## 5-Q Quality Control Inspection Performance Measurement

**Outline:**

A time-based quality control performance measurement process which:

Supports 'Right First Time' approach for delivery

Encourages continuous improvement

Identifies opportunities for improvement

**Model design:**

Collection of data - based on inspection of key quality attributes

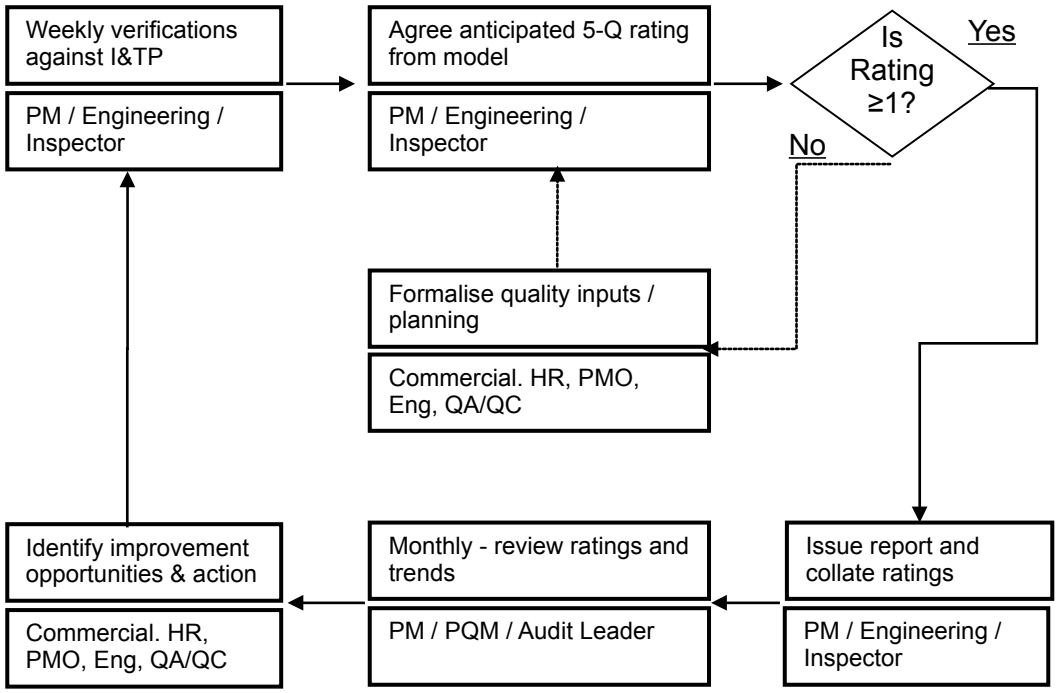
No re-inventing the wheel - using information which should already be available

Driven by existing systems and processes

Assigns a Q rating (1 - 5) against a generic model which is identifiable in ISO 9004

Collated data enables trend analysis to be conducted and can feed into Corrective and Preventative Action processes and Avoidable Cost reporting

## System Deployment




## 5-Q Quality Control [Inspection] Performance Measurement

## QUALITY CONTROL INSPECTION 5 Q SCORE

### Traffic Light Inspection and Scoring

### 5-Q Scores

| Rating | Results of Inspection & Plan: Hold, Witness & Review Activities | Rational / Guidance |
|---|---|---|
| **5-Q5** | 1) Output is fully compliant with all specified and implied requirements including: URS's, legal, regulatory, product specifications and design information - typically drawings and technical specifications and standards<br>2) Output matches appropriate Samples, Benchmarks and Prototypes etc.<br>3) Output represents exceptional performance / redefines the norm | **Stakeholders will be delighted - output represents outstanding value-for-money with product 'fit-for-purpose' by a margin** |
| **5-Q4** | 1) Output is fully compliant with all specified and implied requirements including: URS's, legal, regulatory, product specifications and design information - typically drawings and technical specifications and standards<br>2) Output matches appropriate Samples, Benchmarks and Prototypes etc | **Stakeholders will be satisfied - output is 'fit-for-purpose'** |
| **5-Q3** | Output requires minor re-work, (these works are to the agreed and authorised plans, drawings etc, and are a reflection of workmanship only | **Output requires repair, modification, amendment - which can be corrected - without reference to engineering** |
| **5-Q2** | 1) Output is non-compliant - rectification shall require re-inspection following re-work (repair / modification etc.,) subject to change control / concession process<br>2) Product 'NCR' raised by Project Team (anticipated re-work value likely to be <£xx,xxx,00) | **Output is unacceptable - non-conformance should have previously been identified and corrected by supplier (prior to offering for independent verification** |
| **5-Q1** | 1) Output is non-compliant - rectification shall require re-inspection following re-work (repair / modification etc.,) subject to change control / concession process<br>2) Product 'NCR' raised by Project Team (anticipated re-work value likely to be >£xx,xxx,00) | **Output is unacceptable - non-conformance should have previously been identified and corrected by supplier (prior to offering for independent verification** |
| **5-Q0** | Specified and/or implied requirements are not formalised and/ or effective quality planning not implemented - therefore team out-of-process with no basis (criteria) for quality assessments -<br>**NO INSPECTION TO OCCUR for 5-Q0** | **No basis (quality criteria) for undertaking quality assessments - potential for significant quality failure is high.** |

