Product Assurance Requirements

(mo/yr)

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

Used On	Contract#:		**Your Company Name**					
Prepared By:								
Your Group:								
Your Group:			**PERFORMANCE ASSURANCE**					
Your Group:			Your Procedure Number					
Your Group:			Size:	**A**	CAGE:		Your Form # (mo-yr)	1 of 19

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Definitions:			
CAB	Corrective Action Board	IIS	Inspection Instruction Sheet_
CAR	Corrective Action Request	MR	Material Report
CIO	Continuous Improvement Opportunity	MRB	Material Review Board
CCB	Configuration Control Board	PAPP	Performance Assurance Program Plan
Your Co	(Your Co full name)	R&I	Receiving and Inspection
Your Cust	(Your Customer full name)	RFCA	Request for Corrective Action

1.0 Scope

1.1 General

This Product Assurance Program Plan (PAPP) governs the manufacture of equipment for (Your Customer). (Your Co)'s role as a "build-to-print" manufacturing operation, whose contractual authority to produce deliverable supplies using (Your Customer) drawings and specifications includes planning and validating processes at subtier suppliers. In the event that (Your Co) is unable to use (Your Customer) specified Suppliers, (Your Co) will qualify and/or recommend alternative suppliers for (Your Customer) approval according to the General Requirements section of this PAPP.

1.2 Management and Control (Responsible Authority shown in parentheses)

1.2.1 Quality Responsibility and Authority

The quality manager has the responsibility and authority to [redacted] The Quality Group is divided into the following five units:

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

1.2.2 Problem Resolution

Each organizational Group is responsible for and authorized to [redacted]

1.3 Product Assurance Program Plan (Quality Group responsibility)

Implementation of this PAPP is achieved by extracting and tailoring the necessary provisions from (Your Co)'s baseline Quality Program, (Your #); and then recording the result herein. The Quality Group is responsible for completing the following functions:

[redacted]

[redacted]

Cross-functional personnel or teams selected on the basis of meeting Quality, Cost, and Schedule objectives are used to [redacted]

1.4 Product Assurance Progress Reporting (Quality Group responsibility)

Deliver regular progress reports to the Customer beginning after approval of this PAPP and during the 1st week of each month. The report must contain, but is not limited to:

[redacted]

1.5 Buyer Participation ((Your Co) Responsibility)

The Buyer is granted access to subtier suppliers and to activities and documentation that implement this PAPP. At any time, the Buyer may [redacted] The Buyer may perform [redacted]

1.6 Product Acceptance (Quality Group responsibility)

Inspect and accept product and data before notifying the Buyer of MIP's or final verification. Notify the Resident Buyer no less than 2 hours prior to submittal of product or data to a MIP. Notify the non-resident Buyer no less than 5 working days prior to submittal of product or data to a MIP.

2.0 Applicable Documents

2.1 ANSI/ASQC Z1.4, Sampling Procedures
2.2 Your #, Calibration of Measuring Equipment
2.3 [redacted]

3.0 Quality Assurance Requirements (Responsible Authority shown in parentheses)

3.1 General Requirements (Contracts, Products, and Quality Group responsibility)

Contracts Group:

Products Group:

Quality Group:

Include the following in each Compliance Matrix to serve as a Work Breakdown Structure:

-
-
-
-
-
-
-
-
-

Use the Compliance Matrix as a planning document to produce a Work Breakdown Structure to schedule tasks and record the completion of assignments. Update the applicable Compliance Matrix and Work Breakdown Structure whenever

Observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

3.2 Audits (Quality Group responsibility)

Perform systematic audits of systems, procedures, and operations governed by this PAPP. Perform corrective and/or preventive actions and follow-up reviews as required. Provide the results from these audits to the Buyer upon request. Conduct the auditing operation at least once every calendar year; more frequently as directed by the Quality Group. Exempt from these audits [redacted] Operations that *do not* require audit include, but are not limited to: [redacted]

3.3 Configuration Control (Quality Group responsibility)

Use the revision level of documents specified by the purchase order, procedure, and applicable compliance matrix to fabricate, inspect, and test deliverable products. Revise the applicable compliance matrix and work breakdown structure when required to make purchase order changes compatible throughout [redacted] Maintain Customer documents and (Your Co) issue control records in the Document Control Center (DCC) for all specifications and drawings referenced by the purchase order. Maintain the change effectivity date, recall date, and revision level for each issue-controlled document in DCC. Monitor, control, and record the date of change effectivity on [redacted]

3.4 Procurement Control (Quality Group has lead responsibility)

Review (Your Co) procurement documents such as [redacted] Initial and date

requisitions and R&I's P.O. copy to indicate compliance review. Add special instructions to R&I's copy of the P.O. as required. [redacted] Determine the need for, and record one or more of the following provisions as required on the requisition for inclusion in the P.O.:

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

Return discrepant procurement documents to the appropriate Group for corrections, additions or deletions. Supplier records may be maintained at the Supplier's facility or at (Your Co). (Your Co) records must be maintained for [redacted]

3.5 Material Control (Quality Group responsibility)

Evaluate all supplies through receiving inspection (R&I) to assure conformance t [redacted] Adjust the receiving inspection evaluation upon the basis of the quality assurance program exercised by the Supplier, or by evidence of the Supplier's satisfactory control of quality as demonstrated by the delivered supply. Apply the following levels of sampling at R&I: [redacted]

-- sampling to permit defects is not permitted.

[redacted]

Examine materials supplied by the Buyer or that have been source inspected upon receipt for transit damage *only*, and for completeness and correctness of the accompanying documentation (such as certificates and test reports).

Process all incoming supplies in the priority sequence of the date when the materials are required. Identify incoming supplies to [redacted]

Obtain all purchase order referenced drawings and specifications prior to inspection.

Prepare an inspection instruction sheet to record instructions for verifying conformance to all dimensions, notes, and specifications listed on the purchase order or referenced documents.

Update the Inspection Record, (Your Form #), or equivalent, at the completion of each inspection.

Prepare the Inspection Instruction Sheet (IIS) ((Your Form #), or equivalent) according to the Inspection and Test section herein.

[redacted]

Maintain the identity and traceability of all supplies to the purchase order and Supplier documentation. [redacted]

3.6 Manufacturing Control *(Quality Group has lead responsibility unless otherwise specified)*

3.6.1 Planning Documentation

Prepare planning documents that reference [redacted] Include 'tailored' directives and supplemental information critical to performing work operations in the planning document. [redacted] Complete each planning document operation prior to the next planning document sequence unless superseded by an authorized Configuration Bulletin, MRB disposition, or provision contained within the document. [redacted]

Prepare the planning document by performing tasks that may include, but are not limited to:

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

The planning document (traveler) may include, but is not limited to:

- [redacted]

[redacted]

3.6.2 Controlled Stores

Prepare instructions for [redacted]

3.6.3 Inspections and Measurable Controls

Examine engineering and manufacturing documentation to identify inspection requirements for approval and rejection of each work operation, its associated equipment and personnel, and the deliverable supplies produced by the process. [redacted]

3.6.4 Process and Personnel Certification (CCB has lead responsibility)

Produce a Training Program under configuration control that establishes the criterion to determine when to certify processes and personnel. [redacted]

3.6.5 Workmanship Standards

Recommend workmanship standards for (Your Customer) approval in the event that (Your Customer) requirements for workmanship are not specified. [redacted]

3.6.6 Structural Adhesive Integrity

Provide for representative samples of product assemblies that are dependent on bonding in the planning document according to the Planning Documentation section herein.

3.7 Inspection and Test (Quality Group responsibility)

3.7.1 Inspections

Prepare inspection instructions by obtaining and reviewing [redacted]

[redacted] Perform inspections and tests prior to any operation that obscures required inspectable characteristics. Update the Inspection Record, (Your Form #), or equivalent, at the completion of each inspection. [redacted] Unless otherwise specified, the following levels of sampling apply: ANSI/ASQC Z1.4 at Level I with an AQL of 1.0 – acceptance of defects is not permitted.

The Inspection Instruction Sheet (IIS) may include, but is not limited to:

[redacted]

The IIS is exempt from configuration control; however, [redacted]

3.7.2 Test

Prepare acceptance test procedures for deliverable supplies according to the applicable purchase order. The acceptance test procedure should include [redacted]

3.8 Nonconforming Articles (Quality Group has lead responsibility)

Document dropped supplies, suspected supplies, [redacted] MRB dispositions include, but are not limited to reporting: [redacted]

[redacted] Request Customer approval of (Your Co) and Supplier MR dispositions for the following conditions: [redacted] See Figure I for the MR distribution process.

