Add to Cart

Tips:
Double click grey area at top and bottom of page to edit header/footer
Search for the word “your” throughout doc and replace as required

Sheet Metal Fabrication Quality Manual

Mo/Yr

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	**Your Company Name**	
Prepared By: [redacted]		[redacted]	
		QUALITY PROGRAM	
		Your Procedure #	
		[redacted]	[redacted] 1 of 5

Your Company Logo

TABLE OF CONTENTS

1.0 Purpose and Scope

An effective and economical Quality System assures that adequate control of quality [redacted] includes manufacturing, packaging, shipping, storage, maintenance, and material and services provided by other suppliers. This system provides for [redacted] obligation to comply with the terms and conditions of the Purchase Order. Management emphasizes product quality and actively supports [redacted] objective judgments, recommendations and decisions consistent with [redacted]

2.0 Organization

The Quality Organization of (Your Co) reports directly to the (xx). The organization participates in the manufacturing and inspection-planning program to establish [redacted]

3.0 Inspection System

(Your Co) provides and maintains an inspection system that assures that all parts and assemblies [redacted] is executed in production and procurement of [redacted]

3.1 Records

(Your Co) maintains records and data as a requirement of the purchase order, engineering drawings, and/or specifications. Records are traceable to manufacturing and inspection personnel. Records provide objective evidence for [redacted]

3.2 Corrective Action

The inspection department is responsible for collecting, analyzing, and recording all discrepancies from returned supplies and during acceptance tests, in process, and final inspection of deliverable supplies. The analysis differentiates discrepancies that result from [redacted]

3.3 Drawings

The Engineering and Quality departments are responsible for the use of drawings and specifications of the latest revision. Drawing revisions are [redacted]

3.4 Sampling

Acceptance sampling procedures conform to ANSI Z1.4. Sampling to permit defects is not permitted.

3.5 Receiving Inspection

Incoming raw materials, parts, and/or assemblies are inspected, as necessary, to [redacted]

3.6 In-Process Inspection

Manufacturing personnel are responsible for in-process inspections. Quality Control personnel inspect supplies at mandatory inspection points.

3.7 Final Inspection

Production supplies are given a complete inspection for conformity to the drawing and purchase order requirements. An inspection check sheet is prepared for each part number. The check sheet lists [redacted]

3.8 Stamps

An inspection stamp imprinted on the check sheet identifies acceptance of supplies.

3.9 Nonconforming Supplies

Nonconforming supplies are identified and segregated from conforming supplies to the extent practicable. Items stored in the inspection area are withheld pending release to production. Nonconforming supplies are [redacted]

3.10 Inspection Stamps

Stamps, tags, routing cards, labels, or other control devices are [redacted]

3.11 Calibration

Measurement equipment is recalled and recalibrated at established intervals. Nonconforming equipment is removed from service. Measurement equipment is identified to [redacted]

3.12 Customer Property Control

Buyer furnished supplies are processed to:

A) [redacted]

F) [redacted]

3.13 Customer Audit

The Buyer is permitted to conduct audits as required to evaluate compliance with the quality system. A copy of each specification, instruction, procedure, or record is provided for the audit.

3.14 Special Process Control

When required by contract, Customer approval is mandatory for [redacted]

Suggested Forms
(Your Form#), Material Report
(Your Form#), Manufacturing Process Sheet
(Your Form#), [redacted]

Tips:
Double click grey area at top and bottom of page to edit header/footer
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Quality Policy

Mo/Yr

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

Used On	Contract#:	**Your Company Name**
Prepared By:		
		QUALITY POLICY
		QA-1001-1
		[redacted] 1 of 2

Your Company Logo

It is a policy of the Company to [redacted] This means [redacted]

It is a goal of the company to [redacted]

