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Construction Quality Manual

(Mo/Yr)

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Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	Your Company Name	
Prepared By:			
Your Dept:			
Your Dept:		POLICIES AND PROCEDURES	
Your Dept:		(Your #)	
Your Dept:		Size: A	CAGE: <input type="text"/>
		Your Form # (mo/yr) 1 of 7	

Your Logo

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1.0 SCOPE

Adherence to these policies and procedures will provide assurance that all supplies submitted to the Customer conform to contract requirements.

Precedence

Any contradiction, inconsistency, or ambiguity with contract terms and conditions shall be resolved by the following order of precedence:



2.0 APPLICABLE DOCUMENTS

The following documents of the latest revision form a part of this Quality System to the extent specified herein:

- 2.1 (Your #), Calibration Policies & Procedures
- 2.2 MIL-STD-973, Configuration Management Policies & Procedures
- 2.3 (Your #), Property Control Policies & Procedures
- 2.4 (Your #), Purchasing Policies & Procedures
- 2.5 ANSI Z 1.4, Sampling for Attributes

3.0 REQUIREMENTS

3.1 Organization

The Quality Organization of (Your Co) reports directly to the Operations Manager. Organizational charts indicating lines of responsibility and authority are attached as Exhibits.

3.2 Customer Audit

(Your Co) shall permit Customer audits to evaluate the degree of compliance with this Quality System and contract performance. (Your Co) shall provide to the Customer, at this location, a copy of [redacted] to objectively determine compliance with the contract.

3.3 Procedures

Procedures and specifications required by this Quality System are listed in para 2.0

3.4 Records

Records of inspections/tests shall be produced to provide objective evidence of compliance to contract directives.



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3.5 Document Control/Change Control

- Contract Initiation

[Redacted]

- Procurement Documents

[Redacted]

- Release & Control

[Redacted]

Released documents require [Redacted]

The document release file shall indicate:

[Redacted]

3.6 Procurement Control

(Your Co) purchase orders shall be [Redacted]

3.7 Measuring Equipment

Measurement devices used to accept deliverable supplies or control critical process characteristics shall be [Redacted]

3.8 Sampling Plan

When sampling inspection of deliverable supplies is applicable, ANSI Z 1.4 or Z 1.9 shall be [Redacted] Whenever a sample quantity contains a defective, the

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3.9 Identification

The inspection status of all procured [redacted] supplies shall be evidenced by labels or other control device, e.g., traveler(s).

The receiving inspector shall [redacted]

The in-process inspector shall record the quantity [redacted]

The final inspector shall record the nature and number of inspections, the quantity accepted/rejected and [redacted]

Customer returned supplies shall [redacted]

3.10 Nonconforming Supplies

(Your Co) shall not accept supplies via MRB that do not exactly conform to the contract. MRB authority is granted for nonconformances to (Your Co) documents that do not effect Customer requirements. (Your Co) MRB shall consist of the [redacted] when applicable.

Nonconforming supplies considered acceptable by (Your Co) shall be submitted for [redacted]

Nonconforming supplies shall be segregated from acceptable supplies to the extent practicable and shall be [redacted]

The MRB shall record disposition instructions on MR Report (Your #) except for standard reworks.

3.11 Corrective Actions

The MRB shall determine whether or not corrective action is required to detect and correct [redacted] and an approximate date for completion of the action.

3.12 Customer Notification

(Your Co) shall respond promptly to Customer requests for corrective action taken to [redacted] in subsequent supplies.

3.13 Procurement Inspection

Purchased supplies shall be inspected upon receipt, as necessary, to verify conformance with the procurement document(s).

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In the event supplies are required prior to receipt of documentation providing evidence of conformance to the contract, Quality and Project Management may exercise a 'Calculated-Risk Release'. All supplies released on the basis of a calculated risk shall [REDACTED]

Written inspection and test procedures shall be prepared for each supply and shall contain, but shall not be limited to:

[REDACTED]

3.14 In-process Inspection

Inspections shall be performed during [REDACTED] to the extent necessary. Each inspection, test [REDACTED] shall be traceable to the individual responsible for the task. Inspections and tests shall [REDACTED] be maintained on process records or form (Your #)
The inspector shall:

[REDACTED]

3.15 Handling & Storage

Supplies shall be identified upon completion of inspection operations with a Good Material Tag or [REDACTED]
[REDACTED] In-process supplies pending inspection shall be stored in designated areas. All supplies shall be handled to prevent damage, loss, or substitution.

