Your Logo

Your Company Name

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ASA-100
QUALITY MANUAL

Origination Date: (your origination date)

Document Identifier:	QMS-00 Quality Manual
Date:	Latest Revision Date
Document Revision:	Orig

Abstract:
This quality manual describes (your Company's) quality management system policies and procedures according to ASA-100 Rev: 5.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

NOTE: Company policies herein are expressed from the perspective of "As-a-Matter-of-Fact". To apply this perspective, mentally add the phrase to the beginning of each paragraph herein. Delete this note prior to release of quality manual.

TABLE OF CONTENTS

1.0 Quality System and Quality Manual

(Your Company's) quality management system (QMS) quality manual summarizes [redacted]

The Company ensures [redacted] ensures requirements for products and services are defined according to the ***QMS-07 Proposal Development and Contract Review Procedure***.

2.0 Self-Audit/Evaluation

2.1 Internal audit

The Company conducts internal audits [redacted] according to the following procedures: ***QMS-12 Internal Auditing***, ***QMS-04 Management Process***, ***QMS-14 Control of Nonconformances*** and ***QMS-13 Corrective Action***.

2.2 Audit requirements

The Company assigns Responsible Authorities [redacted] according to the ***QMS-12 Internal Auditing Procedure***.

3.0 Facilities

The Company determines and provides [redacted] QC stamps or registered [redacted] may be used to [redacted] The Company maintains [redacted] The Company determines, provides and maintains [redacted] according to the ***QMS-04 Management Process Procedure***.

4.0 Training and Authorized Personnel

4.1 People

The Company determines and provides [redacted] according to the ***QMS-04 Management Process Procedure***, ***QMS-05 Responsibilities and Authorities*** and ***QMS-06 Training Procedure***. See Appendix A for Responsible Authority Chart.

4.2 Competence

The Company ensures [redacted] which includes [redacted] Action is taken [redacted] The Company evaluates [redacted] according to the ***QMS-04 Management Process Procedure***, ***QMS-06 Training Procedure*** and ***QMS-03***

Records Control Procedure. The Company maintains [redacted]

5.0 Procurement

5.1 General

The Company ensures that drop shipments and externally provided products are [redacted] according to the ***QMS-08 Purchasing Procedure*** and ***QMS-09 Receiving Procedure***. The Company determines and applies [redacted] according to requirements and the ***QMS-08 Purchasing Procedure***. The Company maintains a list of approved Suppliers and [redacted]

5.2 Type and extent of control

The Company ensures [redacted] according to the ***QMS-08 Purchasing Procedure*** and ***QMS-09 Receiving Procedure***.

5.3 Information for external providers

The Company ensures [redacted] according to the ***QMS-08 Purchasing Procedure***.

6.0 Receiving Inspection

Incoming supplies are [redacted], which is defined in the ***QMS-09 Receiving Procedure***.

7.0 Measuring and Test Equipment

Measuring equipment is [redacted] according to the ***QMS-15 Calibration Procedure***.

8.0 Material Control

The Company uses [redacted] The inspection/approval status of supplies is [redacted] according to the ***QMS-10 Production Procedure***. The Company controls [redacted] split-lot/batch [redacted] for [redacted]

9.0 Shelf Life Control

The Company reviews [redacted] according to ***QMS-08-1 Purchase Order Review Procedure*** then identifies and controls [redacted] according to ***QMS-09 Receiving Procedure***.

10.0 Certification and Release of Materials

The Company prepares [redacted] according to the ***QMS-11-Shipping Procedure***, which includes [redacted] Traceability [redacted] is controlled according to the ***QMS-10 Production Procedure***.

11.0 Shipping

Products are released for drop shipment [redacted] The Company retains [redacted] Hazardous materials and deliverable supplies [redacted] according to the ***QMS-11 Shipping Procedure*** and the ***QMS-16 Hazardous Material Handling Procedure***.

12.0 Records

The Company controls records to [redacted] Records are suitable for [redacted] according to the ***QMS-03 Records Control Procedure***.

13.0 Technical Data Control

Documents required for production of deliverable items are [redacted] The Company controls [redacted] according to the ***QMS-01 Document Control Procedure*** and/or ***QMS-03 Records Control Procedure***. Internal and external documents used [redacted] ntrolled according to the ***QMS-02 Configuration Management Procedure***, which addresses [redacted]

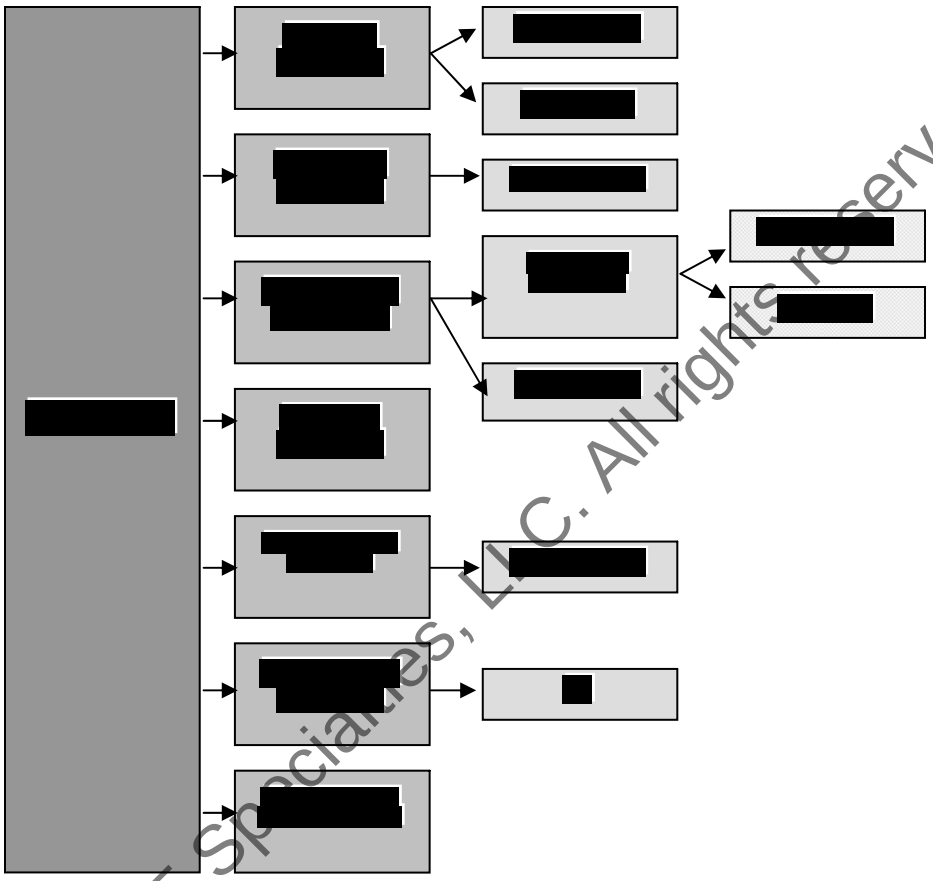
14.0 Corrective Action Process

When a nonconformance occurs, including complaints and discovery of nonconformity(s) after delivery to Customer, the Company [redacted] according to the ***QMS-13 Corrective Action Procedure*** and ***QMS-14 Nonconformance Control Procedure***. The Company [redacted] if [redacted] The Company implements [redacted] and implements [redacted] The Company reviews [redacted] The Company ensures [redacted]

14.1 Required records for nonconformities

The Company retains and maintains records [redacted] according to the ***QMS-03 Records Control Procedure***.

Appendix A: Responsible Authorities



Your Logo

Your Company Name

DOCUMENT CONTROL

Origination Date: XXXX

Document Identifier:	Document Control
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for controlling documents.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0. The Document Control Center ensures that documents are controlled so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped “Superseded”.

The following documents are not subject to this procedure:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures that no mistakes are made due to the usage of obsolete information.

3.0 DOCUMENT TYPES

3.1. Quality Manual: [redacted]

3.2. QMS Procedures: [redacted]

3.3. General Work Instructions: [redacted]

3.4. Inspection Instructions: [redacted]

3.5. Forms: [redacted]

3.6. Records that are created for temporary retention of miscellaneous information are not [redacted]

4.0 QUALITY MANUAL

4.1. Creating the Quality Manual

[redacted]

4.2. Review and Approval

[redacted]

4.3. Distribution

The Quality Manual is distributed electronically through the Company's internet server.

The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the Quality Manual may [redacted]

Each employee must [redacted]

4.4. Change Control

Any employee may request a change to the Quality Manual. Requests for changes may be made by [redacted]

5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES

5.1. Creating New QMS Procedures

QMS procedures should be created as soft files (MS Word, etc.). It is recommended that files of a similar type [redacted]

5.2. Review and Approval

QMS Procedures are to be reviewed and approved by [redacted]

5.3. Distribution

QMS procedures are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the procedure may [redacted]

Each employee must [redacted]

5.4. Change Control

Changes to QMS procedures are performed in the same manner as [redacted]

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by [redacted]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS: [redacted]

6.2. Review and Approval

Work instructions must be reviewed and approved by [redacted]

6.3. Distribution

General work instructions are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may [redacted]

In some cases, a hardcopy of the work instruction may [redacted]

Each employee must [redacted]

6.4. Change Control

Changes to general work instructions are performed in the same manner as [redacted]

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

New inspection instructions are developed by or under the supervision of [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:
[redacted]

7.2. Review and Approval

Approval is indicated by [redacted]

7.3. Distribution

Inspection instructions are distributed electronically through the Company's internet server and/or intranet. The Document Control Center may [redacted]

In some cases, a hardcopy of the inspection instruction may [redacted] Each employee must [redacted]

7.4. Change Control

Any employee may request a change to inspection instructions by [redacted]

8.0 FORMS

8.1. Creating New Forms

Forms undergo a streamlined creation and control process. [redacted]

8.2. Review and Approval

Forms may be reviewed and approved by [redacted]

8.3. Distribution

Forms are made available through the Company's internet server, intranet or Document Control Center. These may be printed and photocopied as needed. When hardcopies run out, [redacted]

8.4. Change Control

Any employee may [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may be maintained on file without control provided that the revision indicator is evident somewhere in the document. This is necessary because [redacted]

9.2. Third party specifications and engineering drawings, including those of the Customer, are controlled according to the ***QMS-02 Configuration Management Procedure***. Where control of an external document is deemed necessary, they shall [redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to [redacted]

Your Logo

Your Company Name

CONFIGURATION MANAGEMENT PROCEDURE

Origination Date: XXXX

Document Identifier:	QMS-02 Configuration Management Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes configuration management procedures.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of products produced by the Company's configuration management activities include the following:

- [redacted]
- [redacted]
- [redacted]
- The following are not governed by this control procedure:
- [redacted]
- [redacted]

2.0 THEORY

Part configuration includes a variety of aspects of a given part, including [redacted]

This procedure has been developed based on practices defined in [redacted]

3.0 CONFIGURATION DOCUMENTATION

3.1. The current configuration of a given part is identified through applicable technical documents. These may include, but are not limited to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.2. All such technical documents are developed and approved by the Responsible Authority, which are then controlled according to this procedure. (See section 4.0)

3.3. Configuration documents and Customer intellectual property received by is the Company are [redacted]

4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. Responsible Authorities (RA) serve as the Configuration Control Board, which has full authority and responsibility for [redacted]

4.2. CCB responsibilities include:

- [redacted]

5.0 CONFIGURATION CHANGE CONTROL

5.1. Evaluation of a change in configuration for a deliverable item takes into consideration [redacted]

5.2. All associated changes and affected hardware items or computer programs are [redacted]

5.3. Types of Configuration Change

Changes to the configuration are implemented after approval of engineering changes, deviations or waivers. The definition for each is as follows:

5.3.1. Engineering Change: [redacted]

5.3.2. Deviation: [redacted]

5.3.3. Waiver: [redacted]

5.4. Change Classification

Changes in configuration are classified by the CCB as either Class I or Class II. The change classification assigned by the CCB is entered on the Engineering Order, which serves as the document to describe the proposed change and to record CCB decisions relating to the change. Proposed Class I engineering changes are [redacted]

5.4.1. Class I Changes

The engineering change is classified as Class I when it affects one or more of the following:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- Non-technical contractual provisions are affected, such as, but not limited to:
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]

5.4.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are [redacted]

5.5. Change Implementation

5.5.1. The Responsible Authority verifies that changes have been incorporated into affected units and [redacted]

5.5.2. Superseded revision levels of electronic documents are [redacted]

5.5.3. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of an Engineering Order (EO) or as required by contract. A Class I Engineering Change is not [redacted]

5.6. Document approval is indicated by any of the following methods:

- [redacted]
- [redacted]

6.0 SUBCONTRACTOR AND VENDOR CHANGES

6.1. Supplier and vendor requests for change are controlled according to the ***QMS-08 Purchasing Procedure***.

7.0 PRODUCT AND TEST SOFTWARE CONTROL

Revision control is [redacted]

Your Logo

Your Company Name

RECORDS CONTROL

Origination Date: XXXX

Document Identifier:	Records Control
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedure for control of records.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the control of records within the quality management system (QMS). The scope of this procedure is to control only the records referenced in this document; other records are not controlled.

2.0 THEORY

A record is [redacted]

3.0 RULES FOR CONTROL OF RECORDS

3.1 The controls for each type of record are defined in *Appendix A* of this procedure.

3.2 The listed "controller" must ensure [redacted]

3.3 Records for active contracts are maintained in the quality department handling the operations. Records are [redacted]

3.4 The Document Control Center maintains archive files for records. Records shall be [redacted]

3.5 Records that are discarded after retention shall be [redacted]

3.6 Hardcopy records are to be stored in suitable cabinets that prevent damage or deterioration. When archived records are stored elsewhere, these shall be [redacted]

3.7 Records are available for review by the Customer and copies of non-proprietary records are furnished to the Customer upon request. Non-disclosure agreements are required for non-Governmental entities.

3.8 Records are verified for [redacted]

3.9 The Company does not require vendors to maintain records for the Company; instead, [redacted]

3.10 To ensure protection of records, electronic records are subject to [redacted]

3.11 Local computer data that is stored on company computers must [redacted]

3.12 When making corrections to written record entries, the error is [redacted]

3.13 Correction fluid or correction tape is not to be used on any quality records.

Appendix A: Records Matrix

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
Calibration records	Calibration		Form		[redacted]
Contract review records	Contract review		Form		[redacted]
Control of Nonconformances	RFS		Form		[redacted]
Corrective actions	RFS		Form		[redacted]
Design change records	Engineering order		Form		[redacted]
Design input records	Engineering order		Form		[redacted]
Design review records	Engineering order		Form		[redacted]
Design validation records	Production inspection		Form		[redacted]
Design verification records	Production inspection		Form		[redacted]
First Article Inspection	First article		Form		[redacted]
Internal audit records	Internal audit		Form		[redacted]
Lost, damaged or unsuitable Customer property	Customer property		Form		[redacted]
Management review meeting minutes	Management review report		Form		[redacted]
Record of realization process	Engineering order		Form		[redacted]
Record of release of product	Production inspection		Form		[redacted]
Supplier evaluation	Supplier review		Form		[redacted]
Traceability records	Production inspection		Form		[redacted]
Training records	Training record		Form		[redacted]

Your Logo

Your Company Name

MANAGEMENT PROCESS

Origination Date: XXXX

Document Identifier:	Management Process
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the management review process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Management process, including or making reference to procedures for the various activities within the Management process.

2.0 THEORY

The Company believes in “intelligent management,” which enables the Company to make decisions based on facts, data and verifiable evidence. Intelligent management reduces the need to make decisions based on personal opinion, whims or mood and ensures results of decisions are measurable.

3.0 MANAGING AS A PROCESS

The Company recognizes that it has to manage processes identified in the Quality Management Policies and Procedures handbook; however, [redacted] This means that management activities must [redacted]

The process map in the Appendix of this document identifies how Management is treated as a process and provides an overview of how management is performed.

Management is responsible for implementation and application of the following QMS requirements:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

4.0 PROCEDURE: MANAGEMENT REVIEW

4.1 The management of the Company performs formal management review of the Quality Management System a minimum of two times per year to ensure its [redacted]

[redacted]

4.2 This review shall include [redacted]

4.3 Minutes of the meetings are taken and maintained. The Management Review Report Template may [redacted]

4.4 The Management Review meeting should include analysis of the following inputs:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

4.5 Management shall use action items or the corrective action system to [redacted] This includes [redacted]

4.6 Management shall determine internal issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [redacted]

4.7 Management shall determine external issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [redacted]

5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is [redacted]

5.2 Each process objective must [redacted]

5.3 Top management will assign goals to each process metric.

5.4 Throughout the year, assigned managers and staff will [redacted]

5.5 During Management Review the data will [redacted]

5.6 When a process does not meet a goal, corrective action shall [redacted]

5.7 The current metrics, standings, previous goal and revised goals shall [redacted]

5.8 Over time, management shall assess performance of each process against the goals as a means of [redacted]

6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION

6.1 Internal communication is an important facet of the way the Company does business. By this we mean [redacted]

The following methods are used for internal communications:

- [redacted]
- [redacted]
- [redacted]
- [redacted]

6.2 External communications that are relevant to the quality management system must be limited to [redacted]

6.2.1 Confidential Company Information

Company Employees must not reveal Confidential Company Information to External Parties except [redacted]

[redacted]

6.2.1.1 Basic Company Information

Company Employees must not communicate Basic Company Information to External Parties except to the extent that such communication is part of their normal responsibilities. For example, [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company on [redacted]

6.2.1.2 Written Company Information

All Written Company Information must conform to guidelines established from time to time.

