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QUALITY MANAGEMENT SYSTEM POLICIES AND PROCEDURES

Origination Date: XXXX

Document Identifier:	QMS-00 QMS Policies and Procedures
Date:	Latest Revision Date
Document Revision:	Orig

Abstract:
This handbook documents (your Company's) quality management system policies and procedures.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

NOTE: Company policies herein are expressed from the perspective of "As-a-Matter-of-Fact". To apply this perspective, mentally add the phrase to the beginning of each paragraph herein. Delete this note prior to release of quality handbook.

TABLE OF CONTENTS

Section 1: Scope

(Your Company's) quality management system (QMS) policies and procedures summarize top management's stategic view to improve the QMS, enhance Customer satisfaction and assure consistent delivery of products and services that achieve conformance with Customer and applicable statutory and regulatory requirements.

Section 2: Normative references

Documents that are referenced herein are indispensable and their title's are displayed in ***Bold Italics***.

Section 3: Terms and Definitions

Unless otherwise noted, the Company applies the definitions of key terms according to ***ISO 9001*** and the ***QMS-16 Definitions and Abbreviations Procedure***.

Section 4: Context of the Organization

4.1 Understanding the organization and its context

The Company considers, monitors and reviews internal and external issues that affect its ability to achieve intended results according to the ***QMS-04 Management Process Procedure***.

4.2 Understanding the needs and expectations of interested parties

The Company considers the needs and expectations of interested parties that affect its ability to achieve intended results according to the ***QMS-04 Management Process Procedure***.

4.3 Determining the scope of the quality management system

The Company's quality management system applies to all employees within all functional areas of the business operation.

The Company provides the following products and/or services:

Producer/Provider of [Your text]

NAICS code: [Your code(s)]

SIC code: [Your code(s)]

QMS policies and/or procedures outline responsibilities, methods, measurements and related performance indicators to ensure effective operation and control of the quality management system.

Non-Applicable Provisions of the QMS

The Company cites no exclusions to the ***ISO 9001*** standard. (list your exclusions to ISO 9001)

4.4 Quality management system and its processes

The Company's quality management system is fully documented and implemented and is maintained as needed to meet the requirements of the Company's vision and governing policies.

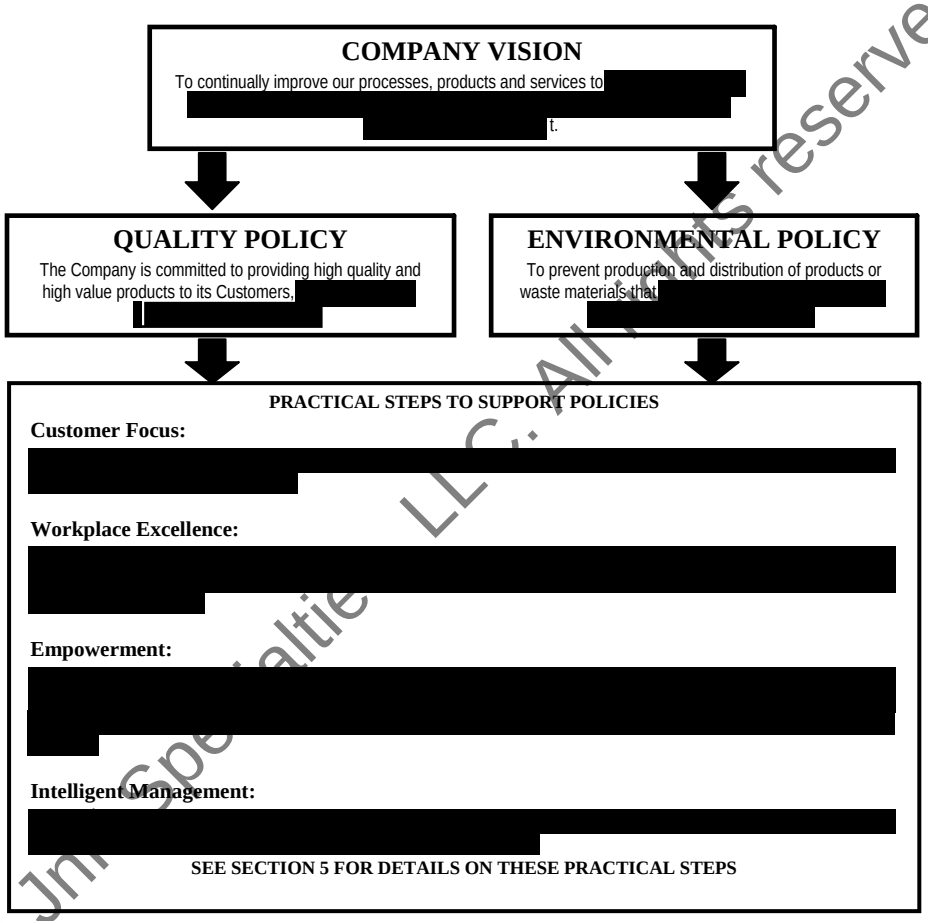
The Company uses a process-oriented method of management, which emphasizes the importance of:

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

- [redacted].

During Management Review (see 9.3), process resources are discussed and allocated as applicable. Corrective action is taken to ensure processes achieve the desired results.

Every process has at least one QMS Procedure that defines it in greater detail that may include a process map. Process maps define the details of each process, which includes [redacted] The relationship between QMS procedures and their applicable ***ISO 9001*** clauses is shown in *Appendix A*. See *Appendix B* for applicable Company processes and documents. Outsourced processes and their controls are defined in *Appendix C*. See *Appendix E* for identification of key realization processes.



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Section 5: Leadership

5.1 Leadership and commitment

5.1.1 General

The Company uses the quality management system to guide and validate its decisions and to [redacted] Management participation in the QMS is described in the ***QMS-04 Management Process Procedure***.

5.1.2 Customer focus

The Company demonstrates leadership and commitment with respect to Customer focus by ensuring the maintenance and enhancement of Customer satisfaction through [redacted]

5.2 Policy

5.2.1 Developing the quality policy

The Company's quality policy defines the purpose and context of the organization and its strategic direction, which includes a framework for [redacted]

5.2.2 Communicating the quality policy

The Company's quality policy is available to interested parties and is maintained as documented information that is [redacted].

5.3 Organizational roles, responsibilities and authorities

Assignment of responsibilities and authorities for relevant roles are communicated and understood throughout the organization according to the ***QMS-05 Responsibilities and Authorities Procedure*** to ensure the quality management system conforms to the requirements of ***ISO 9001***. Responsible authorities confirm processes are [redacted]

IMPORTANT:

The quality management system is maintained at its authorized revision level until planned changes are implemented.

Section 6: Planning

6.1 Actions to address risks and opportunities

6.1.1 Planning for the QMS

Planning for the quality management system includes consideration of the context of the organization and the needs and expectations of interested parties. ***QMS-04 Management Process Procedure*** is used to address associated risks and

opportunities to achieve [redacted]

6.1.2 Planning requirements

Proportionate actions are taken to address risks and opportunities that could impact requirements that are applicable to products and services according to the ***QMS-13 Corrective Action Procedure***. The Company integrates and implements these actions into quality management system processes (see 4.4) and evaluates their effectiveness.

6.2 Quality objectives and planning to achieve them

6.2.1 Establishing quality objectives

The Company establishes and maintains documented information for quality objectives at relevant functions, levels and processes according to the ***QMS-04 Management Process Procedure***. Quality objectives are consistent with the quality policy and are [redacted] monitored, communicated and updated as required to enhance Customer satisfaction (see *Appendix D*).

6.2.2 Achieving quality objectives

The Company determines how to achieve its quality objectives according to [redacted]

6.3 Planning of changes

Changes to the quality management system are performed according to the ***QMS-02 Configuration Management Procedure***, which considers the purpose of changes and potential consequences and [redacted]

Section 7: Support

7.1 Resources

7.1.1 General

The Company determines and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the quality management system according to the ***QMS-04 Management Process Procedure***, which considers [redacted].

7.1.2 People

The Company determines and provides the people necessary for the effective implementation of its quality management system and operation and control of its processes according to the ***QMS-04 Management Process Procedure*** and ***QMS-06 Training Procedure***.

7.1.3 Infrastructure

The Company determines, provides and maintains the infrastructure necessary for the operation of its processes to achieve [redacted] according to the ***QMS-04 Management Process Procedure***.

7.1.4 Environment for the operation of processes

The Company determines, provides and maintains the environment necessary for the operation of its processes to achieve [redacted]

7.1.5 Monitoring and measuring resources

7.1.5.1 General

The Company determines and provides resources needed to [redacted]

7.1.5.2 Measurement traceability

Measuring equipment is identified for traceability then calibrated and/or verified prior to use and safeguarded from [redacted] according to the ***QMS-15 Calibration Procedure***.

7.1.6 Organizational knowledge

The Company determines, maintains, uses and internally shares knowledge that is required to operate its processes. The Company considers the need for [redacted]

7.2 Competence

The Company determines the necessary competence for Employees whose work affects the performance and effectiveness of the quality management system. The Company ensures Employee competence according to [redacted] the ***QMS-04 Management Process Procedure***, ***QMS-06 Training Procedure*** and ***QMS-01 Control of Documented Information Procedure***.

7.3 Awareness

The Company ensures Employees and Contractors are made aware of the Company's quality policy and applicable quality objectives. In addition, Employees and Contractors are made aware of their [redacted] according to the ***QMS-06 Training Procedure***.

7.4 Communication

Internal and external communications relevant to the QMS are determined that includes [redacted] according to the ***QMS-04 Management Process Procedure***.

7.5 Documented information

7.5.1 General

The Company's quality management system includes [redacted]

7.5.2 Creating and updating

During creation and update of documented information, the Company reviews and approves documents prior to release for [redacted] according to the ***QMS-02 Configuration Management Procedure***. In addition, the Company determines an appropriate document format, which may include [redacted].

7.5.3 Control of documented information

7.5.3.1 Documents required by QMS and International Standard

The Company controls documented information [redacted] according to the ***QMS-01 Control of Documented Information Procedure***.

7.5.3.2 Activities for control of documented information

The Company controls the distribution, access, retrieval, use, storage, preservation, legibility, revision level, retention and disposition of documented information that is maintained as evidence of conformity to [redacted]

Section 8: Operation

8.1 Organizational planning and control

Processes that are used to achieve compliance with requirements for deliverable products and services are suitable for their purpose and are planned according to Section 6 herein. The Company applies ***QMS-07 Proposal Development and Contract Review Procedure*** to implement the processes and ***QMS-02 Configuration Management Procedure*** to approve processes and control changes. Consequences of unintended changes are [redacted]

8.2 Requirements for products and services

8.2.1 Customer communication

The Company communicates with its Customers by providing information relative to its products and services according to the ***QMS-07 Proposal Development and Contract Review Procedure*** and by obtaining [redacted]. Additional Customer communication channels include [redacted] according to the ***QMS-10 Production Procedure***.

8.2.2 Determining the requirements related to products and services

The Company ensures that it can meet the claims for products and services it offers and ensures requirements for products and services are defined, which includes [redacted] according to the ***QMS-07 Proposal Development and Contract Review Procedure***.

8.2.3 Review of requirements related to products and services

8.2.3.1 Ability to meet requirements

The Company reviews Customer requirements according to the ***QMS-07 Proposal Development and Contract Review Procedure*** before accepting a contract, which includes [redacted]

8.2.3.2 Retain documented information of review

The Company maintains a record for each review that includes new requirements for products and services.

8.2.4 Changes to requirements for products and services

When the requirements for products and services are changed, the Company [redacted]

8.3 Design and development of products and services

8.3.1 General through 8.3.6 Design and development changes

The Company's design and development process ensures design activities are conducted in a controlled manner that is defined in the ***QMS-17 Design and Development Procedure***, which includes policies for:

8.3.2 Design and development planning
8.3.3 Design and development inputs
8.3.4 Design and development controls
8.3.5 Design and development outputs
8.3.6 Design and development changes

8.4 Control of externally provided processes, products and services

8.4.1 General

The Company ensures that externally provided processes, products and services conform to requirements according to the ***QMS-08 Purchasing Procedure*** and ***QMS-09 Receiving Procedure***. The Company determines the controls to be applied to externally provided processes, products and services when [redacted]

The Company determines and applies criteria for the evaluation, selection, monitoring of performance and re-evaluation of external providers that is based upon [redacted] according to requirements and ***QMS-08 Purchasing Procedure***. The Company retains documented information of these activities and any necessary actions arising from the evaluations.

8.4.2 Type and extent of control

The Company ensures that externally provided processes, products and services do not adversely affect the Company's ability [redacted] according to the ***QMS-08 Purchasing Procedure*** and ***QMS-09 Receiving Procedure***.

8.4.3 Information for external providers

The Company ensures that mandatory requirements are [redacted] according to the ***QMS-08 Purchasing Procedure***.

8.5 Production and service provision

8.5.1 Control of production and service provision

The Company implements production and services under controlled conditions according to the ***QMS-04 Management Process Procedure*** and ***QMS-10 Production Procedure***.

8.5.2 Identification and traceability

The Company uses suitable means to identify outputs when [redacted] the ***QMS-10 Production Procedure***. The Company controls the unique identification of outputs when [redacted]

8.5.3 Property belonging to Customers or external providers

Property used by the Company or under its control that is received from outside sources is controlled according to the ***QMS-10 Production Procedure***.

8.5.4 Preservation

The Company preserves production and service outputs to the extent necessary [redacted] according to the ***QMS-10 Production Procedure*** and ***QMS-11 Shipping Procedure***.

8.5.5 Post-delivery activities

The Company meets requirements for post-delivery activities associated with the products and services according to the ***QMS-05 Responsibilities and Authorities Procedure***.

8.5.6 Control of changes

To ensure continuing conformity with requirements, the Company [redacted] according to the ***QMS-02 Configuration Management Procedure***, ***QMS-10 Production Procedure*** and ***QMS-17 Design and Development Procedure***.

8.6 Release of products and services

In-process inspections are conducted during production and service activities [redacted] according to the ***QMS-10 Production Procedure***. Products and services are released for delivery to Customers only after [redacted]

8.7 Control of nonconforming outputs

8.7.1 Identify and control nonconforming outputs

The Company ensures outputs that do not conform to requirements are [redacted] according to the ***QMS-14 Control of Nonconformances Procedure***. The Company takes appropriate actions based on [redacted]

8.7.2 Retain documented information for nonconformities

Company records describe each nonconformance and include [redacted].

Section 9: Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

The Company's determines methods for monitoring, measurement, analysis and evaluation to [redacted] according to the ***QMS-04 Management Process Procedure***, ***QMS-12 Internal Auditing Procedure*** and ***QMS-01 Control of Documented Information Procedure***.

9.1.2 Customer satisfaction

To monitor and measure Customer satisfaction and fulfillment of expectations, the Company may collect information about:

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

The Company continuously monitors Customer satisfaction according to the ***QMS-04 Management Process Procedure***.

9.1.3 Analysis and evaluation

The Company evaluates [redacted] according to the ***QMS-04 Management Process Procedure***.

9.2 Internal audit

9.2.1 Conduct internal audits at planned intervals

The Company conducts internal audits at planned intervals to provide information [redacted] according to the ***QMS-12 Internal Auditing Procedure***.

9.2.2 Audit requirements

The Company assigns Responsible Authorities to [redacted]

9.3 Management review

9.3.1 General

Top management reviews the Company's quality management system at planned intervals to ensure [redacted] according to the ***QMS-04 Management Process Procedure***.

9.3.2 Management review inputs

Management review is planned and carried out according to the ***QMS-04 Management Process Procedure***, which takes into consideration [redacted]

9.3.3 Management review outputs

Results from management reviews include [redacted] according to the ***QMS-04 Management Process Procedure***.

Section 10: Improvement

10.1 General

The Company determines and selects [redacted] according to the ***QMS-04 Management Process Procedure***.

10.2 Nonconformity and corrective action

10.2.1 Required actions for nonconformities

When a nonconformance occurs, including [redacted] according to the ***QMS-13 Corrective Action Procedure*** and ***QMS-14 Nonconformance Control Procedure***. The Company evaluates the need for action to eliminate the cause of each nonconformance to prevent recurrence or occurrence somewhere else by [redacted] The Company ensures corrective actions are appropriate to the effects of each nonconformance.

10.2.2 Required records for nonconformities

The Company retains and maintains records regarding [redacted] actions according to the ***QMS-01 Control of Documented Information Procedure***.

10.3 Continual improvement

The Company continually improves [redacted] according to the ***QMS-04 Management Process Procedure*** using [redacted].

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Appendix A: Company Processes and Applicable *ISO 9001* Clauses

Process	Applicable ISO 9001 Clauses
Configuration Management	See 8.3.1 for 8.3.6, 8.5.6 Design and Development Changes, Control of Changes (was [redacted])
Control of Documents	7.5.2, 7.5.3 Creating and Updating, Control of Documented Information (was [redacted])
Control of Records	7.5.2, 7.5.3 Creating and Updating, Control of Documented Information (was [redacted])
Control of Nonconformances	8.7 Control of Nonconforming Outputs (was [redacted])
Corrective Action	10.2 Nonconformity and Corrective Action (was 8.5.3 [redacted])
Internal Auditing	9.2 Internal Audit (was [redacted])
Management	4.4 Quality Management System and its Processes (was [redacted]) 7.5 Documented Information (was [redacted]) 5.1, 5.1.1 Leadership and Commitment, General (was [redacted]) 5.1.2 Customer Focus (was [redacted]) 5.2, 5.2.1, 5.2.2 Policy, Developing the Quality Policy, Communicating the Quality Policy (was [redacted]) 6.0 Planning (was [redacted] 5.3 Organizational Roles, Responsibilities and Authorities (was [redacted]) 5.3 Organizational Roles, Responsibilities and Authorities (was [redacted]) 7.4 Communication (was [redacted]) 9.3 Management Review (was [redacted]) 7.1.1, 7.1.2 General, People (was [redacted]) 7.2 Competence (was [redacted]) 7.1.3 Infrastructure (was [redacted]) 7.1.4 Environment for the Operation of Processes (was [redacted]) See 8.3.1 for 8.3.6, 8.5.6 Design and Development Changes, Control of Changes (was [redacted]) 8.2.1 Customer Communication (was [redacted]) 8.5.1, 8.5.5 Control of Production & Service Provision, Post Delivery Support (was [redacted]1) 7.1.5 Monitoring and Measuring Resources (was [redacted]) 9.1.1 Measurement, Analysis & Improvement: General (was [redacted]) 9.1.2 (was [redacted]) 9.1.1 General (was [redacted]) 9.1.3 Analysis and Evaluation (was [redacted]) 10.1 General, Continual Improvement (was [redacted])
Production	8.1 Operational Planning and Control (was [redacted]) 8.5.1, 8.5.5 Control of Production and Service Provision, Post Delivery Support (was [redacted]) 8.5.2 Identification & Traceability (was [redacted]) 8.5.3 Property Belonging to Customers or External Providers (was 7.5.4 [redacted]) 8.5.4 Preservation (was [redacted]) 8.6 Release of Products and Services (was [redacted]) 8.7 Control of Nonconforming Outputs (was [redacted])
Proposal Development & Contract Review	8.2.2 Determining the Requirements Related to Products and Services (was [redacted]) 8.2.3 Review of Requirements Related to Products and Services (was 7.2.2 [redacted])
Purchasing	8.4.1, 8.4.2 General, Type and Extent of Control (was [redacted]) 8.4.3 Information for External Providers (was [redacted])
Receiving	8.6 Release of Products and Services (was [redacted]oduct) 8.5.2 Identification & Traceability (was [redacted]) 8.5.3 Property Belonging to Customers or External Providers (was [redacted]) 8.5.4 Preservation (was [redacted]) 8.6 Release of Products and Services (was [redacted]) 8.7 Control of Nonconforming Outputs (was [redacted])
Shipping	8.2.2 Determining Requirements Related to Products and Services (was [redacted]) 8.5.1, 8.5.5 Control of Production and Service Provision, Post Delivery Support (was [redacted]) 8.5.2 Identification & Traceability (was [redacted]) 8.5.4 Preservation (was [redacted]) 8.7 Control of Nonconforming Outputs (was [redacted])

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Appendix B: Company Processes and Applicable Documents

Process	Applicable Company Procedures	Applicable Company Records
Corrective Action	QMS-13 Corrective Action	Corrective action records 10.2 (was [redacted])
Design & Development	QMS-17 Design & Development	Realization processes and resulting product meet requirements 8.1 (was [redacted]) Design and development planning 8.3.2 (was [redacted]) Design inputs records 8.3.3 (was [redacted]) Design review records 8.3.4 (was [redacted]) Design verification records 8.3.4 (was [redacted]) Design validation records 8.3.4 (was [redacted]) Design and development outputs 8.3.5 (was [redacted]) Design change records see 8.3.1 for 8.3.6 (was [redacted])
Internal Auditing	QMS-12 Internal Auditing	Internal audits 9.2 (was 8.2.2)
Management	QMS-00 Quality Handbook QMS-01 Control of Documented Info QMS-02 Configuration Management QMS-04 Management Process Procedure QMS-05 Responsibilities & Authorities QMS-06 Training QMS-15 Calibration QMS-16 Definitions and Abbreviation	Management review minutes 9.3.1 (was [redacted]) Training records 7.2, 7.3 (was [redacted]) Calibration records 7.1.5 (was [redacted])
Production	QMS-10 Production QMS-14 Control of Nonconformances	Traceability records (if required) 8.5.2 (was [redacted]) Records of loss, damage or nonconformances 8.5.3 (was [redacted]) Records of release authority of inspected product 8.6 (was [redacted]) Records of first article inspection 8.6 (was [redacted]) Control of nonconformances 8.7 (was [redacted])
Proposal Development & Contract Review	QMS-07 Proposal Development & Contract Review	Contract review records 8.2.3 (was [redacted])
Purchasing	QMS-08 Purchasing	Supplier evaluation records 8.4.1, 8.4.2 (was [redacted])
Receiving	QMS-09 Receiving QMS-14 Control of Nonconformances	Records of loss, damage or nonconformances 8.5.3 (was [redacted]) Control of nonconformances 8.7 (was [redacted])
Shipping	QMS-11 Shipping QMS-14 Control of Nonconformances	Records of loss, damage or nonconformances 8.5.3 (was [redacted]) Control of nonconformances 8.7 (was [redacted])

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Appendix C: Outsourced Processes