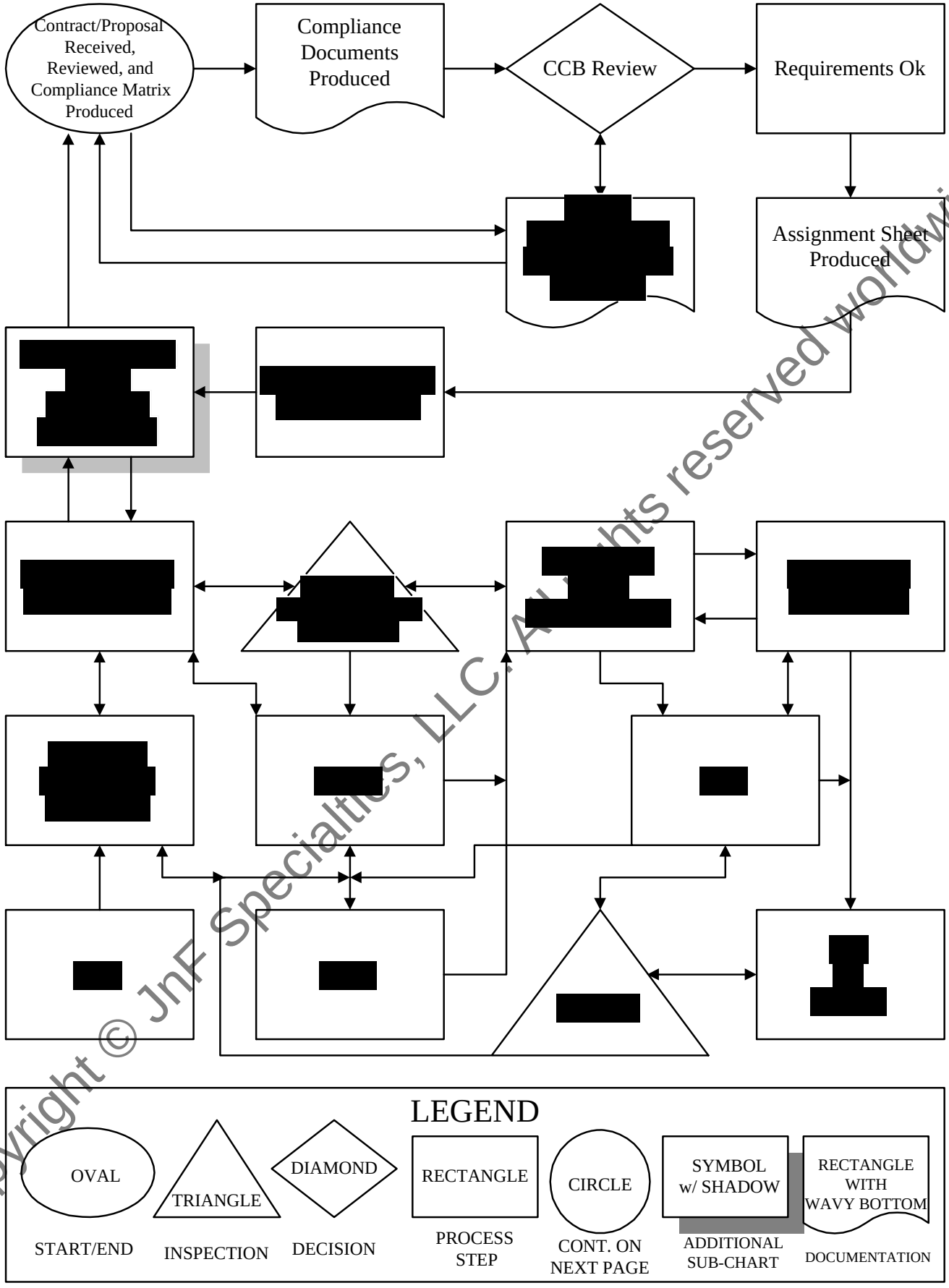
The Company strives to [redacted]

The Company's Mission is to [redacted]

The Company's Vision is to [redacted]

The Company will design and maintain an effective and economical quality program, covering both processes and products, which [redacted]

This quality program was developed in coordination with [redacted]



Your Logo

Your Company Name

PURCHASING

Origination Date: XXXX

Document Identifier:	Purchasing
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes [redacted]

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Purchasing process including or making reference to procedures for the various activities within the process.

Note: this procedure applies to suppliers of products or providers of services that directly affects the quality of our products or services. Suppliers that provide office and maintenance supplies, furniture, grounds keeping services, etc. are [redacted]

2.0 THEORY

The purchase of materials that go into our products or services that help us produce products affects everything we make. As a result, it is important to monitor and control the quality of both products and services that we receive as well as the suppliers of such products and services.

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of product related materials or services must be evaluated unless these suppliers are: [redacted]

3.2 Supplier evaluation is conducted by following the format on the Supplier Evaluation Form.

3.3 The Supplier Evaluation Form ensures that all new suppliers are properly evaluated for criteria related to [redacted]

3.4 Once approved through the Supplier Evaluation Form, the Quality Manager will update the Approved Supplier List.

3.5 The following ratings apply to suppliers:

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

3.6 Once entered into the Approved Supplier List, suppliers are rated as [redacted]

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Quality Manager will determine if the Supplier should be increased in rating to [redacted]

3.8 Using the results from combination of the following functions for product suppliers, the Quality Manager will determine if the Supplier should be increased in rating to [redacted]

3.9 For suppliers providing product, incoming inspection results are recorded on the Subcontractor Performance Rating Spreadsheet, which calculates the Supplier's current quality rating based on parts received and parts accepted. A new Supplier that rates [redacted]

3.10 If a new Supplier rates [redacted]

3.11 If any Supplier rates [redacted]

3.12 If items are returned to any Supplier using a Material Shipper, the Quality Manager will [redacted]

3.13 Any Supplier may be de-rated to [redacted]

3.14 Management may override [redacted]

3.15 During management review, the entire Approved Supplier List is subject to continuous improvement and each suppliers' rating may [redacted]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Quality Group will determine if a Supplier or special process has been designated by the Customer and notify Purchasing when a Customer-designated purchase order condition is required.

4.2 When appropriate, the purchase order defines acceptance criteria for [redacted]

4.3 As applicable, purchase order information includes:

a) [redacted]

b) [redacted] lier

c) [redacted]

d) requirements relative to:

-
-
e)
f)
g)

4.4 The requirements for delegation are defined when the Company delegates inspection verification to a Supplier. The Approved Supplier List is used to maintain a register of delegations.

4.5 When the Company or its Customer needs to perform verification activities at a Supplier facility, the Purchase Order will

4.6 See the process map herein.

4.7 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for the procurement of supplies, parts and materials outside the normal plant operating schedule. In such cases, the Purchasing department will

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will strive for fairness and equity among suppliers using the highest business ethics in all relations with suppliers.

