

## Creating QC Forms in Google Sheets

### REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1.0	07/11/2023	Initial release	<i>Harlene</i>

SSI uses Google Sheets to document quality control, sample results for our supplier purchase order receipts. These are the steps to access the forms for any quality control from.

1. Open Basecamp and select the Quality Control / ISO project.

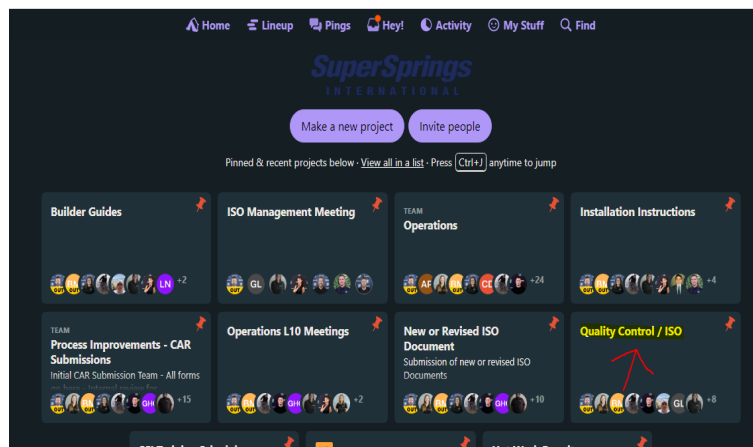


Figure 1

2. Select the applicable Google Sheet.
  - a. Sumo Rcv Tst Log Rv. 2 – QMSF-209 Receiving Sumo Testing Sheet
  - b. Springs Rcv Tst Log 1.0 – QMSF-272 Receiving SuperSprings Testing Sheet
  - c. RawComp Tst Log Rv 2 – QMSF-247 Raw Components QC Testing Sheet

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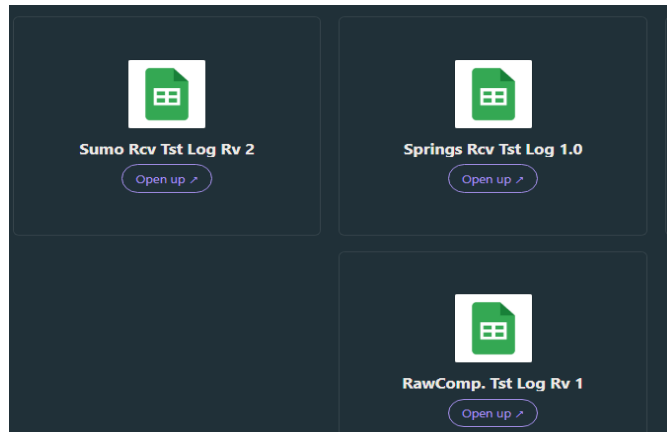


Figure 2

- Once the Google Sheet is open, scroll down to the tabs and make sure you are on the TEMPLATE tab.

28	102029		4-1/8'
29	102032		5-5/8'
30	102033		6-1/4'
31	102034		5-5/8'
32	102035		5-5/8'
33	102040		5-1/4'
34	102041		5-3/4'
35	102043		6"
36	102044		6-3/8'
37	102045		5-5/8'
38	102046		5-3/4'

+    ≡    **TEMPLATE** ▾

Figure 3

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4. Click on the arrow (see Figure 4) to bring up list of options. Select Duplicate (see Figure 5).