All Written Company Information must be approved by [redacted]

With respect to any Written Company Information regarding new business, clients, or other contract counterparties, or other Third Parties with a business relationship with the Company, care must be exercised to [redacted]

Written Company Information regarding material transactions, contracts, or other significant corporate events or circumstances, or prepared in response to requests from governmental or regulatory bodies, must [redacted]

7.0 PROCEDURE: RESOURCE MANAGEMENT

7.1 The management of resources is a critical component to the management activities of the Company. Resources requiring such management includes:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

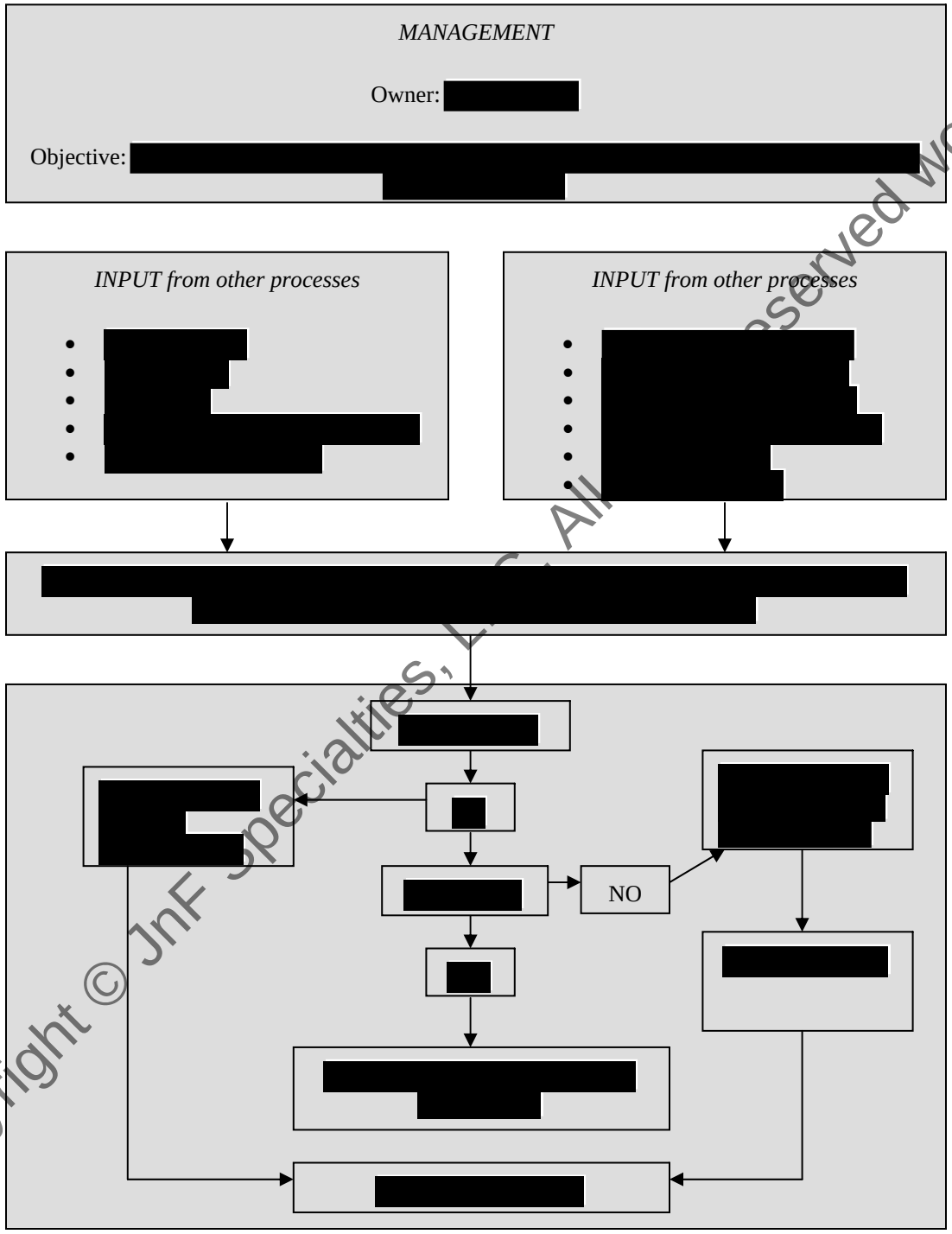
7.2 Like other management activities, resource management must [redacted]

7.3 To manage resources, top management must [redacted]

7.4 During Management Review, managers shall [redacted]

7.5 From that data, top management can [redacted]

Appendix A: Process Map



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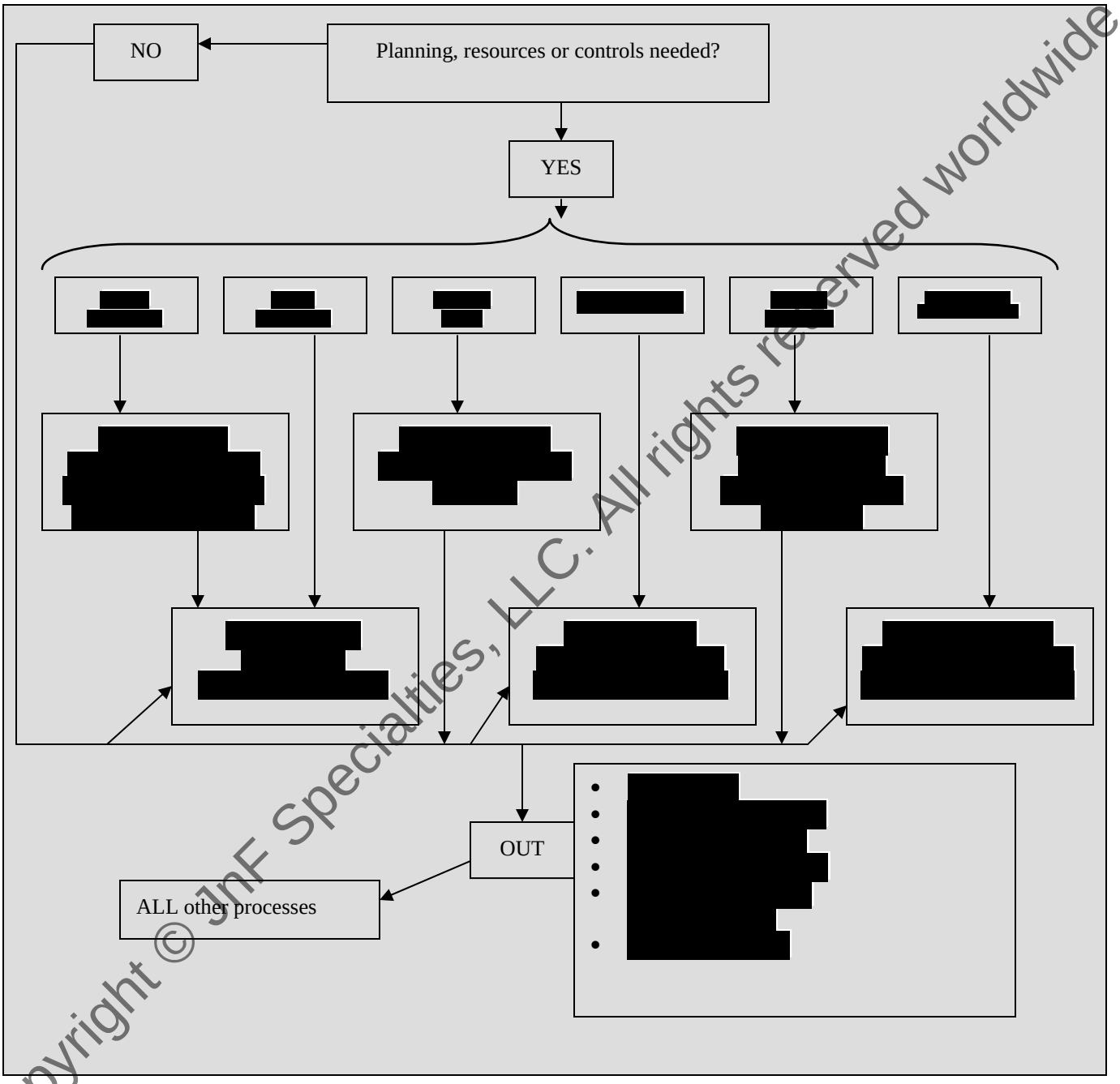


Your Logo

Your Company Name

RESPONSIBILITIES AND AUTHORITIES

Origination Date: XXXX

Document Identifier:	Responsibilities and Authorities
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes responsibilities and authorities of Company personnel.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides an overview of the responsibilities and authorities for key positions within the Company.

2.0 THEORY

It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company.

3.0 RESPONSIBILITIES & AUTHORITIES

3.1 Operations Manager

The Operations Manager is responsible for [redacted]

3.2 Quality Manager

The Quality Manager is responsible for [redacted]

3.3 Facilities Manager

The Facilities Manager is responsible for [redacted]

3.4 Production Manager

The Production Manager is responsible for [redacted]

3.5 Business Manager

The Business Manager is responsible for [redacted]

3.6 Product Managers

The Company utilizes Product Managers [redacted]

Product Managers are responsible for [redacted], which includes consideration for:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.7 Administrative Assistant

The Administrative Assistant is responsible for [redacted]

3.8 Accounting Manager

The Accounting Manager is responsible for [redacted]

3.9 Environmental Health & Safety Manager

The EHS Manager is responsible for [redacted]

3.10 Quality Group Staff & Inspectors (including Receiving)

The Quality Group includes all inspection personnel and is responsible for [redacted]

3.11 Production Operators

Production operators include [redacted]

3.12 Internal Auditors

Internal Auditors are responsible for [redacted]

3.13 Shipping Personnel

Shipping personnel are responsible for [redacted]

3.14 Human Resources Staff

Human Resource staff is responsible for [redacted]

3.15 Purchasing Staff

Purchasing staff is responsible for [redacted]

Your Logo

Your Company Name

TRAINING PROGRAM

Origination Date: XXXX

Document Identifier:	Training
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes training program and requirements.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained. The Company intends to ensure adequate employee performance through a robust training program that includes initial orientation, assessment of abilities and on-the-job training to enhance those abilities.

3.0 TRAINING PROCEDURE

3.1 Hiring

Employees are hired on their basis to [redacted]

To accomplish this, potential candidates are compared against the requirements of the ***QMS-05 Responsibilities and Authorities Procedure*** as well as job descriptions for the open position. These job descriptions typically take the form of a job posting distributed internally and/or text submitted to newspapers or employment agencies. The candidate's résumé, application and/or interview results are compared against these requirements and assessed by HR and management for adequacy.

3.2 Initial Indoctrination and Orientation

Once hired, new employees are [redacted]

3.3 On the Job Training

Once an employee has completed initial indoctrination, they undergo on-the-job training relative to their position. This training is [redacted]

3.4 Additional Training

At the discretion of management, additional training may be conducted at any time.

This may be necessitated by [redacted]

Your Logo

Your Company Name

PROPOSAL DEVELOPMENT AND CONTRACT REVIEW

Origination Date: XXXX

Document Identifier:	Proposal Development and Contract Review
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to review contracts and develop proposals.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Proposal Development and Contract Review process including or making reference to procedures for the various activities within the process.

2.0 THEORY

The Company can only meet Customer requirements by ensuring that all such requirements are obtained from the Customer, then reviewed and understood. This process ensures [redacted]

3.0 PROCEDURE

When addressing Customer needs and industry trends, the Company considers [redacted]

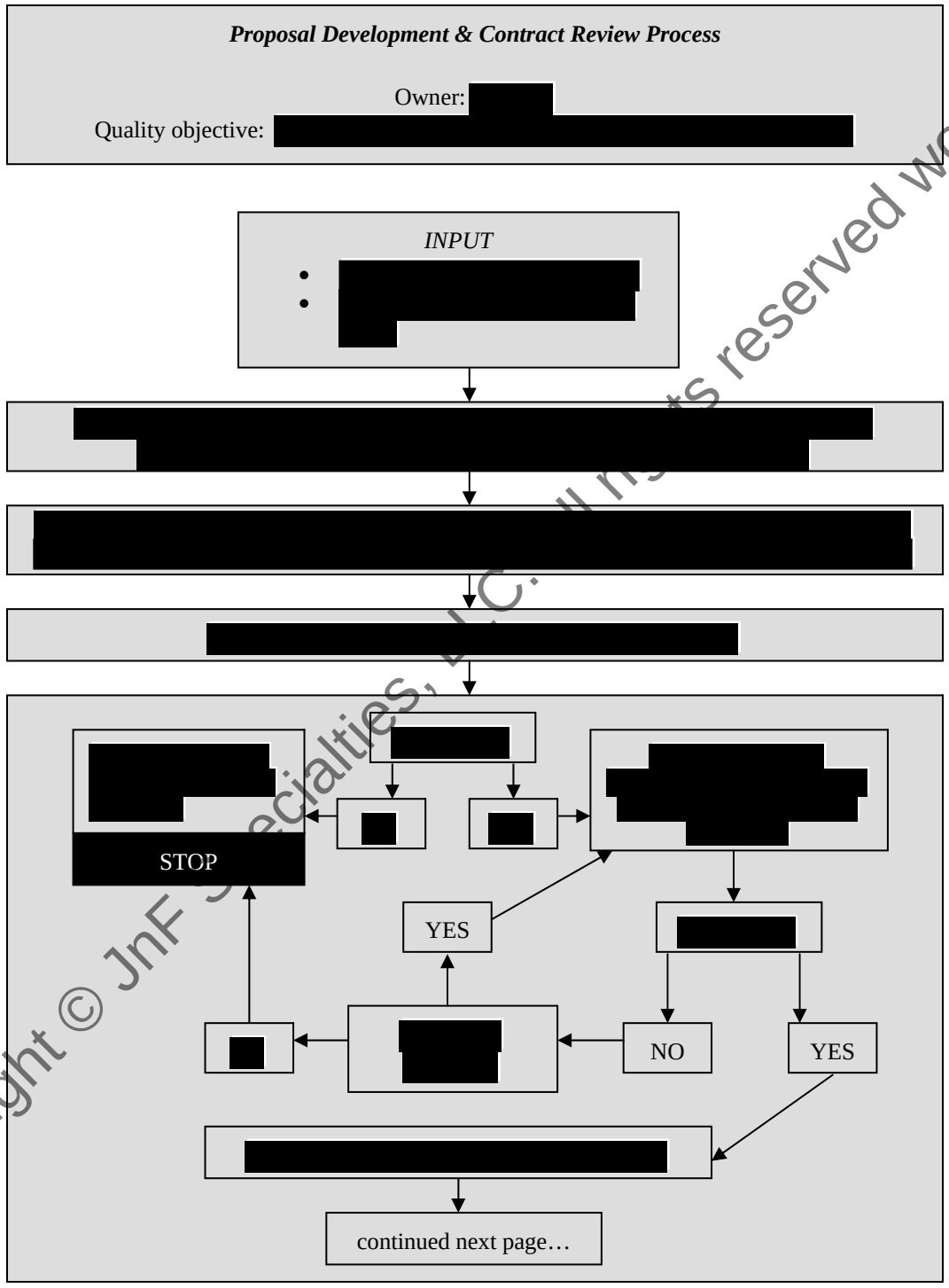
Documentation is not required for contract review and proposal development for Customers that purchase [redacted]

The Company determines its capability to meet Customer requirements by:

a) [redacted]
b) establishing the criteria for:
   1) [redacted]
   2) [redacted]
c) [redacted]
d) [redacted]
e) determining, retaining and maintaining required records that demonstrate:
   1) [redacted]
   2) [redacted]

See Process Map.