5.2 Any employee of the Purchasing Department that

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is

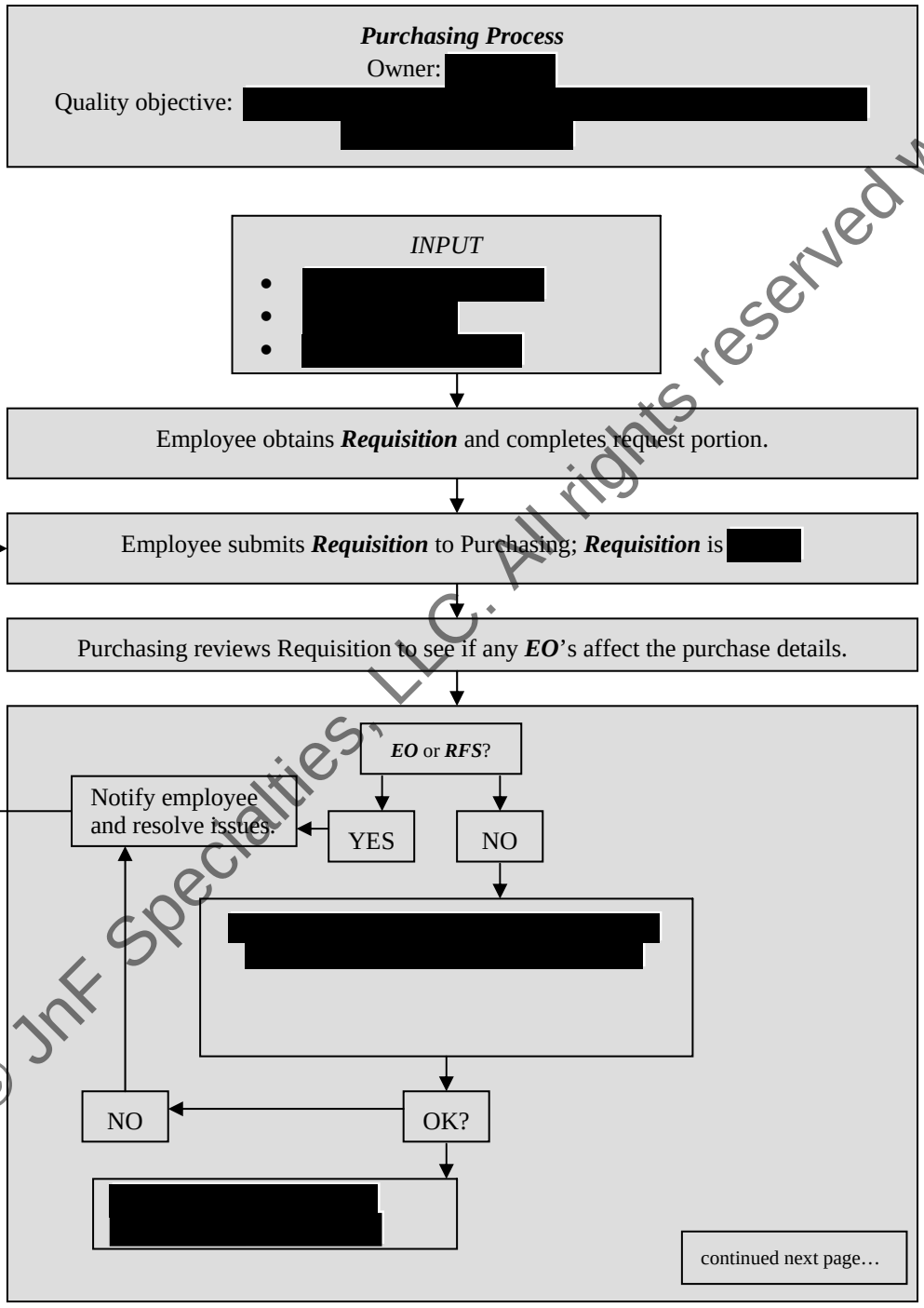
5.4 The acceptance of items intended for the purpose of advertisement and bearing the name of the Supplier is

5.5 The Purchasing department will cooperate with Customer-related activities and will participate where requested in all necessary meetings with Customers. Customers wishing to visit or contact suppliers regarding materials on order may