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3.16 Packaging/Shipping

Inspection instructions shall include [REDACTED]

3.17 Facility Relocation

(Your Co) shall notify the Customer in writing prior to [REDACTED]

3.18 Supplemental Contract Quality Requirements

Special instructions provided by the contract in the form of Supplier Quality Supplemental Requirements shall be integrated into standard inspection documents A/R.

[REDACTED]

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Quality Policy

Mo/Yr

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Revisions				Rev:		
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Used On	Contract#:		Your Company Name			
Prepared By:		Date				
Your Dept:		Date				
Your Dept:		Date				
Your Dept:		Date	QUALITY POLICY			
Your Dept:		Date	Your #			
Your Dept:		Date	Size: A	CAGE:		Form Rev: Orig 1 of 2

Your Company Logo

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It is a policy of the Company to perform all activities in a manner that reflects [REDACTED]

This means maintaining the [REDACTED]

Company to prevent production of items that would [REDACTED]

It is a goal of the company to encourage [REDACTED]

inside and outside of the workplace.

The Company strives to [REDACTED]

by providing [REDACTED]

Managers are to monitor [REDACTED]

if problems occur.

The Company's Mission is to [REDACTED]

The Company's Vision is to [REDACTED]

performance to those needs.

The Company will design and maintain an effective and economical quality program that makes [REDACTED]

operations as well as all inspections and tests.

This quality program was developed in coordination with [REDACTED]

services provided by [REDACTED]

[REDACTED]

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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.



Your Logo	Your Company Name	Purchasing
CAGE: xxxxx		Rev: Orig

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change



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Your Logo	Your Company Name	Purchasing
CAGE: xxxxx		Rev: Orig

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1.0 PURPOSE

This document defines the Purchasing process including or making reference to [REDACTED]

Note: this procedure applies to [REDACTED] are not subject to the controls of this procedure.

2.0 THEORY

The purchase of materials that go into our items or services affects [REDACTED]

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of related materials or services must be evaluated unless [REDACTED]

3.2 Supplier evaluation is conducted by following the format on [REDACTED]

3.3 The Supplier Evaluation Form ensures [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:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

3.6 Once entered into the Approved Supplier List, suppliers are rated as [REDACTED] to advance in rating.

3.7 Using incoming (receiving) inspection results for suppliers and employee feedback on service providers, the Quality Manager will determine [REDACTED]

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

3.9 For suppliers providing items, 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] may be upgraded to [REDACTED]

Your Logo	Your Company Name	Purchasing
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3.10 If a new Supplier rates [REDACTED] the Quality Manager will determine a course of action and a rating.

3.11 If any Supplier rates [REDACTED] the Quality Manager will determine a course of action.

3.12 If items are returned to any Supplier [REDACTED] the Quality Manager will determine a course of action and a rating.

3.13 Any Supplier may be de-rated to [REDACTED]

3.14 Management may override any RESTRICTED Supplier's rating providing [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 determine if [REDACTED] is required.

4.2 When appropriate, the purchase order defines [REDACTED]

4.3 As applicable, purchase order information includes:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) requirements relative to: [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]

4.4 The requirements for delegation are defined when [REDACTED] to maintain a register of delegations.

4.5 When the Company or its Customer needs [REDACTED]

Your Logo	Your Company Name	Purchasing
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4.6 See the process map herein.

4.7 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for the procurement of supplies, parts and materials outside the normal plant operating schedule. In such cases, the Purchasing department will verify and process all such purchases on the next business day.

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 [REDACTED] will decide whether [REDACTED]

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is not allowed.

5.4 The acceptance of items intended for the purpose of [REDACTED] being of the highest ethical standard.

5.5 The Purchasing department will cooperate with Customer-related activities and will participate where requested in [REDACTED]

