[redacted]

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MIL-Q-9858 Quality Program Policies and Procedures

Mo/Yr

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	**Your Company Name**	
Prepared By: [redacted]	[redacted]		
		QUALITY PROCEDURE	
		Your Procedure #	
		[redacted]	[redacted] 1 of 34

Your Company Logo

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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]

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) to 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.[1]

(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 controlling all work operations and manufacturing processes, as well as all inspections and tests.[3] 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 conformance to contractual requirements.[4]

[1] para 1.2 (1.0)
[2] para 1.2 (1.0)
[3] para 1.1 (1.0)
[4] para 1.3 (1.0)

2.0 ORGANIZATION[5]

2.1 General

(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

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:

[5] para 3.1 (2.0-2.3)

- Facilities is responsible for the following functions:
- G & A is responsible for the following functions:

2.2 Quality Responsibility and Authority[6]

The Quality Group is responsible for facilitation of these policies and procedures.
The quality manager has the responsibility and authority to

The Quality Group is divided into five units:

- Quality Management and Administration:
- Quality Engineering:
- Quality Plans and Procedures:
- Inspection:
- Metrology: s

2.2.1 Problem Resolution

Quality problems resulting from a variance to a program requirement are resolved by

[6] para 3.1 (2.0-2.3)

2.3 Review of the Quality Program[7]

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

[redacted]

Quality Program status review reports, when produced, are [redacted]

2.4 Initial Quality Planning[8]

2.4.1 Quality Management

The Quality Group is responsible for [redacted]

2.4.2 Contracts Management

The Contracts Group is responsible for [redacted]

[7] para 3.1 (2.0-2.3)

[8] para 3.2 (2.4)

2.4.3 Products Management

The Products Group is responsible for [redacted]

2.4.4 Evaluation Record

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 referenced documents provided by the contract is performed. The Compliance Matrix serves as a [redacted] and is required to list the following:

[redacted]

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 [redacted]

2.4.5 Training

Training efforts are based upon the quantity of work to be performed, and the experience and/or education of the personnel performing the work.

When the work is limited [redacted]

2.5 Work Instructions[9]

2.5.1 Preparation

All work affecting quality is described by [redacted]

2.5.2 Mfg/QA Traveler/Planner (Optional)

The Mfg/QA Traveler/Planner or Operation Sheet (OS), (Traveler), is designed to [redacted]

[9] para 3.3 (2.4.4; 2.4.5; 2.5)

[redacted]

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

[redacted]

The traveler may include, but is not limited to:

Traveler#	ECP# and date of effectivity
Traveler revision letter and date of release	Split-lot control
Page#	Description of manufacturing operation (even#)
Form#	Description of inspection operation (odd#)
[redacted]	[redacted]

[redacted]

After the traveler is reviewed, it is approved by the Quality or Products Group in the space provided. After approval, the traveler is [redacted]

2.5.3 Inspection Instructions

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

[redacted].

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

IIS#	Specification number(s) and revision letter(s)
Title of IIS	Mfg/QA Traveler/Planner# supported by the IIS
IIS revision letter and date of release	ECP# and date of effectivity
Page#	Special instructions
Form#	IIS log# for sign-off
IIS title	Operation letter
QA approval	Description of inspection operation including a listing of the documents that are essential to the process, e.g., drawing(s), specification(s), test procedure(s) and revision letters for each, the attributes to be verified and the method to be used
[redacted]	[redacted]

[redacted]

[redacted]

After approval, the IIS is [redacted]

2.5.4 Manufacturing Procedure

The Manufacturing procedure does not specify 'how to do' the task, but rather specifies 'what to do' for the work function.

The Manufacturing and Products Groups have lead responsibility for creating Manufacturing procedures. The Products, and Quality Groups have collateral responsibilities for this function related to providing [redacted] The Manufacturing or Products Group prepares the Manufacturing procedure by performing tasks that may include, but are not limited to:

[redacted]

Prepare the Manufacturing procedure using form (Your #). The procedure may include, but is not limited to:

Scope of the operation	Model/Type of equipment
Theory of operation	Production operations; 'how-to' details are described in training documents
References to applicable documents	Performance requirements
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	[redacted]

[redacted]

2.5.5 Workmanship Standard

The Products and Quality Groups have lead responsibility for [redacted]

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

[redacted]

DCC controlled issues of workmanship standards are forwarded to [redacted]

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.

