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
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

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.

The controls for documents are defined in the ***Document Control Procedure*** and the ***Records Control Procedure.***

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...

Your Logo	BULLETIN	NUMBER: 6.10.13 PAGE: 1 of 1

PROGRAM NAME:		DOCUMENTS AFFECTED:	
PROCESS AFFECTED:		PROJECT ENGINEER AFFECTED:	
PROCESS OPERATOR AFFECTED:		SUPERVISOR AFFECTED:	
QUALITY OPERATOR AFFECTED:		PREPARED BY:	Date: 6/10/2013

This Bulletin is a protected document -- 'tab' to each field to input information.

To preserve the format of this Bulletin please click on <Tools> <Protect Document> <Forms>.

[redacted]

[redacted]

☐ **RETAIN** ☐ **DISCARD AFTER** (DATE) ☐ **CCB N/A for** (list your exception here)

☐ [redacted]

☐ [redacted]

[redacted]

PAGE 2 TEXT BLOCK: Insert page 2 text here

[redacted]

[redacted]

[redacted]

DISTRIBUTION:

CALCULATED RISK RELEASE

Date:		[redacted]	
[redacted]		[redacted]	
From:			
Ref:			
cc:			
[redacted]:			

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

Form Rev: Orig

Your Logo

Your Logo

Your Company Name

CONFIGURATION MANAGEMENT

Origination Date: XXXX

Document Identifier:	Configuration Management
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 configuration management procedures.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of engineering documents, which include the following:

- Control of engineering documents such as prints, specifications and other technical documents developed by the Company's engineering staff.
- Maintenance of records that reflect the current configuration of documents as well as previous configurations for historical purposes.
- Management of changes to work details.

The following are not governed by this control procedure:

- Quality system documents controlled by the ***Document Control Procedure***.
- Research activities (R&D)

2.0 THEORY

Work includes a variety of aspects of a given item, including its shape, function, internal components, chemical analysis, raw materials, suppliers used and more. Because a given work product may change over its life, typically due to design improvement activities or Customer requirements, it is important to maintain control and records over changes. This dramatically improves future design and work efforts.

3.0 CONFIGURATION DOCUMENTATION

3.1. The current configuration of a given item is identified through applicable technical documents. These may include, but are not limited to:

- Acceptance Procedures
- Configuration Control Board (CCB) approved Bulletins
- Data lists
- Drawings
- Specifications (these define the requirements relating to performance, functional and physical characteristics, test provisions, physical constraints and interfaces.)
- Inspection Plans

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

3.3. The baseline documentation is entered into a database that maintains current data for every configuration item. As new configuration items are generated, approved and placed in the release system, they are added to the database. As changes are approved and released, the change information is entered into the database. All drawings and specifications are entered into the database after release as an item of the configuration identification documentation. Approved and released specification and drawing changes provide an input for regular update of the database. The database may be used to generate breakdown lists that may be a complete top-down list or a set of individual work detail breakdowns. The breakdowns include revision letters of all listed documents and represent the 'as-designed' configuration. Configuration accounting lists and reports may be generated by using selective sorting of a computer database or by manual sorting of a paper database.

3.4. Configuration documents and Customer intellectual property received are forwarded to the Document Control Center (DCC) for logging and distribution to project personnel according to the release system shown herein. Project personnel are responsible for the production of configuration documents that meet the requirements of the Customer provided documents.

4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. The Responsible Engineering Authority (REA) and Quality Manager serve as the Configuration Control Board, which has [redacted]

4.2. The Chairperson of the CCB is [redacted]

4.3. The CCB serves as [redacted]

4.4. CCB responsibilities include:

- [redacted].

5.0 BASELINE MANAGEMENT

5.1. The Company may establish [redacted]

5.2. All descriptions of the [redacted]

5.3. For configuration management purposes, four [redacted]

5.3.1. [redacted]

- [redacted]

5.4. [redacted] Maintenance

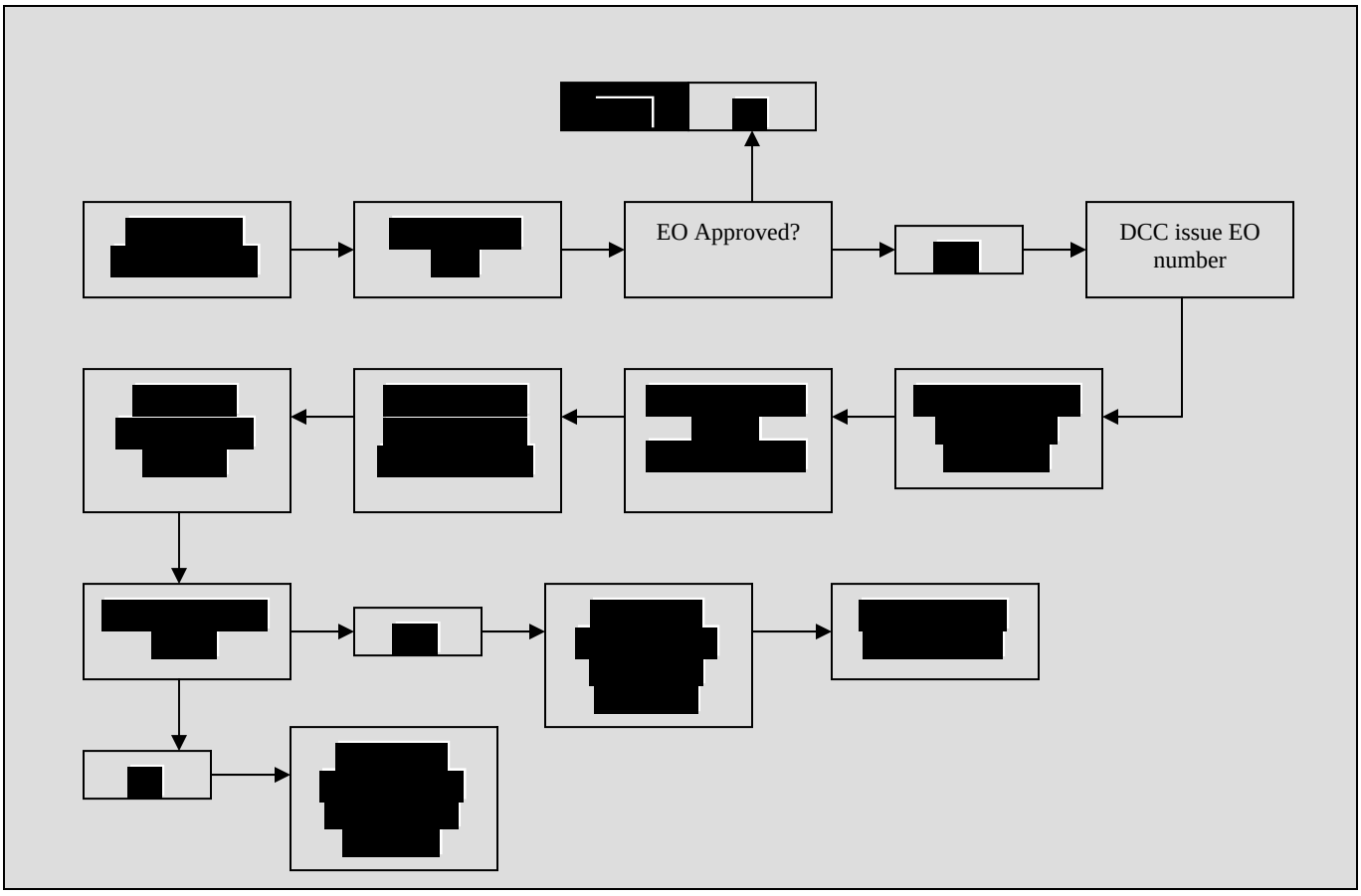
Once established, the [redacted]

[redacted]

The release of a technical document requires that it be placed into the normal control system for configuration documents. The release system is shown in Figure 1, which…,

- [redacted],

Figure 1: Release System Flowchart



5.5. Document approval is indicated by any of the following methods:

- [redacted]

5.6. The Document Control Center prepares [redacted]

6.0 CONFIGURATION CHANGE CONTROL

6.1. Configuration change control is the process of maintaining the [redacted] identification and regulating all changes to that [redacted] The [redacted] must equal the [redacted]

6.2. [redacted].

6.3. [redacted]

6.4. [redacted].

6.5. The evaluation will take into consideration all aspects of [redacted]

6.6. All associated changes and affected work are included on the [redacted]

6.7. 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:

6.7.1. Engineering Change: [redacted]

6.7.2. Deviation: [redacted]

6.7.3. Waiver: [redacted]

6.8. 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 Engineering Order, which serves as the document to describe the proposed change and to [redacted]

6.8.1. Class I Changes

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

- [redacted]

6.8.2. Class II Changes

Any change that [redacted]

6.9. Change Implementation

6.9.1. All approved changes are implemented under the guidance of the configuration management function.

6.9.2. Configuration Management maintains [redacted].

6.9.3. The Quality Group verifies that [redacted]

6.9.4. Superseded revision levels of electronic documents are [redacted]

6.9.5. During the evaluation of the ECP, EO or NCR, the CCB determines [redacted]

6.9.6. The CCB provides a [redacted]

6.9.7. Deviation: [redacted]

6.9.8. Waiver: [redacted].

Approved MRB actions affecting configuration may be immediately implemented and are [redacted]

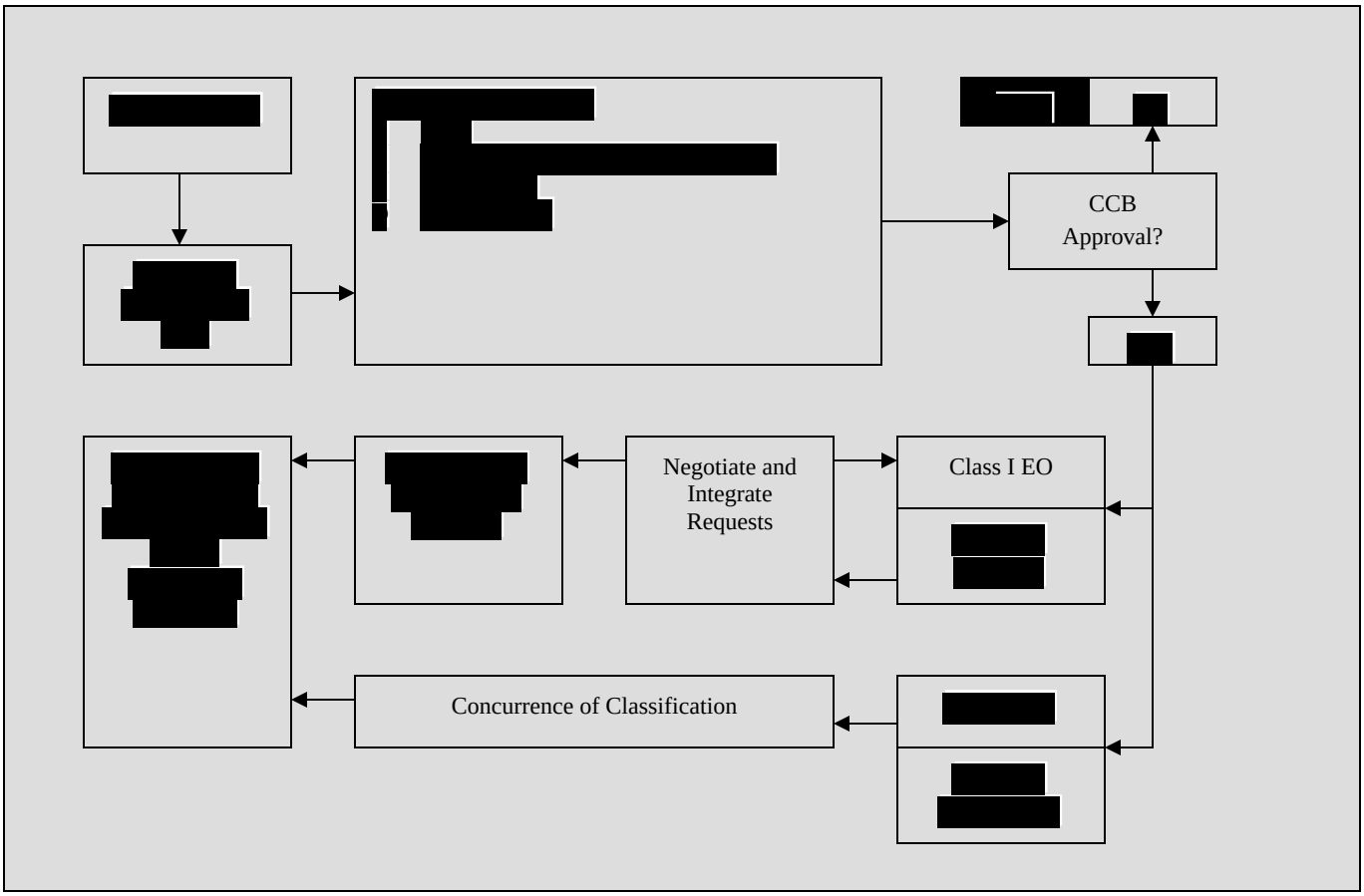
6.9.9. Supplement Releases: All changes require the processing of [redacted]

6.9.10. [redacted]

6.9.11. [redacted]

shown in Figure 2.

Figure 2: Change Control Flow



6.9.12. Re-identification Practices

[redacted].

