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# 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.

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## REVISION LOG

Issue	Date	Comment	Author
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## 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*

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**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*.

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## 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] controlled according to the *QMS-02 Configuration Management Procedure*, which addresses [REDACTED]

## 14.0 Corrective Action Process

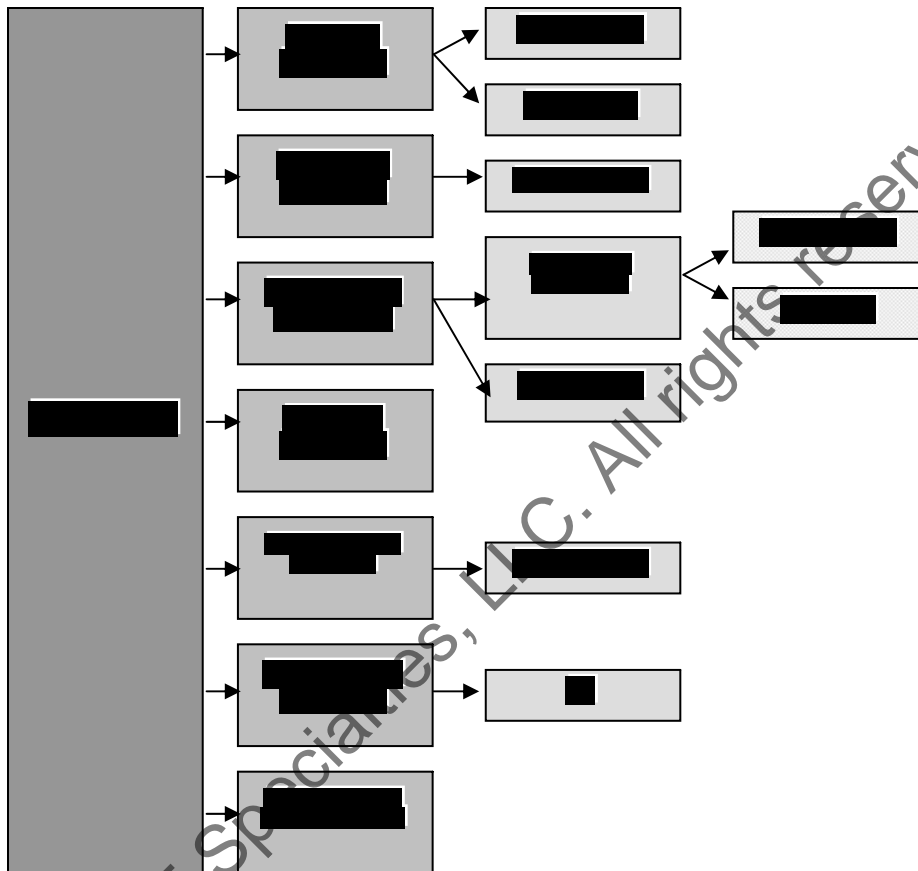
When a nonconformance occurs, including complaints and discovery of nonconformity(s) after delivery to Customer, the Company [REDACTED] according to the *QMS-13 Corrective Action Procedure* and *QMS-14 Nonconformance Control Procedure*. The Company [REDACTED] if [REDACTED] The Company implements [REDACTED]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

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### 14.1 Required records for nonconformities

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

## Appendix A: Responsible Authorities



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