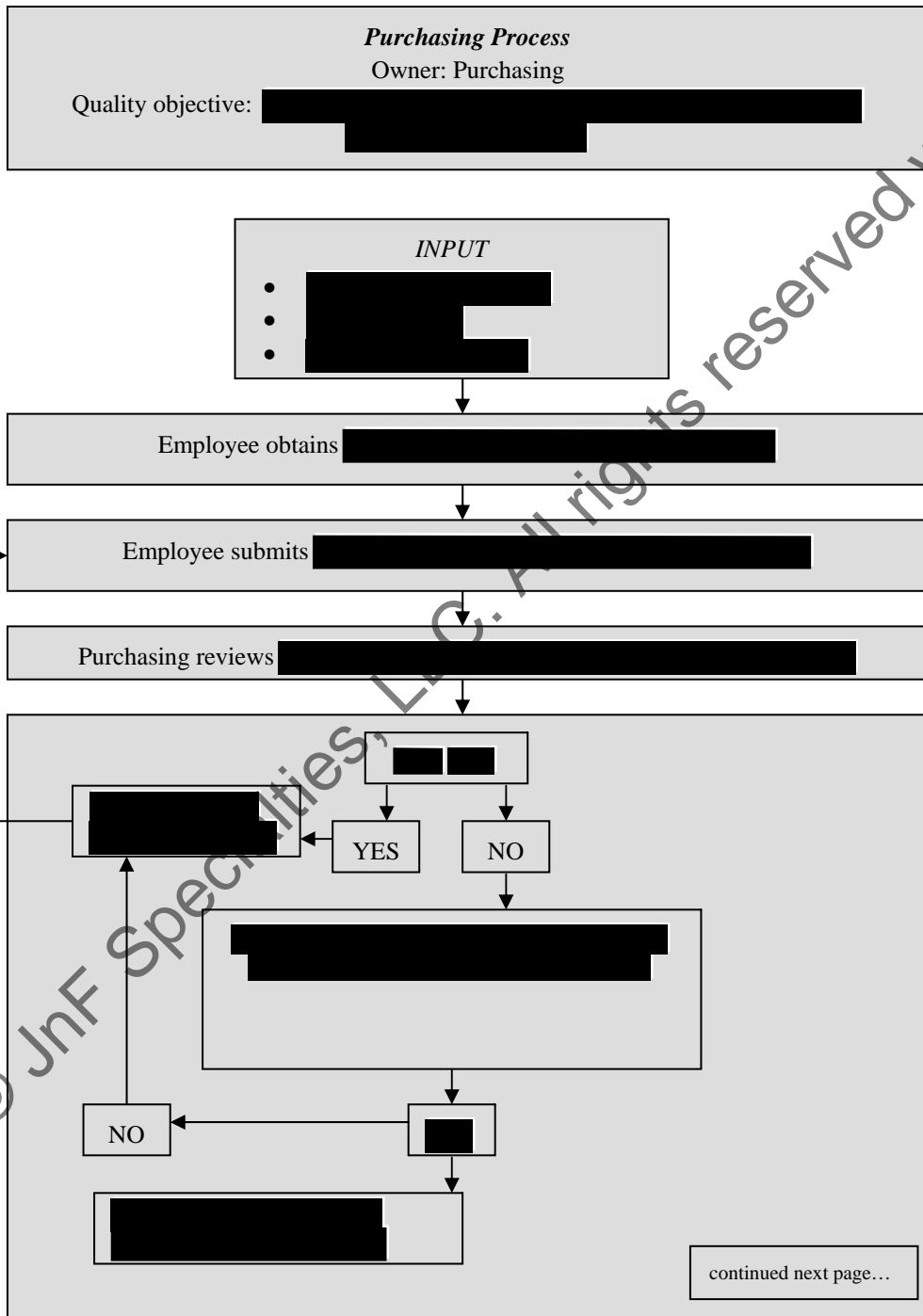
5.6 The Purchasing department will not, in any way, [REDACTED]

5.7 The Company will abide by all [REDACTED]

[REDACTED]

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6.0 PROCESS MAP



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PURCHASE ORDER

Your Company Name

Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx

Address, City, State, Zip Code

Date:

Purchase Order #:

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

Attention: Accounts Payable

Supplier:

Phone#:

Purchase Order Amount:

During performance on this subcontract, Seller's _____ processes.

Sign Acknowledgement Copy and Return Immediately

Note: A contract may not exist until _____

Your Company Name

Terms and Conditions of Purchase

1) WARRANTIES

2) CHANGES

3) INFRINGEMENT INDEMNITY

4) DOCUMENT MARKING AND USE

5) PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE
Seller agrees that proprietary information disclosed by Buyer to Seller for the purpose of this

6) ASSIGNMENTS AND SUBCONTRACTING

7) GENERAL

8) PRICES

9) SPECIAL PROVISIONS FOR U.S. GOVERNMENT WORK

a. In the

10) INSOLVENCY

11) FAIR LABOR STANDARDS ACT

12) INSPECTION

13) VARIATION IN QUANTITY

14) DISPUTES

15) EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROVISIONS

Contractor and Subcontractor Listing Requirement

1)

2)



