Add to Cart

MIL-Q-9858 Quality Program **Policies and Procedures**

Mo/Yr

reserved worldwide. anual as complete k. Use the manual to start or upgrade your quality system. Use references to QMS procedures in the manual as placeholders for your Company's existing documents. If your Company needs to shortcut the development phase of the improvement project, consider the complete kit that includes procedures and forms referenced in the manual.

	Revisions			Rev:					
Letter	E.O. Number	- Desci	ription					Date	;
	July 26								
Used On	Contract#:				You	r Comp	any Name		
Prepared By:		Date				- I	j		
Your Dept:		Date							
Your Dept:		Date			QUAL	ITY PR	OCEDURE		
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Footnotes relate to paragraph numbers from MIL-Q-9858 Numbers in parentheses refer to paragraph numbers within this document, e.g., footnote 1, para 1.2(1.0) [1.2 is from MIL-Q and (1.0) is from this manual]

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1.0 SCOPE

It is a policy of (Your Co) to perform all activities in a manner that reflects a total commitment to quality. This means maintaining the highest standards of quality in all products and services, and a dedication to the principle of maintaining the highest levels of quality and integrity in communicating with people inside and outside of (Your Co). It is also a policy of (Your Co) prevent production and distribution of products that would pose unreasonable risks to health, safety, or the environment.

It is a goal of the company to encourage all employees to strive for individual excellence in their work and in their association with other people inside and outside of the workplace. (Your Co) strives to motivate employees to achieve this excellence by providing leadership, training, proper materials and facilities, and a cooperative environment.

(Your Co) managers are responsible for developing organizations and systems that accommodate the goal of achieving Customer satisfaction. Managers are to recognize and support employees charged with the responsibility of interfacing with Customers. Employees who are authorized to deal with Customers are responsible for carefully listening to Customers and fully understanding their requirements and expectations. These employees shall be as responsive as possible to those needs within the province and spirit of good business practices. Managers are to monitor Customer satisfaction on a continuing basis, making appropriate adjustments and corrections if problems occur. This Quality Manual is produced to provide guidance and purpose to achieve the policies and goals of (Your Co). This manual of policies and procedures is subject to review by the Customer.

(Your Co)'s Mission is to continually improve our products and services to meet our Customers' requirements, allowing us to prosper as a business and to produce a reasonable return on capital investment.

(Your Co)'s Vision is to provide products and services that meet or exceed our Customers' expectations by thoroughly evaluating their unique needs and tailoring our products and performance to those needs.

(Your Co) will design and maintain an effective and economical quality program, covering both processes and products, which makes data available to our Customers that is suitable for determining compliance to established product acceptance criteria and the requirements of the contract.² This is achieved by

This quality program was developed in consonance with all (Your Co) administrative and technical processes and applies to supplies and services produced at (Your Co) or at any other source to the extent necessary to assure

¹para 1.2 (1.0) ²para 1.2 (1.0) ³para 1.1 (1.0)

⁴ para 1.3 (1.0)				
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ORGANIZATION⁵ 2.0

2.1 General

Morldwide (Your Co) provides the following management elements: Accounting, Contracts, Environmental, Facilities, G and A, Manufacturing, Products, Purchasing, and Quality. These management elements are directly or indirectly related to product quality.

2.1.1 Direct Management

Product management includes the following groups:

Manufacturing, Products, Purchasing, and Quality

- Manufacturing is responsible for the following functions:
- Products is responsible for the following functions:
- Purchasing is responsible for the following functions:
- Quality is responsible for the following functions:

All direct management efforts are accomplished using cross-functional personnel or teams selected on the basis of meeting Quality, Cost, and Schedule objectives.

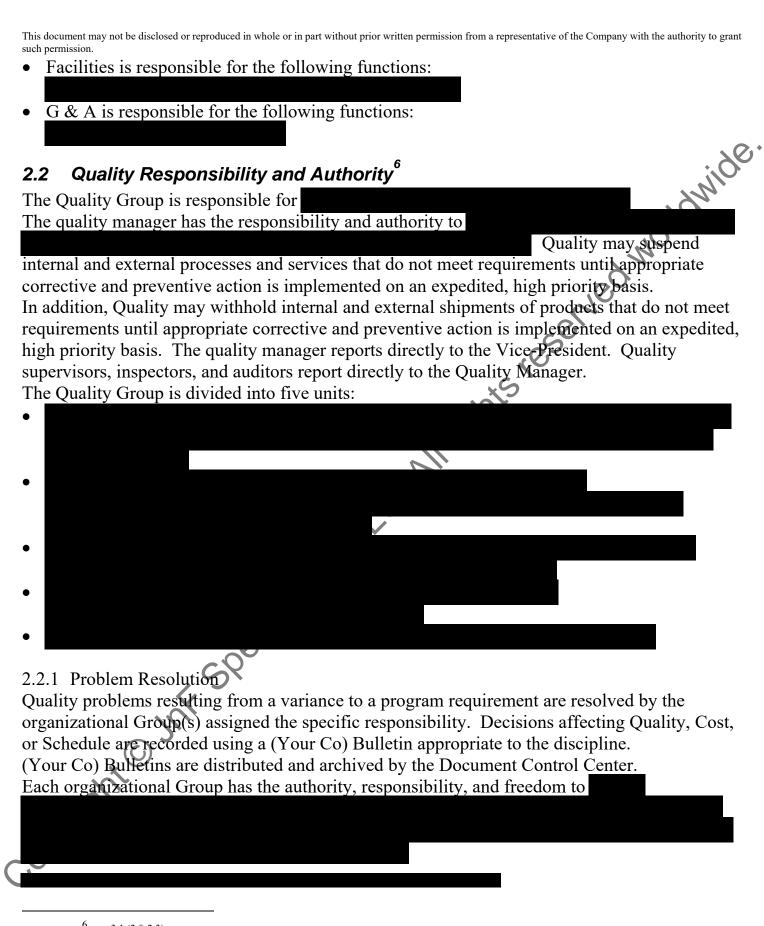
2.1.2 Indirect Management

Supportive management includes the following groups:

Accounting, Contracts, Environmental, Health and Safety, Facilities, and G and A

- Accounting is responsible for the following functions:
- Contracts is responsible for the following functions:
- Environmental, Health and Safety is responsible for the following functions:

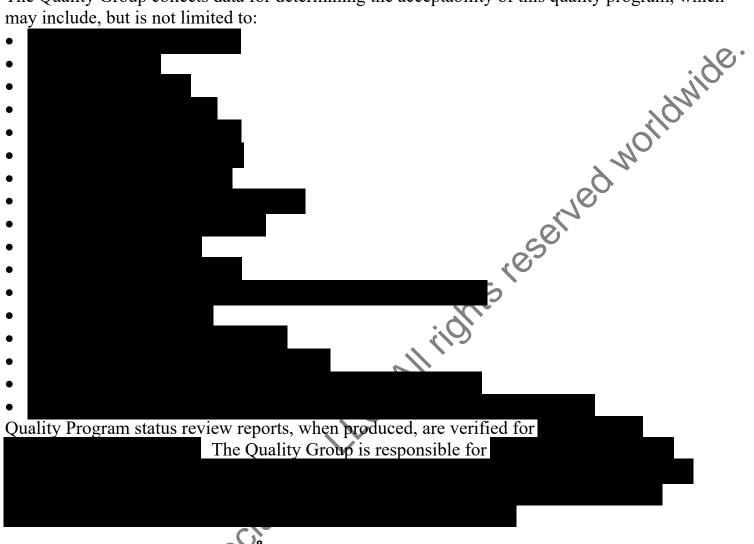
para 3.1 (2.0-2.3)				
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para 3.1 (2.0-2.3)				
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Review of the Quality Program⁷ 2.3

The Quality Group collects data for determining the acceptability of this quality program, which may include, but is not limited to:



Initial Quality Planning 2.4

2.4.1 Quality Management

The Quality Group is responsible for

This process involves the Contracts and Products

Groups, and is intended to

2.4.2 Contracts Management

The Contracts Group is responsible for

⁷para 3.1 (2.0-2.3) ⁸para 3.2 (2.4)

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2.4.3 Products Management

The Products Group is responsible for

Specific elements of the quality effort are detailed in a Compliance Matrix, (Your #), to the extent determined by the Quality Group. A careful review of all documents and a documents provided by the continuous documents provided by the contract is performed. The Compliance Matrix serves as a Work Breakdown Structure for the Quality Group, and is required to list the following:

The Compliance Matrix serves as the planning record to monitor compliance to the tasks, assignments, and completion dates produced by the Work Breakdown Structure. Planning for indoctrination and training of inspection personnel performing work that affects quality is accomplished as part of the Work Breakdown Structure.

2.4.5 Training

Training efforts are based upon

When the work is limited to R&D₂ or the quantity of work is less than 50 deliverable components, or 2 assemblies produced for any single shipment, then formal training is not

Work Instructions 2.5

2.5.1 Preparation

All work affecting quality is described by clear and complete documented instructions of a type appropriate to the circumstance. Preparation, maintenance, review, and compliance with work instructions is accomplished in 'real-time', or as a result of the initial quality planning function. 2.52 Mfg/QA Traveler/Planner (Optional)

The Mfg/QA Traveler/Planner or Operation Sheet (OS), (Traveler), is designed to supervise, inspect, and manage production work. The Traveler may contain references to Work

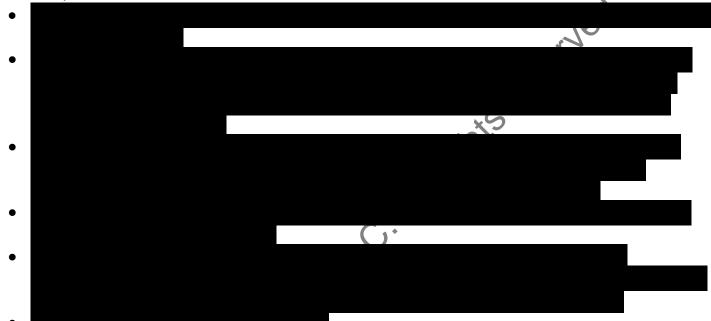
⁹para 3.3 (2.4.4; 2.4.5; 2.5) **REV** DOC#: 7 of 34 Your Company Name **CAGE** Your Procedure #

Instructions, Inspection Instructions, Engineering documents, Contract documents, Routing instructions, Gage traceability, and Workmanship Standards. The Traveler may also contain

Each Traveler operation must be

completed prior to the next Traveler sequence unless

The Quality or Products Group may prepare the (Traveler) by performing tasks which may include, but are not limited to:



The traveler may include, but is not limited to:

The traveler may include, but is not i	innied to.
Traveler#	ECP# and date of effectivity
- OX	

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After the traveler is reviewed, it is approved by the Quality or Products Group in the space provided. After approval, the traveler is released for use where specified, and detailed inspection instructions (IIS) are prepared when required. The traveler is exempt from

A copy of the superseded traveler remains on file for historical reference.

