

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

2.0 Documented Instructions

2.1 Preparation

All work affecting quality is described by

2.2 Mfg / QA Traveler – Routing Ticket

The Mfg / QA Traveler or Routing Ticket is designed to

The Traveler may contain references to

The Traveler may also contain

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

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

-
-
-
-
-
-
-
-

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Instruction title	Operation letter
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

- [REDACTED]

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

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:

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

- [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]

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]

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

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Your Company Name	REV	CAGE	DOC#:	8 of 8
			Your Procedure #	

EO NUMBER:	DATE:	MR#:	
<h1>ENGINEERING ORDER</h1> <p>Page of</p>	CLASS I <input type="checkbox"/> II <input type="checkbox"/>	PERSON REQUESTING ENGINEERING ORDER:	
		PERSON WRITING ENGINEERING ORDER:	

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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]

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ENGINEERING MANAGER: _____ REA: _____

[REDACTED]

[REDACTED]

[REDACTED]

Your Logo	Inspection Instructions		QC-110 Form Rev: Orig Page 1 of 1	
	Special Instructions:			

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Compliance Matrix

(set page to "Landscape")

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

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Copyright

Compliance Matrix for (Program Name – Contract - Revision)

█	█	█	█	█	█	█	█
█							
						█	█
█							

QC-120-2 Form Rev: Orig

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

Para #	Title	Narrative	Action

QC-120-3 Form Rev: Orig

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Manufacturing/QA Traveler, Style 2
Your Item's Name
Drawing No: Your Dwg No.

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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 Item Name	
PROGRAM:	SPECIFICATION:
WORK ORDER#:	SPECIFICATION:
CUSTOMER:	SPECIFICATION:
SPECIAL INSTRUCTIONS:	PO#:
Use talc-free latex or nylon gloves	
to handle electrodes.	Recent Changes:
Monthly Lot/Sublots:	

Raw Material Traceability Data: Line out fields above that are not applicable

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[Redacted]		

NOTE:

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Your Company Name	REV Date	CAGE	DOC#:	3 of 3
			Your Traveler #	

Procedure Writing Technique, Style 1

Mo/Yr

Revisions				Rev:	
Letter	E.O. Number	Description	Date		
Used On	Contract#:	Your Company Name			
Prepared By:		Date	PROCEDURE QC-129-1		
Your Dept:		Date			
Your Dept:		Date			
Your Dept:		Date			
Your Dept:		Date			
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]. The less disclosure in a procedure or work instruction the better because [REDACTED].

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

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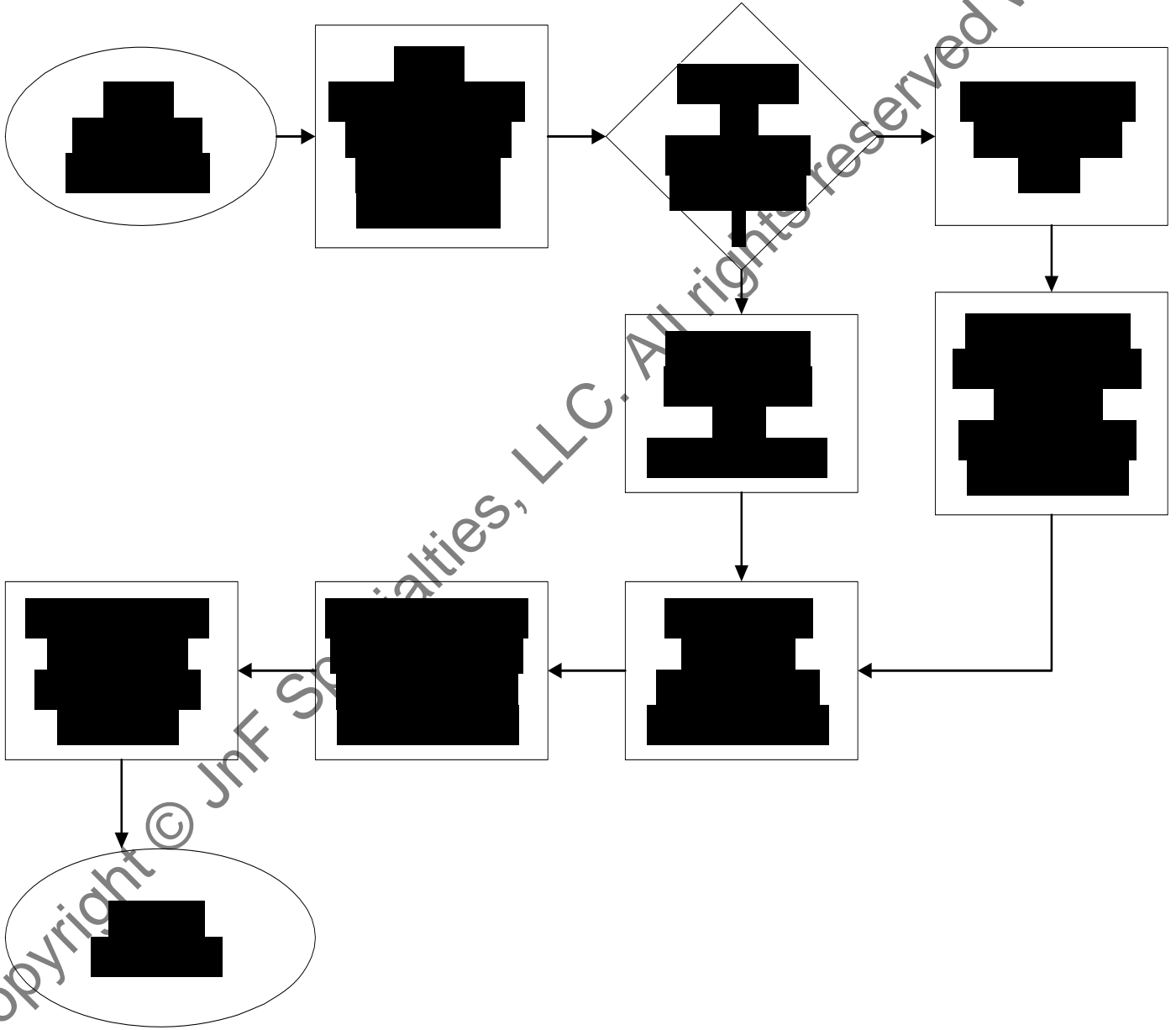
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			QC-129-1	

