

REDACTED

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Quality Planning

Mo/Yr

Revisions					Rev:	
Letter	E.O. Number	Description	Date			
Used On	Contract#:	Your Company Name				
Prepared By:	Date					
Your Dept:	Date					
Your Dept:	Date	YOUR PROGRAM				
Your Dept:	Date	Your Procedure #				
Your Dept:	Date	Size:	A	CAGE:		Form Rev: Orig 1 of 8

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 [REDACTED]

1.2 Contracts Management

The Contracts Group is responsible for [REDACTED]

1.3 Engineering Management

The Engineering Group is responsible for [REDACTED]

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:

- [REDACTED]
- [REDACTED]

The Compliance Matrix serves as [REDACTED]

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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When the work is limited to R&D or the quantity of work is less than TBD then formal training is [REDACTED]

2.0 Documented Instructions

2.1 Preparation

All work affecting quality is described by [REDACTED]

2.2 Mfg / QA Traveler – Routing Ticket

The Mfg / QA Traveler or Routing Ticket is designed to [REDACTED]

The Traveler may contain references to [REDACTED]

The Traveler may also contain [REDACTED]

Each Traveler operation must be completed prior to the next Traveler sequence unless [REDACTED]

The Quality Group prepares the Traveler by performing tasks which may include but are not limited to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[illegible]

- [REDACTED]

After approval, the traveler is

1. **Introduction**
 2. **Background**
 3. **Methodology**
 4. **Results**
 5. **Discussion**
 6. **Conclusion**
 7. **References**
 8. **Appendix**
 9. **Figure 1**
 10. **Figure 2**
 11. **Figure 3**
 12. **Figure 4**
 13. **Figure 5**
 14. **Figure 6**
 15. **Figure 7**
 16. **Figure 8**
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 217. **Figure 209**

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

- [REDACTED]

- [REDACTED] The instruction may include, but is not limited to:

[illegible]

- [REDACTED]

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

[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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:

[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]

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

[REDACTED]

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:

[REDACTED]

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			Your Procedure #	

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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			Your Procedure #	

CALCULATED RISK RELEASE

[illegible]

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QC-103-4 Form Rev: Orig

BULLETIN

NUMBER:
PAGE: 1 of 1

PROGRAM NAME:		DOCUMENTS AFFECTED:	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Delete the text in this grey area before you begin your work: Tab to this section; then highlight it; then press the delete button.

☐ RETAIN ☐ DISCARD AFTER (DATE) ☐ CCB N/A

[REDACTED]

[REDACTED]

[REDACTED]

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ENGINEERING MANAGER: _____ REA: _____

[REDACTED]

[REDACTED]

[REDACTED]

[illegible][illegible][illegible]

[illegible]

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Work Breakdown for (Program Name) check-off each box when complete.

[illegible]

QC-120-3 Form Rev: Orig

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Manufacturing/QA Traveler, Style 2

Your Item's Name

Drawing No: Your Dwg No.

Revisions		Rev:		
Date	Change Number - Description	Approval		
Special Instructions:	Sign-off upon completion of Operation - use black ink.			
Used On	Contract#:			
Prepared By:	Date			
Your Dept:	Date			
Your Dept:	Date	Mfg/QA Traveler		
Your Dept:	Date	Your Traveler #		
Your Dept:	Date	Size: A	CAGE:	QC-127-2 Form Rev: Orig 1 of 3

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Your Company Name	REV Date	CAGE	DOC#: 3 of 3 Your Traveler #
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Procedure Writing Technique, Style 1

Mo/Yr

Revisions					Rev:			
Letter	E.O. Number	Description	Date					
Used On	Contract#:		Your Company Name					
Prepared By:		Date						
Your Dept:		Date						
Your Dept:		Date						
Your Dept:		Date	PROCEDURE					
Your Dept:		Date	QC-129-1					
Your Dept:		Date	Size:	A	CAGE:		Form Rev: Orig	1 of 1