4.0 PROCESS MAP



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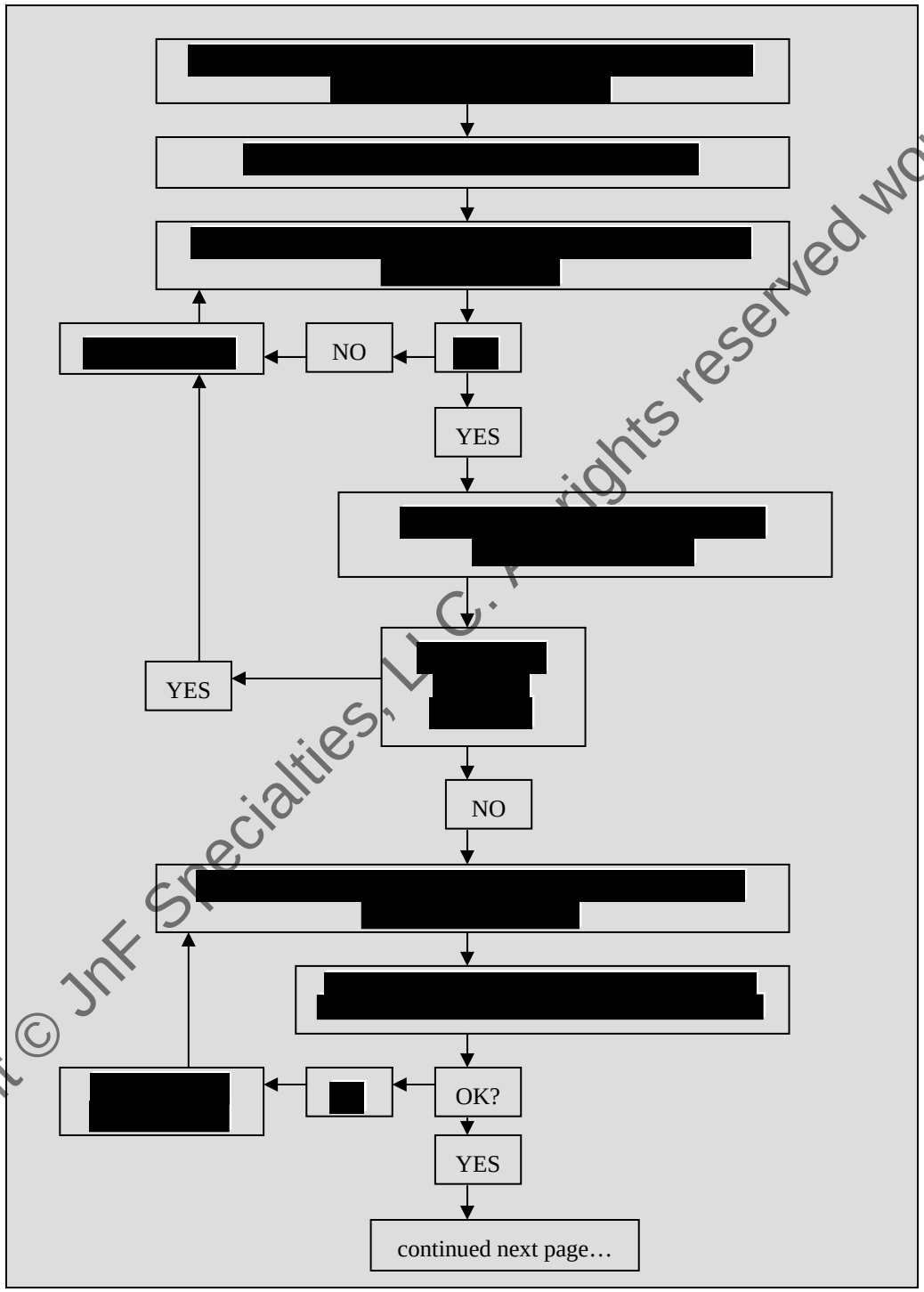

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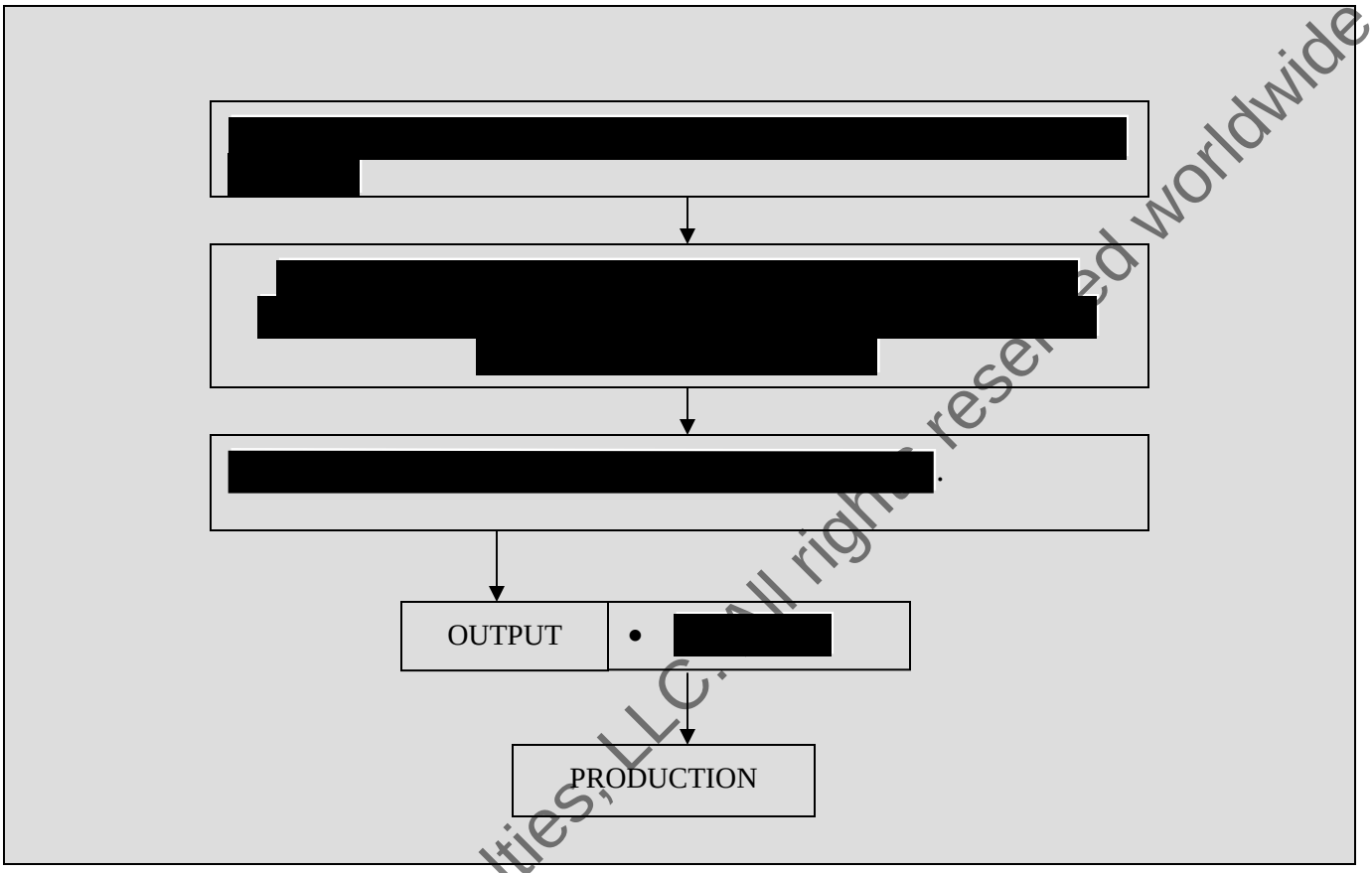


Your Logo

Your Company Name

PURCHASE ORDER REVIEW

Origination Date: XXXX

Document Identifier:	Purchase Order Review
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the work instruction for reviewing purchase order content.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

1	Quality Group	-- The reviewer determines the need for, and if justified, imposes the requirements of Supplier Quality Requirements to the Requisition or P.O. -- Complete the Used-On and Contract# sections on the cover page of the PO Used-On = J/N or Program Acronym; Contract# = P.O.# -- Check-off applicable requirement boxes on Requisition
2	Quality Group	-- Forward Requisition to Document Control for [redacted]. -- Check mark the appropriate field in the "Type of Certs" section; multiple types of Certs may be required. -- Verify Raw Material Requirements are [redacted] -- Suppliers should be evaluated according to the Supplier Evaluation -- Determine if a Supplier has been designated by the Customer - notify Purchasing when [redacted] -- Initial and date (should be Mo/Day) the Requisition in the "Approved By" field and forward it to the Purchasing Group. -- Add known QA requirements to the requisition for entry on the PO; *such as* [redacted] -- --
	IF	THEN
2.1	Older Revision Supply Required	-- Contact the applicable Project Engineer and process the Requisition
2.2	Requisition is marked "Under Revision"	-- Notify the Configuration Control Mgr. to prioritize the completion of the EO and 'Stop' the Requisition until the EO is complete or [redacted] -- It is acceptable to note [redacted]
2.3	A Raw Material Requirement **is not** Specified	-- Specify a Raw Material Requirement on the Requisition. -- A Material Note Number is not required for commercial items.
2.4	*Deviation to drawing is noted on Requisition such as "Less Note" Deviation to drawing is noted on Requisition such as "Less Note"*	*Validate each exception by* [redacted]
2.5	*Order is for production*	*Copy the PO to* [redacted]

	activity without reference to engineering drawing	*This provision is not applicable to* [redacted]
3	Quality Group	Add provisions for any one or combination of the following to the Requisition or P.O. when justified: -- [redacted] -- [redacted] -- [redacted] val -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] lies -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] ty -- [redacted]
4	Quality Group	Relative to the procurement of software, the reviewer determines the need for, and if justified, adds to the procurement document provisions for any one or combination of the following: -- [redacted] -- [redacted] -- [redacted]

		-- [redacted] -- [redacted] -- [redacted] val -- [redacted]
5	Discrepancy in Requisition or P.O.	-- [redacted]
5.1	Supplier Quality Requirements applies	-- [redacted] -- Copy to R&I
5.2	P.O. requires additional conditions related to supplier	-- [redacted] -- [redacted]
	IF	THEN
5.2.1	P.O. requires additional conditions related to in-house processing	Record add-on text to Requisition or P.O. and forward to User
5.2.2	Requisition or P.O. Ok	-- [redacted] -- [redacted] -- [redacted]
6	Quality Group	Forward Supplier Evaluation to the Supplier; perform required follow-up routines.

Your Logo

Your Company Name

PURCHASING

Origination Date: XXXX

Document Identifier:	Purchasing
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the purchasing process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Purchasing process including or making reference to procedures for the various activities within the process.

Note: this procedure applies to suppliers of products or providers of services that directly affects the quality of our products or services. Suppliers that provide office and maintenance supplies, furniture, grounds keeping services, etc. are not subject to the controls of this procedure.

2.0 THEORY

The purchase of materials that go into our products or services that help us produce products affects everything we make. As a result, it is important to monitor and control the quality of both products and services that we receive as well as the suppliers of such products and services.

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of product related materials or services must be evaluated unless these suppliers are: [redacted]

3.2 Supplier evaluation is conducted by following the format on the Supplier Evaluation Form.

3.3 The Supplier Evaluation Form ensures that all new suppliers are [redacted]

3.4 Once approved through the Supplier Evaluation Form, the Quality Manager will update the Approved Supplier List.

3.5 The following ratings apply to suppliers:

- RESTRICTED: [redacted]
- CONDITIONAL: [redacted]
- UNRESTRICTED: [redacted]
- DOCK-TO-STOCK: [redacted]

3.6 Once entered into the Approved Supplier List, suppliers are rated [redacted]

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Quality Manager will determine if the Supplier should be increased in rating to [redacted]

3.8 Using the results from combination of the following functions for product suppliers, the Quality Manager will determine if the Supplier should be increased in rating to [redacted]

3.9 For suppliers providing product, incoming inspection results are recorded on the Subcontractor Performance Rating Spreadsheet, which calculates the Supplier's current quality rating based on parts received and parts accepted. A new Supplier that rates [redacted]

3.10 If a new Supplier rates [redacted]

3.11 If any Supplier rates [redacted]

3.12 If items are returned [redacted]

3.13 Any Supplier may be [redacted]

3.14 Management may override [redacted]

3.15 During management review, the entire Approved Supplier List is subject to [redacted]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Quality Group will [redacted]

4.2 Responsible Authorities take into consideration the potential impact of externally provided processes, products and services on the Company's ability to [redacted] Particular attention is paid to [redacted]

4.3 Responsible Authorities ensure the adequacy of requirements prior to their communication to a Supplier, which includes:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

4.4 When appropriate, the purchase order defines [redacted]

4.5 As applicable, purchase order information includes:

a) [redacted]

b) [redacted]

c) [redacted]

d) requirements relative to:

- [redacted]
- [redacted]

e) [redacted]

f) [redacted]

g) [redacted]

4.6 The requirements for delegation are defined when [redacted]

4.7 When the Company or its Customer needs to perform verification activities at a Supplier facility, the Purchase Order [redacted]

4.8 See the process map herein.

4.9 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for [redacted]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will strive for [redacted]

5.2 Any employee of the Purchasing Department that has any financial or other interest in a supplier company, either directly or through any member of his/her immediate family, shall [redacted]

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is [redacted]

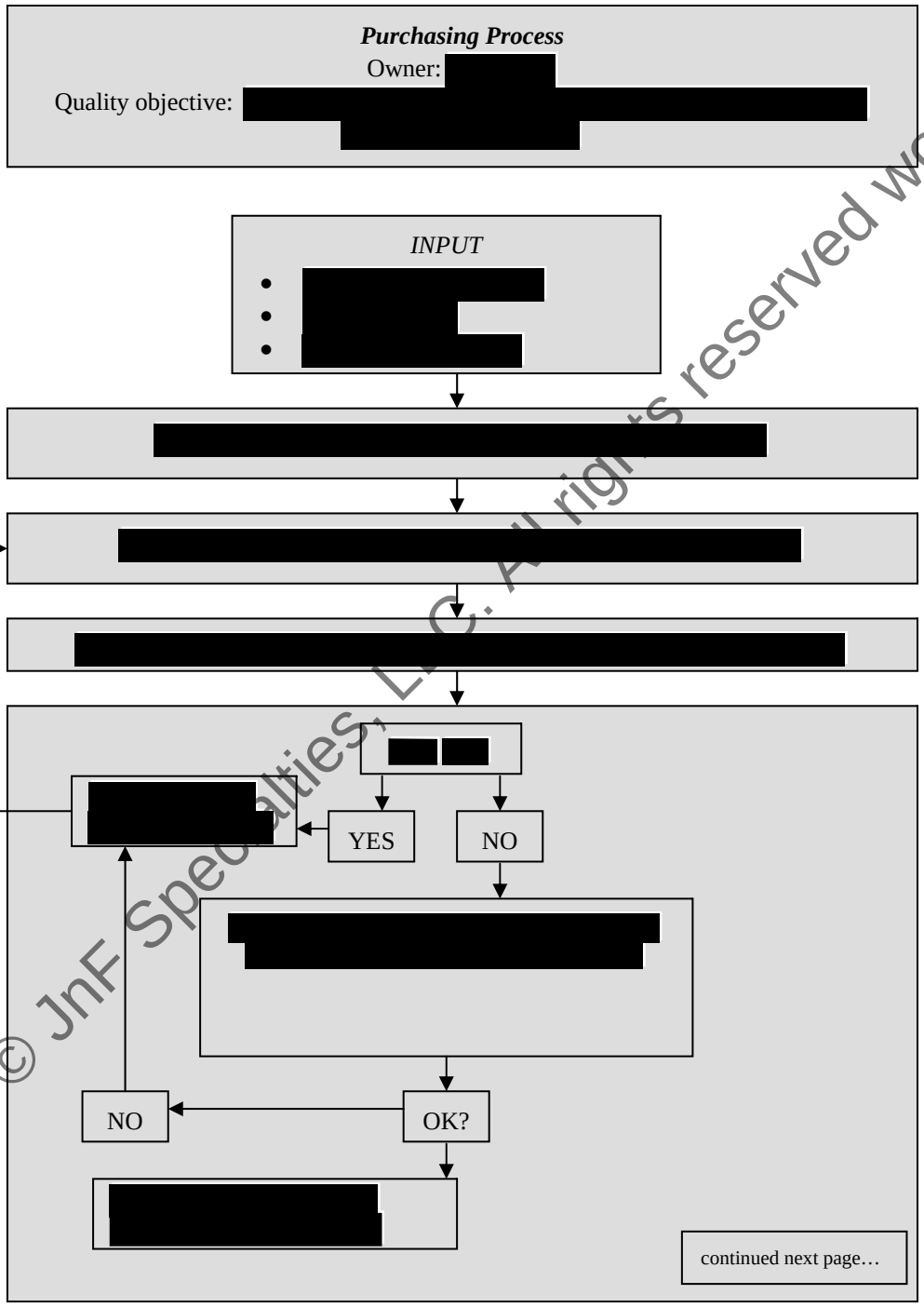
5.4 The acceptance of items intended for the purpose of advertisement and bearing the name of the Supplier is [redacted]

5.5 The Purchasing department will [redacted]

5.6 The Purchasing department will not, [redacted]

5.7 The Company will abide by all Government clauses or other statutory or regulatory requirements as referenced by the order, contract or other requirements document.