Work instructions include, but are not limited to: [redacted]

- Work Instructions are produced using [redacted]
- Work Instructions require [redacted]
- Valid Work Instructions are recorded or logged in [redacted]
- Work Instructions are produced using [redacted]
- Work Instructions contain the following sections: [redacted]

[redacted]

[10] para 6.2 (2.5.6)

2.6 Records[11]

2.6.1 General

Data to be recorded includes any record appropriate to the economical and effective operation of [redacted]

2.6.2 Record Verification

The Quality Group verifies records for [redacted]

2.6.3 Record Maintenance

The Document Control Center maintains archive files for records. Records are maintained as directed by the contract, or for [redacted]

2.6.4 Active Records

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

2.6.4.1 Objective Evidence

Records are collected or produced to the extent necessary to [redacted]

2.6.5 Analysis and Use of Records

When product or process abnormalities or defect trends are detected, [redacted]

2.6.5.1 Defect Trends

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

[redacted]

[11] para 3.4 (2.6)

[12] para 3.4 & 3.5 (2.6.6; 2.7)

2.7 Corrective Action [13]

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 [redacted]

2.7.2 Corrective Action Implementation by the MRB

The MRB forwards the CAR or RFCA to the assigned Group where [redacted]

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 [redacted]

2.7.3 Supplier Corrective Action

A supplier corrective action is initiated by [redacted]

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 [redacted]

[13] para 3.5 (2.6.6; 2.7)

2.7.4.1 Corrective Action Implementation

The Corrective Action Board (CAB), working with other (Your Co) organizations as needed, [redacted]

2.7.4.2 Corrective Action Progress

Progress of the corrective action is [redacted]

2.7.5 MIL-STD-1520

Contract directives that specify use of MIL-STD-1520 are accomplished using [redacted]

2.8 Costs Related to Quality[14]

2.8.1 Responsibility

The Quality Group has the lead responsibility for [redacted]

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 [redacted]

2.8.1.1 Prevention Costs

The quality costs relative to the prevention category are those associated with [redacted]

Appraisal Costs

The quality costs relative to the appraisal category are those associated with [redacted]

2.8.1.3 Internal Failure Costs

The quality costs relative to the internal failure category are those associated with [redacted]

[14] para 3.6 (2.8)

2.8.1.4 External Failure Costs

The quality costs relative to the external failure category are those associated with [redacted]

2.8.2 Reports

Quality costs may be reported by category or by program, and may [redacted]

2.8.3 Cost of Quality Evaluation

The Quality Group has lead responsibility for [redacted]

3.0 FACILITIES AND STANDARDS[15]

3.1 Drawings, Documentation and Changes

The Quality Group participates in design reviews, and at least one quality representative participates on the Configuration Control Board (CCB). The Quality Group verifies that documents received for application are [redacted]

Engineering drawings are reviewed by the Quality Group (Your #) for adequacy and completeness, with corrective action taken regarding discrepancies. Audits are conducted periodically (Your #) and on a random basis to [redacted]

3.2 Change Control

Engineering Orders, Requests for Waivers or Deviations, and Engineering Change Proposals are reviewed to [redacted]

Effectivity points for change incorporation are established [redacted] for

[15] para 4.1 (3.0)

changes that have been approved, and deliverable documents are [redacted]

3.2.1 Supplier Change Control

Supplier change authority and control is specified in [redacted] and [redacted]

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, pending, and existing contracts. Product protection design factors are considered, such as, but not limited to:

[redacted]

3.3.2 Inspection and Test Planning[16]

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

[redacted]

Pursuant to contract requirements, any precision measurement need exceeding [redacted]

3.4 Measuring and Test Equipment[17]

3.4.1 Application

All measuring and test equipment instruments and devices used to determine an item's conformance[18] to specified requirements are [redacted]

[16] para 4.5 (3.3.2)

[17] para 4.2, 4.3 (3.4)

[redacted]

New measuring and test equipment instruments and devices received by (Your Co) are evaluated by the Quality Group at receiving inspection to [redacted]

3.5 Use of Contractor's Inspection Equipment[19]

3.5.1 Availability

(Your Co) owned gauges, inspection devices and test equipment are made available for use by Customers when there is a need to verify product conformance with specified requirements. The Customer's use of the equipment is routinely under the direct observation of [redacted]