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1.0 Scope

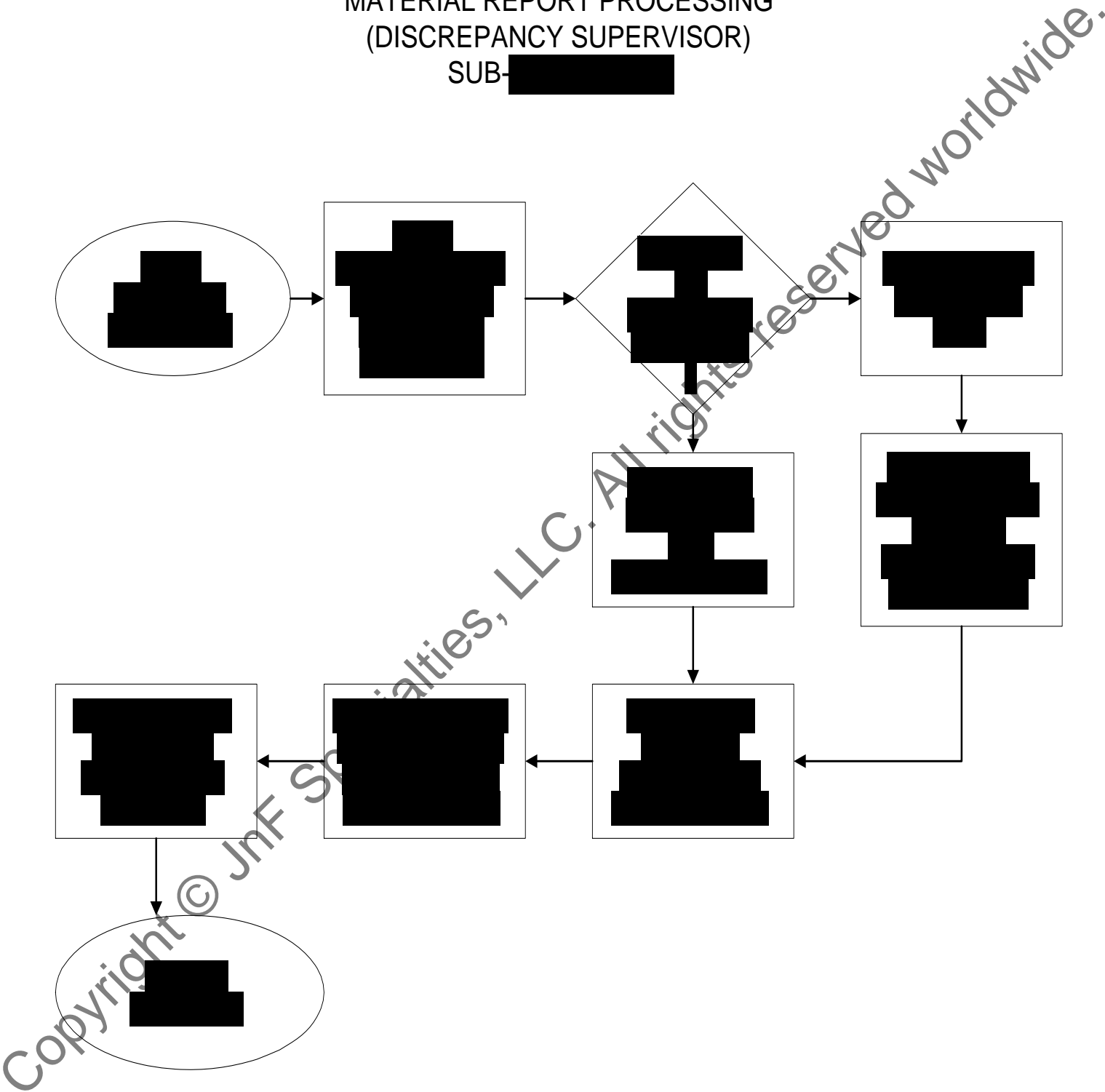
Document procedures using block diagrams or flowcharts that describe discrete operations in a process. Prepare work instructions to explain details in procedures but only when [REDACTED]
[REDACTED] The less disclosure in a procedure or work instruction the better because [REDACTED]
[REDACTED]

An example of this writing technique follows on pages 3, 4, and 5.