Supplier Quality Requirements

Mo/Yr

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Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	Your Company Name	
Prepared By:			
Your Group:			
Your Group:		SUPPLIER QUALITY CONTROL	
Your Group:		Your Procedure Number	
Your Group:		Size: A	CAGE: <input type="text"/>
		Your Form # (Mo-Yr)	1 of 4

PURPOSE and SCOPE

To establish the minimum requirements for supplier Quality

[Redacted]

[Redacted]

PROPRIETARY INFORMATION

[Redacted]

APPLICABILITY

[Redacted]

DEFINITIONS and ABBREVIATIONS

- A. The term 'Buyer' or '(Your Co)' means (Your Co).
- B. The term 'Seller' means the legal entity that is the contracting party with the Buyer with respect to the Purchase Order.
- C. 'IAW' means in accordance with.
- D. 'MRB' means Material Review Board

PROCESS CONTROL

[Redacted]

SELLER's QUALITY SYSTEM, GENERAL

[Redacted]

NEGOTIATIONS

[Redacted]

Your Company Name	REV Orig	CAGE	DOC#: Your Procedure #	2 of 4
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[REDACTED]

[REDACTED]

SUBCONTRACTOR CONTROL

[REDACTED]

DRAWING and CHANGE CONTROL

[REDACTED]

RECEIVING INSPECTION

[REDACTED]

Your Company Name	REV Orig	CAGE	DOC#:	3 of 4 Your Procedure #
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[Redacted]

STOCK CONTROL

[Redacted]

[Redacted]

[Redacted]

SAMPLING INSPECTION

[Redacted]

TOOL, GAGE, and TEST EQUIPMENT

[Redacted]

TECHNICAL REQUIREMENTS

[Redacted]

[Redacted]

MATERIAL CONTROL

[Redacted]

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Approved Supplier List

(mo/yr)

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Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	Your Company Name	
Prepared By:			
Your Dept:			
Your Dept:		APPROVED SUPPLIER LIST	
Your Dept:		Your #	
Your Dept:		Size: A	CAGE: <input type="text"/>
		Your Form# (mo/yr)	1 of 3

Your Logo

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Procedure:

[Redacted text block]

Complete Supplier Evaluation form.

Acceptable Practice:

[Redacted text block]

their commitment to requirements.

Glossary:

Non-deliverable: Supplies that **are not used** for delivery to a Customer

[Redacted text line]

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Your Company Name	REV	CAGE	DOC#:	2 of 3
			QC-121-3	

Your List of Suppliers

Your List of Suppliers



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Ref:

Your Company Name

Page 1 / of /

SURVEY REPORT

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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Ref:

Your Company Name
SURVEY REPORT

Page 2 / of /

Continuation...

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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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

Evaluator: check the boxes below for each criterion evaluated. Attach evidence where indicated.
At least three criteria must be checked in Part II for the Supplier to be qualified.

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

RESULTS OF INITIAL EVALUATION
(Ref. Purchasing Procedure)

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

RESULTS OF RECEIVING INSPECTION OR SERVICE FEEDBACK

Purchase Order Number

Request for Support Number

- Supplier is RESTRICTED Supplier UNRESTRICTED

[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>
[Redacted]	<input type="checkbox"/>	[Redacted]	<input type="checkbox"/>

NOTES

[Redacted]

**Your Company Name
SUPPLIER SURVEY**

Company Name:				
Street Address:				
City:		State:		Zip:
Phone No:		Fax No:		

GENERAL INFORMATION

[Redacted text block]

[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
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[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Form Rev: Orig

Specification(s) to which your Company works? _____

Does your Company have [REDACTED]

If yes, name of Chairperson: _____ Title: _____

Has your Quality System ever been [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

BUYER USE ONLY BELOW LINE

[REDACTED] [REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED] [REDACTED]

[REDACTED]

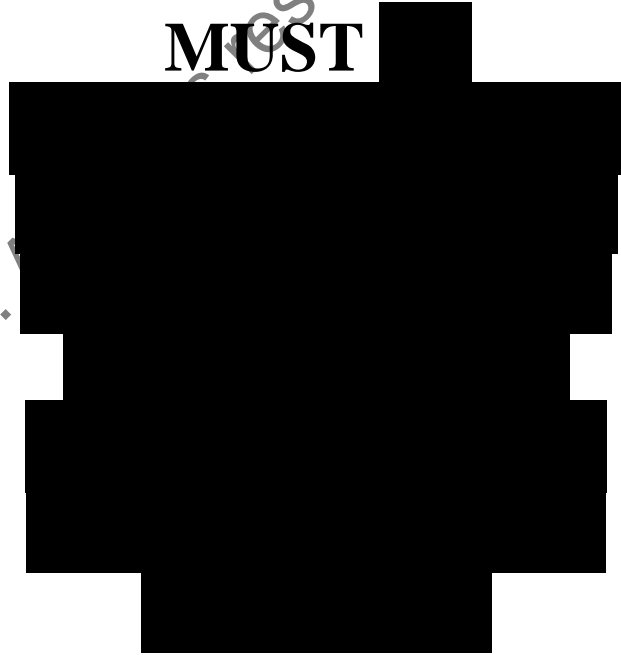
[REDACTED]