6.0 PROCESS MAP



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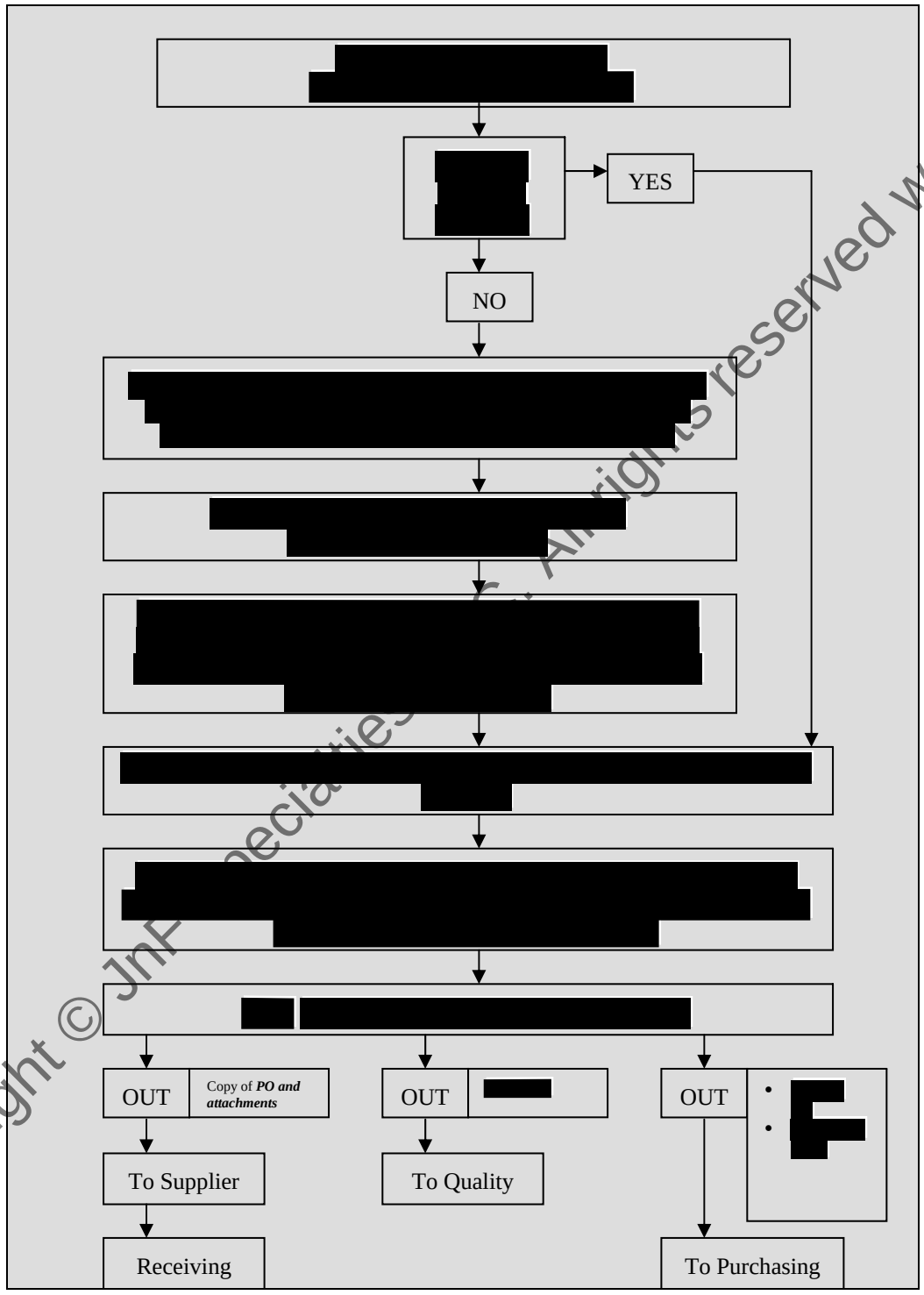


Your Logo

Your Company Name

RECEIVING INSPECTION

Origination Date: XXXX

Document Identifier:	Receiving Inspection
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the receiving and inspection process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Receiving process including receiving inspection activities and includes or makes reference to procedures for the various activities within the process.

2.0 THEORY

Receiving is the first line of defense to prevent sub-standard supplies from affecting the Company's process or product quality; however, sampling and 100% incoming inspection is only a part of the collection of applications that are necessary to assure the release of conforming supplies to stock. Receiving inspection cannot provide 100% assurance of product or process quality because the affect that the supplies have on production-level activities cannot be assessed or verified - only by 100% use of supplies will defects be detected in product or process quality.

As a result of teaming and intelligent design, the Company ensures that deliverable supplies meet Customer requirements prior to packaging and shipping.

3.0 PROCEDURE: RECEIVING

- All deliveries other than mail or express carrier are
- The Responsible Authority (RA) shall
- The RA will
- If the RA notices
- If okay, the RA

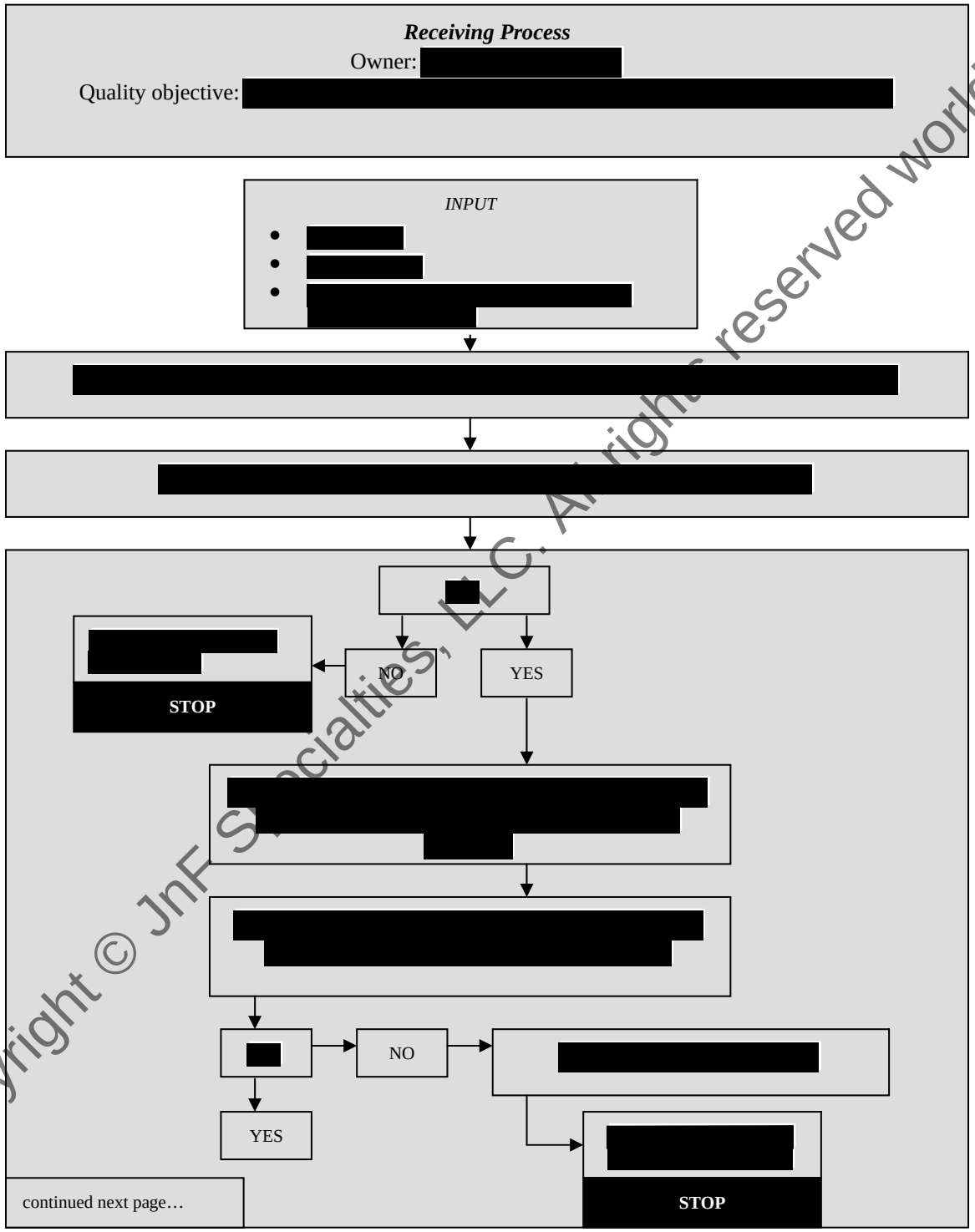
4.0 PROCEDURE: RECEIVING INSPECTION

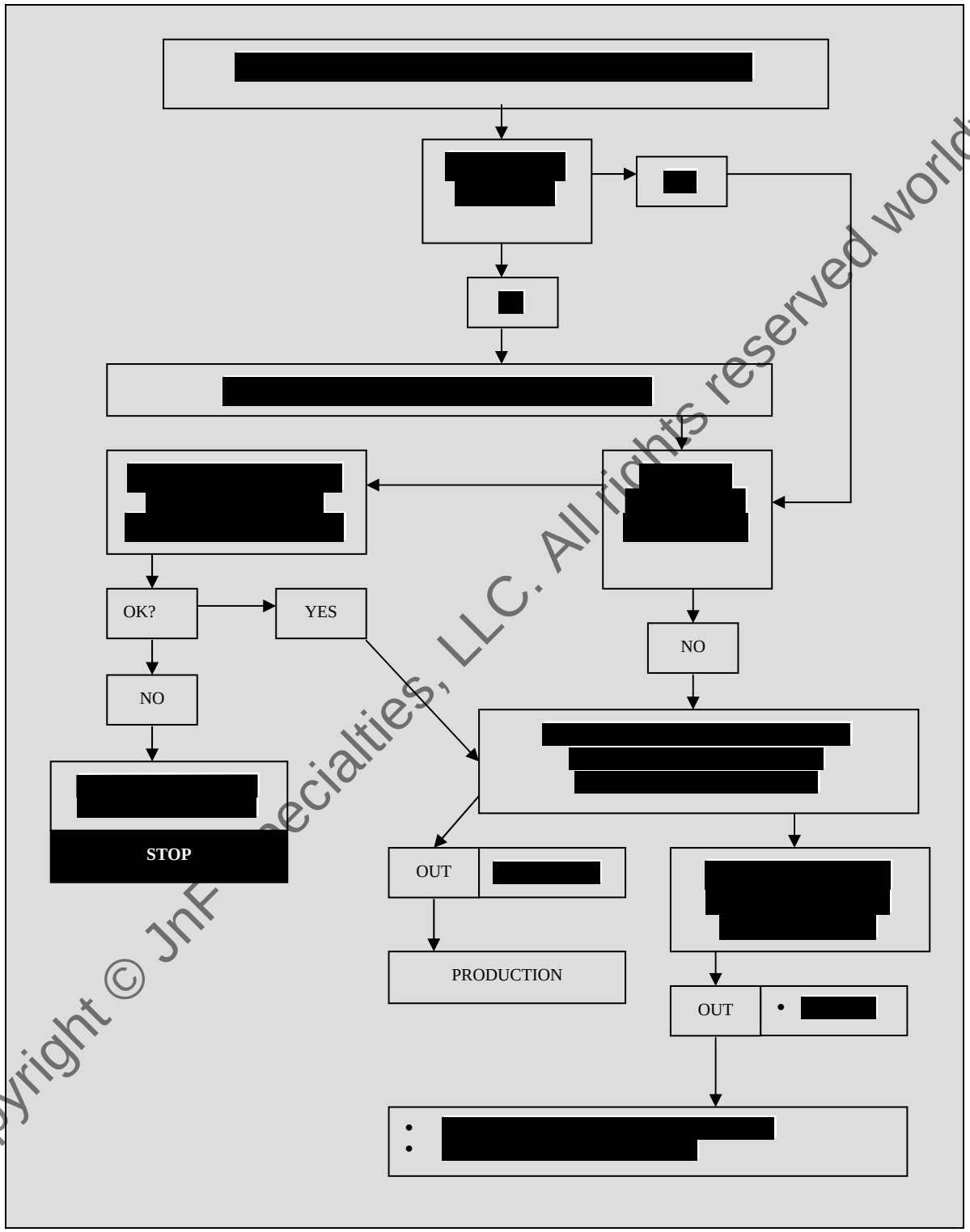
4.1 The inspector will receive the items and original paperwork from the RA and acquire the applicable PO. (see ***QMS-08 Purchasing Procedure***).

IMPORTANT: Inspectors must employ ESD protocols to protect parts that are sensitive to electrostatic discharge.

4.2 Inspections are performed according to *Appendix A* or as required by The results are recorded on the applicable forms and the purchase order is processed according to *Appendix B*.

PROCESS MAP





APPENDIX A - RECEIVING INSPECTION WORK INSTRUCTIONS

Op 1: Acquire copy of purchase order. Perform [redacted]

Op 2: Verify supply [redacted]

Op 3: Count the quantity of items received. Items exempt from counting include [redacted]

Op 4: Verify the Supplier is [redacted]

Op 5: If the supply is a <Catalog/Commercial> item, [redacted]

For aircraft fasteners, [redacted]

Op 6: Perform First Piece Mechanical/Visual inspection on [redacted]

Op 7: SAMPLING PLAN: [redacted]

Op 8: [redacted], then

Op 9: [redacted], then

Op 10: Verify conformance to the required [redacted]

Op 11: When raw material is accepted only by review of Supplier certificate of analysis, review the current Approved Supplier List for item criticality and perform the following activities:

For critical item: [redacted]

For non-critical item: [redacted]

Op 12: Verify lot traceability is [redacted]

Stored raw materials of different alloys and material conditions requiring traceability must [redacted]

Op 13: If the Supplier is a distributor of the supplies, verify [redacted]

Op 14: Complete and affix a ***Good Material Tag*** to accepted supplies. For supplies that exhibit a lot number for traceability [redacted]

Op 15: If supplies are nonconforming or their conformance cannot be determined within 30 days of receipt, [redacted]

Op 16: Complete inspection record and record the measurement tool number(s)

Op 17: Complete ***Shelf Life Expiration Log*** for parts and materials that have an expiration date, and [redacted]

Op 18: Record the quantity and date received on the PO then [redacted]

Op 19: If the Supplier's packaging [redacted]

Op 20: Inspect Customer/Government furnished property upon receipt to [redacted]

APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Supply is not the Last Item on PO	[redacted]
2	Supply is the last Item on PO	[redacted] **NOTE:** Each entry [redacted]
2.1	Supply is the last Item on PO	Optional: [redacted]

APPENDIX C - DOCUMENTATION MATRIX

CLASS OF PARTS	REQUIRED ON RECEIPT
[redacted]	[redacted]

CLASS OF PARTS	REQUIRED ON RECEIPT
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
Used parts, products, and appliances without approval for return to service.	[redacted]

Your Logo

Your Company Name

PRODUCTION PROCEDURE

Origination Date: XXXX

Document Identifier:	Production
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the production process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the overall production process and includes or makes reference to the procedures necessary for the process.

NOTE: The production process includes all QC inspections and tests within it. Quality is not a separate process.

2.0 THEORY

Production operations or tasks must be conducted under controlled conditions to ensure product quality. By this we mean:

- [redacted]

3.0 PROBLEM RESOLUTION

All employees are instructed to immediately notify a Responsible Authority (RA) whenever a process or product related problem occurs that cannot be corrected according to established process controls and could affect or actually affects the quality of a production process or business operation.

[redacted]

- [redacted]

4.0 PROCEDURE: PRODUCTION DOCUMENTATION

4.1 All revision controlled production documents are [redacted]

4.2 In addition to this process procedure, additional production documentation may be required for a given order or production operation. Where required, these [redacted]

4.3 Such documentation includes [redacted]

4.4 Records that are created for temporary retention of miscellaneous information are not [redacted]

5.0 PRODUCT IDENTIFICATION

5.1 Product is identified in shop areas by any of the following methods:

[redacted]

5.2 Lot traceability or individual serialization of parts is [redacted]

5.2.1 When traceability markings will be removed by a fabrication process, the marking [redacted]

5.2.2 Traceability must be accomplished by [redacted]

5.3 Bad (nonconforming) product that has failed an inspection or test and cannot be reworked to comply with requirements is [redacted]

5.4 Any parts or product not marked with a tag are [redacted]

5.5 IDENTIFICATION OF TRANSFER CONTAINERS

5.5.1 Whenever a portion of chemical is transferred from its original container to a smaller temporary container, the [redacted]

5.5.2 Whenever a portion of chemical is transferred from its original container to a smaller permanent container, the [redacted]

6.0 PROCEDURE: PRODUCT HANDLING

6.1 Work instructions and/or training will instruct Operators on [redacted]

6.2 In all cases, Operators are [redacted]

6.3 The Company provides suitable safety and personal protection equipment for handling hazardous or toxic materials. Operators are required [redacted]

7.0 PROCEDURE: PRESERVATION

Preservation can include [redacted]

7.1 Operators will [redacted]

7.2 Operators will [redacted]

7.3 Operators will [redacted]

7.4 Operators will [redacted]

7.5 FOD: Foreign Object Damage and Detection: Work instructions and training methods ensure that handling and preservation practices reduce the introduction of foreign objects (FOD) into products.

7.6 Marking and labeling including [redacted]

7.7 Special handling for [redacted]

8.0 PROCEDURE: CUSTOMER PROPERTY CONTROL

The Company [redacted]

8.1 Customer Property (Property) means [redacted] Hardware property includes:

8.1.1 [redacted]

8.1.2 [redacted]

8.1.3 [redacted]

8.1.4 [redacted]

8.2 All Customer furnished property shall [redacted]

8.3 Property shall [redacted]

8.4 Sensitive material, as defined by the Customer, shall [redacted]

8.5 Property will only be [redacted]

8.6 Customer provided equipment shall [redacted]

8.7 Quality shall [redacted]

8.8 Requirements for the control of Property shall [redacted]

9.0 PROCEDURE: VALIDATION OF PROCESSES

9.1 Unless otherwise specified by engineering requirements, the form named Design Validation-Verification is used to record results of validation and verification activities.

9.2 Provisions for validation and verification includes:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

10.0 PROCEDURE: INSPECTION AND TEST OF PRODUCT

The Company determines what needs to be monitored and measured and the methods for monitoring, measurement, analysis and evaluation as applicable to ensure valid results when monitoring and measuring is performed and when the results from monitoring and measurement are analysed and evaluated.

