

Quality Assurance Audit Form for Sign Fabricators

Fabricator: _____ Date of Inspection: _____

Auditors: _____

Fabrication Staff YES NO
1. Does DelDOT have a Point of Contact (Name, Phone Number, Email) for Fabrication Supervisor? _____

2. Will the Fabricator have an experienced staff member on site for all sign fabrications? _____

Facility Condition and Material Storage YES NO

3. Is the fabrication facility clean and in good condition? _____

4. Is all sign production equipment (plotters, printers, rollers, etc.) clean and in good condition? _____

5. Does the Fabricator only use a single sheeting manufacturer's materials? _____

6. If the Fabricator uses more than one manufacturer's materials, do they have a method for preventing different materials from being used on the same sign? _____

7. Does the Fabricator have a system for tracking material expiration date to ensure that material beyond its recommended shelf life is never used? _____

8. Is the sheeting material stored in temperature and humidity controlled area? _____

9. Does this storage area meet the manufacturer's temperature and humidity requirements? _____

10. Is the metal substrate stored in a temperature controlled area and/ or is it adequately prepared prior to sheeting application as per manufacturer's recommendations? _____

Delaware Sign Production Knowledge YES NO

11. Can the Fabricator exhibit knowledge of the most recent Delaware Manual on Uniform Traffic Control Devices (DE MUTCD) by finding and explaining sign sizing or layout information when asked? _____

12. Can the Fabricator exhibit knowledge of the FHWA's Standard Highway Signs (SHS) by finding and explaining specific sign sizing or layout information when asked? _____

13. Can the Fabricator exhibit knowledge of the Delaware Sign Book by finding and explaining Delaware-specific sign sizing or layout information when asked? _____

14. Can the Fabricator exhibit knowledge of the Delaware Interim Guidance by cross referencing the guidance with the information from the DE MUTCD, Delaware Sign Book, and Standard Highway Signs to ensure that all fabricated signs meet the correct and most current standards? _____

Fabrication Method: Applied Vinyl YES NO

15. Does the Fabricator intend to make signs using the Applied Vinyl Method? (The cutting vinyl using a plotter and application of it over a base layer of reflective sheeting). _____

16. Are all sheeting materials used in the Applied Vinyl Method from the same manufacturer? _____

17. Is the reflective base layer of the sign's sheeting listed in the Sign Panel Acceptance Program? _____

Fabrication Method: Applied Vinyl (Continued)

YES NO

- 18. Are all plotters designed for cutting reflective vinyl, in good working order and capable of creating clean cuts?
- 19. Are the signs fabricated as per the manufacturer's recommendations?
- 20. Are the finished signs made according to Delaware Standards (size, color, bolt holes, etc.) and free of wrinkles, bubbles, and other imperfections?

Fabrication Method: Screen Printing

YES NO

- 21. Does the Fabricator intend to make signs using the Digital Screen Printing Method? (Using a silk screen to pull ink across a base layer of reflective sheeting).
- 22. Are all sheeting and inks used in the Screen Printing Method from the same manufacturer?
- 23. Is the reflective base layer of the sign's sheeting listed in the Sign Panel Acceptance Program?
- 24. Are all Screen Printing tools including, screens, printing press and squeegees in good, working order, and prepped as per manufacturer's recommendations?
- 25. Are the signs fabricated as per the manufacturer's recommendations?
- 26. Are the finished signs made according to Delaware Standards (size, color, bolt holes, etc.) and free of rough edges, blurred lines and is the ink the appropriate thickness?
- 27. Are all Screen Printing Method chemicals disposed of as required by state and local regulations?

Fabrication Method: Digital Printing

YES NO

- 28. Does the Fabricator intend to make signs using the Digital Printing Method? (Using an approved printer to apply inks to a base layer of reflective sheeting)
- 29. Are all sheeting and inks used in the Digital Printing from the same manufacturer?
- 30. Is the reflective base layer of the sign's sheeting listed in the Sign Panel Acceptance Program?
- 31. Is the printer approved to print on the reflective sheeting by the material manufacturer?
- 32. Can the Fabricator provide documentation that they are using the correct and most current color profile from the manufacturer to ensure their printed signs match the required traffic colors?
- 33. Are the Fabricator's printed test color panel's chromaticity (color values) consistent with the chromaticity of non-printed panels from the same manufacturer?
- 34. Are the digitally printed signs covered with protective laminate once completed, as per the manufacturer's recommendations?
- 35. Are the finished signs made according to Delaware Standards (size, color, bolt holes, etc.) and free of banding, blurred lines, and inconsistent colors?

Storage and Transport

YES NO

- 36. Are finished products stored properly as per the manufacturer's recommendations?
- 37. Does the fabricator have a method for transporting the signs without damaging them?

