REDACTED

(Your Company Name)

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QMS-00 Quality Manual
Special Inspection Agency

Origination Date: (mo-yr)

Revision Level: Orig
Revision Date: (Your Date)
Released By: (Your Authority)
Liability Insurance: (Your Policy Number)

This document describes (Your Company Name) accredited policies and procedures.

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REVISION LOG

Issue	Date	Comment	Author

DOCUMENT CHANGE RECORD

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Superscript numbers denote compliance with paragraph numbers from AC291. For instance, paragraph 3.3.1 in the above Table of Contents is also compliant with AC291 paragraph 4.2.

Subscript numbers denote compliance with paragraph numbers from ISO 17020. For instance, paragraph 3.3.1 in the above Table of Contents is also compliant with ISO 17020 paragraph 5.1.1.

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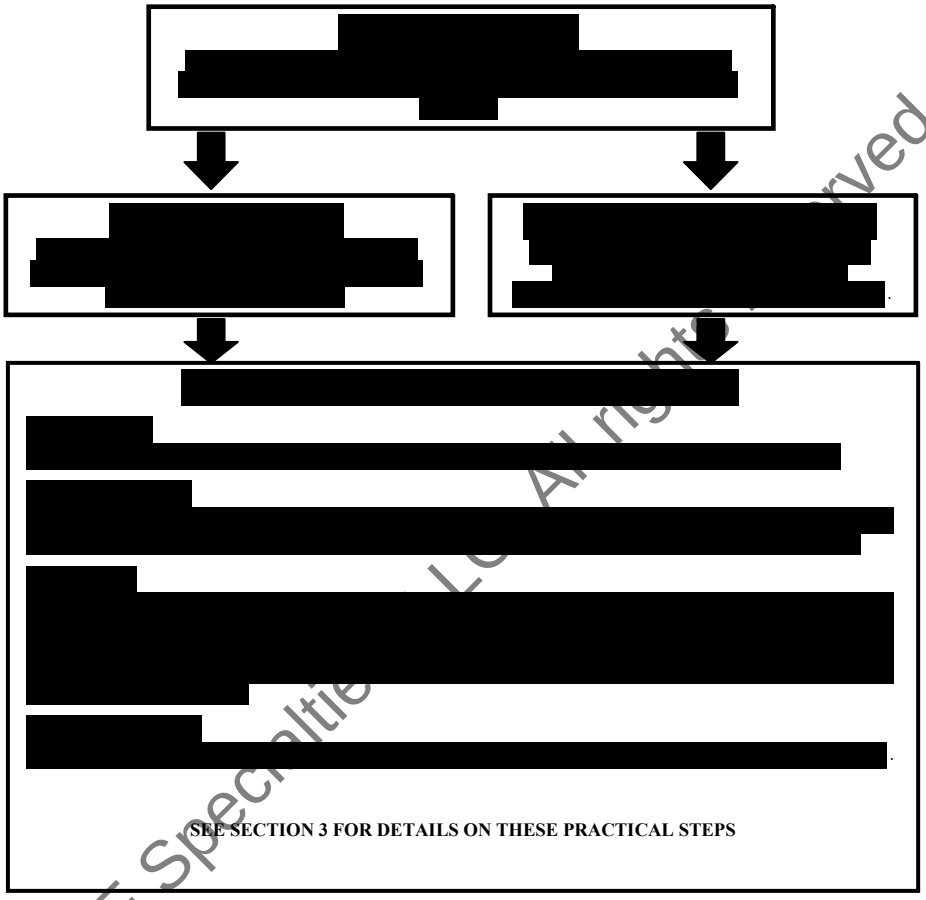
1.0 SCOPE*4.1.6, 4.2.1, 8.2.4*

This quality manual establishes policies and procedures for accreditation of (Your Company Name) – Type A Accredited Special Inspection Agency (SIA).

2.0 COMPANY VISION and GOVERNING POLICIES*8.2.1*



2.1 Definitions and Abbreviations

Unless otherwise noted, the Company applies the definitions of key terms according to ***QMS-16 Definitions and Abbreviations***. Subordinate or external documentation is referenced in ***Bold Italics***.

3.0 QUALITY MANAGEMENT SYSTEM

3.1 Responsible Authorities (RA)

The Company employs [redacted] Other inspection

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projects are [redacted] Designated authorities are detailed in the ***QMS-05 Responsibilities and Authorities Procedure***.

3.2 Management System Documentation *7.5.2, 8.2.4, 8.2.5*

The Company has prepared and maintains a quality system that is compliant with relevant requirements of ***ISO 17020*** and all requirements of ***IAS AC291***. The quality manual [redacted]
Documented information that is related to special inspections and quality system policies, procedures and forms [redacted]

3.3 Requirements

3.3.1 Legal Status[4.2] *5.1.1, 5.1.3, 5.1.5, 5.2.2, 7.1.2, 8.3.2*

The Company's [redacted]

Field and Types of Special Inspections

The Company is a Type A inspection body that [redacted]

The Company maintains work instructions for specific fields and types of special inspections listed in [redacted] Special inspection operations are performed [redacted] Special inspection instructions [redacted] All such documents [redacted]
fully defined in the ***QMS-10 Inspection Procedure*** and ***QMS-07 Proposal Development and Contract Review Procedure***.

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3.3.2 Liability Insurance[4.3] [5.1.4]

The Company's liability insurance [redacted] Management considers [redacted]

3.3.3 Risk to Impartiality[4.4] [4.1.1, 4.1.2, 4.1.5, 5.2.1, 6.1.11]

In all circumstances, the Company [redacted]

Any employee of the Company [redacted] The Operations Manager decides [redacted] Each employee must [redacted]

Purchasing imposes [redacted]

The acceptance of [redacted] is not permitted.

The acceptance of [redacted] is allowed. It is recognized [redacted] as being [redacted]

The Company cooperates [redacted]

The Company will not, in any way, [redacted]

The Company will [redacted]

Employee compensation is [redacted]

Affidavit of Compliance to Industry Standards

The Company operates in a transparent manner to [redacted] See **Appendix A** for Affidavit [redacted] The Company ensures [redacted]

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[redacted]

3.4 Confidentiality[4.5] 4.2.1, 6.1.13

All employees [redacted] where access [redacted]

3.5 Organization and Independence[4.6] 5.2.3, 6.1.4

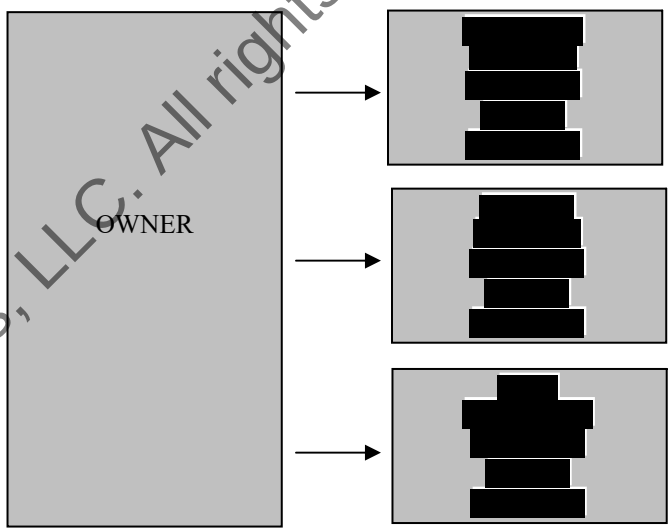
The following organizational chart [redacted] In all cases, [redacted] which are further defined in the ***QMS-05 Responsibilities and Authorities Procedure***. Responsible Authorities include:

3.5.1 [redacted]

3.5.2 [redacted]

3.5.3 [redacted].

3.5.4 [redacted].



3.6 Technical Competency of Special Inspectors[4.7]

The Company strictly [redacted] For Special Inspectors that are [redacted] the Company maintains an [redacted]

The Company monitors inspector performance [redacted] according to the ***QMS-03 Quality Plan for Monitoring Special***

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Inspectors.
The certification and training matrix is defined in the ***QMS-06 Training Procedure***.

3.7 Job-Site Safety[4.8] [7.1.9]

The Company maintains a safety program [redacted] The Company assigns a Responsible Authority to:

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

The Company maintains the safety [redacted] with the construction site's [redacted]

The Company's safety program is defined in ***QMS-11 Safety Program***.

3.8 Measuring and Monitoring Resources[4.9] [6.2.2]

All measuring and test equipment instruments and devices [redacted] which includes equipment used to [redacted] Calibration certificates provide evidence of standards traceable to ***NIST***. The controls for [redacted] calibration/maintenance activities are defined in the ***QMS-15 Calibration Procedure***.

Maintenance of Equipment Used to Perform Inspections in the Field

The Company maintains equipment according to [redacted]

Maintenance of Equipment Used to Verify Inspections in the Field

The Company maintains equipment according to [redacted]

3.8.1 Test and Measuring Equipment List[4.9.1]

[redacted] ***QMS-15 Calibration Procedure***.

3.8.2 Handling Defective Equipment[4.9.2]

[redacted] ***QMS-15 Calibration Procedure***.

3.8.3 Sorting of Test and Measurement Equipment[4.9.3]

[redacted] ***QMS-15 Calibration Procedure***.

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3.8.3.1 External Calibration[4.9.3.1]

[redacted] *QMS-15 Calibration Procedure*.

3.8.3.2 Internal Calibration[4.9.3.2]

[redacted] *QMS-15 Calibration Procedure*.

3.8.3.3 Verification Before Use[4.9.3.3]

[redacted]
QMS-15 Calibration Procedure.

3.9 Record and Document Control[4.10] *7.3.1, 8.3.1, 8.3.2, 8.4.1, 8.4.2*

Records are maintained [redacted] for the time specified by contract. Records are controlled to provide [redacted]
Records that are subject to control [redacted] ***QMS-01 Control of Documented Information Procedure***.

Documents are reviewed and approved [redacted] ***Master List of Controlled QMS Documents***.

Invalid and obsolete documents [redacted] [4.10.2]. The control of documents is defined in the ***QMS-01 Control of Documented Information Procedure***.

Security and Backup of Stored Data[4.10.20]

The Company has [redacted] Hardcopy data is [redacted] document storage.

3.9.1 Legal Entity Status[4.10.1] – see 3.3.1

3.9.2 Confidentiality, Impartiality and Conflict of Interest[4.10.2] *4.1.4, 4.1.5, 5.2.1*

Special inspection operations are independent to enable [redacted] See the ***QMS-04 Management Process Procedure*** for guidance regarding [redacted]

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3.9.3 Liability Insurance[4.10.3] – see 3.3.2

3.9.4 Quotation and Contract Review/Risk Analysis[4.10.4] [4.2.1, 6.1.2, 6.2.1, 7.1.5, 8.2.2]

The Company captures [redacted] as part of the ***QMS-07 Proposal Development & Contract Review Procedure*** [4.11.11.2].

The Company coordinates document changes [redacted] as defined in the ***QMS-02 Configuration Management Procedure***. Contract documents are maintained [redacted] according to the ***QMS-01 Control of Documented Information Procedure***.

QMS-04 Management Process Procedure is used to address [redacted] risks and opportunities [redacted] applicable to inspection services according to the ***QMS-13 Corrective Action Procedure***. The Company integrates and implements [redacted] appropriate changes.

Area of Expertise[4.11.1]

Prior to formal contract review, [redacted]

Capabilities and Resources[4.11.1]

The Company determines [redacted] of the order.

Inspection Approval[4.11, 4.11.2]

The Company performs inspections according to [redacted]

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3.9.5 Signed Quotes/Contracts[4.10.5] – see 3.9.4

3.9.6 Inspection Schedules/Dispatch Records[4.10.6] – see 3.18

3.9.7 Inspector Competency Matrix[4.10.7] – see 3.6

3.9.8 Externally Provided Inspection Services/Purchasing and Control of Subcontractors[4.10.8, 4.13] [6.1.12, 6.2.11, 6.3.1]

Purchasing is treated [redacted]
The purchasing process [redacted] is fully defined in the ***QMS-08 Purchasing Procedure***.

Incoming materials are [redacted] defined in the ***QMS-09 Receiving Procedure***.

Subcontracted special inspection agencies and qualified individuals [redacted] are monitored according to specifications referenced on the ***Purchase Order*** and the ***QMS-03 Quality Plan for Monitoring Special Inspectors***.

3.9.9 Special Inspection Reports[4.10.9] – see 3.18

3.9.10 Calibration Records[4.10.10] – see 3.8

3.9.11 Sample Handling/Preparation, Acquisition, Handling, Storage and Transportation of Samples or Field Prepared Specimens[4.12] [7.2.1, 7.2.2, 7.2.4]

The Company has assigned [redacted] applicable standards or codes. [redacted] the Company relies on [redacted] field prepared specimens.

3.9.12 List of Controlled Documents[4.10.12] – see 3.9

3.9.13 Internal Audit[4.10.13] [8.2.2, 8.6.1, 8.6.4, 8.6.5]

Internal audits [redacted] accomplished by auditing [redacted]

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Audit requirements include those of ***IAS AC291, ISO 17020*** and the Company's Quality Manual as well as [redacted] defined in the ***QMS-12 Internal Auditing Procedure***.

3.9.14 Customer Complaints[4.10.14] – see 3.13

3.9.15 Customer Satisfaction[4.10.15]

The Company [redacted] using [redacted] the following [redacted]:

- [redacted]

Records [redacted] are maintained according to the ***QMS-01 Control of Documented Information Procedure***.

3.9.16 Training and Supervision/Monitoring of Inspectors[4.10.16] [5.2.7, 6.1.1, 6.1.3, 6.1.5, 6.1.6]

All Special Inspectors [redacted] relevant work experience. Special Inspectors [redacted] according to the ***QMS-06 Training Procedure*** to [redacted] ensure each employee [redacted] according to the ***QMS-01 Control of Documented Information Procedure***. Management [redacted] according to the ***QMS-03 Quality Plan for Monitoring Special Inspectors***.

The internal auditing process [redacted] of the ***QMS-04 Management Review Procedure***.

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Inspector Training

The Company trains Inspectors [redacted] according to the ***QMS-06 Training Procedure***.

Supervision/Monitoring of Inspectors

The Company monitors Inspectors according to the ***QMS-06 Training Procedure*** and the ***QMS-03 Quality Plan for Monitoring Special Inspectors***.

3.9.17 Supervision/Monitoring Logs[4.10.17] [6.1.8]

The Supervisor [redacted] according to the ***QMS-06 Training Procedure*** and the ***QMS-03 Quality Plan for Monitoring Special Inspectors***

[redacted]

The Company [redacted] according to the ***QMS-06 Training Procedure*** and the ***QMS-03 Quality Plan for Monitoring Special Inspectors***

Field Monitoring

The Company [redacted] according to the ***QMS-06 Training Procedure*** and the ***QMS-03 Quality Plan for Monitoring Special Inspectors***

Field Identification Requirements for Special Inspectors

The Company prepares [redacted]

3.9.18 Standardized Document Content[4.10.18]

Management system documents contain the following content:

- [redacted]

3.9.19 Change Control[4.10.19]

Changes [redacted] according to the ***QMS-02 Configuration Management Procedure***.

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3.9.20 Retain Records[4.10.20] – see 3.9

3.10 Quotation and Contract[4.11] – see 3.9.4

3.11 Sample Handling[4.12] – see 3.9.11

3.12 Externally Provided Inspection Services[4.13] – see 3.9.8

3.13 Complaints and Appeal[4.14] 7.5.3, 7.6.3, 7.6.4, 7.6.5

Complaints and appeals [redacted] according to the ***QMS-14 Control of Nonconformances Procedure*** and ***QMS-13 Corrective Action Procedure***. The Company [redacted] informs [redacted] special inspection activity.

3.14 Feedback Collection[4.15] – see 3.9.15

3.15 Internal Audit[4.16] – see 3.9.13

3.16 Management Review[4.17] 4.1.5, 8.5.1.1

The following agenda items are required for management review meetings:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted][7]
- [redacted]

Improvements in the quality system

The frequency and required attendees for management review meetings is defined in the ***QMS-04 Management Process Procedure***. Additional inputs for management review are defined in the ***QMS-04 Management Process Procedure***. Management review meeting [redacted]

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3.17 Status Review and Notification/Reporting Discrepancy[4.18] 8.7.1 thru 8.8.3

When a nonconformance occurs, [redacted] according to the ***QMS-13 Corrective Action Procedure*** and ***QMS-14 Nonconformance Control Procedure***.

The Company [redacted] implements [redacted] and makes [redacted]

Management direction [redacted] is defined in the ***QMS-04 Management Process Procedure***.

3.18 Dispatching Daily, Intermediate and Final Reports[4.19] 4.2.1, 4.2.2, 7.4

Daily, intermediate and final reports [redacted] released only to [redacted]

When required, [redacted] a Responsible Authority [redacted]

Corrections or additions [redacted]

INSPECTION REPORTS[4.10.9]

The Company prepares inspection reports [redacted] which includes, [redacted]:

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

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7. [redacted]
8. [redacted]

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APPENDIX A: AFFIDAVIT of COMPLIANCE to INDUSTRY STANDARDS*4.1.6*

The Company operates [redacted]

The Company and its inspection staff [redacted]

The Company and its staff [redacted]

The Company strictly [redacted] perform special inspections.

_____ _____

Signature of Company Official Date

NOTARY: (if desired to affirm/swear to above assertions)

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Your Logo

Your Company Name

CONTROL OF DOCUMENTED INFORMATION PROCEDURE

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This procedure describes methods for controlling documents.

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REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE OF DOCUMENT AND RECORD CONTROL

This procedure defines the requirements for the control of documents and records within the quality management system (QMS). The Document Control Center ensures that documents are controlled so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped "Superseded".

The following documents are not subject to this procedure:

- Engineering documents; including drawings, specifications and job-specific work instructions (see the ***QMS-02 Configuration Management Procedure***)
- Inspection/Test equipment software programs
- Personal notes
- Signs and labels
- Third party reference materials (owner's manuals, encyclopedias, buyer's guides, etc.)

2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures that no mistakes are made due to the usage of obsolete information. A record is any written or electronic piece of evidence that may be needed later to provide evidence of conformity to requirements. Typically a blank "form" becomes a "record" when it is completed. Records must be controlled so that the information on them is accessible, legible and suitably maintained.

3.0 DOCUMENT TYPES

Management system documents must contain the following content:

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

3.1. Quality Manual: this document [redacted] defines how the Company meets the requirements of standards such as ***ISO 17020 and AC291***.

3.2. QMS Procedures: these documents provide additional detail for certain procedures where such detail is required. The Quality Manual includes [redacted]

3.3. General Work Instructions: these documents provide machine-level or task-level details on what is required to perform specific work. These are typically [redacted]

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3.4. Inspection Instructions: these documents are developed by or under the supervision of the Responsible Authority using [redacted]

3.5. Forms: these documents are produced by a streamlined creation and control process.
Any department manager or area supervisor may develop a new form or edit existing forms for use in their area.

3.6. Records that are created for temporary retention of miscellaneous information are not [redacted]

3.7 Contract Documents:
Documents created by the Company to support an inspection contract or obtained from Clients as part of a contract are treated as proprietary and confidential. Client documents [redacted] are controlled according to requirements herein and the ***QMS-02 Configuration Management Procedure*** (see 1.0).

3.8 Distribution
The Company treats all sources of documented information for special inspections as [redacted] Field notebook computers are [redacted]

4.0 QUALITY MANUAL

4.1. Creating the Quality Manual
The Quality Manual has been developed by top management of the Company, which includes the Company's Vision and Governing Policies.

4.2. Review and Approval
The Quality Manual is reviewed and approved by top management before release. Approval is indicated by [redacted]

4.3. Distribution
The Quality Manual is distributed electronically through the Company's internet server.
The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]
In some cases, a hardcopy of the Quality Manual may be given to an employee, department or Client. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA).
Each employee must [redacted]

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4.4. Change Control

Any employee may request a change to the Quality Manual. Requests for changes may be made by [redacted] When changes are approved, the revision history table is updated and the revision indicator advanced.

5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES

5.1. Creating New QMS Procedures

QMS procedures should be created as soft files (MS Word, etc.). It is recommended that files of a similar type [redacted]

5.2. Review and Approval

QMS Procedures are to be reviewed and approved by top management. At least one member of top management that is responsible for reviewing the document should [redacted] Approval is indicated by [redacted]

5.3. Distribution

QMS procedures are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the procedure may be given to an employee, department or Client. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee must [redacted]

5.4. Change Control

Changes to QMS procedures are performed in the same manner as the Quality Manual.

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by clear and complete documented work instructions that define what is required to perform specific quality related work functions. Typically, new work instructions are developed by or under the supervision of an area manager or subject matter expert. Work instructions should be created as soft files (i.e., MS Word, etc) and then submitted to the Configuration Control Board (CCB) for review and approval. Work instructions should include, as applicable: [redacted]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are specific to a given job, which are released and controlled as part of the technical documentation and subject to the controls of the Configuration Management Procedure - not this procedure. Their format may be different from general work instructions.

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6.2. Review and Approval

Work instructions must be reviewed and approved by the CCB. At least one member of the CCB responsible for reviewing the document should be responsible for the area affected by the document. Approval is indicated by [redacted]

6.3. Distribution

General work instructions are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the work instruction may be given to an employee, department or Client. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee must [redacted]

6.4. Change Control

Changes to general work instructions are performed in the same manner as the Quality Manual. When general work instructions are changed, the revision history table is updated and the revision indicator advanced.

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

New inspection instructions are developed by or under the supervision of the Responsible Authority using requirements from [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:

Engineering may develop inspection instructions that are specific to a given job, which are released and controlled as part of the technical documentation and subject to the controls of the Configuration Management Procedure - not this procedure. Their format may be different from general work instructions.

7.2. Review and Approval

Approval is indicated by [redacted]

7.3. Distribution

Inspection instructions are distributed electronically through the Company's internet server and/or intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the inspection instruction may be given to an employee, department or Client. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee must [redacted]

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7.4. Change Control

Any employee may request a change to inspection instructions by completing a Request for Change form and submitting it to the Responsible Authority. All changes to inspection instructions go through the same review and approval as the original release. When changes are approved the revision indicator is [redacted]

8.0 FORMS

8.1. Creating New Forms

Forms undergo a streamlined creation and control process. Any department manager or area supervisor may develop a new form for use in their area. The form should be created in software format (MS word, Excel, etc) and then submitted to the appropriate department manager for review and approval. Forms are a special kind of document that may be [redacted]

8.2. Review and Approval

Forms may be reviewed and approved by the manager of the department or area primarily affected by the form. Forms do not require a signature approval; instead, the manager approving the form shall notify the Responsible Authority of the approval by providing one software copy of the form for upload onto the Company's internet server and/or intranet in the current forms directory. It is the appropriate manager's responsibility to [redacted]

8.3. Distribution

Forms are made available through the Company's internet server, intranet or Document Control Center. These may be printed and photocopied as needed. When hardcopies run out, [redacted]

8.4. Change Control

Any employee may submit a request for change to the appropriate area manager responsible for the form and the manager will determine if the form should be revised. Revised forms go through the same review and approval as originals but must have their revision indicator advanced. [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. External (third party) standards or specifications may be maintained on file without control provided that the revision indicator is evident somewhere in the document. This is necessary because [redacted]

9.2. Third party specifications and engineering drawings, including those of the Client, are controlled according to the ***QMS-02 Configuration Management Procedure***. Where control of an external document is deemed necessary, they shall be made available by the Document Control Center, which shall [redacted]

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[redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to continuous improvement. Change control documents are filed as needed to request changes or updates.

11.0 CONTROL OF RECORDS

11.1 The controls for each type of record are defined in ***Appendix A*** of this procedure.

11.2 The listed "controller" must ensure their assigned records [redacted]

11.3 Records for active contracts are maintained in the quality department handling the operations. Records are removed from the active files at [redacted]

11.4 The Document Control Center maintains archive files for records. Records shall be maintained a minimum of [redacted]

11.5 Records that are discarded after retention shall be [redacted]

11.6 Hardcopy records are to be stored in suitable cabinets that prevent damage or deterioration. When archived records are stored elsewhere, [redacted]

11.7 Records are available for review by the Client and copies of non-proprietary records are furnished to the Client upon request. Non-disclosure agreements are required for non-Governmental entities.

11.8 Records are verified for [redacted]

11.9 The Company does not require vendors to maintain records for the Company; instead, [redacted]

11.10 Electronic records are periodically [redacted] Access to electronic records is limited to Company Employees.

11.11 Local computer data that is stored on Company computers must [redacted]

11.12 When making corrections to written record entries, the error is [redacted]

11.13 Correction fluid or correction tape is not to be used on any quality records.

11.14 The following are considered inspection records:

- [redacted]

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

APPENDIX A: RECORD RETENTION MATRIX

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
Calibration records	Calibration		Form		[redacted]
Contract review records	Contract review		Form		[redacted]
Control of Nonconformances	RFS		Form		[redacted]
Corrective actions	RFS		Form		[redacted]
[redacted] change records	Change order		Form		[redacted]
[redacted]	Change order		Form		[redacted]
[redacted]	Change order		Form		[redacted]
[redacted]	Special inspection		Form		[redacted]
[redacted]	Special inspection		Form		[redacted]
First Article Inspection	First article		Form		[redacted]
Internal audit records	Internal audit		Form		[redacted]
Lost, damaged or unsuitable Client property	Client property		Form		[redacted]
Management review meeting minutes	Management review report		Form		[redacted]
Record of realization process	Change order		Form		[redacted]

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Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
Record of inspection work product	Special inspection		Form		[redacted]
Supplier evaluation	Supplier review		Form		
Traceability records	Special inspection		Form		
Training records	Training record		Form		

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CONFIGURATION MANAGEMENT

Origination Date: (Month Year)

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or CO#)

Abstract:
This document describes configuration management procedures.