CERTIFICATE OF COMPLIANCE

From:
To:
Name:
Title:

NOTICE

THIS CERTIFICATE
OF COMPLIANCE
MUST



Form# (mo/yr)

Your Logo



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Document Archive

(mo/yr)

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Revisions				Rev:	
Letter	E.O. Number - Description			Date	
Used On	Contract#:		Your Company		
Prepared By:					
Your Dept:					
Your Dept:			Work Instruction		
Your Dept:			Your #		
Your Dept:			Size: A	CAGE:	Your #
				Your # (mo-yr)	1 of 2

1	Responsibility	Prepare Box for Storage
1.1	Owner	[REDACTED]
1.2	DCC Clerk	[REDACTED]
1.3	DCC Clerk	[REDACTED]
1.4	DCC Clerk	[REDACTED]
1.5	DCC Clerk	[REDACTED]
1.6	DCC Clerk	[REDACTED]
1.7	DCC Clerk	[REDACTED]
1.8	DCC Clerk	[REDACTED]
2	IF	THEN
2.1	Destroy/review date unknown	[REDACTED]
3	IF	THEN
3.1	Request for box	[REDACTED]
3.2	Requestor does not own box	[REDACTED]
3.3	DCC Clerk	[REDACTED]
3.4	DCC Clerk	[REDACTED]

[REDACTED]

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DOCUMENT REVISION STATUS

Form Rev: Orig



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DOCUMENT TRANSMITTAL LOG

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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EO NUMBER:

DATE:

ENGINEERING ORDER

Page of

YES NO

PERSON REQUESTING

CUSTOMER APPROVAL

CUSTOMER

YES NO

REASON FOR CHANGE:

DESCRIPTION OF CHANGE

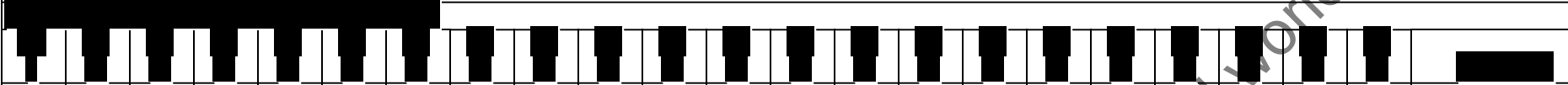
Your Logo	Inspection Instructions		QC-110 (mo/yr) Page 1 of 1	
	Special Instructions:	Specification:		
		Specification:		
		Approval:		

[Redacted]

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Drawing No:		INSPECTION RECORD										QC-110-1 (mo/yr)						
Item Name:		(Your Co)										Front						
		(Description of Inspection Process)																
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
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31																		
32																		
33																		
34																		
35																		

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Your Co Name

Address

City - State - Zip

Phone: Fax:

Email:

NON-CONFORMANCE REPORT

[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
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[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
Comments:		
Shipping Request		
Ship To:		
Attention:	RMA#:	
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[Redacted]	[Redacted]	