### 5-Q Quality Control [Inspection] Performance Measurement

## QUALITY CONTROL INSPECTION 5 Q SCORE

### Benefits and Opportunities

Improves effectiveness of I&TP deployment

Formalises role of Engineering during Implementation

Promotes team working between all departments / divisions and functions

Assists Engineering and Implementation understanding of quality criteria

Facilitates continuous improvement

Use collated data as a Quality measure (takes time)

Can be used as a training tool

Flags issues before costs escalate

Supports Risk Management

Supports Lessons Learnt

### Algorithm, Formula and Lookup data etc,

**DO NOT REMOVE THE FOLLOWING INFORMATION - YOU HAVE BEEN WARNED!**

IF function data

5
4
3
2
1
0

Algorithm for cell J24 [=IF(('Data Sheet2 (D.1)'!P2=('Instruction1 (I.1)'!C130)),"Q5","")]
Algorithm for cell J25 [=IF(('Data Sheet2 (D.1)'!P2=('Instruction1 (I.1)'!C131)),"Q4","")]
Algorithm for cell J26 [=IF(('Data Sheet2 (D.1)'!P2=('Instruction1 (I.1)'!C132)),"Q3","")]
Algorithm for cell J27 [=IF(('Data Sheet2 (D.1)'!P2=('Instruction1 (I.1)'!C133)),"Q2","")]
Algorithm for cell J28 [=IF(('Data Sheet2 (D.1)'!P2=('Instruction1 (I.1)'!C134)),"Q1","")]
Algorithm for cell J29 [=IF(('Data Sheet2 (D.1)'!P2=('Instruction1 (I.1)'!C135)),"Q0","")]

Drop Menu 1 - 5Q_Scores

5
4
3
2
1
0

### Health and Safety Scoring

## QUALITY CONTROL INSPECTION 5 Q SCORE

### Results of Health and Safety checks

The scoring system for Health and Safety is a modified version of the inspection system described above. The table below (extracted) from the[ QC ScoreForm3 (F.1)], requires the scores for own employees to be separate from those of sub-contractors

For each type of PPE there are two scores given, one is whether the PPE is being worn/used at the time of the Inspection (and not if it is available), the other is for the condition of the PPE

Where a specified type of PPE is not used or applicable give the corresponding cells a score of zero "0"

The Project Manager shall identify on [Data Sheet5 (D.2)] what PPE is applicable to the particular activity being inspected. This will show up as grey text in [QC ScoreForm3 (F.1)]

When scores are added - the link to [Data Sheet5 (D.2)] is broken and only the scores are visible. Deleting the scores does not re-make the link

| Rating | | Rational / Guidance |
|---|---|---|
| **5-Q5** | 1) WORN - Score 5 if PPE is being worn by all personnel on site 2) CONDITION - Score 5 if PPE is in good serviceable condition | **Stakeholders will be delighted - output represents excellent management and understanding of safety requirements** |
| **5-Q3** | 1) WORN - Score 3 if PPE is being worn by more than 50% of personnel and less than 100% personnel on site 2) CONDITION - Score 3 if PPE is showing signs of wear but continues to provide the appropriate level of protection | **Immediate action must be taken to ensure that personnel without PPE are protected from harm or injury whilst the appropriate PPE is acquired** |
| **5-Q1** | 1) WORN - Score 1 if PPE is being worn by less than 50% of personnel on site 2) CONDITION - Score 1 if PPE is worn out, damaged and or fails to provide the appropriate level of protection | **ALL WORK SHALL STOP. Only personnel with PPE can continue on site. All damaged PPE to be replaced immediately** |

| This column to be used for checking own personnel | checking sub-contractor personnel |
|---|---|
| **PPE Checklist - Personnel** | **PPE Checklist - Sub-contractor** |

