. Existing files do not automatically prove inspection acceptance. FabStation registration is not a required project or QCP condition.

5 Review the printable handover pack

Check contents, document revisions, signatures and generated reports in the printable pack before close-out. Obtain required inspection and client approvals through the actual QCP workflow; this lesson does not certify compliance or approve a job.

CHECK BEFORE YOU CONTINUE

The selected project's required evidence, revision details and approvals agree with the pack. Unresolved inspection or certificate requirements remain visible for attention.

IF SOMETHING DOES NOT MATCH

If an item is missing, check its category, phase and selected requirements. Do not mark a job complete merely to hide outstanding quality work.