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REVISION LOG

Issue	Date	Comment	Author
Orig		Original release	(Your Name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of work products produced by the Company's configuration management activities, which include the following:

- [redacted]
- [redacted]
- [redacted]
- The following are not governed by this control procedure:
  - [redacted]
  - [redacted]

2.0 THEORY

Inspection/test configuration includes a variety of aspects of a given application, including the shape, function, internal components, raw materials, Suppliers, Subcontractors and materials used, and more. Because a given work product may change over its life, it is important to maintain control and records regarding changes.

3.0 CONFIGURATION DOCUMENTATION

3.1. The up-to-date configuration of special inspection instructions (hereafter called "work product") is identified through applicable technical documents.

These may include, but are not limited to:

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

3.2. All such technical documents are developed and approved by the Responsible Authority, which are then controlled according to this procedure. (See section 4.0)

3.3. Configuration documents and Client intellectual property received by the Company are forwarded to the Document Control Center (DCC) for logging and distribution. Project personnel are responsible for [redacted]

4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. The Responsible Authority (RA) serves as the Configuration Control Board, which has full authority and responsibility for [redacted] Material Review Board (MRB) actions approved by the CCB that affect configuration may be immediately implemented and are noted on the configuration status records as the authorizing document for the configuration change.

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4.2. CCB responsibilities include:

- [redacted]

5.0 CONFIGURATION CHANGE CONTROL

5.1. Evaluation of a change in configuration for a work product takes into consideration [redacted] Typically, this includes [redacted]

5.2. All associated changes and affected items or computer programs are included on the Change Order form. The evaluation by the CCB includes [redacted] Revisions to approved and released documents are reviewed for adequacy and approved by [redacted] Redlined technical documents may be used if [redacted]

5.3. Types of Configuration Change

Changes to the configuration are implemented after approval of engineering changes, deviations or waivers. The definition for each is as follows:

5.3.1. Engineering Change: [redacted]

5.3.2. Deviation: [redacted]

5.3.3. Waiver: [redacted]

5.4. Change Classification

Changes in configuration are classified by the CCB as either Class I or Class II. The change classification assigned by the CCB is entered on the Change Order, which [redacted]

[redacted]

5.4.1. Class I Changes

The engineering change is classified as Class I when it affects one or more of the following:

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

Non-technical contractual provisions are affected, such as, but not limited to:

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

5.4.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are [redacted]

5.5. Change Implementation

5.5.1. The Responsible Authority verifies that changes have been incorporated into affected work products and associated configuration status records have been revised.

5.5.2. Superseded revision levels of electronic documents are stored electronically. Superseded documents may be used by [redacted]

5.5.3. Proposed Class I engineering changes are approved by the CCB and are submitted to the Client in the form of a Change Order (CO) or as required by contract. A Class I Engineering Change is not implemented until Client approval is obtained, if required. The determination of need for all Class I Engineering Changes is the responsibility of the CCB, which evaluates [redacted]

5.6. Document approval is indicated by the following method:

- [redacted]
- [redacted]

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6.0 SUBCONTRACTOR AND SUPPLIER CHANGES

6.1. Supplier and Subcontractor requests for change are controlled according to the ***QMS-08 Purchasing Procedure***.

7.0 INSPECTION AND TEST SOFTWARE CONTROL

7.1. Revision control is applicable to software programs that are used for operating or controlling inspection and test equipment.

7.2 When computers or automated equipment are used for inspection operations, the Company ensures:

a) [redacted]

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

b) [redacted]

c) [redacted]

7.3 Records of validation and periodic checks on integrity are retained.

7.4 Checks are performed and documented on software updates before the up-dates are broadly implemented.

7.5 The Company identifies the version of software that was or is in use and is able to confirm the current status of software used by personnel in automated equipment and portable electronic equipment.

7.6 Factors that are considered in protecting the integrity and security of data include, but are not limited to:

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

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QUALITY PLAN FOR MONITORING SPECIAL INSPECTORS

Origination Date: (mo-yr)

Document Identifier:	Quality Plan for Monitoring Special Inspectors
Date:	(your date)
Revision:	Orig

Abstract:
This document describes the quality plan for monitoring the performance of Special Inspectors.

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change
Orig	---	Original Release

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1.0 GENERAL

This plan defines the quality practices, resources and activities that are applicable to the monitoring of special inspections performed by the Company's Special Inspectors and other personnel involved in inspection activities.

2.0 SCOPE

This plan is a summary of operations that are applicable to monitoring the satisfactory performance of Special Inspectors by personnel familiar with the inspection methods and procedures used by the Company.

3.0 PLAN REQUIREMENTS

Requirements for the plan are derived from:

- A2LA R301 Inspection Body Accreditation Requirements
- ILAC-P15 Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies.

4.0 QUALITY OBJECTIVE

The Company performs all monitoring functions to achieve conformance with requirements.

5.0 MANAGEMENT RESPONSIBILITIES

Personnel familiar with the inspection methods and procedures used by the Company oversee performance monitoring to ensure [redacted]

Management has empowered all employees to [redacted]

The Company's Technical Manager has overall responsibility for [redacted]

The Company's Quality Manager is responsible for [redacted]

6.0 CONTROL OF DOCUMENTS AND DATA

Documents are controlled according to the ***QMS-01 Control of Documented Information Procedure*** to ensure the information on them is [redacted] Previous versions are stamped "Superseded" and legacy documents are [redacted]

7.0 CONTROL OF RECORDS

Records are controlled according to the ***QMS-01 Control of Documented Information Procedure*** to ensure the information on them is accessible, legible and suitably maintained. Records provide evidence of [redacted]

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8.0 RESOURCES

Performance monitoring resources are discussed and allocated during Management Review according to the ***QMS-04 Management Process Procedure***.

The sequence and interaction of processes has been determined and are controlled by specific work details. Workmanship standards are set for each process with appropriate data gathered and reviewed to ensure process effectiveness. Corrective and preventive actions are controlled according to the ***QMS-13 Corrective Action Procedure*** to ensure [redacted]

The Company plans and carries out processes that include assurances that:

- [redacted]

9.0 PERFORMANCE MONITORING REQUIREMENTS

Performance monitoring ensures the consistency and reliability of inspection outcomes and includes [redacted] Performance monitoring is applied to Special Inspectors and other positions that could [redacted]

The Company uses the results of monitoring as a means of identifying the needs for review of the quality management system and the needs for personnel training to keep pace with developing technology and inspection methods.

Performance monitoring takes into consideration:

- [redacted]

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The frequency of on-site observations for each Inspector is one inspection event every two(2) years for each of the following accreditation categories:

- [redacted]

On-site observations for each Inspector may require a higher frequency and/or more than one observation to adequately cover the range of required competencies depending on the fields, types and ranges of inspections listed in the Inspector's authorizations.

When the Company has only one technically competent person, the Company makes arrangements [redacted] according to:

- [redacted]

10.0 PRODUCTION AND SERVICE PROVISION

Special inspection instructions and technical documentation provide [redacted]

11.0 PRESERVATION OF PRODUCT

The Company prepares instructions for the proper handling, preservation, storage, packaging and shipping of test specimens to protect quality and prevent damage, loss, deterioration, degradation or substitution of products. The instructions are detailed in the applicable inspection instruction.

12.0 CONTROL OF NONCONFORMITIES

Special inspection activities that are found to be nonconforming against requirements are [redacted] The process for controlling nonconformities is fully defined in the ***QMS-14 Control of Nonconformances Procedure***.

13.0 MONITORING AND MEASURING

The Company monitors the special inspection process according to specified requirements.

Monitoring and Measurement includes:

- [redacted]

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14.0 AUDITS

Internal quality audits are conducted to ensure ongoing compliance with requirements of this quality plan at least once annually. The internal audit process is fully defined in the ***QMS-12 Internal Auditing Procedure***.

15.0 MONITORING DETAILS

Monitor the performance of each Special Inspector for each type of special inspection, which may include [redacted]

The frequency of performance monitoring is defined by [redacted]

Minimize the disturbance of the special inspection under contract when performing on-site monitoring.

Record on-site performance monitoring results on the ***Special Inspector Monitoring Report*** form and include [redacted]

Record nonconformities on the ***Nonconformance Report*** form and forward to management for disposition according to the ***QMS-14 Control of Nonconformances Procedure*** and the ***QMS-13 Corrective Action Procedure***.

Record the Inspection Report number, Special Inspector name, Performance Reviewer name and date of performance monitoring on the ***Inspector/Monitor Review Log***.

Include performance monitoring as an agenda item for each Management Review Meeting, which is implemented according to the ***QMS-04 Management Process Procedure***.

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QMS-04 MANAGEMENT PROCESS

Origination Date: (mo/yr)

Revision Level: Orig
Revision Date: (mo-d-yr)
Released By: CO# ???

Abstract:
This document describes the management review process.

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REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

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

2.0 THEORY

The Company believes in "intelligent management," which enables the Company to make decisions based on facts, data and verifiable evidence. Intelligent management reduces the need to make decisions based on personal opinion, whims or mood and ensures results of decisions are measurable.

3.0 MANAGING AS A PROCESS

The Company recognizes that it has to manage processes identified in the Quality Manual; however, management itself is treated as a process. This means that management activities have inputs, outputs, controls and reaction plans (when things do not work out as expected.) The Company considers the results of analyses and evaluations and the outputs from management reviews to determine if there are needs or opportunities to be addressed as part of continual improvement.

The process map in the Appendix of this document identifies how Management is treated as a process and provides an overview of how management is performed.

Management is responsible for implementation and application of the following QMS requirements:

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

4.0 PROCEDURE: MANAGEMENT REVIEW

4.1 The management of the Company performs rolling reviews at their discretion and formal management review of the quality system at least one time per year to ensure [redacted] and the objectives of ***ISO 17020***.

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The minimum attendance for Management Review shall be [redacted]

4.2 This review shall include [redacted] Management pays particular attention to [redacted] Management implements necessary actions to [redacted]

4.3 Minutes of the meetings are taken and maintained. The ***Management Review Report*** may be used as a guide for the records or may be completed and retained as the record.

4.4 The Management Review meeting should include analysis of the following inputs:

- [redacted]

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4.5 Management shall use action items or the corrective action system to take recorded actions as a result of review topics in an effort to [redacted] This includes [redacted] Relevant information regarding the activities of the larger organization is maintained up to date. See the ***QMS-13 Corrective Action Procedure***.

4.6 Management shall determine internal issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [redacted]

4.7 Management shall determine external issues that affect its ability to achieve intended results, which may include, but are not limited to:

- [redacted]

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

5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is [redacted]

5.2 Each process objective is measurable in some fashion. The means of measurement are called "metrics" and the metrics are defined in the Management Review minutes.

5.3 Top management will assign goals to each process metric.

5.4 Throughout the year, assigned managers and staff will gather data according to the defined metrics.

5.5 During Management Review the data will be presented and recorded and an assessment made on whether each process succeeded in meeting its assigned goal.

5.6 When a process does not meet a goal, corrective action shall be taken according to the ***QMS-13 Corrective Action Procedure***. Such action may be taken to [redacted]

5.7 The current metrics, standings, previous goal and revised goals shall be recorded in the management review records. (See section 4.0 above.)

5.8 Over time, management shall assess performance of each process against the goals as a means of [redacted] according to the ***QMS-13 Corrective Action Procedure***.

6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION

6.1 Internal communication is an important facet of the way the Company does business. By this we mean that information flows in all directions, from top management throughout the Company and from all employees back to top management.

The following methods are used for internal communications:

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

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- [redacted]

6.2 External communications that are relevant to the quality management system are limited to authorized Responsible Authorities. Any undesignated Company Employee that is contacted by an External Party refers the Party to the authorized Responsible Authority.

6.2.1 Confidential Company Information

Company Employees do not reveal Confidential Company Information to External Parties except to the extent such disclosures are necessary in the discharge of the person's duties and are made pursuant to [redacted] This policy supplements but does not replace the obligations of Company Employees pursuant to separate written agreement to protect Company information.

6.2.1.1 Basic Company Information

Company Employees do not communicate Basic Company Information to External Parties except to the extent that such communication is part of their normal responsibilities. For example, [redacted] This is not intended to limit ordinary conversation with family and friends regarding information that is already public or not sensitive; it is intended to [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company on social media sites, blogs or other venues accessible to External Parties. Confidential Company Information should be discussed internally [redacted]

[redacted]

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All Written Company Information conforms to guidelines established from time to time.

All Written Company Information is approved by the appropriate Responsible Authority before it is communicated to any External Party.

With respect to any Written Company Information regarding new business, clients, or other contract counterparties, or other Third Parties with a business relationship with the Company, care must be exercised to [redacted]

Written Company Information regarding material transactions, contracts, or other significant corporate events or circumstances, or prepared in response to requests from governmental or regulatory bodies, are [redacted]

7.0 PROCEDURE: RESOURCE MANAGEMENT

7.1 The management of resources is a critical component to the management activities of the Company.

Resources requiring such management includes:

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

7.2 Like other management activities, resource management is based on [redacted]

7.3 To manage resources, top management obtains a regular, accurate picture of current resource allocations and needs.

7.4 During Management Review, managers shall present a resource report for their affected areas and processes, ensuring that [redacted]

7.5 From that data, top management can [redacted]

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8.0 PROCEDURE: REVIEW OF SPECIAL INSPECTION REPORTS

Special inspection reports are reviewed by authorized supervisory personnel according to the following requirements:

8.1 Desktop Review:

8.1.1 Special inspection reports are reviewed for adequacy and completeness at least once during each calendar year.

8.1.2 Only Supervisors with the authority and acquired knowledge/expertise in the specific area of inspection are authorized to perform technical reviews. The Company determines [redacted]

8.1.3 The Supervisor ensures [redacted]

8.1.4 The Supervisor ensures [redacted]

8.1.5 The Supervisor ensures [redacted]

8.1.6 The Supervisor reviews [redacted]

In the event that no inspection activities are performed, the Supervisor may [redacted]

Note: In the event the Company has only one Special Inspector, random review by peer group or Client may be essential, at the discretion of the Company.

Note: If an inspection is performed by the Company's Primary Inspector and no other equally qualified person is available in the Company, the review [redacted]

8.2 On-Site Review:

8.2.1 Review of records maintained of the monitoring of inspectors at least once during their first month of employment.

8.2.2 Review of records of periodic monitoring of inspectors in the field according to the Quality Plan for Monitoring Special Inspectors for each field of inspection by the Company. A rolling plan is [redacted]

8.2.3 Review of the quality of inspection activities established by the Company, which may include, but are not limited to:

8.2.3.1 [redacted]

8.2.3.2 [redacted]

8.2.3.3 [redacted]

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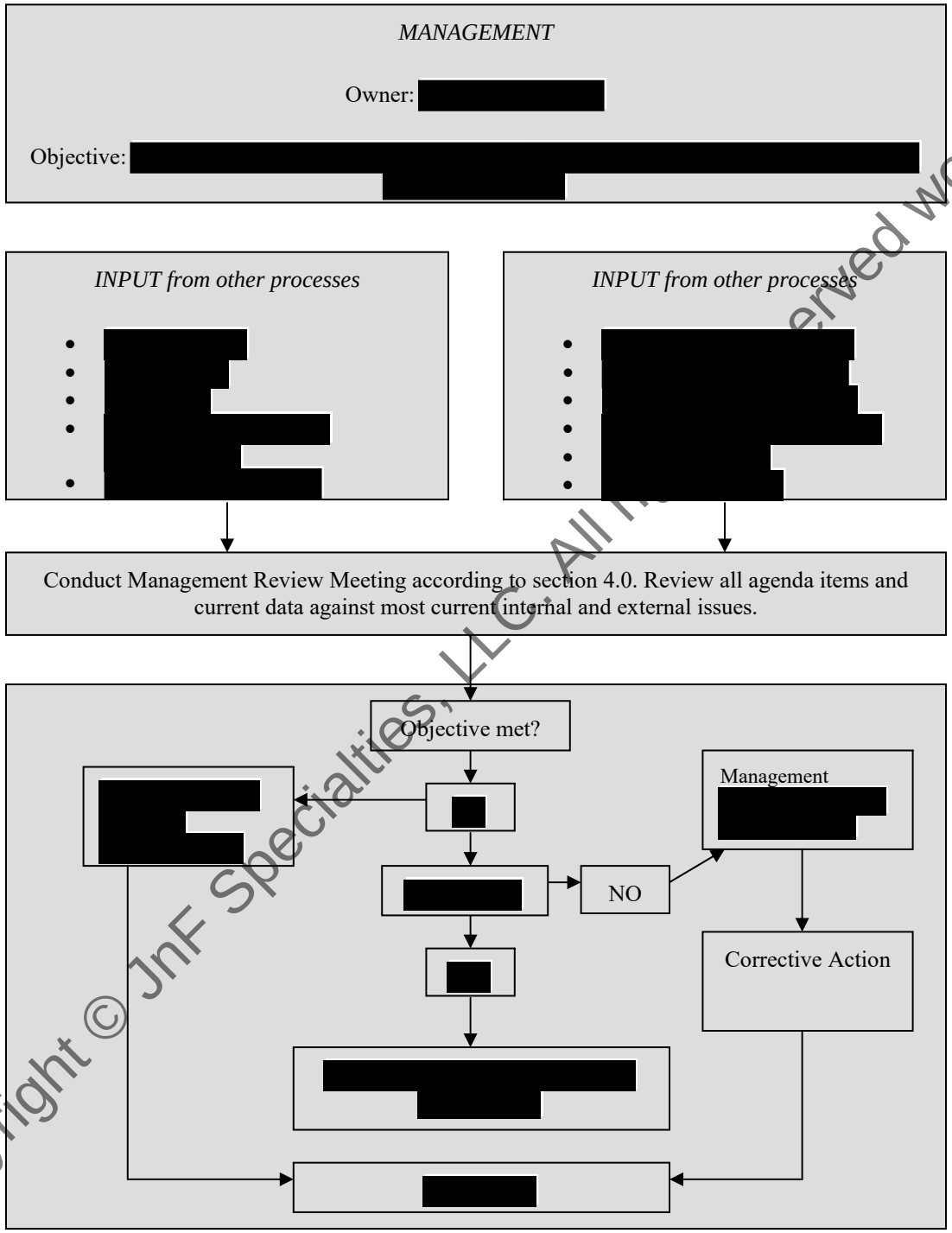
APPENDIX A: PROCESS MAP



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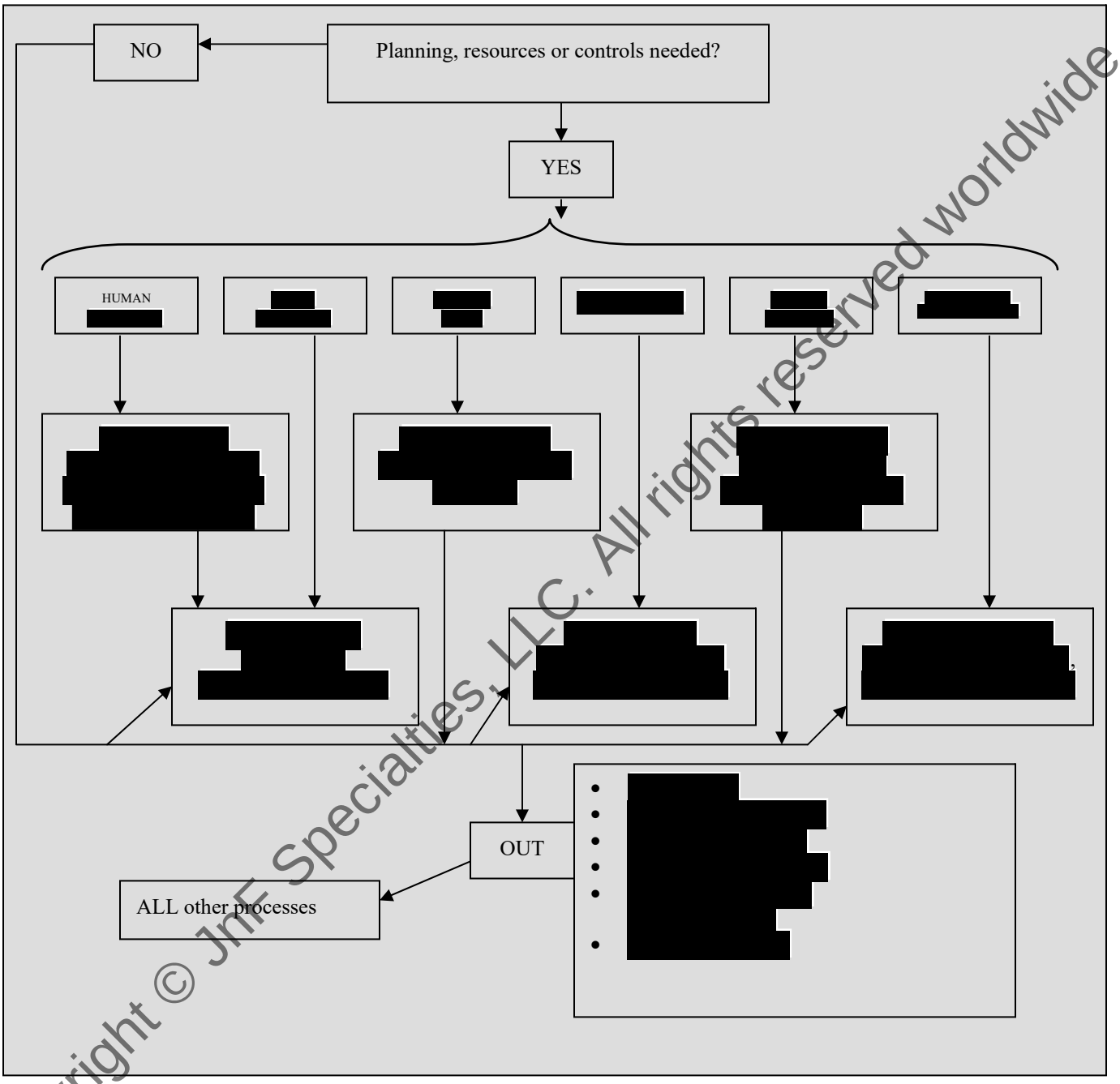

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RESPONSIBILITIES AND AUTHORITIES

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes responsibilities and authorities of Company personnel.

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REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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2.0 THEORY 4
3.0 RESPONSIBILITIES & AUTHORITIES 4

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1.0 PURPOSE

This document provides an overview of the responsibilities and authorities for key positions within the Company.

2.0 THEORY

It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company.

3.0 RESPONSIBILITIES & AUTHORITIES

3.1 (your title, such as Operations Manager)

The (your title) is responsible for [redacted]

3.2 Technical Manager

The technical manager has the necessary independence, qualifications, experience and overall responsibility for [redacted]

3.3 Quality Manager

The Quality Manager is responsible for [redacted]

3.4 Field Supervisors

Field supervisors are responsible for [redacted]

3.5 Deputy Manager

The Company assigns a Deputy manager that has the necessary independence, qualifications, experience and responsibilities after two (2) hours of unavailablity of the regularly assigned technical manager, quality manager and/or field supervisor.

3.6 Administrative Assistant

The Administrative Assistant is responsible for [redacted]

3.7 Accounting Manager

The Accounting Manager is responsible for [redacted]

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3.8 Environmental Health & Safety Manager

The EHS Manager is responsible for [redacted]

3.9 Inspectors

Inspection personnel have the necessary independence, qualifications, experience and responsibility for carrying out inspection activities according to instructions and inspection plans. Inspectors are responsible for [redacted]

3.10 Internal Auditors

Internal Auditors are responsible for [redacted]

3.11 Shipping Personnel

Shipping personnel are responsible for [redacted]

3.12 Human Resources Staff

Human Resource staff is responsible for [redacted]

3.13 Purchasing Staff

Purchasing staff is responsible for [redacted]

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Your Logo

Your Company Name

TRAINING PROGRAM

Origination Date: (your mo/yr)

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes training program and requirements.

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REVISION LOG

Issue	Date	Comment	Author
Orig			

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3.0 TRAINING PROCEDURE 4

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1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained and qualified. The Company intends to ensure adequate employee performance through a robust training program that includes initial orientation, assessment of abilities and on-the-job training to enhance those abilities.

