**Quality Control Check Sheet**

Select a holder or a part and inspect it for the following items:

|  |  |  |  |
| --- | --- | --- | --- |
| **Inspections** | **Initialed** |  |  |
|  |  |  |  |
| Base is sanded smooth. |  |  |  |
|  |  |  |  |
| Base is routed correctly (all edges are smooth and shaped). |  |  |  |
|  |  |  |  |
| Dowel holes are properly located and drilled. |  |  |  |
|  |  |  |  |
| Post Dowel is cut to the correct length of 11”. |  |  |  |
|  |  |  |  |
| Post Dowel is sanded smooth. |  |  |  |
|  |  |  |  |
| Post dowel is drilled correctly ( 1/4” is centered in the end for cap). |  |  |  |
|  |  |  |  |
| Tear bar is cut to the right 6 3/4” length. |  |  |  |
|  |  |  |  |
| Tear bar is sanded smooth. |  |  |  |
|  |  |  |  |
| Cap edges sanded smooth. |  |  |  |
|  |  |  |  |
| Cap edges routed and smooth. |  |  |  |
|  |  |  |  |
| Cap and 1/4” dowel rod are even on the top when glued. |  |  |  |
|  |  |  |  |
| Post dowel glued and screwed to base. |  |  |  |
|  |  |  |  |
| Tear bar glued to base. |  |  |  |
|  |  |  |  |
| Felt pads installed to cover mount holes on bottom of the base. |  |  |  |
|  |  |  |  |
| Finish is applied smoothly. |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |