Your Logo

Your Company Name

Add to Cart

(your project name)
QUALITY PLAN

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 the quality plan for xxxxxx.

REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 SCOPE

The Company's quality program is implemented and maintained as needed to meet the requirements of our Company vision and governing policies.

The Company has adopted a process-oriented method of management. This approach emphasizes the importance of:

a) continuous improvement of processes based on objective measurement and analysis.

b) need to consider processes in terms of added value,

c) obtaining results of process performance and effectiveness and

d) understanding, meeting and integrating Customer, statutory and regulatory requirements,

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. During Management Review, process resources are discussed and allocated. Corrective and preventive action is taken to ensure the processes achieve the desired results and continuously improve.

2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to report nonconformances and request corrective or preventive action to prevent the occurrence of nonconformities relating to work. The Responsible Authority oversees this effort and makes sure that issues are identified and recorded and solutions are transmitted to and resolved by the proper functions and verified for effectiveness.

3.0 INSPECTION SYSTEM

The engineering drawings and technical documentation provide the requirements for all deliverables and services. In all cases, this includes criteria for acceptance/rejection; where this is not clear, the Responsible Authority oversees clarification of these criteria with the Customer.

Incoming materials are inspected to ensure they meet requirements before use and as a means of monitoring ongoing Supplier quality.

In-process inspections are conducted to ensure ongoing quality of work. These may be done randomly at the discretion of management or via planned QC inspections according to work details.

Once all operations are complete, work undergoes final inspection to determine that all planned arrangements have been completed.

4.0 DOCUMENTS AND RECORDS

Records are controlled to provide evidence of conformity to requirements. Documents are controlled so that the information on them is accessible, legible and suitably maintained. Documents are reviewed and approved prior to release and only the latest versions are

available to users. Previous versions are stamped "Superseded" and legacy documents are segregated and retained for historical purposes.

5.0 CONTROL OF NONCONFORMANCES

All work that is found to be nonconforming against specified requirements are [redacted]

The controls for nonconformances are defined in the ***Control of Nonconformances Procedure*** and the ***Corrective and Preventive Action Procedure.***

6.0 WORKMANSHIP

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

- [redacted]

7.0 LIST OF DEFINABLE FEATURES OF WORK

Tailor this section to address key elements of the project:

1)
(Your company) will...
2)
(Your company) will...
3)
(Your company) will...

Your Logo

Your Company Name

CONTROL OF NONCONFORMANCES

Origination Date: XXXX

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

Abstract:
This document describes procedures for control of nonconformances.

REVISION LOG

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1.0 PURPOSE

This document defines and makes reference to the procedures necessary for the control of nonconformances.

2.0 THEORY

Work that has failed inspections or tests or that in any way does not meet requirements are considered "nonconformances". Such work must be controlled to ensure it is not accidentally delivered or used. The Company's system ensures that nonconformances are identified when found and are segregated, investigated and dispositioned. Corrective and/or preventive actions are taken to ensure nonconformances do not reoccur.

3.0 GENERAL PROCEDURE

3.1 "Nonconformance" is any work or raw material used by the Company or listed as a Customer complaint, such as:

- Acceptable inspection limits
- Acceptable test results
- Customer requirements (prints, specs, etc.)
- Design requirements (prints, specs, etc.)
- Material shelf life limits
- Statutory or regulatory requirements (safety, packaging, etc.)

3.2 Nonconformances must be withheld pending disposition by a completed Nonconformance Report (NCR) or by direction from Quality. A Calculated Risk Release may also be used for disposition; however, the Calc-Risk must be closed before Customer acceptance.

3.3 All employees are empowered to engage this procedure when they discover nonconformances. No employee may work on yellow-tagged nonconformances.

3.4 Upon discovery of a nonconformance, an employee may make an attempt to perform immediate rework if such rework is within that employee's ability. For example, if an item requires sanding and the nonconformance appears to be insufficient sanding, the employee may continue to sand the item to bring it into conformance without any further action.