Travelers that are prepared using pre-released specifications and drawings are coordinated with the Responsible Engineering Authority (REA) and are used by Calculated Risk Release (CRR). Inspection instructions produced from CRR controlled travelers are also used by CRR, as are the items subsequently produced. The CRR prevails until

2.5.3 Inspection Instructions

The Quality Group prepares the inspection instruction sheet by performing tasks that may include, but are not limited to:

• Prepare Inspection Instruction Sheet, (Your #) (IIS). The IIS may include, but is not limited to:

.			
IIS#	Spec	ification number(s) and revision	ı letter(s)
	. ? `		
	Cile	<u> </u>	
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nis document may not be disclosed or reproducth permission.	uced in whole or in part without prior written permission from a representative of the Company with the authority to
fter approval the US is re	eleased for use where specified. The IIS is exempt from
itter approvar, the 115 is is	cleased for use where specified. The fis is exempt from
5.4 Manufacturing Proc	adura
.5.4 Manufacturing Proced the Manufacturing proced	ure does not specify 'how to do' the task, but rather specifies 'what
o' for the work function.	
rocedures. The Products,	oducts Groups have lead responsibility for creating Manufacturing and Quality Groups have collateral responsibilities for this function
	lata and material, and reviewing and approving output. The Group prepares the Manufacturing procedure by performing tasks
nat may include, but are no	
repare the Manufacturing	procedure using form (Your #). The procedure may include, but it
ot limited to:	
Scope of the operation	Model/Type of equipment
(C)	
~O ,	
77	

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2.5.5 Workmanship Standard

The Products and Quality Groups have lead responsibility for creating workmanship standards. The Manufacturing Group has collateral responsibilities for this function related to providing input data and material, and reviewing and approving output.

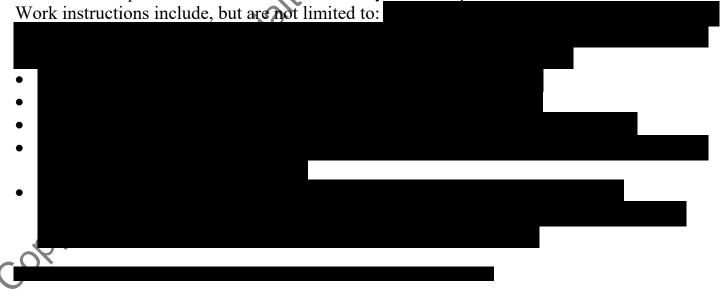
The Products or Quality Group evaluates workmanship standard trade-offs based on factors such as, but not limited to:



DCC controlled issues of workmanship standards are forwarded to personnel who perform processing, fabrication, assembly, test, and inspection functions, and to the appropriate supervisors and managers. The Quality Group periodically reviews workmanship standards. As errors or omissions are detected during performance of audits or from routine application, the document is

2.5.6 Work Instruction

The Quality Group has lead responsibility for preparing work instructions for administrative and technical operations that are not described by a written procedure or Bulletin.



para 6.2 (2.5.6)				
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Records 11 2.6

2.6.1 General

Data to be recorded includes

Inspection, monitoring, and testing records indicate

2.6.2 Record Verification

2.0.2 Record verification
The Quality Group verifies records for legibility, completeness, and correctness. Errors are lined out with a single line so that the text is not obscured, then

2.6.3 Record Maintenance

The Document Control Center maintains archive files for records. Records are maintained as directed by the contract, or for seven (7) years if not otherwise specified. To the extent practicable, records are stored at (Your Co), together with a cross-reference indexing system that enables convenient search and retrieval of specific data. Storage containers are clearly marked as to contents, retention dates, and department ownership.

2.6.4 Active Records

Records for active contracts are maintained in the quality department handling the operations. Records are removed from the active files at the end of the contract; packaged, indexed, and stored by the Document Control Center 5

2.6.4.1 Objective Evidence

Records are collected or produced to the extent necessary to provide

2.6.5 Analysis and Use of Records

When product or process abnormalities or defect trends are detected, an analysis report is prepared and distributed to management personnel. Reports are used as a basis for management action.

2.6.5.1 Defect Trends

Inspectors are instructed to prepare form (Your #), Notice of Defect Trend, following its format, whenever defects exceed

4 (2.6)

¹²para 3.4 & 3.5 (2.6.6; 2.7)

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Corrective Action 13 2.7

2.7.1 Internal Corrective Action Requests

A Corrective Action Request (CAR), or a Request for Corrective Action (RFCA), (Your #), is initiated as promptly as practicable to determine the cause of a design, purchasing,

manufacturing, testing, or other operational discrepancy, which could result or has resulted in

2.7.2 Corrective Action Implementation by the MRB

The MRB forwards the CAR or RFCA to the assigned Group where an analysis of data and an examination of scrapped or reworked product is performed to

2.7.2.2 Corrective Action Monitoring

An initial review of the adequacy of improvements and corrections, and the monitoring of the effectiveness of actions taken, is recorded on the Corrective Action Request form, (Your #). The review and monitoring schedule is determined by the MRB or by the Quality Group.

2.7.3 Supplier Corrective Action

A supplier corrective action is initiated by the (Your Co) MRB, Purchasing Group, or a (Your Co) Customer. A Corrective Action Request (CAR or RFCA) form is completed as specified by the Customer, the MRB, or by the Quality Group. The CAR/RFCA form, (Your #), is logged by receiving inspection for control purpose and forwarded to the supplier by the (Your Co) Purchasing Group. The supplier is normally provided 30 calendar days to respond.