6.9.13. All deliverable items are produced according to the configuration defined by the appropriate engineering drawing and its authorized changes.

6.9.14. [redacted]

7.0 SUBCONTRACTOR AND VENDOR CHANGES

7.1. [redacted]

7.2. [redacted]

8.0 MANAGEMENT DIRECTIVES

8.1. Management members of the CCB/MRB issue their [redacted]

8.2. [redacted]

9.0 CONFIGURATION RECORDS AND REPORTS

The following lists are revised as required to include the [redacted]:

9.1. [redacted]

9.2. [redacted]

9.3. [redacted].

9.4. [redacted].

9.5. [redacted]

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

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

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 [redacted]

3.9 Upon receipt of the Nonconformance Report, the [redacted]

3.10 [redacted]

3.11 [redacted]

3.12 Quality will also [redacted].

3.13 The NCR is submitted to the [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 [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]

4.2.2 [redacted]

4.2.3 [redacted]

4.2.4 [redacted]

4.2.5 [redacted]

.

4.2.6 [redacted]

[redacted]

4.2.7 [redacted]

4.2.8 [redacted]

4.2.9 [redacted].

4.2.10 [redacted]

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: [redacted].

5.2 [redacted].

5.3 Minor: [redacted]l.

5.4 [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: _____

[redacted] _____ [redacted] _____

[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
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

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 If the responsible manager determines they are not responsible for the issue involved, they must return the NCR to the NCR Administrator for re-routing.

3.7 Actions taken are to the degree appropriate to the problem, as deemed by management.

3.8 The Quality Manager monitors the NCR Log to determine overdue NCR's and takes appropriate action to see that such NCR's are resolved.

3.9 In addition to corrective action efforts, management utilizes audit results, Customer feedback, management review and other sources of information to generate preventive action requests, which are used to prevent potential nonconformances. These are reported to management for review.

3.10 The management review process ensures [redacted]

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

4.0 PROCEDURE: CORRECTIVE ACTION REQUEST (CAR)

4.1 Any purchasing agent may [redacted]

4.2 [redacted]

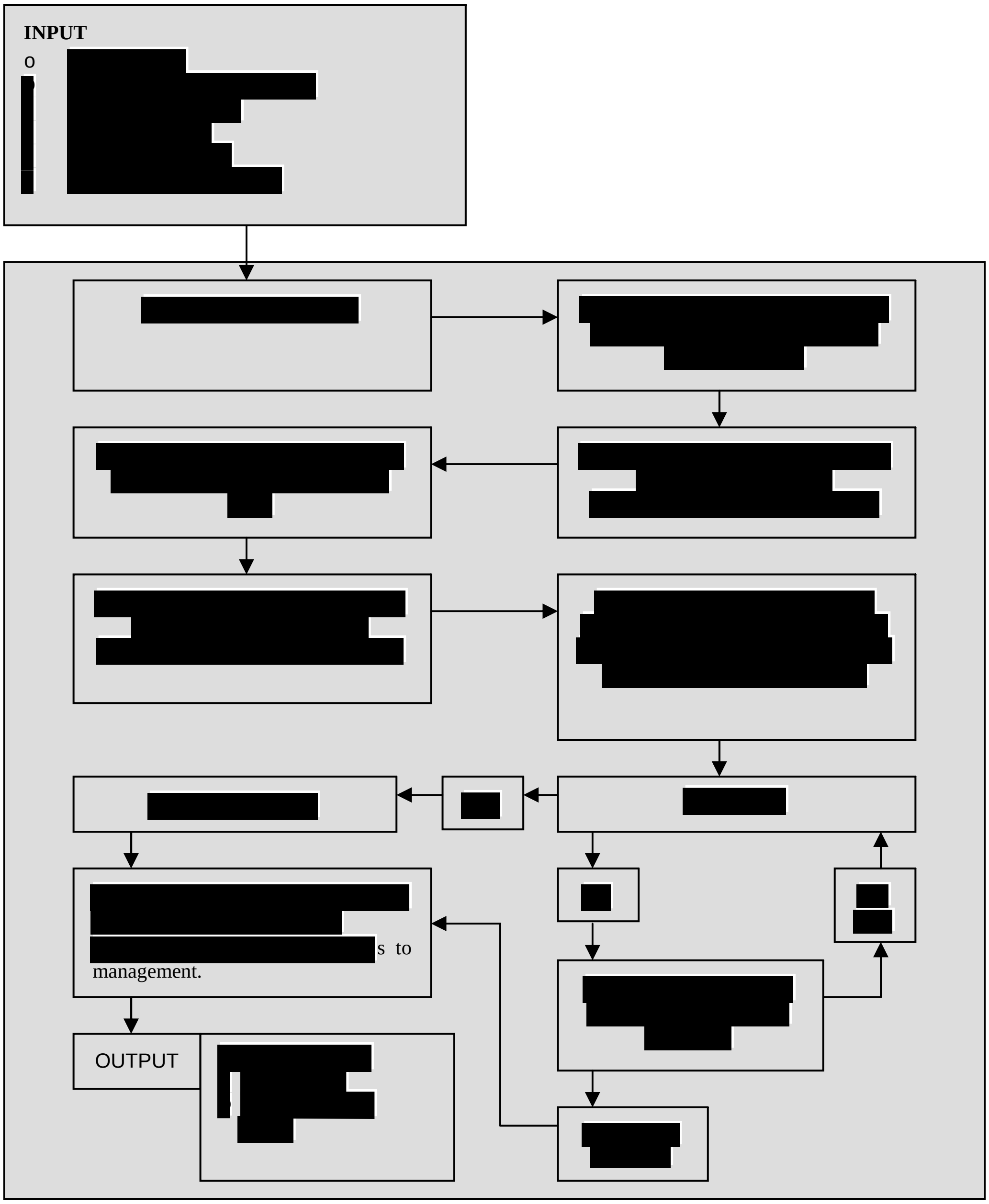
4.3 Failure of a Supplier to respond to a CAR or to respond [redacted]

