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CQC PLAN

Origination Date: (month year)

Document Identifier:	CQC Plan
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

(Your Project Description)

CONTRACT NO. XXXXXXXXXXX

Under the Supervision of

(Your Client's Name)

Abstract: This document describes the CQC plan for (your project name).

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REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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Referenced documents are displayed in ***bold/italic*** font.
Superscript font corresponds to paragraph numbers in ***UFGS-01 45 00***.

FYI Order of Precedence:

This generic Contractor Quality Control Plan (CQC) is a component of the ***Quality Management Plan*** (QMP) that is defined by regulation ***USACE ER 1110-3-12 para 2.3.b***, which supersedes ***USACE ER 1110-1-12***.

Regulation ***USACE ER 1110-3-12*** is a component of ***UFGS-1 45 00***.

UFGS-1 45 00 supersedes the following specifications:

UFGS-1 45 00.00 10
UFGS-1 45 00.00 20
UFGS-1 45 00.10 20

NASA withdrew from UFGS on 9-30-2023:
https://www.wbdg.org/ffc/nasa/ufgs-master-specifications

Keep the above notice for bold/italic and superscript font in the CQC plan.

Delete the entire [redacted] prior to release of the CQC plan.

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1.0 SCOPE

This Quality Control Plan establishes [redacted] and services to stakeholders of the USACE according to the Contractor Quality Control (CQC) Plan defined in the latest release ***Specification UFSG-01 45 00***.

1.1 Inspection System

The Company retains and maintains a ***Quality Manual*** to provide policies and procedures that ensure the successful operation of this CQC Plan. This CQC takes precedence in the event of conflicting requirements between the ***Quality Manual*** and this CQC.

An ***Inspection System*** is provided herein to confirm [redacted] according to contract requirements.

1.2 Inspection Records

The Company retains and maintains ***Inspection Records*** that are available for review upon request by Clients, Contracting Officer Representatives, and Authorities Having Jurisdiction. Non-disclosure agreements are required for [redacted] Inspection records are produced using the ***Daily Construction Quality Control Report*** (QCR).

1.3 Company Responsibility

The Company is responsible for activities required to manage, control, and document compliance with applicable requirements for Definable Features of Work. Work activities include [redacted] achieving required construction on and off-site by the Company and [redacted]

The Company's CQC Plan is fully documented and implemented and is maintained as needed to meet the requirements of the Company's [redacted]

1.4 PDCA

The Company has adopted a process-oriented method of management. This approach emphasizes the importance of:

a) [redacted]
b) [redacted]
c) [redacted]
d) [redacted]

The sequence and interaction of processes (PDCA) has been determined and are controlled by specific criteria and methods. Objectives are set for [redacted] to confirm process effectiveness. During Management Review, process resources are [redacted] Corrective action is applied to ensure work activities [redacted]

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2.0 ORGANIZATION

The Company provides personnel with qualifications required to enable compliance with [redacted] The size and composition of the organization may [redacted] which is compatible with the level [redacted]

2.1 Quality Control Organization

2.1.a Three-Phase Control Systems[1.5.2.1.a]

The Company's Project Delivery Team (PDT) organizes a Coordination of Mutual Understanding Meeting then implements preparatory, initial and final phase control systems for [redacted]

2.1.b Organization Charts[1.5.2.1.b]

The Company retains and maintains ***Project-Specific Organizational Charts*** that identify lines of authority for each Project Delivery Team (PDT), [redacted] with individual names and job titles up to [redacted] The Project Delivery Team (PDT) includes, but is not limited to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted] (add your Responsible Authorities to list)

The PDT Team Members are individually and collectively responsible for quality.

2.1.c Qualifications[1.5.2.1.c]

In ***Resume*** format, the Company retains and maintains project-specific names and qualifications, position titles, and durations for qualifying experiences.

2.1.d Duties, Responsibilities and Authorities[1.5.2.1.d]

For each person in the QC organization, the Company pays particular attention to [redacted] mandatory training in Construction Quality Management for Contractors (CQM-C). The QC Manager and all members of the QC organization are [redacted]

All employees are empowered to request corrective action to prevent the occurrence of nonconformities relating to the construction process or the quality control plan. The Quality Manager is responsible for [redacted] and to verify [redacted] applied by Responsible Authorities.

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Project Superintendent

The Project Superintendent oversees all aspects of the job - responsibilities include:

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

The Project Superintendent has the authority to [redacted] or cancel [redacted] and require [redacted]

Quality Manager

The Company's Quality Manager verifies conformance to all Plans and Specifications - responsibilities include but are not limited to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]t
- [redacted]
- [redacted]
- [redacted]
- [redacted]ip
- [redacted]

The project Superintendent/Quality Manager has the authority to direct all work, Subcontractors and project personnel, approve and disapprove [redacted] require corrective action for any [redacted] See attached letter [redacted] that outlines responsibilities of the Quality Manager, which includes [redacted]

Alternative Contractor Quality Control Representative

In the event the Quality Manager is not present at the jobsite, the Alternative Quality Control Representative assumes all responsibilities and authorities. See attached letter [redacted] that outlines responsibilities of the Alternative Quality Control Representative, which includes [redacted]

See Attachment 1 Organization Chart that shows lines of authority with the Quality Manager reporting to [redacted]. See Attachment 2 qualifications in resume format for the duties, responsibilities and authorities of each person assigned a CQC function.

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2.1.d.1 QC Experience

Project-specific QC Managers have a minimum of [redacted] or a minimum of [redacted] combined experience in the following positions on similar size and type construction Contracts: [redacted] which includes [redacted] part of the current Contract. The QC Manager is familiar with the requirements of the ***Safety and Health Requirements Manual EM 385-1-1***, and has experience in the areas of [redacted]

2.1.d.2 Army Requirements for QC Manager:

The QC Manager has at least [redacted] and is a graduate [redacted] or a graduate of [redacted] with a current [redacted] or a current licensed [redacted] and a minimum of [redacted] experience as a [redacted] on similar size and type construction Contracts, which includes [redacted] part of the current Contract. The QC Manager is familiar with the requirements of the ***Safety and Health Requirements Manual EM 385-1-1***, and has experience in the areas of [redacted] The QC Manager and all members of the QC organization are [redacted]

2.1.d.3 Construction Quality Management for Contractors Training

In addition to the above Army required experience and education requirements, the QC Manager and all members of the QC Team are required to renew course certifications every five (5) years for training in ***Construction Quality Management for Contractors*** (CQM-C). The Company obtains course certifications [redacted]

2.1.e Subcontracting[1.5.2.1.e and 1.5.2.1.o[q][r]]

The Company retains and maintains an ***Approved Suppliers List*** and ***Supplier Evaluation Form*** records with descriptions of provided services and verification of current status of required certifications for [redacted] such as, [redacted]

The QC Manager documents verification on the ***Supplier Evaluation Form*** that certifications are [redacted] and will not [redacted] 1.5.2.1.o[q][r]

2.1.f Design-Build and Commissioning Appointment Letters[1.5.2.1.f]

The Company retains and maintains ***Letters of Direction*** signed by Responsible Authorities that appoint and state the QC Manager, Alternate QC Manager, Design Quality Control Manager, and Commissioning Coordinator (CxC) are responsible for [redacted] as described in the current Contract. The ***Letters of Direction*** identify the responsibility [redacted] to implement and manage [redacted] and their authority to [redacted]. ***Letters of Direction*** are issued by the QC Manager

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to all [redacted] outlining their duties, authorities and responsibilities.

2.1.g Design-Build Submittal Procedures and Initial Submittal Register[1.5.2.1.g]

Responsible Authorities in the QC organization are assigned to review, approve, schedule, manage and certify submittals prior to approval from/for [redacted] The Company prepares an initial ***Submittal Register*** according to ***UFGS-01 33 00*** that includes the following information:

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

All submittals are scheduled, reviewed, certified and managed to include [redacted]

[redacted] **Submittal Register**

The ***Submittal Register*** is tailored to meet [redacted] and is used as [redacted] A preliminary ***Submittal Register*** is submitted for approval at the preconstruction conference. Additional details are submitted according to the ***Construction Schedule*** within thirty ([redacted] after Notice to Proceed.

General Submittal Procedure

Prior to submittal, all items are [redacted] Submittals include items such as: [redacted] and other [redacted] according to the requirements of the contract required [redacted]

The ***Submittal Register*** may not be all-inclusive and additional submittals may be required. The approved ***Submittal Register*** becomes the [redacted] The ***Submittal Register*** and the ***Progress Schedules*** are coordinated [redacted] A ***Transmittal Form*** is used for [redacted]

Scheduling Procedure

The Company uses the ***Resident Management System*** (RMS) to assure delivery of submittals according to requirements.

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2.1.h Testing Laboratory Information[1.5.2.1.h]

2.1.h.1 Army Requirement for Testing Laboratory Information

All testing laboratories are validated by the USACE Material Testing Center (MTC) for the tests to be performed. Browse web address https://mtc.erdc.dren.mil to find information about the USACE MTC. Browse link named "Lab Validation" - "Search for a Validation" to use the provided search tools to find a list of validated testing laboratories. Browse link named "Lab Validation" - "Request a Validation" to find the ***Lab Validation Request Form***.

NOTE: Requests for listing additional laboratory accreditation programs are submitted to [redacted]

2.1.h.2 Navy Requirement for Testing Laboratory Information

Laboratory Accreditation Authorities include:

- [redacted]

2.1.i Testing Plan and Testing Log[1.5.2.1.i]

The Company retains and maintains ***Testing Plans*** that define test requirements for associated features of work and specification paragraph numbers that require the tests. The Company also retains and maintains ***Testing Logs*** that report the tests required for associated features of work and [redacted] each test.

2.1.j Design-Build Deficiencies[1.5.2.1.j]

The Company retains and maintains a [redacted] that applies to all phases of design and construction. Deficiencies are identified and controlled prior to [redacted] and after [redacted]

Deficiencies are identified and controlled...

1. [redacted]
2. [redacted]

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2.1.k Design-Build Reporting Procedure[1.5.2.1.k]

The Company retains and maintains a ***Design-Build Reporting*** format that includes:

- Project Name:
- Type of Facility/Project Description:
- Owner:
- Location:
- Program Manager/Construction Manager:
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
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  - [redacted]
  - [redacted]
  - [redacted]
- [redacted]
- [redacted]

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2.1.l Design-Build Design Changes and/or Variations[1.5.2.1.l]

The Company retains and maintains a ***Configuration Management Procedure*** that applies to all phases of design and construction. Design changes and/or variations are reviewed and approved by [redacted]
The ***Configuration Management Procedure*** provides for delivery of ***Design Changes*** and/or variations to [redacted]

3.0 DESIGN-BUILD LIST OF DEFINABLE FEATURES OF WORK[1.5.2.1.m]

The Company's definition of a Definable Feature of Work (DFOW)

- [redacted]
- [redacted]

The Company includes DFOWs for all activities on the ***Construction Schedule*** and provides separate DFOWs in the ***Network Analysis Schedule*** for each [redacted] and ***Submittal Package***. The Company also identifies [redacted] for each DFOW. The Company includes the ***DFOW List*** and the ***Construction Schedule*** on the ***Agenda*** for the Coordination of Mutual Understanding Meeting.

4.0 DESIGN-BUILD PROCEDURES FOR PERFORMING AND TRACKING THE THREE PHASES OF CONTROL[1.5.2.1.n]

The Company applies controls for each phase of work to achieve [redacted] The Company completes a ***Preparatory and Initial Phase Checklist*** for each Definable Feature of Work (DFOW) for review during each phase meeting.

5.0 SPECIAL INSPECTIONS[1.5.2.1.o]

The Company includes special inspections in the ***Construction Schedule*** and prepares the ***Statement of Special Inspections*** and ***Special Inspections Project Manuals*** according to ***Specification UFGS-01 45 35 Special Inspections***. The Company subcontracts special inspections to [redacted] and schedules special inspections required by [redacted]

6.0 DESIGN QUALITY CONTROL PLAN[1.5.2.2]

The Company retains and maintains a ***Design Quality Control Plan*** (DQC) for submittal to [redacted] achieve professional [redacted]

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6.1 Design-Build Requirements for Design Quality Control Plan[1.5.2.2]

For Army projects, the Company applies the term [redacted] according to ***USACE ER 1165-2-217***.

For Military Engineering Design projects, the Company applies the term [redacted] according to ***USACE ER 1110-3-0201***.

For Navy projects, technical design reviews are performed according to ***WBDG FC 1-300-09N***.

6.1.a Design-Build Technical Design Reviews[1.5.2.2.a]

The Company performs independent technical design reviews [redacted] identified in the ***DQC Plan*** that are [redacted]

6.1.b Design-Build Design Schedule[1.5.2.2.b]

The Company includes the ***Design Schedule*** in the ***Master Project Schedule*** that identifies [redacted] during performance of the contract. The ***Design Schedule*** identifies [redacted], including [redacted] The Company uses the ***Design Schedule*** [redacted] for each activity. When the schedule is changed, the Company [redacted]

6.1.c Design-Build Discipline-Specific Checklists[1.5.2.2.c]

The Company produces ***Discipline-Specific Checklists*** [redacted] according to ***USACE ER 1110-3-12***. The Company completes and uses ***Discipline-Specific Checklists*** for [redacted]

6.1.d Design-Build Design Quality Control Manager[1.5.2.2.d]

The Company assigns a Design Quality Control Manager to implement the ***Design Quality Control Plan*** (DQC) that has responsibility for [redacted] The DQC Manager is also responsible for [redacted] The Company documents and submits [redacted] within [redacted]

6.1.e Design-Build Cross-Checking Design Drawings[1.5.2.2.e]

The Company reviews and documents ***Cross-Checks*** of ***Engineering Design Drawings and Specifications*** to confirm [redacted]

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6.1.f Design-Build Requirements for Navy Design Quality Control Plan[1.5.2.2.f]

The Company documents and submits to the Contracting Officer's Representative (COR) [redacted] associated with the Designer of Record (DOR).