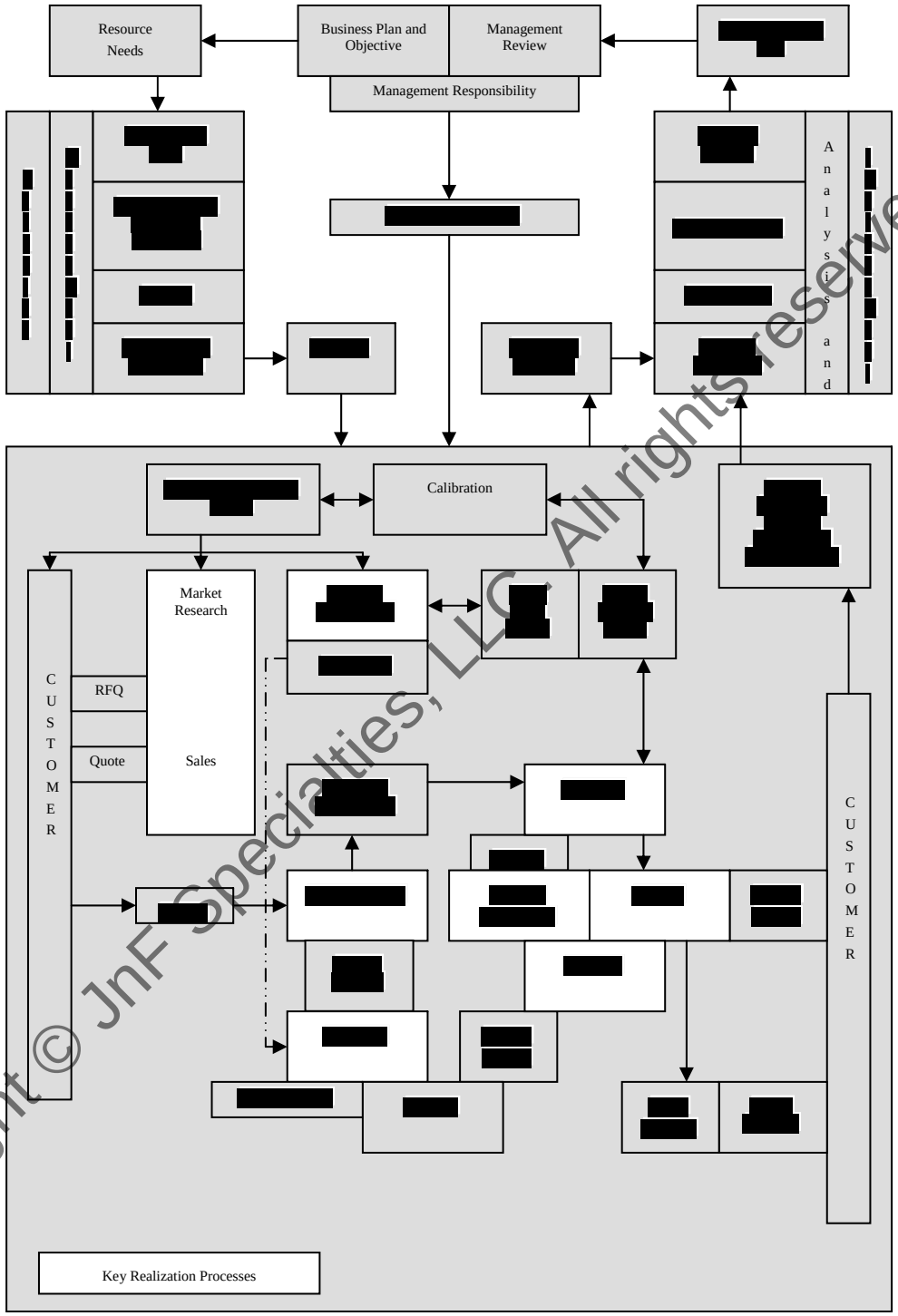
The following processes are outsourced and controlled as indicated:

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

Appendix D: Quality Objectives

Process	Quality Objective	Metric
Corrective Action	[redacted]	[redacted]
Design & Development	[redacted]	[redacted]
Internal Auditing	[redacted]	[redacted]
Management	[redacted]	[redacted]
Production	[redacted]	[redacted]
Proposal Development & Contract Review	[redacted]	[redacted]
Purchasing	[redacted]	[redacted]
Receiving	[redacted]	[redacted]
Shipping	[redacted]	[redacted]

Appendix E: Identification of Key Realization Processes



8 Mandatory Procedures	22 Mandatory Forms
[redacted]	[redacted]
(delete this table prior to release of quality handbook)	(delete this table prior to release of quality handbook)

Your Logo

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CONTROL OF DOCUMENTED INFORMATION

Origination Date: XXXX

Document Identifier:	Control of Documented Information
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This procedure describes methods for controlling documented information.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE OF DOCUMENT AND RECORD CONTROL

This procedure defines the requirements for the control of documents and records within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0. The Document Control Center ensures that documents are controlled so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped "Superseded".

The following documents are not subject to this procedure:

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

2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures that no mistakes are made due to the usage of obsolete information. A record is [redacted] Records must be controlled so that the information on them is [redacted]

3.0 DOCUMENT TYPES

3.1. Quality Handbook: [redacted]

3.2. QMS Procedures: [redacted]

3.3. General Work Instructions: [redacted]

3.4. Inspection Instructions: [redacted]

3.5. Forms: [redacted]

3.6. Records that are created for temporary retention of miscellaneous information are [redacted]

4.0 QUALITY HANDBOOK

4.1. Establishing the Quality Handbook

The Quality Handbook has been established by top management of the Company, which includes [redacted]

4.2. Review and Approval

The Quality Handbook is reviewed and approved by top management before release. Approval is indicated by [redacted]

4.3. Distribution

The Quality Handbook is distributed electronically through the Company's internet server.

The Document Control Center [redacted]

Each employee must [redacted]

4.4. Change Control

Any employee may request a change to the Quality Handbook. Requests for changes may be made by [redacted]

5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES

5.1. Creating New QMS Procedures

QMS procedures should be created as soft files (MS Word, etc.). It is recommended [redacted]

5.2. Review and Approval

QMS Procedures are [redacted]

5.3. Distribution

QMS procedures are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may [redacted] Each employee must [redacted]

5.4. Change Control

Changes to QMS procedures are [redacted]

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by clear and complete documented work instructions that define [redacted] Work instructions should include, as applicable: [redacted]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are specific to a given job, which are [redacted]

6.2. Review and Approval

Work instructions must be reviewed and approved by [redacted]

6.3. Distribution

General work instructions are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may [redacted] Each employee must [redacted]

6.4. Change Control

Changes to general work instructions are [redacted]

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

New inspection instructions are developed by or under the supervision of the Responsible Authority using [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:

Engineering may [redacted]

7.2. Review and Approval

Approval is indicated by [redacted]

7.3. Distribution

Inspection instructions are distributed electronically through the Company's internet server and/or intranet. The Document Control Center may [redacted] Each employee must [redacted]

7.4. Change Control

Any employee may request a change to inspection instructions by completing a Request for Change form and submitting it to [redacted]

8.0 FORMS

8.1. Creating New Forms

Forms undergo a streamlined creation and control process. Any department manager or area supervisor [redacted]

8.2. Review and Approval

Forms may be reviewed and approved by the manager of the department or area primarily affected by the form. Forms do not [redacted]

[redacted]

8.3. Distribution

Forms are made available through the Company's internet server, intranet or Document Control Center. These may be [redacted]

8.4. Change Control

Any employee may submit a ***Request for Change*** to the appropriate area manager responsible for the form and the manager [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may be maintained on file without [redacted] Unless otherwise specified, if the revision level is [redacted]

9.2. Third party specifications and engineering drawings, including those of the Customer, are controlled according to the ***QMS-02 Configuration Management Procedure***. Where control of an external document is deemed necessary, [redacted] In some cases, a hardcopy of the external document may [redacted] Each employee must [redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to [redacted]

11.0 CONTROL OF RECORDS

11.1 The controls for each type of record are defined in **Appendix A** of this procedure.

11.2 The listed "controller" must ensure [redacted]

11.3 Records for active contracts are maintained in the department handling the operations. Records are [redacted]

11.4 The Document Control Center maintains archive files for records. Records shall be [redacted]

11.5 Records that are discarded after retention shall [redacted]

11.6 Hardcopy records are [redacted]

11.7 Records are [redacted]

11.8 Records are [redacted]

11.9 The Company does not require vendors to maintain records for the Company; instead, [redacted]

11.10 Electronic records are [redacted]

11.11 Local computer data that is stored on company computers must [redacted]

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

11.13 Correction fluid or correction tape is not to be used on any quality records.

Left blank intentionally

APPENDIX A: RECORD RETENTION MATRIX

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
Calibration records	Calibration		Form		[redacted]
Contract review records	Contract review		Form		[redacted]
Control of nonconformances	RFS		Form		[redacted]
Corrective actions	RFS		Form		[redacted]
Design change records	Engineering order		Form		[redacted]
Design input records	Engineering order		Form		[redacted]
Design review records	Engineering order		Form		[redacted]
Design validation records	Production inspection		Form		[redacted]
Design verification records	Production inspection		Form		[redacted]
First Article Inspection	First article		Form		[redacted]
Internal audit records	Internal audit		Form		[redacted]
Lost, damaged or unsuitable Customer property	Customer property		Form		[redacted]
Management review meeting reports	Management review report		Form		[redacted]
Record of realization process	Engineering order		Form		[redacted]
Record of release of product	Production inspection		Form		[redacted]
Supplier evaluation	Supplier evaluation		Form		[redacted]
Traceability records	Production inspection		Form		[redacted]
Training records	Training record		Form		[redacted]

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Your Company Name

CONFIGURATION MANAGEMENT

Origination Date: XXXX

Document Identifier:	Configuration Management
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes configuration management procedures.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of products produced by the Company's configuration management activities include the following:

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

The following are not governed by this control procedure:

- [redacted]
- [redacted]

2.0 THEORY

Part configuration includes a variety of aspects of a given part, including [redacted]

This procedure has been developed based on [redacted]

3.0 CONFIGURATION DOCUMENTATION

3.1. The current configuration of a given part is identified through applicable technical documents. These may include, but are not limited to:

- [redacted]

3.2. All such technical documents are developed and approved by the Responsible Authority, which are [redacted]

3.3. Configuration documents and Customer intellectual property received by is the Company are [redacted]

4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. Responsible Authorities (RA) serve as the Configuration Control Board, which has full authority and responsibility for [redacted]

4.2. CCB responsibilities include:

- [redacted]

5.0 CONFIGURATION CHANGE CONTROL

5.1. Evaluation of a change in configuration for a deliverable item takes into consideration [redacted]

5.2. All associated changes and affected hardware items or computer programs are included on [redacted]

5.3. Types of Configuration Change

Changes to the configuration are implemented after approval of [redacted]
The definition for each is as follows:

5.3.1. Engineering Change: [redacted]

5.3.2. Deviation: [redacted]

5.3.3. Waiver: [redacted]

5.4. Change Classification

Changes in configuration are classified by the CCB as either Class I or Class II. The change classification assigned by the CCB is entered on [redacted]

5.4.1. Class I Changes

The engineering change is classified as Class I when it affects one or more of the following:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- Non-technical contractual provisions are affected, such as, but not limited to:
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]
  - [redacted]

5.4.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are [redacted]

5.5. Change Implementation

5.5.1. The Responsible Authority verifies [redacted]

5.5.2. Superseded revision levels of electronic documents are [redacted]

5.5.3. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of [redacted]

5.6. Document approval is indicated by any of the following methods:

- [redacted]
- [redacted]

6.0 SUBCONTRACTOR AND VENDOR CHANGES

6.1. Supplier and vendor requests for change are controlled according to [redacted]

7.0 PRODUCT AND TEST SOFTWARE CONTROL

Revision control is applicable to software programs that are used for [redacted]

Your Logo

Your Company Name

MANAGEMENT PROCESS

Origination Date: XXXX

Document Identifier:	Management Process
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the management review process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Management process, including or making reference to procedures for the various activities within the Management process.

2.0 THEORY

The Company believes in “intelligent management,” which enables the Company to make decisions based on [redacted]

3.0 MANAGING AS A PROCESS

The Company recognizes that it has to manage processes identified in the Quality Management Policies and Procedures handbook; however, management itself must also be treated as a process. This means [redacted]

Management is responsible for implementation and application of the following QMS requirements:

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

4.0 PROCEDURE: MANAGEMENT REVIEW

4.1 The management of the Company performs formal management review of the Quality Management System a minimum of [redacted]

[redacted]

4.2 This review shall include [redacted]

4.3 Minutes of the meetings are taken and maintained. The Management Review Report Template may be used as a guide for the records or may be completed and retained as the record.

4.4 The Management Review meeting should include analysis of the following inputs:

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

4.5 Management shall use action items or the corrective action system to take recorded actions as a result of review topics in an effort to [redacted] See the ***QMS-13 Corrective Action Procedure***.

4.6 Management shall determine internal issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [redacted]

4.7 Management shall determine external issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [redacted]s
- [redacted]ations

5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is [redacted]

5.2 Each process objective [redacted]

5.3 Top management will [redacted]

5.4 Throughout the year, assigned managers and staff will [redacted]

5.5 During Management Review [redacted]

5.6 When a process does not meet a goal, [redacted]

5.7 The current metrics, standings, previous goal and revised goals shall be [redacted] (See section 4.0 above.)

5.8 Over time, management shall assess performance of each process against the goals [redacted] according to the ***QMS-13 Corrective Action Procedure***.

6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION

6.1 Internal communication is an important facet of the way the Company does business. By this we mean that information must be able to flow in all directions, from [redacted]

The following methods are used for internal communications:

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

6.2 External communications that are relevant to the quality management system must [redacted]

6.2.1 Confidential Company Information

Company Employees must not reveal Confidential Company Information to External Parties except to the extent such disclosures are necessary [redacted]

[redacted]

6.2.1.1 Basic Company Information

Company Employees must not communicate Basic Company Information to External Parties except to the extent that such communication is part of their normal responsibilities. For example, [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company on [redacted]

6.2.1.2 Written Company Information

All Written Company Information must conform to guidelines established from time to time.

All Written Company Information must be approved by the appropriate Responsible Authority before it is communicated to any External Party.

With respect to any Written Company Information regarding new business, clients, or other contract counterparties, or other Third Parties with a business relationship with the Company, care must be exercised to [redacted]

Written Company Information regarding [redacted] must also be approved by the appropriate Responsible Authority.

7.0 PROCEDURE: RESOURCE MANAGEMENT

7.1 The management of resources is a critical component to the management activities of the Company. Resources requiring such management includes:

- [redacted]ation
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]vities
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

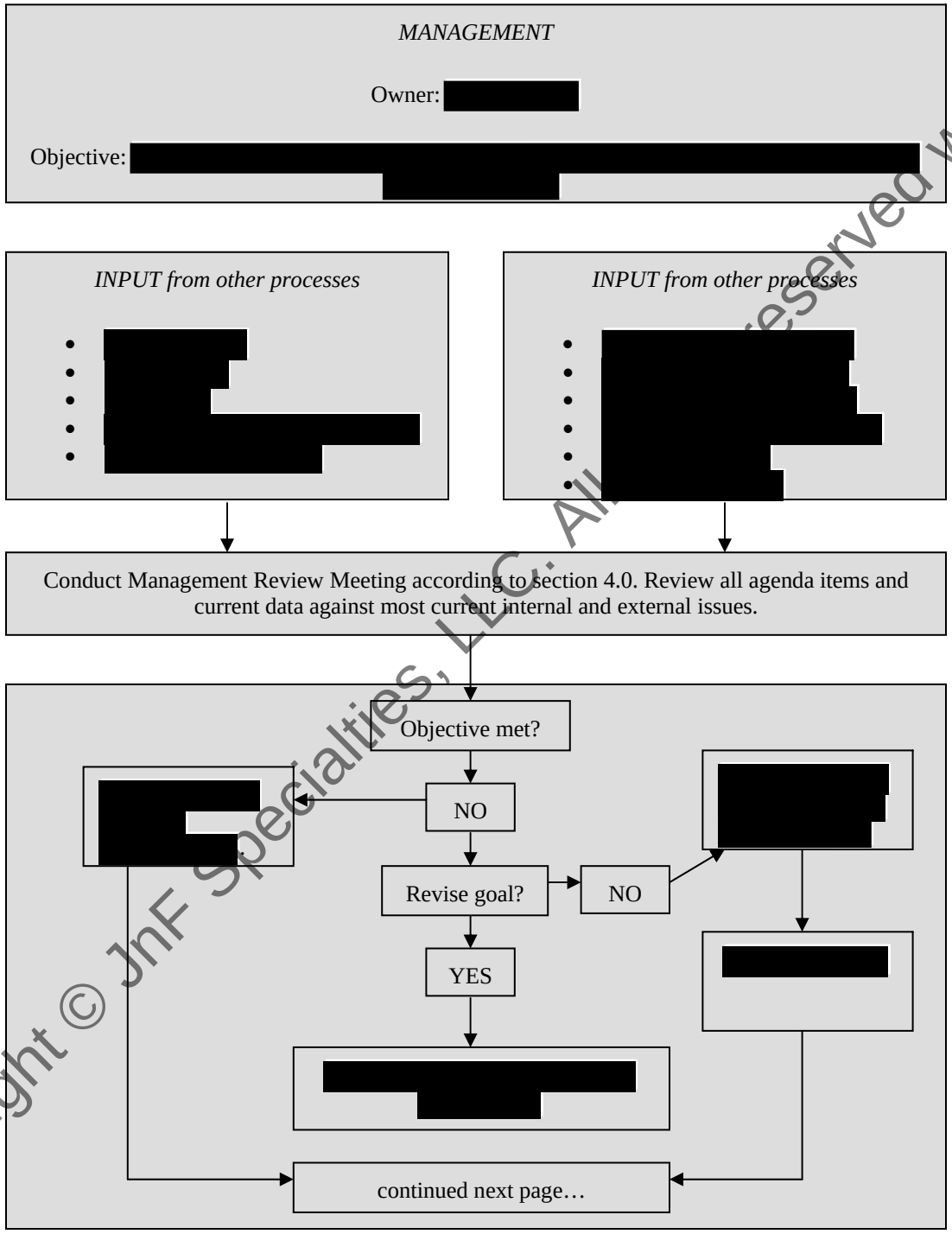
7.2 Like other management activities, resource management must [redacted].

7.3 To manage resources, top management must [redacted]

7.4 During Management Review, managers shall [redacted]

7.5 From that data, top management can [redacted]

Appendix A: Process Map



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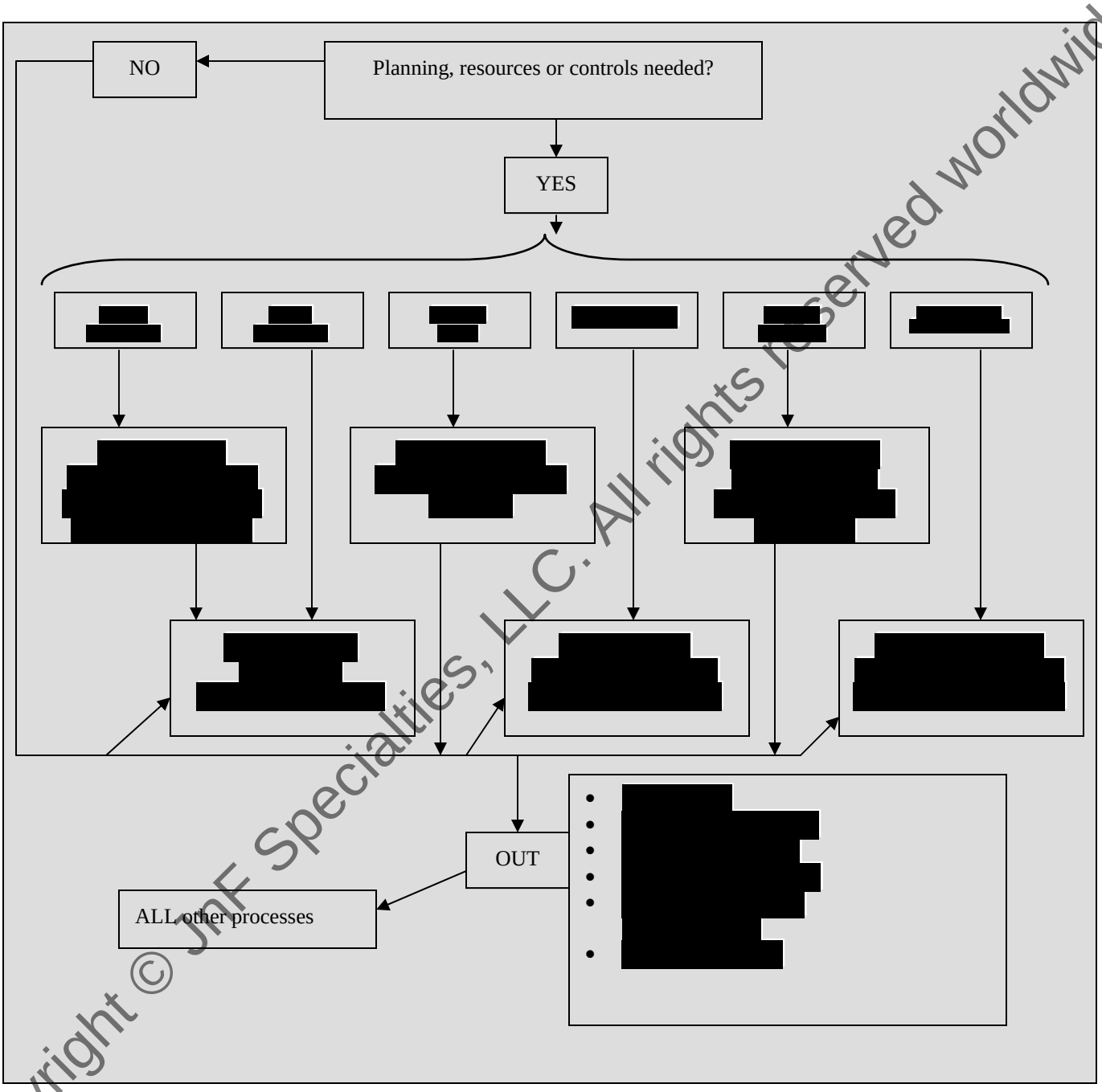


Your Logo

Your Company Name

RESPONSIBILITIES AND AUTHORITIES

Origination Date: XXXX

Document Identifier:	Responsibilities and Authorities
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes responsibilities and authorities of Company personnel.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides an overview of the responsibilities and authorities for key positions within the Company.

2.0 THEORY

It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company.

3.0 RESPONSIBILITIES & AUTHORITIES

3.1 Operations Manager

The Operations Manager is responsible for [redacted]

3.2 Quality Manager

The Quality Manager is responsible for [redacted]

The Quality Manager [redacted]

The Quality Manager also [redacted]

3.3 Facilities Manager

The Facilities Manager is responsible for [redacted]

3.4 Production Manager

The Production Manager is responsible for [redacted]

3.5 Business Manager

The Business Manager is responsible for [redacted]

3.6 Product Managers

The Company utilizes Product Managers for [redacted]

[redacted]

Product Managers are responsible for [redacted], which includes consideration for:

- [redacted]

3.7 Administrative Assistant

The Administrative Assistant is responsible for [redacted]

3.8 Accounting Manager

The Accounting Manager is responsible for [redacted]

3.9 Environmental Health & Safety Manager

The EHS Manager is responsible for [redacted]

3.10 Quality Group Staff & Inspectors (including Receiving)

The Quality Group includes [redacted]

3.11 Production Operators

Production operators include [redacted]

3.12 Internal Auditors

Internal Auditors are responsible for [redacted]

3.13 Shipping Personnel

Shipping personnel are responsible for [redacted]

3.14 Human Resources Staff

Human Resource staff is responsible for [redacted]

3.15 Purchasing Staff

Purchasing staff is responsible for [redacted]

Your Logo

Your Company Name

TRAINING PROGRAM

Origination Date: XXXX

Document Identifier:	Training Program
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes training program and requirements.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained. The Company intends to ensure adequate employee performance through [redacted]

3.0 TRAINING PROCEDURE

3.1 Hiring

Employees are hired on their basis to [redacted]

To accomplish this, potential candidates are [redacted]

3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo initial indoctrination and orientation. This introduces the employee to [redacted]

3.3 On the Job Training

Once an employee has completed initial indoctrination, they undergo on-the-job training relative to their position. This training is [redacted]

3.4 Additional Training

At the discretion of management, additional training may be conducted at any time.

