

STEP-BY-STEP GUIDE TO FILLING OUT THE

START A PROJECT FORM



StratosphereQuality®

QUESTIONS?
CALL US ANYTIME
877-224-8584

The **Start a Project** form helps streamline the project initiation process by collecting key information. This allows us to plan and provide the right resources to meet your service needs.

STEP 1

Key Contact & Location Information



Contact Information

Provide the primary contact person's full name, phone number, and email address. This individual will serve as the main point of communication throughout the project.



Company Information

Enter your company's name, address, and any relevant department or division details.



Worksite Information

Enter the work location address. This can be a factory, warehouse, or third-party location. Be sure to provide a full address and any specific access details (e.g., security protocols and gate codes). If work will occur across multiple sites, we will coordinate those with you directly.

STEP 2

Key Job Details



Project Start Date

Include both the date and time you would like the project to start. If the project is urgent, highlight this in your submission so we can prioritize scheduling.



Non-Conforming Criteria

Describe the criteria for non-conforming parts in detail. This should include the part standards and what constitutes a defect (e.g., dimensional inaccuracies, surface blemishes, or functional failures).



Number of Inspectors/Shifts

Estimate how many inspectors you'll need for the project and how many shifts will be required. If you're unsure, we can help determine this with our local Operations team.



Special Tools/PPE/Other Details

List any specific tools/equipment (e.g., measuring or testing devices) or specialized PPE required.

STEP-BY-STEP GUIDE TO FILLING OUT THE **START A PROJECT** FORM



STEP 3 Part Details



Part Number, Name, Quantity, & Photos

Provide the specific part numbers, names, and quantities of the parts to be inspected. This could include batch numbers or any identifying information. Attach photos or diagrams of the defective parts if available.

STEP 4 Consent & Form Submission



Project Initiation

Before submitting the form, you will be asked to agree to the terms of initiating the project. By consenting, you authorize Stratosphere Quality to begin coordinating resources to set up and execute the project. Our team will follow up with you to confirm the details and ensure everything is in place to get the job started as soon as possible.

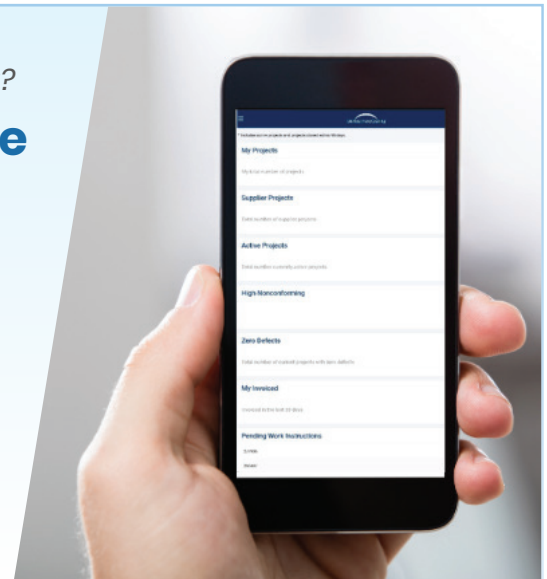
Congrats On Starting Your Quality Project! What's Next?

Stay Engaged with **SOLAR Engage**

With our proprietary data system, customers can view, track, and download enhanced project data from anywhere, on any device.

- Online & available 24/7
- Track real-time project data
- Manage project invoices, authorizations & instructions
- Customizable interface allows you to prioritize quality issues
- Create custom reports

Once you receive your invitation, simply create an account and log in.



Don't Have All the Necessary Information Yet?

No problem! Simply reach out to our team. Our experts are here to help guide you through the process and can set up the project with the available details.

For assistance, please contact us at 877-224-8584.

877-224-8584

12024 Exit Five Parkway, Fishers, IN 46037

stratospherequality.com

FOLLOW US:



Confidential ©2025 Stratosphere Quality, LLC. All rights reserved.