6.1.g Design-Build Navy Communication Plan[1.5.2.2.g]

The Company documents and submits to the Contracting Officer's Representative (COR) a ***Communication Plan*** that includes:

- [redacted]

Communication methods may include, but are not limited to:

- [redacted]

6.1.h Design-Build Navy Life Safety and Fire Protection Plan[1.5.2.2.h]

The Company documents and submits to the Contracting Officer's Representative (COR) [redacted] associated with the Fire Protection Designer of Record (DOR). The DOR is assigned to prepare a ***Statement of Life Safety and Fire Protection Features Inspections and Testing***, which includes [redacted]

The ***Statement*** is submitted to the NAVFAC Fire Protection Engineer and the Installation Fire Chief before [redacted]

This ***Statement*** includes:

- [redacted]

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Life safety and fire protection features include, but are not limited to:

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

6.1.i Design-Build Navy Design Document Submittal 1.5.2.2.i

Procedures for ensuring the ***Design Documents*** are submitted according to ***FC 1-300-09N, Navy and Marine Corps Design Procedures*** to ensure [redacted]

6.2 Specification ER 1110-3-12 Requirements, page 85, para 6.2

6.2.1.a [redacted] Staff for Specific Features of Work

In addition to the size and composition of the Company referenced in 2.0, additional staffing may be required for specific features of work.

6.2.1.b Unique Submittal Submissions and Review Processes

Unique submittal submissions may be required in addition to submittal submissions referenced in 2.1.g. Unique review processes may also be required in addition to review processes referenced in [redacted]

6.2.1c Integration into the Three Phase Inspection Process

The Company schedules ***Notifications*** for project inspections at least [redacted]

6.2.1d Unique Testing Requirements

Unique testing requirements may be imposed by [redacted] in addition to testing requirements referenced in [redacted]

6.2.1.e Approved CQC Plan Referenced in the QMP

When approval is documented for the Company's Quality Control Plan (CQC), the Company updates the ***Quality Management Plan*** (QMP) [redacted] for retrieval from the ***Resident Management System*** (RMS) https://rms.usace.army.mil/

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7.0 INSPECTION SYSTEM

The Company retains and maintains ***Inspection Records*** and provides access to records [redacted]

Incoming materials are inspected [redacted] and as a means of monitoring [redacted]

The Company is responsible for [redacted] Responsibilities include [redacted] Work activities include [redacted] required for quality construction.

The Company confirms their capability to achieve [redacted] contracts. Resources may [redacted] with the level [redacted] required by [redacted] Qualified personnel are [redacted]

The ***Engineering Drawings***, other ***Technical Documentation*** and identified critical items, including [redacted] construction work. In all cases, this includes [redacted] with the Project Superintendent.

Inspection consists of Preparatory, Initial and Follow-up Inspections and applicable [redacted]

Preparatory Inspections

This inspection is conducted prior to beginning all definable segments of work as well as [redacted] The Client/Inspector and other involved personnel are notified at least [redacted]

Preparatory Inspections may include:

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

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- [redacted]

RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE ***DAILY REPORT***.

Initial Inspections

This inspection is performed after [redacted] accomplished. The Client/Inspector and other involved personnel are notified at least [redacted]

Initial Inspections may include:

- [redacted]

RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE ***DAILY REPORT***.

Follow-up Inspections

This inspection is performed as required. The Client/Inspector and other involved personnel may [redacted]

Follow-up Inspections may include:

- [redacted]

Documentation and Control

- [redacted]

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Completion Inspection[1.5.2.1.[o][p]]

Punch-Out Inspection:

The Project Superintendent and Quality Manager conduct an inspection of the work and develop a ***Punch List*** of items that do not conform to the ***Approved Drawings*** and ***Specifications***. The Responsible Authorities document and include [redacted] and make a second [redacted] Once this is accomplished, the Quality Manager and Project Superintendent sign-off the ***Punch List*** then [redacted]

Pre-Final Inspection

The Client performs this inspection to verify the construction is complete and [redacted] A Client ***Pre-Final Punch List*** may be developed as a result [redacted] to schedule a Final Inspection with the Client.

Final Acceptance Inspection

The Quality Manager or other primary management personnel and [redacted] are in attendance at this inspection. The final acceptance inspection is scheduled by [redacted] upon results of [redacted] ***Notice*** is given by the Project Superintendent at least [redacted] and include [redacted] by the date scheduled for the final acceptance inspection.

8.0 TESTING

The ***Testing Plan*** for the (your project name) is as follows:

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

Control, verification and ***Acceptance Testing Procedures*** for each specific test includes [redacted] Client-directed laboratory facilities are [redacted]

9.0 DOCUMENTS AND RECORDS

Records are controlled to provide [redacted] information [redacted] ***Documents*** are reviewed and approved [redacted] Previous versions are [redacted] Applicable records are provided [redacted] for processing and storage in the Army Records Information Management System (ARIMS).

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10.0 CONTROL OF NONCONFORMITIES

Construction design and construction deficiencies that are found to be nonconforming against specified requirements [redacted] according to the ***Control of Nonconformities Procedure***. Necessary corrective actions [redacted] according to the ***Corrective Action Procedure***. This applies to [redacted]

REWORK PROCEDURES

The Company has a long standing successful procedure to confirm all deficiencies are [redacted] Upon identification of nonconformity, a ***Nonconformance Report*** is initiated [redacted] for [redacted]

A declared nonconformity is provided a narrative on the ***Nonconformance Report*** that [redacted] and [redacted]

The nonconformity is noted on the ***Daily Report*** and tracked daily until [redacted] The Quality Manager confirms corrective action is accomplished according [redacted] with approval [redacted]

The ***Control of Nonconformities Procedure*** is [redacted] as well as [redacted] The ***Nonconformance Log*** is updated [redacted]

11.0 DOCUMENTATION

All reportable records include [redacted]

All submittals [redacted] are maintained at [redacted]

Test Reports are attached to the ***Daily Report*** as they are received by the Quality Manager.

The Quality Manager submits all ***Inspection Reports*** not more than [redacted]

Registers / Files Maintained at Company Field Offices

- [redacted]s)
- [redacted])
- [redacted]

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- [redacted]

12.0 WORKMANSHIP

The Company plans and carries out construction activities that include workmanship requirements for:

- [redacted]

13.0 LIST OF DEFINABLE FEATURES OF WORK

(Tailor this section to address key elements of the project.)

A Definable Feature of Work is a task that is [redacted] has [redacted] and may be identified by [redacted] or it may [redacted]

For instance – breakdown each work element from [redacted]

General Requirements

[redacted] Field Engineering
Engineering Services
[redacted]

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[redacted]

Site Work

[redacted]

Demolition
Clearing & Land Preparation
Earthwork

[redacted]

Storage of Materials

[redacted]

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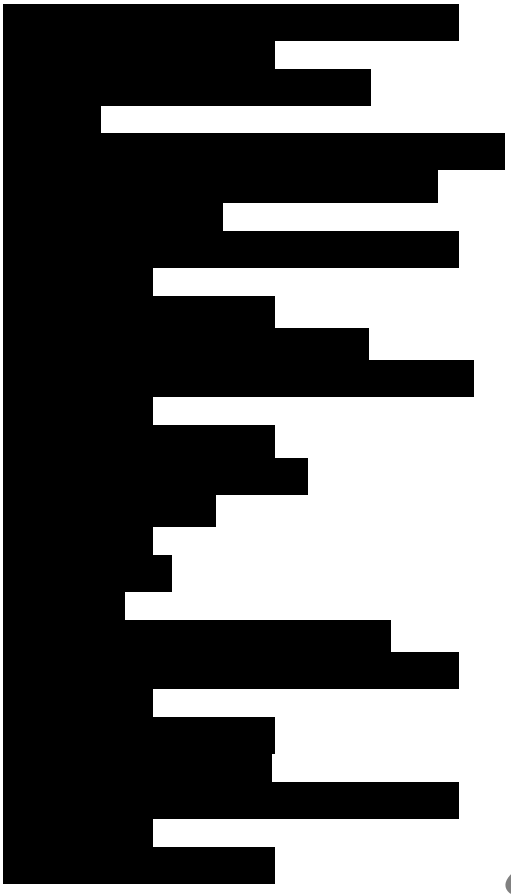
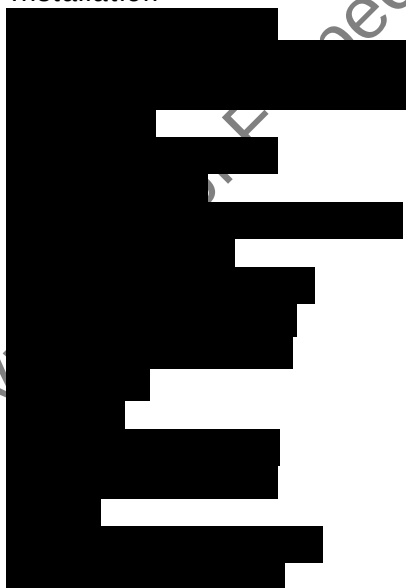


Concrete

[redacted]Concrete Formwork and Accessories
Handling and Storage of Materials
Installation



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[redacted]

Metals

[redacted]Welding
Certifications
[redacted]Bolted Fasteners
[redacted]

Thermal and Moisture Protection

[redacted]Sealants and Caulkings
Handling and Storage of Materials
Installation
[redacted]

Doors and Windows

[redacted]Hollow Metal Doors and Frames
Inspection
[redacted]

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[redacted]

Finishes

[redacted] Coal-Tar Epoxy Coating Systems for [redacted]
Application

[redacted]

Specialties

[redacted] Louvers
Inspection

[redacted]

Equipment

[redacted] Rigid Equipment Mounts
Inspection

[redacted]

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Building

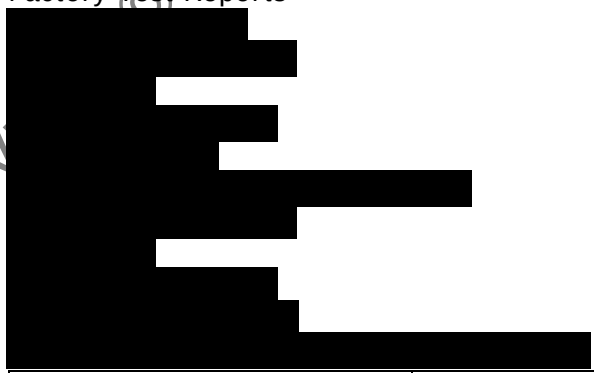
[redacted]Precast Concrete Building
Handling and Storage

Mechanical

[redacted]Piping
Handling and Storage

Electrical

[redacted]Basic Materials and Methods
Factory Test Reports



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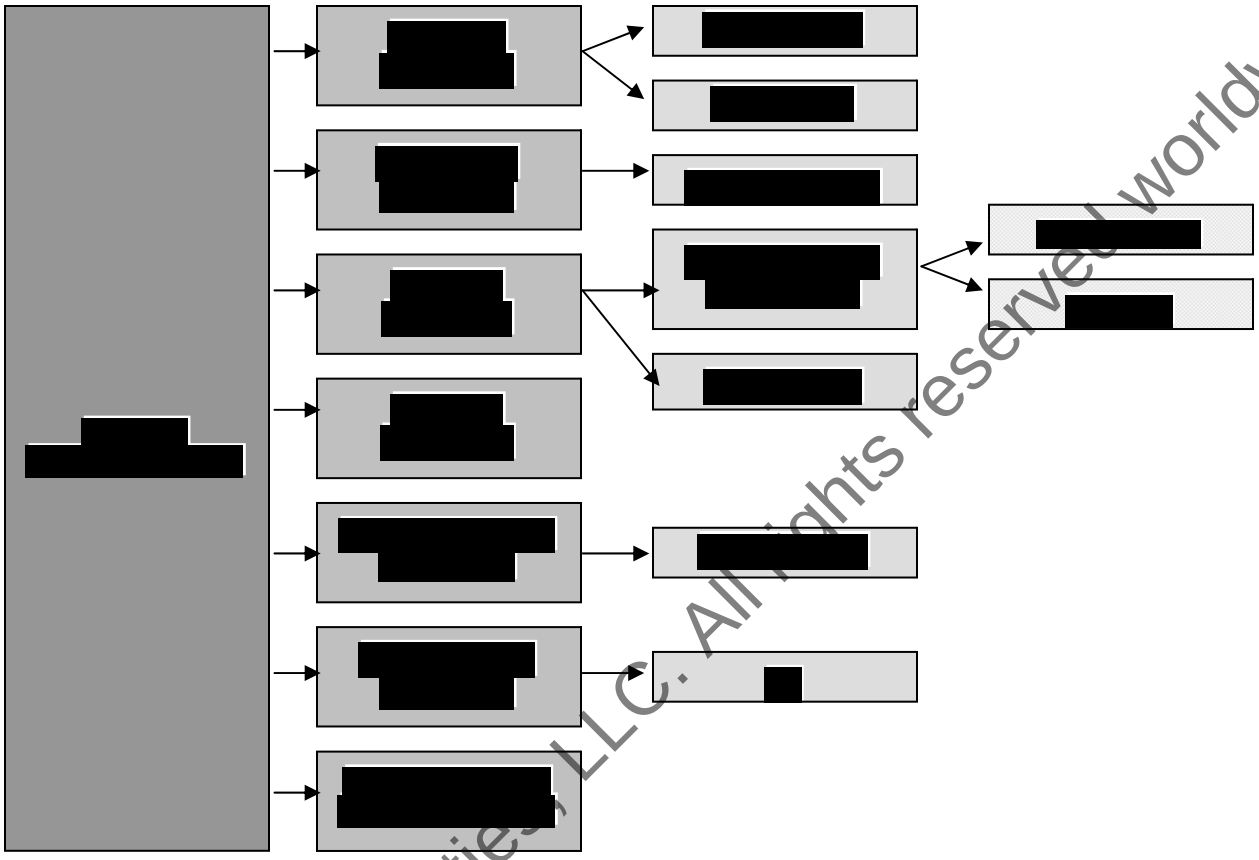
ATTACHMENT 1 - ORGANIZATION CHART



