Your Logo

Your Company Name

ASA-100
QUALITY MANUAL

Origination Date: (your origination date)

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

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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