



External Provider Audit Checklist

Purpose: The external provider audit checklist (detailing) serves as a guide for verifying an external provider’s conformance to Valmont quality requirements for subcontracted detailing. The checklist shall be completed by a qualified Valmont auditor, or a qualified auditor representing Valmont, and shall be used as a reference, alongside the general checklist, when preparing the external provider audit report.

Instructions for Auditor: Complete the checklist, answering “Yes” or “No”, while conducting an external provider audit. Attach notes as necessary, referencing the audit item #. Refer to the checklist when completing the external provider audit report.

1	Are detailing standards documented to specify drawing layout methods including but not limited to sections, views, title block information, shipping sequence designations, piece marking, common shop abbreviations, bolt placement lists, welding symbols, and special NDT requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Do the detailing standards further specify the method for selection of connection type, connection geometry, and connection material; detailing holes, fasteners, washers, cuts, and copes; selection of bolt installation method; surface preparation and coating requirements; and special instructions for fabrication and erection of steel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Is there a documented procedure established for checking of all drawings that species the methods for performing and recording the final check of drawings to ensure compliance with contract documents and releasing shop drawings for fabrication, including identifying the checker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	For computer-generated drawings and models, is there a documented procedure established that identifies the data, variables, graphics, calculating formulas, and other output that are checked to determine that the software is functioning correctly and to verify inputs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Is there a documented procedure established to define the extent of review required by management, and the extent of checking required, for subcontracted detailing work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Does the checking procedure further specify the checking of drawings against contract requirements, including geometry, use of the correct connections, proper notes, proper material usage, assignment of complete welding symbols, proper coating and preparation, and proper representation on erection drawings to provide enough detail for the work performed in the field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Does the checking procedure further specify the method of approving drawings?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Is there a documented procedure established to specify the method of receipt, revision, and control of drawings received from outside sources (e.g. the customer)?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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(Detailing Supplement)

9	Is there a detailing management function that includes responsibilities for overseeing production of shop and erection drawings, communicating with the owners' representatives for design, scheduling, developing and maintaining detailing standards and procedures, transmittals related to obtaining approval from the owner's designated representative for design and construction?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10	Do qualification requirements for detailing management include experience in detailing and checking of shop drawings that have been approved for a variety of structures representative of Valmont product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Has the subcontractor determined and described methods for detailing management personnel to demonstrate competency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Are detailing management personnel familiar with the requirements of pertinent codes and specifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13	Do detailers and checkers have experience in drawing projects similar to Valmont product? Do they also have knowledge of applicable material specifications and of mill rolling practices as they affect the detailing of structural steel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14	Do detailers in training work under the supervision of a trained detailer or checker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15	Are all drawings checked by a qualified checker before release for fabrication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16	Are qualification requirements for a checker documented, and do they include training and experience in connection selection?	<input type="checkbox"/> Yes <input type="checkbox"/> No
17	Is the demonstrated competency of detailing personnel documented?	<input type="checkbox"/> Yes <input type="checkbox"/> No