If the form has not been received after a 15-day grace period, the Quality Group may

The review and monitoring

schedule is determined by the MRB or by the Quality Group.

2.7.4 Customer Request for Corrective Action

A Customer request for corrective action may be communicated to (Your Co) verbally, by letter, or by formal corrective action request. These requests may be received by Contracts, Products, Project Management, Quality, or other (Your Co) Groups. In all cases the Customer request should be immediately forwarded to the Quality Group.

¹³ para 3.5 (2.6.6; 2.7)				
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2.7.4.1 Corrective Action Implementation

The Corrective Action Board (CAB), working with other (Your Co) organizations as needed, analyzes the Customer request, determines its validity, assists in determining the cause of the problem, and identifies the (Your Co) organization responsible for completing the corrective action.

2.7.4.2 Corrective Action Progress

Progress of the corrective action is monitored by the Quality Group to maintain compliance to the reporting schedule imposed by the Customer. When the corrective action is complete, the Quality Group

2.7.5 MIL-STD-1520

Contract directives that specify use of MIL-STD-1520 are accomplished using (Your Co)'s Nonconformance Policies and Procedures, (Your #).

2.8 Costs Related to Quality¹⁴

2.8.1 Responsibility

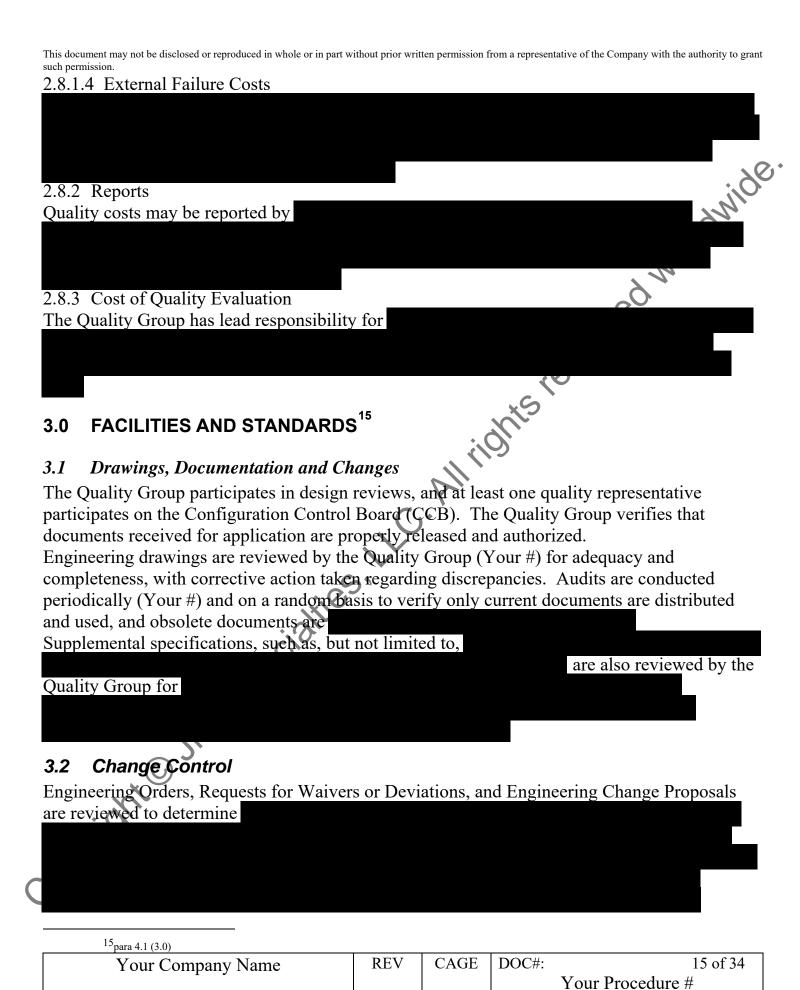
The Quality Group has the lead responsibility for collecting quality cost data; organizing, evaluating, and maintaining records of this information, and generating quality cost reports. The quality cost information is organized and summarized in four categories:

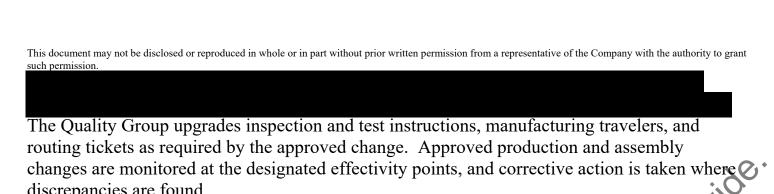
1-Prevention, 2-Appraisal, 3-Internal Failure, and 4-External Failure. Quality cost data do not require 'to-the-penny-accuracy'. Hourly and salary Quality Group personnel record their time charges by the four categories.

2.8.1.1 Prevention Costs

2.6.1.1 1 Tevention Costs	
2.8.1.2 Appraisal Costs	
2.8.1.2 Appraisal Costs	
2.8.1.3 Internal Failure Costs	

para 3.6 (2.8)				
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5.2.1 Supplier Change Control
Supplier change authority and control is specified in Configuration Control Policies and
Procedures, (Your #), and Supplier Quality Requirements, (Your #).

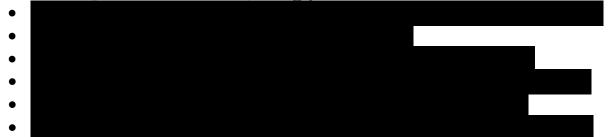
3.3 Design Review Participation
3.3.1 Protection of Quality During Production, Storage, and Use.
The Quality Group provides input at Design reviews for new Product protection.