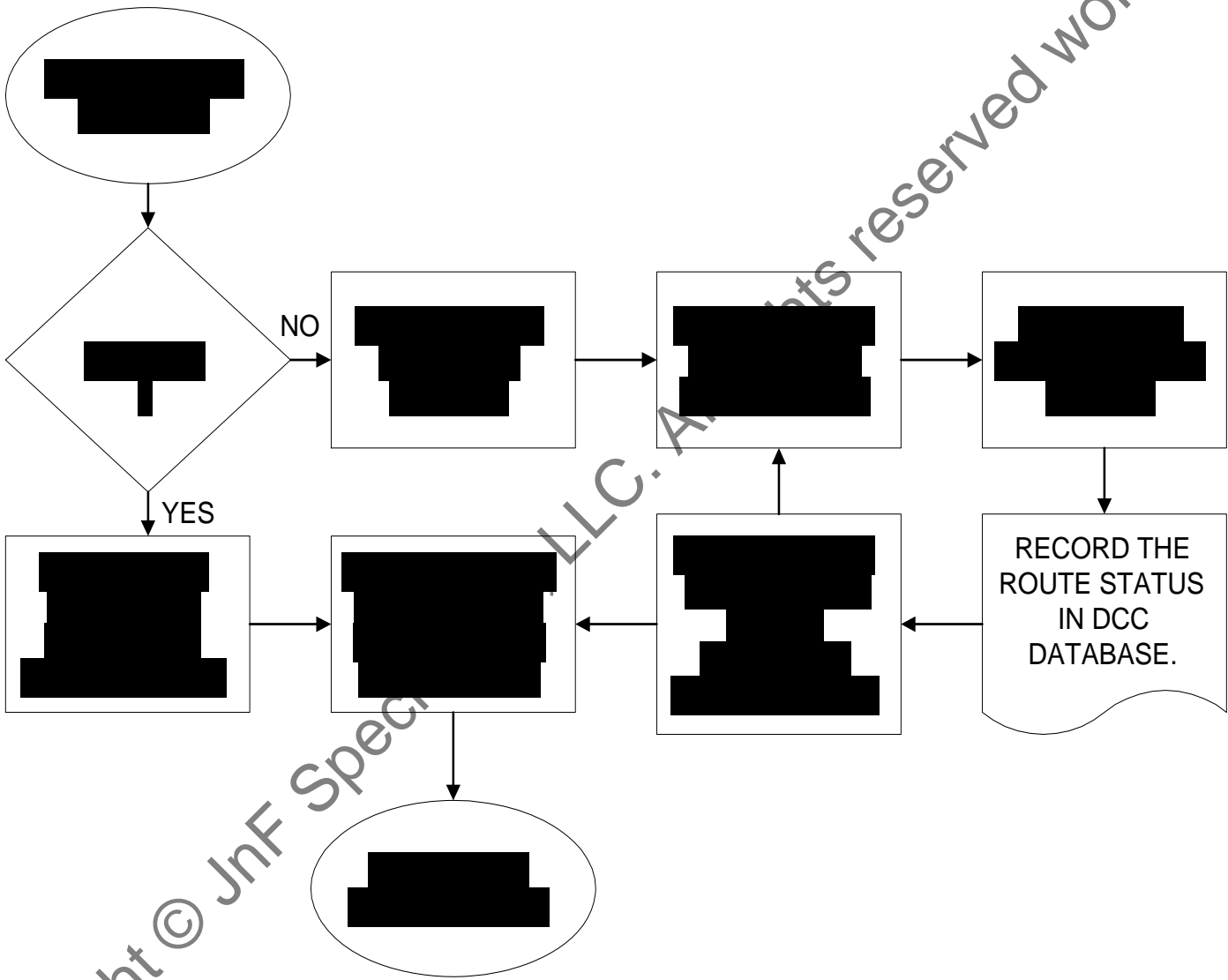
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Option: Insert image

MATERIAL REPORT PROCESSING
(DISCREPANCY SUPERVISOR)
SUB- [REDACTED]



MATERIAL REPORT "DCC" ROUTING
FOR SIGNATURES (MRB) SUB- [REDACTED]



MATERIAL REPORT (MR) ROUTING
FLOW- [REDACTED]



NOT PART OF
DCC ROUTING.

Your Company Name	REV	CAGE	DOC#: OC-129-1	5 of 5
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Writing Procedure, Style 2
Supplier Survey Disposition

Mo/Yr

Revisions				Rev:			
Letter	E.O. Number	Description			Date		
Used On Surveys	Contract#:		Your Company Name				
References:	Your #						
Reports:	Your #						
			WORK INSTRUCTION				
Prepared By:			QC-129-2				
Approved:			Size:	A	CAGE:		Your Form# (mo/yr) 1 of 1

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STEP	RESPONSIBILITY	ACTION
1	[REDACTED]	[REDACTED]
--	IF	THEN
1.2	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
	IF	THEN
1.6	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
STEP	RESPONSIBILITY	ACTION
2	[REDACTED]	[REDACTED]
--	IF	THEN
2.1	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
2.9	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
STEP	RESPONSIBILITY	ACTION
3	[REDACTED]	[REDACTED]

Your Company name	REV	CAGE	DOC#:	2 of 2
			OC-129-2	

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