3.5 When an employee cannot bring the work into conformance through immediate rework, the employee begins a Nonconformance Report or notifies their supervisor. In the latter case, if the supervisor agrees that the work is nonconforming, the supervisor will begin the Nonconformance Report.

3.6 If an employee or supervisor cannot find a Nonconformance Report form, they may obtain one from Quality.

3.7 The employee completes the top portion of the Nonconformance Report form, filling in all pertinent spaces. The employee then submits the Nonconformance Report (NCR) to Quality.

3.8 The employee then tags the nonconforming work with a yellow nonconformance tag and indicates the report number on the tag. A yellow-tag may be used without a Nonconformance Report for temporary identification. Whenever possible the work should be physically segregated from other work.

3.9 Upon receipt of the Nonconformance Report, the Quality representative will review the form for adequacy and legibility, resolving any problems with the originating employee as applicable. The Quality representative will then log the Report into the Nonconformance Log.

3.10 Quality will then [redacted].

3.11 If the nonconformance is ascertained or estimated to be the fault of a Supplier, Quality may [redacted]

3.12 Quality will also [redacted]

3.13 The NCR is submitted to the Material Review Board (MRB) for review and disposition. MRB actions that affect configuration may be immediately implemented when approved by the applicable authorities and is noted on [redacted]

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

- [redacted]

3.14.1 MRB Qualification

A Material Review Board member must:

1) [redacted]

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

3.16 [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 [redacted]

4.2.6 [redacted]

4.2.7 [redacted]

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: [redacted].

5.2 [redacted]

5.3 Minor: [redacted]

5.4 Scrap, RTV or Standard Rework dispositions are [redacted]

5.5 None: Not subject to Customer approval.

Your Logo	**CORRECTIVE ACTION REQUEST**

CAR Responsible Supplier: _____

Customer: _____ Part# _____ Applicable Customer P.O or Job # _____

Customer CA or corresponding documentation received? Y ☐ N ☐ Number: _____

Date Opened:_____ Step 3. Due: _____ Date CAR closed: _____ Closed By: _____

Raw Material affected # _____ P.O # _____

---

1. Champion: _____ Team Members: _____ _____ _____ _____

---

2. Problem Description: _____

---

3. Containment & Short Term Control: checked by: _____Date: _____

Goods in-transit: 0

[redacted] _____

[redacted] _____

[redacted] _____ [redacted]

[redacted] _____

[redacted]**:**

_____

---

5. [redacted] _____ [redacted] _____

[redacted] _____ [redacted] _____

[redacted]

[redacted] _____

---

9. Congratulate the Team!

Your Logo

Your Company Name

CORRECTIVE AND PREVENTIVE ACTION

Origination Date: XXXX

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

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

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 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 defects found during production, 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, which is known as "preventive action". There are times when preventive action is a standalone activity, specifically when reporting a problem that does not exist at the moment but could exist if something isn't done.

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 work, processes and work environment.

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a Nonconformance Report (NCR) form to record both nonconformances related to its work, processes and quality system as well as compliments or positive feedback. The form and system are used for both potential problems (corrective action) and possible problems (preventive action.) In all cases such problems or compliments may be reported internally, reported by Customers or other external parties. A Bulletin form should be used to clarify management instructions for activities that do not strictly fall within MRB or CCB disposition.

3.2 ALL employees are empowered with the ability to report sources of problems and nonconformances.

3.3 No disciplinary action may be attached to the submission of NCR's.

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

3.5 For the processing and routing of NCR's see Process Map.

3.6 [redacted]

3.7 [redacted]

3.8 [redacted]

3.9 [redacted]

3.10 [redacted]

3.11 [redacted]