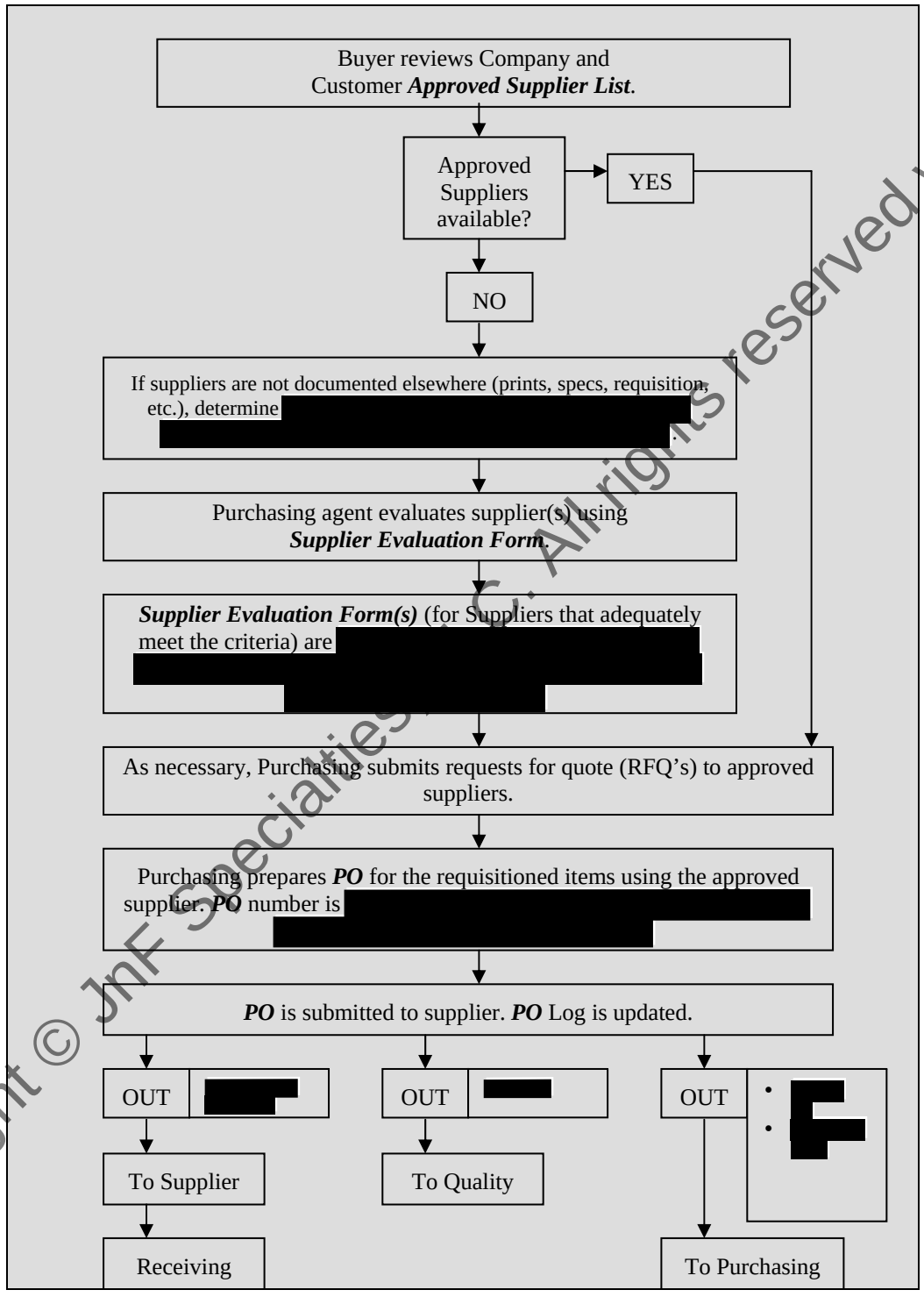
5.6 The Purchasing department will not, in any way, [redacted]

5.7 The Company will abide by all Government clauses or other statutory or regulatory requirements as referenced by the order, contract or other requirements document.

6.0 PROCESS MAP



from previous page…



PURCHASE ORDER

Your Company Name
Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx
Address, City, State, Zip Code

Date:	
Purchase Order #:	

This order number must appear on all bills of lading, packing slips and invoices. Send 2 copies of invoice to:
Attention: Accounts Payable

If a Prime Contract # is entered hereon, this procurement is [redacted]

Supplier:

Phone#:

Terms:		FOB:
For Job #:	Charge:	
Notify:		
Ship To:		
Taxable:		
[redacted]		

[redacted]

Purchase Order Amount:

During performance on this subcontract, [redacted]

Sign Acknowledgement Copy and Return Immediately
Note: A contract may not exist until receipt of this acknowledgement

[redacted]

QC-120 (mo/yr)

Your Company Name

Terms and Conditions of Purchase

1) WARRANTIES

2) CHANGES

3) INFRINGEMENT INDEMNITY

4) DOCUMENT MARKING AND USE

5) PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE

6) ASSIGNMENTS AND SUBCONTRACTING

7) GENERAL

b.

c.

d.

e. .

f. .

8) PRICES

9) SPECIAL PROVISIONS FOR U.S. GOVERNMENT WORK

a

b.

c

d.

10) INSOLVENCY

11) FAIR LABOR STANDARDS ACT

."

12) INSPECTION

13) VARIATION IN QUANTITY

14) DISPUTES

15) EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROVISIONS

Contractor and Subcontractor Listing Requirement

1)

2)

QC-120 (mo/yr)

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Supplier Quality Requirements

Mo/Yr

Revisions		Rev:	
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Used On	Contract#:	**Your Company Name**	
Prepared By:			
[redacted]			
		SUPPLIER QUALITY CONTROL	
		Your Procedure Number	
		[redacted]	[redacted] 1 of 4

Your Logo

☐PURPOSE and SCOPE

To establish the minimum requirements for supplier Quality Systems necessary to ensure that materials, parts, components, and services meet the requirements of the Contract. Procedures used to implement the provisions of this requirement shall be subject to (Your Co) approval upon request.