## QUALITY CONTROL INSPECTION 5 Q SCORE

All Company personnel on site shall at all times wear the appropriate PPE for the work undertaken.

| PPE Type | Worn | Condition |
|---|---|---|
| Footwear | F | |
| Hard hat | HH | |
| Eyewear | E | |
| Hi Vis | HV | |
| Hearing | H | |
| Gloves | G | |
| Other Clothing | | |
| | O | |
| Face mask | FM | |
| BA set | BA | |
| Fall Arrest | FA | |
| Harness | HN | |
| Gas Monitor | | |
| | GM | |
| First Aid Kit and Fire Extinguisher | | |
| | FAK | FE |
| **Totals** | 0 | |

All Sub-contractor personnel on site shall at all times wear the appropriate PPE for the work undertaken.

| PPE Type | Worn | Condition |
|---|---|---|
| Footwear | SCF | |
| Hard hat | SCHH | |
| Eyewear | SCE | |
| Hi Vis | SCHV | |
| Hearing | SCH | |
| Gloves | SCG | |
| Other Clothing | | |
| | SCO | |
| Face mask | SCFM | |
| BA set | SCBA | |
| Fall Arrest | SCFA | |
| Harness | SCHN | |
| Gas Monitor | | |
| | SCGM | |
| First Aid Kit and Fire Extinguisher | | |
| | SCFAK | SCFE |
| **Totals** | 0 | |

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## QUALITY CONTROL INSPECTION 5 Q SCORE

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## QUALITY CONTROL INSPECTION 5 Q SCORE

## QUALITY CONTROL INSPECTION 5 Q SCORE

### Data Sheet2 (D.1) Project information for auto-fill of QC ScoreForm3 (F.1) - do not delete or e

| Bournemou | Simon Woo | Gigler Mair | Basem Al-C | Saqib Khan | Duct Work | 100-99A | 2013-01-29 | A | BH8 Engine | Eunice San | zzx-0891-2 | 2013-01-30 | 2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

| Project Name | Project Manager | Location | Site Supervisor | QC Inspector | Element of Inspection Activity | Drawing No | Drawing date | Drawing Issue / Version | Sub-Contractors' Name | Sub-contractors' Agent | Sub-contractors' Drawing No | Sub-contractors' Drawing date | Sub-contractors' Drawing Issue / Version |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Bournemou | Simon Woo | Gigler Mair | Basem Al-C | Saqib Khan | Duct Work | 100-99A | 2013-01-29 | A | BH8 Engine | Eunice San | zzx-0891-2 | 2013-01-30 | 2 |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

**edit row 2 (the next row)**

| | | | | | | |
|---|---|---|---|---|---|---|
| 3 | | BFC-Gig-87-065 | | | | |

| Anticipated 5-Q Rating | Actual 5-Q Rating | I&TP Reference | Notes | Sample photograph (Acceptable) | Sample photograph (Not Acceptable) | Other Notes as Necessary |
|---|---|---|---|---|---|---|
| 3 | | BFC-Gig-87-065 | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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t as
please

# QUALITY CONTROL INSPECTION 5 Q SCORE

| CORE ELEMENT INSPECTED | Sub-contractor INSPECTION | NOTES |
|---|---|---|
| Project Name | Sub-contractors' Name | Nothing to report |
| Bournemouth FibreCity | BH8 Engineering | |
| Project Manager | Sub-contractors' Agent | |
| Simon Woodley | Eunice Sangster | |
| Location | Sub-Cont' Drawing No | |
| Gigler Main Office | zzx-0891-2 | |
| Site Supervisor | Sub-Cont' Drawing Date | |
| Basem Al-Quihidan | 30/01/2013 | |
| QC Inspector | Sub-Cont' Drawing Issue | |
| Saqib Khan | 2 | |
| Element for Inspection | Is the above information the same as the site file / records? If Yes continue with inspection (Initial and date BOX B), if no stop and check with engineering only | |
| Duct Work | **BOX B** | |
| Drawing No | Have you been authorised by engineering to continue Inspection. If Yes Initial and date BOX B. If No, Initial and date BOX C | |
| 100-99A | **BOX C** | |
| Drawing Date | In the space below, give brief summary of Engineering information for reason NOT to proceed with inspection | |
| 29/01/2013 | | |
| Drawing Issue | | |
| A | | |
| Is the above information the same as the site file / records? If Yes continue with inspection (Initial and date BOX A), if no stop and check with engineering only | | |
| **BOX A** | | |
| Have you been authorised by engineering to continue Inspection, if Yes Initial and date BOX A, If No, Initial and date BOX C, then give reason in box provided | | |