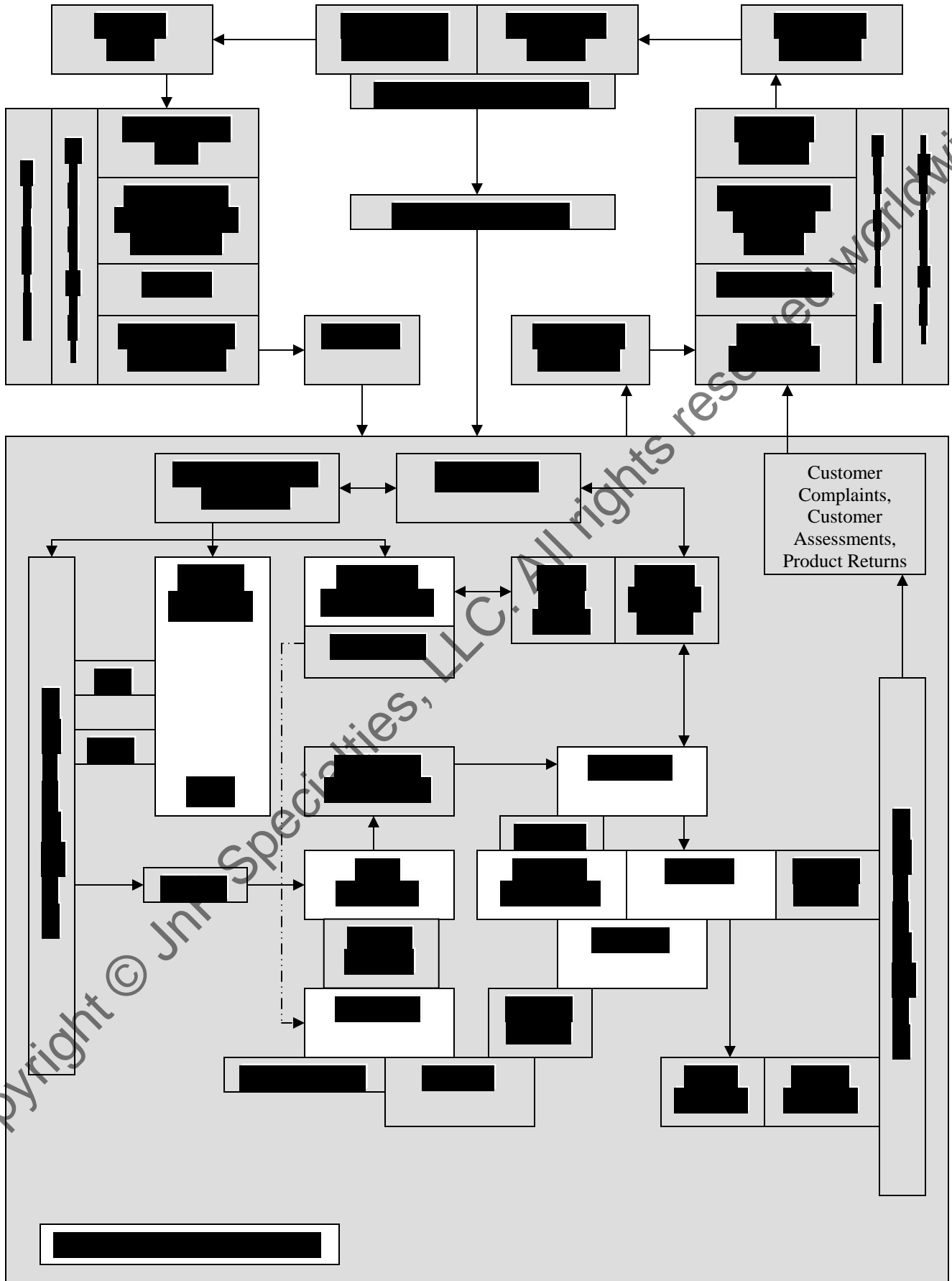
Your Form# (mo/yr)