Product protection design factors are considered, such as, but not limited to:



3.3.2 Inspection and Test Planning 16

Product inspection and test design factors are considered, such as, but not limited to:



Pursuant to contract requirements, any precision measurement need exceeding the known state of the art is reported to the Customer.

Measuring and Test Equipment¹⁷

3.4.1 Application

All measuring and test equipment instruments and devices used to determine an item's conformance 18 to specified requirements are provided and maintained, and are calibrated at

16 _{para}	4.5	(3.3.2)
17		4 2 (2

para 4.2, 4.3 (3.4)				
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			. 20
3.6	Contro	l of Pul	rchases ⁻

3.6.1 Re	quest for	Evaluation	of Candidate	Supplier
----------	-----------	-------------------	--------------	----------

Requests to conduct an evaluation of a potential supplier are directed to the Quality Group and can be originated by any (Your Co) department. The requester must be familiar with the applicable drawings and specifications and must be reasonably sure

The Quality Group evaluates the request, acknowledging on the request form that the request has been denied, stating the reason for that denial, or scheduling the survey and approving the request. A copy of the acknowledged request is returned to the requester.

3.6.2 Survey of the Candidate Supplier

The effectiveness and integrity of the control of quality by (Your Co) suppliers is assessed and reviewed at intervals consistent with Major or Minor procurement level

The capability of a supplier to conform to quality requirements is determined by

Prior to, and in some cases,

instead of a field survey,

The Purchasing Group is responsible for

At the

conclusion of the survey, the supplier management representative is verbally briefed as to the findings. Official survey results are later transmitted by letter. The Quality Group evaluates the survey findings and produces a Candidate Supplier Evaluation Report.

3.6.2.1 Minor Procurement Levels

Minor procurements include

Surveys of candidate suppliers for minor levels of procurements use a Short Form Quality Survey that contains information specified by this

Quality Program's Application Handbook.

