

Site Survey Process

WC
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VERSION HISTORY			
VERSION NO.		CURRENT VERSION DATE	
EFFECTIVE DATE		EXPIRATION DATE	
RESPONSIBLE PERSON	John Buermann	SIGNATURE	John Buermann
QA MANAGER	Doug Westlund	SIGNATURE	Doug Westlund
WRITER	John Buermann	APPROVAL	Doug Westlund

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

1. Introduction

Accurate site surveys are critical to proper manufacturing of the customers products. Many of our site surveys are used by an outside company to build the parts. Inaccuracies on a survey would cause Westlund Concepts to be liable for replacements.

2. Definition

Any order requiring custom fabrication for an existing structure, or any site requiring installation by the WC will require a site survey to be completed prior to production.

3. Forms

Site Survey Forms can be found on the server in Exodus>Data>Site Surveys

4. Requirements

- Project manager must have a written survey plan put together for the surveyor.
- The survey plans, gas station surveys, checklists, etc should be marked with a green highlighter to clearly define which areas are required to be surveyed.
- Verify with the project manager, and work order, what information is required and what information is recommended, if available.
- Take measurements and immediately record them on the site survey form to ensure accuracy.
- Ensure measurements and notes are legible for all parties needing to review the survey.
- Take photos from many angles to accurately show the item in question.
- Draw a sketch of the overall, detailing any notable obscure dimensions
- Make note of any obstructions around the item or getting to the item. These may include power lines, landscaping, equipment access, door widths and heights into a building, etc.
- Color matches are often required.

5. Next steps

- Surveyor will submit the information to the project manager and notify them with any issues they found on site.
- Project manager will verify all required information has been gathered.
- Project manager will review the information for obvious inconsistencies.
 - If all is in order, the project can move forward with its next steps (Estimate entry, order entry, notification to customer, permitting, fabrication, production, etc)
 - If there are issues with the survey, repeat any necessary steps to remedy these issues.

6. Process Review

Process to be reviewed annually by:

- Install team leader
- Service team leader
- Operations Director
- CEO

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

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