This may be necessitated by [redacted]

Your Logo

Your Company Name

PROPOSAL DEVELOPMENT AND CONTRACT REVIEW

Origination Date: XXXX

Document Identifier:	Proposal Development and Contract Review
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to review contracts and develop proposals.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Proposal Development and Contract Review process including or making reference to procedures for the various activities within the process.

2.0 THEORY

The Company can only meet Customer requirements by ensuring that all such requirements are obtained from the Customer, then [redacted]

3.0 PROCEDURE

When addressing Customer needs and industry trends, the Company considers [redacted]

Documentation is not required for [redacted]

The Company determines its capability to meet Customer requirements by:

a) [redacted]

b) [redacted]
   1) [redacted]
   2) [redacted]

c) [redacted]

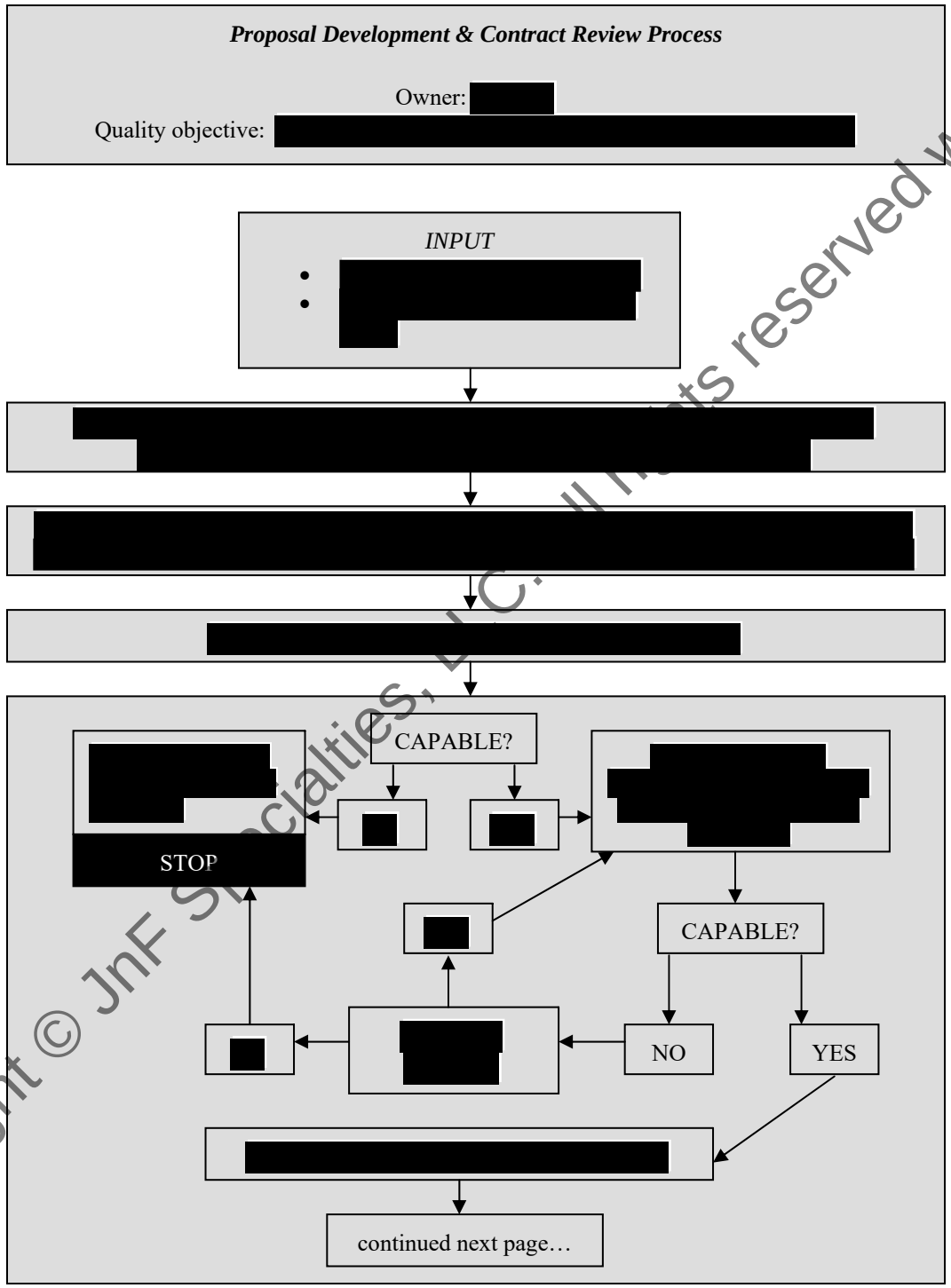
d) [redacted]

e) [redacted]
1) [redacted]
2) [redacted]
f. [redacted]
g. [redacted]
h. [redacted]
i. [redacted]
j. [redacted]

The organization negotiates a mutually acceptable requirement with the Customer when [redacted]

See Process Map.

4.0 PROCESS MAP



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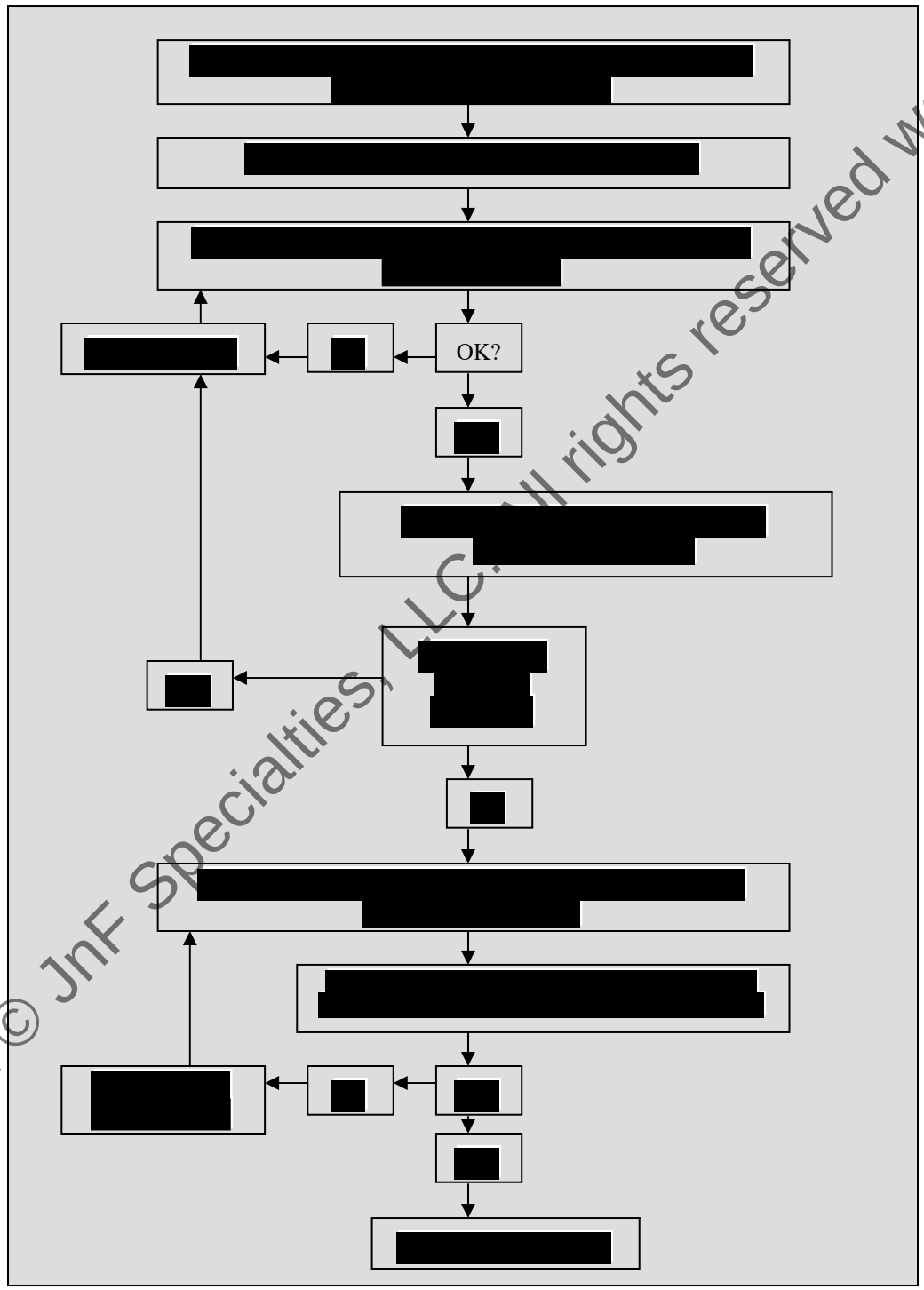

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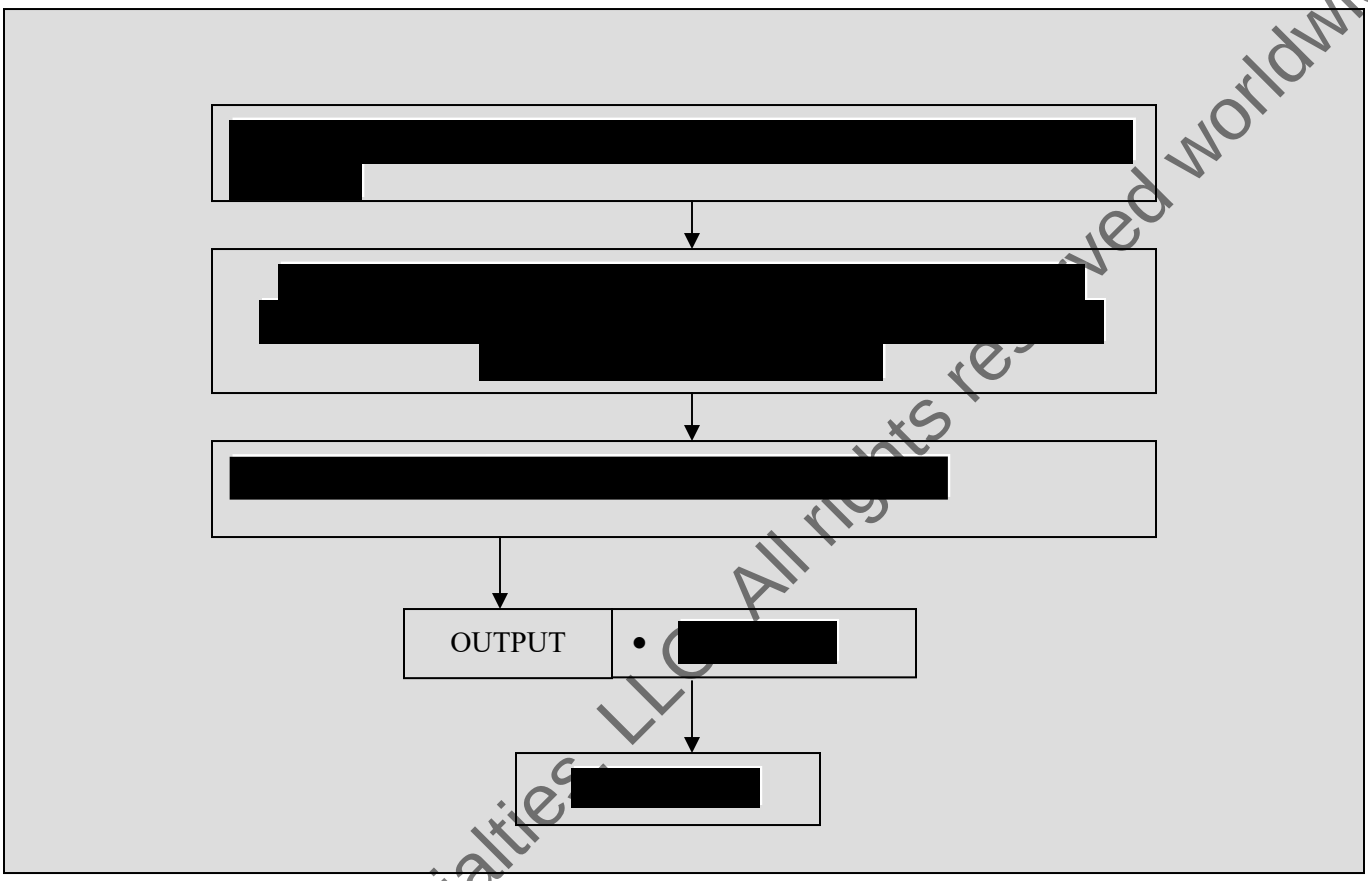


Your Logo

Your Company Name

PURCHASE ORDER REVIEW

Origination Date: XXXX

Document Identifier:	Purchase Order Review
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the work instruction for reviewing purchase order content.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

1	Quality Group	-- The reviewer determines the need for, and if justified, imposes the requirements of Supplier Quality Requirements to the Requisition or P.O. -- Complete the Used-On and Contract# sections on the cover page of the PO Used-On = [redacted] Contract# = [redacted] -- Check-off applicable requirement boxes on Requisition
2	Quality Group	-- Forward Requisition to [redacted] -- Check mark the appropriate field in the "Type of Certs" section; multiple types of Certs may be required. -- Verify Raw Material Requirements are recorded on Requisitions, *except* [redacted] -- Suppliers should be evaluated according to the Supplier Evaluation -- Determine if a Supplier has been designated by the Customer - notify Purchasing when [redacted] -- Initial and date (should be Mo/Day) the Requisition in the "Approved By" field and forward it to the Purchasing Group. -- Add known QA requirements to the requisition for entry on the PO; *such as* [redacted] -- [redacted] *may not be* -- [redacted] *may not be* [redacted]
	IF	THEN
2.1	Older Revision Supply Required	-- [redacted]
2.2	Requisition is marked "Under Revision"	-- [redacted] -- It is acceptable to [redacted].
2.3	A Raw Material Requirement **is not** Specified	-- Specify a Raw Material Requirement on the Requisition. -- A Material Note Number is not required for [redacted]
2.4	*Deviation to drawing is noted on Requisition such as "Less Note"*	[redacted]
2.5	*Order is for production*	[redacted]

	activity without reference to engineering drawing	*This provision is not applicable to* [redacted]
3	Quality Group	Add provisions for any one or combination of the following to the Requisition or P.O. when justified: [redacted]
4	Quality Group	Relative to the procurement of software, the reviewer determines the need for, and if justified, adds to the procurement document provisions for any one or combination of the following: [redacted]

		-- [redacted]
5	Discrepancy in Requisition or P.O.	-- Return to Purchasing Group for correction(s)
5.1	Supplier Quality Requirements applies	-- Attach prepared original to Requisition or P.O. -- Copy to R&I
5.2	P.O. requires additional conditions related to supplier	-- [redacted]
	IF	THEN
5.2.1	P.O. requires additional conditions related to in-house processing	[redacted]
5.2.2	Requisition or P.O. Ok	-- [redacted]
6	Quality Group	Forward Supplier Evaluation to the Supplier; perform required follow-up routines.

Your Logo

Your Company Name

PURCHASING

Origination Date: XXXX

Document Identifier:	Purchasing
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the purchasing process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

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 products or providers of services that directly affects the quality of our products or services. Suppliers that provide office and maintenance supplies, furniture, grounds keeping services, etc. are not subject to the controls of this procedure.

2.0 THEORY

The purchase of materials that go into our products or services that help us produce products affects everything we make. As a result, it is important to monitor and control the quality of both products and services that we receive as well as the suppliers of such products and services.

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of product related materials or services must be evaluated unless these suppliers are: [redacted]

3.2 Supplier evaluation is conducted by following the format on the ***Supplier Evaluation Form***.

3.3 The ***Supplier Evaluation Form*** ensures that all new suppliers are properly evaluated for criteria related to [redacted]

3.4 Once approved through the ***Supplier Evaluation Form***, the Responsible Authority will update the ***Approved Supplier List***.

3.5 The following ratings apply to suppliers:

- RESTRICTED: [redacted]
- CONDITIONAL: [redacted]
- UNRESTRICTED: [redacted]
- DOCK-TO-STOCK: [redacted]

3.6 Once entered into the ***Approved Supplier List***, suppliers are rated as [redacted]

3.7 Using incoming (receiving) inspection results for product suppliers and Company employee feedback on service providers, the Responsible Authority [redacted]

3.8 Using the results from combination of the following functions for product suppliers, the Responsible Authority [redacted]

3.9 For suppliers providing product, incoming inspection results are recorded on the ***Subcontractor Performance Rating Spreadsheet***, which calculates the Supplier's current quality rating based on items received and items accepted. A new Supplier that rates [redacted]

3.10 If a new Supplier rates [redacted]

3.11 If any Supplier rates less than [redacted]

3.12 If items are returned [redacted]

3.13 Any Supplier may be [redacted]

3.14 Management may override [redacted]

3.15 During management review, the entire ***Approved Supplier List*** is subject to [redacted]

3.16 The Company performs verification activities of externally provided processes, products and services when [redacted]

Customer verification activities performed at any level of the supply chain [redacted]

Verification activities may include:

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

- [redacted]

When external provider test reports are utilized to verify externally provided products, the Company [redacted]

When the Company or Customer identifies raw material as a significant operational risk (critical item), the Company [redacted]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Responsible Authority [redacted]

4.2 Responsible Authorities take into consideration [redacted]

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

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

4.4 When appropriate, the purchase order defines acceptance criteria for [redacted]

4.5 As applicable, purchase order information includes:

a) [redacted]

b) [redacted]

c) [redacted]

d) requirements relative to:

- [redacted]
- [redacted]

- [redacted]

- [redacted]

e) [redacted]

f) [redacted]

g) [redacted]

h) [redacted]

i) [redacted]

j) [redacted]

k) the need to:

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

l) [redacted]

m) ensuring that Responsible Authorities at the Supplier's facility are aware of:

- [redacted]
- [redacted]

4.6 The requirements for delegation are defined when [redacted]

4.7 When the Company or its Customer needs to perform verification activities at a Supplier facility, the ***Purchase Order*** will define the methods for the intended verifications and method of product release.

4.8 See the process map herein.

4.9 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for [redacted]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will [redacted]

5.2 Any employee of the Purchasing Department that has any financial or other interest in a supplier company, either directly or through any member of his/her immediate family, shall [redacted]

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is [redacted]

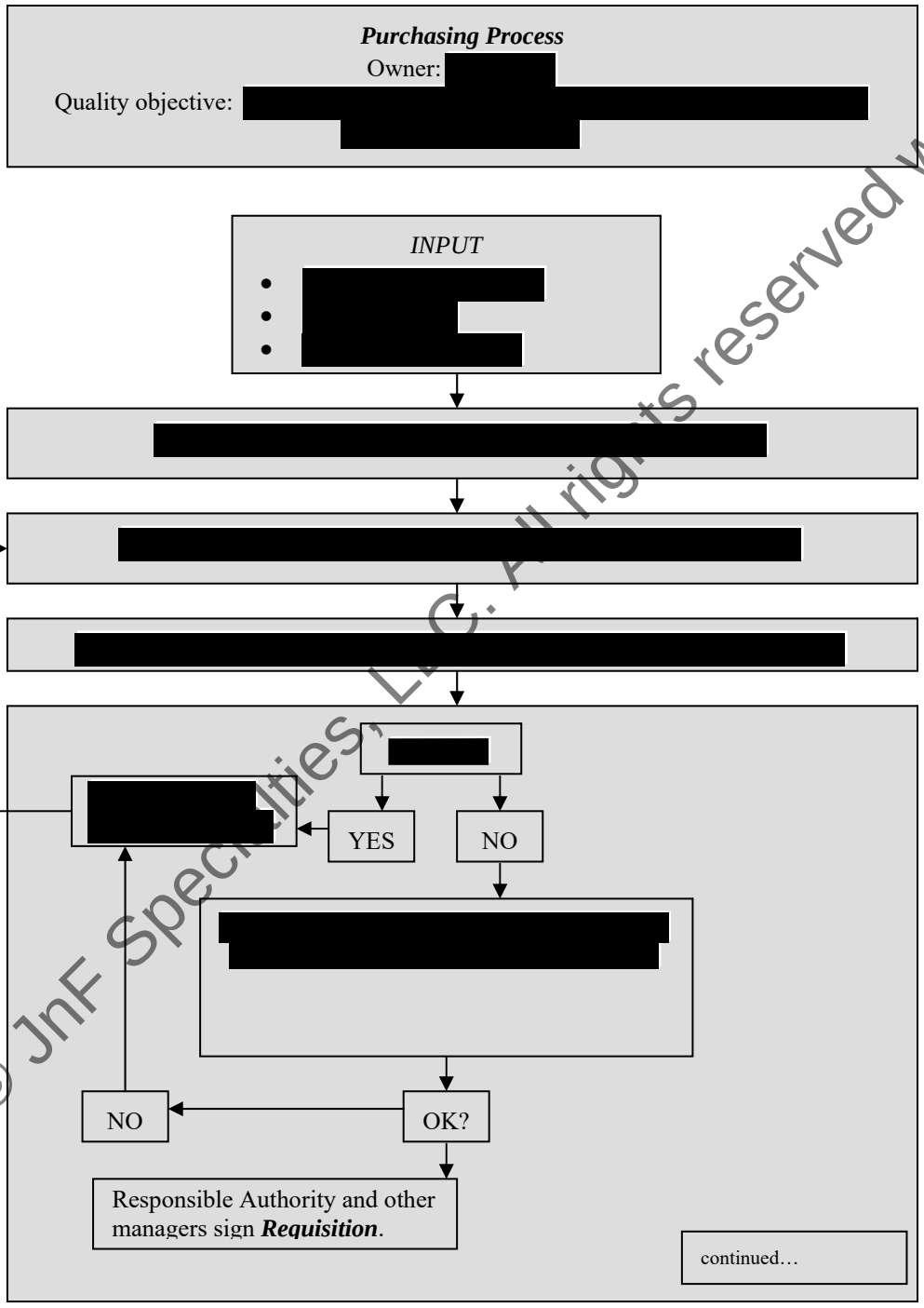
5.4 The acceptance of items intended for the purpose of advertisement and bearing the name of the Supplier is [redacted]

5.5 The Purchasing Department will [redacted]

5.6 The Purchasing Department will [redacted]

5.7 The Company will [redacted]

6.0 PROCESS MAP



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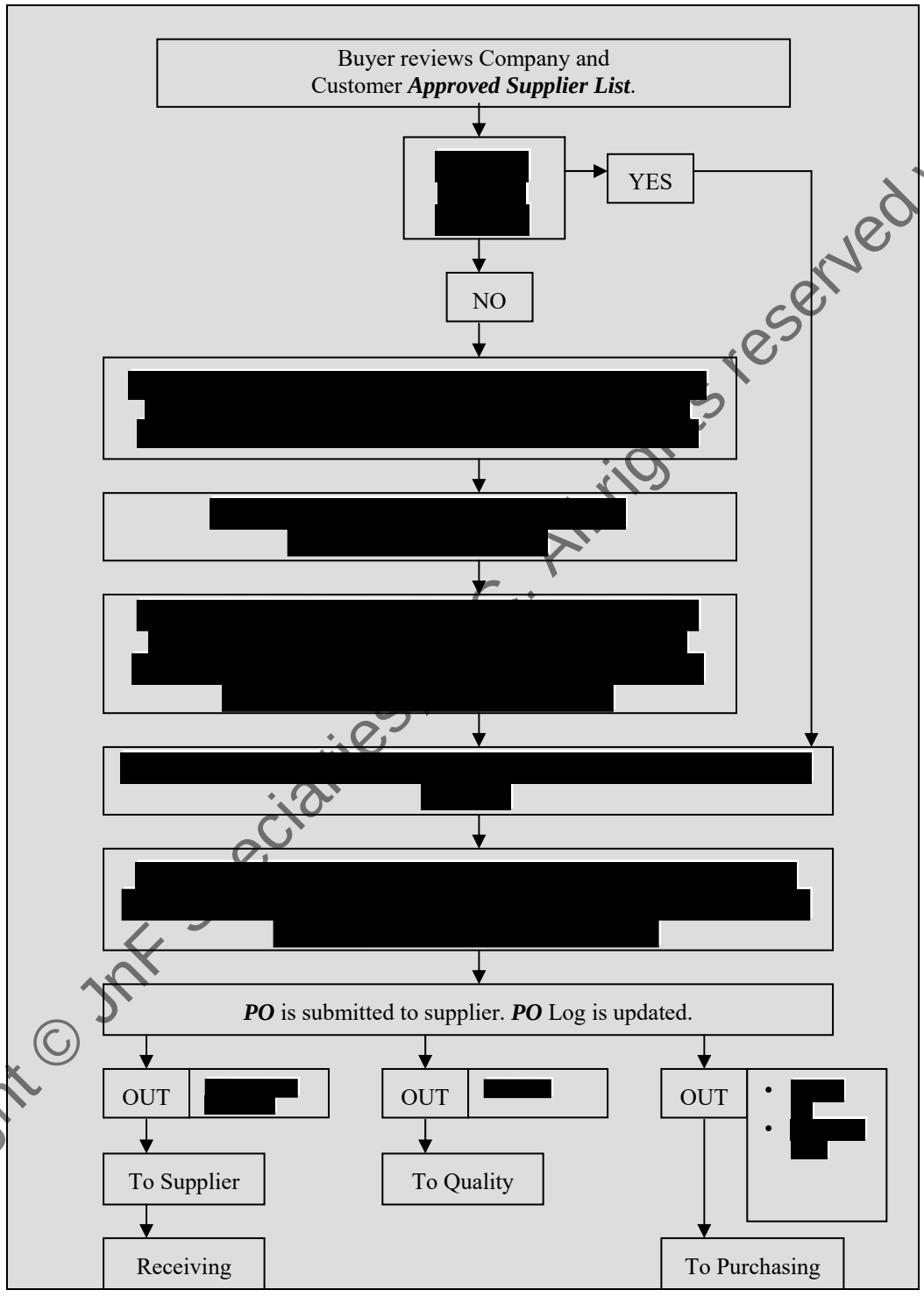


Your Logo

Your Company Name

RECEIVING INSPECTION

Origination Date: XXXX

Document Identifier:	Receiving Inspection
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the receiving and inspection process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Receiving process including receiving inspection activities and includes or makes reference to procedures for the various activities within the process.