3.0 TRAINING PROCEDURE

The Company's training program:

- [redacted]

3.1 Hiring

Employees are hired on their basis to best meet the requirements for the position. To accomplish this, potential candidates are compared against the requirements of the ***QMS-05 Responsibilities and Authorities Procedure*** as well as competency requirements in job descriptions for the open position. [redacted]

3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo a 1 or 2 day induction period for indoctrination and orientation using the ***Training/Orientation/Induction*** form. This also introduces the employee to [redacted]

3.3 On the Job Training

Once an employee has completed the induction period, they undergo mentoring with on-the-job training relative to their position by a Technical Manager, Supervisor, Senior Inspector or approved 3rd party training resource. This training is specific to the area and equipment on which they work and is typically [redacted]

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3.4 Additional Training

At the discretion of management, additional training may be conducted at any time by a Supervisor, Senior Inspector or 3rd party training resource. This may be necessitated by [redacted] This record may be in any form and may be provided by a third party training resource but must indicate [redacted]

3.5 Continuation/Refresher Training

Management conducts periodic reviews to consider the need for continuation/refresher training to keep pace with developing technology and code changes. Procedures for continuation/refresher training are documented by the Company. The identification of training needs for each person takes place at least once per year, which results in [redacted]

3.6 Supervision/Monitoring of Inspectors

3.6.1 The Company has a supervision/monitoring system for their inspectors that prompts a Responsible Authority when checks or renewal is due. The monitoring system includes: [redacted]

3.6.2 The Company conducts a review of each inspector at a minimum frequency of once every six months. The six-month review includes:

- [redacted]

3.6.3 The Company monitors inspectors at least once during the first month of employment; thereafter, inspectors are [redacted]

3.7 Inspector Requirements

The Company determines personnel performing inspections have appropriate:

- [redacted]

Including Relevant knowledge of:

- [redacted]

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- [redacted]

When applicable, inspection personnel have:

- [redacted]

Employees may be appointed / authorized to:

- [redacted]

The Company addresses the following details:

- [redacted]

Records

The Company maintains a current listing of staff authorized to issue reports, including, as appropriate, [redacted]

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PROPOSAL DEVELOPMENT AND CONTRACT REVIEW

Origination Date: Your Date

Revision Level: Orig
Revision Date: Your Date
Released By: CO# ???

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Abstract:
This document describes the procedures used to review contracts and develop proposals.

REVISION LOG

Issue	Date	Comment	Author
Orig	Your Date	Authorization: CO# ???	Your Name

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Superscript numbers denote compliance with paragraph numbers from AC291.

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1.0 PURPOSE

This document defines the Proposal Development and Contract Review process including or making reference to procedures for the various activities within the process.

2.0 THEORY

The Company can only meet Client requirements by ensuring that all such requirements are obtained from the Client, then reviewed and understood. This process ensures [redacted]

3.0 PROCEDURE

Information obtained or created to enable performance of inspection operations is maintained as proprietary and confidential according to the ***QMS-01 Document and Records Control Procedure***.

Particular attention is paid to identify:

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

See Process Map.

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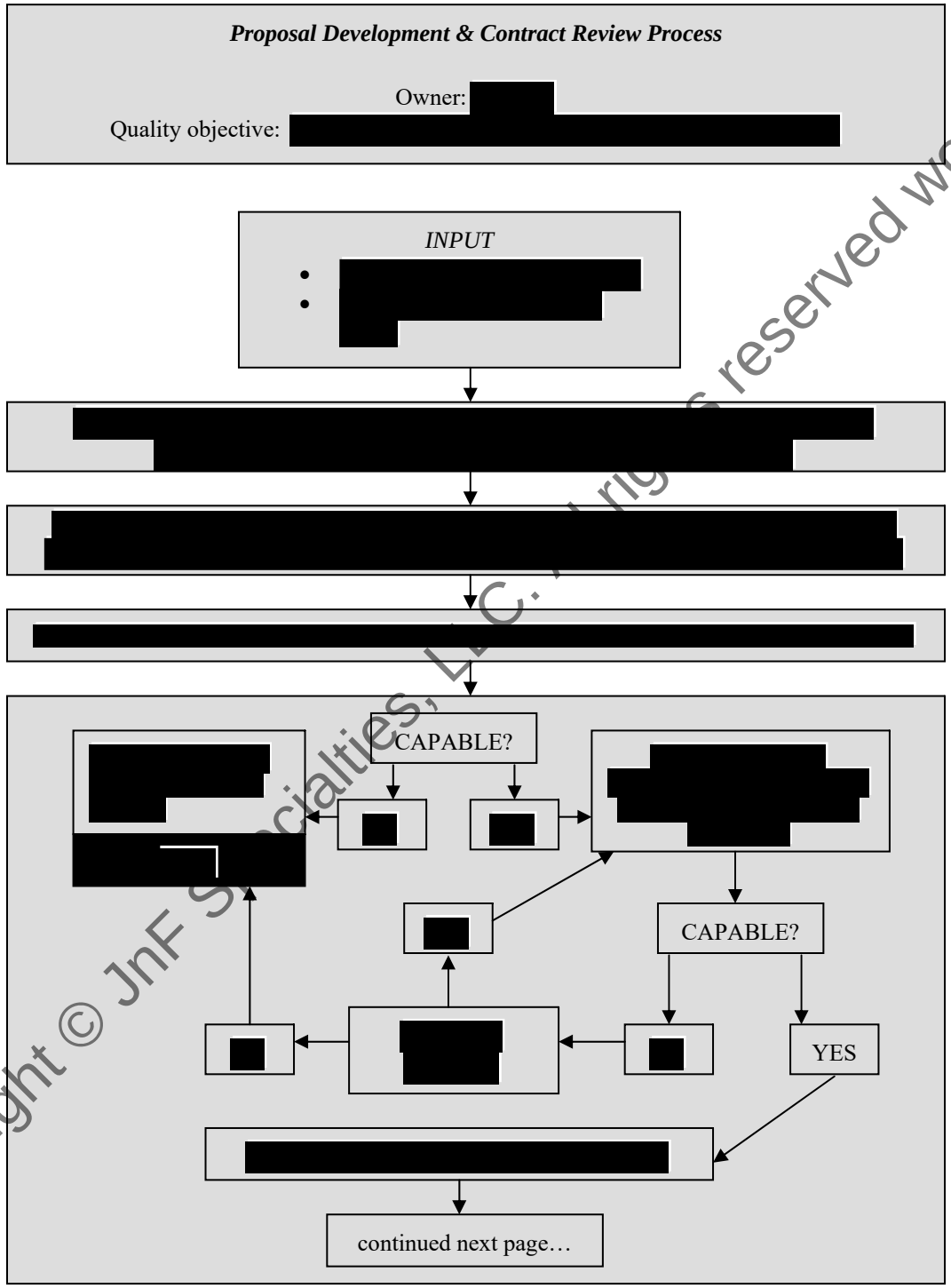
4.0 PROCESS MAP



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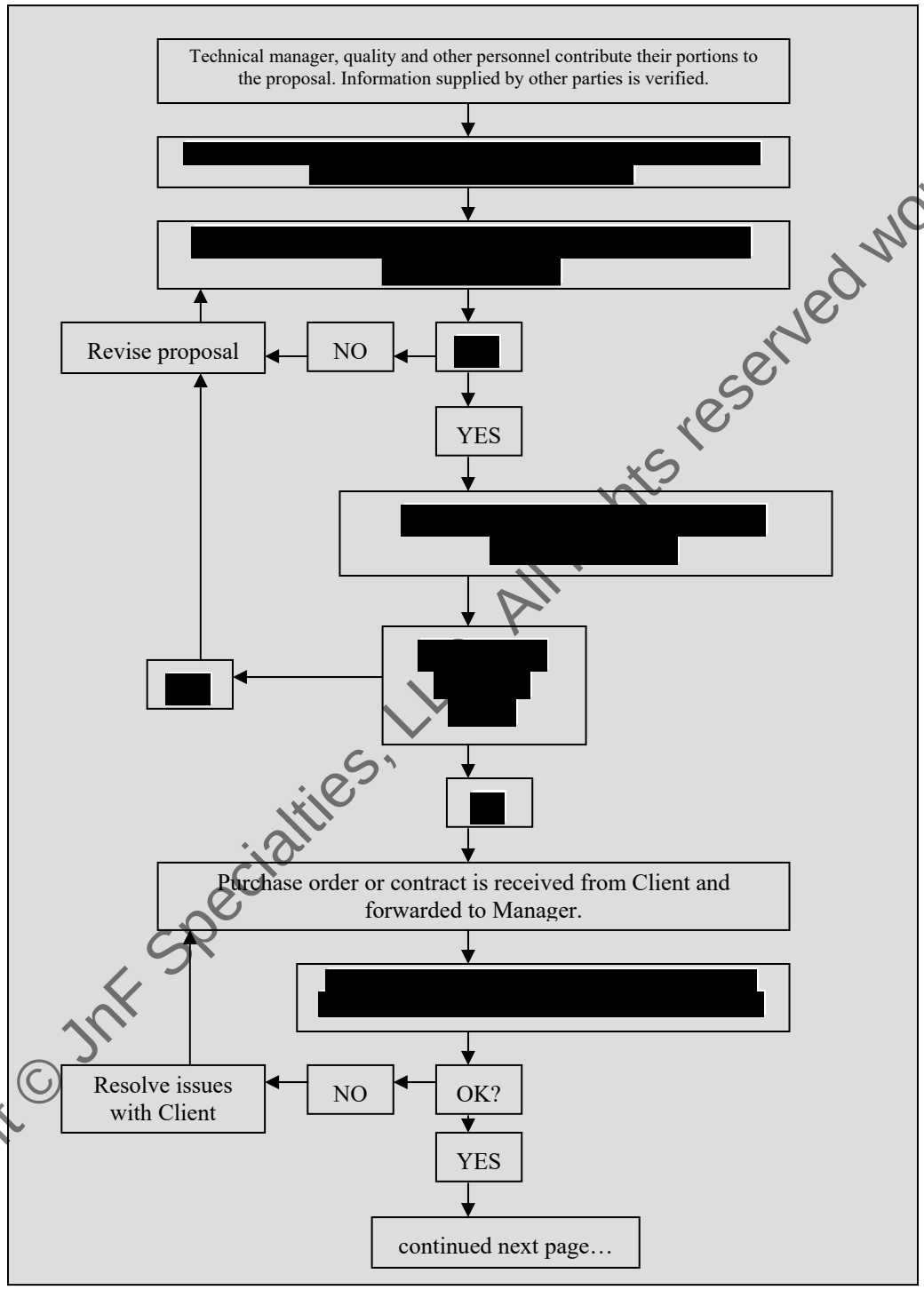

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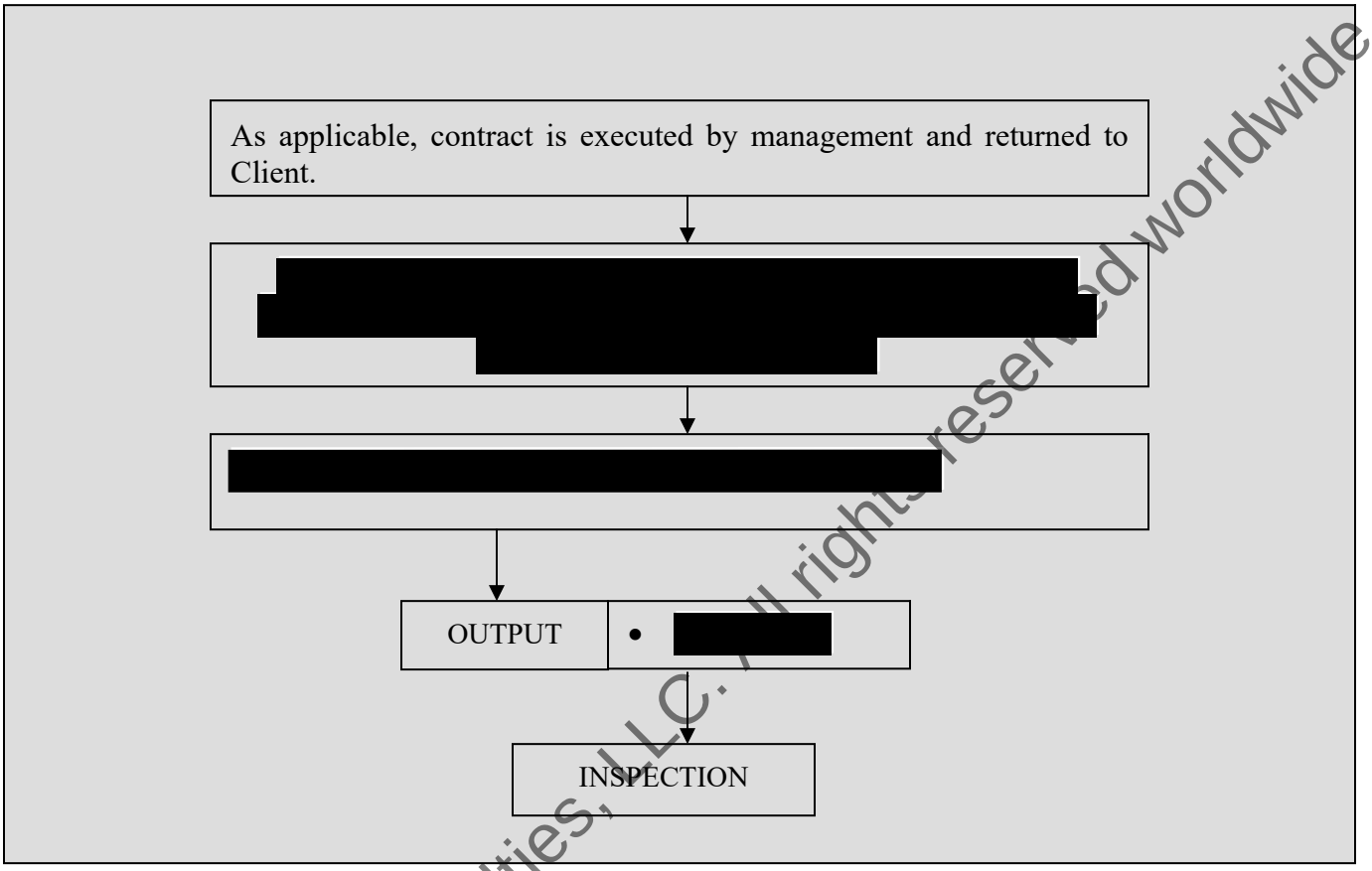

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Your Logo

Your Company Name

PURCHASE ORDER REVIEW

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the work instruction for reviewing purchase order content.

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REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1	Quality Group	-- Check-off applicable requirement boxes on Requisition -- Complete the Used-On and Contract# sections on the cover page of the PO Used-On = J/N or Program Acronym; Contract# = P.O.# -- The reviewer determines the need for, and if justified, imposes the requirements of Supplier Quality Requirements to the Requisition or P.O.
2	Quality Group	-- [redacted] *may not be expired for epoxy products* -- [redacted] *may not be expired for rubber products;* -- Add known QA requirements to the requisition for entry on the PO; -- Check mark the appropriate field in the "Type of Certs" section; multiple types of Certs may be required. -- Determine if a Supplier has been designated by the Customer - notify Purchasing when a sole-source Supplier is designated by the Customer -- Forward Requisition to Document Control for drawing and/or specification revision identification -- initials adjacent to the revision letter on the Requisition indicates that the revision is correct -- "Under Revision" will be stamped on the Requisition if the revision is not correct. -- Initial and date (should be Mo/Day) the Requisition in the "Approved By" field and forward it to the Purchasing Group. -- Suppliers should be evaluated according to the Supplier Evaluation -- [redacted]
	IF	THEN
2.1	Older Revision Supply Required	-- Contact the applicable Project Engineer and process the Requisition
2.2	Requisition is marked "Under Revision"	-- [redacted]
2.3	A Raw Material Requirement **is not** Specified	-- A Material Note Number is not required for commercial items. -- [redacted]
2.4	*Deviation to drawing is noted on Requisition such as "Less Note"*	[redacted]

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		[redacted]
2.5	*Order is for inspection activity without reference to engineering drawing*	[redacted]
3	Quality Group	When justified, add provisions for any one or combination of the following to the Requisition or P.O. in addition to Supplier quality requirements: -- [redacted]
4	Quality Group	Relative to the procurement of software, the reviewer determines the need for, and if justified, adds to the procurement document provisions for any one or combination of the following: -- [redacted]

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		[redacted]
5	Discrepancy in Requisition or P.O.	-- Return to Purchasing Group for correction(s)
5.1	Supplier Quality Requirements applies	-- Attach prepared original to Requisition or P.O. -- [redacted]
5.2	P.O. requires additional conditions related to Supplier	-- Record Supplier related add-on text to Requisition or P.O. -- [redacted]
	IF	THEN
5.2.1	P.O. requires additional conditions related to in-house processing	Record add-on text to Requisition or P.O. and forward to User
5.2.2	Requisition or P.O. Ok	-- [redacted] -- [redacted] -- [redacted]
6	Quality Group	Forward Supplier Evaluation to the Supplier; perform required follow-up routines.

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Your Logo

Your Company Name

PURCHASING

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the purchasing process.

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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 not subject to the controls of this procedure.

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 [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:

- RESTRICTED: [redacted]
- CONDITIONAL: [redacted]
- UNRESTRICTED: [redacted]
- DOCK-TO-STOCK: [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 [redacted]

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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 [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 100% on their first delivery may be upgraded to [redacted]

3.10 If a new Supplier rates [redacted]

3.11 If any Supplier rates less than [redacted]

3.12 If items are returned to any Supplier [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 [redacted]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Quality Group [redacted]

The Company notifies affected Clients when it subcontracts inspection operations.

4.2 When appropriate, the purchase order defines [redacted]

4.3 As applicable, purchase order information includes:

a) [redacted]

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b) [redacted]

c) [redacted]

d) requirements relative to:

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

e) [redacted]

f) [redacted]

g) [redacted]

h) [redacted]

4.4 The requirements for delegation are defined when [redacted]

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

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 [redacted]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will [redacted]

5.2 Any employee of the Purchasing Department that has any financial or other interest in a supplier company, either directly or through any member of his/her immediate family, shall [redacted]

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

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

5.5 The Purchasing department will cooperate with Customer-related activities and will [redacted]

5.6 The Purchasing department will not, [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.

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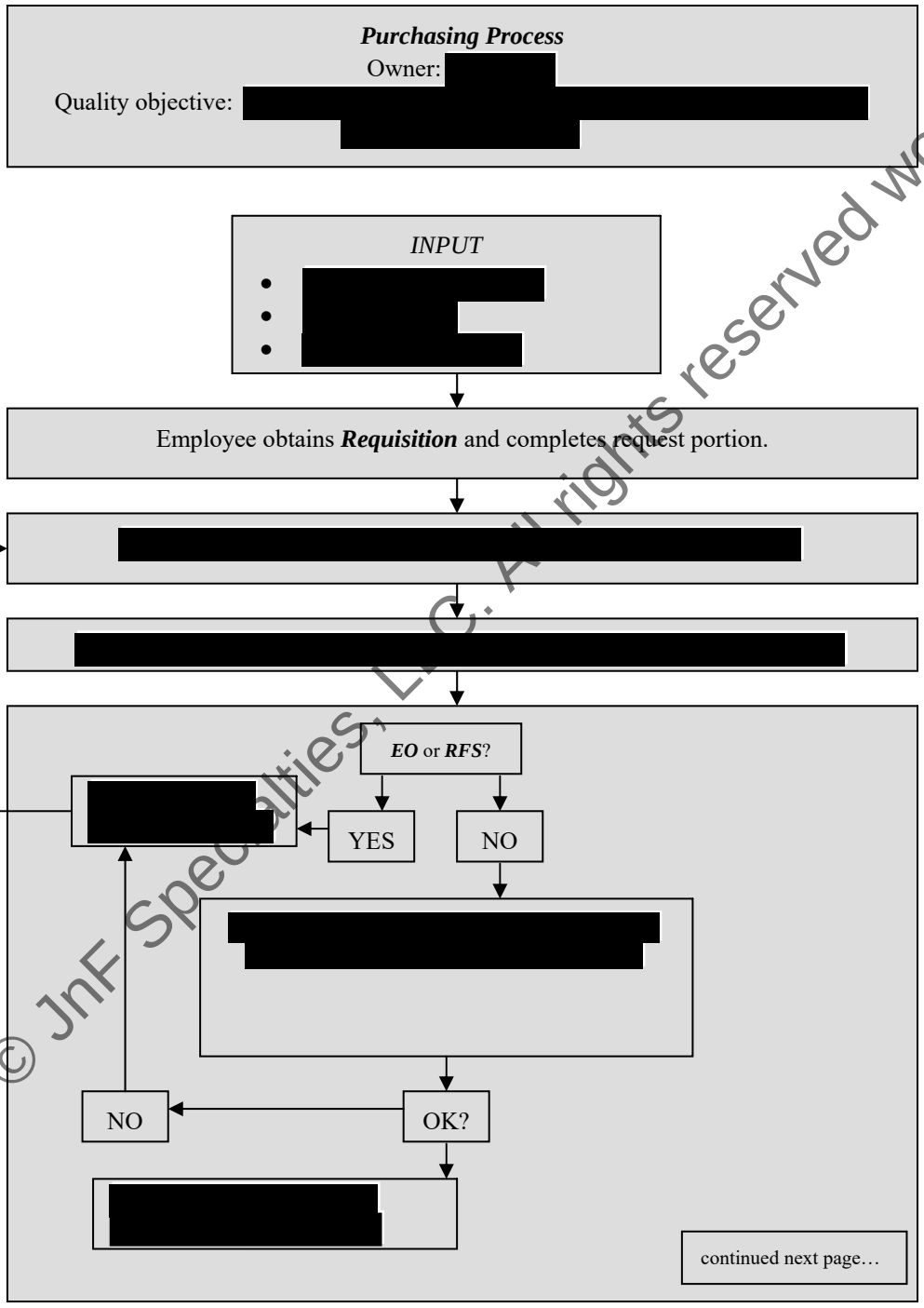
6.0 PROCESS MAP



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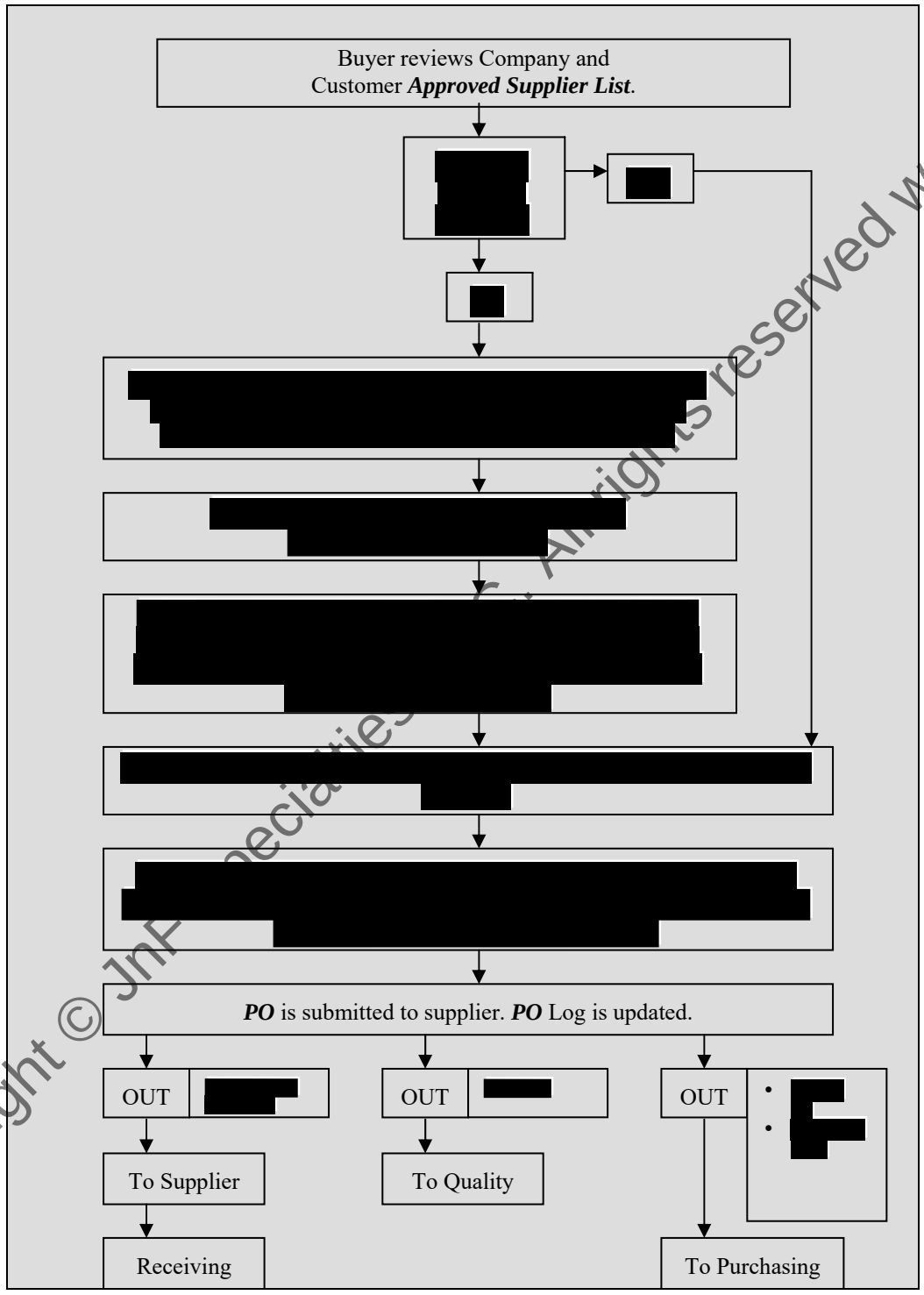

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Your Logo

Your Company Name

RECEIVING INSPECTION

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the receiving and inspection process.