**Engineering anticipated 5 Q rating ↴**

**Q3**

**3**

**Actual rating identified by ↥ inspector**

Enter above photo, sketch, schematic etc of good workmanship, what is expected

Enter above photo, sketch, schematic etc of poor workmanship, what is not accepted

**Details** | **Sub-contractor Details** | **Other Notes as Necessary**

# QUALITY CONTROL INSPECTION 5 Q SCORE

| Project Name | Project Manager | Sub-contractors' Name | |
|---|---|---|---|
| Bournemouth FibreCity | Simon Woodley | BH8 Engineering | 0 |
| **Location** | **Site Supervisor** | **Sub-contractors' Agent** | |
| Gigler Main Office | Basem Al-Quihidan | Eunice Sangster | |

| Inspectors Comments / Review | Agent's Comments |
|---|---|
| | |

| Inspectors Signature | | Date | | Sign | |
|---|---|---|---|---|---|

# QUALITY CONTROL INSPECTION 5 Q SCORE

**Details**

| Project Name | Project Manager |
|---|---|
| Bournemouth FibreCity | Simon Woodley |
| **Location** | **Site Supervisor** |
| Gigler Main Office | Basem Al-Quihidan |

**Sub-contractor Details**

| Sub-contractors' Name |
|---|
| BH8 Engineering |
| **Sub-contractors' Agent** |
| Eunice Sangster |

## SITE HEALTH AND SAFETY INSPECTION

**PPE Checklist - Personnel**

All Company personnel on site shall at all times wear the appropriate PPE for the work undertaken.

| PPE Type | Worn | Condition |
|---|---|---|
| Footwear | F | |
| Hard hat | HH | |
| Eyewear | E | |
| Hi Vis | HV | |
| Hearing | H | |
| Gloves | G | |
| Other Clothing | O | |
| Face mask | FM | |
| BA set | BA | |
| Fall Arrest | FA | |
| Harness | HN | |
| Gas Monitor | GM | |
| First Aid Kit and Fire Extinguisher | FAK FE | |
| **Totals** | 0 | |

**PPE Checklist - Sub-contractor**

All Sub-contractor personnel on site shall at all times wear the appropriate PPE for the work undertaken.

| PPE Type | Worn | Condition |
|---|---|---|
| Footwear | SCF | |
| Hard hat | SCHH | |
| Eyewear | SCE | |
| Hi Vis | SCHV | |
| Hearing | SCH | |
| Gloves | SCG | |
| Other Clothing | SCO | |
| Face mask | SCFM | |
| BA set | SCBA | |
| Fall Arrest | SCFA | |
| Harness | SCHN | |
| Gas Monitor | SCGM | |
| First Aid Kit and Fire Extinguisher | SCFAK SCFE | |
| **Totals** | 0 | |

**Site Inspector's Notes**

Sub-contractors acknowledgement

| Print Name | |
|---|---|
| Signature | |

**PPE basic definitions / examples**

**Footwear** - shall be appropriate for the work undertaken. For electrical work, a Class S3 boot or shoe shall be worn, pouring concrete - Safety Wellingtons shall be worn

**Hard hats** or where appropriate **bump caps** shall be worn at all times

The appropriate **eye protection** shall be worn at all times, for welding the appropriate goggles or flip mask shall be worn and the area screened

**Hi-Visibility** jackets / vests shall be worn at all times

For noisy environments the appropriate **hearing protection** shall be worn at all times, ear plugs (disposable type) are for short term use only - not to exceed 1 hour

**Gloves / gauntlets** shall be worn for specific tasks, such as handling chemicals, oils, solvents, paints and adhesive; also when welding and climbing scaffold or towers

**Face masks** shall be worn when and where appropriate

**BA sets, Fall Arrest, Harnesses and Gas Monitoring equipment** shall only be used by trained personnel for specific tasks

**Appropriate and contractual First Aid and Fire Fighting equipment shall be available and in good working order at times**