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ATTACHMENT 2 - RESUMES

(your Quality Manager name and qualifications, and durations of qualifying experiences, and authority to [redacted])

Mr/Mrs xxxxx has completed CQM-C training and their certification is [redacted]

Mr/Mrs xxxxx is in charge of [redacted]

(your Inspector)

Mr/Mrs xxxxx performs inspections to confirm [redacted]

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CQC Quality Manual

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Revisions		Rev:	Orig
Letter	C.O. Number - Description	Date	

Used On	Contract#:		**Your Company**
Prepared By:			
Approved:			
			CQC QUALITY MANUAL
			(Your number)
			Size: A — Form Rev: Orig

Your Logo

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1.0 SCOPE

It is a policy of the Company to perform all activities in a manner that reflects [redacted] This means [redacted] and [redacted] to the [redacted] It is also a policy of the Company to [redacted] It is a goal of the Company to [redacted] achieve [redacted] and a cooperative environment.

Managers are responsible for [redacted] Managers must recognize and suppor [redacted] to work with [redacted] understanding [redacted] those [redacted] Managers must monitor [redacted] if problems [redacted]

This manual of policies and procedures is subject to evaluation and verification by [redacted]

2.0 ORGANIZATION

2.1 Quality Responsibility and Authority

The quality manager has the responsibility and authority to [redacted] Quality may suspend [redacted] on an expedited, high priority basis. In addition, Quality may [redacted] on an expedited, high priority basis. The quality manager reports directly to [redacted] Quality supervisors, inspectors, and auditors report directly to the quality manager.

2.1.1 Problem Resolution

Quality problems resulting from [redacted] specific responsibility. Decisions affecting Quality, Cost, or Schedule are [redacted] Each organizational Group has the authority, [redacted] for [redacted] ; however, [redacted] upon which they have [redacted]

2.2 Initial Quality Planning

The Quality Group is responsible for [redacted] or the activation

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of [redacted] quality plans and procedures.

2.3 Inspection and Testing Documentation

2.3.1 Preparation

All work affecting quality is [redacted] Preparation, maintenance, reviews and compliance with [redacted]' or as a result of [redacted]

2.3.2 Inspection Instructions

The Quality Group prepares an ***Inspection Instruction*** for all inspection work by performing tasks that may include, but are not limited to:

- [redacted]
- [redacted] is not limited to:

Inspection Instruction number, approval and date	Specification number(s) and revision letter(s)
Title of Inspection Instruction	[redacted] supported by the Inspection Instruction
Instruction revision level and date of effectivity	Applicable CO# and date of effectivity
[redacted]	[redacted]

- [redacted]

After approval, the ***Inspection Instruction*** is [redacted] The ***Inspection Instruction*** is exempt from [redacted] and also requires [redacted]

2.4 Records

2.4.1 General

[redacted] Records are available for review by the Client and copies of non-proprietary records are [redacted] Inspection, monitoring and testing records indicate [redacted]

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[redacted]

2.4.2 Record Verification

Records are examined for [redacted] by initials and date (date = mo/yr).

2.4.3 Record Maintenance

The Company's Document Control Center is used to [redacted] by the contract. To the extent practicable, records are [redacted] and department ownership.

2.4.4 Active Records

Records for active contracts are [redacted] and [redacted]

2.4.4.1 Objective Evidence

Records are collected or produced [redacted] and [redacted]

2.5 Corrective Action

2.5.1 Internal Corrective Action Requests

A ***Corrective Action Request*** (CAR) is initiated [redacted] that could result or has resulted [redacted] A ***CAR*** may results from [redacted] on an expedited, high priority basis.

2.5.2 Corrective Action Implementation by the MRB

The MRB forwards the ***CAR*** to the assigned Group [redacted] to determine [redacted] An analysis of trends [redacted] and corrections are introduced.

2.5.2.1 Corrective Action Monitoring

An initial review of the adequacy of improvements and corrections [redacted] are recorded on the ***Corrective Action Request*** form. The review and monitoring schedule is determined by [redacted]

2.5.3 Supplier Corrective Action

A Supplier corrective action is initiated by the MRB, [redacted] An ***Investigation and Corrective Action Request*** form is [redacted]

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[redacted] The ***ICAR*** form is logged by [redacted] for control purpose and forwarded to the Supplier by [redacted] The Supplier is normally provided [redacted] may withhold acceptance of [redacted] Acceptable Supplier responses are [redacted] improvements and corrections and the monitoring [redacted] are recorded on the Supplier response form. The review and monitoring schedule is [redacted]

2.5.4 Client Request for Corrective Action

A Client request for corrective action may be [redacted] received by [redacted] In all cases, the Client request [redacted]

2.5.4.1 Corrective Action Implementation

The Corrective Action Board (CAB), working with other Company organizations as needed, [redacted] determines [redacted] the organization [redacted]

2.5.4.2 Corrective Action Progress

Progress of the corrective action is [redacted] imposed by [redacted] When the corrective action is complete, [redacted] appropriate to [redacted] the date of [redacted] and prepares [redacted]

3.0 FACILITIES AND STANDARDS

3.1 Drawings, Documentation and Changes

The Quality Group verifies that the latest revisions of documents [redacted] specified by contract are [redacted] removed from all points of use.

3.2 Change Control

Changes to contractual requirements are documented using a ***Change Order*** according to [redacted] The Quality Group upgrades inspection and test instructions, [redacted] as required by the approved change.

3.3 Measuring and Test Equipment

All measuring and test equipment instruments and devices used [redacted] according to the ***Calibration Procedure***.

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3.4 Use of Contractor's Inspection Equipment

3.4.1 Availability

Company owned gauges, inspection devices and test equipment are [redacted] use of the equipment is [redacted] available to operate [redacted] when requested.

3.5 Control of Purchases

3.5.1 Procurement Document Requirements Review

The Quality Group reviews procurement documents to determine [redacted] according to the governing contract. The Supplier is directed to provide some or all of the following:

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

If there are inadequacies in the procurement document, [redacted] it is [redacted] representative.

3.6 Materials and Material Control

3.6.1 Receiving Inspection

All materials are evaluated by receiving inspection to the extent necessary to assure conformance to [redacted]

Receiving inspection may [redacted] as demonstrated [redacted]

Three levels of inspection sampling can be used: [redacted] *Sampling to permit defects is not permitted.*

When an item drawing is revised and/or when [redacted] and processed [redacted]

Items that have been sent out for [redacted] until completion of the MRB.

The acceptable material from a lot subjected to [redacted] upon completion of appropriate documentation.

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Measuring and test equipment devices and measurement standards that have been received from external calibration and/or repair are forwarded [redacted] directly or indirectly [redacted] for processing.

Materials that have been source [redacted] of the accompanying documentation (such as certificates and test reports).

All incoming items are processed [redacted]

Incoming items are [redacted] completion of tests.

Prior to inspecting received items, the inspector [redacted]

All limited shelf life items must not [redacted]

Accepted items are identified with [redacted] the withheld items.

At the completion of each inspection, the inspector [redacted]

Receiving inspection personnel observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

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

The Company's specifications do not [redacted] of the Vendor/Seller.

3.6.2 Raw Material Inspection

The Purchasing Group specifies [redacted] for raw materials. The purchase order requires the Supplier to [redacted] specified requirements.

Receiving inspection personnel inspect [redacted] applicable documents.

Raw material waiting for test is [redacted] A ***Calculated Risk Release*** [redacted] acceptable test results. A copy of the ***Calculated Risk Release*** (CRR) [redacted] prevents [redacted] unless [redacted]

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When tests or analyses are complete, the test report [redacted] verification.

Upon completion of inspection, the inspector [redacted]

Accepted materials are identified with a ***Good Material Tag*** and [redacted] processing necessarily the Material Review Board.

3.6.3 Control of Rubber Materials

The identification tags for rubber components or items with rubber components [redacted] to prevent [redacted] years.

3.7 Production Processing and Fabrication

3.7.1 In-process Inspection

The Quality Group is responsible for examining engineering and production documentation for the purpose of identifying [redacted] associated equipment, personnel, and the submittals produced by the process. Submittals are inspected [redacted] These inspections are performed [redacted] when there is an occurrence of [redacted]

Whenever a material condition exists that differs [redacted] for the circumstance.

3.7.2 Inspection Methods

Inspection methods may include inspections by [redacted] applicable Inspection Instructions, drawings, specifications, and [redacted]

The inspection includes verification of compliance to:

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

[redacted]

3.7.2.1 Calculated Risk Release

[redacted] cognizant MRB members may release the submittals on a ***Calculated Risk***. A copy of the ***Calculated Risk***

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Release (CRR) [redacted] unless waived by the Client.

3.7.3 Identification

Submittals found to be in compliance with inspection requirements are [redacted] routed to the appropriate department [redacted] to the extent practicable, and a ***Nonconformance Report*** is prepared.

A copy of the report is maintained with the submittals.

3.7.4 Failure Reporting

A ***Nonconformance Report*** is initiated [redacted] inspections and field tests.

3.7.5 Tooling Inspection

All production tools used for producing submittals are [redacted] prior to use, such as [redacted] Tools that are used for inspections are calibrated prior to use according to the ***Calibration Procedure***.

3.8 Inspection and Testing

All submittals are inspected and tested according to the applicable CQC Plan.

3.9 Nonconformities

3.9.1 Material Review Board

The primary responsibility of the Material Review Board is to [redacted] ensure that effective [redacted] are applied and documented according to the ***Control of Nonconformities Procedure***. When appropriate, the MRB can [redacted] in ***Standard Repair*** or ***Rework Procedures*** with [redacted]

3.9.2 Material Review Processing

- [redacted]
- [redacted]

3.10 Indication of Inspection Status

A ***Work Order*** may [redacted]

3.11 Client Inspection at Subcontractor or Vendor Facilities

When the Client or other Responsible Authorities need to conduct Source Inspections at Supplier facilities, the following statement is normally included in the ***Purchase Order***: [redacted]

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[redacted]."

Client Source Inspections do not [redacted] according to the ***Control of Nonconformities Procedure***. The Supplier is required to coordinate [redacted] to the Client upon request or by direction of the ***Purchase Order***.

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CALIBRATION

Origination Date: (your origination date)

Document Identifier:	Calibration Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Rev: Orig

Abstract:
This document describes calibration procedures.

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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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 [redacted] when a measurement device is used to determine conformance [redacted]

3.0 DEFINITIONS

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

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- o [redacted]
- o [redacted]

4.0 GENERAL CALIBRATION PROCEDURE

4.1 Calibration is performed by [redacted] service providers.

4.2 Measuring instruments that are owned, rented or borrowed by the Company are calibrated at [redacted] Sufficient temperature stabilization time is [redacted] in the immediate area of the M&TE [redacted]

4.3 A number is issued when a gage does not provide its own serial number. The numbers [redacted] under a type-coding system. The number is [redacted] and maintain an equipment list.

4.4 All M&TE are kept clean and when not in use are [redacted]

4.5 A recall log is maintained on all M&TE and standards. The log provides [redacted] Portable gages are [redacted] during the recall interval as time permits. Non-portable gages are [redacted]

4.6 The number of items scheduled for monthly recertification is periodically [redacted] the metrology department workload.

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 to [redacted] indicates the standard or physical constant that was [redacted] a reference to the applicable standard (see Appendix 1) and are upgraded [redacted] from published standard practices or instructions that [redacted]

4.8 Calibration intervals may be established based on [redacted] the number of times M&TE is used.

4.9 Adjustable and nonadjustable M&TE are periodically recalibrated based upon [redacted] schedule of Table I.

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TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
Annual		
[redacted]		
[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] is controlled according to paragraph 5.0.