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REVISION LOG

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1.0 PURPOSE

This document defines the Receiving process including receiving inspection activities and includes or makes reference to procedures for the various activities within the process.

2.0 THEORY

Receiving is the first line of defense to prevent sub-standard supplies from affecting the Company's process or product quality; however, sampling and 100% incoming inspection is only a part of the collection of applications that are necessary to assure the release of conforming supplies to stock. Receiving inspection cannot provide 100% assurance of product or process quality because the affect that the supplies have on inspection-level activities cannot be assessed or verified - only by 100% use of supplies will defects be detected in product or process quality.

As a result of teaming and intelligent design, the Company ensures that deliverable supplies meet Customer requirements prior to packaging and shipping.

3.0 PROCEDURE: RECEIVING

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

4.0 PROCEDURE: RECEIVING INSPECTION

4.1 The inspector will receive the items and original paperwork from the RA and acquire the applicable PO. (see the Purchasing Procedure)

4.2 Inspections are performed according to Appendix A or as required by [redacted]

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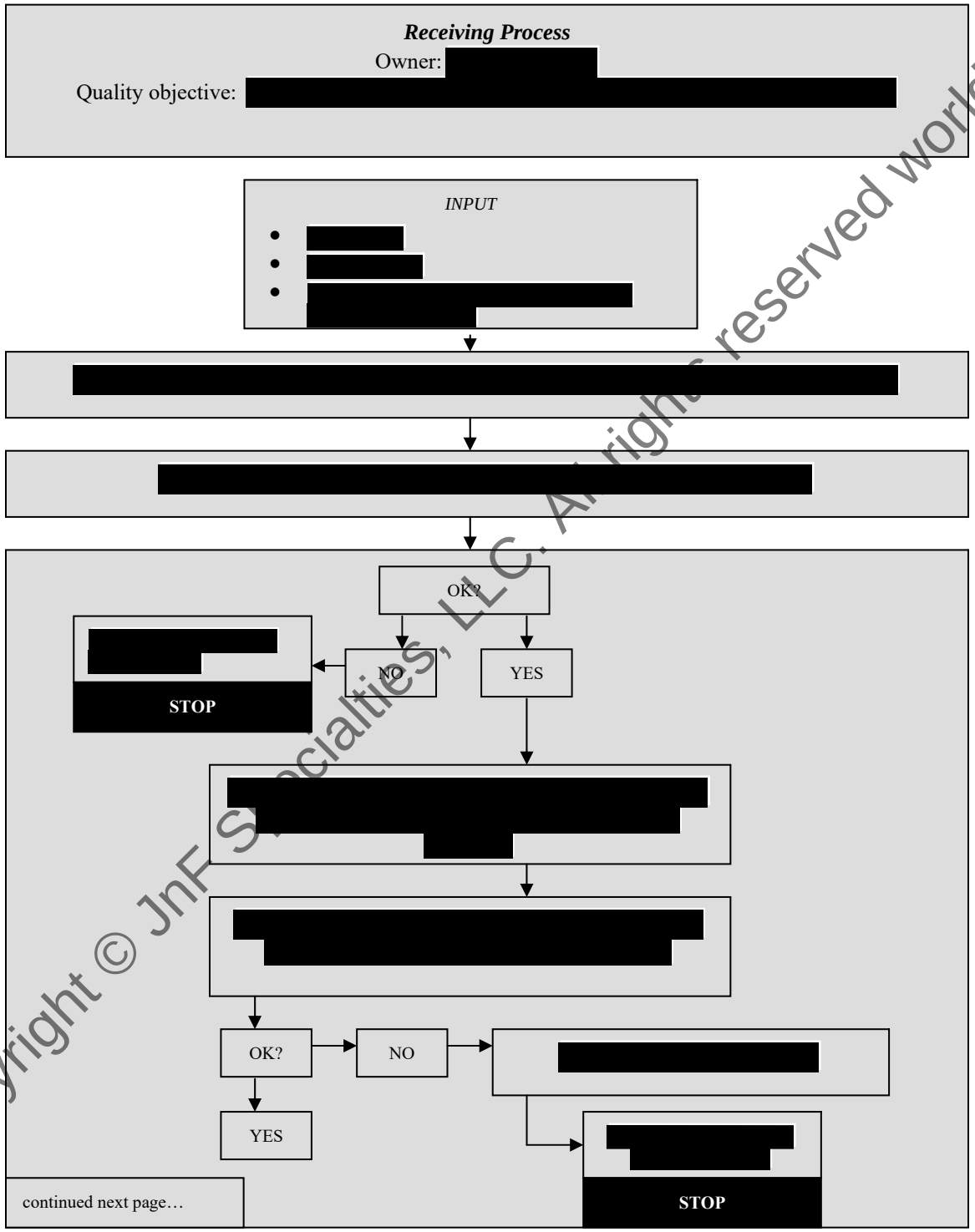
PROCESS MAP



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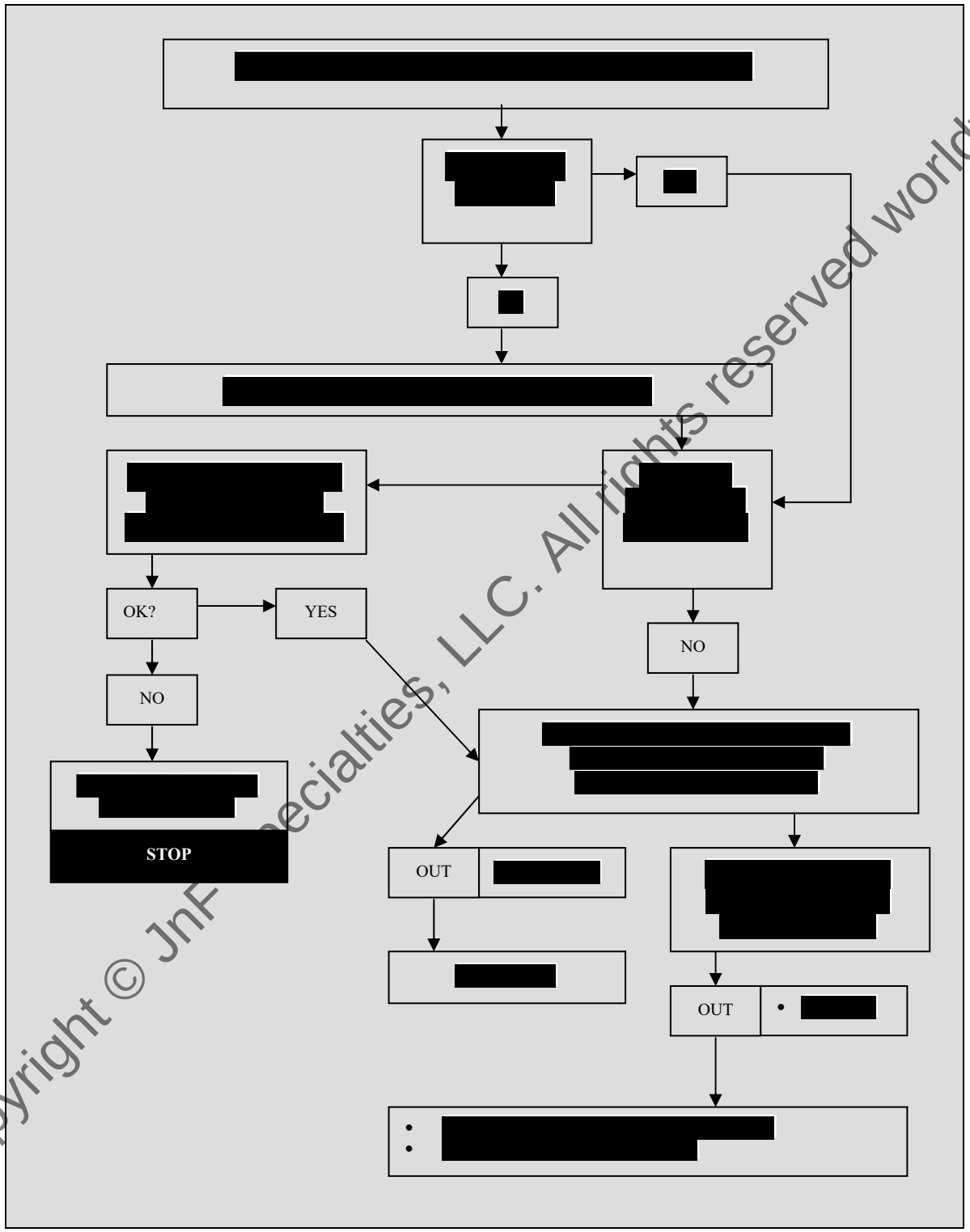

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APPENDIX A - RECEIVING INSPECTION WORK INSTRUCTIONS

Op 1: Acquire copy of purchase order. Perform [redacted]

Op 2: Verify supply [redacted]

Op 3: Count the quantity of items received. Items exempt from counting include [redacted]

Op 4: Verify the Supplier is approved according to the current Approved Supplier List - if Supplier is not listed [redacted]

If Supplier provides a non-chemical item and is approved for DOCK-TO-STOCK, [redacted]

If Supplier provides a chemical and is approved for DOCK-TO-STOCK, [redacted]

Op 5: If the supply is a <Catalog/Commercial> item, [redacted]

Op 6: Perform First Piece Mechanical/Visual inspection on a new production part number to determine [redacted]

Op 7: SAMPLING PLAN:

[redacted]

Randomly select items for [redacted] then

Op 8: Verify dimensional conformance of selected items according to [redacted] then

Op 9: Verify conformance of supplies according to [redacted] then

Op 10: Verify conformance to the required chemical composition according to [redacted]

Op 11: When raw material is accepted only by review of Supplier certificate of analysis, review the current Approved Supplier List for item criticality and perform the following activities:

For critical item: [redacted]

[redacted]

For non-critical item: compare the current and previous certificates of analysis.

[redacted]

Op 12: Verify lot traceability is identified directly on supplies or [redacted]

Op 13: If the Supplier is a distributor of the supplies, verify [redacted]

Op 14: Affix a Good Material Tag to accepted supplies. For supplies that exhibit a lot number for traceability, [redacted]

Op 15: If supplies are nonconforming or their conformance cannot be determined [redacted]

If the supply is obviously unfit for use [redacted]

Op 16: Complete the applicable receiving inspection record following its format (record applicable M&TE, lot traceability, etc)

Op 17: Complete shelf life expiration log for supplies that have an expiration date.

Op 18: Record the quantity and date received on the PO then [redacted] according to *Appendix B.*

Op 19: If the Supplier's packaging is adequate to physically protect items [redacted]

Each time the Responsible Authority enters the Stock Control area to add supplies, they routinely [redacted] In addition, during the random selection of items for routine examination, the Responsible Authority [redacted]

Op 20: Inspect Customer/Government furnished property upon receipt to verify condition and quantity. Complete a Property Record and notify [redacted]

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APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Supply is not the Last Item on PO	[redacted]
2	Supply is the last Item on PO	[redacted] **NOTE:** Each entry into the Supplier Performance Report is [redacted]
2.1	Supply is the last Item on PO	Optional: Forward the "closed" PO to the appropriate historical document archive - PO's should be stored in alphabetic categories (A-Z) by year and each category should be stored in numeric order by PO number – closed PO's are not [redacted]

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Your Logo

Your Company Name

INSPECTIONS

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the inspection process.

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REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This document defines the overall inspection process and includes or makes reference to the procedures necessary for the process.

2.0 THEORY

Inspection operations or tasks must be conducted under controlled conditions. By this we mean:

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

3.0 PROBLEM RESOLUTION

All employees are instructed to immediately notify a Responsible Authority (RA) whenever a process or inspection related problem occurs that cannot be corrected according to established controls and could affect or actually affects the quality of an inspection process or business operation.

It is understood that the appropriate RA occasionally will not be available for support; in that event, [redacted] No disciplinary action may be attached to [redacted]

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

4.0 PROCEDURE: INSPECTION DOCUMENTATION

4.1 All revision controlled inspection documents are [redacted]

4.2 In addition to this procedure, additional inspection documentation may be required for a given order or operation. Where required, these are [redacted]

4.3 Such documentation includes [redacted]

4.4 Records that are created for temporary retention of miscellaneous information are not [redacted]

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5.0 IDENTIFICATION

5.1 When appropriate, items are identified in shop areas by any of the following methods:

[redacted]

5.2 Lot traceability or individual serialization of work products is to be maintained on the paperwork (travelers, routers, etc.) as required. Supervisory staff review [redacted]

5.3 Bad (nonconforming) items that have failed an inspection or test and cannot be reworked to comply with requirements are [redacted] See the ***QMS-14 Control of Nonconformances***.

5.4 Any inspection item not marked with a tag or appropriate documentation is considered [redacted]

5.5 IDENTIFICATION OF TRANSFER CONTAINERS

5.5.1 Whenever a portion of chemical is transferred from its original container to a smaller [redacted]

5.5.2 Whenever a portion of chemical is transferred from its original container to a smaller [redacted]

6.0 PROCEDURE: HANDLING

6.1 Work instructions and/or training instructs [redacted]

6.2 In all cases, Inspectors are to handle [redacted]

6.3 The Company provides suitable safety and personal protection equipment for handling hazardous or toxic materials. Inspectors are required to [redacted]

7.0 PROCEDURE: PRESERVATION

7.1 Inspectors employ proper [redacted]

7.2 Inspectors employ proper use of [redacted]

7.3 Inspectors employ proper use of [redacted]

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[redacted] In all cases, expired items are [redacted]

7.4 Foreign Object Damage and Detection (FOD)
Work instructions and training methods ensure [redacted]

7.5 Marking and labeling including [redacted]

7.6 Special handling for [redacted]

8.0 PROCEDURE: CLIENT AND GOVERNMENT PROPERTY CONTROL

8.1 Client and Government Property (C&G Property) means [redacted] which includes:
8.1.1 [redacted]
8.1.2 [redacted]
8.1.3 [redacted]

8.2 All Client and Government furnished property are [redacted]

8.3 C&G Property is identified as such with [redacted]

8.4 Sensitive material, as defined by the Client or Government, is [redacted]

8.5 C&G Property is only [redacted]

8.6 C&G provided equipment is subject to [redacted]

8.7 Quality investigates and reports to the Client or Government any [redacted]

8.8 Requirements for the control of C&G property is flowed down to Company subcontractors when used.

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9.0 PROCEDURE: VALIDATION OF PROCESSES

9.1 Unless otherwise specified by engineering requirements, the form named **Validation-Verification** is used to record results of validation and verification activities.

9.2 The Company defines criteria for review and approval of processes in the applicable ***Validation-Verification*** record.

Required validation and verification includes:

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

10.0 PROCEDURE: INSPECTION AND TEST

10.1 Receiving inspection is performed according to the ***QMS-09 Receiving Procedure***.

10.2 In Process Inspection

10.2.1 In-process inspection is performed as directed by supervisors, training or work instructions.

10.2.2 In-process inspections may [redacted]

10.2.3 Calibrated tools shall be used for in-process inspection; however, non-calibrated measurement and test equipment (M&TE) may be used to accept or reject items under the following conditions:

1) [redacted]

2) [redacted]

10.2.4 [redacted]

10.2.5 [redacted]

10.3 Special Inspection

10.3.1 The requirements for standard and non-standard special inspection are defined in [redacted] Documents required for special inspections are maintained up-to-date and available to personnel according to the ***QMS-02 Configuration Management Procedure***.

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10.3.2 When sampling is permitted by contract, the Company uses [redacted] or sampling plan specified by the Client contract.

10.3.3 When Special Inspection is subcontracted, the Company [redacted]

10.3.4 Calculations and data transfers are [redacted]

10.3.5 Calibrated tools are used for special inspection; however, non-calibrated measurement and test equipment (M&TE) may be used to accept or reject items under the following conditions:

1) [redacted]

2) [redacted]

10.3.6 Complete the inspection form according to its format to ensure the report is [redacted]

10.3.7 Any item failing special inspection must be processed according to the ***QMS-14 Control of Nonconformances Procedure***.

11.0 PROCEDURE: SHELF LIFE EXTENSION - Subject to Client Review and/or Approval

11.1 Shelf life items that are subject to expiration may [redacted] for instance:

11.1.1 [redacted]

11.1.2 [redacted]

11.1.3 [redacted]

11.2 Raw material components whose shelf life has [redacted]

Left blank intentionally

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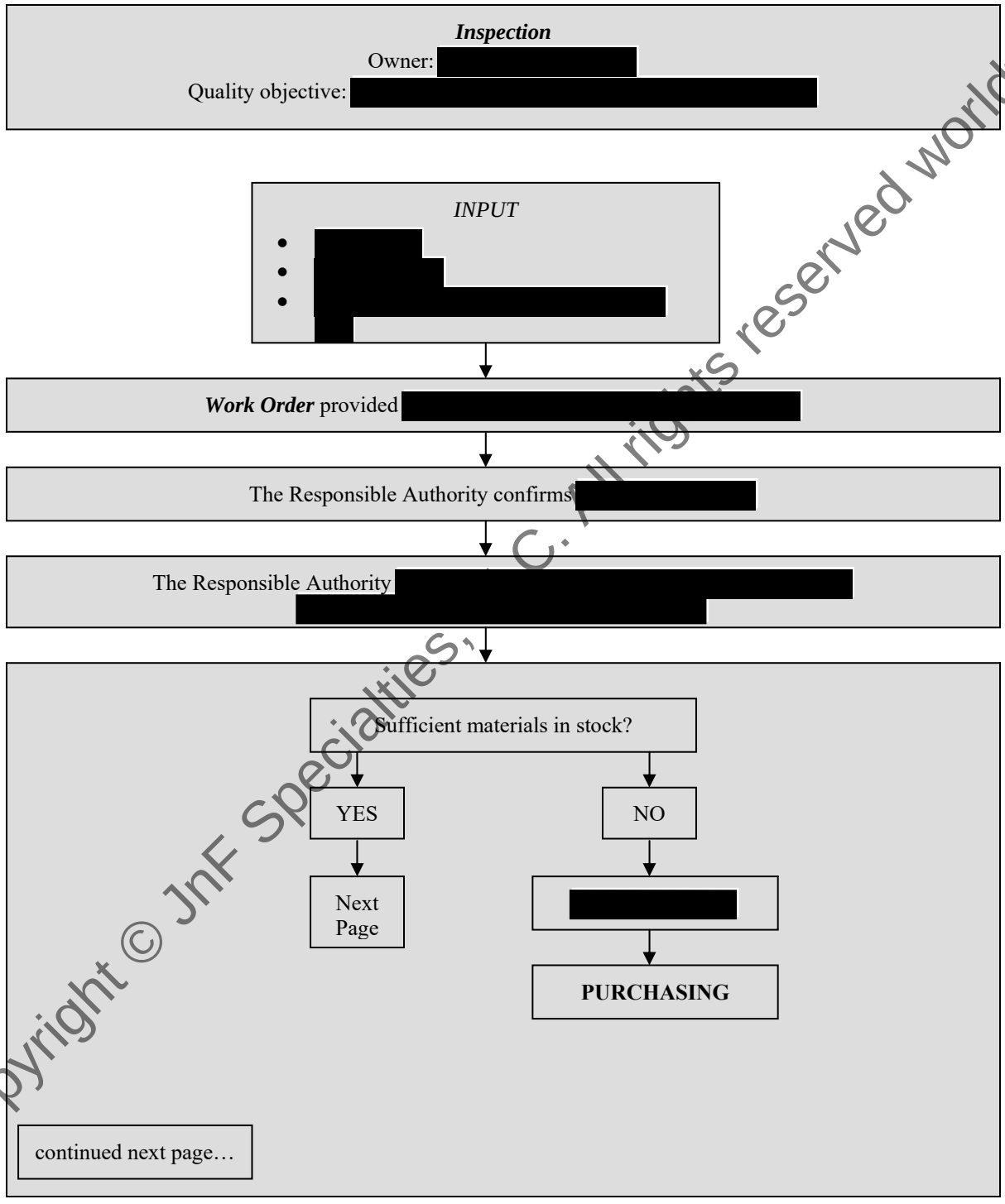
12.0 PROCESS MAP



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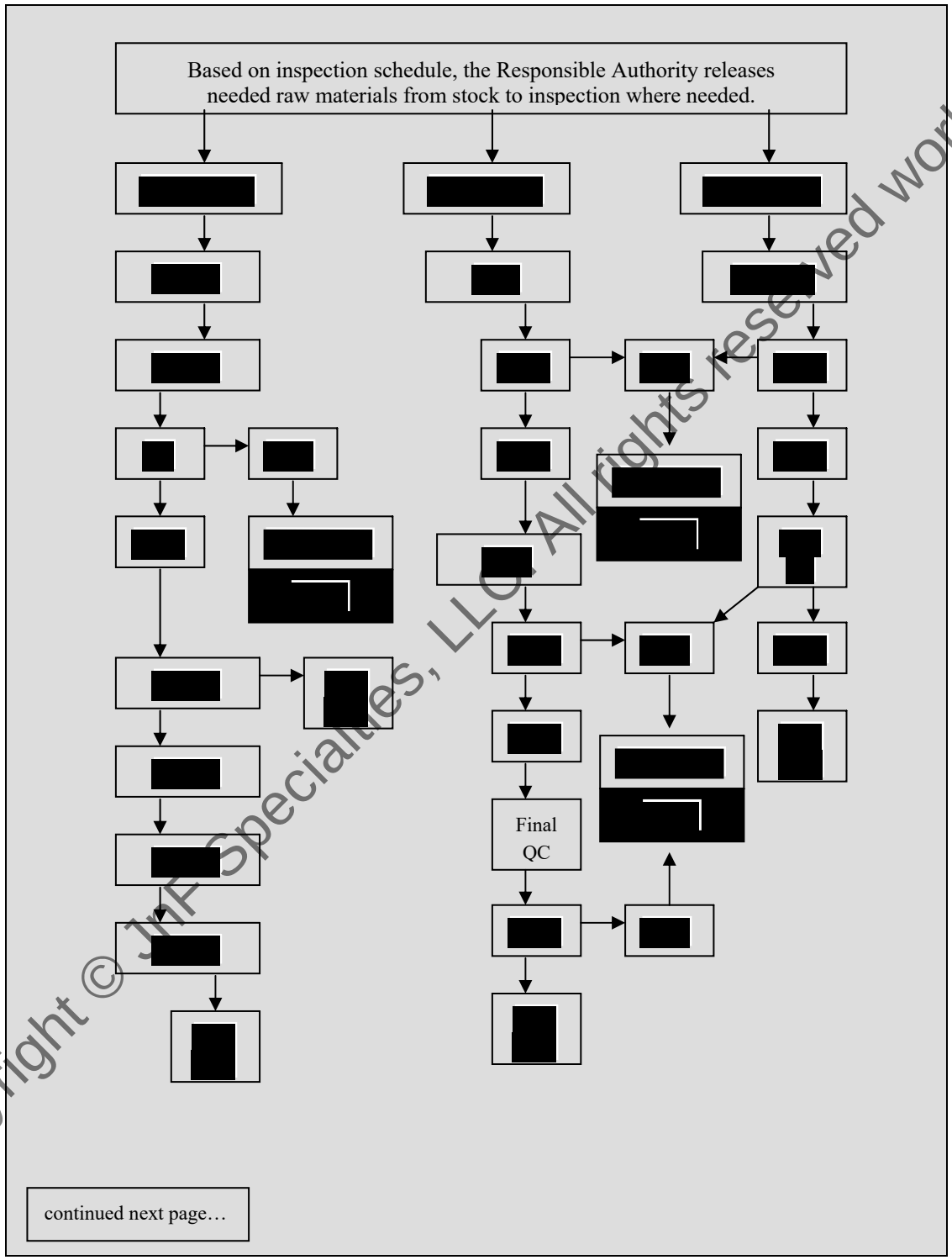

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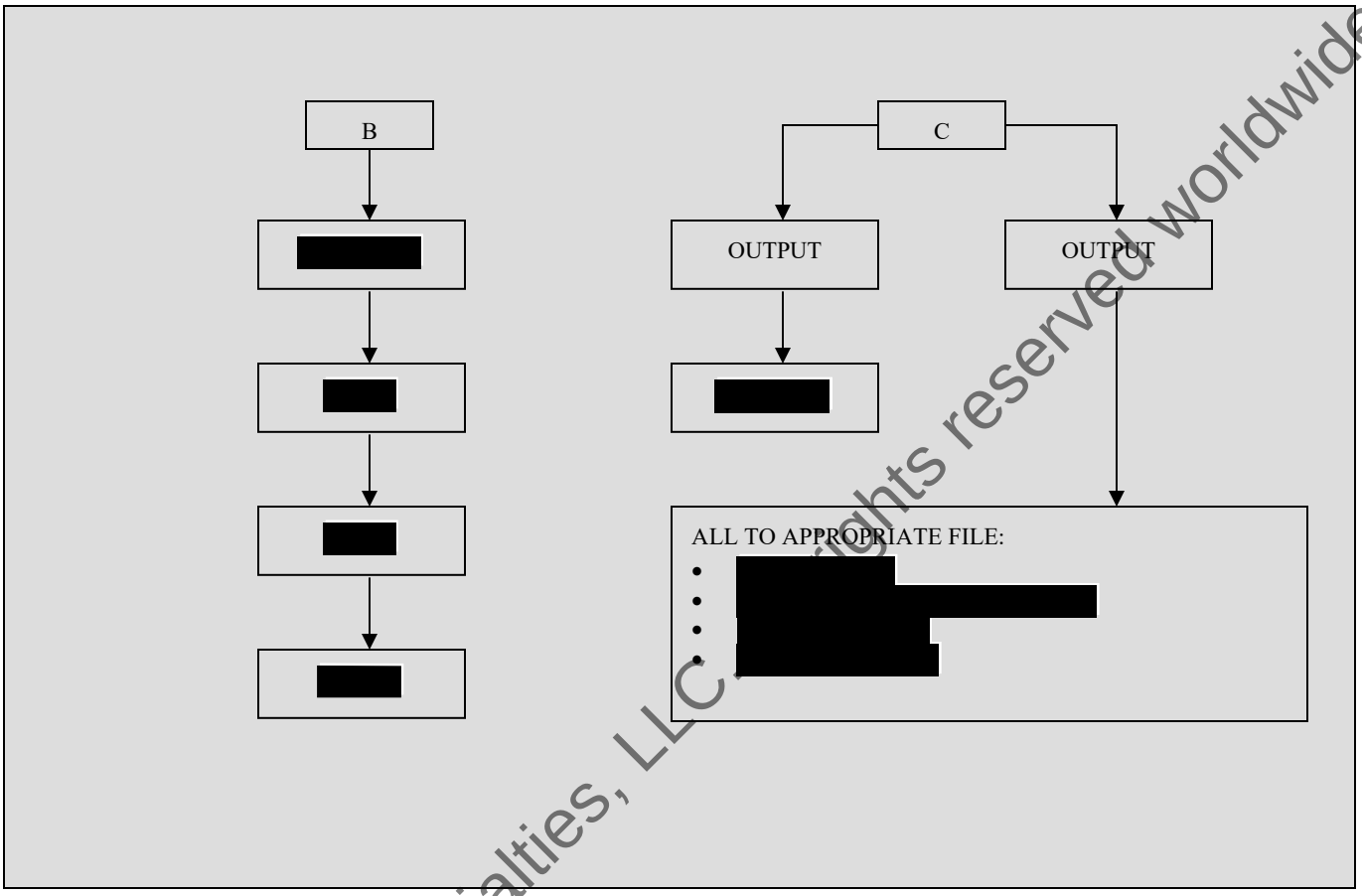
from previous page…



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Your Logo

Your Company Name

CONSTRUCTIONS SAFETY PROGRAM

Origination Date: (month year)

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the Company's safety program.