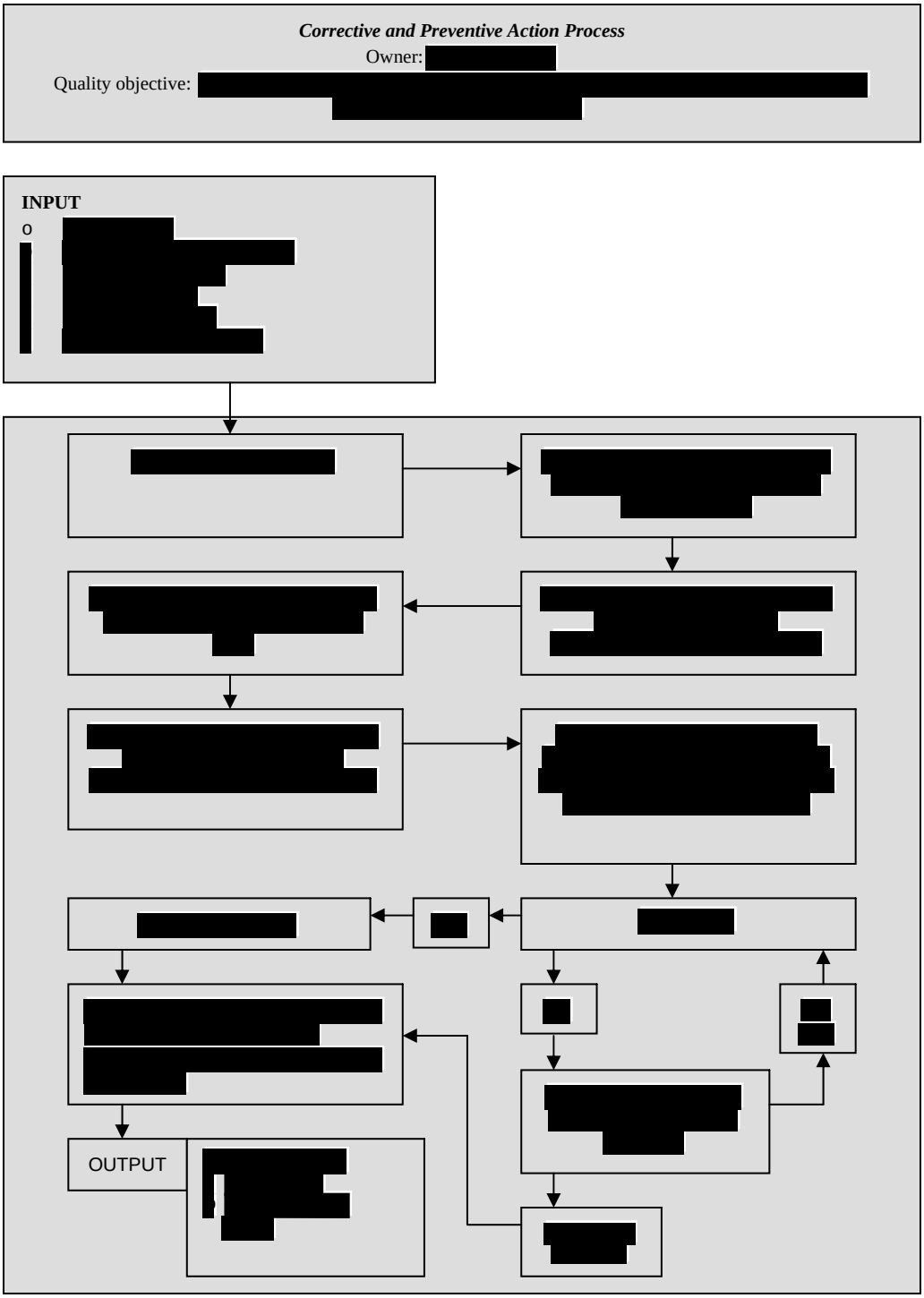
4.0 PROCEDURE: CORRECTIVE ACTION REQUEST (CAR)

4.1 Any purchasing agent [redacted]

4.2 CAR's are processed through the same steps as the NCR but are [redacted].

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

5.0 PROCESS MAP



Your Logo	Inspection Plan		Form Rev: Orig Page 1 of 1
	Special Instructions:	Specification:	
		Specification:	
		Approval:	

Oper	Reserved	Description of Inspection Operation	Tools	Comment

User Info - Application Categories:
Preparatory, Initial, Follow-Up, Completion, Pre-Final, Final & Test