4.11 M&TE calibration intervals may be [redacted] Periodically, the number of items scheduled for monthly recertification is [redacted] past calibrations and are authorized by the Responsible Authority. Calibration stickers and tags are initialed and dated to [redacted]

4.12 Overdue items are identified [redacted] may be used to facilitate recall of portable gages.

4.13 A calibration sticker is used to identify individual or groups of items of M&TE. The sticker displays [redacted] and the [redacted] A tag or sticker identifies M&TE that is used for [redacted] The tag or sticker may serve as [redacted] The calibration technician verifies the calibration status of M&TE and standards prior to release to Users. Calibrated M&TE and standards are not [redacted]

4.14 Calibration Standards/Special Equipment

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

"Test report numbers issued by the NIST are intended to be used solely for [redacted] proof of adequacy or traceability of test or measurement."

Calibration of standards/special equipment is conducted by checking against laboratory standards available at [redacted] the ***Approved Supplier's List***.

When calibrations are made for standards/special equipment, the calibration lab is required to [redacted], as appropriate:

- [redacted]

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- [redacted]

4.14.1 Storage and Control

Standards and special equipment used for calibration of M&TE are [redacted] between uses.

4.15 A calibration record and recall log is maintained on all [redacted] source traceable to the NIST.

4.16 The calibration department places all Customer furnished inspection gages in the calibration system unless [redacted] relative to that particular tool.

4.17 Traceability: [redacted] work instructions specify [redacted]

4.18 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration.

Non-calibrated measurement devices may be used to accept or reject quality characteristics under the following conditions:

1) [redacted]

2) [redacted]

A non-calibrated measurement device that is verified [redacted] with calibrated M&TE".

4.19 Calibration Not Required M&TE

4.19.1 Software programs that are used for operation of inspection and test equipment are exempt from calibration; however, [redacted]

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4.19.2 Power supplies that are used in process control and test equipment [redacted] to measure voltage and current.

4.19.3 Measuring and production process equipment that are not used [redacted] tag.

4.20 Employee Owned Tools: Personal tooling or gages owned by employees are [redacted]

4.21 Storage and Handling of M&TE: M&TE is handled during movement using [redacted] except that which [redacted] to ambient conditions.

4.22 M&TE requiring transportation to [redacted]

4.23 M&TE storage [redacted] is required when [redacted] by any employee.

4.24 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] may be blank until [redacted] the item's calibration tag or sticker is [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 is [redacted] found to be out-of-tolerance during calibration [redacted] to maintain the required [redacted] on a ***Request for Support*** (RFS), ***Investigation and Corrective Action Request*** (ICAR) or ***Calibration Impact Report***.

5.2 M&TE found significantly out of tolerance at recalibration [redacted] is prevented from use by [redacted] All out of tolerance data and previous measurement results [redacted] determine the effectiveness of the calibration [redacted] indicating the condition of the suspect M&TE.

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5.3 An instrument whose calibration error is significantly out-of-tolerance over a short portion of a specified range may [redacted] not used for acceptance [redacted] records the results of the evaluation on [redacted]

6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located is [redacted] and the recall cycle is [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 be [redacted] range of the reference standard.

VOLTMETER:

A voltmeter shall be verified for accuracy within an equivalent range on the reference standard:

A voltmeter reference standard may have scales that range from 2-20V, 20-200V, etc.

The voltmeter being checked for accuracy must be [redacted] For instance, if the voltmeter being checked is [redacted] on the reference standard to check [redacted]

OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is [redacted] being checked.

For instance, if a device being checked has [redacted] then the reference standard must [redacted] A reference standard that is only [redacted] in writing by [redacted]

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Your Logo

Your Company Name

CONTROL OF DOCUMENTED INFORMATION

Origination Date: (your origination date)

Document Identifier:	Control of Documented Information Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Rev: Orig

Abstract:
This document describes procedures for controlling documents.

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for quality management documents, contract documents, shop and erection drawings, and detailing standards. Records are controlled to ensure information on them is accessible, legible and suitably maintained.

2.0 THEORY

Documents are controlled to ensure [redacted] due to the usage of [redacted]

3.0 REQUIREMENTS

Documented information includes the quality manual, [redacted] and [redacted] standards.

3.1 Document Control Center

The Document Control Center (DCC) retains and maintains project documents and is responsible for [redacted] older hardcopy or softcopy documents [redacted] given to an employee, department or Client. In this case, [redacted] then dates the document with the month and year [redacted] for recall.

3.1.1 Review and Approval

Documents are reviewed and approved by [redacted]

3.1.2 Revision Control

Documents are legible and revisions are clearly identifiable by a revision level indicator. Changes to approved and released documents are [redacted]

3.1.3 Access

Documents are available and readily accessible to all personnel responsible for [redacted]

3.1.4 Communication

Changes and revisions are communicated by [redacted] work.

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3.2 Control of Project Documents

Documents covered by this section include [redacted]

3.2.1 Receipt

Contract documents, revised contract documents, change orders and [redacted] delivery to Responsible Authorities.

3.2.2 Revision Control

The Company pays particular attention to [redacted] a revision level indicator.

3.2.3 Access

Documents are available and readily accessible to all personnel responsible for [redacted]

3.2.4 Communication

The Company retains and maintains a ***Transmittal Register*** to record the distribution of information to [redacted]

3.3 Control of Quality Records

The Company controls the identification, storage, retrieval, retention and disposition of records that includes [redacted]

All quality control records and [redacted]

3.3.1 Storage

Quality records are stored to [redacted]

3.3.2 Retrieval

Quality records are available for review upon request. A signed [redacted]

3.3.3 Retention

Records for active contracts are maintained in [redacted] Records are removed from the active files at the end of the contract, [redacted] by the Document Control Center.

The Document Control Center maintains [redacted] by Contract requirements.

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3.3.4 Disposition

Records that are discarded [redacted]

3.4 Control of Records

The controls for each type of record are defined in ***Appendix A***. The listed "controller" ensures [redacted]

Hardcopy records are stored [redacted] protects them from damage or deterioration.

3.4.1 Proprietary records are available for review by the Client in a reasonable time frame and copies of non-proprietary records are [redacted]

3.4.2 The Company does not require vendors to maintain [redacted] for retention.

3.4.3 To ensure protection of records, [redacted]

3.4.4 Local computer data that is [redacted]

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

3.4.6 Correction fluid [redacted]

Left blank intentionally

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APPENDIX A: RECORD RETENTION MATRIX

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Your Logo

Your Company Name

CONTROL OF NONCONFORMITIES PROCEDURE

Origination Date: (your origination date)

Document Identifier:	Control of Nonconformities Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Rev: Orig

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

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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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 do not meet requirements are considered “nonconformities”. Such items [redacted] are applied to ensure nonconformities do not reoccur.

3.0 GENERAL PROCEDURE

3.1 “Nonconformity” is any item made by the Company or raw material used by the Company or returned from the Client that does not meet:

- [redacted]

3.2 Quality [redacted]

A nonconformity related to the performance of the quality [redacted] according to this procedure.

3.3 Nonconforming Work

The Company identifies, documents, evaluates, [redacted] and notifies affected personnel and business functions using the ***Request for Support*** form.

Nonconforming work is clearly marked as soon as practical after it is discovered using an appropriate ***QC Tag***. Records are kept that define [redacted] when applicable.

The treatment of nonconforming work includes:

- [redacted]

When the treatment is rework or repair, the result is inspected according to [redacted] and disposition is noted on the applicable ***Request for Support*** record. [redacted]

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3.4 Nonconforming items must be withheld pending [redacted] A ***Calculated Risk Release*** may also be used for [redacted]

3.5 All employees are empowered to engage this procedure when [redacted]

3.6 Upon discovery of a nonconformity, an employee may [redacted] For example, if an item [redacted] without any further action.

3.7 When an employee cannot bring the item into conformance through immediate rework, the employee shall [redacted] begin the ***Request for Support***.

3.8 The employee shall complete the top portion of the ***RFS*** form, [redacted]

3.9 The employee shall then tag the nonconforming items [redacted] or moved to [redacted] pending disposition.

3.10 Upon receipt of the ***RFS***, [redacted] the originating employee as applicable. [redacted] then log the ***RFS*** into the ***RFS Log***.

3.11 Quality will the [redacted] recording of immediate corrective actions.

3.12 If the nonconforming item is ascertained or estimated to be the fault of a Supplier, Quality may elect to submit an ***Investigation and Corrective Action Request*** (ICAR) [redacted] referenced on the ***RFS***. For more on the ICAR system, see the ***Corrective Action Procedure***.

3.13 [redacted] indicate on the ***RFS*** form if a [redacted] is required, etc.

3.14 The ***RFS*** shall then be submitted to the Material Review Board (MRB) for review and disposition. MRB actions that affect configuration may [redacted] for the configuration change. A signature approved ***RFS*** that affects [redacted] and to Purchasing.

3.15 The MRB consists of the following managers, at a minimum:

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

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3.16 MRB Qualification

A Material Review Board member must:

1. [redacted]
2. [redacted]

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

3.18 The Company shall provide timely reporting of submitted nonconforming items that may [redacted] and dates of submittal.

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

The MRB may determine that a ***Request for Support*** was prepared because of [redacted] The MRB records the [redacted] action is at the discretion of the MRB. This MRB disposition is not subject to [redacted]

4.2.2 Conditional Acceptance

Nonconforming supplies or processes may be dispositioned 'conditional accept' if they do not [redacted] when required, are recorded on the ***Request for Support***. This MRB disposition is subject to [redacted]

4.2.3 Non-Submittal

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Suspect supplies must be dispositioned 'Non-Submittal' when [redacted] the basic objectives of the contract. This MRB disposition is not subject to [redacted]

4.2.4 Notification

It is possible that a Continuous Improvement Opportunity may not exist for all reported conditions. In this case the completed ***RFS*** becomes [redacted] This MRB disposition is not subject to [redacted]

4.2.5 Precautionary

The MRB may determine that a ***Request for Support*** was prepared because of [redacted]

The condition must not be classified as Major or Minor. The MRB evaluates the condition and indicates on the ***RFS*** the [redacted] discretion of the MRB. This MRB disposition is not subject to [redacted]

4.2.6 Repair (Non-Standard and Standard)

When an acceptable repair is possible, repair action may [redacted] with the Client. ***Repair Instructions*** are documented on the ***RFS Form*** or in a ***Repair Instruction***. After completion of a repair, [redacted] accompanied with the ***RFS***.

The re-inspection is performed [redacted] documentation is removed [redacted] and 'repair' acceptance or ***RFS*** number is recorded on related documents. Items repaired by other than a ***Standard Repair Process*** [redacted] by the Client.

4.2.7 Request for Waiver/Deviation

When a item is considered 'fit-for-use' by the MRB but departs from specification requirements, a ***Request for Waiver*** or ***Request for Deviation*** may [redacted]

4.2.8 Return to Supplier (Receiving Inspection)

When supplies deviate from requirements but are considered useable [redacted] for processing. This MRB disposition is subject to [redacted] Items received that are obviously unfit for use may [redacted]

4.2.9 Rework (Non-Standard and Standard)

The MRB may disposition "Rework" according to [redacted] After completion of a rework, the responsible

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personnel [redacted] accompanied with the ***RFS***.

The re-inspection is performed [redacted] and if found acceptable, [redacted] recorded on related documents. This MRB disposition is subject to [redacted]

4.2.10 Scrap

Raw materials and work [redacted] flow. A ***Request for Support*** is not required to [redacted] This MRB disposition is not subject to [redacted]

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: [redacted]

5.2 RTV and Scrap dispositions are not subject to [redacted]

5.3 Minor: [redacted]

5.4 Scrap, RTV or Standard Rework dispositions are not subject to [redacted]

5.5 None: Not subject to [redacted]

6.0 PROCESSING SCRAP

6.1 Nonconforming items dispositioned as scrap are [redacted]

6.2 Such scrap is [redacted] can be performed.

6.3 Identifying scrap with markings is [redacted]

6.4 Scrap is controlled internally [redacted] accessible to [redacted]

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Your Logo

Your Company Name

CORRECTIVE ACTION PROCEDURE

Origination Date: (your origination date)

Document Identifier:	Corrective Action Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Rev: Orig

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

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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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 applied to correct nonconformities, which could be defects found [redacted] that corrects the problem. Having a formal system to record and resolve both existing and potential problems ensures [redacted]

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a ***Request for Support*** (RFS) form to record nonconformities related to [redacted] possible problems. In all cases, [redacted] for activities that do not strictly fall within MRB or CCB disposition.

3.2 ALL employees are empowered with [redacted]

3.3 No disciplinary action [redacted]

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

3.5 For the processing and routing of RFS's, see enclosed Process Map.

3.6 If the responsible manager determines [redacted] for re-routing.

3.7 Actions taken [redacted] by management.

3.8 The Quality Manager [redacted] the ***RFS Log*** to determine [redacted] are resolved.

3.9 In addition to corrective action efforts, management [redacted] of records and summaries of nonconformities, management [redacted] and other sources of information to generate corrective action requests, which shall be reported to management and be used to address potential nonconformities.

3.10 [redacted] based on the data and reports presented [redacted]

3.11 [redacted] the Company [redacted] corrective action that include [redacted]

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3.12 Corrective action requirements include:

- [redacted]

3.13 Corrective action is applied according to the magnitude of problems and risk to safety when:

- [redacted]

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

4.1 Any purchasing agent may submit an ***Investigation and Corrective Action Request*** (ICAR) [redacted] for nonconformity.

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

4.3 Failure of a Supplier [redacted] standing.

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5.0 PROCESS MAP

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Your Logo

Your Company Name

PURCHASING PROCEDURE

Origination Date: (your origination date)

Document Identifier:	Purchasing Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Rev: Orig

Abstract:
This document describes the purchasing process.