²⁰para 5.1 (3.6; 3.7.1; <u>3.7.3; 3.7.4; 3.7.5)</u>

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²¹ para 5.2 (3.6.5)				
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not limited to:			The Quality Group
justifies the need for 1)			
2)			
3)			and 4)
			√ Ø.
			7/4
3.6.6 Supplier Quality Rating			
The evaluating and rating of supplier per	formance		
responsibility of			e materials used in evaluating and
rating supplier performance may include,	but are n	ot limited	d to:
			The form used in the evaluation
and rating of each supplier is shown in (Y			
The report is completed as shown by its f			and delivery records for suppliers
are summarized on (Your #), Supplier Su	•	-	C
The report is completed as shown by its f	ormat. 1	ne Purch	ising Group is responsible for
267 D	4 D '	22	
3.6.7 Procurement Document Requirement	_	*	us assumbases and an about a matical
Procurement documents such as requisitioned subcontracts are forwarded to the Ou		,	<u> </u>
and subcontracts are forwarded to the Qu The Quality Group reviews the procurem	-	_	
The Quanty Group reviews the procurem	CIII MOCUI	nents to t	
If a pre-award survey o	f the cand	didate sur	oplier has been made, the quality
representative studies the evaluation repo	rt to beco	me famil	iar with the supplier's capabilities.
The reviewer determines the need for, and			
	-		ent provisions for any one or
combination of the following:			
•			
3			
•			
•			
•			
04.			
22 22 22 22			
²² para 5.2 (3.6.7) ²³ para 6.1 (3.6.7)			
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			CO CO
			_
	41	1 4	. 4 10 1:0: 4:0 1
elative to the procurement of softwa	are, the review	ver deteri	nines the need for, and if justified,
ds to the procurement document pr	rovisions for a	ny one o	r combination of the following:
as to the production document pr	ovisions for c	iny one of	combination of the following.
, 9	04		
7 Materials and Materials Co	ontrol ²⁴		
7.1 Supplier Part Qualification			
our Co) requests to candidate supp	liers for parts	and data	to be submitted for qualification
rposes are made through the use of			
oup. Submitted parts and test repo			
spection examines the incoming ma			
²⁴ para 5.1 & 6.1 (3.7.1; 3.7)			
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			Upon completion, the material is
returned to receiving inspection. Receiving	ng Inspec	tion, upo	n receipt of the materials from the
analysis Group, prepares			
3.7.2 1st Article Inspection			
The Purchasing Group is responsible for			
			The Down to Commis
utilized to perform required tests, and sup	nly nort o	and accom	The Products Group is
The Quality Group provides the required			
required, receiving inspection	шърссио	ii iiisti uct	ions. It special analyses of tests are
required, receiving me peerfor			
	C_1	*	
3.7.3 Receiving Inspection ²⁵		'	
All materials are evaluated by receiving in	nspection	to the ex	tent necessary to assure
		1 1	1 00 1:
	1	hree leve	els of Sampling exist for non-
certified Suppliers:	+ dafaata	is not non	mitted When on item drawing is
revised, and/or when an item is purchased		_	mitted. When an item drawing is
early revision parts in stores are re-inspec			<u>-</u>
have been sent out for special processing	_		
performed and for workmanship defects.	are mspe	cted when	returned only for the processing
A statistically sampled lot of material awa	aiting nor	n-conform	nance disposition is not released to
production until	aring nor	Comform	
²⁵ para 5.1 (3.7.3)	DEV.	CACE	DOC# 22 221
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Materials that have been source inspected	are evan	nined uno	on receipt only for	
Waterials that have been source inspected	are exam	inica upo	in receipt only for	
				76
All incoming supplies are processed in the	_	-		
required. Incoming supplies are identified	-	ude their	commingling with acc	epted
supplies, or supplies awaiting completion Prior to inspecting received supplies, the i		obtains a	Il annronriate drawing	
specifications, and inspection instructions	-			
contains information specified by this Qua	-		1 1	
All limited shelf life items received with	or m	ore of the	eir shelf life expired are	e
Supplies are inspected and results are reco	orded as s	specified	by this Orality Program	m's
Application Handbook. Descriptions of the		-		
this Quality Program's Application Handb	ook.		We	J
Accepted supplies are identified with a go				
Rejected supplies are identified and/or for			-	•
Review Board disposition. A copy of the withheld supplies.	Material	Report, ((1 our #), is maintained	with the
At the completion of each inspection, the	inspector			
Receiving inspection personnel observe the	/	ing docui	ment order of preceden	ce in the
event of conflict, ambiguity or contradicti	on:			
3.7.4 Raw Material Inspection The Dynahoging Cravin angular abyoing the state of t	and/an ala	اماده	annantamistics and muons	antias an
The Purchasing Group specifies physical a purchase orders for raw materials. The purchase orders for raw materials.				rties on
parenase oracio per raw materials. The pe	irenase o	raer requ		
(X	1	1 1 D	001 1 -: 11 41	:
A Calculated Risk Release form, (Your #) MRB member of the Products and Quality				
pending R&I's receipt of acceptable test re	-		-	
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	such permission.	: 1 -	4:16: 4: -	
	is forwarded to DCC and the Quality Group fo			
ı	appropriate DCC log and product record. An	open	CKK pr	events
			When	tests or analyses are complete, the
	reports of results are returned to receiving insp	ectio	n for cor	npliance verification. At the
	completion of inspection, the inspector			
				<i>y</i>
		Una	ccentable	e materials are submitted to the
ı	Material Review Board using form (Your #).	O III	ocepia en	
	26			100
	3.7.5 Control of Special Materials		•	1/ 60
	Items that are hazardous (such as flammable, to			
ı	sensitive (requiring refrigeration, for example)), stat	ic sensiti	ve, and precious metals are
				cted materials are returned to the
	supplier or submitted to recertification. Recert	tifica	tion is pe	erformed IAW the manufacturer's
	instructions unless prohibited by contract or sp	ecifi	cation.	
	Hazardous supplies are handled IAW the (You	ır Co) Enviror	nmental Group safety class
	guidelines.	CI	*	•
	Temperature sensitive supplies, such as pre-mi	ixed 1	pottings	and temperature indicator labels, are
ı	Accepted temperature sensitive supplies are id-	entif	ied with	a Good Material tag that specifies.
	"READY FOR: Storage at 'XXX'", or other in			
	Static sensitive supplies are maintained in their			
	to the ESD station and are inspected by ESD C			
	The requirements of this quality manual apply			
	_	to th	c work p	errormed by ESD Certified
Ī	personnel, e.g.,			
				1' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '
	Precious metal supplies are forwarded to a secu			1 0 1
ĺ	directives of this quality manual. Precious met	tals a	re those	whose weight is determined by
•	The identification tags for rubber components,	or pa	arts with	rubber components, bear a cure
-	date. The date is indicated by quarter, i.e.,			
			Mate	erial which is packaged to prevent
•				
	²⁶ para 6.4 (3.7.5)			
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expos	sure to			
3.8	Production Processing and F	abricati	on ²⁷	26
3.8.1	In-process Inspection			10.
The (Quality Group is responsible for			
	Douts	uta and a		alian and in successful has the Overliter
Groun	p throughout their stages of manufac			olies are inspected by the Quality
-	ction instructions, Travelers, Manuf		_	- 401
_	rements, or when there is an occurre	_		
-	ction is appropriate as determined by			-
	that differs from "normal", the insp			
				ial Review Report, (Your #) or other
	opriate documentation suitable for th	he circum	istance.	
	 Special Processes precise and super complex work fur 	nctions ar	re control	led using
Ollia	precise and super complex work fur	ictions ar	c control	icu using
				Selected
engin	eering operations, and certain produ	ction and	l storage	areas, are
				Sources of these types of
	rements are internal engineering spe			
	ponsible for	sions pro	vided by	the Customer. The Facilities Group
15 105	ponsible for	The (Quality G	roup is responsible for
			<i>Quality</i> 0	
	The Ma	nufacturi	ng Group	is responsible for
The (Quality Group is responsible for			
THE	quanty croup is responsible for		When	deficiencies are found, the Quality
Grou	p is responsible for			
O				
-	²⁷ para 6.2 (3.8)			
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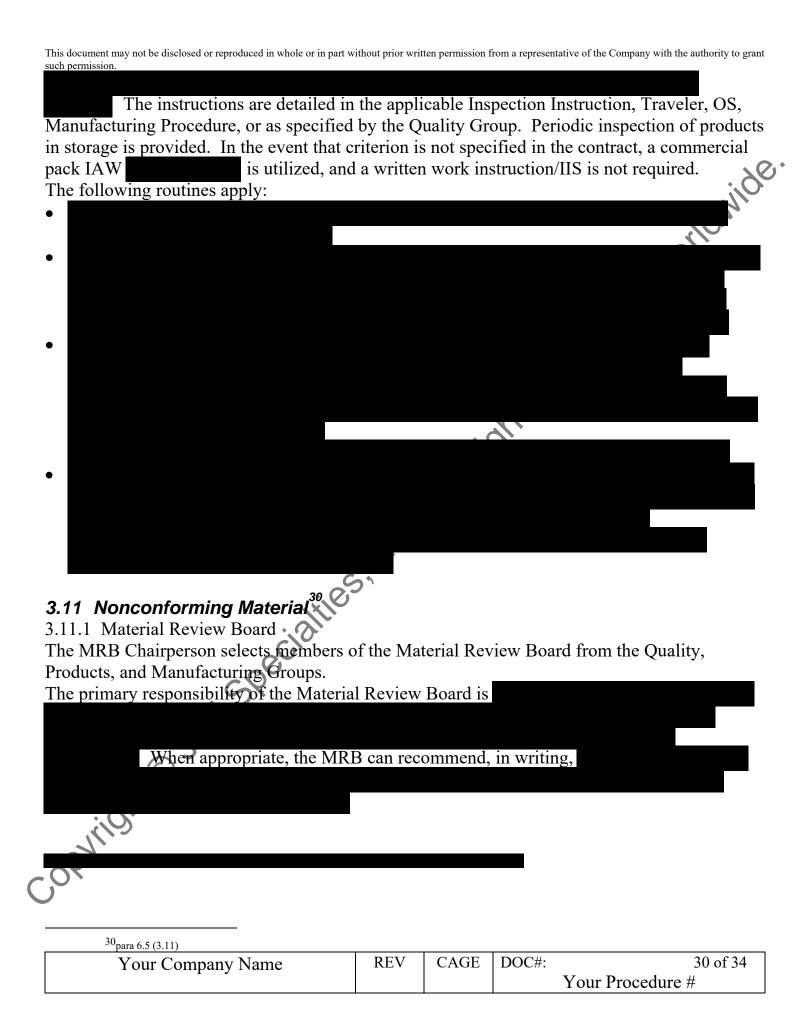
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such permission.
3.8.2 Inspection Methods
Inspection methods may include, but are not limited to:
Inspections are made using applicable inspection
instructions, drawings, specifications, and other appropriate reference materials. The inspection
includes
When physical inspection of processed supplies is impossible or disadvantageous,
indirect control of product quality is accomplished by
3.8.2.1 Calculated Risk Release
In the event materials, components, or assemblies are needed prior to receipt of Certified Test
Data, Certificate of Compliance or Analysis, approved Request for Deviation or Waiver, or
other limited risk condition, cognizant MRB members of the Products and Quality Group may
release the articles
3.8.3 Identification
Parts or assemblies found to be in compliance with inspection requirements are identified as
acceptable on the accompanying Traveler, OS, Routing Ticket, or a Good Material Tag.
Supplies that require rework are routed to the appropriate department with rework instructions.
Supplies that are rejected are
3.8.4 Computer Software
Computer software units and their associated documentation, throughout the intermediate stages
of development, are
3.8.5 Review of Inspection Methods
On a regular basis, the in-process inspection instructions are reviewed to determine
Adherence to selected methods for inspection and
monitoring are