[18](3.4.1) e.g., a measuring instrument reports a thickness, but a load of 200 lbs is required -- the psi gage and measurement instrument must be calibrated; all process and product measurement instruments require calibration unless the term 'approximate' is used to specify a 'process' parameter -- this exception is only applicable to 'processes'

[19]para 4.4 (3.5)

3.6 Control of Purchases[20]

3.6.1 Request 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 [redacted]

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 [redacted]

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

3.6.2.1 Minor Procurement Levels

Minor procurements include purchases for [redacted]

[20] para 5.1 (3.6; 3.7.1; 3.7.3; 3.7.4; 3.7.5)

3.6.2.2 Major Procurement Levels

Major procurements include purchases for products or services that are [redacted]

3.6.3 Supplier Evaluation Report

Quality surveys of candidate suppliers are reviewed and evaluated by the Quality Group. In the case of candidate suppliers who have performed work for (Your Co) in the past, their historical quality records or ratings are procured and studied. Each evaluation is [redacted]

3.6.4 Supplier Process Certification

Requests to certify a supplier's process are directed to the Quality Group and can be originated by any (Your Co) department. Authorization to certify a candidate supplier's process is given by the management personnel of [redacted]
These personnel have the authority to [redacted]

3.6.5 Source Surveillance and Inspection

Source surveillance and inspection of supplies at a supplier's facility is performed whenever it is specified as a requirement on a contract or purchase order. The source inspection is made at the point of fabrication and assembly prior to shipment to (Your Co). The inspections are [redacted]

[21] para 5.2 (3.6.5)

[redacted] Source inspection and surveillance may involve, but is not limited to, the following tasks:

[redacted]

Source inspectors complete a record that contains information specified by this Quality Program's Application Handbook. A Source inspection tag may [redacted]

3.6.5.1 Contracted Source Inspection

The circumstance under which the use of a source inspection representative might be considered are as follows: [redacted]

The (Your Co) Quality Group identifies the type or types of tasks to be performed, such as, but

not limited to: [redacted]

3.6.6 Supplier Quality Rating

The evaluating and rating of supplier performance in terms of quality and workmanship is the responsibility of [redacted]

3.6.7 Procurement Document Requirements Review[22]

Procurement documents such as requisitions, purchase orders, purchase order change notices, and subcontracts are forwarded to [redacted] add to this document provisions for any one or combination of the following:

[redacted]

[22] para 5.2 (3.6.7)
[23] para 6.1 (3.6.7)

[redacted]

Relative to the procurement of software, the reviewer determines the need for, and if justified, adds [redacted]

3.7 Materials and Materials Control[24]

3.7.1 Supplier Part Qualification

(Your Co) requests to candidate suppliers for parts and data to be submitted for qualification purposes are made through the use of [redacted]

[24] para 5.1 & 6.1 (3.7.1; 3.7)

[redacted]

3.7.2 1st Article Inspection

The Purchasing Group is responsible for citing on a purchase order the requirement for a 1st article inspection. 1st article inspection is normally performed in [redacted]

3.7.3 Receiving Inspection[25]

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

A statistically sampled lot of material awaiting non-conformance disposition is not released to production until completion of MRB. Acceptable material from a lot subjected to 100% inspection may be released to production upon completion of appropriate documentation. Measuring and test equipment devices and measurement standards that have been received from external calibration [redacted]

[25] para 5.1 (3.7.3)

[redacted]

All incoming supplies are processed in the priority sequence of [redacted]

Prior to inspecting received supplies, the inspector obtains all appropriate [redacted]

All limited shelf life items received with 25% [redacted]

Supplies are inspected and results are recorded as specified by this Quality Program's Application Handbook. [redacted]

Accepted supplies are identified with [redacted]
Rejected supplies are identified and/or forwarded to [redacted]

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

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

[redacted]

3.7.4 Raw Material Inspection

The Purchasing Group specifies physical and/or chemical characteristics and properties on purchase orders for raw materials. The purchase order requires the supplier to [redacted]

[redacted] An open CRR prevents delivery of supplies unless waived by the Customer. When periodic verification of certification validity is required by contract, receiving inspection [redacted]