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

REVISION RECORD

Issue	Item	Reason for Change

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(Note: Consider tracking purchased hardware using Tekla EMP software program.)

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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 items or providers of services that directly affects [redacted] are not subject to the controls of this procedure.

2.0 THEORY

The purchase of materials that go into [redacted] and control the quality of items and services [redacted]

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of [redacted] must be evaluated by [redacted] unless the suppliers are:

- [redacted]
- [redacted]

3.2 Supplier evaluation is conducted by following the format on the ***Supplier Evaluation Form***. Supplier evaluation [redacted] according to each Supplier's ***Performance Rating Spreadsheet***.

3.3 The ***Supplier Evaluation Form*** ensures [redacted] and other factors.

3.4 Once approved through the ***Supplier Evaluation Form***, the Responsible Authority (RA) updates 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 [redacted] to advance in rating.

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3.7 Using incoming (receiving) inspection results for [redacted] determines if the Supplier should be [redacted]

3.8 Using the results from [redacted] should be [redacted] performance test(s).

3.9 For suppliers [redacted] ***Subcontractor Performance Rating Spreadsheet***, which calculates the Supplier's current quality rating based on [redacted] may be upgraded to UNRESTRICTED.

3.10 If a new Supplier rates [redacted]

3.11 If any Supplier rates [redacted]

3.12 If items are returned to [redacted]

3.13 Any Supplier may be de-rated to [redacted] on the ***Approved Supplier List***.

3.14 Management may [redacted] on the ***Supplier Evaluation Form***.

3.15 [redacted] the entire ***Approved Supplier List*** is subject to [redacted] at the decision of [redacted]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, [redacted] and notifies Purchasing when [redacted] is required.

4.2 Responsible Authorities take into consideration the [redacted] ability to [redacted] the effectiveness of [redacted] a Supplier and controls that apply to [redacted] ensure that Supplier [redacted] according to applicable purchase order information.

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

- [redacted]

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- [redacted]

4.4 When appropriate, the ***Purchase Order*** defines [redacted] appropriate criteria for a Supplier QMS.

4.5 As applicable, purchase order information includes:

a) [redacted]
b)
c)
d)
e)
f)
g)
h)
i)
j)
k)
l)
m)
n)
o)
p) Requirements relative to:
- [redacted]
-
q)
r)
s)
t)
u)
v)

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w) [redacted]
x) [redacted]

4.6 The requirements for delegation are defined [redacted] to maintain a register of delegations.

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

[redacted]

4.9 Emergency Purchasing Authority: The Company authorizes the shift foreman and/or the maintenance foreman [redacted] In such cases, the Purchasing department [redacted]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department strives [redacted] with suppliers.

5.2 Any employee of the Purchasing Department that has [redacted] warrant the disqualification [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] on the basis that such conferences will be [redacted]

5.5 The Purchasing department cooperates with Client-related activities and participates where requested in [redacted] the approval of the Purchasing department and concurrence of [redacted]

5.6 The Purchasing department does not, in any way, [redacted]

5.7 The Company abides by all [redacted] r other requirements document.

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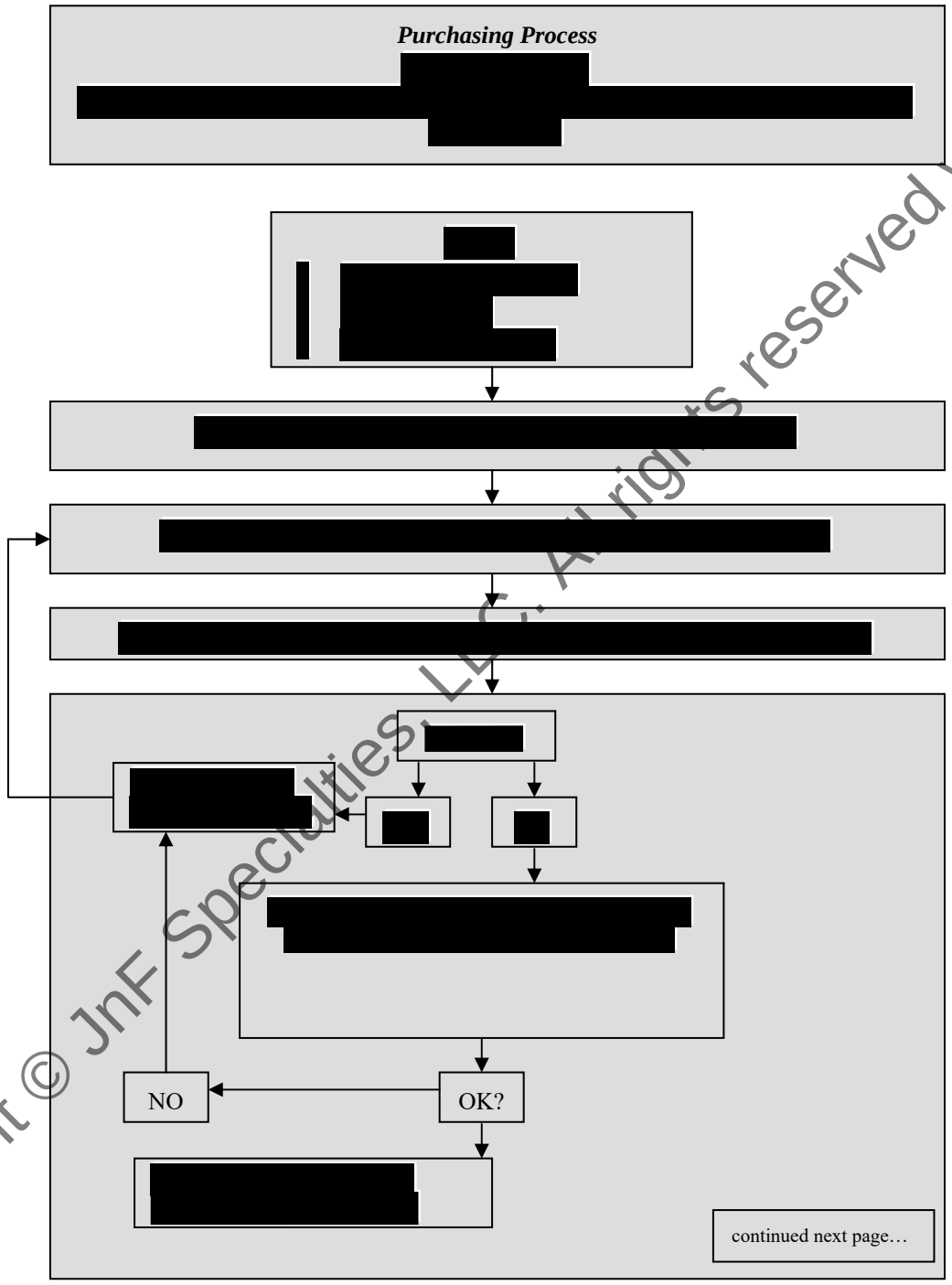
6.0 PROCESS MAP



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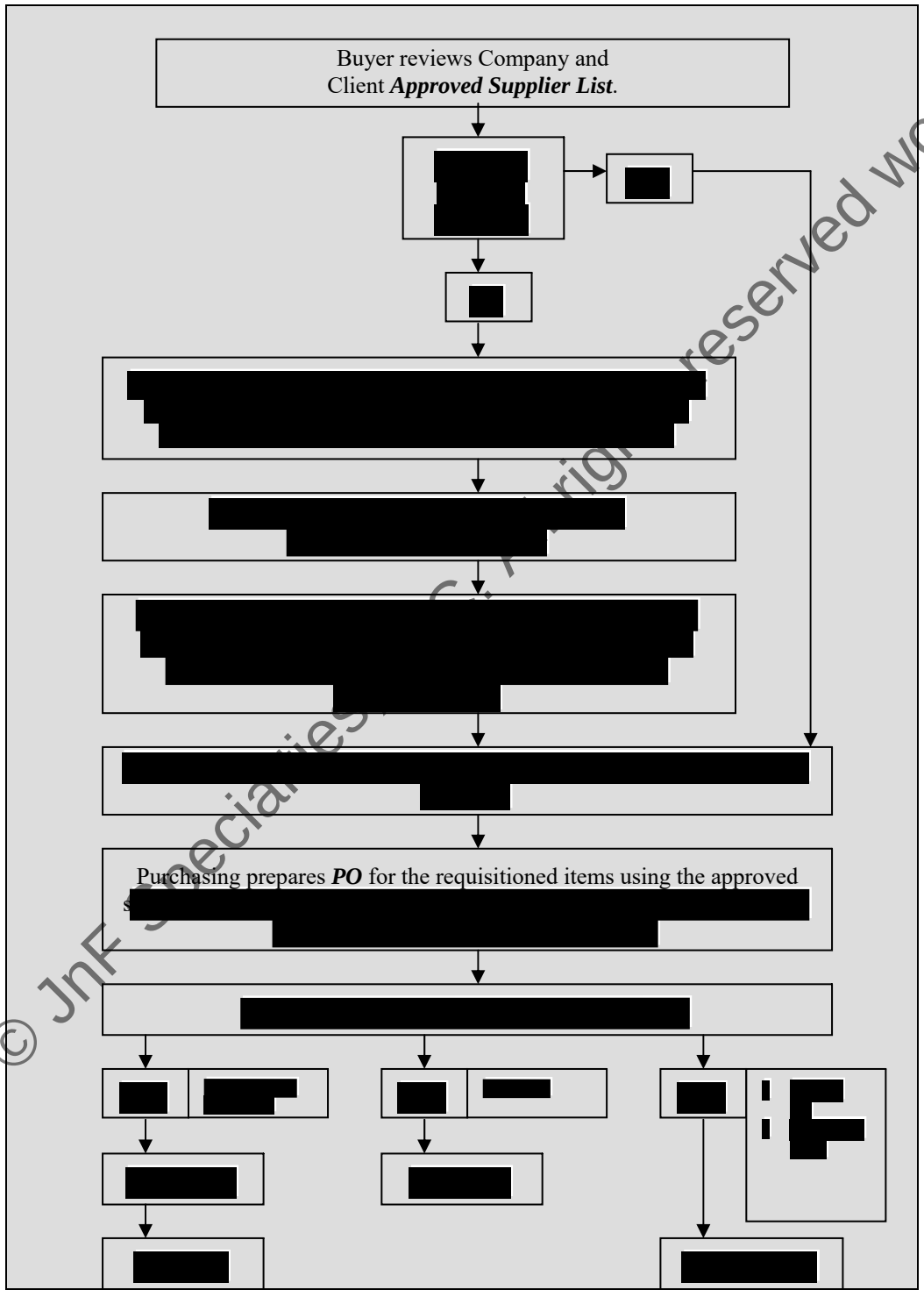

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Your Logo

Your Company Name

RECEIVING PROCEDURE

Origination Date: (your origination date)

Document Identifier:	Receiving Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Rev: Orig

Abstract:
This document describes the receiving and inspection process.

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This document defines the Receiving Process, including receiving inspection activities and includes or makes reference to [redacted]

2.0 THEORY

Receiving is the first line of defense to prevent sub-standard supplies from affecting [redacted] supplies to stock. Receiving inspection cannot [redacted] or process quality.

As a result of teaming and intelligent design, the Company [redacted]

3.0 PROCEDURE: RECEIVING

All deliveries other than mail or express carrier are routed to the appropriate receiving area.

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

4.0 PROCEDURE: RECEIVING INSPECTION

4.1 The inspector [redacted] from the RA.

4.2 Inspections are performed according to **Appendix A** or as required by ***Work Instruction***, [redacted] documentation. The results are recorded on [redacted] and the ***Purchase Order*** is processed according to **Appendix B**.

4.3 Records produced by receiving inspection and documents received from Suppliers are retained and maintained according to the ***Control of Documented Information Procedure***.

