



Exploration & Production

GENERAL SPECIFICATION

PIPING VALVES VESSELS

GS PVV 943

Quality assurance questionnaire valves

01	10/03	Change of Group name and logo
00	03/01	First issue
Rev.	Date	Notes



Contents

1. Quality assurance system.....	3
2. Engineering control	5
3. Procurement practices	6
4. Inspection procedures.....	7
5. Material handling and storage	8
6. Non destructive examination and destructive testing	9
7. Tool and gage control.....	10
8. Welding standards (welded fabrication)	11
9. Non conforming material control.....	12
10. Corrective action	13



1. Quality assurance system

1. Manager and/or Supervisors of Quality Assurance:

Name _____ Title _____

2. The Quality Assurance Organisation Reports to:

Name _____ Title _____

System functions	YES	NO	Comments
3. Does the Manufacturer or Supplier hold any API, ISO, or other certificates? If so, attach copies to this questionnaire.			
4. Does this facility have a Quality Assurance Manual?			
5. Is the Manual approved by Top Management?			
6. Are the records of the Q.A. Departments reviewed periodically by Top Management?			
7. Are the system and the manual both audited periodically by Top Management?			
8. Does this manual contain procedures for the following:			
a) Quality Planning			
b) Manufacturing Operation Control			
c) Drawing, Documentation and Engineering Control			
d) Sub-Vendor Quality Assurance Surveillance			
e) Procurement Control			
f) Receiving Inspection			
g) In Process and Final Inspection			
h) Non Destructive Testing			
i) Verification and Identification of materials			



Exploration & Production

General Specification

Date: 10/03

GS PVV 943

Rev: 01

System functions	YES	NO	Comments
j) Non-Conforming Materials			
k) Internal Quality Audits			
l) Corrective Action			
m) Calibration of Measuring and testing Equipment			
n) Welding Control Welder and Welding operator control (if applicable)			
o) Heat Treatment and Heat Treatment Record Chart (if applicable)			
p) Storage, Cleaning, Packaging and Shipping			
q) Storage of welding consumables: Are adequate facilities available with temperature controlled? (if applicable)			
9. Who is responsible for analysing complaints and Non-Conformances?	-	-	



2. Engineering control

System functions	YES	NO	Comments
1. Are procedures and controls adequate to insure that the latest drawings, order changes and specifications are used by the Production and Inspection Departments?			
2. Are records maintained which reflect a history of the changes?			
3. Are obsolete or inappropriate drawings or specifications in use by production or inspection department personnel?			
4. Are NDE symbols reflected on the fabrication drawings?			
5. If NDE symbols are not reflected on the fabrication drawings, is a NDE symbol map or general note provided for reference?			
6. Are "approved for construction" drawings being reviewed by proper inspecting authorities?			
7. Are procedures established to cover the design and calculation activities?			



3. Procurement practices

System functions	YES	NO	Comments
1. Are there procedures for the evaluation and approval of new material and/or fabrication sources?			
2. Is there a written approved sources list?			
3. Does Quality Assurance review all purchase orders?			
4. Does Quality Assurance audit approved sources on a regular basis?			
5. Are inspection records used to evaluate Suppliers?			

4. Inspection procedures

System Functions	YES	NO	Comments
1. Are inspection operations performed in accordance with approved written instructions?			
2. Does the Receiving Inspector check incoming material to the purchase order, specification and/or drawing requirements?			
3. Are mill reports, NDE reports or certificates reviewed for compliance?			
4. Are reports, certificates and other material documents retrievable by customer order number?			
5. Are discrepancies reflected in receiving records?			
6. Are materials tagged and identified as Accept, Reject or Non-conforming?			
7. Are non-conforming and rejected materials adequately controlled?			
8. Are written instructions available to in-process inspectors at their work station?			
9. Are in-process inspections documented to give the inspection status of the material?			
10. Are process or routing sheets, or "travellers" used?			
11. Are they adequate and properly filled out?			
12. Are records maintained attesting to the results of final inspection and/or testing?			
13. Do they reflect actual values obtained?			



5. Material handling and storage

System functions	YES	NO	Comments
1. Is material segregated by alloy or grade?			
2. Is material adequately identified and segregated to preclude mixing of different heat or lot numbers?			
3. Are heat numbers and/or lot numbers traceable to all documentation?			
4. Are adequate precautions maintained to prevent damage, contamination or loss of identity?			
5. Are stored materials monitored for deterioration?			
6. Is "good housekeeping" maintained in manufacturing areas?			

6. Non destructive examination and destructive testing

(welded fabrication)

System functions	YES	NO	Comments
1. What testing capabilities are available? • Ultrasonic • Magnetic Particle • Liquid Penetrant • Gamma-Ray • X-Ray • Eddy Current • Other (specify)			
2. Are written and approved procedures available to operators?			
3. In accordance with which specifications?	-	-	
4. Are operators trained and qualified to the Recommended Practice of the Society for Non-destructive Testing, SNT-TC-1A or equivalent programs? (Enter Name)			
5. What inspector level are operators qualified for? • Level 1 • Level 2 • Level 3			
6. Are the following destructive test methods conducted at the plant: • Tensile • Bends • Charpy V Notch • Hardness (specify type) • Others (specify)			
7. Are the required test standards for destructive tests current and available for reference?			



7. Tool and gage control

System functions	YES	NO	Comments
1. Are tools and gages permanently identified?			
2. Are they calibrated on a regular basis?			
3. Are adequate calibration records maintained?			



8. Welding standards (welded fabrication)

System functions	YES	NO	Comments
1. Is welding performed at the facility?			
2. To what standard or standards is welding performed?			
3. Are welding procedures and welder qualifications available?			
4. Are welders or welding operators qualified in accordance with the ASME Section IX? Other? (Specify)			



9. Non conforming material control

System functions	YES	NO	Comments
1. Are there adequate written procedures to cover non-conforming materials?			
2. Do the procedures provide for: a) Record maintenance? b) Corrective action? c) Repetitive discrepancy review? d) Control of scrap?			
3. Is an adequate system in effect to investigate, control and correct customer complaints and materials returned for non-conformance or defective quality?			



10. Corrective action

System Functions	YES	NO	Comments
1. Does an adequate corrective action system exist?			
2. Is corrective action initiated when an unsatisfactory trend is indicated?			
3. Are defective products and related documents analysed to determine the cause and extent of the condition?			
4. Is there a follow-up system of control and management review on corrective action taken?			