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Attach Tracking Information

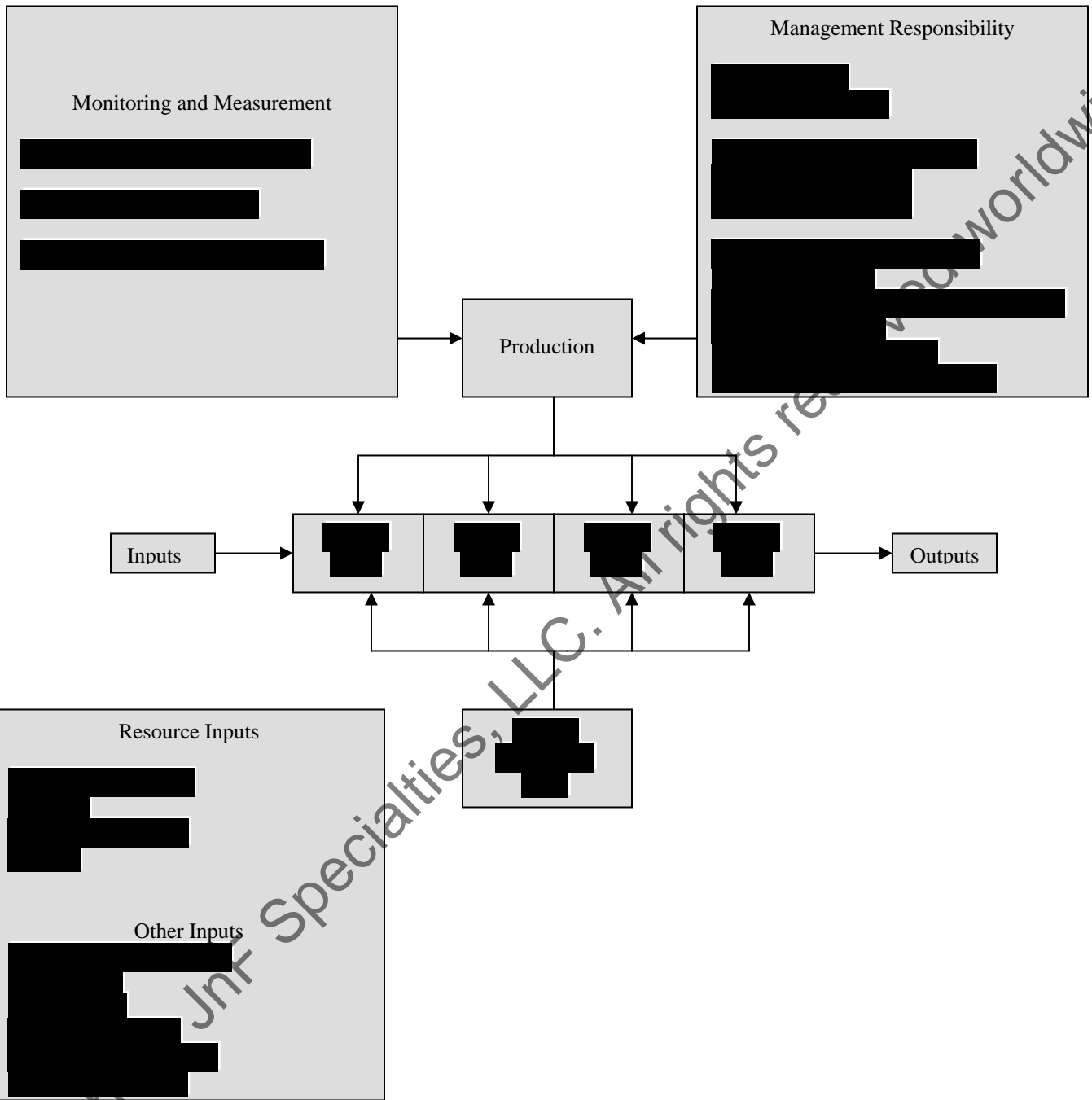


Attachment I



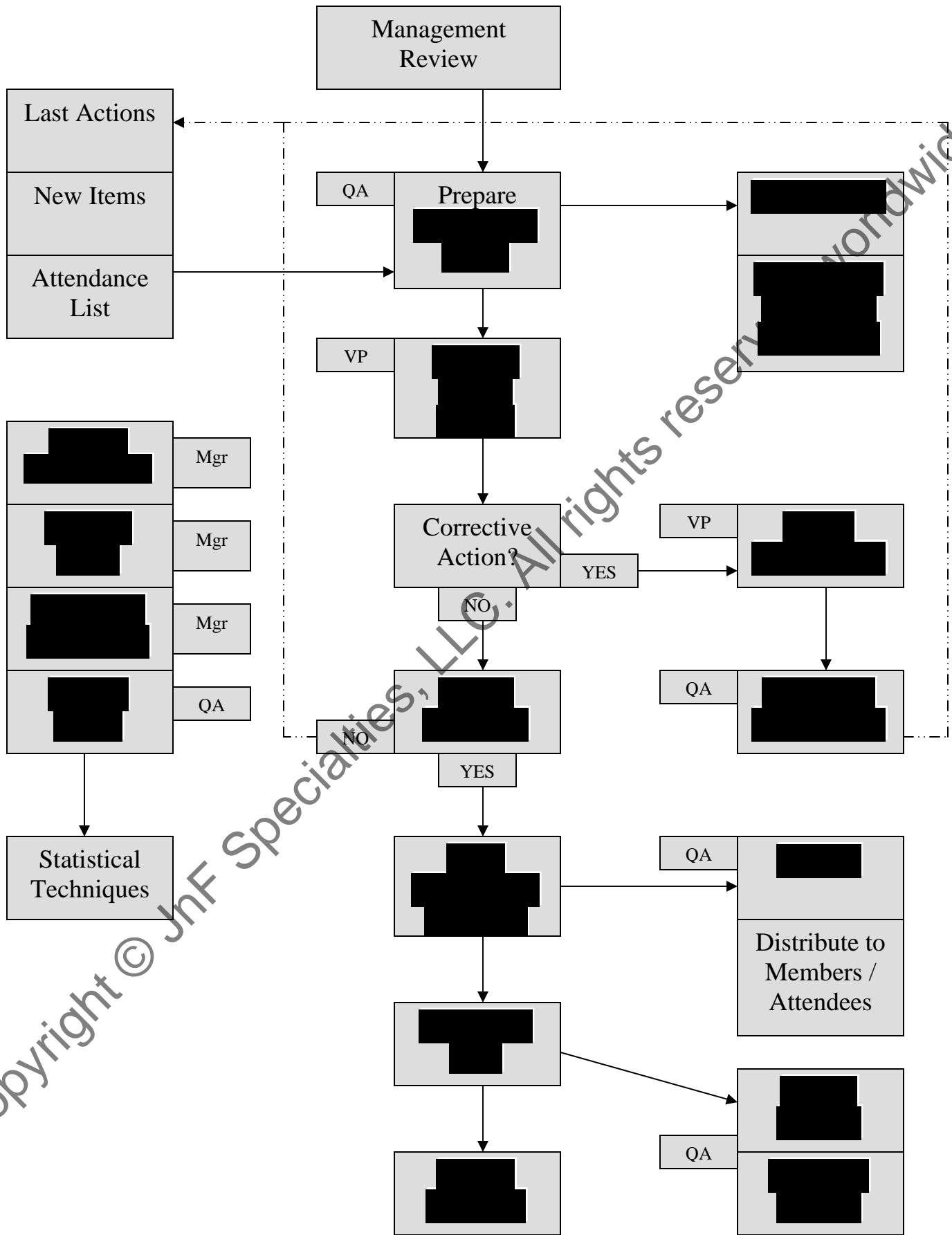
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Attachment II