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5.0 MATERIAL IDENTIFICATION

5.1 Received materials [redacted] are identified by one or a combination of the following methods:

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

Left blank intentionally

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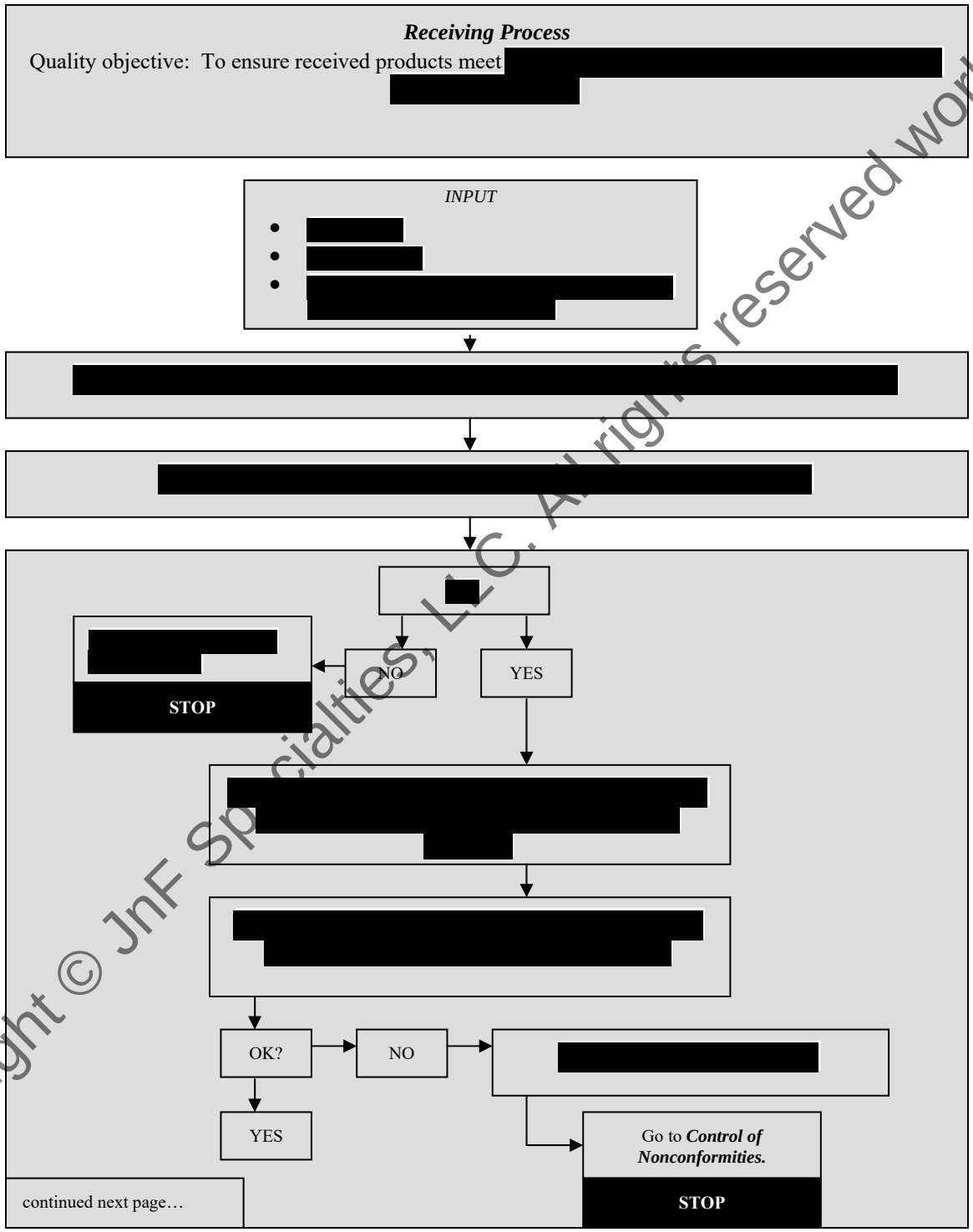
PROCESS MAP



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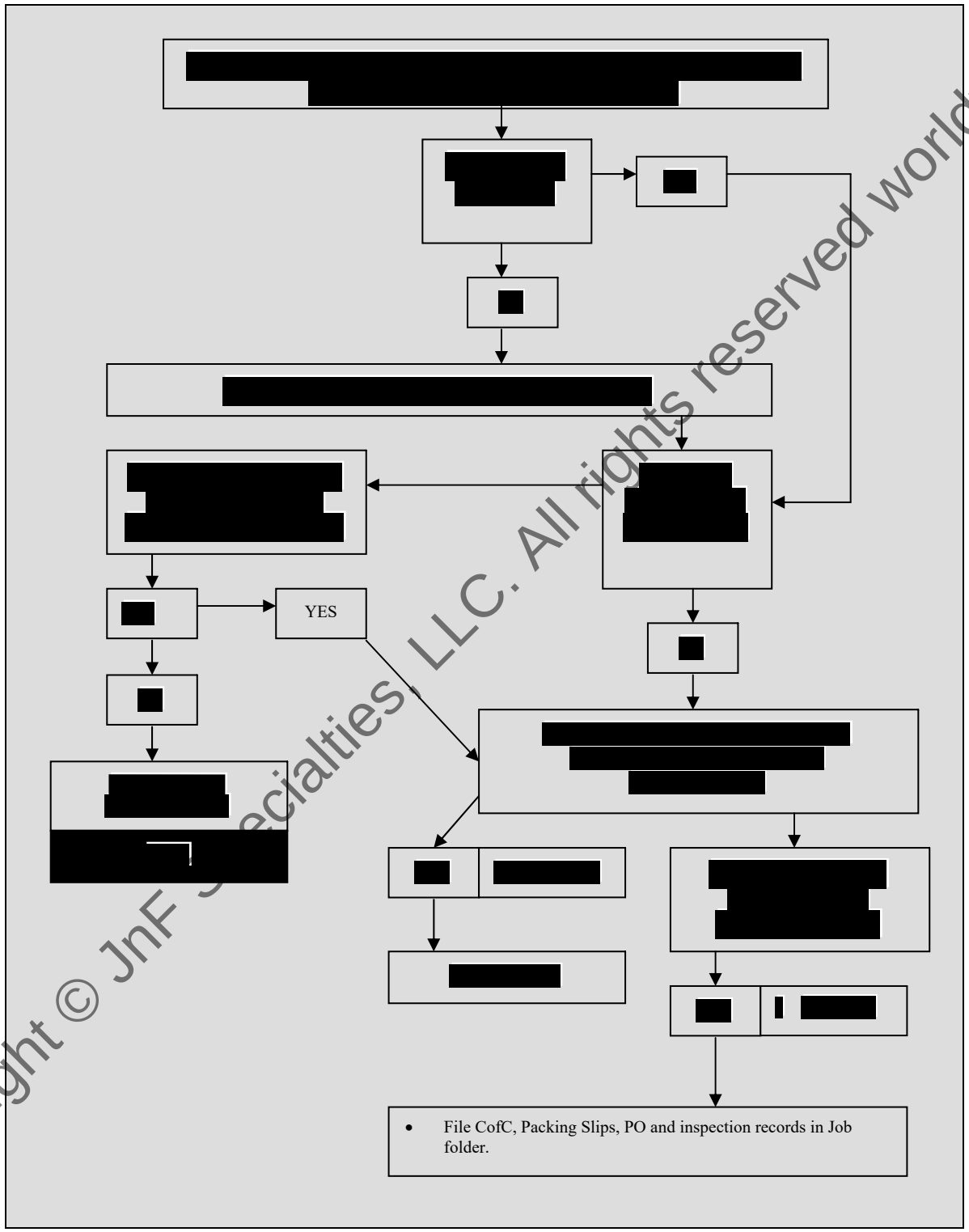

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APPENDIX A - Receiving Inspection Work Instructions

Op 1: Acquire copy of applicable ***Purchase Order***. Perform a "Rough Order" verification that items received meet [redacted] for obvious deviations from the requirements of ***ASTM A6*** and for [redacted] according to ***ASTM A700***.

Op 2: [redacted]

Op 3: [redacted]

Op 4: [redacted] on the ***Receiving Inspection Form***.

Op 5: [redacted]

Op 6: [redacted]

Op 7: [redacted] are delivered with a ***Certificate of Analysis*** or ***Certified Material Test Report***. [redacted]

Op 8: [redacted]

Op 9: [redacted]

Op 10: If supplies are nonconforming or their [redacted] prepare a ***Request for Support (RFS)*** and [redacted]

Op 11: If the supply is obviously unfit for use or [redacted] for return to Supplier.

Op 12: Complete the ***Receiving Inspection Report*** and record [redacted]

Op 13: Complete the ***Shelf Life Expiration Log*** for supplies that have an expiration date.

Op 14: [redacted]
Process the ***Purchase Order*** according to **Appendix B**.

Op 15: [redacted]

Op 16: Inspect Client Supplied materials [redacted] Complete the ***Receiving Inspection Report*** and request [redacted]

Op 17: Material Identification

Identify welding consumables, coating materials, metallic coatings and fasteners [redacted] according to the following requirements:

(a) [redacted]

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(b) [redacted]

(c) [redacted]

Shop-standard material is defined as follows:

Material	Shop-Standard Material Grade
W and WT	ASTM A992/A992M
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

NOTE:

The requirements in Op 17(a) are sufficient for [redacted] the requirements in Op 17(b) apply. [redacted], the requirements in Op 17(c) are applicable.

APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Items on PO not received (back order)	[redacted]
2	Items on the PO were received in full	[redacted]

NOTE:

Each entry into the ***Supplier Performance Report*** is [redacted]

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SAFETY PROCEDURE

Origination Date: (your origination date)

Document Identifier:	Safety Procedure
Date:	Latest Revision Date
Released by:	(your issuing authority or CO#)
Document Status:	Rev: Orig

Abstract:
This document describes the Company's safety procedure.

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 RESPONSIBILITIES

1.1 SAFETY DIRECTOR

Education/Orientation:

- [redacted]

Enforcement:

- [redacted]

Execution of Work:

- [redacted]

Inspection/Correction:

- [redacted]
- [redacted] potential hazard will be:
  - [redacted].
  - [redacted]
  - [redacted]

Safety Meetings/Training:

- [redacted]

1.2 FOREMAN

Execution of Work:

- [redacted]

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Activity Hazard Analysis			
[redacted]		[redacted]	
Training Requirements:			

Form Rev: Orig

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Acceptance

Accepted By:		Title:		Date:	

Overall Risk Assessment:	

[redacted]	Risk Level	Responsible Authority Names
	[redacted]	[redacted]

[redacted]

	[redacted]					
		[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]				
[redacted]	[redacted]					
	[redacted]					
	III					

Form Rev: Orig

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[redacted]	[redacted]	[redacted]

Form Rev: Orig

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Approved Supplier List

(mo/yr)

Revisions		Rev:	Orig
Letter	C.O. Number - Description	Date	

			Your Company Name
Prepared By:			
Approved By:			
			APPROVED SUPPLIER LIST
			Size: **A** Form Rev: Orig 1 of 3

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Procedure:

Supplier evaluation:

The Quality or Purchasing Group forwards ***Supplier Survey*** for completion by Supplier.

***Supplier Evaluation* is required** for [redacted]

***Supplier Evaluation* is *not* required** for [redacted]*.

A new Supplier is submitted to management for [redacted]

Supplier capability/approval is determined by:

[redacted] or [redacted], or [redacted]

Complete the ***Supplier Evaluation*** form.

Acceptable Practice:

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

*Non-deliverable commodities:

Items that **are not intended** for [redacted]

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List of Approved Suppliers

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Your Logo	**BULLETIN**	NUMBER: 1.13.24 PAGE: 1 of 1

PROGRAM NAME:		DOCUMENTS AFFECTED:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	[redacted]

☐ **RETAIN** ☐ **DISCARD AFTER** (DATE) ☐ **CCB N/A for** (list your exception here)

☐ This Bulletin *does **NOT*** [redacted]

☐ This Bulletin **DOES** [redacted]

Additional Distribution:

[redacted]

CCB Approval:

_____	_____	_____	_____
Manager	Manager	Manager	Manager

DISTRIBUTION:

Form Rev: Orig

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PAGE 2 TEXT BLOCK: Insert page 2 text here

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CALCULATED RISK RELEASE

[redacted]

[redacted]	☐ Yes ☐ No

Form Rev: Orig

Your Logo

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Metrology Recall Card

Description:		Calib Frequency:	
[redacted]			

Form Rev: Orig

Instrument and Case Identification Tag (shrink to fit)

[redacted]

Instrument Deviation Tag (shrink to fit)

[redacted]

Form Rev: Orig

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Measuring and Test Equipment Calibration Report

☐ In Tolerance as Received		☐ Out-of-Tolerance as Recv'd		PO# for M&TE:	
[redacted]			[redacted]		
[redacted]			[redacted]		
[redacted]			[redacted]		
			[redacted]		
[redacted]			[redacted]		
[redacted]			[redacted]	[redacted]	[redacted]
[redacted]			[redacted]		
[redacted]			[redacted]		
	[redacted]			[redacted]	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]					
[redacted]		[redacted]		[redacted]	[redacted]
[redacted]				[redacted]	
[redacted]				[redacted]	
[redacted]				[redacted]	
[redacted]				Calib Due Date:	

Form Rev: Orig

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IMPACT ANALYSIS REPORT

[redacted]

[redacted]

[redacted]

Corrective Action

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Your Procedure # Rev: Orig	[Title] Calibration Instruction Sheet		Form Rev: Orig Page 1 of 1
[redacted]		[redacted]	
		[redacted]	
[redacted]		[redacted]	

[redacted]	[redacted]		[redacted]

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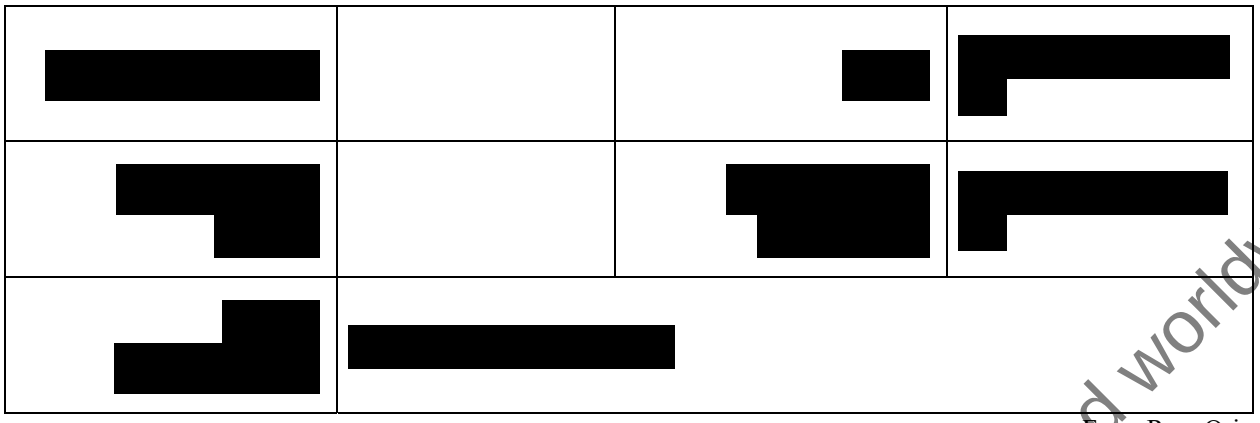
Inherently Stable Measurement Equipment Log