10.1 Receiving inspection is performed according to the ***QMS-09 Receiving Procedure***.

10.2 First Article Inspection

10.2.1 First article inspections are [redacted]

10.2.2 The Company will utilize the [redacted]

10.2.3 Where not provided, the Company will [redacted]

10.2.4 Complete the first article inspection form according to its format and submit to CCB.

10.2.5 Calibrated tools shall be used for first article inspection; however, [redacted] under the following conditions:

1) [redacted]

2) [redacted]

10.2.6 [redacted]

10.2.7 Any item failing first article inspection must [redacted]

10.3 In Process Inspections

10.3.1 In-process inspection is performed by [redacted]

10.3.2 In-process inspections are performed [redacted]

10.3.3 Calibrated tools shall be used for in-process inspection; however, [redacted] under the following conditions:

1) [redacted]

2) [redacted]

10.3.4 When applicable, complete the production inspection form according to its format.

10.3.5 [redacted]

10.3.6 Any item failing in-process inspection must [redacted]

10.4 Final Inspection

10.4.1 Final inspection is performed by [redacted]

10.4.2 100% sampling is required for final inspection unless [redacted]

10.4.3 Calibrated tools shall be used for final inspection; however, [redacted] under the following conditions:

1) [redacted]

2) [redacted]

10.4.4 Complete the production inspection form according to its format.

10.4.5 [redacted]

10.4.6 Any item failing final inspection must [redacted]

10.4.7 The Responsible Authority conducts a complete visual inspection of all items being shipped. Inspection includes, but is not be limited to:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]

11.0 PROCEDURE: SHELF LIFE EXTENSION - Subject to Customer Review and/or Approval

11.1 Items that are subject to expiration may [redacted] for instance:

11.1.1 [redacted]

11.1.2 [redacted]

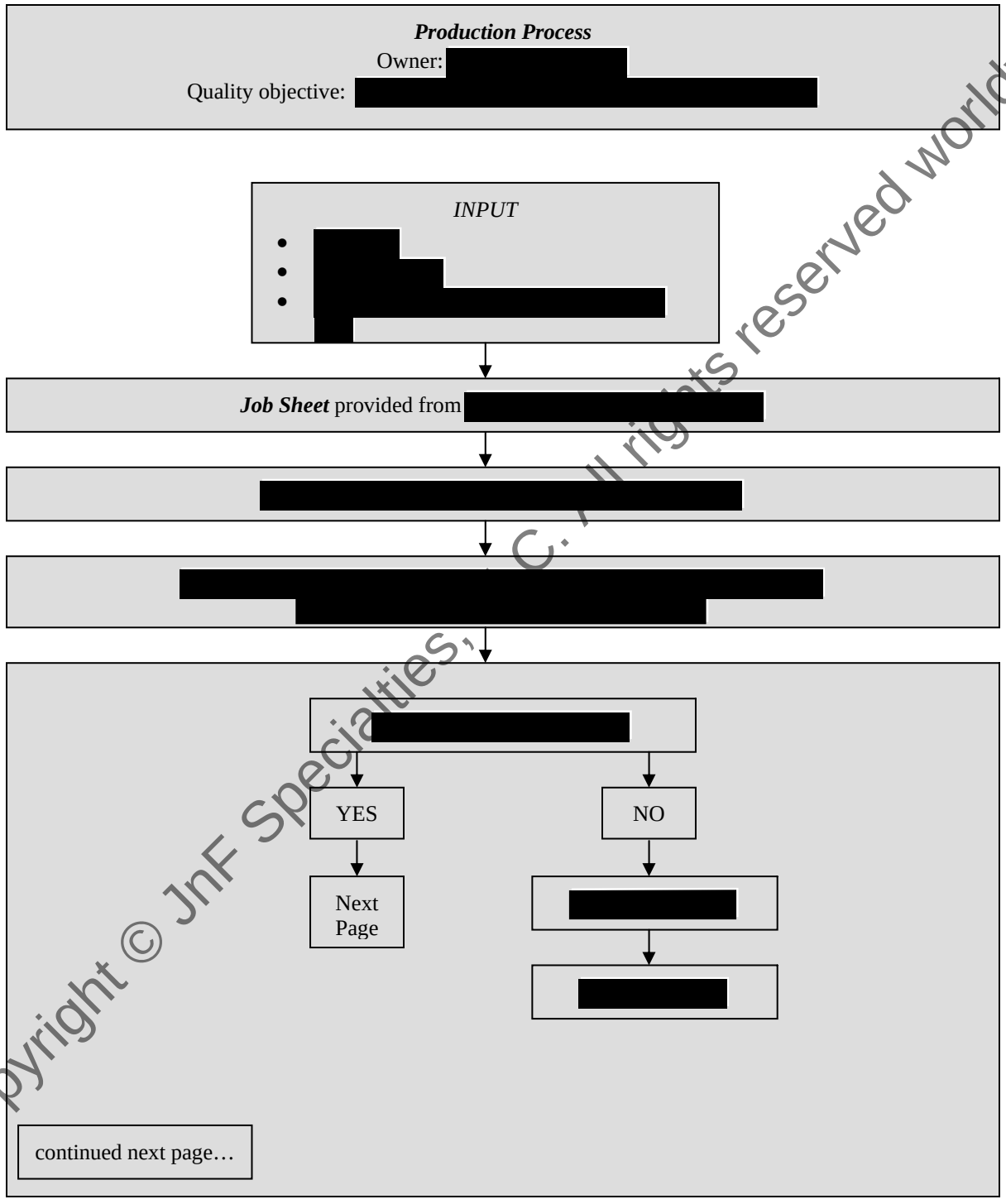
11.1.3 [redacted]

11.1.4 [redacted]

11.2 Chemicals that are purchased or prepared by the chem-lab are [redacted]

11.3 Raw material components whose shelf life has been extended must [redacted]

12.0 PROCESS MAP



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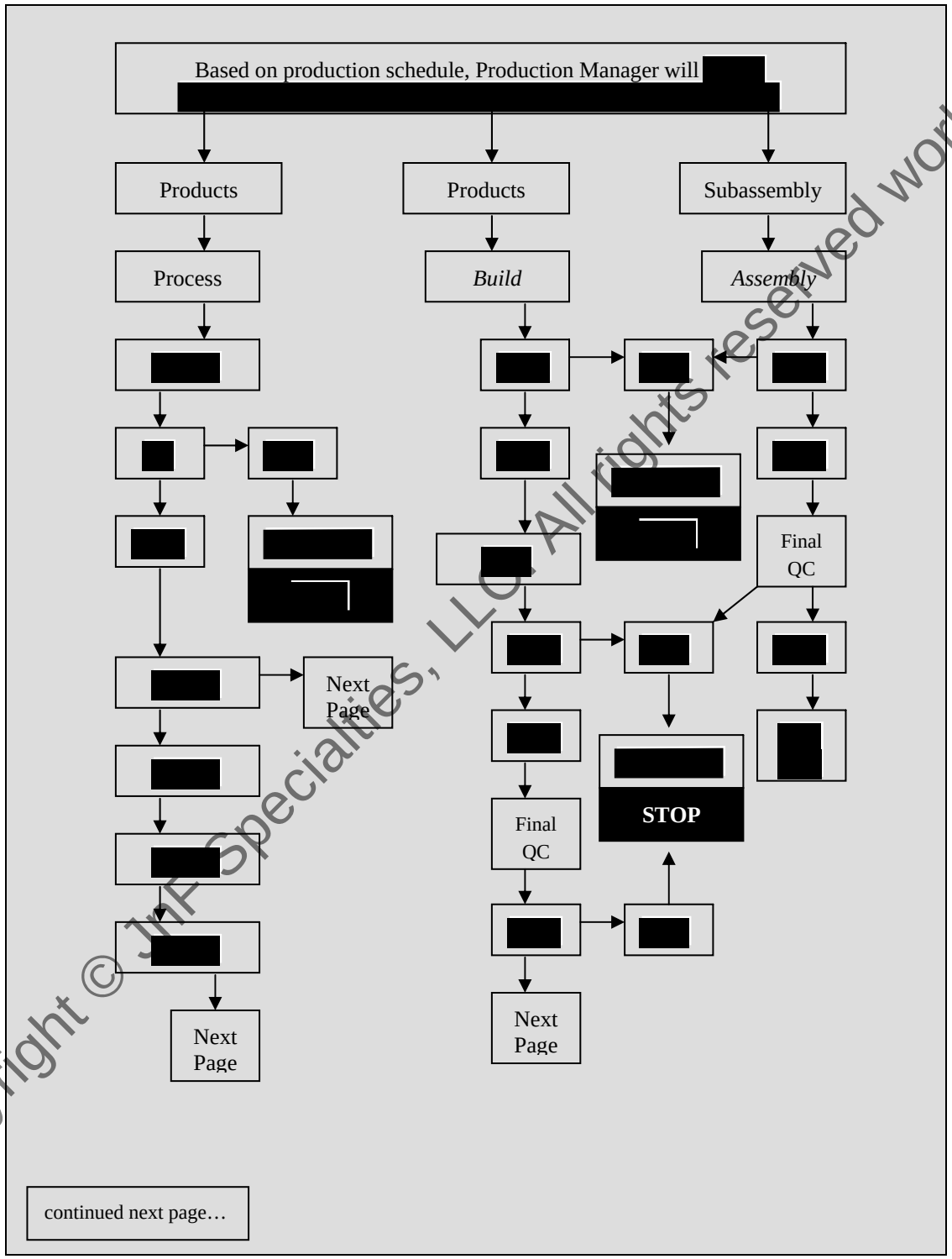

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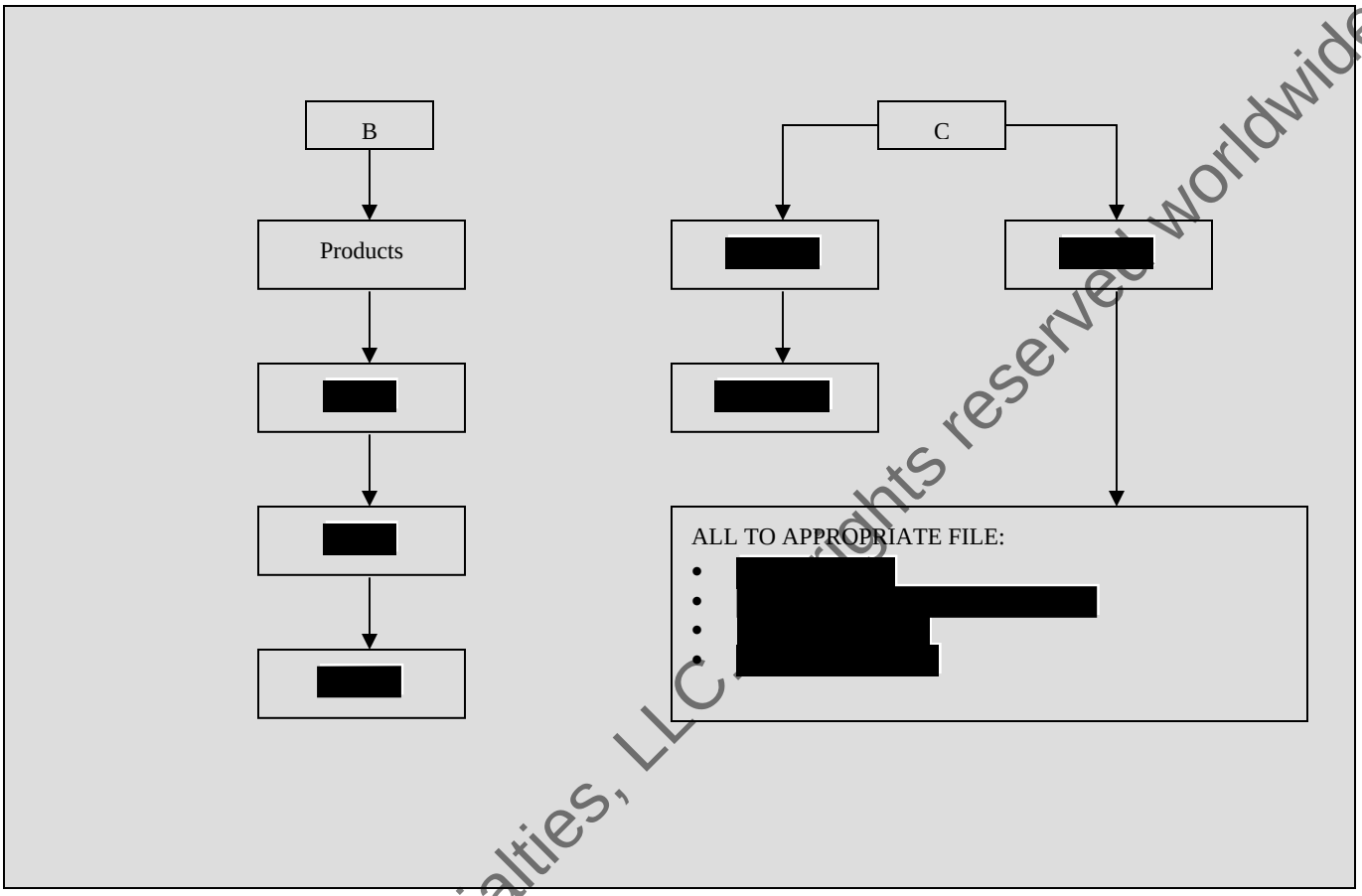


Your Logo

Your Company Name

SHIPPING PROCESS

Origination Date: XXXX

Document Identifier:	Shipping
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the shipping process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Shipping process including product packaging activities.

2.0 THEORY

The final packaging and arrangement of shipping is critical to the quality of product as received by the Customer; as a result, the [redacted]

3.0 CERTIFIED TRUE COPY

When required for shipment, **all copies of original documents** must be certified as true copies of the original, which requires [redacted]
The following documents are prohibited for shipments:

- [redacted]
- [redacted]
- [redacted]

To certify document copies, [redacted]

Each copy and page must be certified separately and clearly indicate:

- [redacted]
- [redacted]
- [redacted]

4.0 CERTIFICATION OF DELIVERABLE PRODUCTS

The Responsible Authority prepares a certified statement disclosing the following conditions for affected materials or parts, which certifies they were or were not:

- [redacted]
- [redacted]

5.0 SHIPPING

Prepare deliverable supplies for shipment using an ***ATA-300 Specification*** container, [redacted]

WARNING:
TAPE SHALL NOT BE USED TO COVER [redacted]

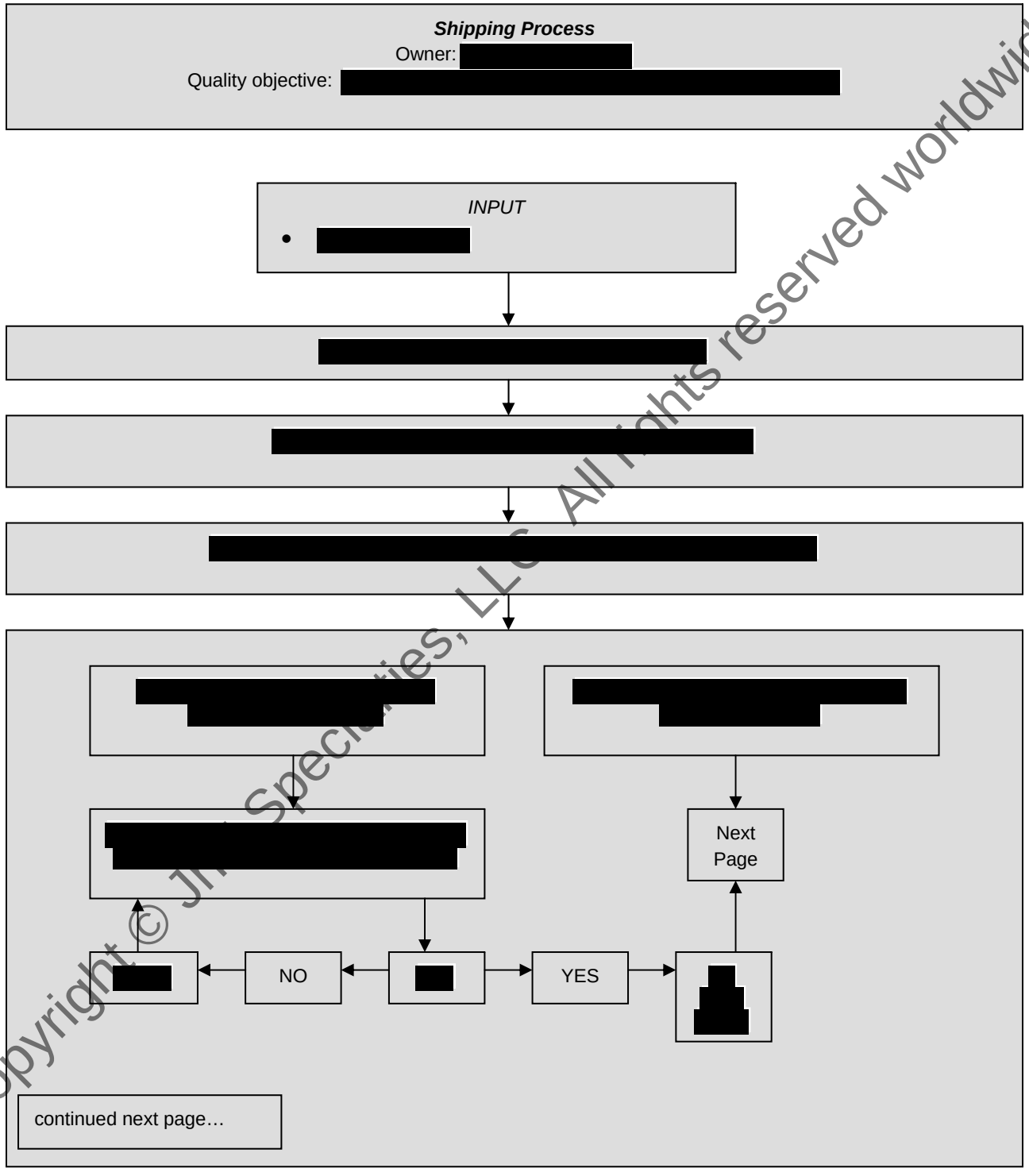
6.0 DOCUMENTATION MATRIX

The Responsible Authority prepares documents required for shipment according to Table 1.