2.0 THEORY

Receiving is the first line of defense to prevent sub-standard supplies from affecting the Company's process or product quality; however, sampling and 100% incoming inspection is only a part of the collection of applications that are necessary to assure the release of conforming supplies to stock. Receiving inspection cannot provide 100% assurance of product or process quality because the affect that the supplies have on production-level activities cannot be assessed or verified - only by 100% use of supplies will defects be detected in product or process quality.

As a result of teaming and intelligent design, the Company ensures that deliverable supplies meet Customer requirements prior to packaging and shipping.

3.0 PROCEDURE: RECEIVING

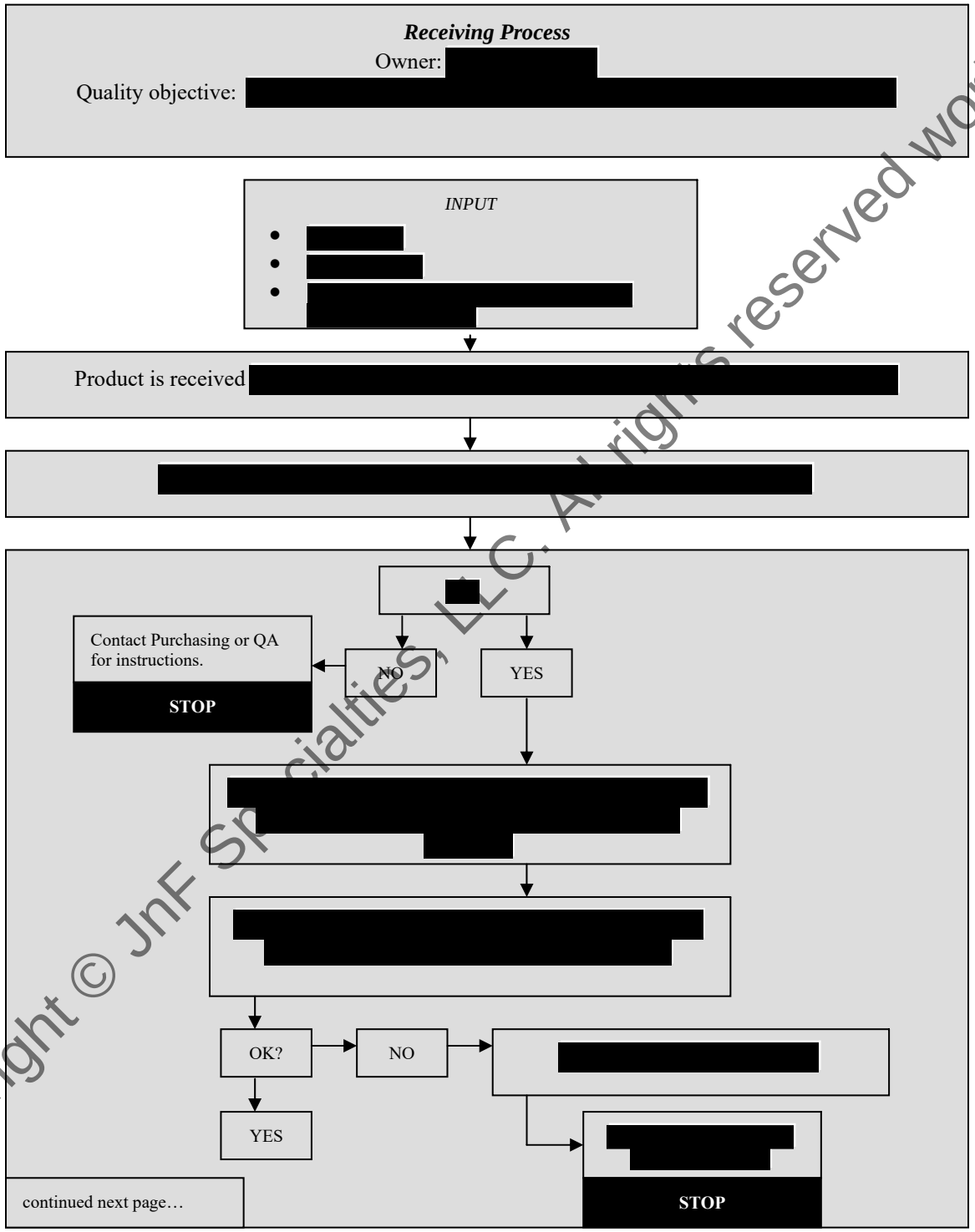
- [redacted]

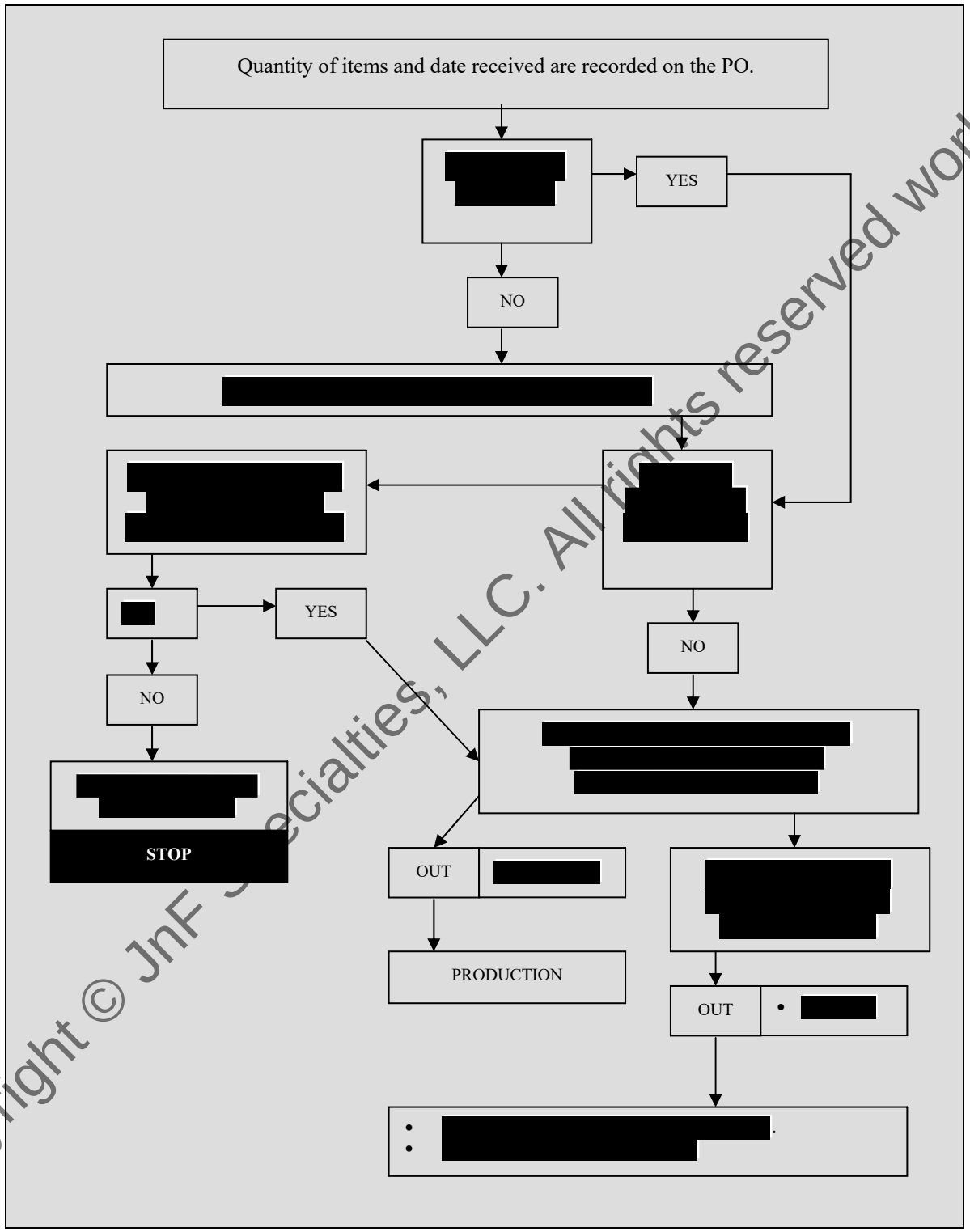
4.0 PROCEDURE: RECEIVING INSPECTION

4.1 The inspector will receive the items and original paperwork from the RA and acquire the applicable PO. (see the Purchasing Procedure)

4.2 Inspections are performed according to Appendix A or as required by work instruction, Customer requirements or other documentation. The results are recorded on the applicable forms and the purchase order is processed according to Appendix B.

PROCESS MAP





APPENDIX A - RECEIVING INSPECTION WORK INSTRUCTIONS

Op 1: Acquire copy of purchase order. Perform [redacted]

Op 2: Verify supply [redacted]

Op 3: Count the quantity of items received. Items exempt from counting include [redacted]

Op 4: Verify the Supplier is approved according to the current Approved Supplier List - if Supplier is not listed then [redacted]

If Supplier provides a non-chemical item and is approved for [redacted]

If Supplier provides a chemical and is approved for [redacted]

Op 5: If the supply is a <Catalog/Commercial> item, [redacted]

Op 6: Perform First Piece Mechanical/Visual inspection [redacted]

Op 7: SAMPLING PLAN:

ANSI Z1.4 AQL=1.0 for all supplies that are [redacted]

Randomly select items for geometric dimensional analysis and begin measurements starting at a point on the drawing that allows clockwise or counter-clockwise rotation through all dimensions - verify go-no/go conformance to every dimension as noted on the drawing, then…

Op 8: [redacted] then…

Op 9: [redacted] then…

Op 10: Verify conformance to the required chemical composition according to [redacted]

Op 11: When raw material is accepted only by review of Supplier certificate of analysis, review the current Approved Supplier List for item criticality and perform the following activities:

For critical item: [redacted]

For non-critical item: [redacted]

Op 12: When product is released [redacted]

Op 13: Verify lot traceability is [redacted]

Op 14: If the Supplier is a distributor [redacted]

Op 15: Affix a Good Material Tag to accepted supplies. For supplies that exhibit [redacted]

Op 16: [redacted]

Op 17: Complete the inspection record following its format (record applicable M&TE, lot traceability, etc).

Op 18: Complete shelf life expiration log for supplies that have an expiration date.

Op 19: Record the quantity and date received on the PO then [redacted]

Op 20: If the Supplier's packaging is [redacted]

Op 21: Inspect Customer/Government furnished property upon receipt to verify condition and quantity. [redacted]

APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Supply is not the Last Item on PO	[redacted]
2	Supply is the last Item on PO	[redacted] **NOTE:** Each entry into the Supplier Performance Report is [redacted]
2.1	Supply is the last Item on PO	Optional: [redacted]

Your Logo

Your Company Name

PRODUCTION PROCEDURE

Origination Date: XXXX

Document Identifier:	Production
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the production process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the overall production process and includes or makes reference to the procedures necessary for the process.

NOTE: The production process includes all QC inspections and tests within it. Quality is not a separate process.

2.0 THEORY

Production operations or tasks must be conducted under controlled conditions to ensure product quality. By this we mean:

- [redacted]

3.0 PROBLEM RESOLUTION

All employees are instructed to immediately notify a Responsible Authority (RA) whenever a process or product related problem occurs that cannot be corrected according to established process controls and could [redacted]

It is understood that the appropriate responsible authority will [redacted]

- [redacted]

4.0 REQUIREMENTS

The Company implements production and service provision under controlled conditions, which includes:

- [redacted]

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

5.0 PRODUCTION DOCUMENTATION

Documented information includes [redacted]

Documented information that defines characteristics of products and services includes [redacted]

When required to demonstrate product qualification, the Company [redacted]

The Company ensures all documented information required to accompany the products and services are present at delivery.

5.1 All revision controlled production documents are [redacted]

5.2 In addition to this process procedure, additional production documentation may be required for a given order or production operation. Where required, these are [redacted]

5.3 Such documentation include [redacted]

5.4 Records that are created for temporary retention of miscellaneous information are not [redacted]

6.0 PRODUCT IDENTIFICATION

The Company maintains the identification of the configuration of products and services to identify [redacted]

The Company controls acceptance authority media, such [redacted]

Traceability requirements include:

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

6.1 Product is identified in shop areas by any of the following methods:

[redacted]

6.2 Lot traceability or individual serialization of parts is to be maintained on the paperwork (travelers, routers, etc.) as required. Supervisory staff will [redacted]

6.3 Bad (nonconforming) product that has failed an inspection or test and cannot be reworked to comply with requirements is [redacted]

6.4 Any parts or product not marked with a tag are [redacted]

6.5 IDENTIFICATION OF TRANSFER CONTAINERS

6.5.1 Whenever a portion of chemical is transferred from its original container to a smaller temporary container, [redacted]

6.5.2 Whenever a portion of chemical is transferred from its original container to a smaller permanent container, [redacted]

7.0 PRODUCT HANDLING

7.1 Work instructions and/or training operations instruct Operators on the proper and safe handling of product throughout its life cycle.

7.2 In all cases, Operators are [redacted]

7.3 The Company provides suitable safety and personal protection equipment for handling hazardous or toxic materials. Operators are [redacted]

8.0 PRESERVATION

Preservation can include [redacted] according to the ***QMS-11 Shipping Procedure***.

8.1 Operators will [redacted]

8.2 Operators will [redacted]

8.3 Operators will [redacted]

8.4 Operators will [redacted]

8.5 FOD: Foreign Object Damage, Prevention, Detection and Removal: Work instructions and training methods ensure that handling and preservation practices reduce the introduction of foreign objects (FOD) into products.

8.6 [redacted]ns

8.7 [redacted]

9.0 CUSTOMER AND GOVERNMENT PROPERTY CONTROL

The Company identifies, verifies, protects and safeguards customer property provided for use or incorporation into products and services. When property is lost, damaged or otherwise found to be unsuitable for use, the Company documents findings and reports to the customer.

9.1 Customer and Government Property (Property) means [redacted] Hardware property includes:

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

9.2 All Customer furnished property shall [redacted]

9.3 Property shall be identified [redacted]

9.4 Sensitive material, as defined by the Customer or Government, shall [redacted]

9.5 Property will only be used as instructed or required by Customer contract and [redacted]

9.6 Customer provided equipment shall [redacted]

9.7 Quality shall investigate and report [redacted]

9.8 Requirements for the control of Property shall [redacted]

10.0 VALIDATION OF PROCESSES

10.1 Unless otherwise specified by engineering requirements, the form named Design Validation-Verification is used to record results of validation and verification activities.

10.2 Provisions for validation and verification includes:

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

10.3 Validation and Control of Special Processes

For processes where the resulting output cannot be verified by subsequent monitoring or measurement, the Company establishes arrangements for these processes including, as applicable:

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

11.0 PRODUCTION PROCESS VERIFICATION

The Company implements production process verification activities to [redacted]

11.1 Control of Equipment, Tools, and Software Programs

Equipment, tools, and software programs used to automate, control, monitor or measure production processes are [redacted]

12.0 INSPECTION AND TEST OF PRODUCT

The Company maintains suitable infrastructure for provision of production and services and includes [redacted]

12.1 Receiving inspection is performed according to the ***QMS-09 Receiving Procedure***.

12.2 First Article Inspection

The Company uses a representative item from the first production run of a new part or assembly to verify the production processes, production documentation and tooling are able to produce parts and assemblies that meet requirements. This activity is [redacted]

12.2.1 First article inspections are [redacted]

12.2.2 The Company will [redacted]

12.2.3 Where not provided, the Company will [redacted]

12.2.4 Complete the first article inspection form according to its format and submit to CCB.

12.2.5 Calibrated tools shall be used for first article inspection; however, [redacted] under the following conditions:

1) [redacted]

2) [redacted]

12.2.6 [redacted]

12.2.7 Any item failing first article inspection must be processed according to the ***QMS-14 Control of Nonconformances***.

12.3 In Process Inspections

12.3.1 In-process inspection is performed by [redacted]

12.3.2 In-process inspections are performed [redacted]

The Company ensures documented information for monitoring and measurement activity for product acceptance includes:

- [redacted]

When sampling is used as a means of product acceptance, the sampling plan is [redacted]

12.3.3 Calibrated tools shall be used for in-process inspection; however, [redacted] under the following conditions:

1) [redacted]

2) [redacted]

12.3.4 When applicable, complete the production inspection form according to its format.

12.3.5 [redacted]

12.3.6 Any item failing in-process inspection must be processed according to [redacted]

12.4 Final Inspection

12.4.1 Final inspection is performed by QC prior to release of product for packaging and shipping.

12.4.2 100% sampling is required for final inspection unless otherwise specified by Customer contract. When sampling is permitted by Customer contract [redacted]

12.4.3 Calibrated tools shall be used for final inspection; however, [redacted] under the following conditions:

1) [redacted]

2) [redacted]

12.4.4 Complete the production inspection form according to its format.

12.4.5 [redacted]

12.4.6 Any item failing final inspection must be processed according to the ***QMS-14 Control of Nonconformances***.

Prior to product delivery, the Responsible Authority [redacted]

13.0 SHELF LIFE EXTENSION

[redacted]

13.1 Items that are subject to expiration may [redacted]

[redacted] for instance:

13.1.1 [redacted]

13.1.2 [redacted]

13.1.3 [redacted]

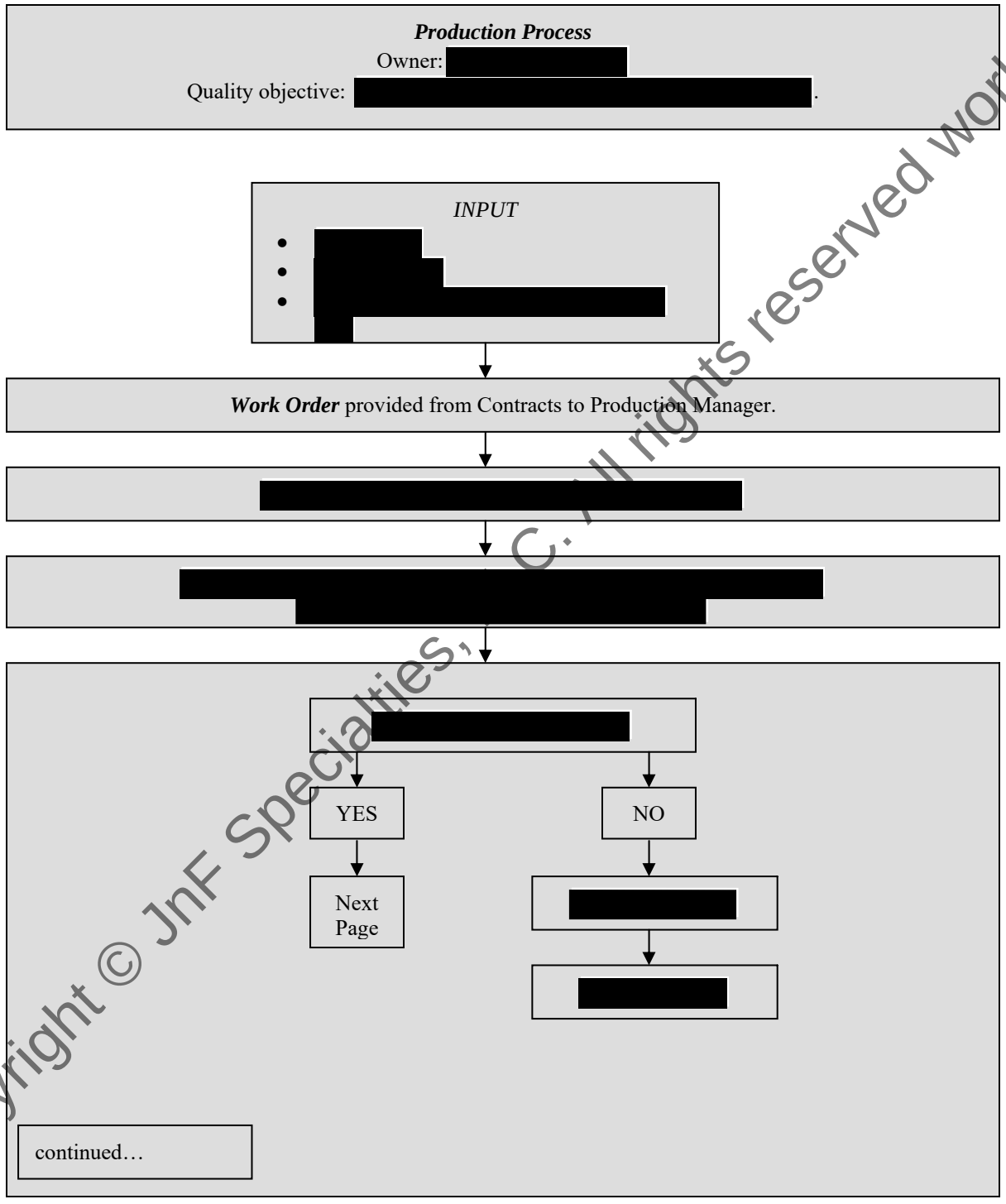
13.1.4 [redacted]