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REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 RESPONSIBILITIES

1.1 SAFETY DIRECTOR

Education/Orientation:

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

Enforcement:

- [redacted]

Execution of Work:

- [redacted]

Inspection/Correction:

- [redacted]
- Insure that any reported unsafe condition, hazard or potential hazard will be:
  - [redacted]
  - [redacted]
  - [redacted]

Safety Meetings/Training:

- [redacted]

1.2 FOREMAN

Execution of Work:

- [redacted]
- [redacted]

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- [redacted]
- [redacted]

Hazard Communication:

- [redacted]

Injuries/Accidents:

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

Inspection/Correction:

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

Reporting:

Following procedures and/or Contractor procedures, investigate and report all:

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

Safety Meetings/Training:

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

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

1.3 ALL EMPLOYEES

Accidents/Injuries:

- [redacted]

Education:

- [redacted]

Inspection:

- [redacted]

Learn the location of:

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

Safety Meetings:

- [redacted]

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2.0 SAFETY RULES

2.1 General

Alcohol/Illegal Drugs:

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

Emergency Procedures and Facilities:

- [redacted]
- [redacted]

Hazard Reporting:

- [redacted]
- [redacted]

Inspection of Equipment:

- [redacted]
- [redacted]

Know the location of:

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

Operating Equipment:

- [redacted]

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Personal Conduct:

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

2.2 BATTERY CHARGING

General Rules:

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

2.3 CRANES DERRICKS, AND HOISTING EQUIPMENT

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

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- [redacted]

Set-up:

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

2.4 ELECTRICAL

General Rules:

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

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- [redacted]

2.5 FALL HAZARDS

Floor and Wall Openings:

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

Other Fall Prevention Rules:

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

Other Safety Devices to Prevent Falls:

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

Copyright

2.6 FIRE PREVENTION AND PROTECTION

Fire Extinguishers:

- [redacted]
- [redacted]
- [redacted]
- Learn what the right type of extinguisher is for different types of fires:
  - [redacted]
  - [redacted]
  - [redacted]
- [redacted]
- [redacted]

Housekeeping:

- [redacted]
- [redacted]

Other Safety Precautions:

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

Storage Facilities:

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

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- [redacted]

Storage Locations:

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

2.7 GOOD HOUSEKEEPING

General Housekeeping:

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

2.8 HAND AND POWER TOOLS

Hand Tools:

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

Power Tools:

- [redacted]
- [redacted]

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- [redacted]

2.9 LADDERS

Inspection:

- [redacted]

Set-up:

- [redacted]

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- [redacted]

2.10 LASER EQUIPMENT

General Safety Rules:

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

2.11 MATERIALS HANDLING AND RIGGING

Material Handling-Manual:

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

Material Handling - Rigging:

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

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

Storage of Materials:

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

2.12 PERSONAL PROTECTIVE EQUIPMENT AND APPAREL

Eye, Ear and Face Protective Equipment:

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

Gloves:

- [redacted]

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Hard Hats:

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

Shoes:

- [redacted]

2.13 SCAFFOLDS

General Safety Information:

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

2.14 SIGNS, SIGNALS AND BARRICADES

Signs, Signals and Barricades:

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

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- [redacted]
- [redacted]

Bracket Scaffold:

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

Mobile Scaffolds:

- [redacted]
- [redacted]

Tubular Welded Frame Scaffold (Safeway Type)

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

Tyro-point Suspension (Swinging) and Single-point Suspension (Spider-type) Scaffold:

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

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2.15 WELDING AND CUTTING

Fire Prevention:

- [redacted]
- Portable fire extinguishers shall be provided at all locations where welding or c[redacted]
- [redacted]
- [redacted]
- [redacted]

Inspection/Use of Equipment:

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

Personal Protection:

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

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Storage/Placement of Equipment:

- [redacted]

3.0 FALL PROTECTION

The Company has implemented a fall protection plan to protect personnel from falls. The Company is firmly committed to the health and safety of all individuals on our job sites as well as complying with all applicable safety standards. This program allows us to [redacted]

DESCRIPTION		APPLICATION
PART 1	OSHA SUBPART R	ALL PROJECTS
PART 2	FALL PROTECTION STANDARDS AND REQUIREMENTS	ALL PROJECTS
PART 3	SPECIFIC FALL CRITERIA	ALL PROJECTS
PART 4	FALL PROTECTION	PROJECT SPECIFIC
PART 5	SENRAC SUBPART R – STEEL ERECTION (DRAFT ONLY)	PROJECT SPECIFIC
PART 6	OWNER REQUIREMENTS – FALL PROTECTION PLAN	PROJECT SPECIFIC

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PART 1 - OSHA Subpart R

PART 1.1 1926.70 FLOORING REQUIREMENTS

(a) Permanent flooring - skeleton steel construction in tiered buildings.

(1) [redacted]

(2) [redacted]

(b) Temporary flooring - skeleton steel construction in tiered buildings.

[redacted]

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(c) Flooring - other construction

(1) [redacted]

(2) [redacted]

PART 1.2 1926.751 STRUCTURAL STEEL ASSEMBLY

(a) During the final placing of solid web structural members, the load shall [redacted]

(b) Open web steel joists shall [redacted]

(c)

(1) [redacted]

(2) [redacted]

(3) [redacted]

(d) [redacted]

PART 1.3 1926.752 - BOLTING, RIVETING, FITTING-UP AND PLUMBING-UP.

(a) General Requirements or carrying rivets, bolt displacement when aloft.

(1) [redacted]

(2) [redacted]

(3) [redacted]

(4) [redacted]

(b) BOLTING

(1) [redacted]

(2) [redacted]

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(c) RIVETING

(1) [redacted]

(2) [redacted].

(3) [redacted]

(d) PLUMBING-UP

(1) [redacted]

(2) [redacted]

(3) [redacted]

(4) [redacted]

(e) [redacted]

(f) [redacted]

(g) [redacted]

(h) [redacted]

(i) [redacted]

(j) [redacted]

(k) [redacted]

PART 2 - FALL PROTECTION STANDARDS AND REQUIREMENTS

Clothing and Attire

[redacted]

Employee Qualifications

[redacted]

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General Site Conditions

[redacted]

Ladders

[redacted]

Lifts

[redacted]

Material Staging

[redacted]

Minimize Employees

[redacted]

Narrow or Small Surfaces

[redacted]

Personal Fall Protection Equipment

[redacted]

Precast and miscellaneous steel

[redacted]

Prefabricate

[redacted]

Recognition

[redacted]

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Safety Continuing Education

[redacted]

Secured Members

[redacted]

Site Specific Pre-Construction Meeting

[redacted]

Steel / Joist

[redacted]

Tools and Equipment

[redacted]

Vertical Movement

[redacted]

Walking Surfaces

[redacted]

Weather

[redacted]

PART 3 - SPECIFIC FALL CRITERIA

[redacted]

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See project specific fall protection plan for additional information (Part IV)

PART 4 – FALL PROTECTION

PART 4.1 CONTROLLED DECK ZONES (CDZ) AND CONTROLLED ACCESS ZONES (CAZ)

- [redacted]

PART 4.2 FALL PROTECTION SYSTEMS

- [redacted]
- Fall protection systems such as warning lines, controlled access zones and safety monitors, may be utilized in controlled work environments provided the following is established:
- [redacted] m
- [redacted]

The above items to be addressed in site specific safety plan.

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PART 4.3 GUARDRAIL SYSTEMS [PER OSHA.1926.502 (9) & (6)]

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted] ed.
- [redacted]

PART 4.4 PERSONAL FALL ARREST SYSTEMS

Full Body Harness

[redacted]

Co[illegible] Spe[illegible]s, [illegible]C. [illegible]ll rights reserved worldwide.

[redacted]

Retractable Lifelines

[redacted]

Horizontal and Vertical Lifelines

[redacted]

Positioning Devices

[redacted]

PART 4.5 SAFETY MONITORING SYSTEMS

[redacted]

- [redacted]

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- [redacted]

[redacted]

PART 4.6 SAFETY NET SYSTEMS

- [redacted]
- [redacted]

Safety net systems:

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

PART 4.7 WARNING LINE SYSTEMS

[redacted]

- [redacted]
- [redacted]

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- [redacted]
- [redacted]

[redacted]

PART 5 - SENRAC (DRAFT ONLY)

[redacted]

PART 5.1 ANCHOR BOLT REQUIREMENTS

926.755 Anchor bolts. [redacted]

Co[redacted]ities, [redacted]ights reserved worldwide.

[redacted]

PART 5.2 APPROVAL TO BEGIN STEEL ERECTION

[redacted]

PART 5.3 COLUMN SPLICES

[redacted]

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PART 5.4 DOUBLE CONNECTIONS

1926.756 Beams and columns

[redacted]

PART 5.4.1 CONNECTION DEFINITIONS

[redacted]

PART 5.5 PERIMETER SAFETY CABLES

1926.756 Beams and columns

[redacted]

Co ciaties, Cl ll r served wide.

1926.760 Fall protection

[redacted]

PART 5.6 POSITIVE ATTACHMENT OF MEMBERS DURING PLACEMENT

1926.756 Beams and columns.

[redacted]

PART 5.7 ROOF AND FLOOR OPENINGS

[redacted]

PART 5.8 SITE LAYOUT AND ACCESS

[redacted]

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(1) [redacted]

(2) [redacted]

(c) [redacted]

PART 5.9 SITE SPECIFIC ERECTION PLAN

[redacted]

PART 5.10 SLIPPERY SURFACES

1926.754 Structural steel assembly (c) Walking/working surfaces

[redacted]

PART 5.11 STRUT JOIST BOTTOM CHORD STABILIZER PLATE

1926.757 Omen web steel joist.

[redacted]

PART 5.12 TRIPPING HAZARDS

1926.754 Structural steel assembly. (c) Walking/working surfaces. [redacted]

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[redacted]

PART 5.12.1 SHEAR CONNECTOR DEFINITION

[redacted]

PART 6 OWNER REQUIREMENTS

PART 6.1 FALL PROTECTION PLAN

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

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4.0 HAZARDOUS COMMUNICATIONS

4.1 LABELING

[redacted]

4.2 OSHA INSPECTIONS

- [redacted]
- [redacted]

4.3 WHAT IS HAZ-COM?

"Right to Know"

Hazard Communication, Haz-Com or "Right to Know" all refer to [redacted]

Here is a partial list of materials, considered hazardous, common to construction sites:

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

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- [redacted]
- [redacted]

[redacted]

4.4 WHAT IS OSHA?

- [redacted]
- [redacted]

5.0 SAFETY DATA SHEETS

- [redacted]
- [redacted]

[Refer to your location of SDS(s) (make it the same from site to site as a "standard")]

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INTERNAL AUDITING

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the procedure used to audit the quality management system.

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REVISION LOG

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DOCUMENT CHANGE RECORD

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4.0 PROCESS MAP 6

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1.0 PURPOSE

This document provides details and procedures for the internal auditing process.

2.0 THEORY

Internal auditing of a Company's quality system is critical for maintaining good processes and documentation and for identifying areas for improvement opportunity.

3.0 INTERNAL AUDITING PROCEDURE

3.1 Internal quality audits are conducted by [redacted] This is accomplished by auditing all identified processes against [redacted]

3.2 Audit requirements include [redacted]

3.3 Auditors may not be independent of the area being audited; therefore, [redacted]

3.4 Minimum auditor training requirements are as follows:

- [redacted]
- [redacted]

3.5 The Quality Manager plans audits according to [redacted]

3.6 The Quality Manager maintains the Internal Audit Schedule that records this information.

3.7 Using the ***Internal Audit Report***, the Lead Auditor [redacted]

3.8 [redacted]

3.9 The internal audit [redacted] according to the ***QMS-13 Corrective Action Procedure*** as necessary to address the nonconformances reported on the Audit report. According to that procedure, the responsible managers or parties shall [redacted]

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3.10 During the corrective action effectiveness review, the [redacted]

3.11 The completed Internal Audit Report is [redacted]

3.12 Copies of the completed audit report are [redacted]

3.13 The results of internal audits are [redacted]

3.14 In all cases, auditees are [redacted]

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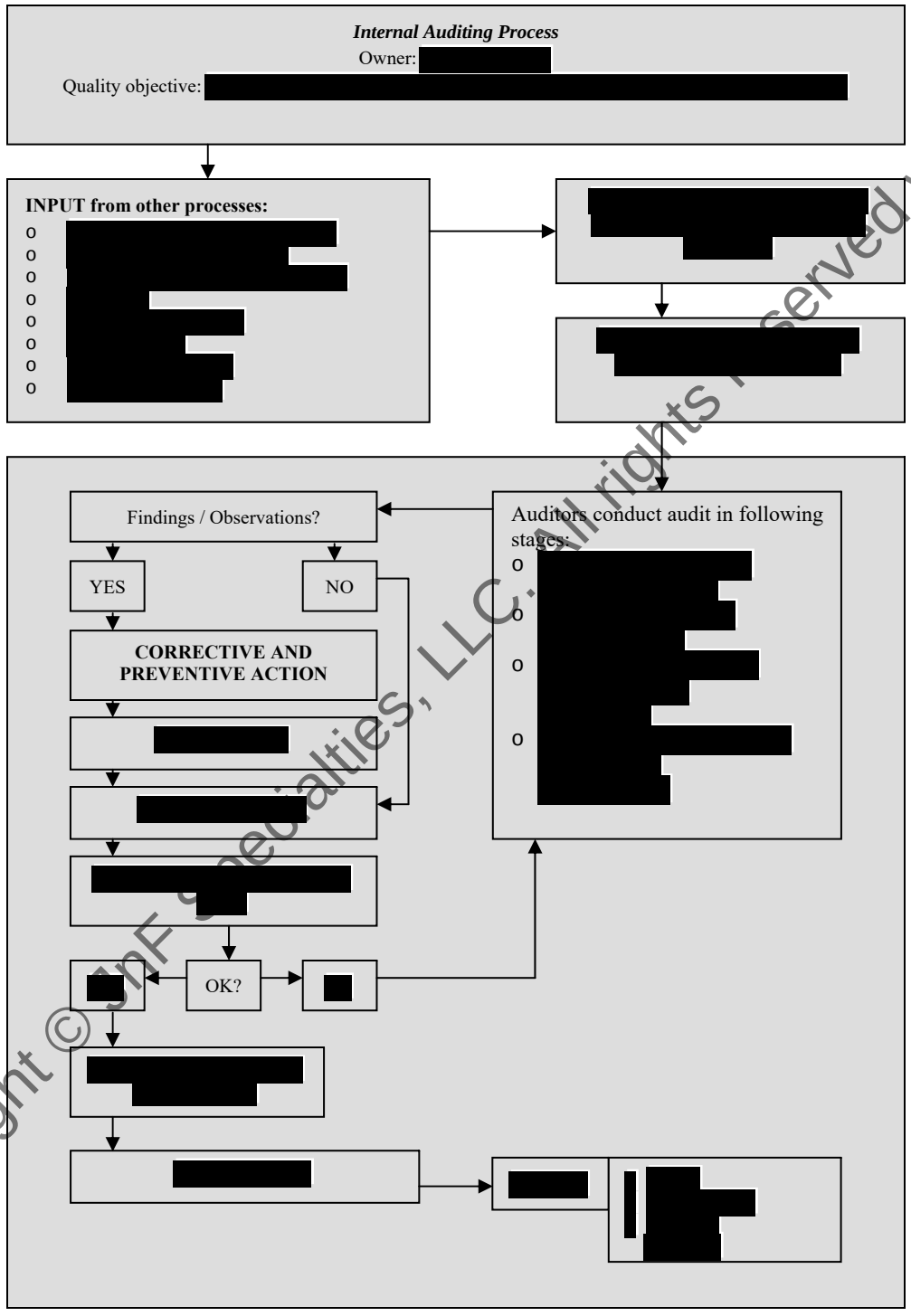
4.0 PROCESS MAP



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Your Logo

Your Company Name

CORRECTIVE ACTION

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the procedures used to correct nonconformities.

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1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct or prevent nonconformities.

2.0 THEORY

Corrective action is taken to correct nonconformities, which could be work product defects found during inspection, errors found in documents, equipment problems or problems related to how the Company performs functions in its processes. "Corrective action" is simply the "fix" that corrects the problem.

Whenever we take corrective action we also attempt to prevent the problem from recurring. Sources for corrective action opportunities include risk management, error proofing, failure mode and effects analysis and reports of work product problems by external sources. Having a formal system to record and resolve both existing and potential problems ensures that these problems do not occur or reoccur, thereby improving our inspections, processes and work environment.

3.0 PROCEDURE

3.1 The Company utilizes a ***Request for Support*** (RFS) form to record both nonconformances related to its work products, process and quality system as well as observations, Customer complaints, compliments or positive feedback. The RFS form and system are used for [redacted]

3.2 All employees are empowered with the ability to [redacted]

3.3 No disciplinary action may be attached to the submission of RFS's or to the investigation and decision on appeals.

3.4 The Quality Manager has been assigned the role of RFS Administrator.

3.5 For the processing and routing of RFS's, see Process Map herein.

3.6 If the responsible manager determines they are not responsible for the issue involved, they [redacted]

3.7 Actions taken shall [redacted]

3.8 The Quality Manager shall [redacted]

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3.9 In addition to corrective action efforts, management shall [redacted] which shall be used to prevent potential nonconformances. These shall be reported to management for review.

3.10 The management review process ensures [redacted]

3.11 Where work product is suspected of a nonconformance, the Company shall [redacted]

4.0 PROCEDURE: INVESTIGATION & CORRECTIVE ACTION REQUESTS (ICAR's)

4.1 Any purchasing agent [redacted]

4.2 ICAR's are processed through the same steps as the RFS but are routed to [redacted]

4.3 Failure of a Supplier to respond to an ICAR or to respond with an insufficient action plan may mean [redacted]

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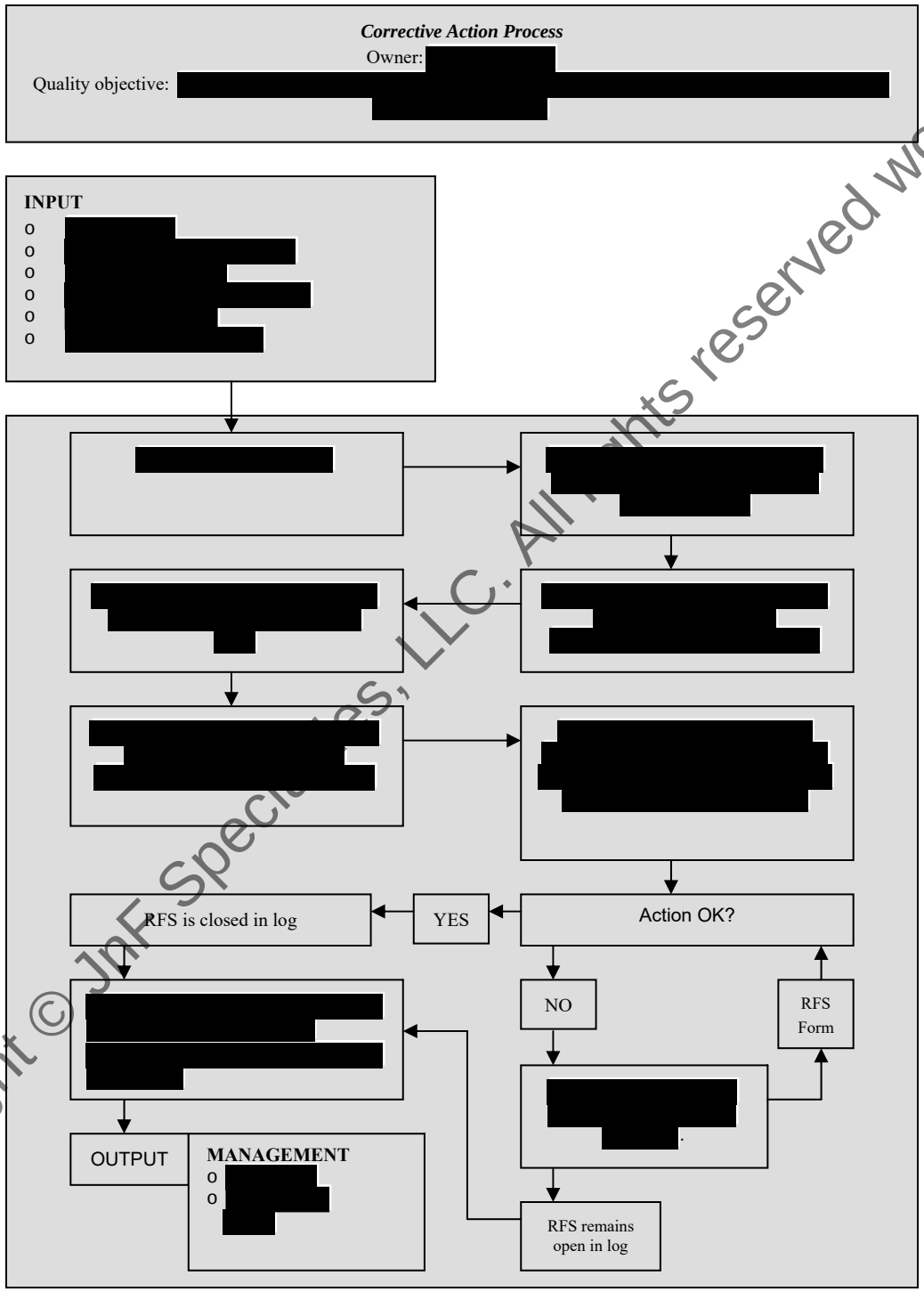
5.0 PROCESS MAP



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Your Logo

Your Company Name

CONTROL OF NONCONFORMANCES

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes procedures for control of nonconformances.

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REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

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1.0 PURPOSE

This document defines and makes reference to the procedures necessary for the control of nonconforming items and processing of Complaints and Appeals.

2.0 THEORY

Items that have failed inspections or tests or that in any way does not meet requirements are considered nonconforming. Such items must be controlled to ensure they are not accidentally delivered or used. The Company's system ensures that nonconforming items are identified when found and segregated, investigated and dispositioned. Corrective actions are taken to ensure nonconformances do not reoccur.

3.0 GENERAL PROCEDURE

3.1 Nonconformances are any work products made by the Company or raw material used by the Company or returned from the Client that do not meet:

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

3.2 Nonconforming items must [redacted]

3.3 All employees are empowered to [redacted]

3.4 Upon discovery of nonconforming items, an employee may [redacted]

3.5 When an employee cannot bring the item into conformance through immediate rework, the employee shall [redacted]

3.6 [redacted]

3.7 The employee completes the top portion of the ***RFS*** form, filling in all pertinent spaces. The employee shall then [redacted]

3.8 The employee then tags the nonconforming item(s) with a ***yellow nonconformance tag*** and records the ***RFS*** number on the tag. A yellow-tag may be used without [redacted]

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3.9 Upon receipt of an ***RFS***, the Responsible Authority will [redacted] When the Company receives a Complaint or Appeal, the Responsible Authority [redacted] The Responsible Authority then [redacted]

3.10 The Responsible Authority assigns the ***RFS*** to an appropriate authority for resolution, which includes [redacted].