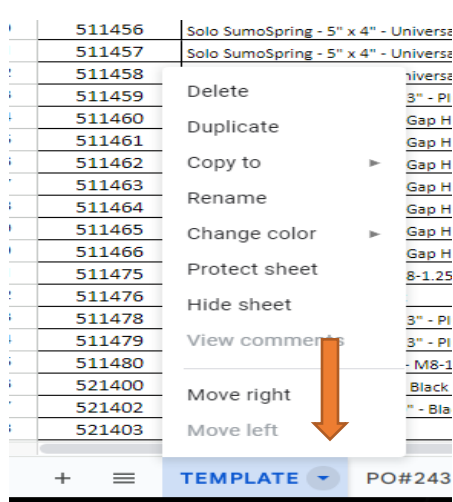


Figure 4

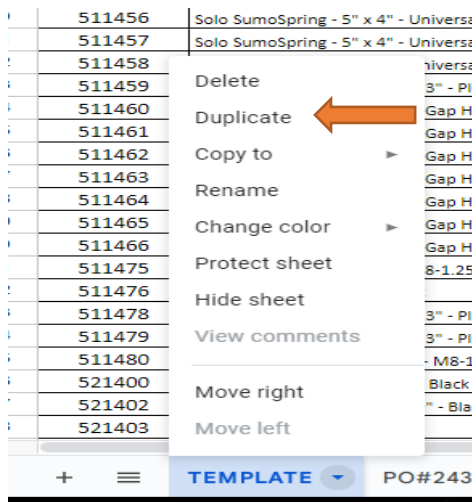


Figure 5

5. A copy of the template will appear to the right of the original sheet.

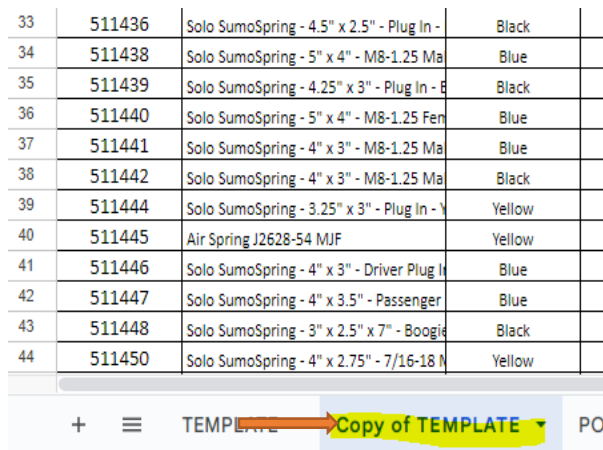


Figure 6

6. Select the arrow button to bring up a list of options (see Figure 7). Click on Rename (see Figure 8).

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Solo SumoSpring - 3" x 3" - M8-1.25 Ma	Black	352
Solo SumoSpring - 4" x 3" - Driver Plug I	Black	626
Solo SumoSpring - 4" x 3" - Passenger Pl	Black	641
Solo SumoSpring - 3'		438
Solo SumoSpring - 5'	Delete	857
Solo SumoSpring - 5'	Duplicate	953
Solo SumoSpring - 5'		863
Solo SumoSpring - 3'	Copy to	190
Solo SumoSpring - 4'		395
Solo SumoSpring - 5'	Rename	725
Solo SumoSpring - 4'	Change color	247
Solo SumoSpring - 5'		719
Solo SumoSpring - 4'	Protect sheet	481
Solo SumoSpring - 4'	Hide sheet	507
Solo SumoSpring - 3'		210
Air Spring J2628-54	View comments	363
Solo SumoSpring - 4'		593
Solo SumoSpring - 4'	Move right	605
Solo SumoSpring - 3'		709
Solo SumoSpring - 4'	Move left	387

TEMPLATE Copy of TEMPLATE PO#2436

Figure 7

Solo SumoSpring - 3" x 3" - M8-1.25 Ma	Black	352
Solo SumoSpring - 4" x 3" - Driver Plug I	Black	626
Solo SumoSpring - 4" x 3" - Passenger Pl	Black	641
Solo SumoSpring - 3'		438
Solo SumoSpring - 5'	Delete	857
Solo SumoSpring - 5'	Duplicate	953
Solo SumoSpring - 5'		863
Solo SumoSpring - 3'	Copy to	190
Solo SumoSpring - 4'		395
Solo SumoSpring - 5'	Rename	725
Solo SumoSpring - 4'	Change color	247
Solo SumoSpring - 5'		719
Solo SumoSpring - 4'	Protect sheet	481
Solo SumoSpring - 4'	Hide sheet	507
Solo SumoSpring - 3'		210
Air Spring J2628-54	View comments	363
Solo SumoSpring - 4'		593
Solo SumoSpring - 4'	Move right	605
Solo SumoSpring - 3'		709
Solo SumoSpring - 4'	Move left	387

TEMPLATE Copy of TEMPLATE PO#2436

Figure 8

- The tab will open to rename (see Figure 9). Rename the tab using the naming convention, PO, the purchase order number, and yearmonthday (ex. 20230225). The date should reflect the receipt of goods (see Figure 10).