Option: Insert image

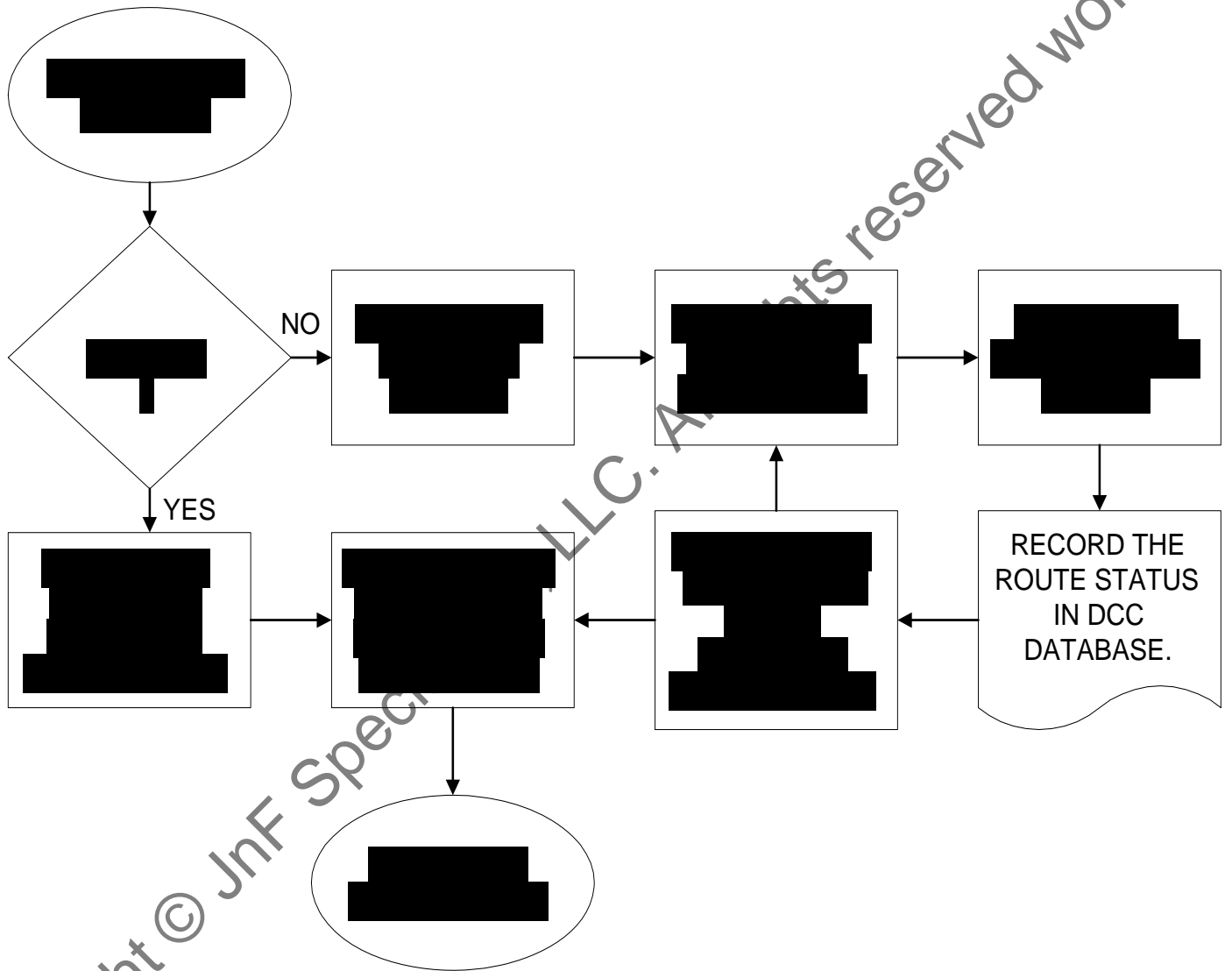
MATERIAL REPORT PROCESSING (DISCREPANCY SUPERVISOR)

