

REDACTED

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Sheet Metal Fabrication Quality Manual

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	QUALITY PROGRAM					
Your Dept:		Date	Your Procedure #					
Your Dept:		Date	Size:	A	CAGE:		Your Form # (mo/yr)	1 of 5

Your Company Logo

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1.0 Purpose and Scope

An effective and economical Quality System assures that adequate control of quality is maintained throughout all areas of order performance. Order performance includes receipt, identification, stocking, and issuance of material. It also includes [REDACTED]

This system provides for discovery and correction of unsatisfactory conditions at the earliest practical time. Records of inspection and test are readily available to the Buyer. Compliance with this system does not relieve (Your Co) of its obligation to comply with the terms and conditions of the Purchase Order. Management emphasizes product quality and actively supports a quality doctrine. An authoritative element of the Company administers, coordinates, and evaluates the Quality Control System. Competent personnel make [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 mandatory inspection points.

3.0 Inspection System

(Your Co) provides and maintains an inspection system that assures [REDACTED]

[REDACTED] This responsibility is executed in production and procurement of supplies to fulfill the Buyer's purchase order.

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 [REDACTED]

[REDACTED] Records and data are retained for [REDACTED]

3.2 Corrective Action

The inspection department is responsible for [REDACTED]

[REDACTED] Effective action is taken on a timely basis to reduce or prevent recurrence.

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3.3 Drawings

The Engineering and Quality departments are responsible for [REDACTED]
[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 assure [REDACTED]

3.6 In-Process Inspection

Manufacturing personnel are responsible for [REDACTED]
[REDACTED]

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]
[REDACTED]

A copy of the completed check sheet accompanies the 1st Article when required by the Buyer. The 1st Article and the check sheet are identified as 1st Article supplies.

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 [REDACTED]
[REDACTED]

3.10 Inspection Stamps

Stamps, tags, routing cards, labels, or other control devices are used to identify the inspection status of deliverable supplies.

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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]
- B) [REDACTED]
- C) [REDACTED]
- D) [REDACTED]
- E) [REDACTED]
- F) [REDACTED]

3.13 Customer Audit

The Buyer is permitted to conduct audits as required to [REDACTED]

3.14 Special Process Control

When required by contract, Customer approval is mandatory for performance of special processes such as, but not limited to, [REDACTED]

Suggested Forms

- (Your Form#), Material Report
- (Your Form#), Manufacturing Process Sheet
- (Your Form#), [REDACTED]
- (Your Form#), Bad Material Tag (red)
- (Your Form#), [REDACTED]
- (Your Form#), Good Material Tag (green)
- (Your Form#), [REDACTED]
- (Your Form#), Inspection Instruction Sheet
- (Your Form#), [REDACTED]