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Manufacturing Plant Quality Manual

(Mo/Yr)

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

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1.0 SCOPE

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

Precedence

Any contradiction, inconsistency, or ambiguity with contract terms and conditions shall be [REDACTED]

2.0 APPLICABLE DOCUMENTS

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

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

3.0 REQUIREMENTS

3.1 Organization

The Quality Organization of (Your Co) reports directly to [REDACTED] Organizational charts indicating lines of responsibility and authority are attached as Exhibits.

3.2 Customer Audit

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

3.3 Procedures

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

3.4 Records

Records of inspections/tests shall be produced to [REDACTED]

3.5 Document Control/Change Control

Contract Initiation

Procurement Documents

Issue & Control

Inspection Instruction Sheets and Manufacturing Travelers are [redacted]
Issue documents require recall when later revision documents are received from the Customer.
The document issue file shall indicate:

3.6 Procurement Control

(Your Co) purchase orders shall be reviewed per (Your #), Purchasing Policies & Procedures, Quality Assurance Provisions inclusive

3.7 Measuring Equipment

Measurement devices used to accept deliverable supplies or control critical process characteristic shall be controlled per (Your #).

3.8 Sampling Plan

When sampling inspection of deliverable supplies is applicable, ANSI Z 1.4 shall be used at Inspection Level I, AQL 1.0. Whenever a sample quantity contains a defective, [redacted]

3.9 Identification

The inspection status of all procured or manufactured supplies shall be evidenced by [REDACTED]

The receiving inspector shall record [REDACTED] onto a good material tag that will accompany the supply to stock control.

The in-process inspector shall [REDACTED]

The final inspector shall [REDACTED]

Customer returned supplies shall maintain identity to Customer documentation.

3.10 Nonconforming Supplies

(Your Co) shall not accept supplies via MRB that do not exactly conform to the contract.

MRB authority is granted for [REDACTED]

Nonconforming supplies considered acceptable by (Your Co) shall be submitted for Customer acceptance via Request for Waiver/Deviation prepared per [REDACTED].

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

The MRB shall [REDACTED]

3.11 Corrective Actions

The MRB shall determine whether or not corrective action is required to detect and correct conditions that have resulted or could result in the submittal of nonconforming supplies to the Customer, and [REDACTED]

3.12 Customer Notification

(Your Co) shall respond promptly to Customer requests for corrective action taken to correct nonconformances found in supplies submitted to the Customer and to preclude recurrence of the nonconformance in subsequent supplies.

3.13 Procurement Inspection

Purchased supplies shall be inspected upon receipt, as necessary, to [REDACTED]

In the event supplies are required prior to receipt of documentation providing evidence of conformance to the contract, Quality and Project Engineering may [REDACTED]

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[Redacted]

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

[Redacted]

3.14 In-process Inspection

Inspections shall be performed during the manufacturing process to the extent necessary. Each inspection, test, and manufacturing operation shall [Redacted] Inspections and tests shall be described on an inspection instruction sheet or process document. Records of inspection or test shall [Redacted]

The inspector shall:

[Redacted]

3.15 Handling & Storage

Supplies shall be identified upon completion of inspection operations with [Redacted] Purchased supplies pending inspection shall be segregated to the extent practicable and stored in the 'Receiving' area. In-process supplies pending inspection shall [Redacted]

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3.16 Packaging/Shipping

Inspection instructions shall include [REDACTED]

3.17 Facility Relocation

(Your Co) shall notify the Customer in writing prior to facility relocation.

3.18 Supplemental Contract Quality Requirements

Special instructions provided by the contract in the form of Supplier Quality Supplemental Requirements shall [REDACTED]

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