3.7.5 Control of Special Materials[26]

Items that are hazardous (such as [redacted]), temperature sensitive (requiring refrigeration, for example), static sensitive, and precious metals are processed using alternate receiving inspection routines. The materials are inspected according to [redacted]

Precious metal supplies are [redacted]

[26] para 6.4 (3.7.5)

[redacted]

3.8 Production Processing and Fabrication[27]

3.8.1 In-process Inspection

The Quality Group is responsible for examining engineering and manufacturing documentation for the purpose of [redacted]

3.8.1.1 Special Processes

Ultra precise and super complex work functions are controlled using [redacted]

[27] para 6.2 (3.8)

3.8.2 Inspection Methods

Inspection methods may include, but are not limited to: [redacted]

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 [redacted]

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 forwarded to [redacted]

3.8.4 Computer Software

Computer software units and their associated documentation, throughout the intermediate stages of development, are [redacted]

3.8.5 Review of Inspection Methods

On a regular basis, the in-process inspection instructions are reviewed to [redacted]

3.8.6 Process Survey

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

[redacted]

The surveys are conducted using criteria established by the Quality Group.
Corrective action follow-up is the responsibility of the Quality Group and requires [redacted]

3.8.7 Failure Reporting

A Material Report, (Your #), is initiated by process or inspection personnel for each failure detected, including those discovered during [redacted]

3.8.8 Tooling Inspection

All production tools such as jigs, fixtures, and templates used for producing deliverable goods are [redacted]

3.9 Completed Item Inspection and Testing[28]

3.9.1 Final Inspection

All finished goods are inspected as specified on the applicable Inspection Instruction or Traveler, or as specified by the Quality Group. Parts and assemblies are processed only after all operations specified on applicable process documentation are identified as complete and accepted. Inspections are made using [redacted]

[28] para 6.3 (3.9)

[redacted]

When modifications, repairs or replacements are required after final inspection or testing, re-inspection and retesting of any characteristic affected is performed to the extent required.

3.9.2 Final Acceptance Testing

Supplies are approved for acceptance testing after a determination has been made that the supply is [redacted]

3.9.3 Final Acceptance Processing

After successful completion of final inspection and test, completed supplies are examined for the following:

[redacted]

Documentation attesting to the acceptance of the supply is [redacted]

3.10 Handling, Storage and Delivery[29]

3.10.1 Protecting Product Quality

The Quality Group specifies, where required and in accordance with contractual directives, instructions for the proper handling, preservation, storage, packaging, and shipping of supplies

[29] para 6.4 (3.10)

to [redacted]

The following routines apply:

[redacted]

3.11 Nonconforming Material[30]

3.11.1 Material Review Board

The MRB Chairperson selects members of the Material Review Board from the Quality, Products, and Manufacturing Groups.

The primary responsibility of the Material Review Board is [redacted]

[redacted]

[30] para 6.5 (3.11)

3.11.2 Material Review Processing

[redacted]

3.12 Statistical Quality Control and Analysis[31]

Inspection by statistical sampling is applied, as appropriate and when specified, in [redacted]

3.13 Indication of Inspection Status[32]

3.13.1 Inspection Stamps

The Quality Group controls inspection stamps. The primary acceptance stamp is [redacted]

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 [redacted]

[31] para 6.6 (3.12)

[32] para 6.7 (3.13)

[redacted]

3.14 Government Inspection at Subcontractor or Vendor Facilities[33]

When the Government or other Customer wishes to conduct Source Inspections of supplies at (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 provide conforming products or services, or waive (Your Co)'s requirement to

[redacted]

3.15 Government Property[34]

Government and Customer property is controlled in accordance with (Your #), Property Control Policies and Procedures, specified contractual requirements, and [redacted]

3.15.1 Bailed Property[35]

Bailed property is controlled in accordance with specified contractual requirements, and [redacted]

Index of Referenced Documents

[redacted]

[33] para 7.1 (3.14)
[34] para 7.2, 7.2.1, 7.2.2 (3.15)
[35] para 7.2.3 (3.15.1)

[redacted]

(Your #), Material Report
(Your #), Internal Quality Audits

[redacted]

(Your #), Inspection Instruction Sheet

[redacted]

Glossary of Terms

Mfg/QA Traveler/Planner, or Operation Sheet (OS):

[redacted]

Routing Ticket:

[redacted]

Inspection Instruction:

[redacted]

[redacted]

Workmanship Standard:

[redacted]

Work Instruction:

[redacted]

[redacted]

SUPPLIER SURVEY

SUPPLIER INFORMATION: **CAGE CODE**: _____

Supplier Name: _____ **Supplier Code: _____**

Address: _____
(Street) (City) (State) (Zip)

Quality Manager: _____ Phone: _____ Fax: _____

SURVEY BACKGROUND INFORMATION:

Reason for Survey: New Supplier ☐ Recertification ☐ Corrective Action Follow-Up ☐

Survey Date:_____ Approval Date:_____

Approval Method: Survey ☐ History ☐

(If History, attach summary) History summary attached: Yes ☐ No ☐

Special Process Codes (if known) _____

[redacted]

Surveyor's Office Phone Number: _____. Survey was requested by site: _____

Signature: _____ Date: _____

SUPPLIER SURVEY

[redacted]

Audit and HDBK 50 Question Number	MIL-Q-9858 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter terse statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
	1.0 Scope **1.1 Applicability (Not applicable)** **1.2 Contractual intent (Not applicable)** **1.3 Relation to other contract requirements (Not applicable)** **2.0 (Not applicable)** **3.0 Quality Program Management** **3.1 Organization**		
1. (1)	Does the established program identify the organizational element responsible for each of the various quality efforts?		
2. (2)	Do the personnel performing the quality functions have sufficient authority, responsibility, and freedom of action to identify and evaluate quality problems and initiate, recommend, or provide solutions?		
3. (3)	Does management regularly review the status and adequacy of the quality program?		
	3.2 Initial Quality Planning		
4. (1)	Does the supplier conduct a complete review to identify and provide for special or unusual contract requirements?		
5. (2)	Does the supplier perform initial quality planning as early as possible?		
6. (3)	[redacted]		
[redacted]	[redacted]		
	3.3 Work Instructions		
8. (1)	Are documented work instructions available and used for all work operations which affect quality?		
9. (2)	Are such work instructions complete and appropriate?		
10. (3)	Are standards available for each work operations?		
11. (4)	Are work instructions compatible with associated inspection and testing?		
12. (5)	Do supervisors, managers, and inspectors make proper use of work instructions?		
13. (6)	[redacted]		
[redacted]	[redacted]		

SUPPLIER SURVEY

Audit and HDBK 50 Question Number	MIL-Q-9858 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter terse statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
	records indicate the quantitative degree of acceptance or rejection of product of work effort?		
19. (6)	If rejection is recorded, do records show resulting action?		
20. (7)	Do management actions reflect the analysis and use of records?		
	3.5 Corrective Action		
21. (1)	Does the program provide for prompt detection of inferior quality and correction of its assignable causes?		
22. (2)	[redacted]		
28. (8)	When corrections are made, is their effectiveness reviewed and are they monitored later?		
	3.6 Costs Related to Quality		
29. (1)	Has the supplier determined the specific quality cost data that it needs?		
30. (2)	[redacted]		
	4.0 Facilities and Standards		
	4.1 Drawings, Documentation and Changes		
34. (1)	Is there a procedure for assuring the engineering adequacy of drawings?		
35. (2)	Is there a procedure to ensure currentness and completeness of drawings?		
36. (3)	[redacted]		

SUPPLIER SURVEY

Audit and HDBK 50 Question Number	MIL-Q-9858 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter terse statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
40. (7)	Is there appropriate monitoring by the supplier of all changes not requiring Customer approval?		
41. (8)	Does the program clearly delineate and cover the supplier's responsibility for controlling and recording design and other changes originating with subtier suppliers?		
42. (9)	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
	4.2 Measuring and Test Equipment		
46. (1)	Are the gauges, testing and measuring equipment necessary to assure that products meet technical requirements available and used?		
47. (2)	Is this test and measuring equipment properly maintained?		
48. (3)	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
	4.3 Production Tooling used as a Media of Inspection		
54. (1)	Is all tooling which is used as inspection equipment proved for accuracy prior to use?		
55. (2)	[redacted]		
	4.4 Use of Suppliers' Inspection Equipment		
56. (1)	[redacted]		
57. (2)	Does the supplier provide personnel to perform this inspection, if warranted?		
	4.5 Advanced Metrology Requirements		