13.2 Chemicals that are purchased or prepared by the chem-lab are [redacted]

13.3 Raw material components whose shelf life has [redacted]

Left blank intentionally

14.0 PROCESS MAP



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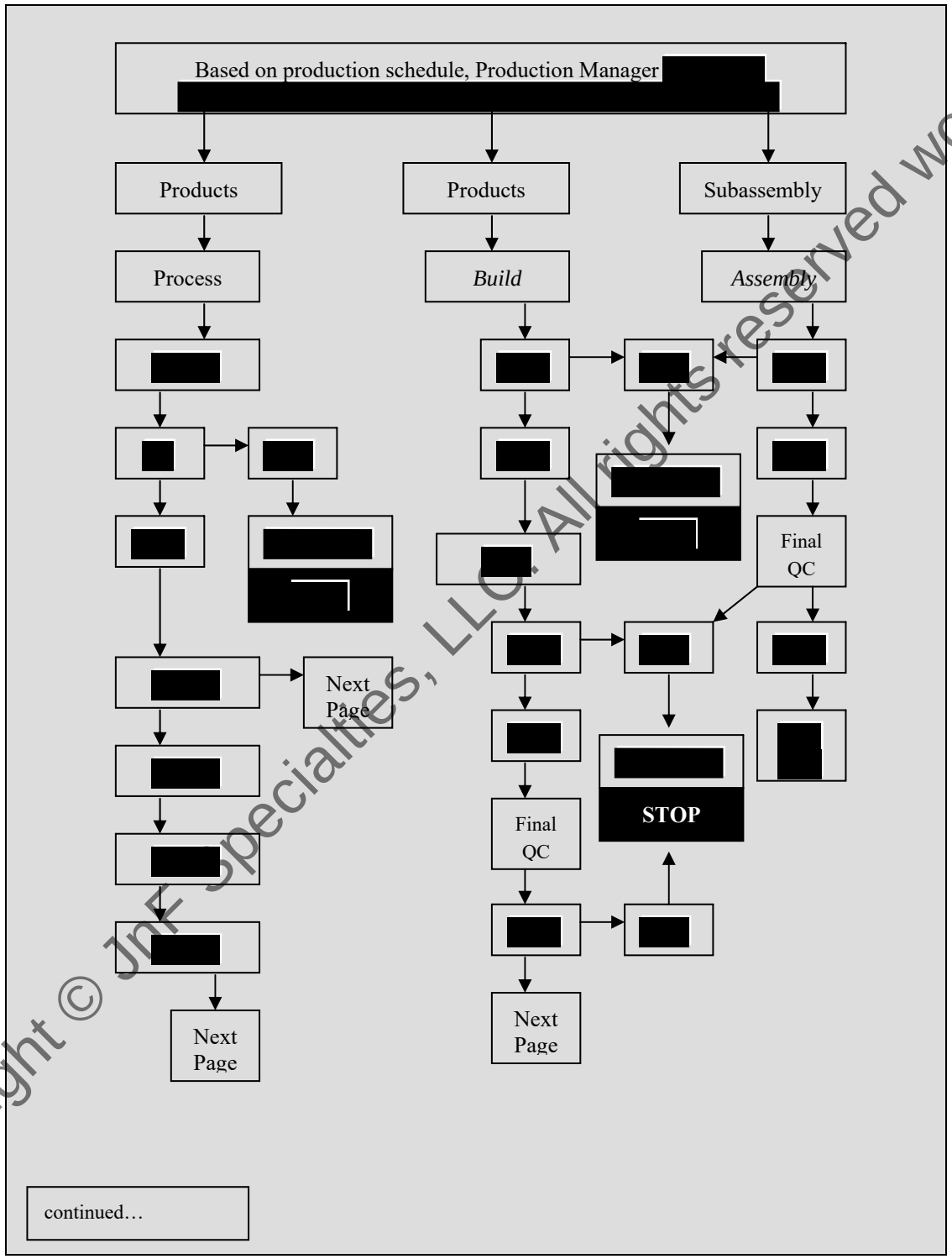

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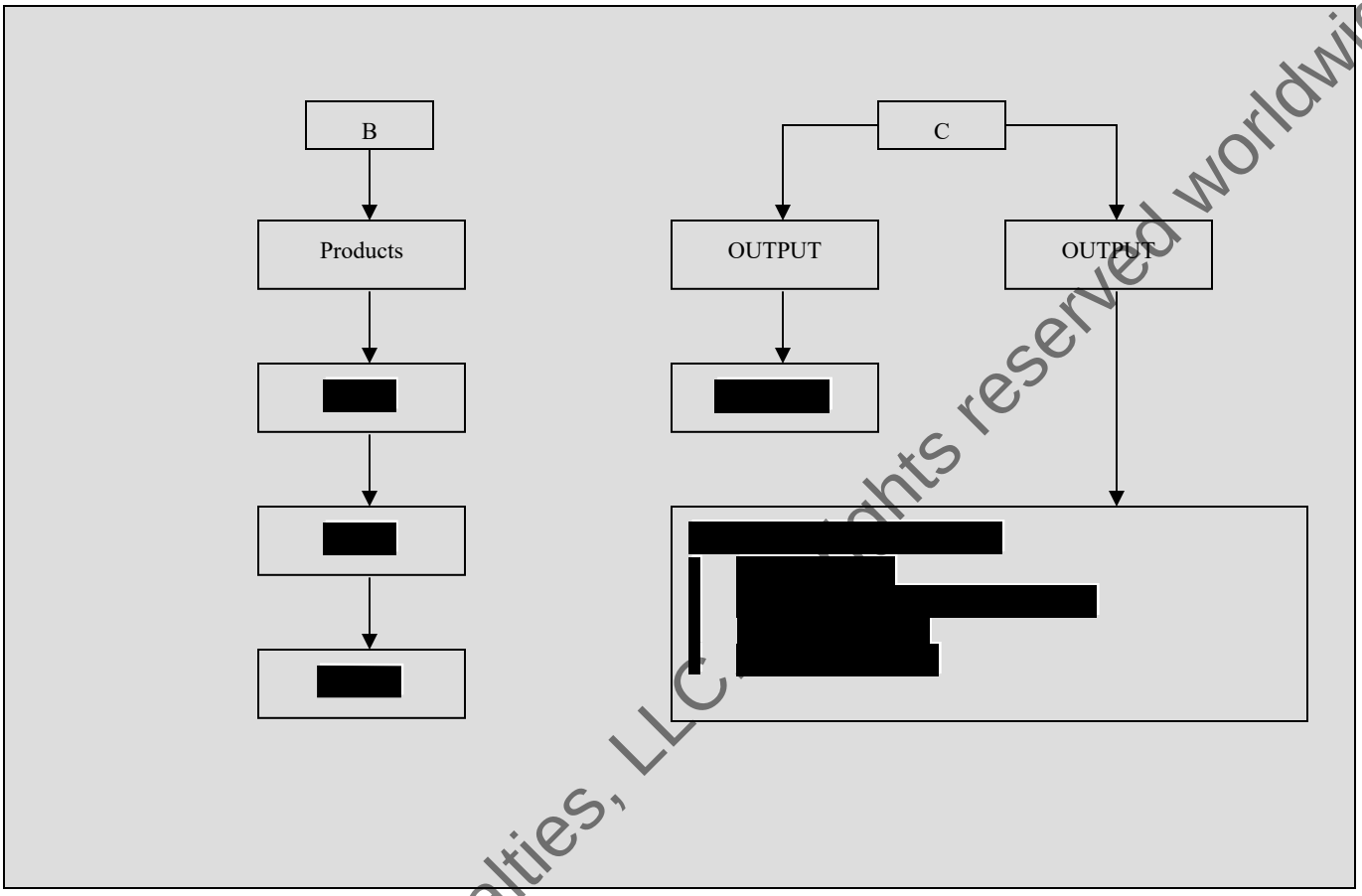


Your Logo

Your Company Name

SHIPPING PROCESS

Origination Date: XXXX

Document Identifier:	Shipping
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the shipping process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Shipping process including product packaging activities.

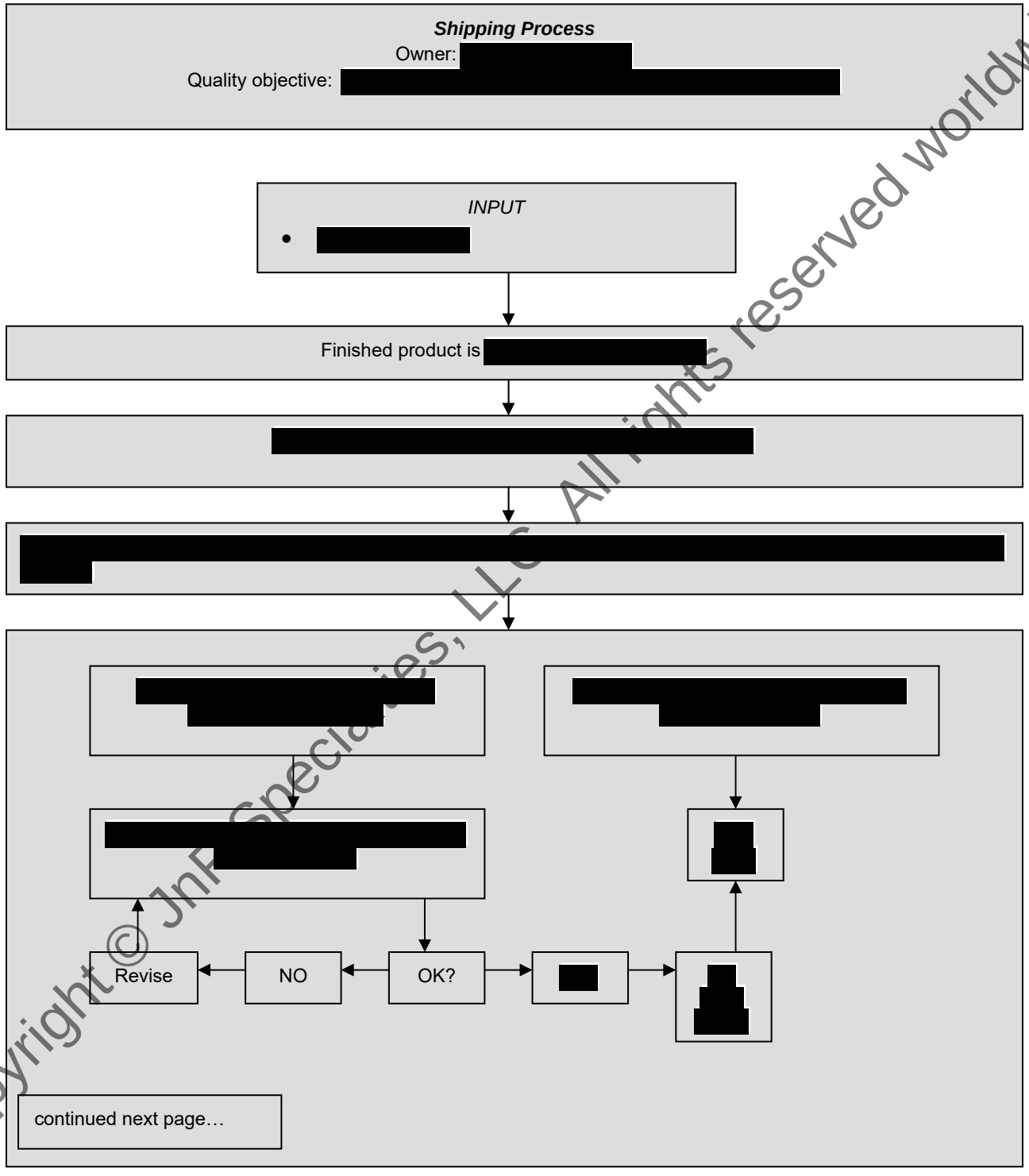
2.0 THEORY

The final packaging and arrangement of shipping is critical to the quality of product as received by the Customer; as a result, the Company [redacted]

3.0 PROCEDURE: PACKAGING AND SHIPPING

See Process Map.

4.0 PROCESS MAP



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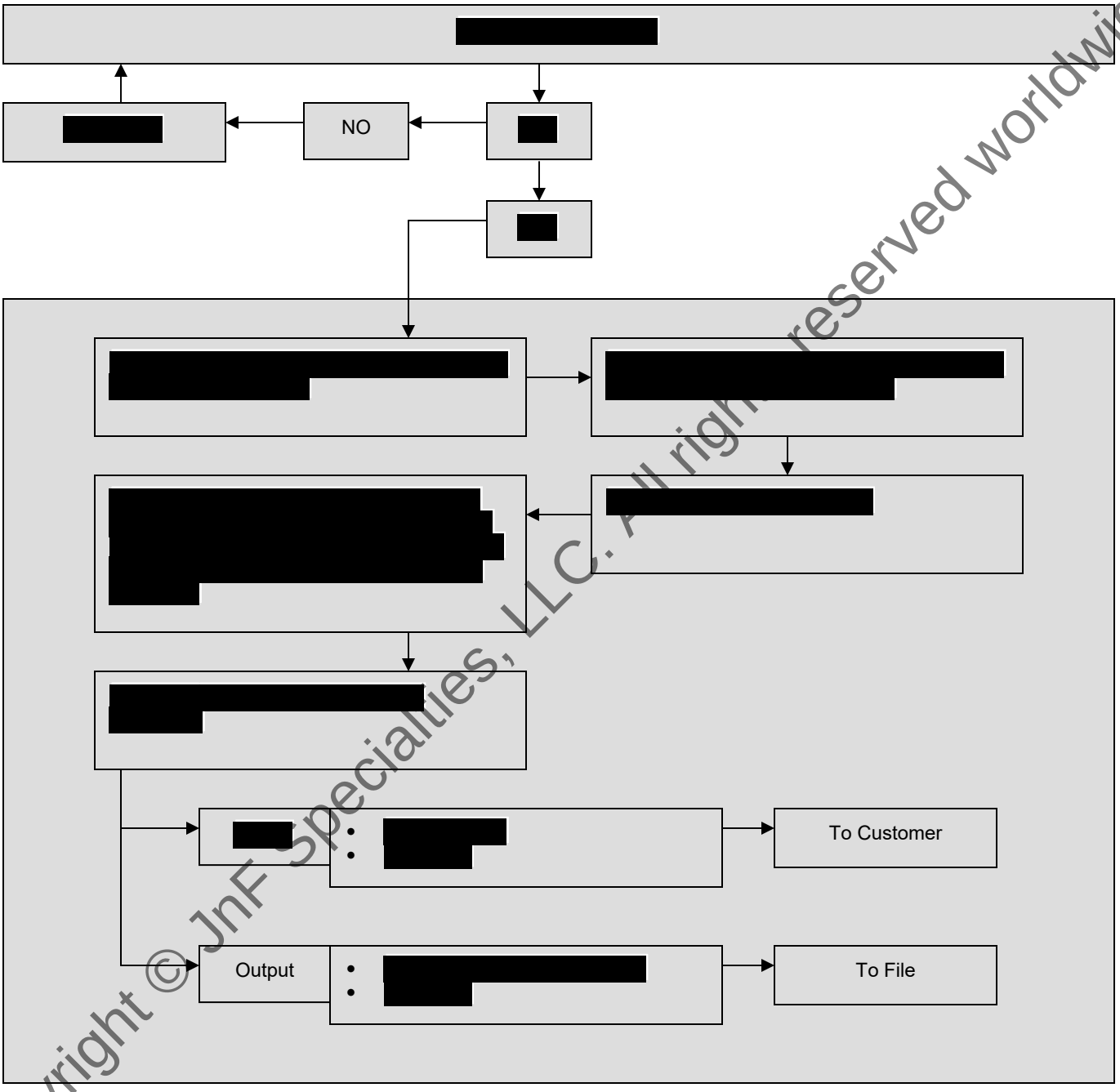


Your Logo

Your Company Name

INTERNAL AUDITING

Origination Date: XXXX

Document Identifier:	Internal Auditing
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedure used to audit the quality management system.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details and procedures for the internal auditing process.

NOTE: At this time, only quality system audits are conducted. When environmental system or other audits are implemented, this procedure will be amended to include rules for additional audits.

2.0 THEORY

Internal auditing of a Company's quality system is critical for maintaining good processes and documentation and for identifying areas for improvement opportunity.

3.0 INTERNAL AUDITING PROCEDURE

The Resonsible Authority takes into consideration [redacted]

3.1 Internal quality audits are conducted by [redacted]

3.2 Audit requirements include those of ISO 9001 and the Company's quality system documents, as well as requirements of Customers and statutory/regulatory quality management system requirements, as applicable. [redacted]

3.3 Auditors may [redacted]

3.4 Minimum auditor training requirements are as follows:

- Internal auditors: [redacted]
- Contract (third party) auditors: [redacted]

3.5 The Responsible Authority plans [redacted]

3.6 The Responsible Authority maintains the ***Internal Audit Schedule*** that records this information.

3.7 Using the ***Internal Audit Report***, the Lead Auditor [redacted]

3.8 [redacted]

3.9 The internal audit [redacted]

3.10 [redacted]

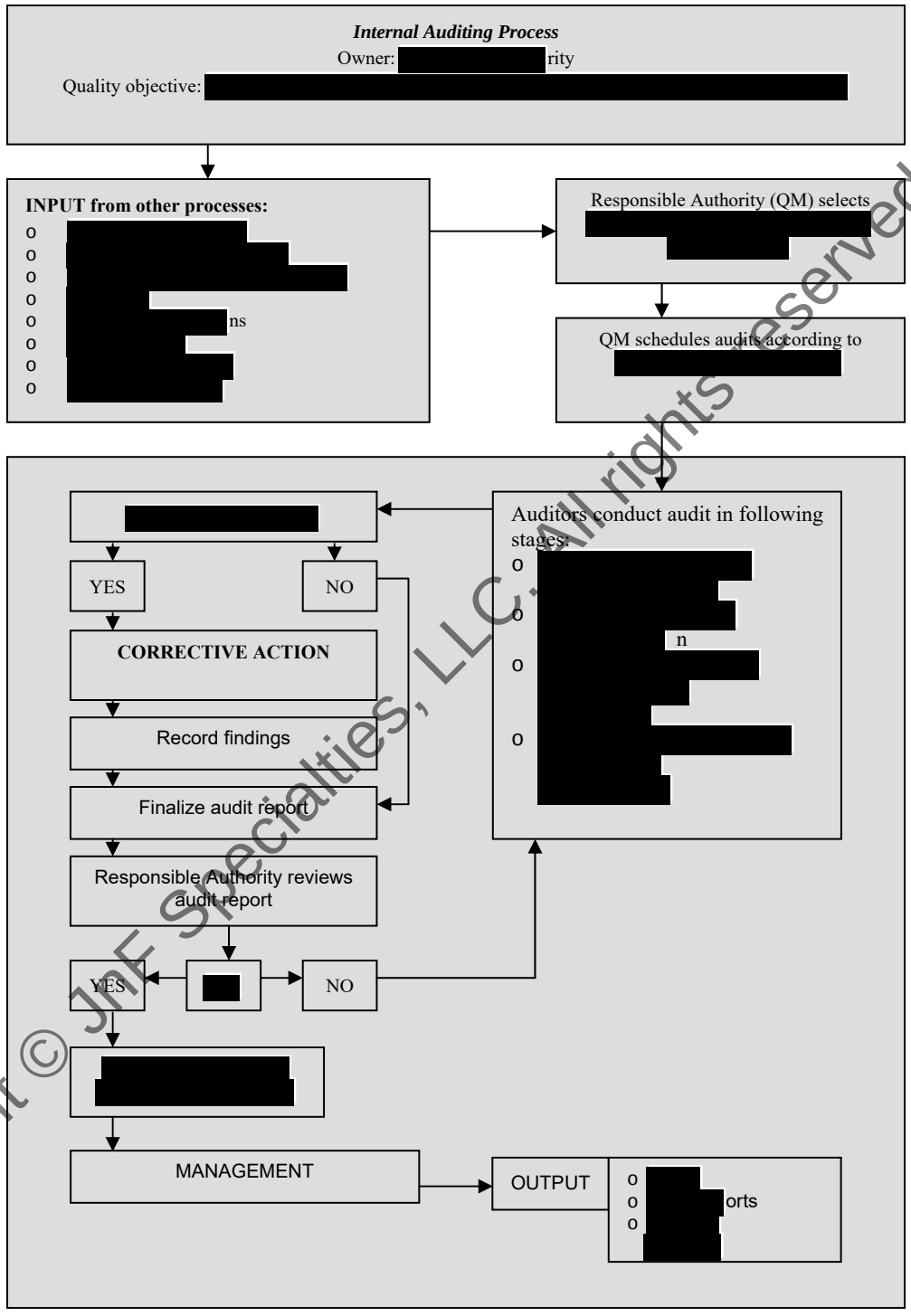
3.11 The completed ***Internal Audit Report*** is then returned to the Responsible Authority for logging and the ***Internal Audit Schedule*** is updated.

3.12 Copies of the completed audit report are sent to the appropriate managers of the areas audited to report the findings and results. In this way, and in conjunction with the submission of corrective action requests, [redacted]

3.13 The results of internal audits are also gathered and summarized on [redacted]

3.14 In all cases, auditees are expected to cooperate fully with the audit team.

4.0 PROCESS MAP



Your Logo

Your Company Name

CORRECTIVE ACTION

Origination Date: XXXX

Document Identifier:	Corrective Action
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

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

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct or prevent nonconformities.

2.0 THEORY

Corrective action is taken to correct nonconformities, which could be product defects found during production, errors found in documents, equipment problems or problems related to how the Company performs functions in its processes. "Corrective action" is simply the "fix" that corrects the problem. Whenever we take corrective action, we also attempt to prevent the problem from recurring.

Whenever we take corrective action we also attempt to prevent the problem from recurring. Sources for preventive action opportunities include risk management, error proofing, failure mode and effects analysis and reports of product problems by external sources. Having a formal system to record and resolve both existing and potential problems ensures that these problems do not occur or reoccur, thereby improving our products, processes and work environment.

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a Request for Support (RFS) form to [redacted]

3.2 ALL employees are empowered with the ability to report sources of problems and nonconformances.

3.3 No disciplinary action may be attached to the submission of RFS's.

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

3.5 See Process Map for the processing and routing of RFS's.

3.6 If the responsible manager determines they are not responsible for the issue involved, [redacted]

3.7 Actions taken shall [redacted]

3.8 The Quality Manager shall [redacted]

3.9 In addition to corrective action efforts, management shall [redacted], which shall be used to prevent potential nonconformances. These shall be reported to management for review.

3.10 The management review process shall [redacted]

3.11 Where product is suspected of a nonconformance, the Company [redacted]

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

4.1 Any purchasing agent may submit an Investigation and Corrective Action Request (ICAR) to a Supplier that [redacted]

4.2 ICAR's are processed through the same steps as the RFS but are routed to the Supplier for [redacted]

4.3 Failure of a Supplier to respond to an ICAR or to respond with an insufficient action plan may mean [redacted]

5.0 PROCESS MAP

Your Logo

Your Company Name

CONTROL OF NONCONFORMITIES

Origination Date: XXXX

Document Identifier:	Control of Nonconformities
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for control of nonconformities.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

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 does not meet requirements are considered "nonconformities". Such items must be controlled to ensure they are not accidentally delivered or used. The Company's system ensures that nonconformities are identified when found and are segregated, investigated and dispositioned. Corrective actions are taken to ensure nonconformities do not reoccur.