[Redacted line]

Attachment III



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

GOOD MATERIAL TAG			Your Logo		
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■		■		■	
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Your Form# (mo/yr)

GOOD MATERIAL TAG			Your Logo		
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Ready For:					
QC Acceptance:					
Your Form# (mo/yr)					

Your Form# (mo/yr)



WITHHOLD TAG

Date:		Item Name:	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]			

Your Form# (mo/yr)

BAD MATERIAL TAG

Date:		Item Name:	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]			

Your Form# (mo/yr)

[REDACTED]

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REQUEST FOR CORRECTIVE ACTION

1	RFCA#:	Date:	MR#:
2	<input type="checkbox"/> Internal	<input type="checkbox"/> External	
3	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED]		
	[REDACTED]		
	[REDACTED]		
	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]
12	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]

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[REDACTED]

Your Logo	REQUEST FOR DEVIATION / WAIVER
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1. NAME AND ADDRESS (Your Co)	2. CAGE CODE 4. PURCHASE ORDER NO. 4a. PURCHASE ORDER LINE NO.	3. RDW NO. 5. DATE 6. DEVIATION <input type="checkbox"/> WAIVER <input type="checkbox"/>
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12.		
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CUSTOMER APPROVAL:		Date:

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Your Form# (mo/yr)

[Redacted]

Your Address
 Your Phone – Fax – Email

Your Company Name

Information Request

Date:				Phone:	
Subject:				Email:	
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		[Redacted]		[Redacted]	
By:				Date:	

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Your Logo	Your Co Name Address City - State - Zip Phone - Fax - Email
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REQUEST FOR QUOTE	No:
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To:	Supplier Name	Date:	
	Street	Phone:	
	City, State	Fax:	
	Zip	Email:	



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Your Logo	Receiving Inspection Instructions		Form Rev: Orig Page 1 of 1
	Special Instructions:	Specification:	
		Specification:	
		Approval:	

Oper R&I	Qty	Description of Inspection Operation	Gage	Comment
	---	Op 1:		
		Op 2:		
		Op 3:		
		Op 4:		
		Op 6:		
		Op 7:		
		Op 8:		
		Op 9:		
		Op 10:		
		Op 11:		
		Op 12:		
		Op 13:		
		Op 14:		
		Op 15:		
		Op 16:		
		Op 17:		

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Drawing No:

RECEIVING INSPECTION REPORT



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Your Logo

Form Rev: Orig



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Your Logo		Notes:		
ROUTING TICKET				

Customer:		PO#:		Date:	
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Dwg#:		Rev:		Job#:	
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175	Final Inspect				
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Add to Cart