SUPPLIER SURVEY

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58. (1)	Has the supplier reviewed the request for proposal or contract to determine whether or not there are any unusual precision measurement requirements?		
59. (2)	[redacted]		
	5.0 Control of Purchases **5.1 Responsibility**		
60. (1)	Does the program assure that products and services furnished by subtier suppliers meet contract requirements?		
61. (2)	Does the program provide for the selection of subtier suppliers on the basis of their ability to perform satisfactorily as well as evidence of their capability to produce quality products?		
62. (3)	Is objective quality evidence provided by the subtier supplier and is it used to assure effective and economical control of quality?		
63. (4)	[redacted]		
	5.2 Purchasing Data		
72. (1)	Does the supplier require his subtier suppliers to have effective control of product quality?		
73. (2)	Do the supplier's purchasing documents contain all of an item's specific design, manufacturing, and testing requirements?		
74. (3)	[redacted]		

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	[redacted]		
	6.0 Manufacturing Control		
	6.1 Materials and Materials Controls		
79. (1)	Does the supplier inspect subtier supplier's material to the extent necessary upon receipt?		
80. (2)	Does the supplier adjust the extent of receiving inspection on the basis of objective data?		
81. (3)	Does the supplier assure that raw materials conform to [redacted]		
	6.2 Production Processing and Fabrication		
85. (1)	Are all production processes accomplished under controlled conditions?		
86. (2)	Does control include documented work instructions, adequate production equipment, and appropriate working environments?		
87. (3)	Do work instructions provide criteria for determining whether production, processing, and fabrication work is acceptable or unacceptable?		
88. (4)	Does the quality program monitor both the issuance of work instructions and compliance with them?		
89. (5)	[redacted]		

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	[redacted]		
	6.3 Completed Item Inspection and Testing		
99. (1)	Are completed items given a final inspection and test which indicates overall quality?		
100. (2)	Does the final testing adequately simulate performance in use?		
101. (3)	[redacted]		
	6.4 Handling, Storage, and Delivery		
103. (1)	Are adequate work and inspection instructions prepared and implemented for handling, storage, and delivery of material?		
104. (2)	Are handling, storage, and delivery procedures monitored in accordance with established quality program requirements?		
105. (3)	Are there procedures and regular schedules for the [redacted]		
	6.5 Nonconforming Material		
111. (1)	Does the supplier have an effective system for controlling		

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	nonconforming material?		
112. (2)	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
[redacted]	[redacted]		
	6.6 Statistical Quality Control and Analysis		
117. (1)	Are supplier-designed sampling plans available for review by the Customer Representative?		
118. (2)	Do supplier-developed sampling plans provide valid confidence and quality levels?		
119. (3)	[redacted]		
	6.7 Indication of Inspection Status		
120. (1)	Does the supplier have an effective system for identifying the inspection status of products?		
121. (2)	[redacted]		
	7.0 Coordinated GE and/or Government/Supplier Actions **7.1 GE Inspection at Supplier or Subtier Supplier Facilities**		
122. (1)	Do supplier purchasing documents require Customer or Government source-inspection of subtier suppliers only when Customer or Government so requests?		
123. (2)	[redacted]		
[redacted]	[redacted]		
	7.2 Government Property **7.2.1 Government Furnished Material** **7.2.2 Damaged Government Furnished Material (GFM)** **7.2.3 Bailed Property**		
125. (1)	Does the supplier examine GFM upon receipt for damage, quantity, completeness, and type?		
126. (2)	[redacted]		
[redacted]	[redacted]		

SUPPLIER SURVEY

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128. (4)	[redacted]		
	[redacted]		
	[redacted]		
	[redacted]?		
132. (8)	Are records of all inspections and maintenance work on bailed property maintained and available for review by the Government Representative?		

SUPPLIER SURVEY

NOTES

CM - Configuration Management
(Co) - Your Company
CS - Colorado Springs
EO - Engineering Order
HP - Handling Procedure
IIS - Inspection Instruction Sheet
MCD- Manufacturing Control Document
MN - Materials Note
PP - Purchasing Policy
PR - Process Record
QC - Quality Control
R&I - Receiving and Inspection
RFW - Request For Waiver
RW - Rework
WI - Work Instruction
WP- Welding Procedure
WS - Workmanship Standard

[redacted]

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