

# Electronic Quality System Manual Submittal Guidelines



Please use the following guidelines to facilitate tracking of your QSM submittal and to expedite the review process.

## GUIDELINE #1 – HOW TO SUBMIT YOUR QSM SUBMITTALS AND/OR REVISIONS

1. E-mail the submittal or revisions directly to [audit@pci.org](mailto:audit@pci.org) at PCI and [kmecheck@rossbryan.com](mailto:kmecheck@rossbryan.com) at RBA Audit LLC.
2. Include any necessary information, such as the reason for submittal or revision, plant personnel who should receive the approval notification (if other than the person sending the submittal or revision), and appropriate E-mail addresses.
3. All electronic submittals must be in **PDF format** and must be no larger than 40 MB. If the QSM is larger than 40 MB, please submit your QSM in multiple pdf documents.
4. Hardcopy submittals will not be accepted. All QSM's must be submitted electronically.

## GUIDELINE #2 – QSM SUBMITTAL AND REVISION REQUIREMENTS

1. Submit one complete copy of the QSM (for both initial submittals and revisions).
2. Submit a newly signed and dated signature page displaying the latest revision date. Use the Example Signature Page template on page 2 of these guidelines.
3. Using a format similar to that shown below, submit a detailed revision log displaying the following items:
  - revision number
  - revision date
  - revised section/page number
  - a brief description of the revision

REVISION NUMBER	REVISION DATE	REVISED PAGE NUMBER	REVISION DESCRIPTION
1	3/1/10	I-3	Updated Plant Organizational Chart
2	3/15/12	A-21	Added New QC Tensioning Form

4. Be sure to update the table of contents if there are page numbers or content changes due to the revision.
5. If your Quality Policy Statement has a designated area for a signature and date, be sure that the appropriate personnel have signed and dated the policy statement.

### SHOULD YOU HAVE ANY QUESTIONS REGARDING THESE GUIDELINES, PLEASE CONTACT:

[audit@pci.org](mailto:audit@pci.org)  
or [kmecheck@rossbryan.com](mailto:kmecheck@rossbryan.com)

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## EXAMPLE SIGNATURE PAGE

### QUALITY SYSTEM MANUAL

PLANT NAME

STREET ADDRESS

CITY, STATE, ZIP CODE

PHONE NUMBER

EMAIL ADDRESS

This Quality System Manual is hereby acknowledged for use effective on: \_\_\_\_\_

Revision Date: \_\_\_\_\_  
(Date most recent revision set was accepted by the plant)

Precast/Prestressed Concrete Institute

The above stamp attests to PCI's approval, given on \_\_\_\_\_ (date).

PLANT NAME

SIGNATURE

NAME – PLEASE PRINT

DATE