Form Rev: Orig

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CO NUMBER:	DATE:	RFS#:
CHANGE ORDER Page of	CLASS I☐ II☐	PERSON REQUESTING CHANGE ORDER: PERSON WRITING CHANGE ORDER:

Is:

DISPOSITION OF EXISTING PROJECTS

Effectivity/Release Date:

	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		

Form Rev: Orig

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Your Logo

REQUEST FOR CORRECTIVE ACTION

1	RFCA#:	Date:	MR#:
2	☐ Internal	☐ External	
3	[redacted]	[redacted]	
[redacted]			
8	[redacted]		
[redacted]			

Form Rev: Orig

Your Logo

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Your Logo User Info: Press Tab to move to each field or pulldown <Tools> <Unprotect> to edit form (delete this info prior to using form)	**INVESTIGATION AND CORRECTIVE ACTION REQUEST**

ICAR Responsible Supplier: _____

[redacted]

5. [redacted]

9. Congratulate the Team!

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DAILY CONSTRUCTION QUALITY CONTROL REPORT

Contractor's Name:			
Contractor's Address:			
Contract No:		Date:	
Report No:			
[redacted]			
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[redacted]			
[redacted]			
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b.			
c.			
d.			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
3. [redacted]			
4. [redacted]			
5. [redacted]			

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6. [redacted]

VERIFICATION

[redacted]

Form Rev: Orig

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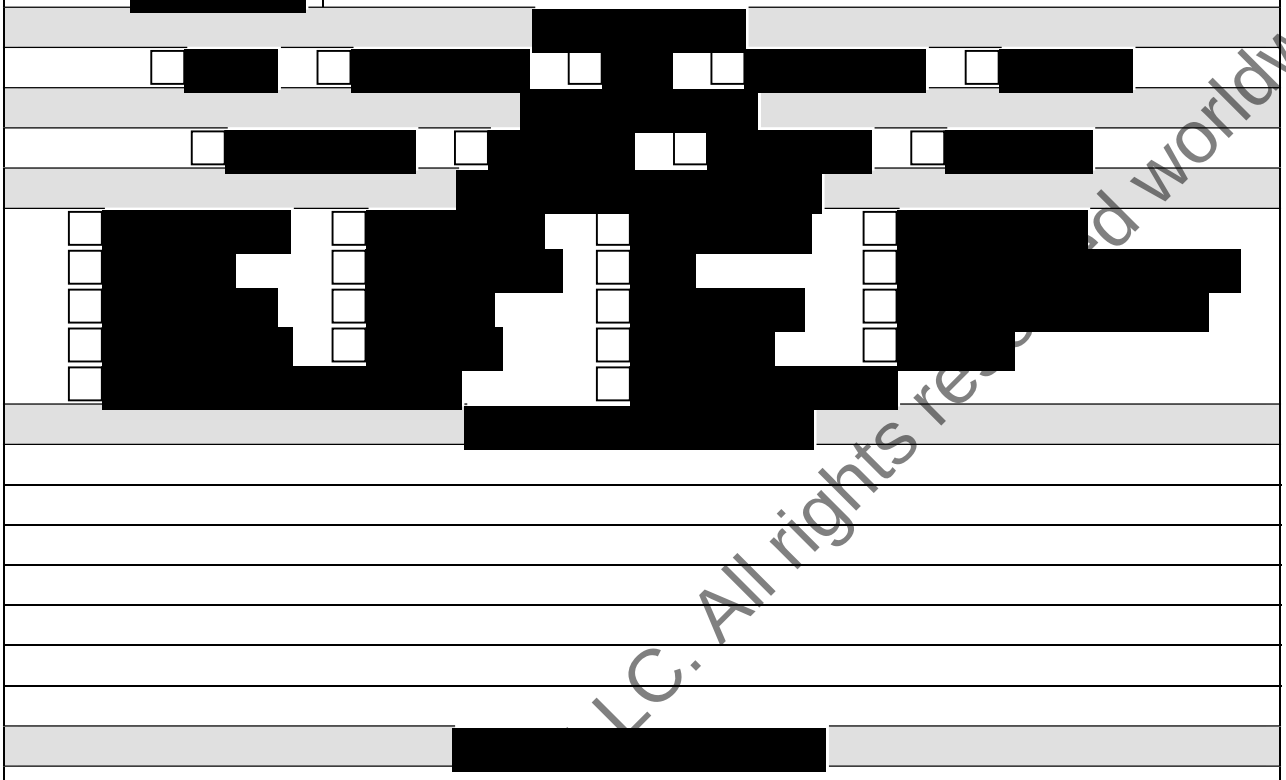
DESIGN REVIEW

Project Name:		Work Order#:	



Action Items – Responsibility – Due Date

Form Rev: Orig

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Your Logo

DESIGN QUALITY PLAN

Origination Date: xxxxx

Document Identifier:	Design Quality Plan
Date:	xxxxx
Project:	
Document Status:	Released

Abstract:
This document describes the work required to perform design reviews.

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REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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TABLE OF CONTENTS

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1.0 PURPOSE

This document establishes design review instructions, documentation requirements, scheduling of design reviews, criteria for action item closeout and the items to be defined at each level of review.

2.0 THEORY

Design review is used to enhance the probability of item or service success by identifying potential or actual design problems. The solution of identified problems is not attempted at the review but is assigned as an action item. Reviewing a design does not imply a lack of confidence in the designer – it is [redacted] To serve as a design reviewer indicates that your associates regard you as an expert.

3.0 DESIGN REVIEWS

All deliverable items must undergo [redacted] to assure it will not damage critical items.

3.1 Number and Type of Design Reviews

The number and type of design reviews will depend on [redacted] may require several reviews, including [redacted] may only require a single design review.

3.2 Scheduling Reviews

At the start of a project, Responsible Authorities must meet to determine [redacted] as early as practicable in the project. Sufficient time must be allowed for [redacted]

3.3 Heritage Design Review

Designs that are qualified by another project [redacted] usage or changes in the interfaces.

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3.4 Service Reviews

Service operations must be

3.5 Subcontractor Reviews

Provisions and services from subcontractors must be referenced in the ***Purchase Order***. The Responsible Authority and appropriate support personnel must

3.6 Interfaces

Reviewers should devote extra attention to For example – should be reviewed in detail.

3.7 Post Review Design Changes

Changes made to a design subsequent to a successful review should not escape review. Fully configured projects begin

3.8 Design Review Items

1. Requirements.
2. Design.
3. Reviewers.
4. Design Package.
5. Agenda.
6. Review Minutes.

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7. Closeout of Action Items.

3.9 Inappropriate Items for a Design Review

is not a project

3.10 System Review Attendees

System review attendees should include and relevant

4.0 Types of Design Reviews

4.1 System Level Reviews

4.1.1 Baseline Design Review (BDR)

The BDR is held to assure that will meet keyed to the end of the The BDR must be held early enough so that At the latest, the BDR should be desirable to hold the BDR before The BDR should address the following:

1.
2.
3.
4.

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5.
6.

The output of the BDR consists of by schedule. The pre-release baseline design becomes

4.1.2 Preliminary Design Review (PDR)

The PDR is the first review of the preliminary detailed design and is generally the more rigorous review. The PDR should address the following:

1.
2.
3.
4.
5.
6.
7.
8.
9.

The output of the PDR consists of for specific

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Formal configuration control procedures are applied concurrent with the release of the development documents.

4.1.3 Final Design Review (FDR)

The system FDR is held immediately prior to show the design meets

The FDR should address the following items:

1.
2.
3.
4.
5.

Completion of the FDR and resolution of its action items establishes l and Client interaction begins and

4.2 Subsystem Level Reviews

Subsystem level reviews are held to address too much at a single review.

Attendance is usually limited to Electrical and mechanical system review packages should contain (as appropriate):

1.
2. d
3.
4.
6.

4.3 Other Reviews

Some projects require to supplant portions of certain when establishing the schedule of reviews. Some projects schedule

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which focuses solely on other projects.

5.0 Design Review Packages

All design reviews require a review package. For all but the FPR, the package must with external attendees. If the package is delivered late, the review should The designer will often discover that will be presented.

5.1 System Level Design Review Data Package (BDR, PDR, FDR)

System level review packages typically contain:

#	Document	Preparer
1		
2		
4		
6		
7		
11		
13		

6.0 Responsibilities

6.1 Project Manager

The Design Quality Control Manager (DQC Manager) is responsible for The DQC Manager meets with the Designer of Record (DOR) to Once the project is underway, review dates are milestone dates. The DQC Manager is responsible for

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The DQC Manager works with the Chairperson and the Project Superintendent in the selection of The DQC Manager prepares agendas, verifies presenters are prepared, verifies The DQC Manager verifies action items are

6.2 Project Superintendent

The Project Superintendent is responsible for The Project Superintendent must ensure The Project Superintendent will action item closure should be referred to

6.3 Presenter

The Presenter is responsible for everything possible to point of view.

6.4 Reviewers

Independent reviewers should be but should not be All attendees at a review should consider themselves encouraged to meet with

6.5 Chairperson

The Chairperson directs the review, keeps it on schedule, curtails debates and attempts The Chairperson must ensure

The Chairperson should ensure are not forgotten.

The Chairperson is the final authority in Generally, if there is doubt about the

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[redacted] should meet briefly with [redacted] The Chairperson is responsible for [redacted] of the design team. The Chairperson may [redacted]

6.6 Section, Group and Department Supervisors

Supervisors are responsible for [redacted] recognize design reviews as [redacted] to do a professional job. Supervisors should recognize [redacted]

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DOCUMENT ISSUE LOG

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

Form Rev: Orig

Your Logo

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First Piece Mechanical Inspection Report

Date:			Supplier:	
Item No:			PO No:	
[redacted]			[redacted]	
[redacted]				
[redacted]				
[redacted]				
[redacted]	[redacted]	[redacted]		[redacted]
[redacted]				
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[redacted]				
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[redacted]				
[redacted]				
[redacted]				

[redacted]

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

Inspector:		Date:	

Form Rev: Orig

(Your Logo)

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Investigation and Corrective Action Request Log

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

Form Rev: Orig

Your Logo

Abbreviations:

[redacted]

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INDEX OF DRAWINGS

Project [redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]					
[redacted]					
[redacted]					
[redacted]					
[redacted]					

Form Rev: Orig

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Your Logo	Inspection Instructions	Form Rev: Orig Page 1 of 1
	Special Instructions: [redacted]	[redacted]
		[redacted]
		Approval:

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

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Inspection Tags
Green = Good, Yellow = Withhold, Red = Bad
Use standard, colored card stock – size approximately 3.5" tall by 5.75" wide or use stock size

GOOD MATERIAL TAG	Your Logo
[redacted]	

Form Rev: Orig

GOOD MATERIAL TAG	Your Logo
[redacted]	
QC Acceptance:	

Form Rev: Orig

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WITHHOLD TAG		Your Logo	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

BAD MATERIAL TAG		Your Logo	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
Reason for [redacted]			

Form Rev: Orig

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Your Company Name Form Date of Issue: (your date)	INSPECTION TEST PLAN (Form Authorization Name: (your name) (content herein is only for show-and-tell)	Form Rev: Orig Page 1 of 4

[redacted]

Oper	Dept	Description of Task	Sign	MR-ECP-ACN	Date	Gage
		PART I				
5	[redacted]					
10	[redacted]					
20	[redacted]					
21	[redacted]					
23	[redacted]					
25	[redacted]					
30	[redacted]					
35	[redacted]					
		PART II				
40	[redacted]					
50	[redacted]					
55	[redacted]					
57	[redacted]					
60	[redacted]					
62	[redacted]					
70	[redacted]					
75	[redacted]					
80	[redacted]					
85	[redacted]					
90	[redacted]					
95	[redacted]					

DEFINITIONS: P/S=Packing Slip
IAW=In Accordance With
A/R=As Required
CQC: Systems Mgr
PR=Production Report
IIS=Inspection Instruction Sheet
CEI=Contract End Item
PPP&M=Preservation, Packaging, Packing and Marking
PS=Production Specification
N/G=Not Good
EIDP=End Item Data Package

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Remaining pages removed from the Inspection Test Plan

INSPECTION TEST PLAN

			Date: _____
Department:		Responsible Authority:	
Team Designation:			
[redacted]			
	[redacted]		[redacted]

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

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INSPECTION TEST PLAN

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:
This document describes inspections and test for...

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REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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Remaining page removed from Inspection Test Plan

Your Co Name

Address
City - State - Zip
Phone: Fax:
Email:

NONCONFORMANCE REPORT

Form Rev: Orig

Attach Tracking Information

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REQUEST FOR SUPPORT

[redacted]

SUBCONTRACTOR: _____ DATE RECEIVED: _____

RFS#: SHEET _____ OF _____

Punch #:

[redacted]

Approvals and Effectivity Verification

Review or Verify and Document Effectiveness of Action(s) Taken.