3.0 GENERAL PROCEDURE

3.1 "Nonconformance" is any item made by the Company or raw material used by the Company or returned from the Customer that does not meet:

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

3.2 Nonconforming items must [redacted]

3.3 All employees are empowered to engage this procedure when they discover potential or nonconforming items. No employee may work on [redacted]

3.4 Upon discovery of a nonconforming item, an employee may make an attempt to perform immediate rework if such rework is within that employee's ability. For example, [redacted]

3.5 When an employee cannot bring the item into conformance through immediate rework, the employee shall [redacted]

3.6 [redacted]

3.7 The employee shall [redacted]

3.8 The employee shall [redacted]

3.9 Upon receipt of the RFS, the Quality representative will [redacted]

3.10 Quality will [redacted]

3.11 If the nonconforming item is ascertained or estimated to be the fault of a Supplier, [redacted]

3.12 Quality will also [redacted]

3.13 The RFS shall then be submitted to the Material Review Board (MRB) for review and disposition. Necessary actions are taken to [redacted]

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

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

3.14.1 MRB Qualification

A Material Review Board member must:

1) [redacted], or [redacted] or

2) [redacted]

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

3.16 The Company shall provide timely reporting of delivered nonconforming items that may affect [redacted]

[redacted]

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:

- [redacted]

4.2.1 Clarification

[redacted]

4.2.2 Conditional Acceptance

[redacted]

4.2.3 Non-Deliverable

[redacted]

4.2.4 Notification

[redacted]

4.2.5 Precautionary

[redacted]

4.2.6 Repair (Non-Standard and Standard)

[redacted]

4.2.7 Request for Waiver/Deviation

[redacted]

4.2.8 Return to Supplier (Receiving Inspection)

[redacted]

4.2.9 Rework (Non-Standard and Standard)

[redacted]

4.2.10 Scrap

[redacted]

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: A Waiver/Deviation disposition is [redacted]

5.2 RTV and Scrap dispositions are [redacted]

5.3 Minor: Conditional Accept and Non-Standard Rework/Repair dispositions are subject to Customer approval.

5.4 Scrap, RTV or Standard Rework dispositions are [redacted]

5.5 None: [redacted]

6.0 PROCESSING SCRAP

6.1 Nonconforming items dispositioned as scrap are physically segregated into an appropriate scrap area.

6.2 Such scrap is [redacted]

6.3 Identifying scrap with markings is unacceptable unless [redacted]

6.4 Scrap is controlled internally so as not to be made available for possible theft, which precludes the use of outdoor scrap bins or other storage areas generally accessible to non-employees.

CALIBRATION

Origination Date: Mo/Yr

Document Identifier:	Calibration Procedure
Date:	Your Date
Document Status:	Released

Abstract:
This document describes calibration procedures.

REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original release	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

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 subject to calibration, such as short-circuit or open-circuit, hot or cold, off or on, etc; however, when a measurement device is used to determine conformance to a Customer requirement, then the device should be properly verified for accuracy.

3.0 DEFINITIONS

- Accuracy Ratio
- Adequacy
- Calibration:
- Gages
- Inspection Aid
- M&TE
- Procurement of M&TE
- Recall
- Significantly out-of-tolerance
- Special Equipment
- Standards

4.0 GENERAL CALIBRATION PROCEDURE

4.1 Calibration is performed by

4.2 Measuring instruments are calibrated at a temperature of and relative humidity. Sufficient temperature stabilization time is allowed before calibration. For cases where calibration must be conducted in the production area,

4.3 A number is issued when a gage does not provide its own serial number.

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]

4.6 The number of items scheduled for monthly recertification is [redacted]

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]

4.8 Calibration intervals may be established based on one or more of the following criteria: [redacted]

4.9 Adjustable M&TE is periodically recalibrated based upon [redacted]

TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
Annual	[redacted]	[redacted]
Bi-Annual	[redacted]	[redacted]
3 - 4 Years	[redacted]	[redacted]
5 Years	[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]

4.11 M&TE calibration intervals may be extended or adjusted [redacted]

[redacted]

4.12 Overdue items should be [redacted]

4.13 A calibration sticker is used to identify individual items of M&TE. The sticker displays [redacted]

4.14 Calibration Standards/Special Equipment

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

[redacted]

Calibration of standards/special equipment is conducted by checking against laboratory standards available at outside laboratories. Approved calibration laboratories are listed in the ***Approved Suppliers List***.

When calibrations are made for standards/special equipment, the calibration lab is required to submit a report that contains, as appropriate:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]s.
- [redacted]
- [redacted]

4.15 A calibration record and recall log is maintained on all Transfer Standards, indicating [redacted]

4.16 The calibration department places all Customer furnished inspection gages in the calibration system unless [redacted]

4.17 Traceability: Inspection work instructions and manufacturing travelers specify measurement and test equipment utilized for product conformance inspection.
When specified, [redacted]

4.18 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration. Non-calibrated measurement devices may [redacted] under the following conditions:

1) [redacted]
2) [redacted]

A non-calibrated measurement device that is verified accurate [redacted]

4.19 Calibration Not Required M&TE: [redacted] are exempt from calibration; however, [redacted]

4.20 Calibration Not Required M&TE

4.20.1 [redacted] is exempt from calibration, such as but not limited to [redacted]

4.20.2 [redacted] are exempt from calibration, such as but not limited to [redacted]

4.20.3 [redacted] are exempt from calibration, such as but not limited to [redacted]

4.20.4 [redacted] are exempt from shelf life control. NIST traceability is not required for [redacted]

4.20.5 [redacted] are exempt from calibration; however, [redacted]

4.20.6 [redacted] are exempt from calibration; however, [redacted]

4.21 Employee Owned Tools: Personal tooling or gages owned by employees are calibrated prior to use and are placed on a calibration schedule.

4.22 Storage and Handling of M&TE: [redacted]

4.23 M&TE requiring transportation to a calibration laboratory is [redacted]

4.24 M&TE storage areas are [redacted]

4.25 Archive / Long-Term Storage: M&TE does not require accuracy verification prior to archive / long-term storage if it was not:

- [redacted]

M&TE that has been calibrated and stored must [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]

5.2 M&TE found significantly out of tolerance at recalibration for 2 interval cycles is [redacted]

5.3 An instrument whose calibration error is significantly out-of-tolerance over a short portion of a specified range may [redacted]

5.4 Any product certified with M&TE subsequently found to be out-of-tolerance is [redacted]

6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located is classified as "Lost". [redacted]

7.0 MANAGEMENT REVIEW

7.1 Management Review meetings are conducted according to the ***QMS-04 Management Process Procedure***. During Management Review, [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 [redacted]

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 set to bracket within a range of the reference standard - or - [redacted]

OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must [redacted]

For instance, [redacted]

APPENDIX 2

Nonadjustable M&TE is inherently stable and includes [redacted]

The Operator is only required to check inherently stable M&TE for damage prior to each use because [redacted]

For instance, [redacted]

To control the inventory of inherently stable M&TE, the Responsible Authority [redacted]

Your Logo

Your Company Name

DEFINITIONS AND ABBREVIATIONS

Origination Date: XXXX

Document Identifier:	Definitions and Abbreviations
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes definitions and abbreviations used by the Company.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides the accepted definitions and abbreviations for terms used by the Company.

2.0 ABBREVIATIONS

- ATP: Acceptance Test Procedure
- CCB: Configuration Control Board
- DR: Data Review
- IHS: Inherently Stable
- IS: “is” or “as found”
- ISO: International Organization for Standardization
- M&TE: Measurement and Test Equipment
- MCD: Manufacturing Control Document
- MRB: Material Review Board
- NCP: Nonconforming Product
- NCR: Nonconformance Report
- QA: Quality Assurance
- QC: Quality Control
- QTP: Qualification Test Procedure
- QTR: Qualification Test Report
- R&D: Research and Development
- RA: Responsible Authority
- REA: Responsible Engineering Authority
- RFCA: Request for Corrective Action
- RFP: Request for Price/Proposal
- RFS: Request for Support
- RQA: Responsible Quality Authority
- RTV: Return to Vendor
- SAE: Society of Automotive Engineers
- SB (also S/B): “should be”

3.0 DEFINITIONS (GLOSSARY)

ACCEPTANCE

[redacted]

ACCESSIBILITY

[redacted]

TRAINING

[redacted]

UNIT (SOFTWARE)

[redacted]

UNIT (HARDWARE)

[redacted]

UNSCHEDULED MAINTENANCE

[redacted]

VALIDATION TESTING

[redacted]

VALIDATION OF A PROCESS

[redacted]

VERIFICATION

[redacted]

VERSION

[redacted]

WAIVER

[redacted]

WORK

[redacted]

WORKMANSHIP

[redacted]

Your Logo

Your Company Name

DESIGN AND DEVELOPMENT

Origination Date: XXXX

Document Identifier:	Design and Development
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to design and develop products or services.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details on the Design and Development process.

2.0 THEORY

The Company performs new product research and development (R&D). Controlling the design and development activity ensures that product designs meet all requirements and that parts produced are adequate as a result of the design.

3.0 DESIGN & DEVELOPMENT PROCEDURE

3.1 General

The responsible engineering authority (REA) for design and development is assigned by the Plant Manager. Design and development personnel from various business groups may include [redacted]

3.2 Design and development planning

The Company considers the following conditions when determining the stages and controls for design and development:

- [redacted]

3.3 Design and development inputs

The Company considers the following conditions when it determines requirements essential for the specific types of products and services to be designed and developed:

- [redacted]

The Company determines [redacted]

3.4 Design and development controls

The Company applies controls to the design and development process to ensure that:

- [redacted]

3.5 Design and development outputs

The Company ensures that design and development outputs:

- [redacted]

The Company [redacted]

3.6 Design and development changes

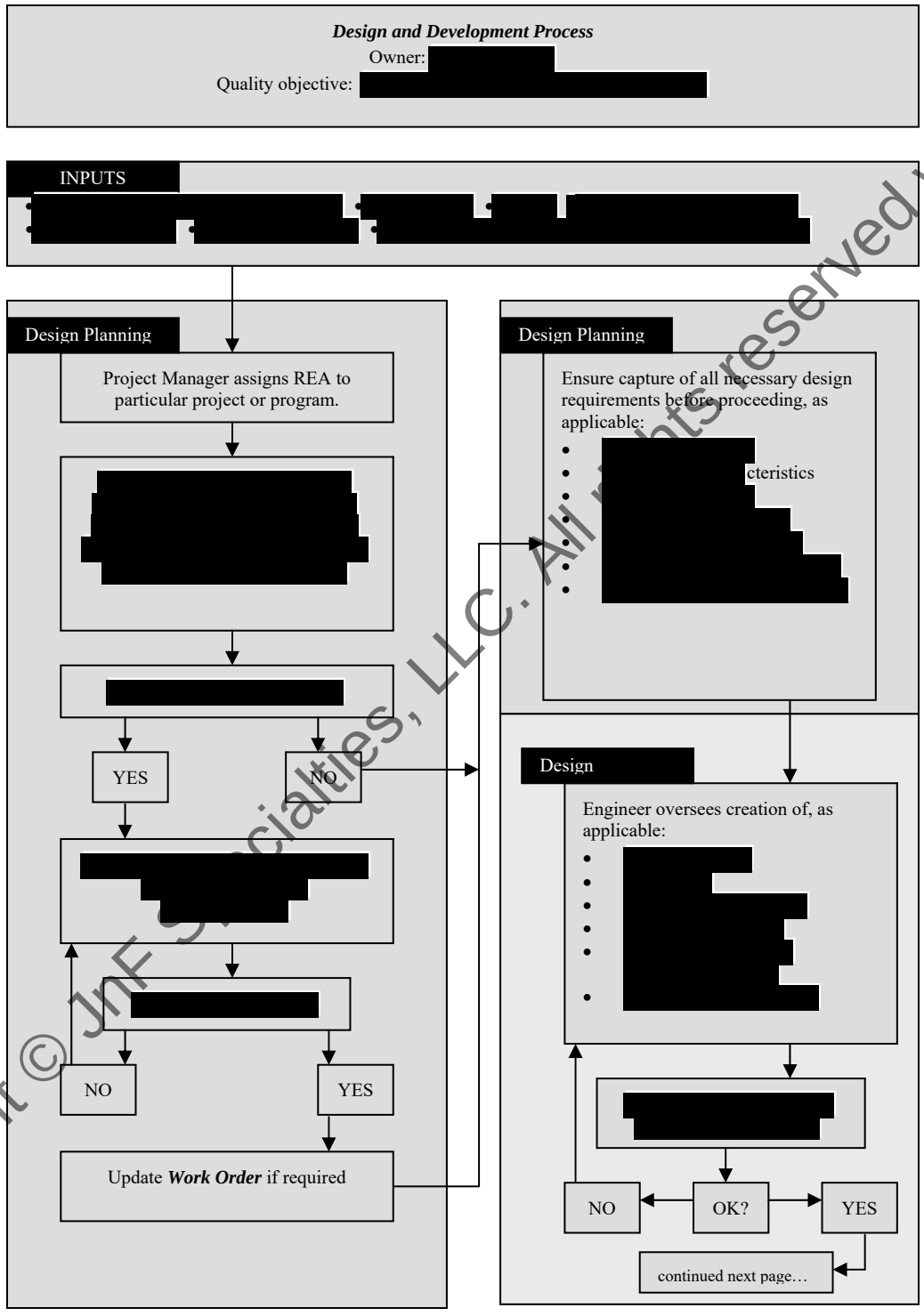
The Company identifies, reviews and controls changes made during or subsequent to the design and development of products and services to the extent necessary to [redacted]

The Company retains records for:

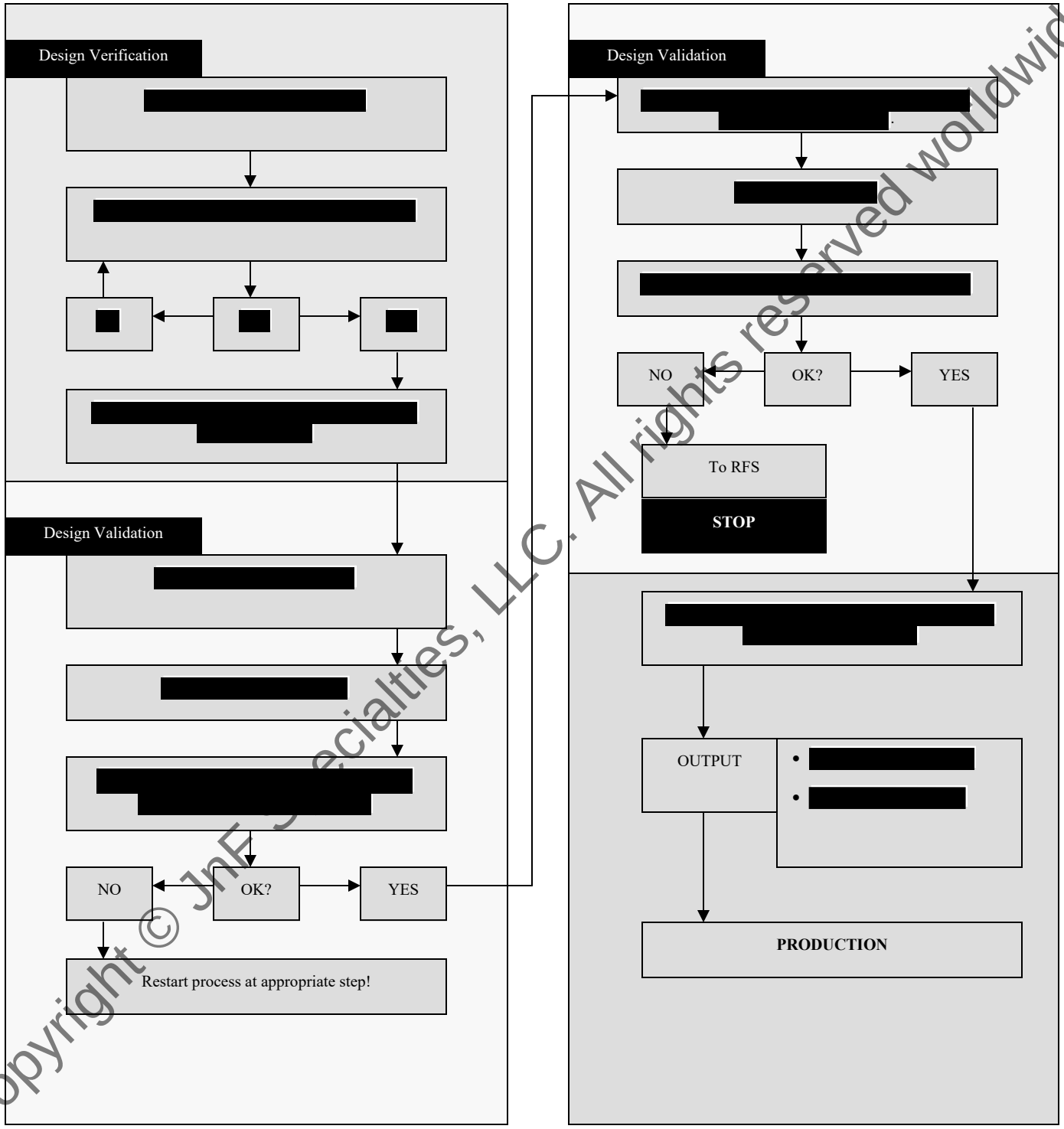
- [redacted]

See Process Map.

4.0 PROCESS MAP



from previous page…



Approved Supplier List

(mo/yr)

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

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

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]

Complete Supplier Evaluation form.

Acceptable Practice:

Suppliers are added [redacted]

Suppliers that provide process materials that affect production of deliverable items are [redacted]

The Purchasing Group may use a Supplier that has [redacted]

Glossary:

[redacted]

List of Approved Suppliers

Your Logo	BULLETIN	NUMBER: [redacted] PAGE: [redacted]

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

[redacted]

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

PAGE 2 TEXT BLOCK: Insert page 2 text here

[redacted]

CALCULATED RISK RELEASE

Date:		[redacted]	
[redacted]			

[redacted]

[redacted] ☐ [redacted] ☐ [redacted]

Form Rev: Orig

Ref Only
NOTEPAD Rev: Orig

Calibration Seal
NOTEPAD Rev: Orig

Metrology Recall Card

Description:		Calib Frequency:	
Type:	Model:	S/N:	

Form Rev: Orig

Instrument and Case Identification Tag (shrink to fit)

Tool #:	Tech:

Form Rev: Orig

Instrument Deviation Tag (shrink to fit)

Tool#:

Form Rev: Orig

Measuring and Test Equipment Calibration Report

☐ In Tolerance as Received		☐ Out-of-Tolerance as Recv'd		PO# for M&TE:	
Department:			Date:		
Equipment:			Location:		
[redacted]			[redacted]		
				[redacted]	[redacted]
[redacted]					
[redacted]		[redacted]	[redacted]	[redacted]	[redacted]
Remarks:					
Calib. Manual#:		Rev:		Temp:	% RH:
NIST #:				Calib Due Date:	
[redacted]				[redacted]	

Form Rev: Orig

IMPACT ANALYSIS REPORT

Number of parts that may be out-of-spe [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

Instruction Rev: Orig	Calibration Instruction Sheet		Form Rev: Orig Page 1 of 1
Special Instructions:		[redacted]	
		[redacted]	
[redacted]		[redacted]	

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

Inherently Stable Measurement Equipment Log

Approved Brands:		Type:	[redacted]
[redacted]		[redacted]	[redacted]
[redacted]	[redacted]		

Form Rev: Orig

Item Name:	
Part Number:	
Lot Number:	
Expiration Date:	

Chemical ID Tag NOTEPAD Form Rev: Orig

Contract Review

Program Name:

Program Source: Internal Customer ☐ External Customer ☐

[redacted]

Form Rev: Orig

Compliance Matrix-1

(Program Name - Contract - Revision)

Para #	Title	[redacted]	[redacted]	[redacted]
[redacted]				
			x	x
[redacted]				

Form Rev: Orig

Compliance Matrix-2

(Program Name - Contract - Revision)

[redacted]	[redacted]	[redacted]

Form Rev: Orig

Work Breakdown Structure

Program Name – Contract - Revision		
[redacted]	[redacted]	[redacted]
[redacted]		
☐		
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☐		

Form Rev: Orig

[redacted]

Your Logo	**INVESTIGATION AND CORRECTIVE ACTION REQUEST**

ICAR **Responsible Supplier: _____**

Customer: _____ Part# _____ Applicable Customer P.O or Job # _____

Your Logo

Date

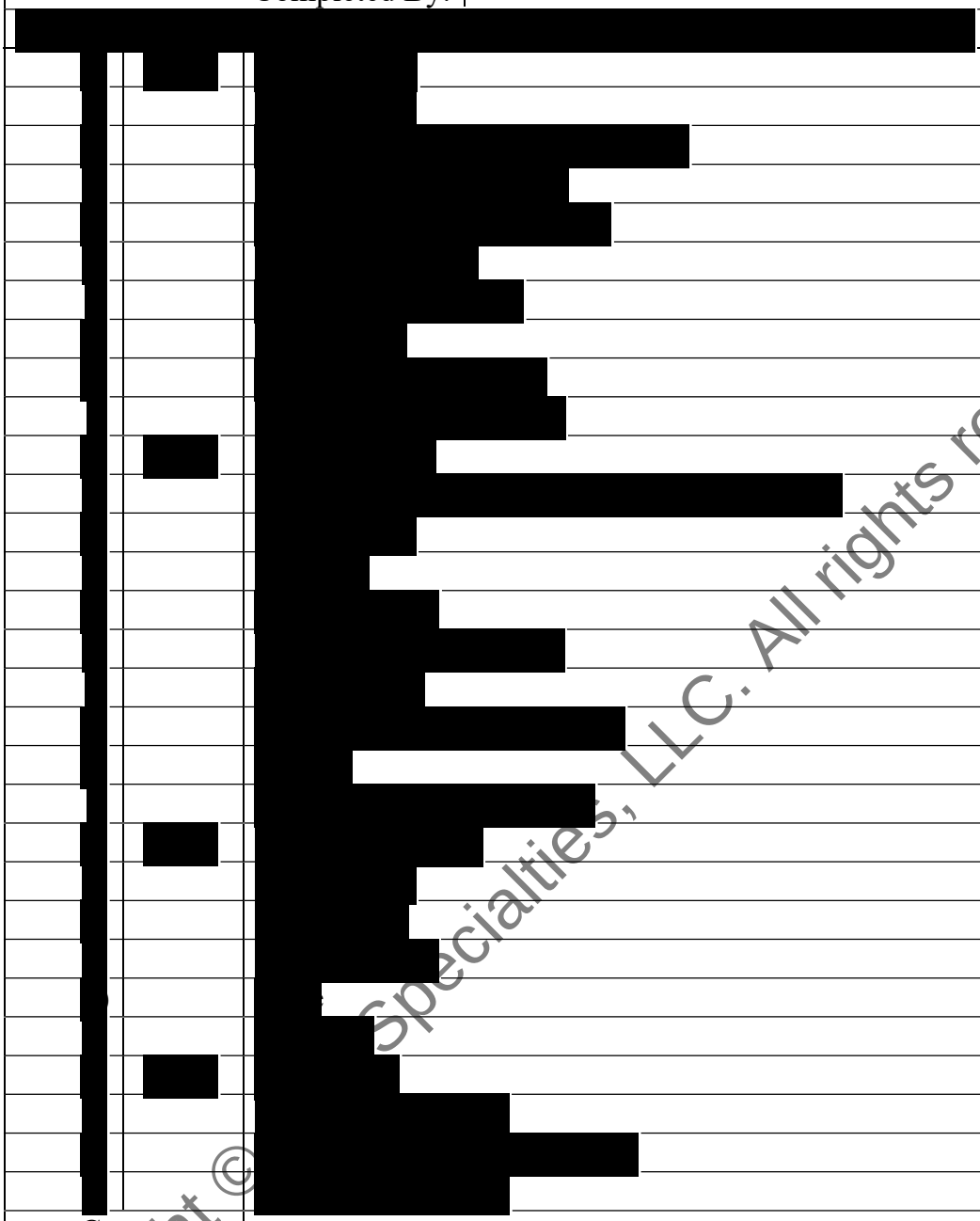
(Your Company Name) has made a commitment to our Customers to comply with ISO 9001 and we have [redacted]