3.11 If the nonconforming item is ascertained or estimated to be the fault of a Supplier, the Responsible Authority may [redacted]

3.12 The Responsible Authority also indicates on the ***RFS*** form if a document supplement is required or if [redacted]

3.13 The RFS is then submitted to the Material Review Board (MRB) for review and disposition. Necessary actions are taken to contain the effect of the nonconformity on [redacted]

3.14 The MRB consists of the following managers, at a minimum:

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

3.14.1 MRB Qualification

A Material Review Board member must:

1) [redacted]
2) [redacted]
3) [redacted]

3.15 In the event of a non-unanimous [redacted]

3.16 The Company provides Clients and Regulatory agencies timely reporting of delivered nonconforming items that may affect reliability or safety. Notification includes [redacted]

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[redacted]

4.0 DISPOSITIONS

4.1 Dispositions are classified as Major, Minor or None.

4.1.1 Major: [redacted]

4.1.2 Minor: [redacted]

4.1.3 None: [redacted]

4.2 MRB dispositions may include, but are not limited to:

4.2.1 Clarification

[redacted]

4.2.2 Conditional Acceptance

[redacted]

4.2.3 Non-Deliverable

[redacted]

4.2.4 Notification

[redacted]

4.2.5 Precautionary

[redacted]

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4.2.6 Repair (Non-Standard and Standard)

[redacted]

4.2.7 Request for Waiver/Deviation

[redacted]

4.2.8 Return to Supplier (Receiving Inspection)

[redacted]

4.2.9 Rework (Non-Standard and Standard)

[redacted]

4.2.10 Scrap

[redacted]

5.0 CLIENT DISPOSITION AUTHORITY

5.1 Major: Waiver/Deviation and Non-Standard Rework/Repair dispositions are [redacted]

5.2 Minor: Conditional Accept and Non-Standard Rework/Repair dispositions are [redacted]

5.3 None: [redacted]

5.4 RTV, Scrap and Non-Deliverable dispositions are [redacted]

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6.0 PROCESSING SCRAP

6.1 Nonconforming items dispositioned as scrap are [redacted]

6.2 Such scrap is [redacted]

6.3 Identifying scrap with markings is [redacted]

6.4 Scrap is controlled internally so as not to be made available for possible theft, which precludes the use of [redacted]

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Your Logo

Your Company Name

CALIBRATION

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes calibration procedures.

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REVISION LOG

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1.0 PURPOSE

This document defines the procedures necessary for calibration of measuring equipment.

2.0 THEORY

Measurement results are only valid when M&TE of known accuracy is used. This calibration procedure ensures M&TE is properly verified for accuracy against known standards. Measurement devices that are used to indicate process feedback are not subject to calibration, such as short-circuit or open-circuit, hot or cold, off or on, etc; however, when a measurement device is used to determine conformance to a Customer requirement, then the device should be properly verified for accuracy.

3.0 DEFINITIONS

- Accuracy Ratio – [redacted]
- Adequacy - [redacted]
- Calibration: [redacted]
- Gages – [redacted]
- Inspection Aid – [redacted]
- M&TE - Measurement and Test Equipment
- Procurement of M&TE - [redacted]
- Recall – [redacted]
- Significantly out-of-tolerance - [redacted]
- Special Equipment - [redacted]
- Standards - [redacted]

4.0 GENERAL CALIBRATION PROCEDURE

4.1 Calibration is performed by [redacted]

4.2 Measuring instruments are to be calibrated at a temperature of [redacted] and [redacted] relative humidity. Sufficient temperature stabilization time is allowed before calibration. For cases where calibration must be conducted in the inspection area, [redacted]

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4.3 A number is issued when a gage does not provide its own serial number. [redacted]

4.4 All M&TE are kept clean and when not in use are [redacted].

4.5 A recall log is maintained on all M&TE and standards. The log provides [redacted]

4.6 The number of items scheduled for monthly recertification is [redacted]

4.7 In addition to the recall log, a ***Calibration Report*** is kept on each Company-owned gage/standard. The purpose of this report is to [redacted]

4.8 Calibration intervals may be established based on one or more of the following criteria: [redacted]

4.9 Adjustable M&TE is periodically recalibrated based upon [redacted]

TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
Annual	[redacted]	[redacted]
Bi-Annual	[redacted]	[redacted]
3 - 4 Years	[redacted]	[redacted]
5 Years	[redacted]	[redacted]

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4.10 Interval Adjustment: M&TE whose calibration error is recorded as being greater than the last recorded calibration error but not significantly out of tolerance [redacted]

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

4.12 Overdue items [redacted]

4.13 A calibration sticker is used to identify individual items of M&TE. The sticker displays [redacted]

4.14 Calibration Standards/Special Equipment

The following is the position of the National Conference of Standards Laboratories (NCSL): [redacted]

Calibration of standards/special equipment is conducted by checking against laboratory standards available at outside laboratories. Approved calibration laboratories are listed in the Approved Supplier's List.

When calibrations are made for standards/special equipment, the calibration lab is required to submit a report that contains, as appropriate:

- [redacted]
- [redacted] of temperature, gravity, air buoyancy, etc. are not
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

PROPRIETARY INFORMATION | This document expires 30 days after printing unless marked "Released". **Date Printed:** [redacted] | Form Rev: Orig

4.15 A calibration record and recall log is maintained on all Transfer and Reference Standards and Materials, indicating [redacted]

4.16 The calibration department places all Customer furnished inspection gages in the calibration system unless [redacted]

4.17 Traceability: Inspection work instructions specify measurement and test equipment utilized for work product conformance inspection.
When specified, [redacted]

4.18 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration. Non-calibrated measurement devices may [redacted] under the following conditions: 1) [redacted]
2) [redacted]

4.19 Calibration Not Required M&TE
4.19.1 [redacted] is exempt from calibration, such as but not limited to [redacted]
4.19.2 [redacted] are exempt from calibration, such as but not limited to [redacted]
4.19.3 [redacted] are exempt from calibration, such as but not limited to [redacted]
4.19.4 [redacted] are exempt from [redacted] NIST traceability is not required for [redacted]
4.19.5 [redacted] are exempt from calibration; however, [redacted]
4.19.6 [redacted] are exempt from calibration; however, [redacted]

4.20 Employee Owned Tools: Personal tooling or gages owned by employees are [redacted]

4.21 Storage and Handling of M&TE and Standards/Materials: M&TE and standards/materials are handled [redacted]

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

4.23 M&TE storage areas are [redacted]

4.24 Archive / Long-Term Storage: M&TE does not require accuracy verification prior to archive / long-term storage if it was not:

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

M&TE that has been calibrated and stored [redacted]

5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING

5.1 Equipment and tooling found to be significantly out of tolerance, damaged, inoperative, erratic or exhibiting some other form of anomalous condition should [redacted]

5.2 M&TE found significantly out of tolerance at recalibration for 2 interval cycles is [redacted]

5.3 An instrument whose calibration error is significantly out-of-tolerance over a short portion of a specified range may [redacted]

5.4 Any work product certified with M&TE subsequently found to be out-of-tolerance is [redacted]

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6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located shall be classified as “Lost”. [redacted]

7.0 MANAGEMENT REVIEW

7.1 Management Review meetings are conducted according to the Management Process Procedure. During Management Review, process resources are [redacted]

APPENDIX 1

Setting and/or selecting a reference standard to calibrate a measurement device.

Requirement:

The measurement range of a device being checked for accuracy must [redacted]

VOLTMETER:

A voltmeter shall be verified for accuracy within an equivalent range on the reference standard:

A voltmeter reference standard may have scales that range from 2-20V, 20-200V, etc.

The voltmeter being checked for accuracy must be set to bracket within a range of the reference standard - or - [redacted]

OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must [redacted]

For instance, [redacted]

APPENDIX 2

Nonadjustable M&TE is inherently stable and includes [redacted]

The Operator is only required to check inherently stable M&TE for damage prior to each use because [redacted]

For instance, [redacted]

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[redacted]

To control the inventory of inherently stable M&TE, [redacted]

For instance, [redacted]

Operators are required to ONLY use inherently stable measurement devices [redacted]

With this method, [redacted]

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DEFINITIONS AND ABBREVIATIONS

Origination Date: XXXX

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes definitions and abbreviations used by the Company.

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1.0 PURPOSE

This document provides the accepted definitions and abbreviations for terms used by the Company.

2.0 ABBREVIATIONS

- AB: Accreditation Body
- AHJ: Authority Having Jurisdiction
- ATP: Acceptance Test Procedure
- CAB: Conformity Assessment Body
- CCB: Configuration Control Board
- DR: Data Review
- FPE: Fire Protection Engineer
- IHS: Inherently Stable
- IS: "is" or "as found"
- ISO: International Organization for Standardization
- M&TE: Measurement and Test Equipment
- MRB: Material Review Board
- NCP: Nonconforming Product
- NCR: Nonconformance Report
- PE: Professional Engineer
- QA: Quality Assurance
- QC: Quality Control
- QTP: Qualification Test Procedure
- QTR: Qualification Test Report
- R&D: Research and Development
- RA: Registered Architect
- RA: Responsible Authority
- REA: Responsible Engineering Authority
- RFCA: Request for Corrective Action
- RFP: Request for Price/Proposal
- RFS: Request for Support
- RQA: Responsible Quality Authority
- RTV: Return to Vendor
- SAE: Society of Automotive Engineers
- SIA: Special Inspection Agency
- SB (also S/B): "should be"

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3.0 DEFINITIONS (GLOSSARY)

ACCEPTANCE

[redacted]

ACCESSIBILITY

[redacted]

ACCREDITED CALIBRATION PROVIDER

A calibration laboratory that is accredited by IAS [or an Accreditation Body with which IAS has a Mutual Recognition Arrangement (MRA) relationship] as operating under ISO/IEC Standard 17025.

APPROVED AGENCY

An established and recognized SIA regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved.

APPROVED FABRICATOR

An established and qualified person, firm or corporation approved by the building official pursuant to Chapter 17 of the IBC code.

APPROVED

Acceptable to the building official or authorized representative of the local AHJ.

ASSEMBLY

[redacted]

AUDIT

[redacted]

AUDIT NONCONFORMANCE

Major Nonconformance -

a) [redacted]

b) [redacted]

Minor Nonconformance -

[redacted]

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UNSCHEDULED MAINTENANCE

[redacted]

VALIDATION TESTING

[redacted]

VALIDATION OF A PROCESS

[redacted]

VERIFICATION

[redacted]

VERSION

[redacted]

WAIVER

[redacted]

WORK

[redacted]

WORKMANSHIP

[redacted]

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REQUEST FOR APPROVAL OF OUTSIDE ACTIVITY

Initial Request ☐ Revised Request ☐ Renewal ☐	Date Filed:

I. EMPLOYEE INFORMATION

[redacted]

Other - Describe:

If you will provide personal services or products directly to multiple clients, patients, customers or others as a self-employed individual or as an independent contractor, alone or jointly with others - check the box below and [redacted]

For activities involving [redacted]

[redacted]

Form Rev: Orig

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[redacted]

☐Yes | ☐At Own Expense: | ☐In-Kind or Reimbursed: | Estimated Amount:

☐[redacted]

[redacted]

☐[redacted] ☐[redacted] [redacted]

8) [redacted]

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

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

[redacted]

[redacted]

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[redacted]

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

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III. OFFICIAL DUTY INFORMATION

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted] | [redacted]

[redacted]

[redacted]

[redacted]

☐ [redacted]

[redacted]

[redacted]

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[redacted]

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

[redacted]

4) [redacted]

[redacted]

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

[redacted]

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Caution:

[redacted]

Conflicts Resolution:

[redacted]

Effect of Prior Approval:

[redacted]

[redacted]

[redacted]

[redacted]

Recusal Obligations:

[redacted]

[redacted]

Scope of Recusal:

[redacted]

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Approved Supplier List

(mo/yr)

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

			Your Company Name				
Prepared By:							
Approved By:							
			APPROVED SUPPLIER LIST				
			Size:	**A**	CAGE:		Form Rev: Orig 1 of 3

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Procedure:

Supplier evaluation:

[redacted]

Supplier capability/approval is determined by:

[redacted]

Acceptable Practice:

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

Non-deliverable material Suppliers are added [redacted]

Suppliers that provide process materials that affect inspection of deliverable items are required to [redacted]

The Purchasing Group may use a Supplier that has responded favorably to a Request for Price/Quotation prior to completion of the evaluation process pending [redacted]

Glossary:

*Non-deliverable materials: [redacted]

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List of Approved Suppliers

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(Your Company Name)
Authorizations for Special Inspectors

The following Inspectors are authorized to [redacted]

[redacted]

[redacted]

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Backup of Documents and Electronic Files

Mo/Yr

Revisions		Rev:	Orig
Letter	C.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 Work Instruction #					
Your Dept:		Date	Size:	**A**	CAGE:		Form Rev: Orig	1 of 3

Your Company Logo

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1.0 SCOPE

This document describes the policy and procedure to backup documents and electronic files, hereafter referred to as "documents".

2.0 POLICY

Documents that are required by the quality management system [redacted]

3.0 PROCEDURES

Documents shall be backed-up by [redacted]

3.1 Backup of Electronic Files

The preferred backup method for electronic files is [redacted]

3.2 Backup of Written Documents

The preferred backup method for written documents is [redacted]

4.0 WORKMANSHIP

The backup system shall ensure that:

[redacted]

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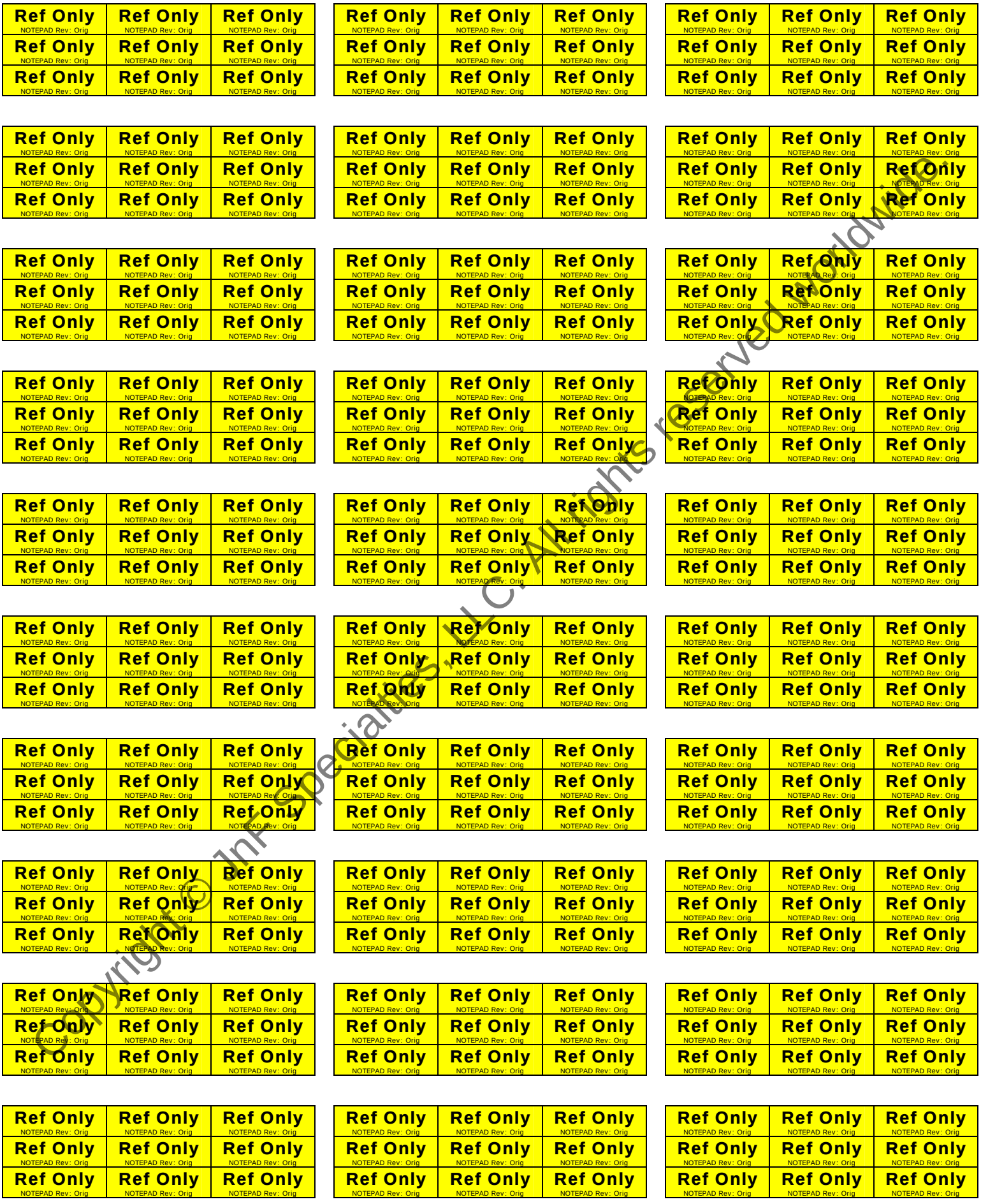

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Calibration Seal
NOTEPAD Rev: Orig

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Metrology Recall Card

Description:		Calib Frequency:	
[redacted]			

[redacted]

Form Rev: Orig

Instrument Deviation Tag (shrink to fit)

[redacted]

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Measuring and Test Equipment Calibration Report

☐ In Tolerance as Received	☐ Out-of-Tolerance as Recv'd	PO# for M&TE:
[redacted]	[redacted]	[redacted]

Maintenance Instructions:

[redacted]

Form Rev: Orig

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IMPACT ANALYSIS REPORT

[redacted]

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Your Procedure # Rev: Orig	[Title] Calibration Instruction Sheet	Form Rev: Orig Page 1 of 1

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Inherently Stable Measurement Equipment Log

[redacted]		[redacted]	[redacted]
[redacted]		[redacted]	[redacted]
[redacted]	[redacted]		
[redacted]	[redacted]	[redacted]	Form Rev: Orig

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Your Logo

CHAIN OF CUSTODY

RECORD #:

Your Address, Phone, etc

Form Rev: Orig

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CO NUMBER:	DATE:	RFS#:
CHANGE ORDER Page of		

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Form Rev: Orig

Your Logo

CHANGE ORDER TRAINING LOG

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

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CO NUMBER: 101	DATE: (your date)	RFS#: N/A

CHANGE ORDER

Page 1 of 1

REASON FOR CHANGE:

DESIGN STAGES - ELEMENTS:

N/A

CUSTOMER / REGULATORY AUTHORITY'S SAFETY / FUNCTIONAL OBJECTIVES:

NA

N/A

DESCRIPTION OF CHANGE - DESCRIBE WAS AND IS CONDITION

WAS:

IS:

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Form Rev: Orig

(your logo)

Form Rev: Orig

CONFIDENTIAL FINANCIAL DISCLOSURE REPORT

Employee's Name:	Email Address:
[redacted]	[redacted]

[redacted]

Form Rev: Orig

[redacted] yright © Jn [redacted] Specialt [redacted] LC. All [redacted] ts [redacted] eserve [redacted] worldwide.

[redacted]

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

[redacted]

[redacted]

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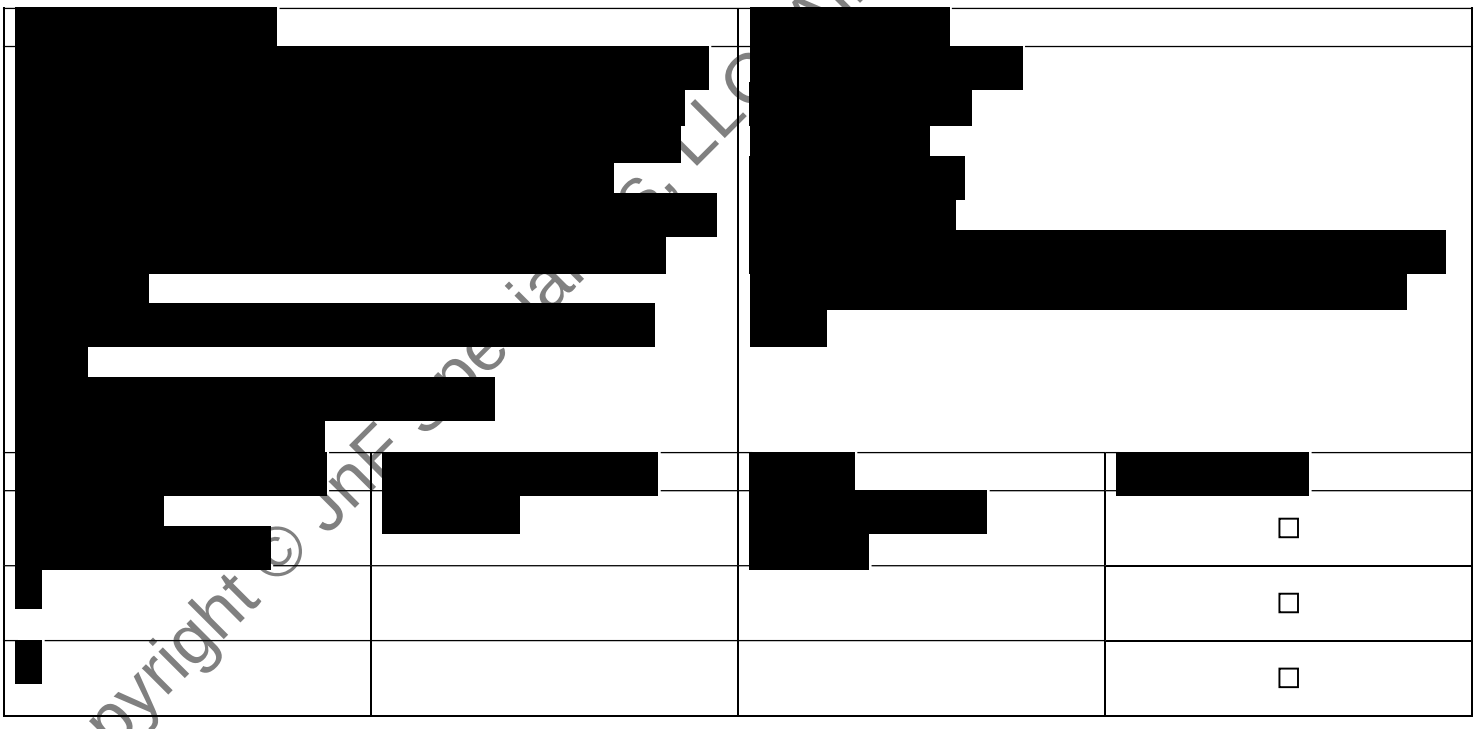

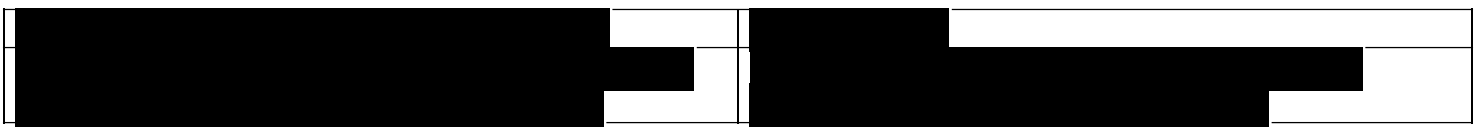

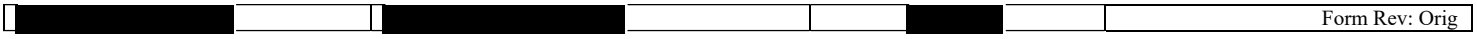

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[redacted]

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Contract Review

Program Name:

Form Rev: Orig

Ensure the following conditions are met:

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Compliance Matrix-1

(Program Name - Contract - Revision)

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]				
[redacted]				
[redacted]	[redacted]	[redacted]		Form Rev: Orig

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Compliance Matrix-2

(Program Name - Contract - Revision)

[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted] Form Rev: Orig

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Work Breakdown Structure

Program Name – Contract - Revision		
[redacted]	[redacted]	[redacted]
[redacted]		
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[redacted]	[redacted]	[redacted] Form Rev: Orig