☐APPLICABILITY

These requirements shall apply to all supplies and services when referenced on the Purchase Order and amendments thereto.
When (Your Co)'s Purchase Order includes Seller's Inspection System, (Your #), Level I, as a requirement, Seller's contractual commitment for an Inspection System shall be defined by all paragraphs of this specification.
When (Your Co)'s Purchase Order indicates Level II as a requirement then the Seller's contractual commitment for an Inspection System shall be defined only by those paragraphs of this specification which are checked-off.

☐DEFINITIONS and ABBREVIATIONS

A. The term 'Buyer' or '(Your Co)' means (Your Co).
B. The term 'Seller' means the legal entity that is the contracting party with the Buyer with respect to the Purchase Order.
C. 'IAW' means in accordance with.
D. 'MRB' means Material Review Board

☐SELLER's QUALITY SYSTEM, GENERAL

The Seller shall maintain an effective Quality System planned and developed in conjunction with his other functions to comply with contractual requirements. In order that the Quality System will be effective, it shall [redacted]

Records shall be kept available for six (6) years.

☐NEGOTIATIONS

It is not the intent of this specification to restrict the Seller in his mode of operation; therefore, it is possible that certain items herein may be subject to negotiation. Until such time as the subject of the negotiation is resolved, the Seller is obligated to conform with the requirements as specified herein. Negotiations are to be conducted with Quality Assurance through (Your Co)'s Purchasing Department.

☐PROPRIETARY INFORMATION

The Seller must identify in writing the intended use in performance of the Purchase Order of an item, material, component or process with respect to which access by (Your Co) or (Your Co) Customer representatives for purpose of Quality Assurance by inspection, test or process surveillance is proposed to be restricted. The written identification shall state [redacted]

The absence of such written identification is a representation by Seller that all items, materials, components and processes are [redacted]

☐PROCESS CONTROL

The Seller shall provide for complete review of contract requirements at the earliest practical phase of contract performance to make timely provisions for the special controls, processes, test equipment, fixtures, tooling and skills required for assurance of a quality product.
Work instructions for all work affecting quality shall [redacted]

(Your Co) contracts and resultant facility planning by Seller shall be reviewed by the Seller's Quality Control Department prior to release for production and/or pre-production to assure that all (Your Co) quality requirements are reflected in production and inspection procedures.
All Purchase Orders that apply to (Your Co) contracts generated by Seller shall

[redacted]

[redacted]

Neither surveillance, inspection and/or tests made by (Your Co) at either the Seller's, Seller's subcontractors, or (Your Co)'s facility, nor the Seller's compliance with all applicable Seller Quality Control requirements shall relieve the Seller of the responsibility to furnish items which conform to the requirements of the Purchase Order.

[redacted]

☐SUBCONTRACTOR CONTROL

The Seller shall be responsible for adequate and effective control over his procurement sources to ensure that

[redacted]

☐DRAWING and CHANGE CONTROL

The Seller shall have a procedure and designate a responsible department for the distribution of all current specifications and drawings to the required Production and Inspection areas.
The procedure shall also provide for

[redacted]

☐RECEIVING INSPECTION

The Seller shall inspect incoming material to assure that purchased raw materials, parts, assemblies, components, tests, processes, hardware, etc. conform to drawings, Purchase Order, and specification requirements. When it is not practicable or feasible to assure quality upon receipt, the Seller shall

[redacted]

[redacted]

☐STOCK CONTROL

The Seller shall provide for protection and control of supplies and materials stored for use in deliverable (Your Co) products.
Control shall cover such items as [redacted]

☐SAMPLING INSPECTION

Acceptance sampling procedures, if other than ANSI Z 1.4, must have (Your Co) approval prior to use; sampling to permit defects is not allowed.

☐TOOL, GAGE, and TEST EQUIPMENT

The Seller shall be responsible for providing and ascertaining the accuracy and stability of tools, gages, and test equipment to assure supplies conform to contractual requirements.
A written procedure, compliant to [redacted]

☐MATERIAL CONTROL

Nonconforming material shall be positively identified and segregated from other material being processed or stored, and held for appropriate documented review action and disposition.
Seller may not [redacted]

The Seller shall maintain traceability of raw material used in the manufacture of deliverable products. A correlation shall be made between the data derived from test, inspection, and processing for each item produced and each lot of raw material, and delivered to (Your Co) with each shipment.
The Seller shall maintain controls to [redacted]

☐TECHNICAL REQUIREMENTS

Unless otherwise specified, (Your Co) is responsible for compliance to reliability, safety, weight, or other special requirement, unusual test or inspection procedures or equipment, and any special revision or model identification.

Ref: Page 1 / of /	Your Company Name SURVEY REPORT

Project:	Place:
Subsystem:	Date:
Product:	Model:
[redacted]	[redacted]

[redacted]

[redacted]	[redacted]
[redacted] ☐	
☐	
☐	
☐	

[redacted]

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]				
[redacted]				
[redacted]				

[redacted]

Co[redacted]right © Jn[redacted] Specialties, LLC. All rights reserved worldwide.

Ref: Page 2 / of /	Your Company Name SURVEY REPORT Continuation…

As Designed / As Built:

CIDL (Configuration Item Data List):

Design Documentation (file, drawing):

Material Status:

Ref: Page 3 / of /	Your Company Name SURVEY REPORT Continuation…

Tips:
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Metrology
Policies and Procedures

(mo/yr)

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

Used On	Contract#:	**Your Company Name**
Prepared By: [redacted]	[redacted]	**YOUR PROGRAM**
		Your Procedure #
		[redacted] 1 of 9

Your Company Logo

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1.0 Scope

These procedures comply with the requirements of MIL-STD-45662. Measuring instruments are calibrated, at a temperature of 55°F to 95°F and 5% to 95% relative humidity, in the QC office, engineering office, production area, or laboratory. Sufficient temperature stabilization time is allowed before calibration. For cases where calibration must be conducted in the production area, stabilization time is also allowed.