TABLE 1:

CLASS OF PARTS	REQUIRED FOR SHIPMENT
[redacted]	[redacted]

7.0 PROCESS MAP



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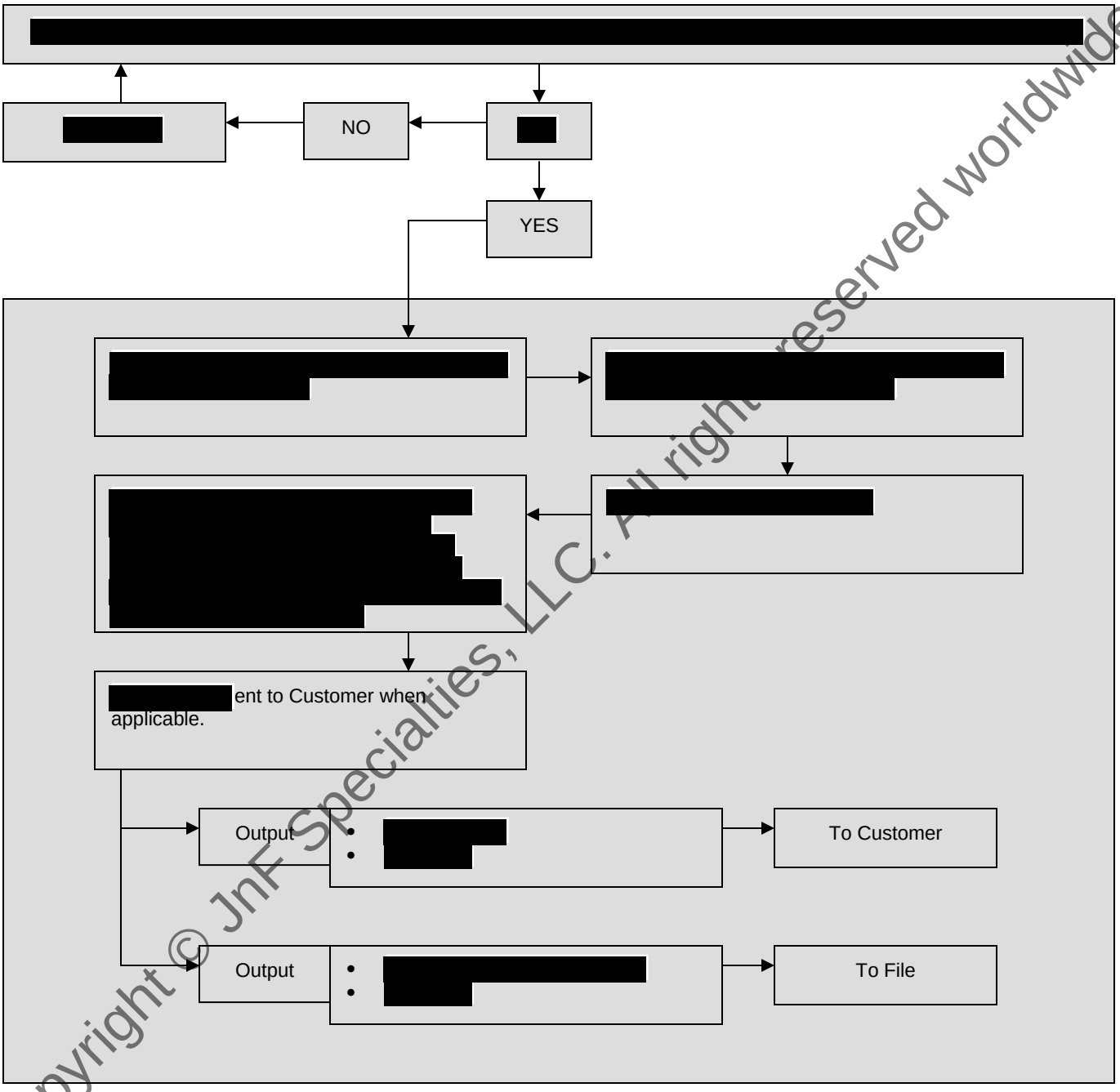


Your Logo

Your Company Name

INTERNAL AUDITING

Origination Date: XXXX

Document Identifier:	Internal Auditing
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedure used to audit the quality management system.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details and procedures for the internal auditing process.

NOTE: At this time, only quality system audits are conducted. When environmental system or other audits are implemented, this procedure will be amended to include rules for additional audits.

2.0 THEORY

Internal auditing of a Company's quality system is critical for maintaining good processes and documentation and for identifying areas for improvement opportunity.

3.0 INTERNAL AUDITING PROCEDURE

The Resonsible Authority takes into consideration [redacted]

3.1 Internal quality audits are conducted by [redacted]

3.2 Audit requirements include those of [redacted]

3.3 Auditors may not be independent of the area being audited; therefore, [redacted]

3.4 Minimum auditor training requirements are as follows:

- [redacted]
- [redacted]

3.5 The Quality Manager plans audits according to [redacted]

3.6 The Quality Manager maintains the Internal Audit Schedule that records this information.

3.7 Using the Internal Audit Report, the Lead Auditor will [redacted]

3.8 An audit [redacted]

3.9 The internal audit [redacted]

3.10 During the corrective action effectiveness review, the results of actions taken to address audit findings are evaluated.

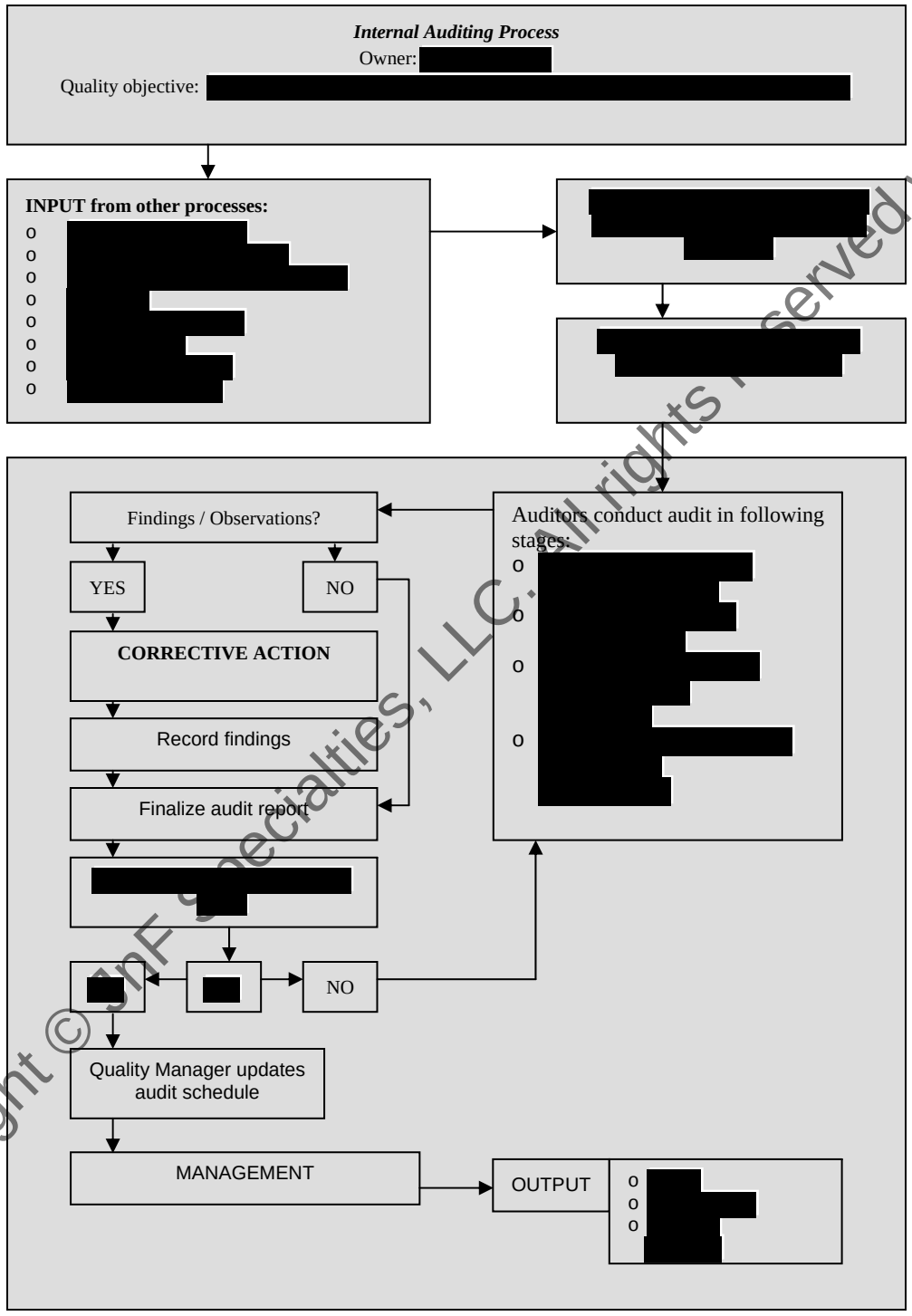
3.11 The completed Internal Audit Report is then [redacted]

3.12 Copies of the completed audit report are sent to the appropriate managers of the areas audited to report the findings and results. In this way, and in conjunction with the submission of corrective action requests, all necessary managers are notified of the audit results to make informed decisions for their departments based on those results.

3.13 The results of internal audits are also gathered and summarized on [redacted]

3.14 In all cases, auditees are expected to cooperate fully with the audit team.

4.0 PROCESS MAP



Your Logo

Your Company Name

CORRECTIVE ACTION

Origination Date: XXXX

Document Identifier:	Corrective Action
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to correct nonconformities.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct nonconformities.

2.0 THEORY

Corrective action is taken to correct nonconformities, which could be product defects found during production, errors found in documents, equipment problems or problems related to how the Company performs functions in its processes. "Corrective action" is simply the "fix" that corrects the problem. Whenever we take corrective action, we also attempt to prevent the problem from recurring.

Having a formal system to record and resolve both existing and potential problems ensures that these problems do not occur or reoccur, thereby improving our products, processes and work environment.

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a Request for Support (RFS) form to record [redacted]

3.2 ALL employees are empowered with the ability to report sources of problems and nonconformances.

3.3 No disciplinary action may be attached to the submission of RFS's.

3.4 The Quality Manager has been assigned the role of RFS Administrator.

3.5 See Process Map for the processing and routing of RFS's.

3.6 If the responsible manager determines they are not responsible for the issue involved, they [redacted]

3.7 Actions taken shall [redacted]

3.8 The Quality Manager shall monitor the RFS Log to determine overdue RFS's and take appropriate action to see that such RFS's are resolved.

3.9 In addition to corrective action efforts, management shall [redacted]

3.10 The management review process shall [redacted]

3.11 Where product is suspected of a nonconformance, the Company shall [redacted]

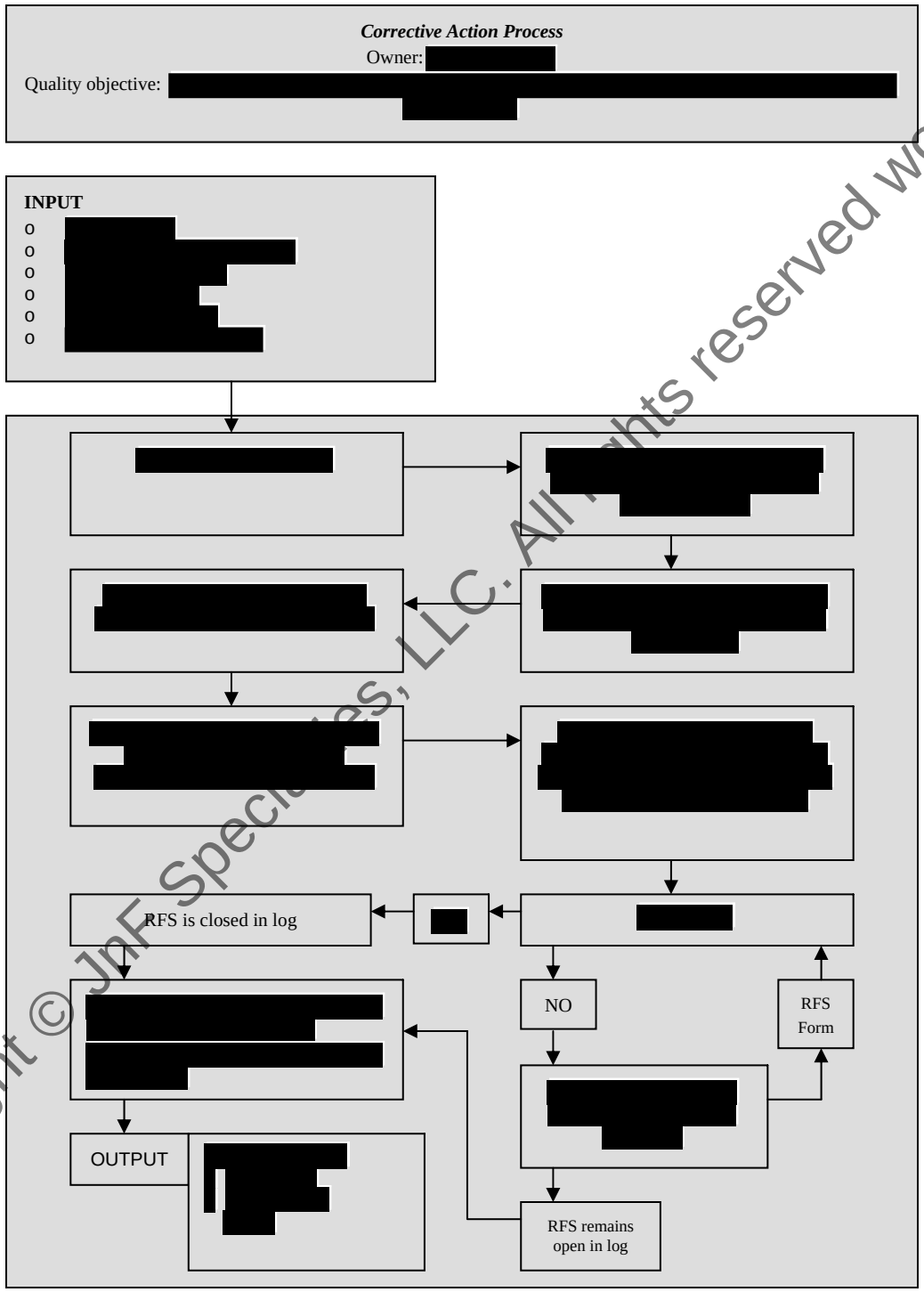
4.0 PROCEDURE: INVESTIGATION & CORRECTIVE ACTION REQUESTS (ICAR's)

4.1 Any purchasing agent may submit an Investigation and Corrective Action Request (ICAR) to a Supplier that [redacted]

4.2 ICAR's are processed through the same steps as the RFS but are [redacted]

4.3 Failure of a Supplier to respond to an ICAR or to respond with an insufficient action plan may mean [redacted]

5.0 PROCESS MAP



Your Logo

Your Company Name

CONTROL OF NONCONFORMANCES

Origination Date: XXXX

Document Identifier:	Control of Nonconformances
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for control of nonconformances.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines and makes reference to the procedures necessary for the control of nonconforming items.

2.0 THEORY

Items that have failed inspections or tests or that in any way does not meet requirements are considered "nonconformances". Such items must be controlled to ensure they are not accidentally delivered or used. The Company's system ensures that nonconformances are identified when found and are segregated, investigated and dispositioned. Corrective actions are taken to ensure nonconformances do not reoccur.