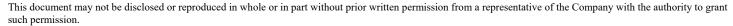
3.8.6 Process Survey
The Quality Group conducts surveys of manufacturing processes at regular intervals, or under the following conditions:

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•			
•			
•			
Points verified in the survey may include	but are 1	not limite	d to:
•	,		
•			
•			
•			
The surveys are conducted using criteria	establishe	ed by the	Quality Group.
Corrective action follow-up is the respon		•	
steps:	J		
3.8.7 Failure Reporting			,03
A Material Report, (Your #), is initiated l	by proces	s or inspe	ection personnel for each failure
detected, including those discovered duri			
The provisions of (Your #), Nonconform	ance Poli	cies and I	Procedures, are used to implement
these requirements.			
3.8.8 Tooling Inspection		VIII	
All production tools such as jigs, fixtures		-	-
are inspected prior to use. Tools that are	used for 1	nspection	purposes are
	2,1		
3.9 Completed Item Inspection at	nd Testi	na ²⁸	
3.9.1 Final Inspection	14 1000	'' ' 9	
All finished goods are inspected as special	fied on th	e annlical	ble Inspection Instruction or
Traveler, or as specified by the Quality C			
operations specified on applicable process			
accepted. Inspections are made using	o docum	onicacion a	to racinifica as complete and
are the same and same are same		T	he inspection process includes
Completed supplies are exar	nined to 1	nake cert	ain
²⁸ para 6.3 (3.9)			
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When modifications, repairs or replacement inspection and retesting of any characterists. 3.9.2 Final Acceptance Testing Supplies are approved for acceptance test. Completed supplies requiring testing are Mfg/QA Traveler, Acceptance Test Procefunctioning, or as specified by the Quality certain. When specified, parts or assemblies found.	stic affecting after tested IA edure that y Group.	a determine when the approximation of the approxima	nation has been made that plicable Inspection Instruction, atly simulates end use and ed supplies are examined to make
			assembly on a Material Report,
(Your #). The Material Review process r	eports		
After successful completion of final inspective following: Documentation attesting to the acceptance final inspection and test.	e of the s		
3.10 Handling, Storage and Deliver	ry ²⁹		
3.10.1 Protecting Product Quality The Quality Group specifies, where requi	red and in	n accorda	nce with contractual directives,
²⁹ para 6.4 (3.10)			
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3.11.2 Material Review Processing

3.12 Statistical Quality Control and Analysis 31

Inspection by statistical sampling is applied, as appropriate and when specified, in Receiving, In-Process, and Final Inspection. Sampling plans are used when tests are destructive, or when

The Quality Group takes a lead role in developing and examining alternative sampling plans, testing them, specifying their application, and analyzing the results of their use. Only sampling plans approved by the Quality Group, and specified for designated applications, are employed. Authorized sampling plans, unless otherwise stated, conform to ANSI Z 1.4. The specified sampling plan for a designated application is provided in the inspection Instruction. When applying a sampling plan, inspectors and operators randomly select samples from a specified lot without

3.13 Indication of Inspection Status³²

3.13.1 Inspection Stamps

The Quality Group controls inspection stamps. The primary acceptance stamp is circular in shape. The Quality Manager maintains a list of inspection personnel and the number of the stamp issued to them. Inspection stamps are not reissued for a period of three months when the stamp is removed from service. Stamps that are lost are canceled and not reissued.