Record [redacted]

[redacted]

Your Logo **Shaded Area for Administrative Use** Form Rev: Orig

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NONCONFORMANCE REPORT LOG

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

Form Rev: Orig

Your Logo

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Abbreviations:

[redacted]

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Procedure Template

Mo/Yr

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Revisions		Rev:	Orig
Letter	C.O. Number - Description	Date	
Orig			

Used On	Contract#:		Your Company Name			
Prepared By:		Date				
			PROJECT NAME			
			Procedure #			
			Size:	**A**		1 of 1

Your Logo

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1.0 Scope

Prepare procedures using [redacted] Prepare work instructions to [redacted] prevent [redacted] The less disclosure [redacted] the better because [redacted] Don't attempt to [redacted] Your job is to [redacted] address 80% of all work functions.

2.0 Applicable Documents

3.0 Requirements

4.0 Workmanship

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DOCUMENT NAME

Origination Date: XXXX

Document Identifier:	Name
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:
This document describes xxxxxx.

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Issue	Date	Comment	Author
0-0			

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Issue	Item	Reason for Change

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[redacted]

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[redacted]

[redacted]

[redacted]

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

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This document expires 1 day after printing unless marked "Released". **Date Printed:** [redacted]

Construction Project Punch List

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
List submitted by:									
		CQC Systems Manager		Date					
List complete:									
		Project Superintendent		Date					

Form Rev: Orig

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PURCHASE ORDER

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

Date	
Purchase Order #	Page:

If a Prime Contract # is entered hereon, this procurement is certified for National

Purchase Order Amount

During performance on this subcontract, Seller's production and associated processes, products, records and inspection and/or test data are subject to review,

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Your Company Name

Terms and Conditions of Purchase

1) WARRANTIES In addition to Seller's standard warranties with respect thereto, Seller

[redacted]

changes to pre-approved processes.

[redacted]

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FIELD OF WORK QUALIFICATIONS/CERTIFICATIONS MATRIX

Record under each applicable field of work, the [redacted] Complete this form for each Employee.

Table 1: (for instance, [redacted])

Employee Name	[redacted]
Employee Qualifications	
Minimum [redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	Date:

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Table 2: (for instance, [redacted])

Employee Name	[redacted]															
Employee Qualifications																
Minimum																
[redacted]																
[redacted]																
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[redacted]																
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[redacted]																
Supervisor's Signature:												Date:				

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Your Logo	Receiving Inspection Instructions	Form Rev: Orig Page 1 of 1
	Special Instructions: [redacted]	

Oper	Qty	Description of Inspection Operation	Gage	Comment
R&I	---	Op 1: [redacted] Op 2: Op 3: Op 4: Op 5: 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	REQUEST FOR DEVIATION / WAIVER

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

7. [redacted]

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

[redacted]

[redacted]

[redacted]

[redacted]

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

Form Rev: Orig

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Your Address
Your Phone – Fax – Email

Your Company Name

Information Request

By:		Date:	

Form Rev: Orig

(Your Logo)

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Your Address
Your Phone – Fax – Email

Your Company Name

Request for Price/Quotation

		Date:	

Form Rev: Orig

(Your Logo)

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Purchase Requisition	#	Quote Number	(Your Logo)
[redacted]		[redacted]	[redacted]

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

[redacted]

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

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

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

[redacted]	[redacted]	[redacted]
	[redacted]	
Contact		

Form Rev: Orig

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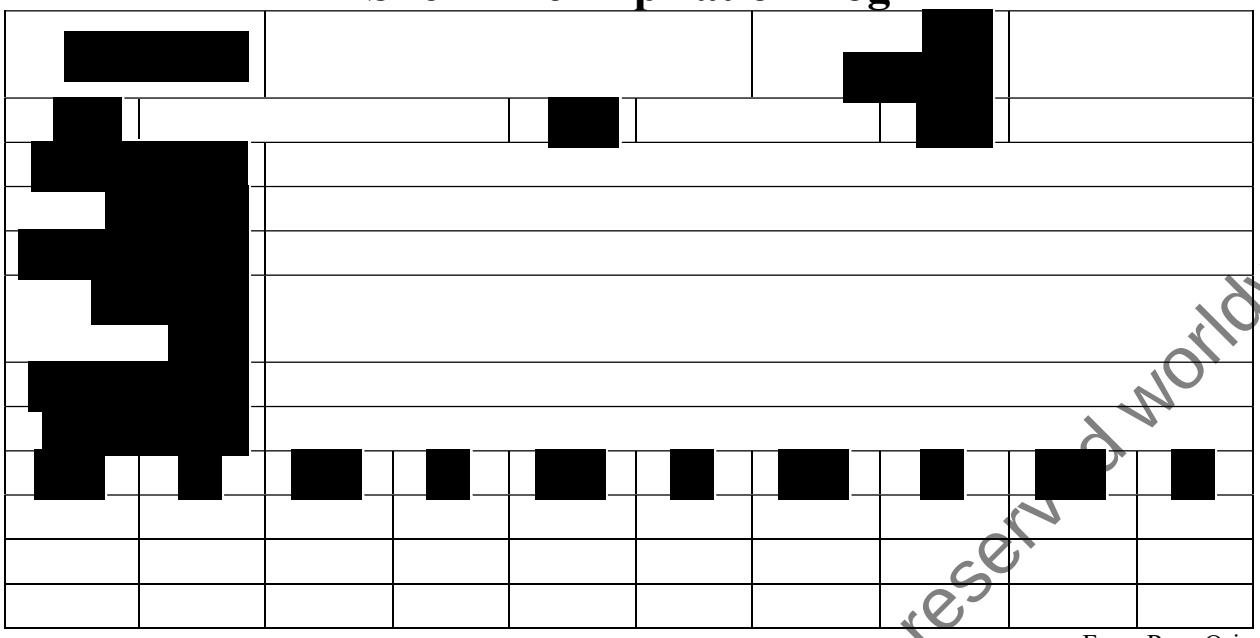
Shelf Life Expiration Log



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Your Logo

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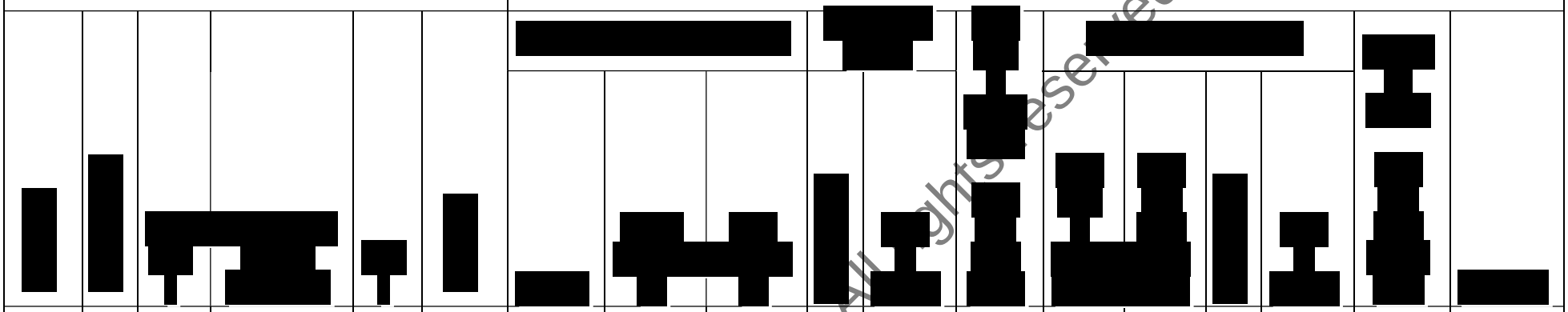
SUBMITTAL REGISTER

Contract No:

Title and Location

Contractor



(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)	(o)	(p)	(q)	(r)

Form Rev: Orig

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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]

Part III

☐ [redacted]

☐ [redacted] _____

RESULTS OF EVALUATION
(Ref. Purchasing Procedure)

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

☐ [redacted]

Initial evaluation date: _____ **Initial evaluation by:** _____

RESULTS OF RECEIVING INSPECTION OR SERVICE FEEDBACK

[redacted]

☐ [redacted] ☐ [redacted]

[redacted]

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NOTES

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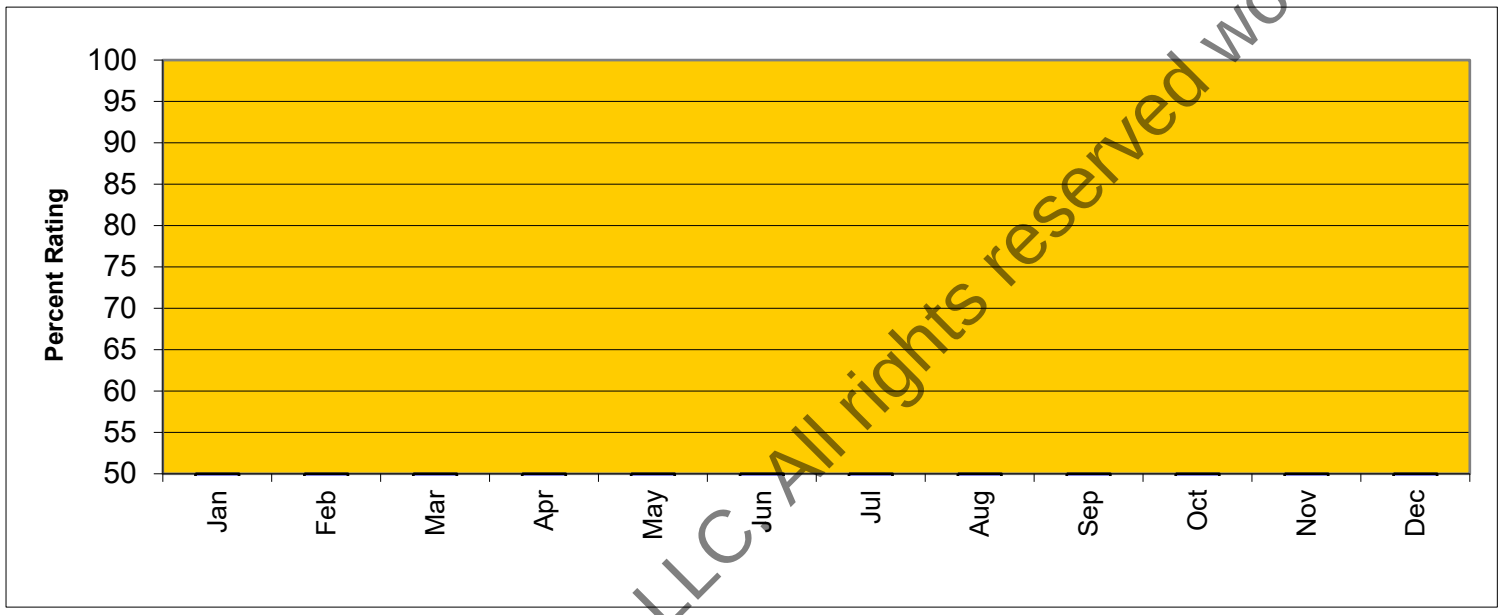
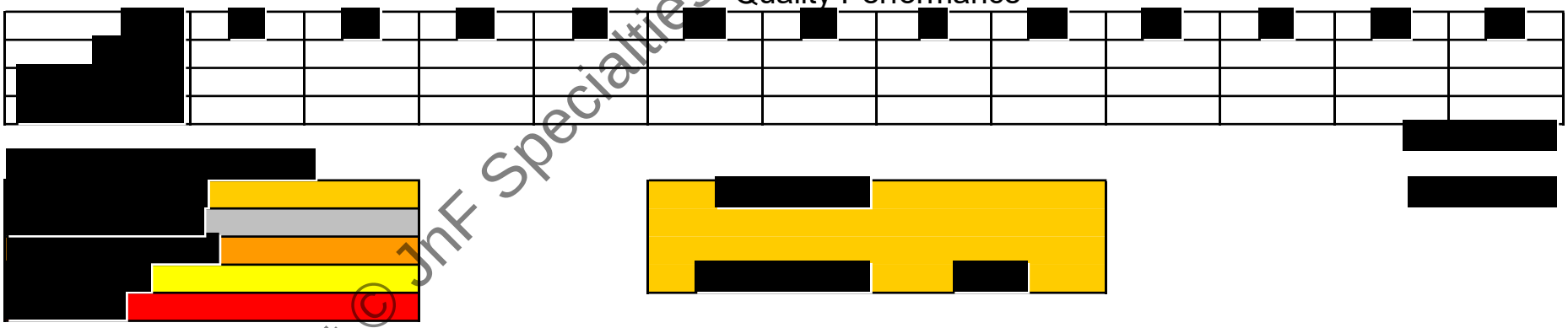
Supplier Performance Rating



Quality Performance



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Ref: Page 1 / of /	Your Company Name SURVEY REPORT

Project:	Place:
Subcontractors:	Date:
[redacted]	[redacted]
[redacted]	[redacted]

[redacted]

[redacted]

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

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Ref: Page 2 / of /	Your Company Name SURVEY REPORT Continuation…

[redacted]

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Ref: Page 3 / of /	Your Company Name SURVEY REPORT Continuation…

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TRAINING LOG

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

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Add to Cart