3.0 GENERAL PROCEDURE

3.1 "Nonconformance" is any item made by the Company or raw material used by the Company or returned from the Customer that does not meet:

- [redacted]

3.2 Nonconforming items must be withheld pending [redacted]

3.3 All employees are empowered to engage this procedure when they discover potential or nonconforming items. No employee may work on [redacted]

3.4 Upon discovery of a nonconforming item, an employee may [redacted]

3.5 When an employee cannot bring the item into conformance through immediate rework, the employee shall [redacted]

3.6 If an employee or supervisor [redacted]

3.7 The employee shall complete the top portion of the RFS form, filling in all pertinent spaces. The employee shall [redacted]

3.8 The employee shall then tag the nonconforming items with a yellow nonconformance tag and indicate the RFS number on the tag. A yellow-tag may be used [redacted]

3.9 Upon receipt of the RFS, the Responsible Authority will review the form for [redacted]

3.10 The Responsible Authority will then assign the RFS to an appropriate manager or authority for expedited, high priority resolution. This includes [redacted]

3.11 If the nonconforming item is ascertained or estimated to be the fault of a Supplier, [redacted]

3.12 The Responsible Authority will [redacted]

3.13 The RFS shall then be submitted to the Material Review Board (MRB) for [redacted]

3.14 The MRB consists of the following personnel, at a minimum:

- [redacted]
- [redacted]
- [redacted]

3.14.1 MRB Qualification

A Material Review Board member must:

1) [redacted]
2) [redacted]

3.15 In the event of a non-unanimous decision, [redacted]

3.16 The Company shall provide timely reporting of delivered nonconforming items that [redacted]

4.0 DISPOSITIONS

4.1 Dispositions are classified as Major, Minor or None.

4.1.1 Major: [redacted]

4.1.2 Minor: [redacted]

4.1.3 None: [redacted]

4.2 MRB dispositions may include, but are not limited to:

4.2.1 Clarification

[redacted]

4.2.2 Conditional Acceptance

[redacted]

4.2.3 Non-Deliverable

[redacted]

4.2.4 Notification

[redacted]

4.2.5 Precautionary

[redacted]

4.2.6 Repair (Non-Standard and Standard)

[redacted]

[redacted]

4.2.7 Request for Variance (Waiver/Deviation)

[redacted]

4.2.8 Return to Supplier (Receiving Inspection)

[redacted]

4.2.9 Rework (Non-Standard and Standard)

[redacted]

4.2.10 Scrap

[redacted]

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: A Variance (Waiver/Deviation) disposition is [redacted]

5.2 RTV and Scrap dispositions are not [redacted]

5.3 Minor: Conditional Accept and Non-Standard Rework/Repair dispositions are [redacted]

5.4 Scrap, RTV or Standard Rework dispositions are [redacted]

5.5 None: [redacted]

6.0 PROCESSING SCRAP

Nonconforming supplies that are dispositioned as scrap are [redacted]

[redacted]

CALIBRATION

Origination Date: Mo/Yr

Document Identifier:	Calibration Procedure
Date:	Your Date
Document Status:	Released

Abstract:
This document describes calibration procedures.

REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original release	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the procedures necessary for calibration of measuring equipment.

2.0 THEORY

Measurement results are only valid when M&TE of known accuracy is used. This calibration procedure ensures M&TE is properly verified for accuracy against known standards. Measurement devices that are used to indicate process feedback are not subject to calibration, such as short-circuit or open-circuit, hot or cold, off or on, etc; however, when a measurement device is used to determine conformance to a Customer requirement, then the device should be properly verified for accuracy.

3.0 DEFINITIONS

- Accuracy Ratio –
- Adequacy -
- Calibration:
- Gages –
- Inspection Aid –
- M&TE -
- Procurement of M&TE -
- Recall –
- Significantly out-of-tolerance -
- Special Equipment -
- Standards -

4.0 GENERAL CALIBRATION PROCEDURE

4.1 Calibration is performed by .

4.2 Measuring instruments are calibrated at a temperature of and relative humidity. Sufficient temperature stabilization time is allowed before calibration. For cases where calibration must be conducted in the production area, calibration equipment is

4.3 A number is issued when a gage does not provide its own serial number. The numbers

4.4 All M&TE are [redacted]

4.5 A ***Recall Log*** is maintained on all M&TE and standards. The log provides [redacted]

4.6 The number of items scheduled for monthly recertification is [redacted]

4.7 In addition to the ***Recall Log***, a ***Calibration Report*** is kept on each Company-owned gage/standard. The purpose of this report is [redacted]

4.8 Calibration intervals may be established based on one or more of the following criteria: [redacted]

4.9 Adjustable M&TE is periodically recalibrated based upon [redacted]

TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
Annual	[redacted]	[redacted]
Bi-Annual	[redacted]	[redacted]
3 - 4 Years	[redacted]	[redacted]
5 Years	[redacted]	[redacted]

4.10 Interval Adjustment: M&TE whose calibration error is recorded as being greater than the last recorded calibration error but not significantly out of tolerance [redacted]

4.11 M&TE calibration intervals may [redacted]

4.12 Overdue items are [redacted]

4.13 A calibration tag is used to identify individual or groups of items of M&TE. The tag displays [redacted]

4.14 Calibration Standards/Special Equipment

The following is the position of the National Conference of Standards Laboratories (NCSL):

[redacted]

Calibration of standards/special equipment is conducted by [redacted]

When calibrations are made for standards/special equipment, the calibration lab is required to submit a report that contains, as appropriate:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

4.15 A calibration record and recall log is maintained on all Transfer Standards, indicating [redacted]

4.16 The calibration department places all Customer furnished inspection gages in the calibration system unless [redacted]

4.17 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration. Non-calibrated measurement devices may [redacted] under the following conditions:

1) [redacted]
2) [redacted]

[redacted]

4.18 Calibration Not Required M&TE: [redacted]

4.19 Employee Owned Tools: [redacted]

4.20 Storage and Handling of M&TE: [redacted]

4.21 M&TE requiring transportation to a calibration laboratory is packaged as required to prevent damage in transit.

4.22 M&TE storage areas are [redacted]

4.23 Archive / Long-Term Storage: M&TE does not [redacted] if it was not:

- [redacted],
- [redacted]
- [redacted]

M&TE that has been calibrated and stored [redacted]

5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING

5.1 Calibrated M&TE that is found to be significantly out of tolerance, damaged, inoperative, erratic or exhibiting some other form of anomalous condition [redacted]

5.2 M&TE found significantly out of tolerance at recalibration for 2 interval cycles is [redacted]

[redacted]

5.3 An instrument whose calibration error is significantly out-of-tolerance over a short portion of a specified range [redacted]

6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located [redacted]

APPENDIX 1

Setting and/or selecting a reference standard to calibrate a measurement device.

Requirement:

The measurement range of a device being checked for accuracy must [redacted]

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must [redacted]

For instance, [redacted]

APPENDIX 2

Nonadjustable M&TE is inherently stable and includes [redacted]

The Operator is only required to check inherently stable M&TE for damage prior to each use because [redacted]

For instance, [redacted]

To control the inventory of inherently stable M&TE, the Responsible Authority [redacted]

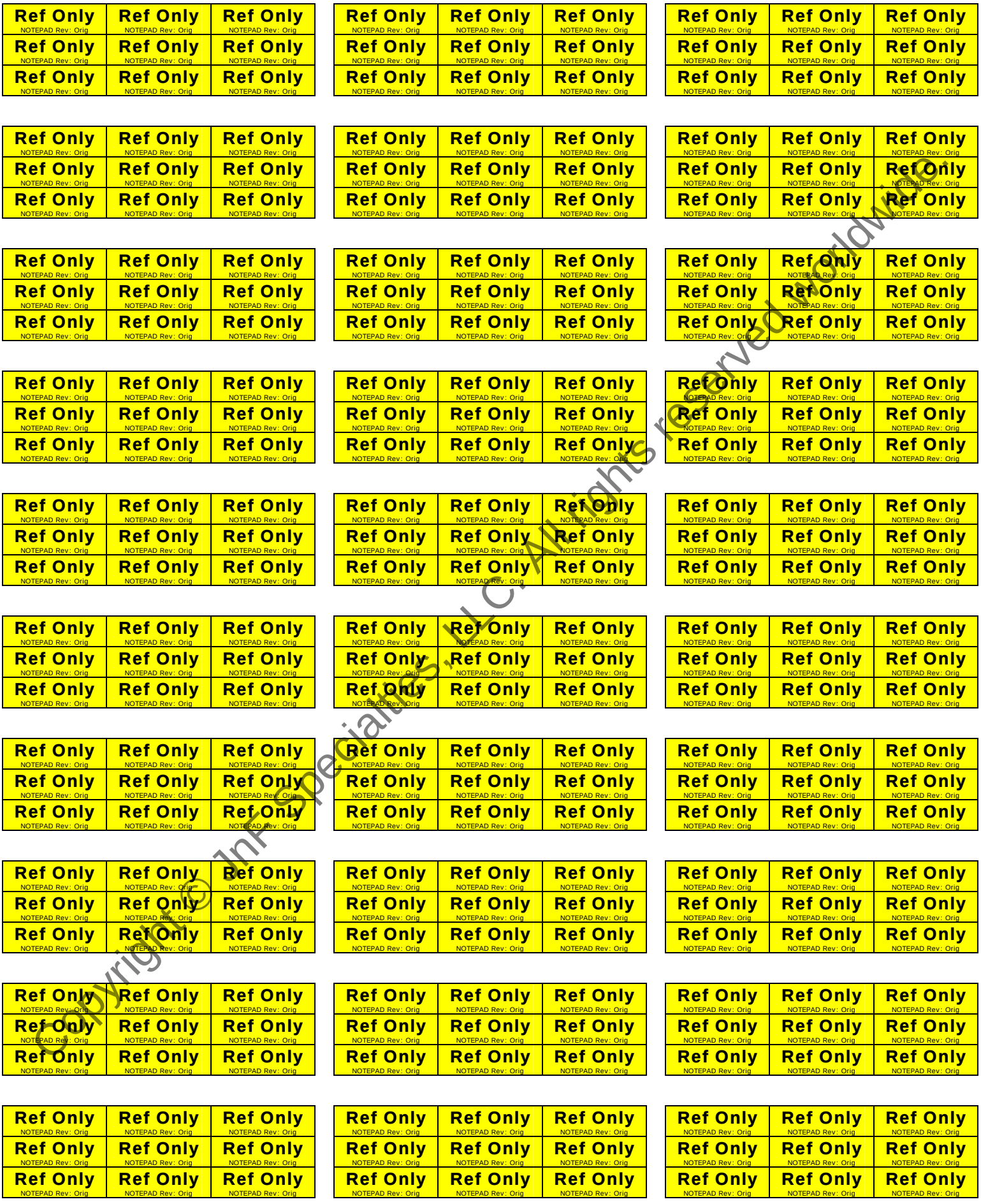
Operators are required to ONLY use inherently stable measurement devices from the accepted brands with [redacted]

CALCULATED RISK RELEASE

Date:		Authorization:	
[redacted]			

[redacted]	☐ [redacted] ☐ [redacted]

Form Rev: Orig



Calibration Seal
NOTEPAD Rev: Orig

Metrology Recall Card

Description:				Calib Frequency:							
Type:			Model:				S/N:				
[redacted]											
[redacted]											
[redacted]											
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

Instrument and Case Identification Tag (shrink to fit)

[redacted]			

Form Rev: Orig

Instrument Deviation Tag (shrink to fit)

[redacted]	
Tech:	
Date:	

Form Rev: Orig

Measuring and Test Equipment Calibration Report

☐ In Tolerance as Received	☐ Out-of-Tolerance as Recv'd	PO# for M&TE:
Department:	Date:	
Equipment:	Location:	

[redacted]

Ref Gage: [redacted]

Calib Due Date: [redacted]

Form Rev: Orig

IMPACT ANALYSIS REPORT

Number of parts that may be out-of-spec – List Model # and [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Form Rev: Orig

Instruction Rev: Orig	Calibration Instruction Sheet		Form Rev: Orig Page 1 of 1
Special Instructions:		[redacted]	
		[redacted]	
[redacted]		[redacted]	

[redacted]	[redacted]	[redacted]	[redacted]

Inherently Stable Measurement Equipment Log

Approved Brands:		Type:	(ruler, shunt, vernier, etc)
[redacted]		[redacted]	[redacted]
[redacted]	[redacted]		

Form Rev: Orig

Your Logo		Your address, phone, fax etc

CERTIFICATE OF CONFORMANCE

CERTIFICATE OF CONFORMANCE
BUYER REQUIRED DRAWINGS, EO's, SPECIFICATIONS AND VARIANCES (DEVIATIONS-WAIVERS)

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

Your Logo	**INVESTIGATION AND CORRECTIVE ACTION REQUEST**

ICAR Responsible Supplier: _____

Customer: _____ Part# _____ Applicable Customer P.O or Job # _____

Customer CA or corresponding documentation received? Y ☐ N ☐ Number: _____

Date Opened:_____ Step 3. Due: _____ Date ICAR closed: _____ Closed By: _____

Raw Material affected # _____ Ht# _____ P.O # _____

[redacted]

Your Company Name and Logo

Date

(Your Co name) has made a commitment to our Customers to [redacted]

Thank you for your support,

_____
(Your Signature)
(Your printed name)

CUSTOMER PERCEPTION SURVEY

(Your Co name)

Customer Name:		
Completed By:	Date:	

Please rate the following items from 0 to 10 (0 = Bad and 10 = Excellent)

1)	Score	**Satisfaction**
		[redacted]
2)	Score	**Performance**
		[redacted]
3)	Score	**Competitiveness**
		[redacted]e
4)	Score	**Prediction**
		[redacted]

Comments:

Thanks again for your support

Please Fax the completed survey to: (Your Name and Fax#)

Form Rev: Orig

EO NUMBER:	DATE:	RFS#:
ENGINEERING ORDER Page of	CLASS I☐ II☐	PERSON REQUESTING ENGINEERING ORDER: PERSON WRITING ENGINEERING ORDER:

[redacted]

DISPOSITION OF EXISTING PARTS/MATERIALS
MRB☐ ACCEPT☐ SCRAP☐ N/A☐
RE-INSPECT☐

Change Orientation Completed By:

Effectivity/Release Date:

[redacted]

ITEMS AFFECTED	YES	NO	TITLE	SIGNATURES
[redacted]	☐	☐	[redacted]	[redacted]
[redacted]	☐	☐	[redacted]	[redacted]
[redacted]	☐	☐		
[redacted]	☐	☐		

Form Rev: Orig

Your Logo

(Your Logo)	Inspection Instructions	Form Rev: Orig	
	Special Instructions: [redacted]	[redacted]	
	[redacted]	[redacted]	
	[redacted]	[redacted]	

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Drawing No:		INSPECTION RECORD	Form Rev: Orig
Item Name:		(Your Company Name)	Front
[redacted]		[redacted]	

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Form Rev: Orig Back

(Description of Your Inspection Operation) continued...

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35																									

(Your Company Name)

Page of

First Article ☐	Other ☐	**INSPECTION REPORT**	Date:

Item #:	Item Revision	Previous Report #	RW:
[redacted]	[redacted]	[redacted]	[redacted]

[redacted]											
1			☐	☐		19			☐	☐	
2			☐	☐		20			☐	☐	
3			☐	☐		21			☐	☐	
4			☐	☐		22			☐	☐	
5			☐	☐		23			☐	☐	
6			☐	☐		24			☐	☐	
7			☐	☐		25			☐	☐	
8			☐	☐		26			☐	☐	
9			☐	☐		27			☐	☐	
10			☐	☐		28			☐	☐	
11			☐	☐		29			☐	☐	
12			☐	☐		30			☐	☐	
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Notes		Date	Insp
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2			
3			
4			
5			

Remarks:

Form Rev: Orig

(Your Logo)

REQUEST FOR SUPPORT LOG

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

Abbreviations:
CRR = Calculated Risk Release
CIO = Continuous Improvement Opportunity

REQUEST FOR SUPPORT

☐**Nonconformance** ☐**Continuous Improvement Opportunity** ☐**Calculated Risk Release**

SUBCONTRACTOR: _____ DATE RECEIVED: _____

RFS#: SHEET _____ OF _____

Traveler#:		Op#:		Quantity Received:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para# & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							

[redacted]

PURCHASE ORDER

(Your Company Name)
Your Address
Your City, State, Zip
Phone
Fax

Date	
Purchase Order #	Page:

This order number must appear on all bills of lading, packing slips and invoices. Send 2 copies of invoice to:
Attention: Accounts Payable

Terms	Net 45	FOB: Shipping Point

[redacted]

Purchase Order Amount

[redacted]

Form Rev: Orig

QC Tags (shrink to fit application – send template to printer to make multi-part form)

GOOD TAG			(Your Company Name)		
P/N:		PO #:		Date:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					

Form Rev: Orig

GOOD TAG			(Your Company Name)		
P/N:		PO #:		Date:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					
[redacted]					
Ready For:					
QC Acceptance:					

Form Rev: Orig

WITHHOLD TAG			
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

BAD TAG			
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

GOOD TAG		(Your Company)		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

Form Rev: Orig

GOOD TAG		(Your Company)		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

Form Rev: Orig

GOOD TAG		(Your Company)		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

Form Rev: Orig

GOOD TAG		(Your Company)		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

Form Rev: Orig

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P/N:		Rev:		Date:
PO#:		Lot#:		
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Ready For:				
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Form Rev: Orig

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P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

Form Rev: Orig

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P/N:		Rev:		Date:
PO#:		Lot#:		
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Initials:				

Form Rev: Orig

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Initials:				

Form Rev: Orig

GOOD TAG		(Your Company)		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

Form Rev: Orig

GOOD TAG		(Your Company)		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

Form Rev: Orig

WITHHOLD TAG		(Your Company)	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG		(Your Company)	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG		(Your Company)	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG		(Your Company)	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG		(Your Company)	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG		(Your Company)	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

Helpful Hint:
Purchase green "presentation" paper for the Good Material Tag and yellow "presentation" paper for the Withhold Tag, then print and cut whenever you need…

ACCEPTED TAG		(Your Company)			
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

ACCEPTED TAG		(Your Company)			
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

ACCEPTED TAG		(Your Company)			
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

ACCEPTED TAG		(Your Company)			
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

ACCEPTED TAG		(Your Company)			
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

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P/N:		Rev:		Date:	
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MR#:		Qty Ok:			
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Form Rev: Orig

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PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

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P/N:		Rev:		Date:	
PO#:		Lot#:			
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Initials:					

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P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

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THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION
PERFORMED BY ________________________________
(YOUR COMPANY)

Form Rev: Orig

Helpful Hints:

Purchase “presentation” paper in your choice of color and then print and cut labels whenever you need.