Definitions:
The following definitions apply:

a) Anomaly [redacted]

b) Continuous Improvement Opportunity (CIO) [redacted]

c) Major Nonconformance [redacted]

d) Minor Nonconformance [redacted]

e) None [redacted]

f) Repair [redacted]

g) Rework [redacted]

h) Scrap [redacted]

i) Suspect

[redacted]

j) Technical Documents

[redacted]

3.9 Corrective/Preventive Action (Quality Group responsibility)

Produce a request for corrective action and schedule for implementation according to MRB direction, Customer request, or Group Manager request (CAR or RFCA, (Your Form #), or equivalent). Use the RFCA to [redacted]

☑ Supplier Corrective Action:

Initiate a Supplier corrective action by the MRB, Purchasing Group, or Customer. Provide the Supplier with 30 calendar days to respond. If the form has not been received after a 15-day grace period [redacted]

☑ Customer Request for Corrective Action:

A Customer request for corrective action may be communicated [redacted]

☑ Corrective Action Implementation:

Analyze the request, determine its validity, determine [redacted]

☑ Corrective Action Progress:

Monitor the progress of the corrective action to maintain compliance to the reporting schedule. Review and complete the corrective action form [redacted]

CAB Authority and Responsibilities:

a) [redacted]

b) [redacted]

c) [redacted]

d) [redacted]

3.10 Control of Inspection, Measuring, and Test Equipment (Quality Group responsibility)

Maintain calibration of acceptance equipment according to (Your Procedure #), Metrology Policies and Procedures.

3.11 Identification of Inspection Status (Quality Group has lead responsibility)

3.11.1 Inspection Status

Indicate the inspection status of supplies using mediums such as a stamps, seals, decals, or operator initials. [redacted] A yellow tag or sticker indicates a withhold condition, a green or blue tag or sticker indicates an accept condition. [redacted]

3.11.2 Inspection Stamps

Maintain a list of inspection stamps and personnel initials. Do not re-issue [redacted]

3.12 Preservation, Packaging, Packing, and Shipping (Quality Group responsibility)

Use form (Your Form #) or equivalent to prepare written instructions for handling, preserving, storing, packaging, and shipping of supplies. Comply with [redacted] In the event that Preservation, Packaging, Packing, and Shipping criteria is not specified in the purchase order, utilize a commercial pack according to [redacted]

3.13 Statistical Planning, Analysis, and Quality Control (Quality Group responsibility)

Specify sampling plans according to the Material Control section of this PAPP.

3.14 Quality Records (Quality Group responsibility)

Develop records according to the planning document or inspection and test sections herein. Verify records for legibility, completeness, and correctness. Line-out errors with a single line so that the text is not obscured, then [redacted] Store records at (Your Co) or a professional storage facility in clearly marked containers with a list of contents, retention dates, and Group ownership. [redacted]

3.15 Traceability (Quality Group has lead responsibility)

Record traceability information for raw materials, components, and assemblies used in deliverable supplies on [redacted]

3.16 Photographic Requirements (Quality Group responsibility)

Produce macro-photographs of parts, components, sub-assemblies, assemblies, and final assembly supplies using [redacted] Label photographs by part number and serial number of the item photographed for identification purposes. [redacted]

3.17 Software Assurance (Quality Group has lead responsibility)

Maintain the change effectivity date, recall date, and revision level for computer programs from the following operations in DCC: [redacted] Use a Customer supplied form or an (Your Co) form, as applicable, to prepare and submit [redacted]

3.18 Training and Certification (Quality Group has lead responsibility)

Perform training of personnel and certification of equipment used to perform special processes according to [redacted]

[redacted]

Special processes include:

[redacted]

3.19 Equipment and Critical Process Certification (Quality Group has lead responsibility)

Perform equipment certification and procedure approval for the following:

[redacted]

Implement equipment and critical process certification according to the General Requirements section herein. Maintain records of equipment certifications and procedure approval for [redacted]

3.20 Electrostatic Discharge Control (Quality Group has lead responsibility)

Perform training of personnel and certification of equipment involved in activities processing supplies that are susceptible to [redacted]

3.21 Cleanliness and Contamination Control (Quality Group has lead responsibility)

Maintain controlled area environments and workmanship standards according to the applicable Customer, society, or military standard specified by documents referenced in the applicable purchase order. Implement controlled area environments and workmanship standards according to [redacted]

3.22 End Item Acceptance Data Package (Quality Group responsibility)

Produce and maintain an end item acceptance data package for deliverable supplies that includes:

[redacted]

[redacted]

Implement end item acceptance data package according to the Manufacturing Control section herein.

3.23 Failure Reporting and Corrective Action (Quality Group has lead responsibility)

3.23.1 General

Prepare Material Report form, (Your Form #), following it's format, whenever hardware under test deviates from the performance specified by an applicable Acceptance Test Procedure (ATP). Review test data for trends, and report overstress conditions caused by failed testing equipment for hardware under test on MR form, (Your Form #), following it's format. Perform [redacted]

3.23.2 Notification and Reporting

Provide (Your Customer) a copy of the Material Report, (Your Form #), within 24 hours of the failure occurrence. (Your Co) MRB disposition is not required prior to the 24-hour report. Provide [redacted]

3.23.3 Failure Analysis

Request Buyer analysis of Buyer supplied parts or request (Your Customer) approval to perform an (Your Co) failure analysis in the interest of the program schedule.