Thank you for your support,

_____
(Your Signature)
(Your Name)

(Your Company Name)
CUSTOMER PERCEPTION SURVEY

Customer Name:			
Completed By:		Date:	



Comments:

Thanks again for your support.
Please Fax the completed survey to: (Your Phone)

Form Rev: Orig

CUSTOMER SATISFACTION SURVEY (Your Logo)

Date: (input date)

To: Customer Contact Name
Customer Company Name
Customer Address
Customer City, State, Postal Code

From: (Your Company Name)
(Your Address)
(Your City, State, Zip)

Greetings,

We are asking you to spend a few minutes out of your busy day to respond to our survey. The information you provide will [redacted] please circle the number representing our performance:

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

Thank you for participating in our survey.
Please fax your response to: (Your Phone)

Form Rev: Orig

DAILY RECEIVING RECORD

Date:						Page 1 of 1:	
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

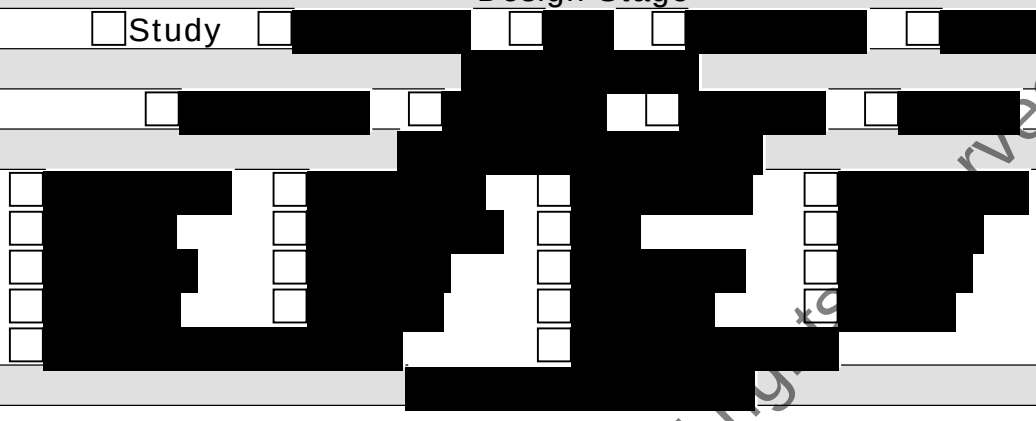
(Your Logo)

DESIGN REVIEW

Program Name:		Job#:	
Part Number:		Rev:	
Chairperson:		Date:	
Attendees:			

Design Stage

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



Form Rev: Orig

Your Logo

DESIGN REVIEW

Origination Date: xxxxx

Document Identifier:	Design Review Work Instruction
Date:	xxxxx
Project:	
Document Status:	Released

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

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

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 product, software 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 a normal and necessary part of best engineering practice. Designers of critical items welcome rigorous design reviews for the peace of mind they provide. They help assure that something has not been overlooked because the designer was too close to the work. There is no reflection on a person's competence in having to respond to action items. To serve as a design reviewer indicates that your associates regard you as an expert.

3.0 DESIGN REVIEW

All deliverable hardware and software must undergo at least two levels of design review. [redacted]

3.1 Number and Type of Design Reviews

The number and type of design reviews will depend on [redacted]

3.2 Scheduling Reviews

At the start of a program, responsible authorities must [redacted]

3.3 Heritage Design Review

Designs that are qualified by another program do not require additional review unless [redacted]

3.4 Software and Service Reviews

Computer programs, contents of ROM, PROM and other programmable devices and service operations must be reviewed as carefully as hardware.

3.5 Subcontractor Reviews

Products and services from subcontractors must be design reviewed according to [redacted]

3.6 Interfaces

Reviewers should devote extra attention to [redacted]

3.7 Post Review Design Changes

Changes made to a design subsequent to a successful review should be flagged at the next review. Design changes, even minor ones made after the final design review (CDR) are [redacted]

3.8 Design Review Items

1. Requirements. [redacted]
2. Design. [redacted]
3. Reviewers. [redacted]

4. Design Package. [redacted]
5. Agenda. [redacted]
6. Review Minutes. [redacted]
7. Closeout of Action Items. [redacted]

3.9 Inappropriate Items for a Design Review

[redacted] should be discussed only as they affect [redacted]

3.10 System Review Attendees

System review attendees should include [redacted]

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 the project objective and requirements are [redacted]

The BDR should address the following:

1. [redacted]

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

The output of the BDR consists of [redacted]

4.1.2 Preliminary Design Review (PDR)

The PDR is the first review of the preliminary detailed design and is generally [redacted] The PDR should address the following:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]

9. [redacted]
10. [redacted]
11. [redacted]
12. [redacted]
13. [redacted]
14. [redacted]

The output of the PDR consists of [redacted]

The development (performance) configuration documents include:

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

Formal change control procedures are invoked concurrent with the release of the development (performance) configuration documents.

4.1.3 Critical Design Review (CDR)

The system CDR is held immediately prior to design freeze and before significant fabrication activity begins. The CDR presents [redacted]

The CDR should address the following items:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]
9. [redacted]
10. [redacted]
11. [redacted]
12. [redacted]

Completion of the CDR and resolution of its action items establishes [redacted]

4.1.4 Environmental Review (ER)

The ER occurs prior to the start of environmental testing of the integrated system or end item. Its purpose is to:

1. [redacted]
2. [redacted]

4.1.5 Buyoff Review

The buyoff review [redacted] addresses:

1. [redacted]
2. [redacted]
3. [redacted]
4. Post-qualification plans.

For programs involving a qualification product, a buyoff review following qualification testing may be used to [redacted]

4.1.6 Operations Review

This review applies to programs that have [redacted]

4.2 Subsystem Level Reviews

Subsystem level reviews are held when the design [redacted]

4.2.1 Hardware Subsystem Reviews

Circuit design reviews are completed [redacted] (as appropriate):

1. [redacted]
2. [redacted]
3. [redacted]

4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]
8. [redacted]

4.2.2 Software Subsystem Reviews

Software reviews should be held [redacted]

4.2.3 Fabrication Pre-release Review (FPR)

Prior to release of a drawing package to the shops for fabrication, an FPR [redacted] should assure that the drawing package:

1. [redacted]
2. [redacted]
3. [redacted]

The review should address the following items:

1. [redacted]
2. [redacted]
3. [redacted]

Upon successful completion of the FPR and closure of action items, the package is released and configuration control begins.

4.3 Other Reviews

Some programs require external reviews. These reviews [redacted]

5.0 Design Review Packages

All design reviews require a review package. For all but the FPR, the package must [redacted]

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

System level review packages typically contain:

[redacted]		

[redacted]

5.2 Circuit Design Review Data Package

Circuit design review packages typically contain:

[redacted]

5.3 Software Review Data Package

Software review packages typically contain:

[redacted]

6.0 Responsibilities

6.1 Program Manager

The program manager is responsible for [redacted]

6.2 Chief Engineer

The chief engineer is responsible for [redacted]

[redacted]

6.3 Chief Scientist

The chief scientist is responsible for [redacted]

6.4 Presenter

The presenter is responsible for [redacted]

6.5 Reviewers

Independent reviewers should [redacted]

6.6 Chairperson

The Chairperson [redacted]

The Chairperson [redacted]

The Chairperson [redacted]

The Chairperson [redacted]

6.7 Section, Group and Department Supervisors

Line supervisors are responsible for [redacted]

Dimensional Analysis Record

Item Name:		Customer:	
Drawing Number:		Inspector:	
[redacted]			
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]		[redacted]	

EO NUMBER:	DATE:	RFS#:
ENGINEERING ORDER Page of	CLASS I☐ II☐	PERSON REQUESTING ENGINEERING ORDER: PERSON WRITING ENGINEERING ORDER:

[redacted]

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

Form Rev: Orig

Your Logo

EO NUMBER: 101	DATE: your date	RFS#: N/A	
ENGINEERING ORDER Page 1 of 1	CLASS I☒ II☐	PERSON REQUESTING ENGINEERING ORDER:	Your Name
		PERSON WRITING ENGINEERING ORDER:	Your Name

REASON FOR CHANGE:

Create and release new quality management system based on ISO 9001:2015

DESIGN STAGES - ELEMENTS:

when applicable, define the task sequence, mandatory steps, significant stages, responsible person, design content, input data, planning constraints, performance conditions and required baselines

N/A

CUSTOMER / REGULATORY AUTHORITY'S SAFETY / FUNCTIONAL OBJECTIVES:

NA

KEY CHARACTERISTICS:

when applicable according to design or contract requirements

N/A

DESCRIPTION OF CHANGE - DESCRIBE WAS AND IS CONDITION

WAS: (list your existing quality management system)

IS: **Create and release the following list of QMS policies and procedures for compliance with ISO 9001:2015:**

Configuration Management Procedure
Control of Documented Information Procedure
Control of Nonconformities Procedure
Corrective Action Procedure
Definitions and Abbreviations Procedure
Internal Auditing Procedure
Management Process Procedure
Production Procedure
Proposal Development and Contract Review Procedure
Purchasing Procedure
Quality Handbook
Receiving Procedure
Responsibilities & Authorities Procedure
Shipping Procedure
Training Procedure

Create and release the following list of QMS support documents:

ISO 9001 Quality Systems Assessment
Internal Auditor Training
QMS Introduction

Collect and revise all forms that affect quality as defined by the QMS Audit Team. Display the title and form revision level on each form and if possible, display the latest Company logo. Upload revised forms onto the applicable folder on a personal or Company PC.

First Piece Inspection Report

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

	[redacted]		
			[redacted]
[redacted]			

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

Inspector:		Date:	

Form Rev: Orig

(Your Logo)

Your Address
Your Phone – Fax – Email

Your Company Name

Information Request

Date:		Phone:	
Subject:		Email:	

Form Rev: Orig

INSPECTION FORM

Part No:		Process:		Final QC:		Sheet:	of	
Part Name:				In-Process:		Date:		
[redacted]								
[redacted]								

Form Rev: Orig

(Your Logo)

(Your Logo)	Inspection Instructions		Form Rev: Orig Page 1 of 1
	Special Instructions: Zero Defects [redacted]	[redacted]	
		[redacted]	
		[redacted]	

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

Drawing No:		INSPECTION RECORD	Form Rev: Orig
Item Name:		(Your Company Name)	Front
		(Description of Your Inspection Process)	
Use ANSI [redacted]		[redacted]	

	[redacted]																				
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Form Rev: Orig Back

(Description of Your Inspection Operation) continued...

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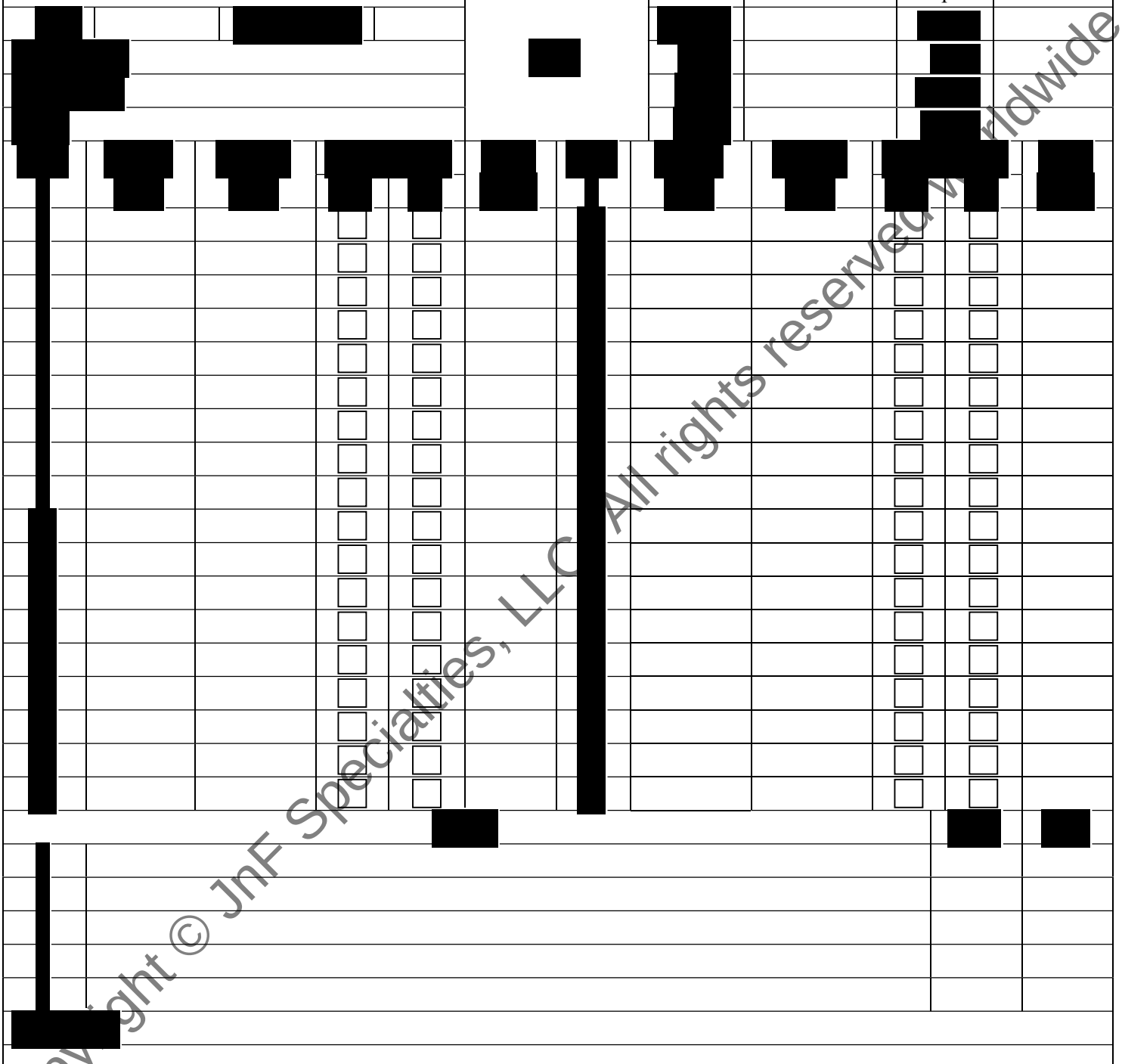
35																									

(Your Company Name)

First Article ☐	Other ☐	**INSPECTION REPORT**	Date:	
Item #:		Item Revision	Previous Report #	RW:
Item Name:			Date:	Repair:



Form Rev: Orig

(Your Logo)

INSPECTION SUMMARY

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

Form Rev: Orig

(Your Logo)

INSPECTOR STAMP LOG

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

Form Rev: Orig

(Your Logo)

PLAN - STEP ONE: Audit Preparation & Planning

Process to Audit (Audit Scope):	
Audit Date(s):	Lead Auditor:
[redacted]	[redacted]
[redacted]	
[redacted]	
[redacted]	

[redacted]	
[redacted]	[redacted]

DO - STEP TWO: Compare Documentation vs. Requirements

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

[redacted]

CHECK - STEP THREE: Compare Actual Practice vs. Requirements

[redacted]			

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

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

ACT - STEP FOUR: Verify the Effectiveness of the Process

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

Provide brief details on any areas that were found to be well-implemented, particularly effective or worth noting as positive traits of the process.

STEP FIVE: Summarize Your Findings for Nonconformance System

NONCONFORMITIES	
[redacted]	[redacted]
[redacted]	
[redacted]	
[redacted]	
[redacted]	

OPPORTUNITIES FOR IMPROVEMENT	
[redacted]	
[redacted]	
[redacted]	
[redacted]	

STEP SIX: Review Audit Report and Submit

All auditors on the audit team must submit their audit reports for summary and review by the Lead Auditor. Lead Auditor: [redacted]

_____

Signature of Lead Auditor

Audit report reviewed and ready for submission:

_____

Date

STEP SEVEN: Submit Audit Report to Appropriate Managers

The completed audit report must be submitted to the managers responsible for the areas audited, as well as any other appropriate persons.

Audit report sent to:

☐ Quality Manager (for logging)	☐ Manager	☐ Manager
☐ Manager	☐ Manager	☐ Manager
☐ Manager	☐ Manager	☐ Manager
☐ Manager	☐ Manager	☐ Manager
☐ Other:		

NOTES PAGE

[redacted]	[redacted]

(Your Logo)

JOB SHEET

Job #: Rev:

Your Name
Your Address
Your City, State, Zip

[redacted]

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

Form Rev: Orig

MANAGEMENT REVIEW REPORT

Origination Date: XXXX

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document provides the management review report.

CREATION LOG

Issue	Date	Comment	Author
0-0			

REVISION RECORD

Issue	Item	Reason for Change

Please complete each section - this form may used as the final report or used as a template to type and publish more formal Management Review Meeting records. At all stages, management must consider proper, proactive measures to take to improve the Company and determine where it is necessary to apply corrective action. [redacted]

Date of Review: **Recorded by:**

In Attendance:

NAME	TITLE

Absent:

NAME	TITLE

ITEM 1: Review of the Quality Policy for current adequacy and the need for changes to it. [redacted].

The Company is committed to [redacted]

☐ Quality Policy reviewed and [redacted]

☐ Quality Policy needs revision. Following changes recommended:

ITEM 2: Internal audit results. [redacted].

ITEM 3: Status of MR System corrective actions. [redacted]

ITEM 4: Review of resources needed to maintain and improve the effectiveness of the quality management system. [redacted]

EQUIPMENT RESOURCES REQUIREMENTS

[redacted]

[redacted]

[redacted]

ITEM 5: Review the effectiveness of current training programs and the effectiveness of additional training for designated individuals. [redacted]

ITEM 6: Review of Suppliers and Subcontractors. [redacted]

ITEM 7: Review of quality objectives, data and goals. *Review the current Quality Objectives as outlined in the Quality Manual and modify goals accordingly.*

Process	Quality Objective	Data Metric	Current Standing	Goal
Management	[redacted]			
Corrective Action				
Internal Auditing				
Proposal Development and Contract Review				
Purchasing				
Receiving				

ITEM 8: Discuss Customer feedback and complaints not already discussed as part of the NCR system review. [redacted].

ITEM 9: Discuss the overall performance of the quality system, any changes to the Company that may affect the quality system or vice-versa. [redacted].

[redacted]

ITEM 10: Note other recommendations for management to [redacted]

ITEM 11. Note follow-up activities from prior Management Review issues.

ITEM 12. Set date for next Management Review:

ITEM 13. NCR's FILED AT THIS MEETING:

Line Item	Corrective?	Nature of Issue
1		
2		
3		
4		
5		
6		

ITEM 14. [redacted]

[redacted]	[redacted]	[redacted]

ITEM 15. ITEMS FOR FOLLOW-UP AT NEXT MEETING:

[redacted]

REQUEST FOR SUPPORT

☐**Nonconformance** ☐**Continuous Improvement Opportunity** ☐**Calculated Risk Release**

SUBCONTRACTOR: _____ DATE RECEIVED: _____

RFS#: SHEET _____ OF _____

Traveler#:		Op#:		Quantity Received:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para# & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							

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

REQUEST FOR SUPPORT LOG

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

Form Rev: Orig

[redacted]

PACKING SLIP

(Your Company Name)
Your Address

[redacted]

We hereby certify [redacted]

By: Date:

Form Rev: Orig

(Your Logo)

Procedure Template

Mo/Yr

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

Used On	Contract#:		(Your Company Name)				
Prepared By:		Date					
			PROGRAM NAME				
			Procedure #				
			Size:	**A**	CAGE:		1 of 1

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Released". **Date Printed:** [redacted]	Form Rev: Orig

(Your Logo)

TABLE OF CONTENTS

1.0 Scope

Prepare procedures using [redacted]
Prepare work instructions
[redacted]

2.0 Applicable Documents

3.0 Requirements

4.0 Workmanship

Drawing No:		PRODUCTION INSPECTION RECORD-1	Form Rev: Orig
Item Name:		(Your Company Name)	
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Form Rev: Orig

(Your Logo)

Use additional space to record inspection tool numbers, product serial numbers, lot numbers, etc																									
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(Your Logo)

(Your Company Name)

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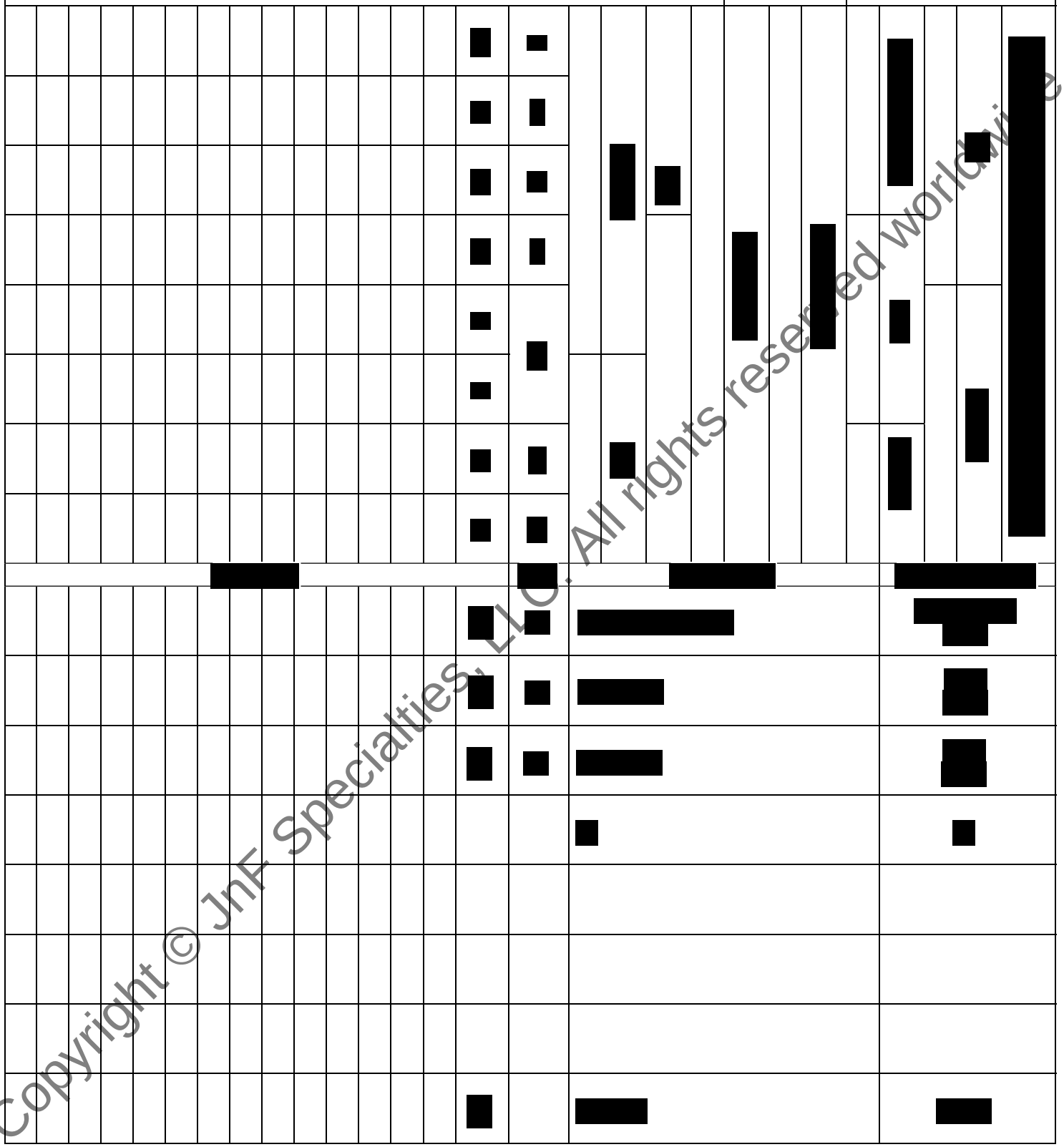

Form Rev: Orig

(Your Logo)

	Sheet ☐ of ☐	**Product Release Record**	PRR#	Your Logo
Supplier#		Contract#	PO#	Requisition#
[redacted]		[redacted]	[redacted]	[redacted]
[redacted]		[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]			
[redacted]	☐ [redacted] ☐ [redacted]		[redacted]	[redacted]

Form Rev: Orig

(Your Logo)

Date:

Attention:
Company:
Address:
City, State:
Zip Code:

Subject: Customer/Government Property located at your facility

Dear (insert your appropriate name)

Our records show the Customer/Government property listed below is currently located at your facility.