Purchase peel-and-stick labels of the correct size and then print whenever you need.

Drawing No:					**RECEIVING INSPECTION RECORD**					
Item Name:					(Your Company Name)					
Sampling Plan: [redacted]										
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
1										
2										
3										
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11										
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28										
29										
30										
31										
32										
33										
34										
35										

Form Rev: Orig

(Your Logo)

Receiving Log

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

(Your Logo)

Your Logo	**REQUEST FOR VARIANCE** (Deviation/Waiver)	
[redacted]	2. CAGE CODE	3. RFV NO.
[redacted]	4. PURCHASE ORDER NO.	5. DATE
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		

Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)		
Part No & Rev:				Job#:
JOB DESCRIPTION		Initial	Date	Notes
	☐			
	☐			
	☐			
	☐			
	☐			

NOTEPAD Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

ROUTING TICKET		(Your Company)	
P/N:		Initial	Date
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		
Short Description	☐		

Form Rev: Orig

Avery Label 2"x4" Peel-&-Stick Label #5163 8½"x11"

(Your Logo)

ROUTING TICKET

ACCOUNT#:

Operator:		Date:	
[redacted]		[redacted]	
[redacted]	[redacted]		
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			

Form Rev: Orig

Shelf Life Expiration Log

Description:				Date Received:	
P/N:		Rev:		PO#:	
[redacted]					

Form Rev: Orig

(Your Logo)

INSPECTOR STAMP LOG

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
					☐ [redacted]
					☐ [redacted]
					☐ [redacted]
					☐ [redacted]

Form Rev: Orig

An Employee's inspection stamp is not re-used. [redacted]

(Your Logo)

Supplier Evaluation

Supplier: **Commodity:**

If Part I criteria is met, Supplier is approved without further evaluation.

Part I

☐ [redacted] ☐ [redacted]

☐ [redacted] ☐ [redacted]

If Part I criteria is NOT met, Supplier must be evaluated under Part II.

Part II

[redacted]

☐ [redacted]
☐
☐
☐
☐
☐

[redacted]
☐ [redacted]
☐ [redacted]

RESULTS OF INITIAL EVALUATION
(Ref. Purchasing Procedure)

☐ [redacted] ☐ [redacted] ☐ [redacted] ☐ [redacted]

[redacted] ____ [redacted] ____

RESULTS OF RECEIVING INSPECTION OR SERVICE FEEDBACK

Purchase Order Number **Request for Support Number**

☐ [redacted] ☐ [redacted]

[redacted]

NOTES

(Your Logo)

(Date)

Quality Manager«AddressBlock»

Re: Supplier Performance Rating Report
Performance Reporting Dates:
P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that indicates your Quality Performance. Enclosed is a copy of your Quality Performance, which includes [redacted]

If you have any questions, please call or email us.

Sincerely,

Your Name
Your Company Name
Your Address
Your City, State, Zip
Phone
Fax
Email:

SUPPLIER PERFORMANCE RATING REPORT

Job #: Performance Reporting Dates:

Supplier:

OVERALL PERFORMANCE RATING **100**

[redacted]

	Points (100 Max)	Weight %
Quality.....	100	[redacted]
Delivery.....	100	[redacted]
Documentation.....	100	[redacted]
Cooperation.....	100	[redacted]

Quality: The number of items accepted divided by the number of items that should have been received times 100.

Delivery: The grace period is [redacted]

Documentation: Purchasing, QC and Accounting's assessment of the accuracy and completeness of [redacted]

Cooperation: Purchasing and QC's assessment of the Suppliers [redacted]

Purchasing Agent_____ Date_____

Form Rev: Orig

SUPPLIER RATING WORKSHEET

Supplier:

P/N:

QUALITY

[redacted]			

DELIVERY

[redacted]	[redacted]	[redacted]	[redacted]

DOCUMENTATION

[redacted]	[redacted]	[redacted]
100		

COOPERATION

[redacted]	[redacted]	[redacted]
100		

[redacted]

[redacted]	

Supplier:	Overall Performance Rating					Month:	
[redacted]	[redacted]	[redacted]				[redacted]	
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
Perception of Supplier Quality:							

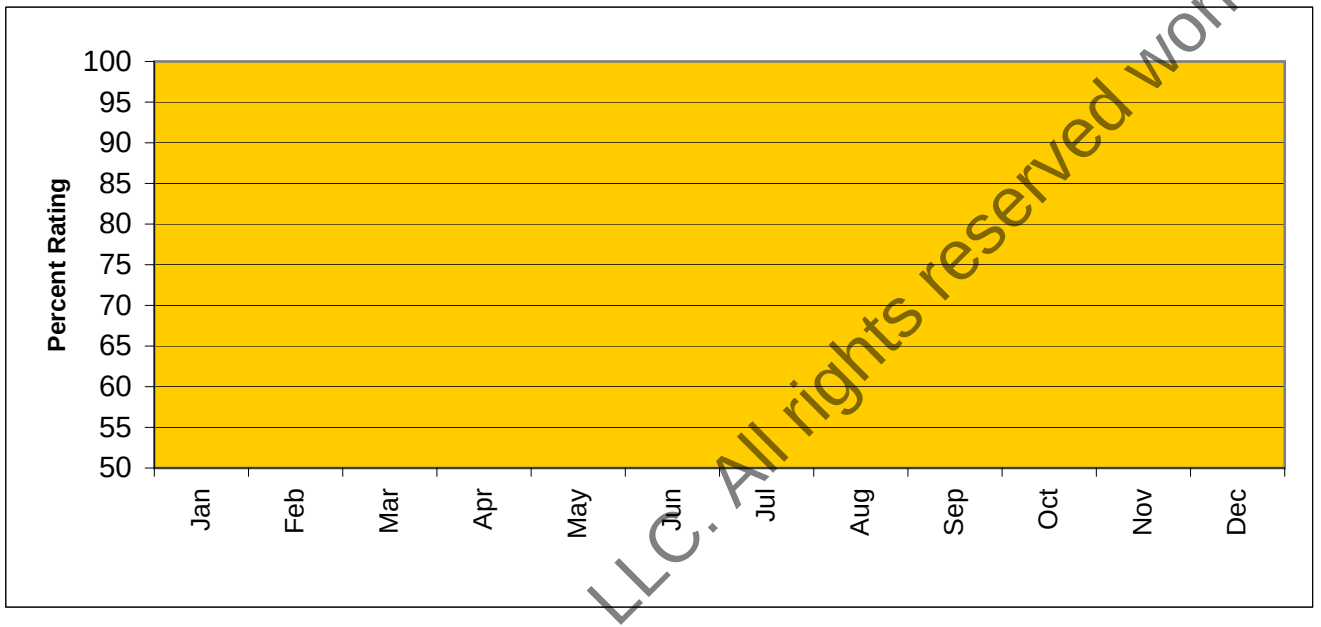
Supplier Monthly Rating Report

Supplier	Rating	Monthly and Average Percentage Rating											
		J	F	M	A	M	J	J	A	S	O	N	D
	Quality												
	Delivery												
	Documentation												
	Cooperation												
	Average												

Form Rev: Orig

Prepared by: _____ Date: _____

Supplier Performance Rating



Quality Performance

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
Rating %												
Pieces Received												
Pieces Accepted												

Form R

Performance Rating Standards

Gold - 95% to 100%
Silver - 90% to 94%
Bronze - 80% to 89%
Yellow - <80%
Red - <50%

Supplier Name:

Overall Rating %: #DIV/0!

Your Compan
Cit

SUPPLIER QUALITY REQUIREMENTS

Origination Date: Mo/Yr

Document Identifier:	Supplier Quality Requirements
Date:	Your Date
Document Status:	Released

Abstract:
This document describes flowdown requirements for Suppliers.

REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

☐PURPOSE and SCOPE

To establish the minimum requirements for supplier Quality Systems necessary to ensure that materials, parts, components, and services meet the requirements of the Contract. Procedures used to implement the provisions of this requirement shall be subject to Buyer approval upon request.

☐APPLICABILITY

These requirements shall apply to all supplies and services when referenced on the Purchase Order and amendments thereto.

When Buyer's Purchase Order includes Seller's Inspection System Level I, as a requirement, Seller's contractual commitment for an Inspection System shall be defined by all paragraphs of this specification. When Buyer's Purchase Order indicates Level II as a requirement then the Seller's contractual commitment for an Inspection System shall be defined only by those paragraphs of this specification which are checked-off.

☐DEFINITIONS and ABBREVIATIONS

A. [redacted]

B. [redacted]

C. 'IAW' means in accordance with.

D. 'MRB' means Material Review Board

☐SELLER's QUALITY SYSTEM, GENERAL

The Seller shall [redacted]

Records shall be kept available for [redacted]

☐NEGOTIATIONS

It is not the intent of this specification to restrict [redacted]

☐PROPRIETARY INFORMATION

The Seller must identify in writing the intended use in performance of the Purchase Order of an item, material, component or process with respect to [redacted]

The absence of such written identification is a representation by Seller that [redacted]

☐PROCESS CONTROL

The Seller shall provide for complete review of contract requirements at the earliest practical phase of contract performance to [redacted]

The Seller shall [redacted]

Buyer contracts and resultant facility planning by Seller shall [redacted]

All Purchase Orders that apply to Buyer contracts generated by Seller shall [redacted]

When approval or certification of special processes, operating personnel, special equipment, or procedures is required by the contract, drawing, or specification, the Seller shall [redacted]

Seller MRB is not authorized. Seller shall [redacted]

The Seller shall not [redacted]

When the Purchase Order requires Buyer acceptance of a 1st Article, the first part fabricated to the specified Buyer configuration shall [redacted]

[redacted]

☐SUBCONTRACTOR CONTROL

The Seller shall be responsible for [redacted]

☐DRAWING and CHANGE CONTROL

The Seller shall [redacted]

☐RECEIVING INSPECTION

The Seller shall [redacted]

☐STOCK CONTROL

The Seller shall [redacted]

[redacted]

☐SAMPLING INSPECTION

Acceptance sampling procedures, if other than ANSI Z 1.4, must [redacted]

☐TOOL, GAGE, and TEST EQUIPMENT

The Seller shall [redacted]

☐MATERIAL CONTROL

Nonconforming material shall [redacted]

When product is returned by Buyer to the Seller [redacted]

[redacted]

☐TECHNICAL REQUIREMENTS

Unless otherwise specified, Buyer is responsible for [redacted]

Your Logo

(Date)

Quality Manager«AddressBlock»

Re: Supplier Performance Rating Report
Performance Reporting Dates:
P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that [redacted]

If you have any questions, please call or email us.

Sincerely,

Your Name
Your Company Name
Your Address
Your City, State, Zip
Phone: Your#
Fax: Your#
Email: Your email

SUPPLIER SURVEY

Supplier Name:		Manufacturer ☐
Address:		Distributor ☐
		Other ☐

[redacted]

Supplier Status:	☐	☐	☐
	Approved	Conditional Approval	Disapproved

[redacted]

ADMINISTRATIVE	Yes	No	N/A
1) Does the facility have a Quality Control Manual	☐	☐	☐
2) Is there an organization chart defining the quality functions and responsibilities?	☐	☐	☐
3) [redacted]	☐	☐	☐
4) [redacted]	☐	☐	☐
5) [redacted]	☐	☐	☐
RECEIVING			
1) Does receiving inspection check all incoming materials against purchase order requirements?	☐	☐	☐
2) Are incoming materials clearly identified to applicable purchase order or material certification?	☐	☐	☐
3) [redacted]	☐	☐	☐
[redacted]	--	--	--
4) [redacted]	☐	☐	☐
FINAL ACCEPTANCE			
1) Is final inspection performed by Quality Control personnel or under their supervision?	☐	☐	☐
2) Are products inspected to relevant and current drawings and specifications?	☐	☐	☐
3) [redacted]	☐	☐	☐
4) [redacted]	☐	☐	☐
[redacted]	--	--	--
5) [redacted]	☐	☐	☐
DRAWING AND CHANGE CONTROL			
1) Are adequate controls in effect to ensure applicable engineering drawings, change notices, and specifications are in use by both production and inspection personnel?	☐	☐	☐
2) [redacted]	☐	☐	☐
[redacted]	☐	☐	☐
[redacted]	--	--	--

TOOL AND GAGE CONTROL			
1) Does the calibration system meet ISO 10012 or equivalent?	☐	☐	☐
2) Is there a calibration recall system?	☐	☐	☐
3) [redacted]	☐	☐	☐
[redacted]	☐	☐	☐
4) [redacted]	☐	☐	☐
CORRECTIVE ACTIONS			
1) Is a corrective action system in place?	☐	☐	☐
2) Is the root cause of a non-conformance determined?	☐	☐	☐
3) [redacted]	☐	☐	☐
4) [redacted]	☐	☐	☐
NON-CONFORMING MATERIAL CONTROL			
1) Are written rejection forms used?	☐	☐	☐
2) [redacted]	☐	☐	☐
SAMPLING INSTRUCTIONS			
1) Is inspection performed using sampling plans?	☐	☐	☐
2) Is the sampling plan in accordance with ANSI/ASQC Z1.4 or ANSI/ASQC Z1.9?	☐	☐	☐
If not, what sampling plan is used?	--	--	--
3) [redacted]	☐	☐	☐
4) [redacted]	☐	☐	☐
5) [redacted]	☐	☐	☐
PROCUREMENT CONTROL			
1) Does a system exist for evaluation of your supplier's quality system?	☐	☐	☐
2) Are quality performance records maintained for vendors?	☐	☐	☐
3) [redacted]	☐	☐	☐
PACKAGING AND SHIPPING			
1) Is the shipping department informed of customer packaging and shipping requirements?	☐	☐	☐
2) [redacted]	☐	☐	☐

TRAINING LOG

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[redacted]

(Your Logo)

ORIENTATION/TRAINING REQUEST

To:		
Dept:		Date:
You have been scheduled to attend the next orientation [redacted]		
Name:	Dept:	Date:

Form Rev: Orig

(Your Logo)

DOCUMENT NAME

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Your Date
Document Rev:	Released

Abstract:
This document describes xxxxxx.

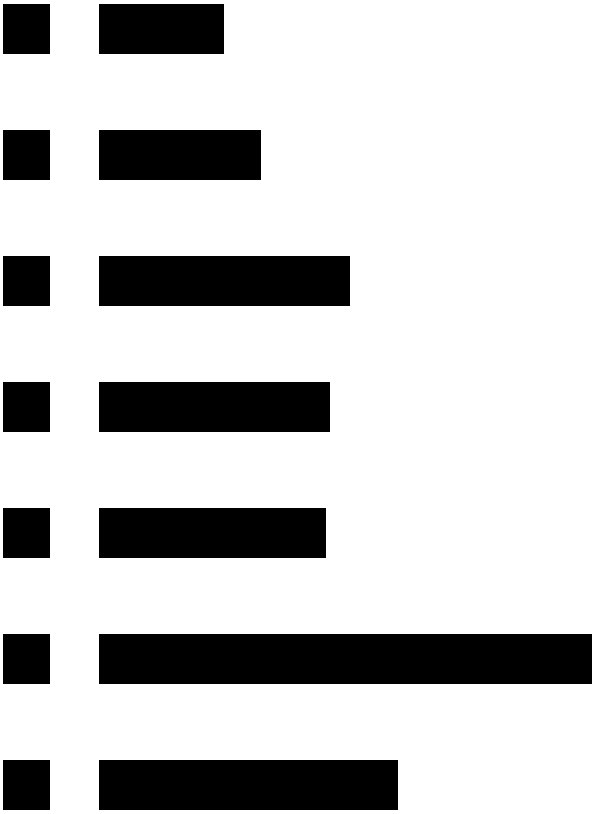
REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS



Application		Revisions			
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

WORK INSTRUCTION NAME

STEP	RESPONSIBILITY	ACTION
1 ☐	Operator PPE A/R	
	IF	**THEN**
2 ☐	Operator PPE A/R	
	IF	**THEN**
3 ☐	Operator PPE A/R	
	IF	**THEN**
4 ☐	Operator	
5 ☐	Operator	
	IF	**THEN**
6 ☐	Operator PPE A/R	
7 ☐	Operator PPE A/R	
	IF	**THEN**
8 ☐	Operator PPE A/R	
9 ☐	Operator PPE A/R	
10 ☐	Operator PPE A/R	
	IF	**THEN**

Note 1: Sample

Step 1: ??	Step 2: ??	Step 3: ??

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Rev	Nature of changes	Eff. Date	Approved by
Orig			

Add to Cart