2.0 Definitions

a) Gages are precision devices that compare the characteristics of an item to specified requirements.

b) Recall - All gages require recertification at established intervals. Recall dates are identified by a month/year designation. Certification is performed no later than the last day of the month/year designation except as otherwise provided. All gages may be used for acceptance/rejection of product during the month/year recall interval.

c) M&TE - Measurement and test equipment

d) Standards - Accepted values of natural physical constants or values traceable to National or International Standards.

e) Procurement of Gages - Gages are procured from a qualified source and are inspected by Gage Inspection before use. A newly acquired measuring or test device that has been certified as calibrated, and whose certification indicates an NIST reference number, may be issued to the user activity after a calibration interval and records have been established.

f) Special Equipment - (Your Co) standards, instruments, chemicals, and tools for which a measurement standard is not available on-site to perform calibrations.

g) Significantly out-of-tolerance - An instrument's accuracy that exceeds the manufacturer's published limits.

h) Adequacy - Adequacy, range, resolution and stability of M&TE and standards is determined by quality characteristic measurement requirements on an individual basis.

I) Accuracy Ratio - 10:1 for linear, weight, current, and voltage transfer standards.

3.0 Procedures

3.1 Identification

When a gage does not provide its own serial number then [redacted]

3.2 Storage of Gages

All company owned gages are kept clean and are stored in cabinets and bins in the inspection department, tool crib or other storage areas when [redacted]

3.3 Recall

A rotating card file system is maintained on all instruments. The form used is (Your#). The rotating card file provides the means for implementation of recall for any gage that has expired its certification period. [redacted]

3.4 Working Record

In addition to the card file system, a working record sheet, (Your#), is kept on each company-owned gage/standard. The purpose of this record is to provide actual readings before and after calibration in order that modifications may be made to the calibration frequency or [redacted]

3.5 Calibration Frequency

Calibration intervals are based on the following criteria: [redacted]

Calibration intervals are established in terms of [redacted] and the schedule of Table I.

Tools that are identified as "Spares" in the calibration database are calibrated based upon [redacted]

TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]

3.6 Interval Adjustment

M&TE whose calibration error is recorded as being greater than the last recorded calibration error, but not significantly out of tolerance, reverts to [redacted]

3.7 Interval Extension / Adjustment

M&TE calibration intervals may be extended or adjusted by [redacted]

3.8 Calibration Overdue

Overdue items are prevented from use as practicable. A calibration overdue notice in the form of [redacted]

3.9 Calibration Identification

A calibration tag, (Your#), showing date of calibration, calibration accuracy, calibration expiration date (end of last day of Mo/Yr) and the technicians stamp or initial is attached to each item of M&TE and/or manufacturing tool, gage, jig or fixture used for measurement acceptance of quality characteristics. The tag serves as [redacted]

3.10 Calibration Standards/Special Equipment

It is the position of the National Conference of Standards Laboratories (NCSL) that:
"Test report numbers issued by the NIST are intended to be used solely for administrative purposes. Although they are often used to uniquely identify documents which bear evidence of traceability, test report numbers should not be used nor be required as proof of adequacy or traceability of test or measurement."
Calibration of special equipment is conducted by checking against laboratory standards available at outside laboratories which comply with [redacted]

When calibrations are made for special equipment the purchase order specifies, "Insure for full replacement value with shipper" and also require the lab to submit a report which contains:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]

3.11 Recall

A rotating card file system is maintained on all (Your Co) Transfer Standards indicating the [redacted]

3.12 Standards Control

A current list of all calibration standards used by the calibration section is maintained on (Your#); the list is treated as a controlled drawing. As such it is formally revised according to procedures outlined in (Your#). Only those standards listed on the latest revision are used for calibration purposes. The listing provides [redacted]

3.13 Customer Furnished Tooling

The Metrology department places all Customer furnished inspection gages on the calibration system. Records are kept showing the [redacted]

3.14 Out-of-Tolerance Equipment and Tooling

Equipment and tooling found to be significantly out of tolerance, damaged, inoperative, erratic or exhibiting some other form of anomalous condition should be immediately tagged by the operator or responsible authority. The degree of error [redacted]

3.15 Provision for Use of Out-of-Tolerance Equipment (apply sparingly)

An instrument whose calibration error is significantly out-of-tolerance (over a short portion of a specified range) is returned to service only when [redacted]

3.16 Suspected Product Nonconformance

Any product certified with M&TE subsequently found to be out-of-tolerance is immediately reported to the Customer. [redacted]

3.17 Traceability

Inspection instruction sheets and manufacturing travelers specify measurement and test equipment utilized for product conformance inspection. [redacted]

3.18 Production Tooling Used as Media of Inspection

Any production tooling which is used to accept attributes of a part, sub-assembly or assembly is verified for [redacted]

3.19 Employee Owned Tools

Personal Tooling or gages owned as personal property by employees of (Your Co) are [redacted]

3.20 Subcontractor Calibration

The quality requirements outlined in Supplier Quality Requirements (Your#) are imposed to the level required by the (Your Co) Quality Group. Criteria for the selection of the inspection level are based on [redacted]

3.21 Storage and Handling of M&TE

M&TE is handled [redacted]

M&TE requiring transportation to a calibration laboratory is [redacted]

M&TE storage areas are monitored to [redacted]

3.21.1 Calibration Prior to Archive / Long-Term Storage

An instrument does not require accuracy verification prior to archive / long-term storage if [redacted]

3.22 Setting / Selecting a Reference Standard

Rule: The measurement range of a device being checked for accuracy must be less than [redacted] the maximum measurement range of the reference standard – see the following examples.

