

Standard Operating Procedure <b>Guidelines for Preparing of Final Certified TAB Reports</b>	SOP No. 8.018
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- 1 Purpose
  - 1.1 To establish a standard guideline for generating a final certified Test, Adjust, and Balance (TAB) report upon the completion of all TAB work in the field.
- 2 Scope
  - 2.1 This procedure is a guideline for preparing final certified TAB reports for both in-house and client.
- 3 Responsibility
  - 3.1 Therma Service Manager is responsible for the final certified TAB reports.
  - 3.2 Therma General Foreman (GF) and TAB Coordinator (TC) review and edit TAB forms for completeness.
  - 3.3 TAB Coordinator shall be responsible that a copy of the final test report is saved in the files, located in the TAB department of Therma.
  - 3.4 TAB Technician fills out and submits TAB forms.
- 4 Procedures
  - 4.1 TAB Technician submits TAB forms once the work has been completed.
  - 4.2 GF Responsibilities:
    - 4.2.1 Ensures that the test data is logical and recorded in the appropriate locations on standard TAB forms. If the missing data or errors are existed in the forms, check with TAB Technician as soon as possible.
    - 4.2.2 Ensures that the comments/notes are in a simple and appropriate manner.
    - 4.2.3 Routes the TAB forms to TC for completeness.

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#### 4.3 TAB Coordinator Responsibilities

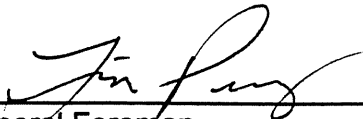
- 4.3.1 Reviews the TAB forms for completeness.
- 4.3.2 Sends the TAB forms to Word Processing to type into final TAB reports.
- 4.3.3 Edits the reports until all mistakes are removed.
- 4.3.4 Submits the final TAB reports to Service Manager for certification.
- 4.3.5 Routes the final certified TAB report (s) to the Service Account Manager or the Project Manager for Client submittal.
- 4.3.6 Saves the final certified TAB report in an appropriate file for in-house reference.

#### 4.4 Review and Approval

- 4.4.1 No approval is necessary.

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## Document Approval

  
 General Foreman

6-2-97  
 Date

  
 Service Manager

6-2-97  
 Date

  
 Quality Assurance Manager

6-7-97  
 Date

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