

## **AUCKLAND QUALITY ASSURANCE PROCESS**

### ***Pre-Installation Meeting***

Not all projects will need a pre-installation meeting, depending on the size, time spent on and difficulty of the project etc but if it is required the pre-installation meeting will involve meeting with the key people who need to know the requirements of the waterproofing and to understand the limits of the products. This generally includes the owners, architects, applicators builder, construction company, backfill contractor etc

### ***QA Manual***

Not all projects will need a QA Manual, depending on the size, time spent on the project etc but if it is decided by the QA team that one is needed the manual will be kept on site. It includes inspection sheets which get filled out every visit by the QA inspector and holds all the relevant information that is needed regarding the site.

If the QA team feels a QA Manual is not required, photos are always compulsory as they act as Quality Assurance.

### ***Photographs***

Photographs are taken by the QA inspector as well as the applicator of the waterproofing. They are taken of the application of the product, the backfill and any problem areas that need to be resolved. Any faults or defaults found are pointed out at the time and rectified. The photos that are taken on the daily site inspection visits will correspond to the relevant site reports in the same archive files.

### ***Warranty***

When the project is complete and all the Quality Assurance has been signed off, a warranty will be issued for the product and installation. This job is now closed off in our system but the folder containing the above will remain accessible and copies can be made available from our archives to the architect/builder/client upon request.