Check-off each item that is completed

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Cross Reference Matrix

AC291:01-01-24 - ISO 17020:2012

AC291 - ISO 17020		
AC291 Clause Numbers & Titles	AC291 01-01-24 Quality Manual	ISO 17020:2012
1.0 Introduction	1.0	4.1.6, 4.2.1, 8.2.4
2.0 Definitions	2.0	8.2.1
3.0 Eligibility	3.0	---
4.0 Required Basic Information	4.0	---
4.1 Documented Information Submission	---	---
4.2 Legal Status	4.2	5.1.1, 5.1.3, 5.1.5, 5.2.2, 7.1.2, 8.3.2
4.3 Liability Insurance	4.3	5.1.4
4.4 Risk to Impartiality	4.4	4.1.1, 4.1.2, 4.1.5, 5.2.1, 6.1.11
4.4.1 Compensation of Inspectors	4.4	---
4.4.2 Ethics Procedure and Conduct	4.4	---
4.4.3 Compliance with 3rd Party Requirements	4.4	---
4.4.4 Financial Interest	4.4	---
4.5 Confidentiality	4.5	4.2.1, 6.1.13
4.6 Organization and Independence	4.6	5.2.3, 6.1.4
4.6.1 Technical Manager	4.6.1	5.2.5
4.6.2 Quality Manager	4.6.2	8.2.3
4.6.3 Field Supervisor	4.6.3	---
4.6.4 Deputies	4.6.4	5.2.6
4.7 Technical Competency of Special Inspectors	4.7	6.1.1, 6.1.2, 6.1.3
4.8 Job-Site Safety	4.8	7.1.9
4.9 Measuring and Monitoring Resources	4.9	6.2.2
4.9.1 Test and Measuring Equipment List	4.9.1	---
4.9.2 Handling Defective Equipment	4.9.2	6.2.14
4.9.3 Sorting of Test and Measurement Equipment	4.9.3	---
4.9.3.1 External Calibration	4.9.3.1	6.2.7, 6.2.11a
4.9.3.2 Internal Calibration	4.9.3.2	6.2.7
4.9.3.3 Verification Before Use	4.9.3.3	6.2.9
4.10 Record and Document Control	4.10	7.3.1, 8.3.1, 8.3.2, 8.4.1, 8.4.2
4.10.1 Legal Status	4.10.1	5.1.1, 5.1.3, 5.1.5, 5.2.2, 7.1.2, 8.3.2
4.10.2 Confidentiality, Impartiality and Conflict of Interest	4.10.2	4.1.4, 4.1.5, 5.2.1
4.10.3 Liability Insurance	4.10.3	5.1.4
4.10.4 Perceived Risk Analysis	4.10.4	4.2.1, 6.1.2, 6.2.1, 7.1.5, 8.2.2
4.10.5 Signed Quotes/Contracts	4.10.5	4.2.1, 6.1.2, 6.2.1, 7.1.5, 8.2.2
4.10.6 Inspection Schedules/Dispatch Records	4.10.6	4.2.1, 4.2.2, 7.4
4.10.7 Inspector Competency Matrix	4.10.7	---
4.10.8 List of Subcontractors	4.10.8	6.1.12, 6.2.11, 6.3.1
4.10.9 Special Inspection Report	4.10.9	4.2.1, 4.2.2, 7.4
4.10.10 Calibration Records	4.10.10	6.2.2
4.10.11 Chain of Custody	4.10.11	---
4.10.12 List of Controlled Documents	4.10.12	7.3.1, 8.3.1, 8.3.2, 8.4.1, 8.4.2
4.10.13 Internal Audit	4.10.13	8.2.2, 8.6.1, 8.6.4, 8.6.5
4.10.14 Customer Complaints	4.10.14	7.5.3, 7.6.3, 7.6.4, 7.6.5
4.10.15 Feedback Analysis	4.10.15	8.5.2b
4.10.16 Training Plans and Records	4.10.16	5.2.7, 6.1.1, 6.1.3, 6.1.5, 6.1.6
4.10.17 Supervision/Monitoring and Evaluation	4.10.17	6.1.8
4.10.18 Standardized Document Content	4.10.18	8.3.2
4.10.19 Change Control	4.10.19	8.3.2
4.10.20 Retain Records	4.10.20	7.3.1, 8.3.1, 8.3.2, 8.4.1, 8.4.2
4.10.21 Obsolete Documents	4.10.21	8.3.2
4.11 Quotation and Contract	4.11	4.2.1, 5.1.5, 6.1.2, 6.2.1, 7.1.5, 8.2.2
4.11.1 Area of Expertise	4.10.4	---
4.11.2 Agreements in Writing	4.10.4	5.1.5, 7.1.1, 7.1.5b
4.11.3 Special Equipment	4.11	7.1.5b
4.11.4 Personnel Training	4.11	---
4.11.5 Regulatory and Statutory Requirements	4.11	---
4.11.6 Special Safety Requirements	4.11	---
4.11.7 Subcontracting Arrangements	4.11	6.3
4.11.8 Documentation Needs	4.11	5.1.3, 5.1.5, 8.1.2, 8.3, 8.4

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AC291 - ISO 17020		
AC291 Clause Numbers & Titles	AC291 01-01-24 Quality Manual	ISO 17020:2012
4.11.9 Contract Reviews Match	4.11	---
4.11.10 Perceived Risk Analysis	4.11	4.2.1, 6.1.2, 6.2.1, 7.1.5, 8.2.2
4.11.11 Contract Review Records	4.11	8.4
4.11.11.1 Repeat Work Requests	4.11	---
4.11.11.2 Verbal Agreements	4.11	---
4.12 Sample Handling	4.12	7.2.1, 7.2.2, 7.2.4
4.13 Outsourced Inspection Services	4.13	6.1.12, 6.2.11, 6.3.1
4.14 Complaints and Appeal	4.14	7.5.3, 7.6.3, 7.6.4, 7.6.5
4.15 Feedback Collection	4.15	8.5.2b
4.16 Internal Audit	4.16	8.2.2, 8.6.1, 8.6.4, 8.6.5
4.17 Management Review	4.17	4.1.5, 8.5
4.17.1 Internal Audit Reports	4.17	8.5.2a
4.17.2 External Assessments	4.17	8.5.2a
4.17.3 Complaints	4.17	8.5.2g
4.17.4 Adequacy of Resources	4.17	8.5.1.1
4.17.5 Client Feedback	4.17	8.5.2b
4.17.6 Training Needs	4.17	---
4.17.7 Supervision and Monitoring Activities	4.17	---
4.17.8 Changes Needed in Management System	4.17	8.5.1.1
4.17.9 Perceived Risk to Impartiality	4.17	4.2.1, 6.1.2, 6.2.1, 7.1.5, 8.2.2
4.18 Status Review and Notification/Reporting Discrepancy	4.18	8.7.1 through 8.8.3
4.19 Dispatching Daily, Intermediate and Final Reports	4.19	4.2.1, 4.2.2, 7.4
4.20 Contents and Coverage of Inspection Reports	4.10.9	7.4
4.20.1 Report Accuracy	4.20	---
4.20.2 Material Certification	4.20	---
4.20.3 Structure/Item Inspected	4.20	---
4.20.4 Result of Inspection	4.20	7.4.2g
4.20.5 Discrepancies	4.20	---
4.20.6 Chain of Custody	4.20	---
4.20.7 Measurement Devices	4.20	---
4.20.8 Inspector Signature	4.20	---
4.21 Training	4.10.16	6.1.1, 6.1.3, 6.1.5, 6.1.6, 6.1.7, 6.1.8, 6.1.10
4.22 Supervision/Monitoring of Inspectors	4.22	6.1.5, 6.1.8
4.22.1 Desk Top Review	4.22	6.1.10
4.22.1.1 Review for Adequacy	4.22	---
4.22.1.2 Technical Review	4.22	---
4.22.1.3 Completeness Review	4.22	---
4.22.1.4 Inspector Competency	4.22	---
4.22.1.5 Compliance	4.22	---
4.22.1.6 Feedback Review	4.22	---
4.22.2 Onsite Review	4.22	---
4.22.2.1 One Month Review	4.22	---
4.22.2.2 Periodic Monitoring	4.22	---
4.22.2.3 Quality of Inspections	4.22	---
4.22.2.3.1 Comparison of Findings	4.22	---
4.22.2.3.2 Measurement Audits	4.22	---
4.22.2.3.3 Technical Witnessing	4.22	---
4.22.3 Authorization	4.22.3	---

* [redacted]

** [redacted]

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ISO 9001:2008 - ISO 17020:2012 - ISO 9001:2015		
ISO 9001:2008	ISO 17020:2012	ISO 9001:2015
5.1	8.2.1	5.1, 5.1.1
5.1	8.2.2	5.1, 5.1.1
5.5.2	8.2.3	5.3
4.1, 4.2.1	8.2.4	4.4, 7.5.1
---	8.2.5	---
4.2.3	8.3.1	7.5.2, 7.5.3
4.2.3	8.3.2	7.5.2, 7.5.3
4.2.4	8.4.1, 8.4.2	7.5.2, 7.5.3
---	8.4.2	---
5.6.1	8.5.1.1	9.3.1
---	8.5.1.2	---
5.6.1	8.5.1.3	9.3.1
5.6.2*	8.5.2	9.3.2*
5.6.3	8.5.3	9.3.3
8.2.2**	8.6.1	9.2**
8.3	8.7.1	8.7
8.3	8.7.2	8.7
8.5.2	8.7.3, 8.7.4, 9.3.2*	10.2
8.5.3	8.8	6.1, 6.1.1, 6.1.2

* [redacted]

** [redacted]

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Your Company Name and Logo

Date

(Your Co name) has made a commitment to our Customers and we have been working very hard to [redacted]

[redacted]

[redacted]

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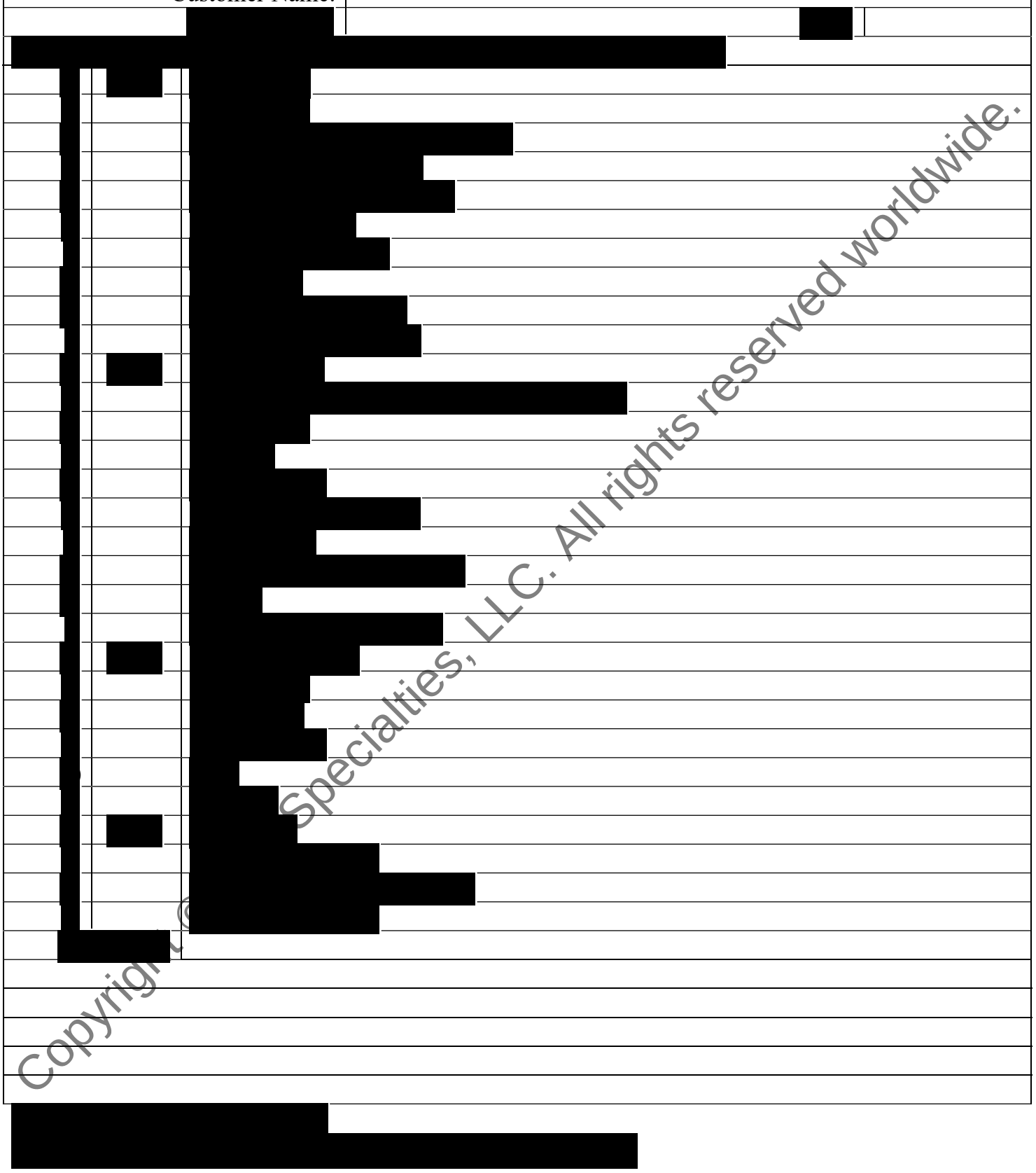
CUSTOMER PERCEPTION SURVEY

(Your Co name)

Customer Name:	



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CUSTOMER SATISFACTION SURVEY Your Logo

Date: (input date)

To: [redacted]

From: [redacted]

Greetings,

We are asking you to spend a few minutes out of your busy day to [redacted]

please circle the number representing our performance:

[redacted]

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DAILY RECEIVING RECORD

Your Company Name

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

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DISPATCH RECORD

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

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DOCK-TO-STOCK
GOOD MATERIAL

NOTEPAD Form Rev: Orig

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[redacted]

PART I

[redacted]

PART II

[redacted]

DEFINITIONS: [redacted]

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OPER	DEPT	Description of Task	SIGN	MR – ECP - ACN	Date	Gage
[redacted]						
		PART III				
[redacted]						
		PART IV				
[redacted]						

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COMMENTS:

Company Name	INSPECTION TEST PLAN Your #	Form Rev: Orig PAGE 3 of 3

OPER	DEPT	Description of Task	SIGN	MR – ECP - ACN	Date	Gage
[redacted]						

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COMMENTS:

INSPECTOR CERTIFICATIONS MATRIX
Inspection Certifications vs Field of Inspection

Record under each applicable field of inspection, [redacted]

[redacted] Complete this form for each Inspector.

Table 1:

Employee Name	**Field of Inspection**	Concrete Construction	Reinforced Concrete	Non-Destructive Testing	Pier and Pile Foundations	Post-Installed Structural Anchors in Concrete	Soils	Mastic and Intumescent Fire-Resistant Materials	Steel Bolting	Steel Welding	Masonry Construction	Wood Construction	Exterior Insulation and Finish Systems	Firestop Systems	Wall Panels, Curtain Walls and Veneers	Smoke Control Systems
[redacted]																
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[redacted]																
[redacted]																
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[redacted]																
[redacted]																
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[redacted]												[redacted]				

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Table 2:

Employee Name	**Field of Inspection**	Mechanical Systems	Fuel-Oil and Piping Systems	Structural Cold Formed Steel	Excavation: Sheeting, Shoring, Bracing	High Pressure Steam Piping (Welding)	Structural Safety: Stability and Mechanical Demolition	Site Storm Drainage Disposal and Detention	Sprinkler Systems	Standpipe Systems	Heating Systems	Chimneys	Seismic Isolation Systems	Special Cases	Reserved	Reserved
[redacted]																
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Your Company Name

SPECIAL INSPECTOR MONITORING REPORT

Date Report Issued: Report Revision:

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Inspection Date:		Report Number:	
[redacted]			

Below is for Company Use Only
Completion of Desktop Review and/or On-Site Review (QMS-04 Management Process Procedure)
Desktop Review
[redacted]

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INSPECTOR MONITOR/REVIEW LOG

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

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INSPECTOR STAMP LOG

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

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Your Logo

INTERNAL AUDIT REPORT

PLAN - STEP ONE: Audit Preparation & Planning

Process to Audit (Audit Scope):	
Audit Date(s):	**Lead Auditor:**
Audit #:	**Other Auditor(s) on Team:**
Applicable Clauses of AC291 Standard:	
	List Inputs to the process:
Applicable Sections of the Quality Manual:	
Revision of Quality Manual:	
Process Owner:	

[redacted]	
[redacted]	[redacted]

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DO - STEP TWO: Compare Documentation vs. Requirements

Read the applicable sections of the Company documents, including the Quality Manual. Compare with the applicable clauses of AC291.

Question	Y/N	Evidence or Notes Sheet Ref. #
[redacted]		
[redacted]		
[redacted]		

[redacted]

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CHECK - STEP THREE: Compare Actual Practice vs. Requirements

Compare the requirements of AC291, the Quality Manual and other documentation against what employees are actually doing in everyday practice.			
[redacted]	[redacted]	[redacted]	[redacted]

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

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Your Logo

INTERNAL AUDIT REPORT

ACT - STEP FOUR: Verify the Effectiveness of the Process

Review the applicable process map for this process.		
Question	**Y/N**	**Evidence or Notes Sheet Ref. #**
(sample questions) [redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
[redacted]		
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[redacted]		
[redacted]		

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[redacted]

[redacted]

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STEP FIVE: Summarize Your Findings for RFS System

NONCONFORMITIES	
RFS #	**Describe finding as it should appear in the RFS system**
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	

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STEP FIVE: Summarize Your Findings for RFS System

OPPORTUNITIES FOR IMPROVEMENT
[redacted]
[redacted]
[redacted]
[redacted]

STEP SIX: Review Audit Report and Submit

All auditors [redacted]

[redacted]

Signature of Lead Auditor

[redacted]

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STEP SEVEN: Submit Audit Report to Appropriate Managers

The completed audit report must be submitted to the managers responsible for the areas audited, as well as any other appropriate persons.

[redacted]

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

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NOTES PAGE

Note #	Notes, evidence, findings, comments, etc.

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Your Logo	**INVESTIGATION AND CORRECTIVE ACTION REQUEST**

ICAR Responsible Supplier: _____

[redacted]

9. Congratulate the Team!

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MANAGEMENT MEETING REPORT

Origination Date: (mo/yr)

Document Identifier:	Management Meeting Report
Date:	(your date)
Meeting Report Rev:	
Authorization:	

Abstract:
This document provides the management meeting report.

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CREATION LOG

Issue	Date	Comment	Author
Orig			

REVISION RECORD

Issue	Item	Reason for Change

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Please complete each section - this form may used as [redacted]

Date of Review: **Recorded by:**

In Attendance:

NAME	TITLE

Absent:

NAME	TITLE

ITEM 1: Review of the Quality Policy for current adequacy and the need for changes to it. *Review* [redacted]

- ☐ [redacted]
- ☐ [redacted]

ITEM 2: Internal audit results. *Report on* [redacted]

ITEM 3: Status of NCR System corrective actions. *Review* [redacted]

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ITEM 4: Review of resources needed to maintain and improve the effectiveness of the quality management system. *Discuss* [redacted]

ITEM 5: Review of current training programs and the effectiveness of additional training for designated individuals. *Include retraining requirements for* [redacted]

ITEM 6: Review of Suppliers, Contract Inspectors and Subcontractors. *Discuss* [redacted]

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ITEM 7: Review of quality objectives, data and goals. *Review the current Quality Objectives as outlined in the Quality Manual and modify goals accordingly.*

Process	Quality Objective	Data Metric	Current Standing	Goal
Management	[redacted]			
Corrective Action				

ITEM 8: Discuss Customer feedback and complaints not already discussed as part of the NCR system review.

ITEM 9: Discuss the overall performance of the quality system, any changes to the Company that may affect the quality system or vice-versa. *Include* [redacted]

Note 10: Note other recommendations for management to [redacted]

ITEM 11. Note follow-up activities from prior Management Review issues.

ITEM 12. Set date for next Management Review:

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ITEM 13. NCR's FILED AT THIS MEETING:

Line Item	Responsible Authority	Nature of Issue
1		
2		
3		
4		
5		
6		

ITEM 14. OTHER ACTION ITEMS ASSIGNED:

Action Item	Assigned to:	Required Response Date

ITEM 15. ITEMS FOR FOLLOW-UP AT NEXT MEETING:

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REQUEST FOR SUPPORT

☐Nonconformance ☐Continuous Improvement Opportunity ☐Calculated Risk Release

SUBCONTRACTOR: _____ DATE RECEIVED: _____

RFS#: SHEET _____ OF _____

Traveler#:		Op#:		Quantity Received:		Job Number:	

Root Cause:

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Form Rev: Orig

Your Logo **Shaded Area for Administrative Use**

NONCONFORMANCE REPORT LOG

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

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Abbreviations:

[redacted]

NON-DISCLOSURE AGREEMENT

[redacted]

(Your Company:
Name
Address
Attention:

(Employee Name):
Name
Address
City, State, Zip

Each Party may change its designation by written notice to the other.

[redacted]

:

[redacted]

[redacted]

(Your Company)

By:

_____

Name (type): _____

Title: _____

Date:_____

(Your Name)

By:

_____

Name (type): _____

Title: _____

Date: _____

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Procedure Template

Mo/Yr

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1.0 Scope

Prepare procedures using [redacted] The less disclosure in a procedure or work instruction the better because [redacted] Your job is to Keep-it-Simple so non-professionals can perform their jobs. The combination of [redacted] is all that is necessary to address [redacted]

2.0 Applicable Documents

3.0 Requirements

4.0 Workmanship

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Sheet ☐ of ☐

Work Product Release Record

PRR#

Your Logo

[redacted]

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Your Company Name, etc and logo

Date:

Attention:
Company:
Address:
City, State:
Zip Code:

Subject: Customer/Government Property located at your facility

Dear (insert your appropriate name)

Our records show the Customer/Government property listed below is [redacted]

[redacted] requests the return of the property by _____ to enable [redacted]

If we can assist you or if you have any questions, please do not hesitate to contact:
Name: _____ Phone Number: _____

[redacted]

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Property Management Log

	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							

Your Logo

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Property Record

[redacted]

[redacted]

[redacted] Form Rev: Orig

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PURCHASE ORDER

[redacted]

Date	
Purchase Order #	Page:

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

[redacted]

****** NO EARLY OR OVERSHIPMENTS ACCEPTED WITHOUT PRIOR APPROVAL BY THE BUYER******

[redacted]

****END OF PURCHASE ORDER****

Purchase Order Amount

[redacted]

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Your Company Name

Terms and [redacted]

Purchase Requisition

#	Quote Number	Your Logo

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Inspection Tags
Green = Good, Yellow = Withhold, Red = Bad
Use standard, colored card stock – size approximately 3.5" tall by 5.75" wide or use stock size

GOOD TAG			Your Logo		
P/N:		PO #:		Date:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					

Form Rev: Orig

GOOD TAG			Your Logo		
P/N:		PO #:		Date:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					
[redacted]					
[redacted]					

Form Rev: Orig

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WITHHOLD TAG		Your Logo	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

BAD TAG		Your Logo	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

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Your Logo	Receiving Inspection Instructions	Receiving Inspection Instruction Rev: Orig
	Special Instructions: [redacted]	

Oper	Qty	Description of Inspection Operation	Gage	Comment
R&I	---	Op 1: [redacted] Op 2: [redacted] Op 3: [redacted] Op 4: [redacted] Op 5: [redacted] Op 6: [redacted] Op 7: [redacted] Op 8: [redacted] Op 9: [redacted] Op 10: [redacted] Op 11: [redacted] Op 12: [redacted] Op 13: [redacted] Op 14: [redacted] Op 15: [redacted] Op 16: [redacted] Op 17: [redacted]		

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Drawing No: [redacted]	**RECEIVING INSPECTION RECORD** [redacted]									
	[redacted]								[redacted]	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
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29										
30										
31										
32										
33										
34										
35										

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Receiving Log

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

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REQUEST FOR CHANGE

Desired Change:			
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

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(Your Logo)

Your Logo	REQUEST FOR DEVIATION / WAIVER

1. [redacted] [redacted]	2. [redacted]	3. RDW NO.
	4. PURCHASE ORDER NO.	5. DATE
	[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]

Form Rev: Orig

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RFS LOG

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

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Shelf Life Expiration Log

Description:		Date Received:	
[redacted]			
[redacted]			

[redacted] Form Rev: Orig

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Shipping Log

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

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Your Logo	Special Inspection Instructions	Special Inspection Instructions Rev: Orig
	Special Instructions: [redacted]	

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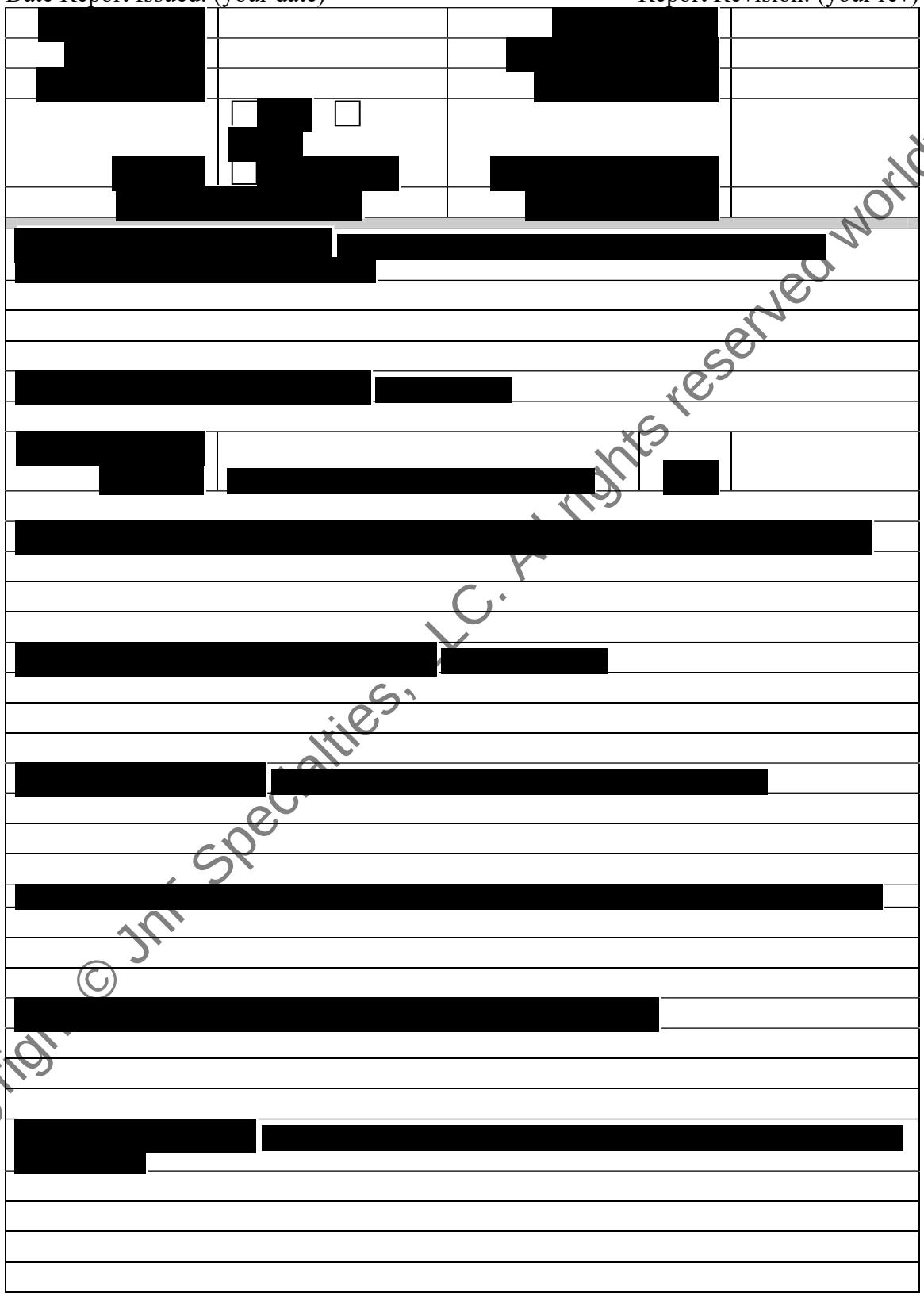
SPECIAL INSPECTION REPORT

Date Report Issued: (your date) Report Revision: (your rev)



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Inspection Date:		Report Number:	
[redacted]			

Statement of Conformity
We hereby certify [redacted]

Below is for Company Use Only
Completion of Desktop Review and/or On-Site Review (QMS-04 Management Process Procedure)
Desktop Review
[redacted]

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Your Logo **Supplier Evaluation**

Supplier: **Commodity:**

If Part I criteria is met, Supplier is approved without further evaluation.

