

SAMPLE FORMS

The quality control forms attached are samples only and manufacturers are encouraged to design their own that will suit their particular components and product design.

A copy of the IGMA Quality Procedures Manual can be ordered from the IGMA website. This technical publication provides the basic framework for the design of a quality assurance program.

www.igmaonline.org

Sample

QC Inspection Form QC -1(a)

Primary Sealant

Type _____ Supplier _____

Date	Batch #	Application Temperature	Bond to Spacer	Bead size average	Initial

Inspection Frequency: Twice daily and when new batch used in production

Sample
QC Inspection Form QC -1(b)

Two-Part Sealant

Type _____ Supplier _____

Date	Base Batch #	Acc. Batch #	Mix	Stick Life	Adhesion			Initial
					Spacer	Connector	Glass	

Inspection Frequency: Twice daily and when new container used in production

Sample
QC Inspection Form QC -1(c)

Hot Melt Sealant

Type _____ Supplier _____

Date	Batch #	Temperature Setting	Applied Temperature	Appearance	Adhesion	Initial

Inspection Frequency: Twice daily and when new container used in production

Sample
QC Inspection Form QC -1(d)

Organic Spacer: Adhesion and desiccant activity Type _____ Supplier _____

Date	Batch #	a) Adhesion Test		b) Desiccant Activity		Initial
		Pass	Fail	Pass	Fail	

Inspection Frequency: a) when new drum is opened
b) once per week and every time new drum is opened

Sample
QC Inspection Form QC - 2

Desiccant

Type _____

Supplier _____

Date	Batch #	Water Temperature	Temperature Rise	Temperature Difference	Sample From	Initial

Inspection Frequency: Once per week and every time production ceased
For more than 24 hours.

Sample
QC Inspection Form QC - 3

Spacer and Connector

Type _____ Supplier _____

Date	Lot #	Type #	Surface Condition	Average Width Spacer	Corner Key (connector) fit	Assembled Width	Initial

Inspection Frequency: Upon receipt of new material

Sample
QC Inspection Form QC - 4

Date _____
Initial _____

Glass (cut sizes) record rejects only

Thickness	Type	Width	Height	Surface	Squareness	Edges	Reject

Inspection Frequency: 2% or 5 lites per shift, whichever is higher

Gas Filling Inspection

Sample
QC Inspection Form QC - 5

Date _____
Inspection Quantity _____
Rejected _____
Initials _____

IGMA Certification I.D.: 2190-

Product Configuration: Connector Code _____ Spacer Code: _____ Desiccant Code: _____ Primary / Secondary Sealant: _____

Procedure for the Determination of Gas Fill Concentration (ie. Gas Chromatograph, Ozygen Analyzer, GasGlass, Other) _____

Instrument Calibration Date: _____

Previous Instrument Calibration Date: _____

Ordered Size	Length	Width	Spacer Position	Thickness	Airspace	Glass Edges	Primary Sealant	Secondary Sealant	Glass Coating	Desired % Fill	Actual % Fill	Disposition

Inspection Frequency: Per Appendix 1, Article E (2)

Non Conforming and Finished Product Inspection

Record details of defects only and action taken

**Sample
QC Inspection Form QC - 6**

Date _____
 Production Quantity _____
 Inspection Quantity _____
 # Rejected _____
 Initials _____

MEASURE

VISUAL INSPECTION

Ordered Size	MEASURE				VISUAL INSPECTION							
	Length	Width	Spacer Position	Thickness	Alignment	Airspace	Glass Edges	Primary Sealant	Secondary Sealant	Minimum MVT Path	IGMAC I.D.	Action and Disposition of Non Conforming Product

Inspection Frequency: Per Appendix 1, Article E (2)

Employee Name: _____

Department: _____

Position: _____

Date of Training	Area for Training Focus	Training Objectives	Type of Training (online, classroom etc.)	Verification Method of Effectiveness
	Manufacturing Processes:			
	Quality Processes			
	Health & Safety:			
	Other:			