REDACTED

Your Logo

Your Company Name

ASA-100
QUALITY MANUAL

Origination Date: XXXX

Document Identifier:	QMS-00 Quality Manual
Date:	Latest Revision Date
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Abstract:
This quality manual describes (your Company's) quality management system policies and procedures.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

NOTE: Company policies herein are expressed from the perspective of "As-a-Matter-of-Fact". To apply this perspective, mentally add the phrase to the beginning of each paragraph herein. Delete this note prior to release of quality manual.

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1.0 Quality System and Quality Manual

(Your Company's) quality management system (QMS) quality manual summarizes top management's stategic view to enhance Customer satisfaction, improve the QMS and assure consistent delivery of products that achieve conformance with Customer and applicable statutory and regulatory requirements. The Company ensures that it can meet the claims for products and services it offers and ensures requirements for products and services are defined according to the ***QMS-07 Proposal Development and Contract Review Procedure***.

2.0 Self-Audit/Evaluation

2.1 Internal audit

The Company conducts internal audits at least once each calendar year to provide information on whether the quality management system conforms to requirements and is effectively implemented, maintained and continuously improved according to the following procedures: ***QMS-12 Internal Auditing***, ***QMS-04 Management Process***, ***QMS-14 Control of Nonconformances*** and ***QMS-13 Corrective Action***.

2.2 Audit requirements

The Company assigns Responsible Authorities to perform internal audits and report audit results to management according to the ***QMS-12 Internal Auditing Procedure***.

3.0 Facilities

The Company determines and provides the resources needed to prevent damage to inventory in storage areas and to [redacted] The Company determines, provides and maintains the environment necessary for the operation of its processes according to the ***QMS-04 Management Process Procedure***.

4.0 Training and Authorized Personnel

4.1 People

The Company determines and provides the people necessary for the effective operation and control of its processes and quality management system according to the ***QMS-04 Management Process Procedure***, ***QMS-05 Responsibilities and Authorities*** and ***QMS-06 Training Procedure***. See Appendix A for Responsible Authority Chart.

4.2 Competence

The Company ensures Employee competence according to [redacted], which includes [redacted] The Company evaluates the effectiveness of training and maintains records [redacted]

5.0 Procurement

5.1 General

The Company ensures that externally provided products are traceable to a prior source and conform to requirements according to the ***QMS-08 Purchasing Procedure*** and ***QMS-09 Receiving Procedure***. The Company determines and applies criteria for [redacted]

5.2 Type and extent of control

The Company ensures that externally provided products do not adversely affect the Company's ability to consistently deliver conforming products to its Customers according to the ***QMS-08 Purchasing Procedure*** and ***QMS-09 Receiving Procedure***.

5.3 Information for external providers

The Company ensures that requirements are adequately documented prior to communicating with Suppliers according to the ***QMS-08 Purchasing Procedure***.

6.0 Receiving Inspection

Incoming supplies are inspected to ensure [redacted], which is defined in the ***QMS-09 Receiving Procedure***.

7.0 Measuring and Test Equipment

Measuring equipment is identified for traceability then calibrated and/or verified prior to use and safeguarded from [redacted] according to the ***QMS-15 Calibration Procedure***.

8.0 Material Control

The Company uses original/special packaging and suitable means to protect supplies from [redacted]

9.0 Shelf Life Control

The Company reviews purchase orders for life limited items according to ***QMS-08-1 Purchase Order Review Procedure*** then identifies and controls [redacted] items according to ***QMS-09 Receiving Procedure***.

10.0 Certification and Release of Materials

The Company prepares a documentation package for shipments according to the ***QMS-11-Shipping Procedure***, which includes [redacted]

[redacted] according to the ***QMS-10 Production Procedure***.

11.0 Shipping

Products are released for delivery to Customers only after [redacted] Deliverable supplies are preserved, packaged, packed and marked according to the ***QMS-11 Shipping Procedure***.

12.0 Records

The Company controls records to ensure they are available for each Customer purchase (fasteners, life limited items, raw materials, etc). Records are suitable for use when and where needed and are [redacted] according to the ***QMS-03 Records Control Procedure***.

13.0 Technical Data Control

Documents required for production of deliverable items are readily available to all Employees and interested parties on the Company's internal server. The Company controls [redacted] according to the ***QMS-01 Document Control Procedure*** and/or ***QMS-03 Records Control Procedure***. Internal and external documents used for planning and operation of the QMS are [redacted]

14.0 Corrective Action Process

When a nonconformance occurs, including complaints, the Company reacts to the nonconformance and, as applicable, [redacted] according to the ***QMS-13 Corrective Action Procedure*** and ***QMS-14 Nonconformance Control Procedure***. The Company evaluates the need for action to eliminate the cause of each nonconformance and to [redacted]

14.1 Required records for nonconformities

The Company retains and maintains records regarding the nature of nonconformances, subsequent actions and results of corrective actions according to the ***QMS-03 Records Control Procedure***.

Appendix A: Responsible Authorities