3.23.4 Failure Review Board and Corrective/Preventive Action

Perform Failure Review Board (FRB) activities during the CAB/CCB/MRB meeting(s); in addition, [redacted]

3.24 Material Review Authority (CAB/CCB/MRB responsibility)

Perform MRB dispositions according to (Your Procedure #) limited to the following actions: Completion of operations; rework to print; standard repair approved by (Your Customer); scrap for (Your Co) procured items and units/subassemblies, and return to Supplier.

Do not perform the following MRB disposition actions:

[redacted]

Exhibit I Compliance Matrix

Para	Title	[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]
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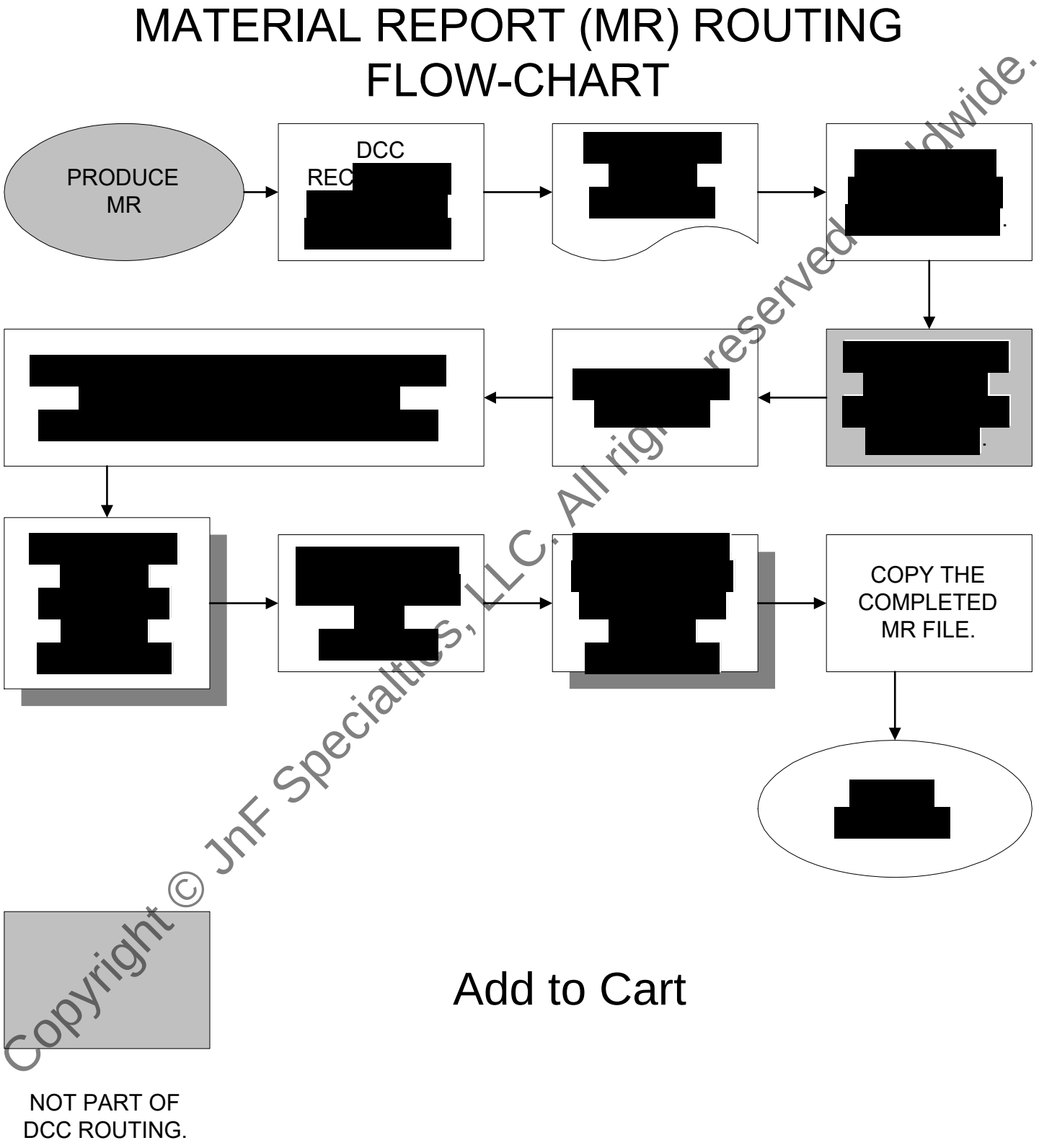
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Figure I Material Report Routing



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