



Quality Control/ Quality Assurance Checklists

Boxing In Works

Listed below are steps to follow when undertaking tasks that you are doing to ensure the quality of work is correct and you are fully aware and understand of what is required from **SAL Construction Limited**:

1. All MDF boxing in must be level and square.
2. Low level boxing must have a 20mm overhang at the front with a chamfered edge and all joints must be staggered with a v groove ready for painters to fill and finish mid-way into the window transom.
3. High level boxings in w/c areas must have chamfers to the external edge of the MDF board and finish flush where the boards meet.
4. All screws or paslode nails must be countersunk into the MDF ready for painters to fill and sandpaper rubbed over them.
5. All boxings must be sturdy with no deflection in them.
6. All waste material should be cleaned up by the operatives carrying out the works and removed to the designated areas and skips on site.
7. No waste material is allowed to be left around or leant against walls, please ensure that all materials are laid flat and stored correctly and safely in order to not create any potential trips hazards.
8. Works will be snagged by SAL Site Management, any remedial works will be the responsibility of the operatives who carried out the work to rectify.
9. MDF ribs or boards will be loaded up to the correct Level for the operatives by SAL site labourers, all further distribution to work areas is to be carried out by Joiners carrying out the works.
10. Always wear the 'face fit' dust masks when cutting MDF and use the correct dust extraction equipment provided by SAL.
11. Only Operatives who have passed the 'face fit' test are only eligible to be cutting MDF on site.
12. Always set up a work station and cutting zone which is to be barriered off with signs to make other operatives on site aware that MDF is being machine cut.
13. Any issues on site please contact your supervisor Immediately.

All of these guidelines must be strictly adhered to when undertaking works for SAL Construction and by your signing below it is deemed that you accept these conditions when undertaking your works.

Site Operative Name:

Signature:

Site Management
SAL Construction Ltd