NONCONFORMANCE REPORT

☐Nonconformance ☐Continuous Improvement Opportunity ☐Calculated Risk Release

SUBCONTRACTOR:_____ DATE RECEIVED: _____

NCR#: SHEET _____ OF _____

Punch #:		Bldg#:		Quantify:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para#, & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							
Part#:							
Part# Rev:							
Reserved:							
P.O.#:							
Qty Inspected:							
Area:							
Date:							
Inspector:							Unit Cost
Project Name:							

☐Measurement ☐Machine ☐Personnel ☐Material ☐Method ☐Environment/Design

Send-to/Date: Critical Impact to Schedule or Contract: ☐Yes ☐No

Disposition Instructions

[redacted]

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

CLASSIFICATION	MRB Disposition
MAJOR	☐**Scrap** ☐[redacted] ☐[redacted] ☐[redacted] ☐[redacted]
MINOR	☐[redacted] ☐[redacted]
NONE	☐[redacted] ☐[redacted] ☐[redacted] ☐[redacted] ☐[redacted] ☐[redacted]

Material Review Board Acceptance

Project Engineer/Date	Your Authority Name/Date	QC/Date	Referee/Date
Rework/Repair Operator	Rework/Repair Date	Rework Inspector/Date	Customer/Date:
Rework Time:	---	Rework QC Time:	Sum of Time Consumed by MRB:

[redacted]

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

Form Rev: Orig

Your Co Name

Address
City - State - Zip
Phone: Fax:
Email:

NONCONFORMANCE REPORT

Control Number:		PO Number:	
Reserved:		Reserved:	
Reserved:		Reserved:	
Description of Discrepancy:			
Disposition:	Return to Supplier____	Use As Is ____	Scrap ____
[redacted]			
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			
[redacted]			
[redacted]			
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	

Form Rev: Orig

Attach Tracking Information

REQUEST FOR SUPPORT

☐**Nonconformance** ☐**Continuous Improvement Opportunity** ☐**Calculated Risk Release**

SUBCONTRACTOR: _____ DATE RECEIVED: _____

RFS#: SHEET _____ OF _____

Punch #:		Bldg#:		Quantify:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para# & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							
Part#:							
Part# Rev:							
Reserved:							
P.O.#:							
Qty Inspected:							
Area:							
Date:							
Inspector:							Unit Cost
Project Name:							

☐Measurement ☐Machine ☐Personnel ☐Material ☐Method/Process ☐Environment/Design ☐ Documentation

Send-to/Date: Critical Impact to Schedule or Contract: ☐Yes ☐No

[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]:	

Trend? ☐NO ☐ YES *provide details:*

ACN Orientation: ☐Yes ☐No | Suppl.: ☐Yes ☐No | ICAR: ☐Yes # ☐No | EO: ☐Yes # ☐No

CLASSIFICATION	Disposition - check all that apply
MAJOR	☐[redacted] ☐[redacted] ☐[redacted] ☐[redacted] ☐[redacted]
MINOR	☐[redacted] ☐[redacted]
NONE	☐[redacted] ☐[redacted] ☐[redacted]

Approvals and Effectivity Verification

Review or Verify and Document Effectiveness of Action(s) Taken. Record source of objective evidence (training records, revised procedures):			
Project Engineer – Date	Your Authority Name – Date	QC - Date	Referee - Date
Rework/Repair Operator	Rework/Repair Date	Rework Inspector/Date	Customer/Date
[redacted]			

Your Logo **Shaded Area for Administrative Use** Form Rev: Orig

QUALITY CONTROL REPORT

Contractor's Name:			
Contractor's Address:			
Contract No:		Date:	
Report No:			
Description and Location of Work:			
Weather:	☐ Clear ☐ P. Cloudy ☐ Cloudy	Temperature:	Min_____ Max_____
Rainfall:	_____ inches		

Contractor/Subcontractors and Area of Responsibility with Labor Count for Each

a.

b.

c.

d.

[redacted]

[redacted]

[redacted]

[redacted]:

4. [redacted]

[redacted]

6. [redacted])			
CONTRACTOR'S VERIFICATION			
[redacted]			
Quality Manager:			

Form Rev: Orig