**An isolated single breach of not wearing PPE shall result in immediate rectification. More than an isolated event the Inspector is authorised to stop all work**

**All PPE shall be provided Free Of Charge to the employee, by the employer. This includes replacement of worn-out or damaged items of kit**

# QUALITY CONTROL INSPECTION 5 Q SCORE

| Details | | Sub-contractor Details | LOCATION | |
|---|---|---|---|---|
| Project Name | Project Manager | Sub-contractors' Name | Trigam Ref | |
| Bournemouth FibreCity | Simon Woodley | BH8 Engineering | | |
| Location | Site Supervisor | Sub-contractors' Agent | Latitude | Longitude |
| Gigler Main Office | Basem Al-Quihidan | Eunice Sangster | | |

## CONCRETE POUR RECORD

| Date | Mix Design | Design Slump (cm's) | Actual Slump (cm's) | Air Temp. (°C) | Concrete Temp. (°C) | Unit Weight (Kgm's) | Yield (N's) | Air Content (%) | Cubic |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

**Inspectors Signature** **Date** **Sign**

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## QUALITY CONTROL INSPECTION 5 Q SCORE

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## QUALITY CONTROL INSPECTION 5 Q SCORE

| | | | 5-Q Quality Control [Inspection] | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* |
| W/E | Date | No of Insp. | 1 | | | | | | | | |
| | | Rating | 1 | | | | | | | | |
| | Expected Rating | | 1 | | | | | | | | |
| W/E | Date | No of Insp. | 3 | | | | | | | | |
| | | Rating | 10 | | | | | | | | |
| | Expected Rating | | 1 | | | | | | | | |
| W/E | Date | No of Insp. | 1 | | | | | | | | |
| | | Rating | 1 | | | | | | | | |
| | Expected Rating | | 1 | | | | | | | | |
| W/E | Date | No of Insp. | 1 | | | | | | | | |
| | | Rating | 1 | | | | | | | | |
| | Expected Rating | | 1 | | | | | | | | |
| W/E | Date | No of Insp. | 1 | | | | | | | | |
| | | Rating | 1 | | | | | | | | |
| | Expected Rating | | 1 | | | | | | | | |

## QUALITY CONTROL INSPECTION 5 Q SCORE

| | | | | | | | | | CUMU |
|---|---|---|---|---|---|---|---|---|---|
| Total Inspections | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sum of ratings | 14 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Average rating | 2 | | | | | | | | |
| Average of ratings | 2.8 | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

## QUALITY CONTROL INSPECTION 5 Q SCORE

**] Performance Measurement - VERIFICATION RATINGS By Project**

| *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* | *Project Inspection Element* |
|---|---|---|---|---|---|---|---|---|---|---|---|

**WEEKLY SCORES BY PROJECT**

## QUALITY CONTROL INSPECTION 5 Q SCORE

**JLATIVE MONTHLY SCORES BY PROJECT**

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |

| Weekly Total | Weekly Rating (Average) | Monthly Total | Monthly Rating (Average) |
|---|---|---|---|
| 1 | 1.00 | | |
| 1 | 1.00 | | |
| 3 | 3.33 | | |
| 10 | | | |
| 1 | 0.33 | | |
| 1 | 1.00 | 7 | 1.47 |
| 1 | 1.00 | | |
| 1 | 1.00 | | |
| 1 | 1.00 | | |
| 1 | 1.00 | | |
| 1 | 1.00 | | |

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## QUALITY CONTROL INSPECTION 5 Q SCORE

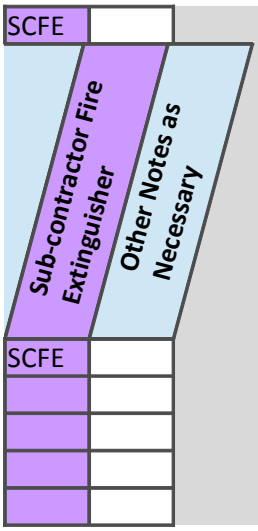
| | Total Cumulative Scores |
|---|---|
| 7 | Total Number of Inspections |
| 14 | Sum of all ratings |
| 2.00 | Average of Averages |

## Data Sheet2 (D.2) Health and Safety PPE Requirements infor

| | | F | SCF | HH | SCHH | E | SCE | HV | SCHV | H | SCH | G | SCG |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Project Name | Element of Inspection Activity | Footwear | Sub-contractor Footwear | Hard hat | Sub-contractor Hard hat | Eye wear | Sub-contractor Eye wear | Hi Vis | Sub-contractor Hi Vis | Hearing | Sub-contractor Hearing | Gloves | Sub-contractor Glo |
| | | F | SCF | HH | SCHH | E | SCE | HV | SCHV | H | SCH | G | SCG |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