Part I

☐ [redacted] ☐ [redacted]

☐ [redacted] ☐ [redacted]

If Part I criteria is NOT met, Supplier must be evaluated under Part II.

Part II

[redacted]

☐ [redacted]
☐
☐
☐
☐
☐

Part III

☐ [redacted]
☐ [redacted] _____

RESULTS OF INITIAL EVALUATION
(Ref. Purchasing Procedure)

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

[redacted] _____ [redacted] _____

RESULTS OF RECEIVING INSPECTION OR SERVICE FEEDBACK

Purchase Order Number **Request for Support Number**

☐**Supplier is** [redacted] ☐**Supplier** [redacted]

[redacted]

[redacted]

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SUPPLIER PERFORMANCE RATING REPORT

Job #: Performance Reporting Dates:

Supplier:

OVERALL PERFORMANCE RATING **100**

[redacted] Excellent
Good
Improvement Expected
Improvement Required

Points (100 Max)		Weight %
Quality.....	100	[redacted]
Delivery.....	100	[redacted]
Documentation.....	100	[redacted]
Cooperation.....	100	[redacted]

Quality: [redacted]

Delivery: [redacted]

Documentation: [redacted]

Cooperation: [redacted]

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SUPPLIER RATING WORKSHEET

Supplier:
P/N:

QUALITY

[redacted]			

DELIVERY

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

DOCUMENTATION

[redacted]	[redacted]	[redacted]
100		

COOPERATION

[redacted]	[redacted]	[redacted]
100		

Quality: [redacted]

Delivery: [redacted]

Documentation: [redacted]

Cooperation: [redacted]

[redacted]	

[redacted] Form Rev: Orig

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Supplier Overall Performance Rating

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

Supplier Monthly Rating Report

[redacted]	[redacted]	Monthly [redacted]											
		[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
	[redacted]												
	[redacted]												
	[redacted]												
	[redacted]												
	[redacted]												

Prepared by: _____ Date: _____

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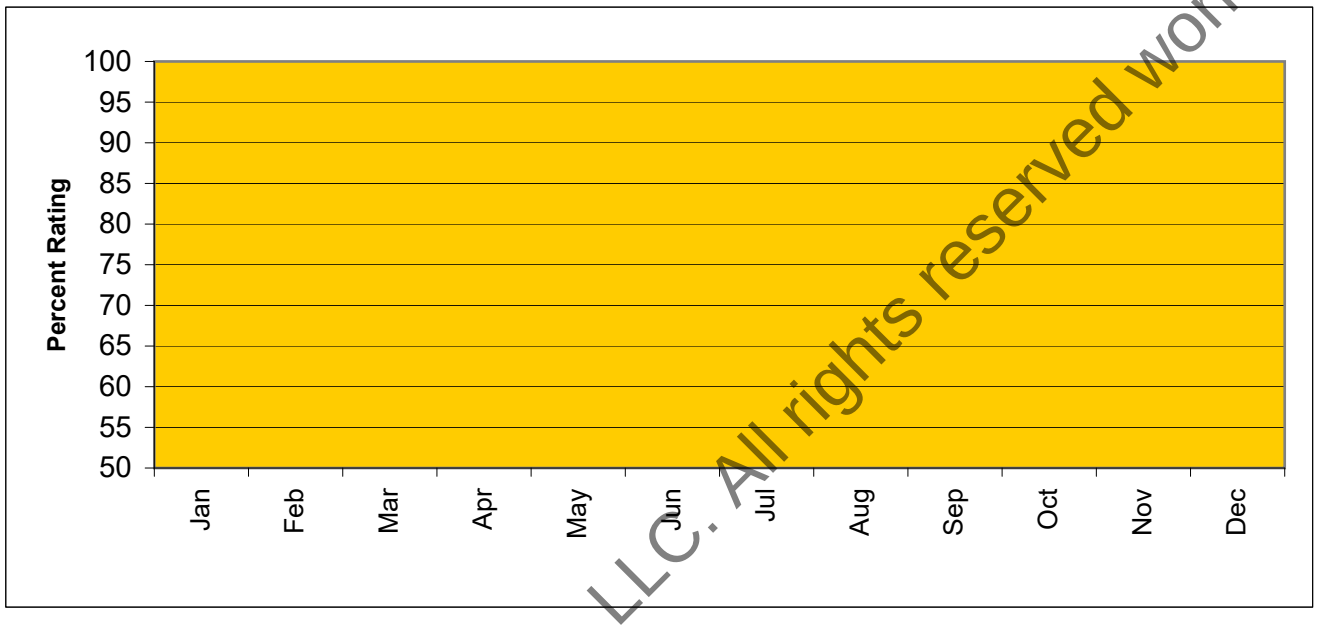
Supplier Performance Rating



Quality Performance

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
[redacted]												

Performance Rating Standards

Gold - [redacted]
Silver -
Bronze -
Yellow -
Red -

Supplier Name:

Overall Rating %: [redacted]

[redacted]

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Your Logo

Your Company Name

SUPPLIER QUALITY REQUIREMENTS

Origination Date: XXXX

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

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Abstract:
This document describes flowdown requirements for Suppliers.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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☐PURPOSE and SCOPE

[redacted]

☐APPLICABILITY

[redacted]

☐DEFINITIONS and ABBREVIATIONS

A. The term 'Buyer' or 'Buyer' means Buyer.

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 [redacted]

The System shall provide controls capable of maintaining design conformance and product integrity. The Seller shall perform all inspections and tests, and provide all: [redacted]

Records shall be kept available for [redacted]

☐NEGOTIATIONS

It is not the intent of this specification to restrict the Seller in his mode of operation; therefore, it is possible that certain [redacted]

☐PROPRIETARY INFORMATION

The Seller must identify in writing the intended use in performance of the Purchase Order of [redacted]

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[redacted]

The absence of such written identification is a representation by Seller that [redacted]

☐**PROCESS CONTROL**

[redacted]

The Seller shall not change any process, material, or procedure from that used to qualify Seller's product without [redacted]

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When the Purchase Order requires Buyer acceptance of a 1st Article, the first part fabricated to the specified Buyer configuration shall [redacted]

☐ **SUBCONTRACTOR CONTROL**

[redacted]

☐ **DRAWING and CHANGE CONTROL**

[redacted]

☐ **RECEIVING INSPECTION**

The Seller shall inspect incoming material to assure [redacted]

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☐STOCK CONTROL

The Seller shall provide for protection and control of supplies and materials stored for use in deliverable Buyer products.

Control shall cover [redacted]

☐SAMPLING INSPECTION

Acceptance sampling procedures, if other than [redacted] must have Buyer approval prior to use; sampling to permit [redacted]

☐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] shall be maintained to provide for periodic inspection and calibration of tools, gages, and test equipment against standards traceable to NIST. Objective evidence of such checks and NIST traceability shall [redacted]

☐MATERIAL CONTROL

[redacted]

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When product is returned by Buyer to the Seller because of failure to comply with Purchase Order requirements, the Seller shall [redacted]

☐TECHNICAL REQUIREMENTS

Unless otherwise specified, Buyer is responsible for [redacted]

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Your Logo

(Date)

Quality Manager«AddressBlock»

Re: Supplier Performance Rating Report
Performance Reporting Dates:
P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that indicates your Quality Performance. Enclosed is a copy of your Quality Performance, which includes

[redacted]

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

[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]				

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Other Participants:

Ref:

Page 2 / of /

Your Company Name
SURVEY REPORT

Continuation…

[redacted]

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[redacted]

[redacted]

Continuation…

Copyright © JnF Specialties, LLC. All rights reserved worldwide.

Your Production Area
Training Certificate

awarded to

Your Employee Name

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TRAINING LOG

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

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QMS Procedure Training Matrix for Your Company

Name	Calibration	Configuration	Corrective Action	Definitions	[redacted]	Document & Records Control	Internal Auditing	Management	Inspection	Nonconformance	Proposal - Contract	Purchasing	Quality Policy (Manual)	Receiving	Responsibilities	Shipping	Training
B. eQMS			X	X	X	X			X	X			X		X		X
Br. eQMS			X	X	X	X			X	X			X		X		X
C. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ch. eQMS				X		X			X	X			X		X		X
Chr. eQMS				X		X			X	X			X		X		X
D. eQMS				X		X			X	X			X		X		X
Da. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Dav. eQMS				X		X							X		X		X
E. eQMS				X		X		X					X	X	X		X
F. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J. eQMS			X	X		X		X		X		X	X	X	X	X	X
Je. eQMS		X	X	X	X	X			X	X	X	X	X		X	X	X
Jef. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jo. eQMS				X		X			X	X			X		X		X
K. eQMS				X	X	X		X	X	X			X		X		X
L. eQMS				X		X							X		X		X
P. eQMS				X		X		X					X		X		X
R. eQMS				X		X							X		X		X
Ri. eQMS		X		X	X	X			X	X		X	X	X	X	X	X
S. eQMS				X		X							X		X		X
Sh. eQMS				X		X			X	X			X		X		X
St. eQMS		X	X	X	X	X			X	X	X	X	X		X		X
Su. eQMS	X	X	X	X		X			X	X		X	X	X	X	X	X
T. eQMS		X	X	X	X	X			X	X	X	X	X		X	X	X
W. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y. eQMS				X		X			X	X			X		X		X
Yo. eQMS				X		X			X	X			X		X		X
Z. eQMS		X		X	X	X		X			X		X		X		X

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X = Applicable QMS Procedure, record of orientation training for each Employee.

Note:

[redacted]

ORIENTATION/INDUCTION/TRAINING RECORD

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

Your Logo

Subjects Covered during Orientation/Induction:

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

Con... ...ies, LLC. All rights reserved worldwide.

ORIENTATION/TRAINING REQUEST

To:	
Dept:	Date:

You have been scheduled to attend the next orientation

[redacted]

Your Logo

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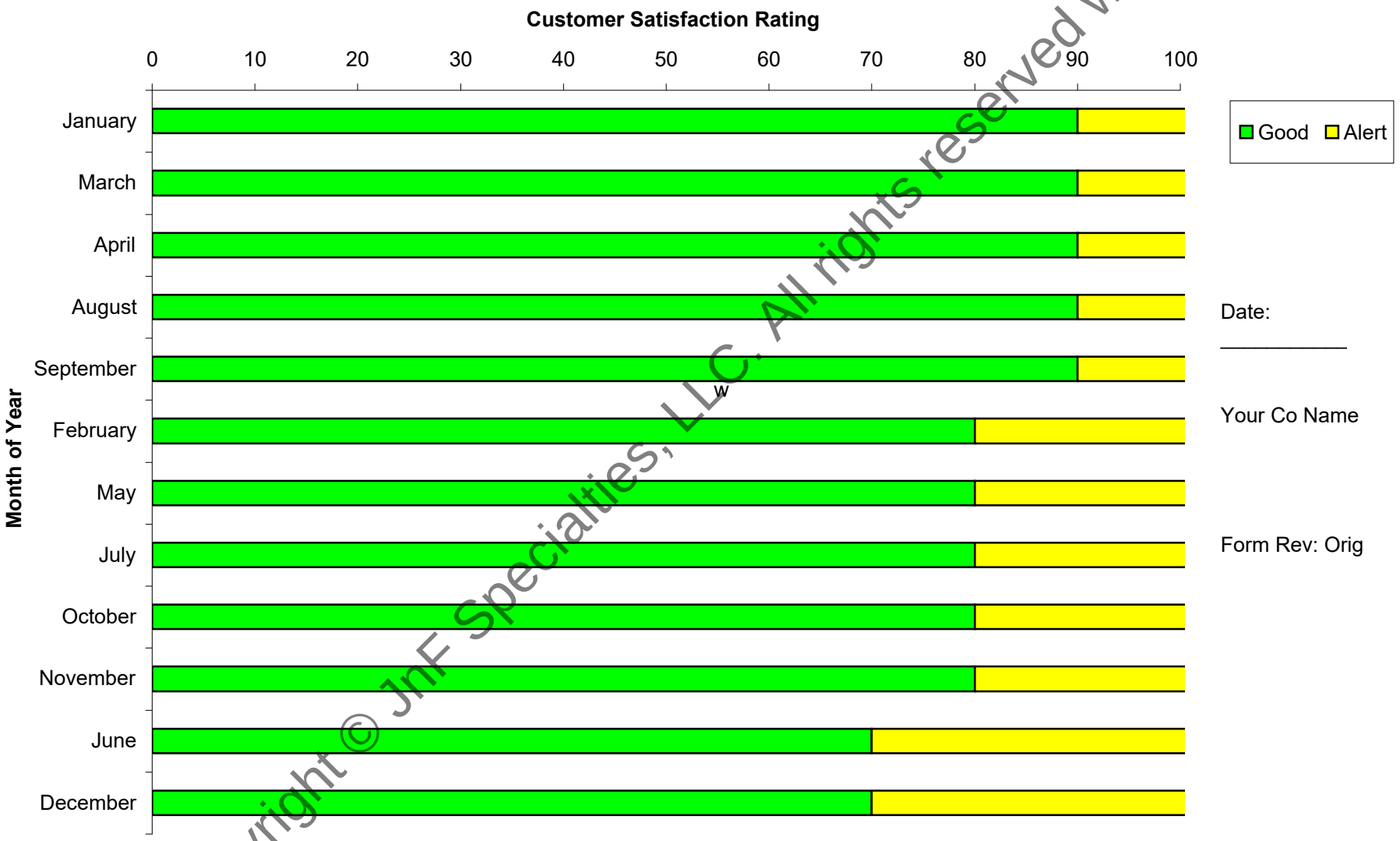
Pareto Analysis, (year)
Customer Satisfaction Rating



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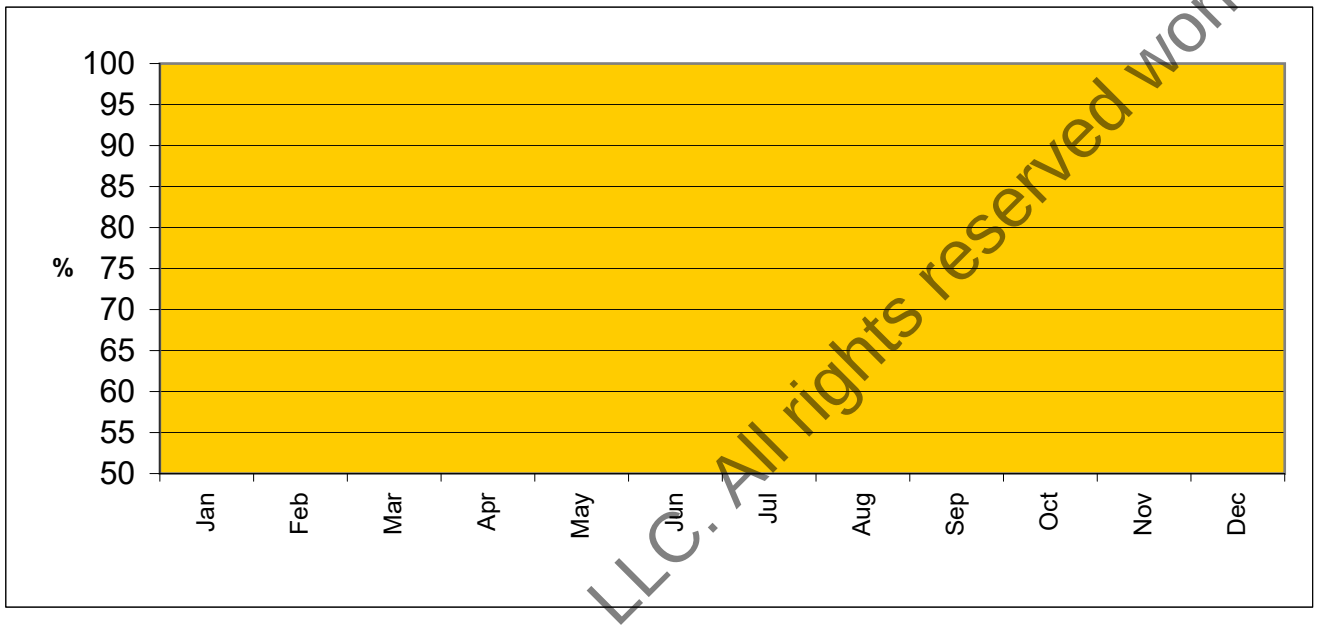
Customer Satisfaction Rating



Customer Satisfaction

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	
[redacted]												

Performance Rating Standards

- Gold -
- Silver -
- Bronze -
- Yellow -
- Red -

Customer Name:	(name)
Overall Rating %:	0

[redacted]

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DOCUMENT NAME

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:
This document describes xxxxxx.

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REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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7.0 WORKMANSHIP 4

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1.0 SCOPE

2.0 THEORY

3.0 REFERENCES

4.0 EQUIPMENT

5.0 MATERIALS

6.0 OPERATING PROCEDURES

7.0 WORKMANSHIP

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(Your Logo)

WORK ORDER

Job #: Rev:

(Your Company Name) Your Address City, State, Zip	Customer:	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	

SPECIAL INSTRUCTIONS

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

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RECEIVING, IN-PROCESS AND FINAL INSPECTION SAMPLING PLAN

Origination Date: Mo/Yr

Document Identifier:	Sampling Plan
Date:	Your Date
Document Status:	Released

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Abstract:
This document describes the C=0 sampling plan.

REVISION LOG

Issue	Date	Comment	Author
Orig	Mo/Yr	Original Release	

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 Scope

The Zero Acceptance Number plan developed by Nicholas L. Squeglia, available at ASQ.org, ISBN 0-87389-305-0, was originally designed and used to provide equal or greater Consumer protection with less inspection than the corresponding MIL-STD-105 sampling plan. In addition to the economic advantages, the plan is [redacted] This plan has found application in [redacted]

2.0 Theory

The basic objective of sampling is often overlooked. Why sample? Sampling is employed to [redacted] It is impractical (in most cases) to perform 100% inspection; therefore, [redacted]

3.0 Alternate Sampling Plans

Continuous Sampling

[redacted]

Lot-by-Lot Attribute Inspection

[redacted]

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[redacted]

Lot-by-Lot Variables Inspection

[redacted]

4.0 Relationship of C=0 to MIL-STD-105

The MIL-STD-105 sampling plan is based upon the A.Q.L. concept (Acceptance Quality Level), which provides a Producer Risk lot acceptance probability of 90% to 98%, a Consumer Risk lot rejection probability of 2% to 10% and acceptance of a lot based upon a percent defective that is established for major and/or minor characteristics. The C=0 plan is associated with the A.Q.L.'s of MIL-STD-105 as well as the L.T.P.D (Lot Tolerance Percent Defective) and A.O.Q.L. (Average Outgoing Quality Level). The plan provides equal or greater Consumer Risk protection at the 10% level and requires less inspection; however, [redacted]

The C=0 plan is used when:

[redacted]

5.0 C=0 Sampling Plan

Use MIL-STD-105/ANSI Z 1.4 to establish an A.Q.L., which is normally 1.0 for critical characteristics and 4.0 for minor characteristics. Using Table I, find a lot size in the left-hand column and read across the columns to the appropriate A.Q.L. then read down the column to find the sample size. For instance, [redacted]

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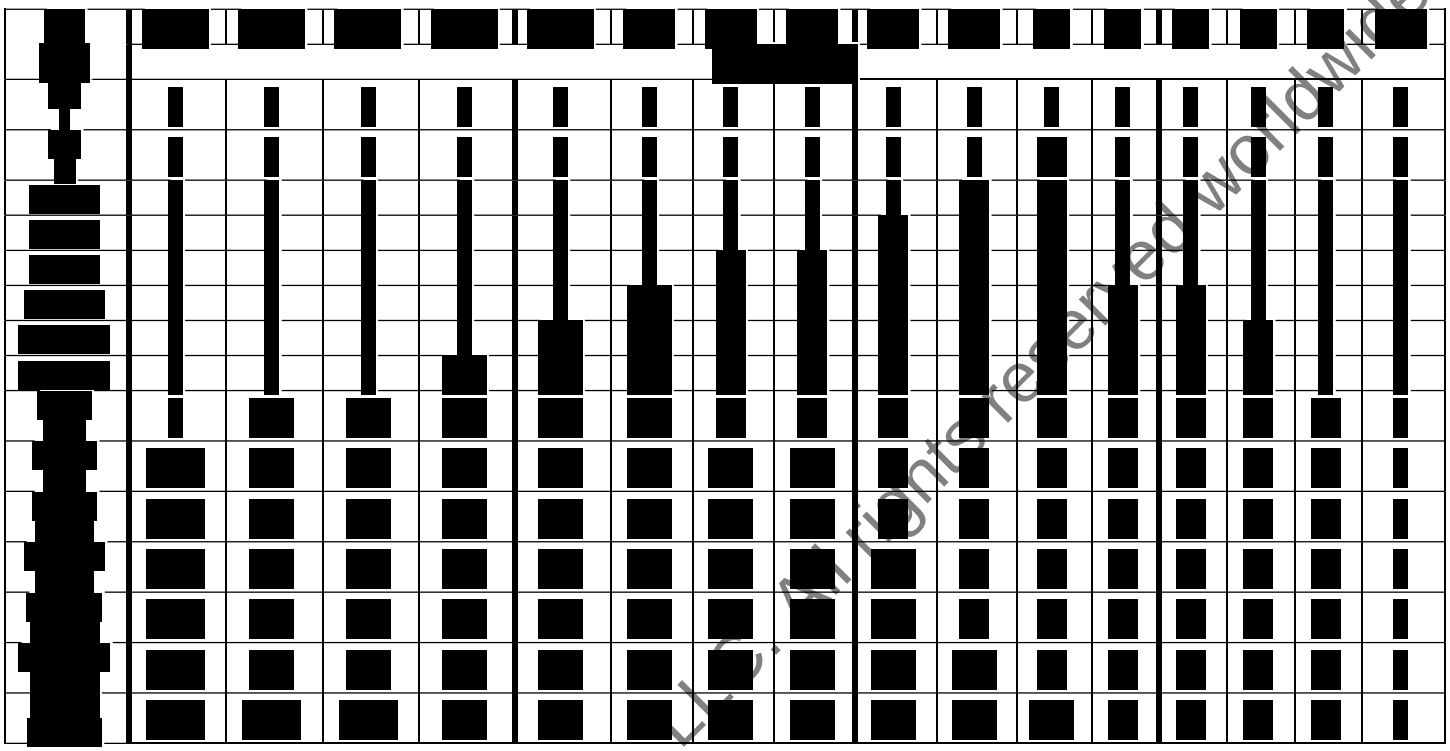
Table I

C=0 Sampling Plan - Associated A.Q.L.'s



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