SUB- [REDACTED]



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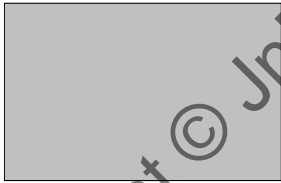
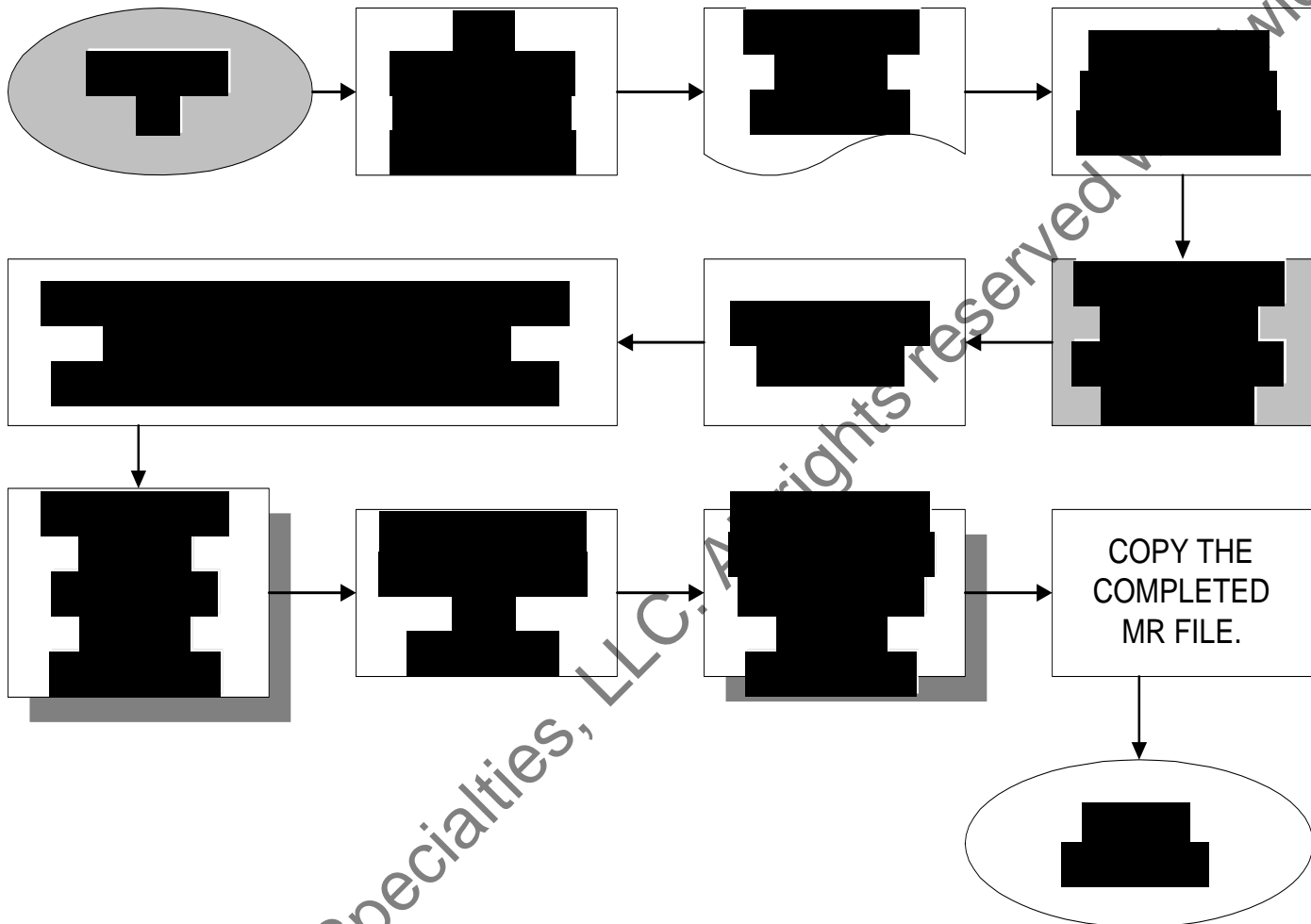
MATERIAL REPORT "DCC" ROUTING FOR SIGNATURES (MRB) SUB- [REDACTED]



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Your Company Name	REV	CAGE	DOC#:	4 of 4
			QC-129-1	

MATERIAL REPORT (MR) ROUTING FLOW- [REDACTED]



NOT PART OF
DCC ROUTING.

Your Company Name	REV	CAGE	DOC#:	QC-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: <input type="text"/>
		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]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
2.9	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
STEP	RESPONSIBILITY	ACTION
3	[REDACTED]	[REDACTED]

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