**mation for auto-fill of QC ScoreForm3 (F.1) - do not delete or edit row 2 (the next row)**

| O | SCO | FM | SCFM | BA | SCBA | FA | SCFA | HN | SCHN | GM | SCGM | FAK | SCFAK | FE |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| *Other Clothing* | *Sub-contractor Other Clothing* | *Face mask* | *Sub-contractor Face mask* | *BA set* | *Sub-contractor BA set* | *Fall Arest* | *Sub-contractor Fall Arest* | *Harness* | *Sub-contractor Harness* | *Gas Monitor* | *Sub-contractor Gas Monitor* | *First Aid Kit* | *Sub-contractor First Aid Kit* | *Fire Extinguisher* |
| O | SCO | FM | SCFM | BA | SCBA | FA | SCFA | HN | SCHN | GM | SCGM | FAK | SCFAK | FE |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

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# 5-Q Quality Control Inspection Performance Measurement

## User Instructions

This workbook comprises of a number of sheets / tabs - the instructions for each follow, the tab names are in the font colour **VIOLET**. Do not delete, rename or alter the sheets / tabs in anyway, as this will have a negative impact on some of the automation built into this workbook

### Instruction1 (I.1)

Gives an over view of the reasons for scoring inspection activities and the criteria for each score. A flow diagram is also included to aid the reader in understanding the process. This workbook contains example information which you can delete if required

### Data Sheet2 (D.1)

This sheet / tab is used in two ways. (1) It acts as a record of planned inspections and (2) it ensures that core information required by Inspection personnel is made available for their Inspection form(s). Health and Safety requirements are specified in [Data Sheet5 (D.2)]

Row one (1) is a header for this sheet. Row two (2) [contains example data only] links to other sheets in the workbook, do not alter or delete row two. Row three (3) is the prompts for information required. Add your data to row four (4) and for each inspection, add to a subsequent row, for example row 5,6,7 etc. Do not delete or change data in row four (4) and onwards as this becomes part of your record for inspections

When you have added your data to row (4) [contains example data only] or subsequent row(s), to automate the completion of the Inspectors form [QC ScoreForm3 (F.1) do the following. Using shortcut keys or mouse etc highlight the row of data for which you need to print the inspection sheet for. Now use the copy command and then place the cursor at the beginning of row two (2) and use the paste command. If you have done this correctly your information should now be in the appropriate positions in the [QC ScoreForm3 (F.1)

### QC ScoreForm3 (F.1)

If you have followed the instruction above, this form should now be complete on all pages with the core information required to conduct the inspection activity. If for any reason the auto-complete function has not worked, then complete the form manually either using a computer or pen. Now print this sheet / tab - or send an electronic copy of the file to the assigned inspector. The inspector completes the inspection(s) and records results on the form manually or electronically. Note Health and Safety information is added by completing [Data Sheet5 (D.2)]

### QC AnalysisForm4 (F.2)

This sheet / tab is for analysis - it is currently incomplete, but is here for you to use / alter as you wish

### Data Sheet5 (D.2)

This sheet / tab is used in two ways. (1) It acts as a record of planned inspections and (2) it ensures that core information required by Inspection personnel is made available for their Inspection form(s). This sheet contains only Health and Safety requirements

Row one (1) is a header for this sheet. Row two (2) links to other sheets in the workbook, do not alter or delete row two. Row three (3) is the prompts for information required. Add your data to row four (4) and for each inspection, add to a subsequent row, for example row 5,6,7 etc. Do not delete or change data in row four (4) and onwards as this becomes part of your record for inspections

When you have added your data to row (4) or subsequent row(s), to automate the completion of the Inspectors form [QC ScoreForm3 (F.1) do the following. Using shortcut keys or mouse etc highlight the row of data for which you need to print the inspection sheet for. Now use the copy command and then place the cursor at the beginning of row two (2) and use the paste command. If you have done this correctly your information should now be in the appropriate positions in the [QC ScoreForm3 (F.1)

**Instruction6 (I.2)**

This page. Will be updated as changes to the workbook are made

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## QUALITY CONTROL INSPECTION 5 Q SCORE