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Commercial Quality Manual-1

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Revisions		Rev:	
Letter	E.O. Number - Description	Date	

Used On	Contract#:		**Your Company Name**				
Prepared By:		Date					
Your Dept		Date					
Your Dept		Date	**QUALITY PROGRAM**				
Your Dept		Date	Program Number				
Your Dept		Date	Size:	**A**	CAGE:		Form Rev: Orig 1 of 1

Your Company Logo

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1.0 SCOPE

Establish and maintain a quality program to assure compliance with the requirements of the contract. Document the quality program, including its procedures and operations, and provide it to the Customer for review upon request. Apply the quality program throughout all areas of contract performance, including, as appropriate, [redacted]

2.0 REQUIREMENTS

2.1 Quality Management

Vest the administration of the quality program in a responsible, authoritative element of the organization that has clear access to top management. Staff the quality organization with technically competent personnel and provide them [redacted]

2.1.1 Procedures

Perform pertinent operations using written quality control, test, and inspection procedures. Maintain the procedures and make them available at the workstation.

2.2 Design

Maintain design information for the deliverable product(s) or task information for the service(s) to ensure [redacted]

2.2.1 Change Control

Ensure accomplishment of prescribed changes to a service task or an item's design [redacted] date, batch, lot, unit, or other specific identification.

2.3 Procurement

Maintain adequate control of procurement sources to ensure that services and supplies conform to specified requirements. Control purchase orders to ensure [redacted]

2.3.1 Source Inspection

Reserve the right for the Customer and/or Buyer Representative to inspect supplies or services at the source upon request, or when it is not practical or feasible to determine quality conformance of purchased items. Source inspection may not [redacted]

2.3.2 Fabricated Supplies

Evaluate all purchased supplies to assure conformance with the requirements of the purchase order. Request every shipment of supplies to be accompanied with [redacted] Provide for withholding from use all incoming supplies until [redacted]

2.3.3 Raw Materials

Compare certified test report results with specification requirements in lieu of [redacted]

2.4 Supply Control

Control the methods and facilities for identification, handling, and storage of raw and fabricated supplies from [redacted]

2.5 Manufacture

2.5.1 Process Control

Establish and maintain evaluations and controls at appropriately located points in the process to assure [redacted]

2.5.2 Special Processes

Provide adequate methods and facilities to assure [redacted]

2.6 Acceptance

Perform inspection and testing of completed items as necessary to assure [redacted]

2.6.1 Sampling Inspection

Perform sampling inspection according to the terms of the contract, or request Customer approval of procedures that provide adequate assurance that [redacted]

2.6.2 Nonconforming Supplies

Prominently identify nonconforming supplies and remove them from the work area. Scrap or rework the item(s) or request disposition instructions from the Customer.

2.7 Measuring Instruments

Assure the validity of measurements and tests with suitable inspection measuring and test equipment of the range and type necessary to determine conformance of the item(s) to contract requirements. At intervals established to ensure continued validity, verify [redacted]

2.8 Continuous Improvement

Systematically utilize the information from control areas described in paragraphs 2.1 through 2.7 for the [redacted]

2.8.1 Records

Maintain records of inspections and tests that include [redacted]

2.8.2 Corrective Action

Take prompt action to correct conditions that cause defective items using internal and Customer provided data.

2.8.3 Audit

Periodically perform an audit of the quality program and report the results to management.