VOLTMETER:

A voltmeter that is required to be calibrated shall be verified for accuracy within an equivalent range on the reference standard, e.g.,

The voltmeter reference standard has scales that range from [redacted]

CURRENT SHUNT:

The measurement range of a reference standard shunt must not be greater than [redacted] the measurement range of the shunt being checked for accuracy, e.g., a 100A current shunt reference standard can be used to calibrate a [redacted] shunt ([redacted]=100) but the same standard cannot be used to calibrate a [redacted] shunt ([redacted]

OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must be at least [redacted] more accurate than the device being checked, e.g., [redacted]

Metrology Recall Card

Description:				Calib Frequency:			
Type:		Model:		S/N:			
Property ID#:							
Location:							
[redacted]							
[redacted]							
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Your Form # (mo/yr)

Instrument and Case Identification Tag (shrink to fit)

Tool #:		Tech:	
Calib. Accuracy:			
[redacted]			

Your Form # (mo/yr)

Instrument Deviation Tag (shrink to fit)

Tool#:	
[redacted]	[redacted]
Tech:	
Date:	

Measuring and Test Equipment Calibration Report

☐ In Tolerance as Received	☐ Out-of-Tolerance as Recv'd	PO# for M&TE:
Department:	Date:	
Equipment:	Location:	

IMPACT ANALYSIS REPORT

Number of parts that may be out-of-spec [redacted]

± tolerance range [redacted]

Estimate of time measuring or test equipment was out-of-spec and [redacted]

Corrective Action

Your Form # (mo/yr)

Your Procedure # Rev: (mo/yr)	[Title] Calibration Instruction Sheet		Your Form # (mo/yr) Page 1 of
[redacted]		[redacted]	
		[redacted]	
[redacted]		[redacted]	

[redacted]	[redacted]	[redacted]	[redacted]

CERTIFICATE OF COMPLIANCE

From:	**NOTICE**
	THIS CERTIFICATE OF COMPLIANCE MUST [redacted]
To:	
Attention: Receiving Inspection	
PO#:	
Customer P/N:	
Your Co P/N:	
Quantity:	
Shipping Date:	
We hereby certify [redacted]	
[redacted]	
[redacted]	

Your Form# (mo/yr)

Your Logo

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Search for the word “your” throughout doc and replace as required

Document Archive

(mo/yr)

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

Used On	Contract#:		**Your Company**
Prepared By:			
[redacted]			**Work Instruction**
			Your #
		[redacted]	[redacted] 1 of 2

Your Logo

1	Responsibility	Prepare Box for Storage
1.1	Owner	Owner prepares a detailed list of the contents of each storage box
1.2	DCC Clerk	Place a copy of the list in the box and in the archive file
1.3	DCC Clerk	Record a box number on each container and (Your Co) department or division identifier
1.4	DCC Clerk	Record a brief description of the contents in the box and the Owner's name on an archive form (Your #)
1.5	DCC Clerk	[redacted]
1.6	DCC Clerk	[redacted]rm
1.7	DCC Clerk	Forward box to storage
1.8	DCC Clerk	[redacted]
[redacted]	[redacted]	THEN
2.1	Destroy/review date unknown	[redacted]
3	IF	THEN
3.1	Request for box	[redacted]
3.2	Requestor does not own box	[redacted]
3.3	DCC Clerk	[redacted]
3.4	DCC Clerk	[redacted]

EO NUMBER:	DATE:	MR#:
ENGINEERING ORDER Page of	CLASS I☐ II☐	PERSON REQUESTING ENGINEERING ORDER: PERSON WRITING ENGINEERING ORDER:

DISPOSITION OF EXISTING PARTS/MATERIALS

E.O. Orientation:

Effectivity/Release Data:

CUSTOMER APPROVAL/CONCURRENCE:

ITEMS AFFECTED	YES	NO	PROJECT ENGINEER:	
	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		

Your Form # (mo/yr)

MATERIAL REPORT

☐Nonconformance ☐Continuous Improvement Opportunity ☐Calculated Risk Release

SUBCONTRACTOR:_____ DATE RECEIVED: _____

MR#: SHEET _____ OF _____

Traveler#:		Op#:		Quantity Received:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para#, & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							
Part#:							
Part# Rev:							
Lot or S/N:							
P.O.#:							
[redacted]							

Disposition Instructions

Root Cause:

[redacted]

Actions taken to Prevent Recurrence, Responsibility and Date Performed or Schedule:

ACN Orientation ☐Yes ☐No Supplement ☐Yes ☐No RFCA: ☐Yes ☐No RFCA Sent: ☐Yes ☐No

CLASSIFICATION	MRB Disposition
MAJOR	[redacted]

Material Review Board Acceptance

Products/Date	Manufacturing/Date	Quality/Date	Referee/Date
Rework/Repair Operator	Rework/Repair Date	Rework Inspector/Date	Customer/Date
[redacted]			

Your Logo Use other side for additional information **Shaded Area for Administrative Use Only**

Your Form # (mo/yr)

DOCUMENT NUMBER LOG

[redacted]	[redacted]	[redacted]	[redacted]

QC-109-11 (mo/yr)

Drawing No:		INSPECTION RECORD	QC-110-1 (mo/yr)
Item Name:		(Your Co)	Front
[redacted] sample quantity		(Description of Inspection Process) [redacted]	

[redacted]																			[redacted]		
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Description of Inspection Operation continued...

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Your Logo	Inspection Instructions	QC-110 (mo/yr) Page 1 of 1
	Specification:	

Drawing No:					**RECEIVING INSPECTION REPORT**				
Item Name:					Your Co				
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Your Logo

QC-114-1 (mo/yr)

Your Logo	Receiving Inspection Instructions	QC-114 (mo/yr) Page 1 of 1
	[redacted]	Specification:
		[redacted]
		[redacted]

Oper	Qty	Description of Inspection Operation	Gage	Comment
R&I	---	Op 1: [redacted] Op 2: [redacted] Op 3: [redacted] ent Op 4: [redacted] List Op 5: [redacted] Op 6: [redacted] Op 7: [redacted] Op 8 [redacted] Op 9: [redacted] Op 10: [redacted] Op 11: Verify lot traceability is identified directly on supplies or on the packaging for the supply Op 12: [redacted] Op 13: [redacted] Op 14: [redacted] Op 15: [redacted] Op 16: [redacted] Op 17: [redacted]		

Tips:
Double click grey area at top and bottom of page to edit header/footer
Search for the word “your” throughout doc and replace as required

Supplier Approval Procedure
Approved Supplier List

(mo/yr)

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

Used On	Contract#:		**Your Company Name**
Prepared By: [redacted]			
			PROCEDURE and LIST
			QC-121-3
			[redacted] 1 of 3

Your Logo

References:

QC-109-2, Document Archive Procedure
QC-121-4, Subcontractor Evaluation
QC-121-7, Review of Purchase Orders and Requisitions
QC-121-5, Supplier Evaluation Disposition

Procedure:

Supplier evaluation:
The Quality or Purchasing Group forwards QC-121-4 to a Supplier
QA evaluates QC-121-4 according to QC-121-5

[redacted]

Acceptable Practice:

Suppliers are added bi-annually to this Approved Supplier List or [redacted]

Glossary:
Non-deliverable: Supplies that **are not used** to manufacture products for delivery to a Customer

Your List of Suppliers

Your List of Suppliers

QC Tags (shrink to fit application – send template to printer to make multi-part form)

GOOD MATERIAL TAG			Your Logo		
P/N:		PO #:		Date:	
Dwg #:		Rev:		Lot #:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					

Your Form# (mo/yr)

GOOD MATERIAL TAG			Your Logo		
P/N:		PO #:		Date:	
Dwg #:		Rev:		Your Lot #:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					
[redacted]					

Your Form# (mo/yr)

WITHHOLD TAG			
Date:		Item Name:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Your Form# (mo/yr)

BAD MATERIAL TAG			
Date:		Item Name:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Your Form# (mo/yr)

Your Logo	**REQUEST FOR DEVIATION / WAIVER**

	2. CAGE CODE	3. RDW NO.

11. NEED FOR DEVIATION OR WAIVER (REASON)

12.	

Your Form# (mo/yr)

REQUEST FOR CORRECTIVE ACTION

1	RFCA#:	Date:	MR#:
2	☐ Internal	☐ External	
3	To:	Return To: Your Co. Attention: Address:	
4	[redacted]		
9	Controls to Prevent Recurrence		
10	[redacted]		

Your Logo	Your Co Name Address City - State - Zip Phone - Fax - Email

REQUEST FOR QUOTE		No:	
To:	Supplier Name	Date:	
	Street	Phone:	
	City, State	Fax:	
	Zip	Email:	

[redacted]

Requirements:	(define engineering / quality requirements here)
Exceptions:	

[redacted]

Your Form # (mo/yr)

Your Logo			Notes:					
ROUTING TICKET								
Customer:		PO#:				Date:		
Dwg#:		Rev:		Job#:				
10	Engineering							
20	Shear / Saw							
30	Punch							
40	Notch							
50	Countersink / Bore							
60	Drill / Ream							
70	Tap							
80	Machine							
90	Deburr / Tumble							
100	Bench Grind							
110	Brake							
120	Spotweld							
130	Weld							
135	Inspect							
140	Plating / Paint							
150	Silkscreen / Engrave							
160	Install							
170	Marking							
175	Final Inspect							
180	Pack / Ship							

Your Form# (mo/yr)

Shelf Life Expiration Log

Description:				Date Received:	
P/N:		Rev:		PO#:	
Supplier Lot#:					
Location:					
[redacted]					
[redacted]					
[redacted]					
[redacted]					
[redacted]					

Your Form# (mo/yr)

Add to Cart