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Your Company Logo

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# 1.0 Initial Quality Planning

### 1.1 Quality Management

The Quality Group is responsible for review of new and pending work based on the receipt of a Request for Proposal (RFP), receipt of a new contract or potential contract or the activation of a company-funded program. This process involves

### 1.2 Contracts Management

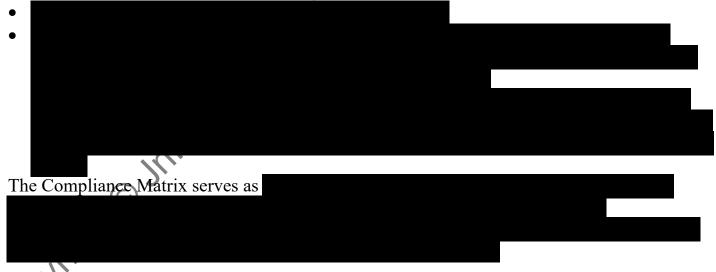
The Contracts Group is responsible for

### 1.3 Engineering Management

The Engineering Group is responsible for

### 1.4 Evaluation Record

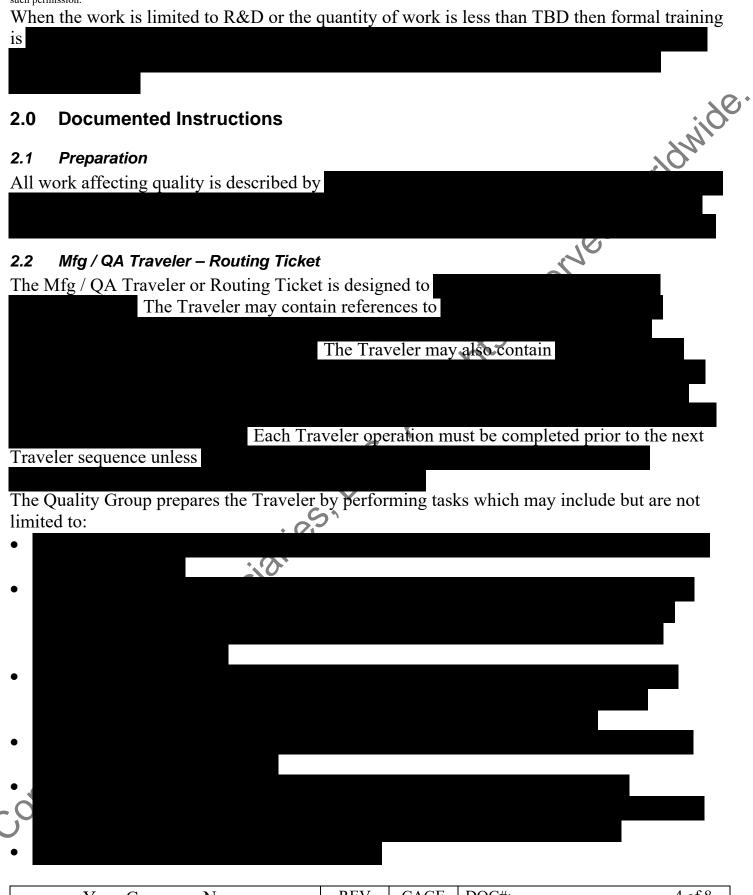
Specific elements of the quality effort are detailed in a Compliance Matrix, QC-120 to the extent determined by the Quality Group. A careful review of all documents and referenced documents provided by the contract is performed. The Compliance Matrix serves as a Work Breakdown Structure for the Quality Group, and is required to list the following:



# 1.5 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.

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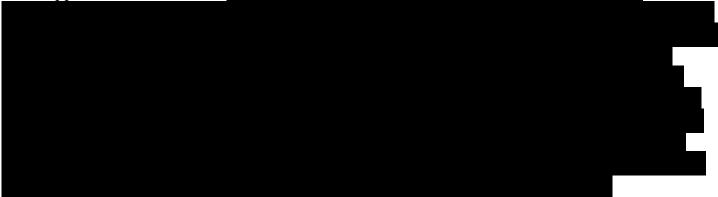


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### The traveler may include, but is not limited to:

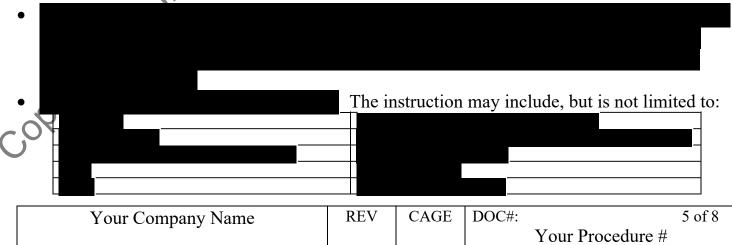


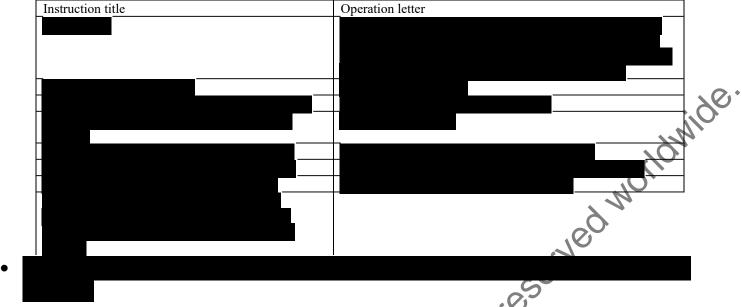
After the traveler is reviewed it is approved by the Quality Group in the space provided. After approval, the traveler is



### 2.3 Inspection Instructions

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





After approval, the inspection instruction is released for use where specified. The inspection instruction is exempt from

#### 2.4 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 Engineering Groups have lead responsibility for creating Manufacturing procedures. The Engineering and Quality Groups have collateral responsibilities for this function related to providing input data and material and reviewing and approving output. The Manufacturing or Engineering Group prepares the Manufacturing procedure by performing tasks that may include, but are not limited to:

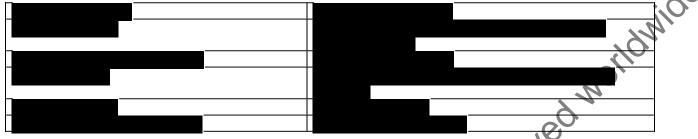


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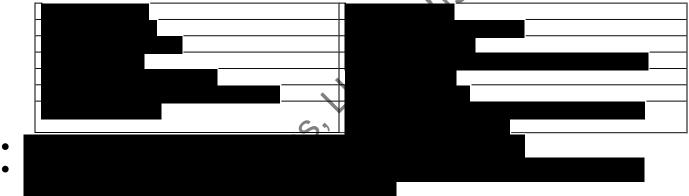
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Prepare the Manufacturing procedure using form QC-129-1 or -2. The procedure may include, but is not limited to:



### 2.5 Workmanship Standard

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



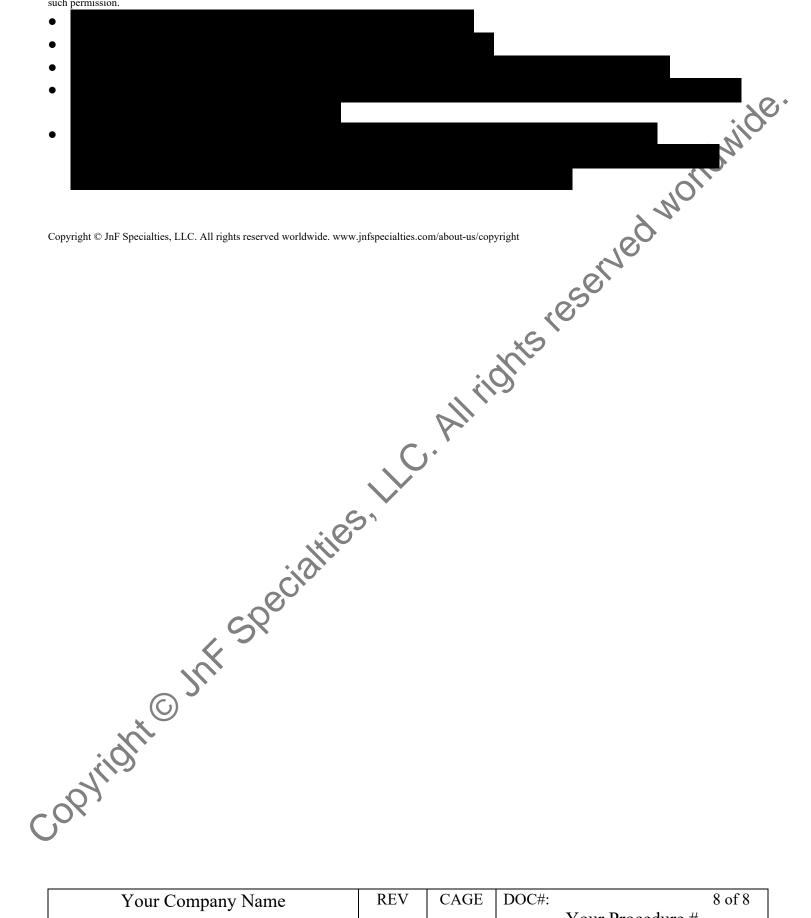
DCC controlled issues of workmanship standards are forwarded to personnel who perform

An Engineering Order, QC-109-3, is required for all changes. Document control maintains a master file of all workmanship standards.

# 2.6 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, QC-109-5, 109-6 or 109-7. Work instructions include, but are not limited to:

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