

REDACTED

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## Repair Shop Quality Manual

(mo/yr)

Revisions					Rev:			
Letter	E.O. Number - Description				Date			
Used On	Contract#:		Your Company Name					
Prepared By:								
Your Group:								
Your Group:			Your Procedure Name					
Your Group:			Your Procedure Number					
			Size:	A	CAGE:		Your Form # (mo/yr)	1 of 5

Your Logo

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1.0 SCOPE

Establish the scope of effort required to deliver the services described herein for (Your Service). (Your Co) will supply all the facilities, equipment, personnel and management skills required to perform the tasks identified in the shop order.

1.1 Definitions

(Your Definitions)

2.0 APPLICABLE DOCUMENTS

The documents listed below apply to the extent specified herein or in the shop order. In the event of conflict between documents, their order of precedence is: [redacted] then applicable lower tier documents.

2.1 (Your Docs)

3.0 REQUIREMENTS

3.1 Services

(Your Service/Items)

3.1.1 Delivery Schedule

(Your Schedule Commitment)

3.1.2 Quantities

The service must conform completely to the [redacted]

While meeting the requirements in section 3.1, (Your Co) will also make a reasonable attempt to [redacted]

3.1.2 Documentation

Service documentation is summarized in Table 1. (Your Co) will prepare and deliver all documents listed in Table 1. Documents fall into two categories: “approval,” the initial submittal and all subsequent changes require approval of the Customer prior to implementation, and [redacted]

3.1.3 Equipment

Sufficient equipment will be available for [redacted]  
[redacted] Equipment and its documentation will [redacted]

3.2 Special Requirements

(Your Co) will provide a listing of any [redacted]  
[redacted] for the completion of the shop order.

### 3.3 Organization

(Your Co) will assign and organize personnel as required to assure [REDACTED]  
[REDACTED] A single individual will be assigned as the Project Manager.

#### 3.3.1 Meetings and Reviews

A minimum of [REDACTED] is required for [REDACTED]  
[REDACTED]

##### 3.3.1.1 Status Reviews

(Your Co) will arrange meetings with the Customer for the purpose of [REDACTED]  
[REDACTED]  
[REDACTED] contingent upon [REDACTED]  
[REDACTED]

Each Review will address:

(Your List)

##### 3.3.1.2 Customer Meetings

The Customer reserves the right to call a special meeting at (Your Co) to [REDACTED]  
[REDACTED]

##### 3.3.1.3 Acceptance Meeting

(Your Co) will schedule an Acceptance Meeting for the purpose of [REDACTED]  
[REDACTED]

Customer Representatives may attend the meeting.

##### 3.3.1.4 Inspection Points

Mandatory Inspection Points during the service will be conducted to assure [REDACTED]  
[REDACTED]

##### 3.3.1.4.1 Pre-Close Inspection

A Mandatory Inspection Point is [REDACTED]  
[REDACTED]

##### 3.3.1.5 Readiness Review

(Your Co) will conduct a Review to demonstrate the [REDACTED]  
[REDACTED] objectives are to [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

The review will be a joint working level review conducted by (Your Co) and subcontractor teams when applicable. The Customer and/or their Representatives may [REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

3.4 Program Control

(Your Co) will employ production controls in a manner that will assure [redacted]

[redacted]

[redacted] Schedule charts will indicate [redacted]

[redacted]

3.4.1 Milestones for Planning and Reporting

Typical service activity milestones for planning and progress reporting are listed in Table 1.

Actual milestones used should [redacted]

Table 1

3.4.2 Change Control

Services will be performed according to [redacted]

[redacted] and changes will [redacted]

(Your Co) will maintain effectivity dates of documents and all subsequent changes for processes, materials, equipment or performance. (Your Co) will ensure [redacted]

[redacted]

3.4.3 Service Records

(Your Co) will maintain a service log and [redacted]

3.4.4 Damage Reporting

Damage that occurs during a service activity will [redacted]

[redacted]

3.4.5 Workmanship

Workmanship standards for the service will [redacted]

[redacted]