

REDACTED

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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:			
		POLICIES AND PROCEDURES	
		(Your #)	
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Your Logo

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1.0 SCOPE

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

Precedence

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

- Written directives of the Contract
- Pre-printed text of the Contract
- Drawing
- Product Specification

2.0 APPLICABLE DOCUMENTS

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

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

3.0 REQUIREMENTS

3.1 Organization

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

3.2 Customer Audit

(Your Co) shall permit Customer audits to evaluate the degree of compliance with this Quality System and contract performance. (Your Co) shall provide to the Customer, at this location, a copy of each specification, instruction, procedure, or record required to objectively determine compliance with the contract.

3.3 Procedures

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

3.4 Records

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

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3.5 Document Control/Change Control

Contract Initiation

Drawings/Specifications received with the contract shall be provided [redacted]

Procurement Documents

(Your Co) Purchasing Department is responsible for providing procurement documents of the applicable revision [redacted]

Issue & Control

DCC shall control and issue documents as follows:

[redacted] s
[redacted] s
[redacted]

A file shall be maintained for each issue document indicating:

[redacted]

Inspection Instruction Sheets and Manufacturing Travelers are exempt from [redacted]

The document issue file shall indicate:

[redacted]

3.6 Procurement Control

(Your Co) purchase orders shall be reviewed [redacted]

3.7 Measuring Equipment

Measurement devices used to [redacted]

3.8 Sampling Plan

When sampling inspection of deliverable supplies is [redacted]

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3.9 Identification

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

The receiving inspector shall [REDACTED]

The in-process inspector shall [REDACTED]

The final inspector shall [REDACTED]

Supplies detected as nonconforming shall [REDACTED]

Customer returned supplies shall [REDACTED]

3.10 Nonconforming Supplies

(Your Co) shall not accept supplies via MRB that [REDACTED]

Nonconforming supplies considered acceptable by (Your Co) shall [REDACTED]

Nonconforming supplies shall [REDACTED]

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

3.11 Corrective Actions

The MRB shall determine whether or not corrective action is required to [REDACTED]

3.12 Customer Notification

(Your Co) shall respond promptly to Customer requests for corrective action taken to [REDACTED]

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]

The inspector shall:

[Redacted]

3.15 Handling & Storage

Supplies shall be identified upon completion of inspection operations with

[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 [REDACTED]

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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Quality Policy

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Revisions		Rev:	
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Prepared By:			
		QUALITY POLICY	
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It is a policy of the Company to perform all activities in a manner that

[REDACTED]

It is a goal of the company to encourage all employees to

[REDACTED]

The Company's Mission is to

[REDACTED]

The Company's Vision is to

[REDACTED]

The Company will design and maintain an effective and economical quality program, covering

[REDACTED]

This quality program was developed in coordination with all the Company administrative and technical processes and applies to

[REDACTED]

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