[redacted]

[redacted]

[redacted]

[redacted]

Supplier/Subcontractor Certification:
I certify the Customer/Government property listed above is physically controlled by our facility.

Signed: _____ Date: _____

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)
CUSTOMER SUPPLIED / CUSTOMER OWNED	

Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
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NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
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NOTEPAD Form Rev: Orig

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CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

PROPERTY CONTROL	(Your Company)		
CUSTOMER SUPPLIED / CUSTOMER OWNED			
Customer Name:			
PO#:		Qty:	
ID#:			
Initials:			

NOTEPAD Form Rev: Orig

Property Management Log

	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
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Form Rev: Orig

(Your Logo)

Property Record

Contract Number:
Customer Name:
Property Description:

Form Rev: Orig

(Your Logo)

PURCHASE ORDER

(Your Company Name)
Your Address
Your City, State, Zip
Phone
Fax

Date	
Purchase Order #	Page:

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

Supplier

Phone: **Contact:**

All purchasing requirements shall be flowed down to sub-tier suppliers or subcontractors. All applicable certificates to be sent with each shipment.

Purchase Order Amount

Form Rev: Orig

(Your Company Name)

Terms and Conditions of Purchase

1) WARRANTIES

2) CHANGES

3) INFRINGEMENT INDEMNITY

4) DOCUMENT MARKING AND USE

5) PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE

6) ASSIGNMENTS AND SUBCONTRACTING

7) GENERAL

d.

9) SPECIAL PROVISIONS FOR U.S. GOVERNMENT WORK

10) INSOLVENCY

11) FAIR LABOR STANDARDS ACT

12) INSPECTION

13) VARIATION IN QUANTITY

14) DISPUTES

Contractor and Subcontractor Listing Requirement

1)

2)

Purchase Requisition	#	Quote Number	(Your Company Name)
Date:	Date Mat'l Required:		To be used for Project:

Government Contract	Account Number	Job Sheet
[redacted]	[redacted]	[redacted]

Form Rev: Orig

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 TAG			(Your Company Name)		
P/N:		PO #:		Date:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
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Form Rev: Orig

GOOD TAG			(Your Company Name)		
P/N:		PO #:		Date:	
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[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
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[redacted]					
[redacted]					

Form Rev: Orig

WITHHOLD TAG		(Your Company Name)	
Date:		Item Name:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

BAD TAG		(Your Company Name)	
Date:		Item Name:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

GOOD TAG		(Your Company)			
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Ready For:					
Initials:					

Form Rev: Orig

GOOD TAG		(Your Company)			
P/N:		Rev:		Date:	
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WITHHOLD TAG		(Your Company)	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG		(Your Company)	
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PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

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Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

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Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

Helpful Hint:
Purchase green “presentation” paper for the Good Material Tag and yellow “presentation” paper for the Withhold Tag, then print and cut whenever you need…

ACCEPTED TAG			(Your Company)		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
P/N:		Rev:		Date:	
PO#:		Lot#:			
MR#:		Qty Ok:			
Initials:					

Form Rev: Orig

ACCEPTED TAG			(Your Company)		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED					
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MR#:		Qty Ok:			
Initials:					

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Form Rev: Orig

FINAL INSPECTION

PERFORMED BY

____

(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION

PERFORMED BY

____

(YOUR COMPANY)

Form Rev: Orig

FINAL INSPECTION

PERFORMED BY

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(YOUR COMPANY)

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FINAL INSPECTION

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(YOUR COMPANY)

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Form Rev: Orig

WITHHOLD TAG	(Your Company)		
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG	(Your Company)		
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

WITHHOLD TAG	(Your Company)		
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

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Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

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Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

Form Rev: Orig

Helpful Hint:
Purchase green “presentation” paper for the Good Material Tag and yellow “presentation” paper for the Withhold Tag, then print and cut whenever you need…

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

Oper	Qty	Description of Inspection Operation	Gage	Comment
R&I	---	Op 1: [redacted] Op 2: [redacted] Op 3: [redacted] Op 4: [redacted] Op 5: [redacted] Op 6: [redacted] Op 7: [redacted] Op 8: [redacted] Op 9: [redacted] Op 10: [redacted] Op 11: [redacted] Op 12: [redacted] Op 13: [redacted] Op 14: [redacted] Op 16: [redacted] Op 17: [redacted]		

Drawing No: [redacted]					**RECEIVING INSPECTION RECORD** [redacted]					
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
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Form Rev: Orig

(Your Logo)

Receiving Log

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

Form Rev: Orig

(Your Logo)

REQUEST FOR CHANGE

Desired Change:			
Preparer Name:		Submittal Date:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

(Your Logo)

Purchase Requisition	#	Quote Number	(Your Logo)
Date:	Date Matl Required:		To be used for Project:

Form Rev: Orig

Request for Support (RFS) Log

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

Form Rev: Orig

(Your Logo)

ROUTING TICKET

ACCOUNT#:

Operator:		Date:	
XXX Lot#:		XXX Lot#:	
[redacted]			

Form Rev: Orig

Shelf Life Expiration Log

Description:				Date Received:	
P/N:		Rev:		PO#:	
[redacted]					

Form Rev: Orig

(Your Logo)

Shipping Log

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

Form Rev: Orig

(Your Logo)

(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

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

☐ [redacted]
☐
☐
☐
☐
☐

Part III

☐ [redacted]
☐ [redacted]: _____

RESULTS OF INITIAL EVALUATION
(Ref. Purchasing Procedure)

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

[redacted] _____ [redacted] _____

RESULTS OF RECEIVING INSPECTION OR SERVICE FEEDBACK

[redacted]

☐ [redacted] ☐ [redacted]

[redacted]

NOTES

(Your Company Name)

QUALITY SYSTEM EVALUATION

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

GENERAL INFORMATION

[redacted]

If yes, indicate Features that are included:

:

[redacted]

Specification(s) to which your Company works? _____

_____

[redacted]

BUYER USE ONLY BELOW LINE

_____

APPROVAL STATUS: Conditionally Approved _____ Approved_____

On-site Survey Required_____ Disapproved _____ Vendor Code_____

Reviewed By: _____ Date:_____

Comments: _____

_____

_____

_____

_____

_____

_____

Form Rev: Orig

Supplier Survey Disposition

Mo/Yr

Revisions			Rev:	Orig
Letter	E.O. Number - Description		Date	
Used On	Contract#:		(Your Company Name)	
Prepared By:				
Approval:				
			Supplier Survey Disposition	
			Size: **A** CAGE:	Form Rev: Orig 1 of 1

(Your Logo)

STEP	RESPONSIBILITY	ACTION
1	Quality Group	[redacted]
1.1	Quality Group	[redacted]
--	IF	THEN
1.2	MIL-I-45208	[redacted]
1.3	MIL-Q-9858	[redacted]
1.4	ISO 9001	[redacted]
1.5	Commercial	[redacted]
	IF	THEN
1.6	No flowdown	[redacted]
1.7	Flowdown required	[redacted]
STEP	RESPONSIBILITY	ACTION
2	Quality Group	[redacted]
--	IF	THEN
2.1	Supplier check marked all applicable procedures	[redacted]
2.2	Supplier did not check mark all applicable procedures	[redacted]
2.3	Supplier record is defect-free	[redacted]
2.4	Supplier record is not defect-free	[redacted]
2.5	Supplier did not complete survey	[redacted]
2.6	Supplier record is defect-free	[redacted]
2.7	Supplier record is not defect-free	[redacted]
2.8	Supplier check marked incorrect procedures (checking more than required is Ok)	[redacted]
2.9	Supplier record is defect-free	[redacted]
2.10	Supplier record is not defect-free	[redacted]
STEP	RESPONSIBILITY	ACTION
3	Quality Group	[redacted]

Quality System Elements	MIL-I-45208A	MIL-Q-9858A	ISO 9001:94	ISO 9001:2008	ISO 9001:2015
Management Responsibility:	3.1	1.3, 3.1	4.1	5.1, 5.3, 5.4.1, 5.5.1, 5.5.2, 5.6, 6.1, 6.2.1, 8.5.1	
Quality System, Initial Quality Planning:	1.1	1.3, 3.2	4.2	4.1, 4.2.1, 4.2.2, 5.4.2, 7.1	
Contract Review:	1.2	3.2, 1.4	4.3	5.2, 7.2.1, 7.2.2, 7.2.3	
Design Control:	N/A	4.1	4.4	7.2.1, 7.3	
Document and Data Control:	3.2	4.1	4.5	4.2.3	
Purchasing:	N/A	5	4.6	7.4.1, 7.4.2, 7.4.3	
Control of Customer Supplied Product:	3.6	7.2	4.7	7.5.4	
Product Identification and Traceability:	N/A	6.1	4.8	7.5.3	
Process Control:	3.4	6.2	4.9	6.3, 6.4, 7.5.1, 7.5.2	
Inspection and Testing:	3.1, 3.2.1, 3.12	6.1, 6.2, 6.3	4.10	7.1, 7.4.3, 7.5.3, 8.1, 8.2.4	
Control of Inspection, Measuring and Test Equipment:	3.3	4.2-4.5	4.11	7.6	
Inspection and Test Status:	3.5	6.7	4.12	7.5.3	
Control of Nonconforming Product:	3.7	6.5	4.13	8.3	
Corrective Action:	3.2.3	1.3, 3.5	4.14	8.5.2, 8.5.3	
Handling, Storage, Packaging, Preservation, and Delivery:	3.6	6.4	4.15	7.5.1, 7.5.5	
Control of Quality Records:	3.2.2	3.4	4.16	4.2.4	
Internal Quality Audits:	N/A	N/A	4.17	8.2.2, 8.2.3	
Training:	N/A	N/A	4.18	6.2.2	
Servicing:	N/A	1.3	4.19	7.5.1	
Statistical Techniques:	N/A	6.6	4.20	8.1, 8.2.3, 8.2.4, 8.4	

(Your Logo)

(Date)

Quality Manager«AddressBlock»

Re: Supplier Performance Rating Report
Performance Reporting Dates:
P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that indicates your Quality Performance. Enclosed is [redacted]

If you have any questions, please call or email us.

Sincerely,

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

SUPPLIER QUALITY REQUIREMENTS

Origination Date: Mo/Yr

Document Identifier:	Supplier Quality Requirements
Date:	Your Date
Document Status:	Released

Abstract:
This document describes flowdown requirements for Suppliers.

REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

☐PURPOSE and SCOPE

To establish the minimum requirements for supplier Quality Systems necessary to ensure that materials, parts, components, and services meet the requirements of the Contract. Procedures used to implement the provisions of this requirement shall be subject to Buyer approval upon request.

☐APPLICABILITY

These requirements shall apply to all supplies and services when referenced on the Purchase Order and amendments thereto.

When Buyer's Purchase Order includes Seller's Inspection System Level I, as a requirement, Seller's contractual commitment for an Inspection System shall be defined by all paragraphs of this specification. When Buyer's Purchase Order indicates Level II as a requirement then the Seller's contractual commitment for an Inspection System shall be defined only by those paragraphs of this specification which are checked-off.

☐DEFINITIONS and ABBREVIATIONS

A. The term 'Buyer' or 'Buyer' means Buyer.

B. The term 'Seller' means the legal entity that is the contracting party with the Buyer with respect to the Purchase Order.

C. 'IAW' means in accordance with.

D. 'MRB' means Material Review Board

☐SELLER's QUALITY SYSTEM, GENERAL

The Seller shall maintain an effective Quality System planned and developed in conjunction with his other functions to comply with contractual requirements. [redacted]

☐NEGOTIATIONS

It is not the intent of this specification to restrict the Seller in his mode of operation; therefore, [redacted]

☐PROPRIETARY INFORMATION

The Seller must identify in writing [redacted]

The absence of such written identification is [redacted]

☐PROCESS CONTROL

The Seller shall provide for complete review of contract requirements at the earliest practical phase of contract performance to make [redacted]

Work instructions for all work affecting quality shall [redacted]

Such instructions shall [redacted]

The Seller shall develop an Inspection/Test Plan [redacted]

Buyer contracts and resultant facility planning by Seller shall be reviewed by the Seller's Quality Control Department prior to release for production and/or pre-production to assure that all Buyer quality requirements are reflected in production and inspection procedures.

All Purchase Orders that apply to Buyer contracts generated by Seller shall [redacted]

When approval or certification of special processes, operating personnel, special equipment, or procedures is required by the contract, drawing, or specification, the Seller shall [redacted]

Seller MRB is not authorized. Seller shall [redacted]

Formal Failure Analysis and Corrective Action shall be required.

A Seller Failure Review Board is required and [redacted]

The Seller shall not change any process, material, or procedure from that used to qualify Seller's product without [redacted]

When the Purchase Order requires Buyer acceptance of a 1st Article, the first part fabricated to the specified Buyer configuration shall [redacted]

[redacted]

☐SUBCONTRACTOR CONTROL

The Seller shall be responsible for [redacted]

☐DRAWING and CHANGE CONTROL

The Seller shall have a procedure and designate a responsible department for [redacted]

☐RECEIVING INSPECTION

The Seller shall inspect incoming material to [redacted]

☐STOCK CONTROL

The Seller shall provide for protection and control of supplies and materials stored for use in deliverable Buyer products.

Control shall [redacted]

Procedures for the handling of nonconforming material shall [redacted]

Buyer furnished material shall [redacted]

☐SAMPLING INSPECTION

Acceptance sampling procedures, if other than ANSI Z 1.4, must have Buyer approval prior to use; sampling to permit defects is not allowed.

☐TOOL, GAGE, and TEST EQUIPMENT

The Seller shall be responsible for providing and ascertaining the accuracy and stability of tools, gages, and test equipment to assure supplies conform to contractual requirements.

A written procedure, compliant to ISO 10012, shall [redacted]

☐MATERIAL CONTROL

Nonconforming material shall [redacted]

Seller may not repair [redacted]

The Seller shall maintain traceability [redacted]

The Seller shall maintain controls to assure accomplishment of preservation, packaging and shipping requirements of the contract. [redacted]

When product is returned by Buyer to the Seller because of failure to comply with Purchase Order requirements, the Seller shall [redacted]

☐TECHNICAL REQUIREMENTS

Unless otherwise specified, Buyer is responsible for compliance to [redacted]

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

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

[redacted]

[redacted]

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

[redacted]

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

[redacted]

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

[redacted]

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

Tooling Sheet

Description:		Date:	
[redacted]			
[redacted]	[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]	
Notes:			
Prepared By:			

Form Rev: Orig

(Your Logo)

Your Production Area
Training Certificate

awarded to

Your Employee Name

Your Specification
Your Details

Your Date

Training Supervisor ***Quality Manager***

YOUR PRODUCTION AREA TRAINING CERTIFICATE

Awarded to

Your Employee Name

For successful completion of
Your Specification
Your Details

Your Date

Training Supervisor

Quality Manager

Signature 1

Signature 2

Signature 3

Signature 4

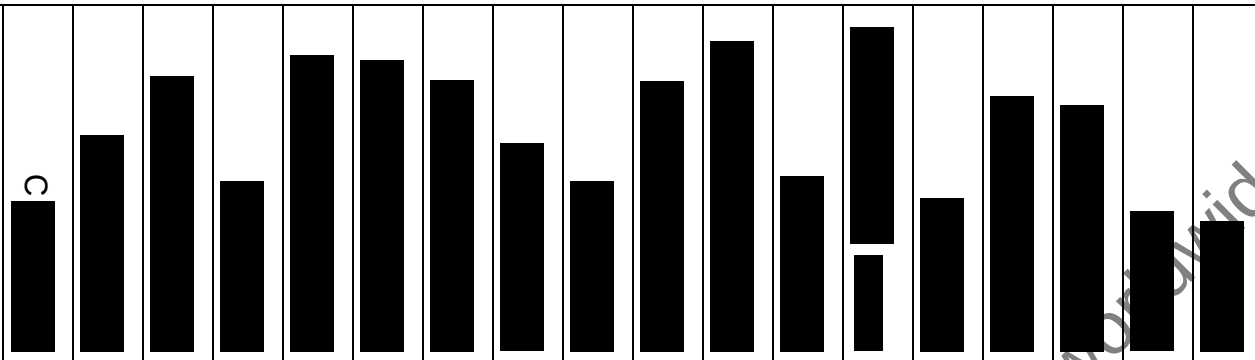
TRAINING LOG

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

Form Rev: Orig

(Your Logo)

QMS Procedure Training Matrix for Your Company

Name	
B. eQMS	X X X X X X X X X X X X X X X X
Br. eQMS	X X X X X X X X X X X X X X X X
C. eQMS	X X X X X X X X X X X X X X X X X X
Ch. eQMS	X X X X X X X X X X X X X X X X
Chr. eQMS	X X X X X X X X X X X X X X X
D. eQMS	X X X X X X X X X X X X X X X
Da. eQMS	X X X X X X X X X X X X X X X X X X
Dav. eQMS	X X X X X X X X
E. eQMS	X X X X X X X X
F. eQMS	X X X X X X X X X X X X X X X X X X
J. eQMS	X X X X X X X X X X X X X X X X
Je. eQMS	X X X X X X X X X X X X X X X X
Jef. eQMS	X X X X X X X X X X X X X X X X X X
Jo. eQMS	X X X X X X X X X X X X X X
K. eQMS	X X X X X X X X X X X X X
L. eQMS	X X X X X X X X
P. eQMS	X X X X X X X X
R. eQMS	X X X X X X X X
Ri. eQMS	X X X X X X X X X X X X X X X X
S. eQMS	X X X X X X X X
Sh. eQMS	X X X X X X X X X X X
St. eQMS	X X X X X X X X X X X X X X X
Su. eQMS	X X X X X X X X X X X X X X X X
T. eQMS	X X X X X X X X X X X X X X X X
W. eQMS	X X X X X X X X X X X X X X X X X
Y. eQMS	X X X X X X X X X X X X X X X
Yo. eQMS	X X X X X X X X X X X X X X
Z. eQMS	X X X X X X X X X X X X X X X

X = Applicable QMS Procedure record of orientation training for each Employee.
The Company must produce a record of orientation for all employees affected by individual QMS procedures to achieve QMS pedigree.

Note - Optional Multi-Purpose Form:
Change title of form to "Work Instruction Training Matrix" and change column headings to applicable title of job-related work instruction to establish a record of orientation for each Employee's work-related activity.

ORIENTATION/TRAINING REQUEST

To:	
Dept:	Date:

You have been scheduled to attend the next orientation

[redacted]

Form Rev: Orig

(Your Logo)

Traveler Form

Part No:		Sheet:	of
Part Name:		Date:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			
[redacted]			

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

Form Rev: Orig

(Your Logo)

Job#:		Date:		Qty Reqd:		Actual Qty:		Process Scrap:		Sheet:	of
TRAVELER (if instructions added, use next field for "Trav Rev:"; if no instructions added, delete "Trav Rev:" field – delete this note)										Trav Rev:	TBD
[redacted]				[redacted]						[redacted]	
[redacted]											
[redacted]										[redacted]	
[redacted]										[redacted]	

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

Form Rev: Orig

Your Logo

VERIFICATION AND VALIDATION

Program Name:		Job Number:	
Part Number:		Rev:	

VERIFICATION AND VALIDATION

[redacted]

[redacted]

(Your Logo)

WORK ORDER

Job #: Rev:

(Your Company Name) Your Address City, State, Zip		Customer:	
Issue Date:			
[redacted]		[redacted]	
		[redacted]	
		[redacted]	
		[redacted]	

[redacted]

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

Form Rev: Orig

RECEIVING, IN-PROCESS AND FINAL INSPECTION SAMPLING PLAN

Origination Date: Mo/Yr

Document Identifier:	Sampling Plan
Date:	Your Date
Document Status:	Released

Abstract:
This document describes the C=0 sampling plan.

REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 Scope

The Zero Acceptance Number plan developed by Nicholas L. Squeglia, available at ASQ.org, ISBN 0-87389-305-0, was originally designed and used to provide equal or greater Consumer protection with less inspection than the corresponding MIL-STD-105 sampling plan. In addition to the economic advantages, the plan is [redacted]

2.0 Theory

The basic objective of sampling is often overlooked. Why sample? Sampling is employed to provide a degree of quality protection against accepting nonconforming material. If 100% inspection was 100% efficient then the only means to assure 100% good material is to inspect everything 100%. It is impractical (in most cases) to perform 100% inspection; therefore, a sampling plan that economically provides a reasonable amount of protection is desirable to assure 100% quality. This C=0 plan provides [redacted]

3.0 Alternate Sampling Plans

Continuous Sampling
This plan is used when [redacted]

Lot-by-Lot Attribute Inspection
This plan is used when [redacted]

[redacted]

Lot-by-Lot Variables Inspection
This plan is used when [redacted]

4.0 Relationship of C=0 to MIL-STD-105

The MIL-STD-105 sampling plan is based upon [redacted]

The C=0 plan is used when:

[redacted]

5.0 C=0 Sampling Plan

Use MIL-STD-105/ANSI Z 1.4 to establish an A.Q.L., which is normally 1.0 for critical characteristics and 4.0 for minor characteristics. Using Table I, [redacted]

Table I

C=0 Sampling Plan - Associated A.Q.L.'s

Lot Size	0.010	0.015	0.025	0.040	0.065	0.10	0.15	0.25	0.40	0.65	1.0	1.5	2.5	4.0	6.5	10.0
	Sample Size															

* entire lot must be inspected

Acceptance number is zero (0) in all cases

Add to Cart