An inspector's initials may be used instead of a stamp at the discretion of the inspector.

3.13.2 Identification Media

The inspection status of supplies is recorded on accompanying paperwork with a rubber stamp by Quality Group personnel, and in some instances with notations and signatures. Rubber stamps are of a design distinctly different from Government inspection stamps. The inspector completes a Good Material Tag, following its format, upon completion of final inspection when specified by the Inspection Instruction. When a condition exists that requires temporary suspension of inspection or processing activities, the inspector completes a Withhold Tag,

31para 6.6 ((3.12)
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³²para 6.7 (3.13)

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following its format, until conditions exist that allow inspection or subsequent processing to proceed.

3.14 Government Inspection at Subcontractor or Vendor Facilities

When the Government or other Customer wishes to conduct Source Inspections of supplies a statement is a statement in the supplies as statement is the supplier facilities. (Your Co)'s supplier facilities, a statement is normally contained in the original purchase agreement with (Your Co). When the contract is accepted, the Purchasing Group incorporates Source Inspection statements in procurement instruments to affected suppliers IAW Purchasing Policies and Procedures, (Your #). Customer Source Inspections do not relieve (Your Co) of its responsibility to

When supplies are ready for Source

Inspection the Customer is notified by (Your Co)'s Quality Group. Nonconformances detected by the Customer at the supplier's facility are communicated by the supplier to the (Your Co) Quality Group for MRB disposition. The supplier is required to

3.15 Government Property³⁴

Government and Customer property is controlled in accordance with (Your #), Property Control Policies and Procedures, specified contractual requirements, and applicable property and/or facility agreements.

3.15.1 Bailed Property³⁵

Bailed property is controlled in accordance with specified contractual requirements, and applicable property and/or facility agreements.

Index of Referenced Documents

(Your #), Calibration Standards

(Your #), Configuration Management

(Your #), Purchasing Policies

(Your #), Routing Ticket

(Your #). Routing Ticket

(Your #), Routing Ticket

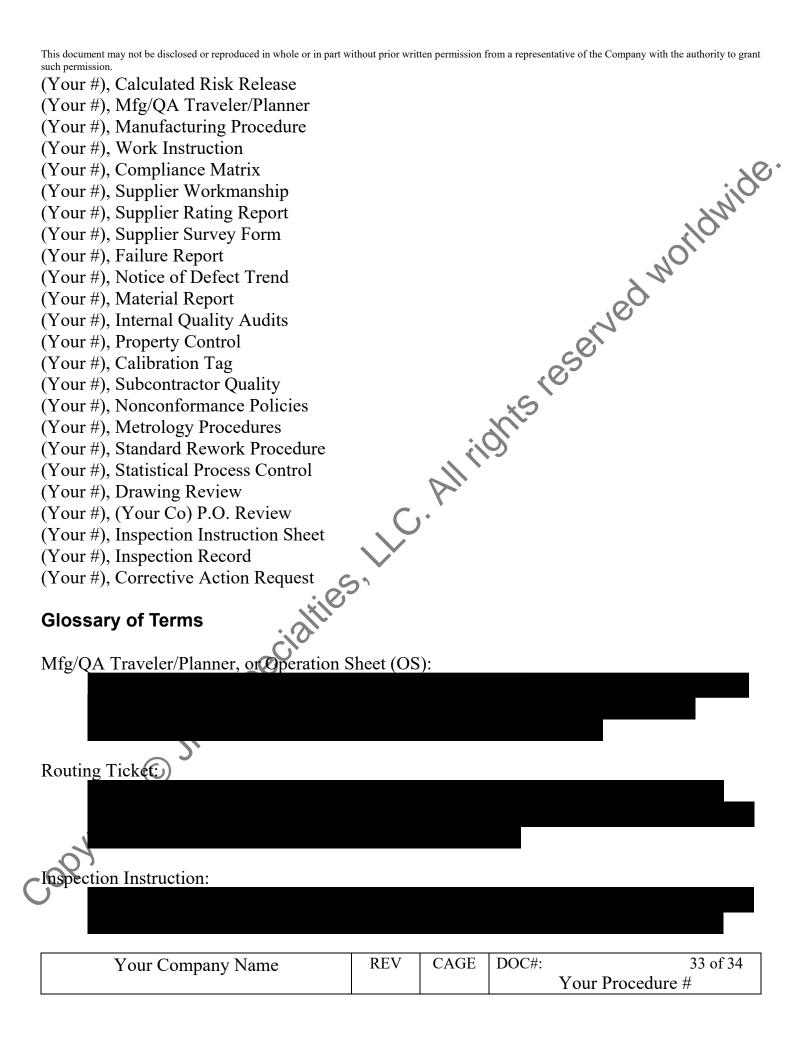
(Your #), Laboratory Request

^{35&}lt;sub>para</sub> 7.2.3 (3.15.1)

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³³para 7.1 (3.14)

³⁴para 7.2, 7.2.1, 7.2.2 (3.15)



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