

Quality Control Process Summary

Design · Fabrication · Finishing · Delivery

Bubbalooba Pty Ltd (ABN 15 151 030 796) trading as PO Box Designs | Version 1.0, July 2026

Purpose. This summary sets out how PO Box Designs controls quality across design, fabrication, finishing and delivery. It is a public-facing overview. Our full Quality Management System documentation, inspection and test plans (ITPs), and project-specific records are available to specifiers, builders and principals on request.

1. Our Quality Commitment

PO Box Designs manufactures custom architectural aluminium — planters, screening and balustrading — for landscape architects, commercial specifiers and tier 1/2 builders. Quality is managed through a documented, repeatable system aligned to the principles of ISO 9001 and to the relevant Australian Standards for our products and finishes, including AS 3715 (organic powder coatings on aluminium).

Our dual manufacturing model — local fabrication at our Ballarat workshop supported by an established offshore factory partner — operates under a single set of quality standards. Work produced offshore is subject to the same inspection criteria, drawing controls and finish specifications as work produced locally.

2. Quality Management Framework

Our system is built on four control pillars applied to every project:

- **Documented procedures** — each stage of the project lifecycle has a defined procedure, from quote and shop-drawing approval through to final delivery sign-off.
- **Defined responsibilities** — quality ownership is assigned at each stage (Project Operations, Factory Management, Client Services).
- **Inspection and test points** — hold and check points are set at incoming material, in-process fabrication, post-finishing and pre-dispatch.
- **Records and traceability** — materials, finishes and inspection outcomes are recorded against each job so any item can be traced back to its inputs.

3. Quality Control Stages

The table below summarises the checks performed at each stage. A project-specific Inspection & Test Plan (ITP) is available on request.

Stage	Controls Applied
Design & Shop Drawings	Shop drawings prepared and checked against contract documents and specifications. Client/specifier approval obtained in writing before fabrication. Revision control maintained.
Incoming Materials	Aluminium grade, temper and thickness verified against order. Mill certificates and material traceability retained. Non-conforming stock quarantined.
In-Process Fabrication	Dimensional checks against approved drawings; weld quality, fold accuracy and cut tolerances verified. First-off inspection on repeat/stock items.
Surface Preparation & Finishing	Powder coating applied by a Dulux Accredited coater to AS 3715. Pre-treatment, colour, gloss and film build checked. Coating adhesion and coverage verified.
Pre-Dispatch Inspection	Final dimensional, finish and cosmetic inspection against the ITP. Packaging checked to protect finished surfaces in transit.
Delivery & Handover	Delivery documentation and any site-inspection requirements completed.

Stage	Controls Applied
	Defects, if any, recorded and rectified under our defect-management process.

4. Non-Conformance & Continuous Improvement

Where an item does not meet specification, it is identified, quarantined and dispositioned (rework, repair, or reject) before it can progress. Root causes of recurring issues are reviewed and fed back into our procedures so the same fault does not recur. Client feedback and site observations are captured and used to improve our process.

5. Standards & Accreditations Referenced

- ISO 9001 — principles of our quality management framework
- AS 3715 — powder coatings (organic) for architectural aluminium
- AAMA 610.1 — cleaning and maintenance of powder-coated finishes
- Dulux Accredited Powder Coater standard — applied finishes
- Relevant AS/NZS structural and glazing standards — where applicable to balustrading

Full documentation on request. This is a summary document. Our complete Quality Management System, project-specific ITPs, material certificates, finish warranties and inspection records are available to specifiers, builders and principals on request. Contact us at info@poboxdesigns.com.au or 03 4333 9271.