

# HUGHES/DECORR QUALITY CHECKSHEET

QUALITY CHECK SHEET  
REVISION 06 DATE 04/19/02  
APPROVED BY S. C.

INCOMING  
INSPECTION

QUANTITY

SIZE

SCORES

LINER

VISIBLE DAMAGE

INSPECTION F M L

INSPECTION F M L

SLITTER

BOARD QUALITY				
LENGTH & WIDTH				
SCORES				
LINE CLEARANCE				

OPERATOR SIGN  
OFF

VISIBLE DAMAGE

BANDSAW

BOARD/SCORES				
SIZE - L.W. - IN				
SIZE - L.W. - OUT				
LINE CLEARANCE				

VISIBLE DAMAGE

OPERATOR SIGN  
OFF

PRESSES  
AND  
ROTARY

BOARD/SCORES				
SIZE - L.W. - IN				
SIZE - L.W. - OUT				
CALIPER IN				
CALIPER OUT				
PRINT QUALITY				
LAY-OUT(REGISTRATION)				
COLOUR MATCH				
SLOT DEPTH				
FOLDS CORRECTLY				
LINE CLEARANCE				

VISIBLE DAMAGE

FIRST OFF  
MATCHES  
APPROVED SPEC

INK BATCH #

OPERATOR SIGN  
OFF

CLOSURE

GLUE COVERAGE				
GLUE BOND				
GLUE JOINT GAP				
TAPE ALIGNMENT				
TAPE ADHESION				
FOLDS CORRECTLY				
LINE CLEARANCE				

VISIBLE DAMAGE

OPERATOR SIGN  
OFF

PILING

QTY PER BUNDLE	
BUNDLES PER SKID	
QTY ON FULL SKID(S)	
QTY ON PARTIAL SKID	
NUMBER OF SKIDS	

OPERATOR SIGN  
OFF

LAMINATOR

BOARD QUALITY				
GLUE COVERAGE				
LEAD EDGE				
ADHESION				
LABELS				
LINE CLEARANCE				

VISIBLE DAMAGE

OPERATOR SIGN  
OFF

SHIPPING

I.D. MARKERS	
FINAL INSPECTION	
PALLETIZED AS PER ORDER PACK	
QTY PER BUNDLE	
QTY ON FULL SKID(S)	
QTY ON PARTIAL SKID	
# OF SKIDS	
TOTAL QTY	

VISIBLE DAMAGE

OPERATOR SIGN  
OFF

FLATBED

BOARD QUALITY				
SIZE - L.W. - IN				
SIZE - L.W. - OUT				
LAYOUT(REGISTRATION)				
SCORES				
FOLDS CORRECTLY				
LINE CLEARANCE				

VISIBLE DAMAGE

OPERATOR SIGN  
OFF

FINAL  
CHECK

VISIBLE DAMAGE	
CORRECT QTY	
QC SHEET COMPLETED	

SHIPPER SIGN  
OFF

BUILD ORDER (PARTIAL RUN(S))

HPN # \_\_\_\_\_

ORDER COMPLETE YES NO

VARIANCE APPROVAL

INITIAL \_\_\_\_\_

DATE \_\_\_\_\_

ANY VARIATION OR NONCONFORMANCE MUST BE REVIEWED BY YOUR SUPERVISOR

## Part item name:COPP. FALSE BTM. CORNERS

Floor Comments