37	511441	Solo SumoSpring - 4" x 3" - M8-1.25 Ma	Blue
38	511442	Solo SumoSpring - 4" x 3" - M8-1.25 Ma	Black
39	511444	Solo SumoSpring - 3.25" x 3" - Plug In - Y	Yellow
40	511445	Air Spring J2628-54 MJF	Yellow
41	511446	Solo SumoSpring - 4" x 3" - Driver Plug I	Blue
42	511447	Solo SumoSpring - 4" x 3.5" - Passenger	Blue
43	511448	Solo SumoSpring - 3" x 2.5" x 7" - Boogie	Black
44	511450	Solo SumoSpring - 4" x 2.75" - 7/16-18 N	Yellow
45	511451	Solo SumoSpring - 6" x 3.6" x 3" - Plug In	Yellow
46	511452	Solo SumoSpring - 5" x 4" - M8-1.25 Fen	White
47	511453	Solo SumoSpring - 4" x 3" - M8-1.25 Fen	Blue

TEMPLATE PO-XXX PO#24

Figure 9

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4	102023		5-5/8	49-5/8	3
5	102024		6-1/4"	49-5/8"	3"
6	102025		5-3/4"	43-3/8"	3"
7	102026		6-3/8"	43-3/8"	3"
8	102028		4 1/8"	31 1/2"	2 1/2"

+ ≡ TEMPLATE PO 2389 20230710

Figure 10

8. The sheet should now be populated with the quality control specs and ready to use.

A1:Z901 | fx 511405

RECEIVING SUMO TESTING SHEET										
SUPPLIER: PLEIGER PLASTICS										
PO#:						Date:				
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Part Number	Description	Color	Target Weight (grams)	Weight Low Window	Weight High Window	1st Result	2nd Result	3rd Result	4th Result	5th Result
6	311003	Bump stop - Height=3.75" Width=2.6" D	Black	722	701	743				
7	511400	Air Spring K6085-47-1	Black	2972	2847	3096				
8	511401	Maxim SumoSpring - 6" x 8.5" - Yellow	Yellow	3146	3021	3270				
9	511402	Maxim SumoSpring - 6" x 7" - Black	Black	2767	2661	2878				
10	511403	Maxim SumoSpring - 6" x 7" - Yellow	Yellow	2910	2798	3026				
11	511405	Maxim SumoSpring - 6" x 7" - Blue	Blue	2623	2522	2728				
12	511406	Solo SumoSpring - 6" x 5" x 2" - Plug In -	Black	490	453	526				
13	511409	Solo SumoSpring - 5.25" x 4" - Plug In -	Blue	487	442	631				
14	511411	Solo SumoSpring - 4" x 4" - 3/8-16 Fearn	Black	724	687	760				
15	511412	Rebel SumoSpring - 6" x 7" - Black	Black	2767	2490	3043				
16	511413	Solo SumoSpring - 5" x 4" - Plug In - Thr	Black	440	377	502				
17	511414	Maxim SumoSpring - 6" x 8.5" - Blue	Blue	2797	2672	2921				
18	511415	Rebel SumoSpring - 6.0" x 7.0" - Blue	Blue	2623	2360	2885				
19	511416	Air Spring K6085-47-2	Black	2972	2675	3269				
20	511417	Air Spring K6085-40-2	Blue	2801	2773	3081				
21	511418	Rebel SumoSpring - 6.0" x 6.0" - Black	Black	2561	2484	2638				
22	511419	Rebel SumoSpring - 6.0" x 6.0" - Blue	Blue	2469	2395	2543				
23	511420	Solo SumoSpring - 5" x 4" - M8-1.25 Ma	Black	789	743	834				
24	511421	Solo SumoSpring - 5" x 4" - M8-1.25 Fen	Black	783	737	828				
25	511426	Solo SumoSpring - 3" x 3" - M8-1.25 Ma	Black	352	337	366				
26	511427	Solo SumoSpring - 4" x 3" - Driver Plug I	Black	626	602	650				
27	511428	Solo SumoSpring - 4" x 3" - Passenger Pl	Black	641	616	667				
28	511431	Solo SumoSpring - 3" x 3" x 2" - M10-1.5	Black	438	424	452				
29	511432	Solo SumoSpring - 5" x 4" - M8-1.25 Fen	Yellow	857	811	903				
30	511433	Solo SumoSpring - 5" x 4" - Plug In - Yell	Yellow	953	907	999				
31	511434	Solo SumoSpring - 5" x 4" - M8-1.25 Ma	Yellow	863	817	909				
32	511435	Solo SumoSpring - 3" x 3" - Plug In - Black	Black	190	175	205				
33	511436	Solo SumoSpring - 4.5" x 2.5" - Plug In -	Black	395	380	410				

+ ≡ TEMPLATE PO Test PO 2006 PO 2020 PO 2025 PO 2040 PO 2044 PO 2051

- Keep the most recent sheet in front.
- Fill in the applicable purchase order number, supplier, and applicable test results. Google sheets automatically saves all entries.
- Message the Engineer when results are ready to be reviewed.

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