5.0 PROCESS MAP

Corrective and Preventive Action Process

Owner: [redacted]r

Quality objective: [redacted]



Your Logo

Your Company Name

DOCUMENT CONTROL

Origination Date: XXXX

Document Identifier:	Document Control
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 controlling documents.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0. 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 ***Configuration Management Procedure***)
- Personal notes
- Records
- Signs and labels
- Test equipment software programs
- Third party reference materials (owner's manuals, encyclopedias, buyer's guides, etc.)

2.0 THEORY

Documents are 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.

3.0 DOCUMENT TYPES

3.1. Quality Plan: this document provides the Company's best practices.

3.2. Procedures: these documents provide additional detail for certain procedures where such detail is required. The Quality Plan includes references to the applicable procedures.

3.3. General Work Instructions: these documents provide task-level details on what is required to perform specific work. These are typically specific to a department or work step. These do not include job-specific work instructions that are made part of the engineering documents and controlled via other procedures (see 1.0 above.)

3.4. Inspection Plans: these documents are developed by or under the supervision of the Quality Manager using requirements from the applicable engineering drawings and/or technical documentation.

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 for use in their area.

3.6. Records that are created for temporary retention of miscellaneous information are not required to be maintained or controlled, such as personal notes written on a scratch pad, post-it note or form identified with a watermark or the term "Note Pad".

4.0 QUALITY PLAN

4.1. Creating the Quality Plan

The Quality Plan has been developed by top management of the Company.

4.2. Review and Approval

The Quality Plan is reviewed and approved by top management before release.

4.3. Distribution

The Quality Plan is distributed as required by Customers and internal requirements.

The Document Control Center may [redacted]

In some cases, a hardcopy of the Quality Plan may be given to an employee, department or Customer. [redacted]

4.4. Change Control

[redacted]

5.0 PROCEDURES

5.1. Creating New Procedures

[redacted].

5.2. Review and Approval

Procedures are reviewed and approved by [redacted]

5.3. Distribution

Procedures are distributed according to [redacted]

5.4. Change Control

Changes to procedures are performed [redacted]

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by [redacted]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop [redacted] .

6.2. Review and Approval

Work instructions are 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.

6.3. Distribution

General work instructions are [redacted]

6.4. Change Control

Changes to general work instructions are performed [redacted]

7.0 INSPECTION PLANS

7.1. Creating New Inspection Plans

New inspection plans are developed by [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION PLANS:

Engineering may develop [redacted]

7.2. Review and Approval

Approval is indicated by [redacted].

7.3. Distribution

Inspection plans are distributed according to internal requirements. The Document Control Center may [redacted]

7.4. Change Control

Any employee may [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 photocopied as needed; furthermore, forms do not require an approval signature. Department managers are responsible for creating and using forms in their areas.

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 orient personnel to access forms on the server share on the network to ensure that forms in use are current and acceptable for use.

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, a new copy is to be printed for photocopying. Photocopying from a previously photocopied form is not permitted to ensure revised forms are put into use and forms remain legible.

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. Forms do not require display of their revision history.

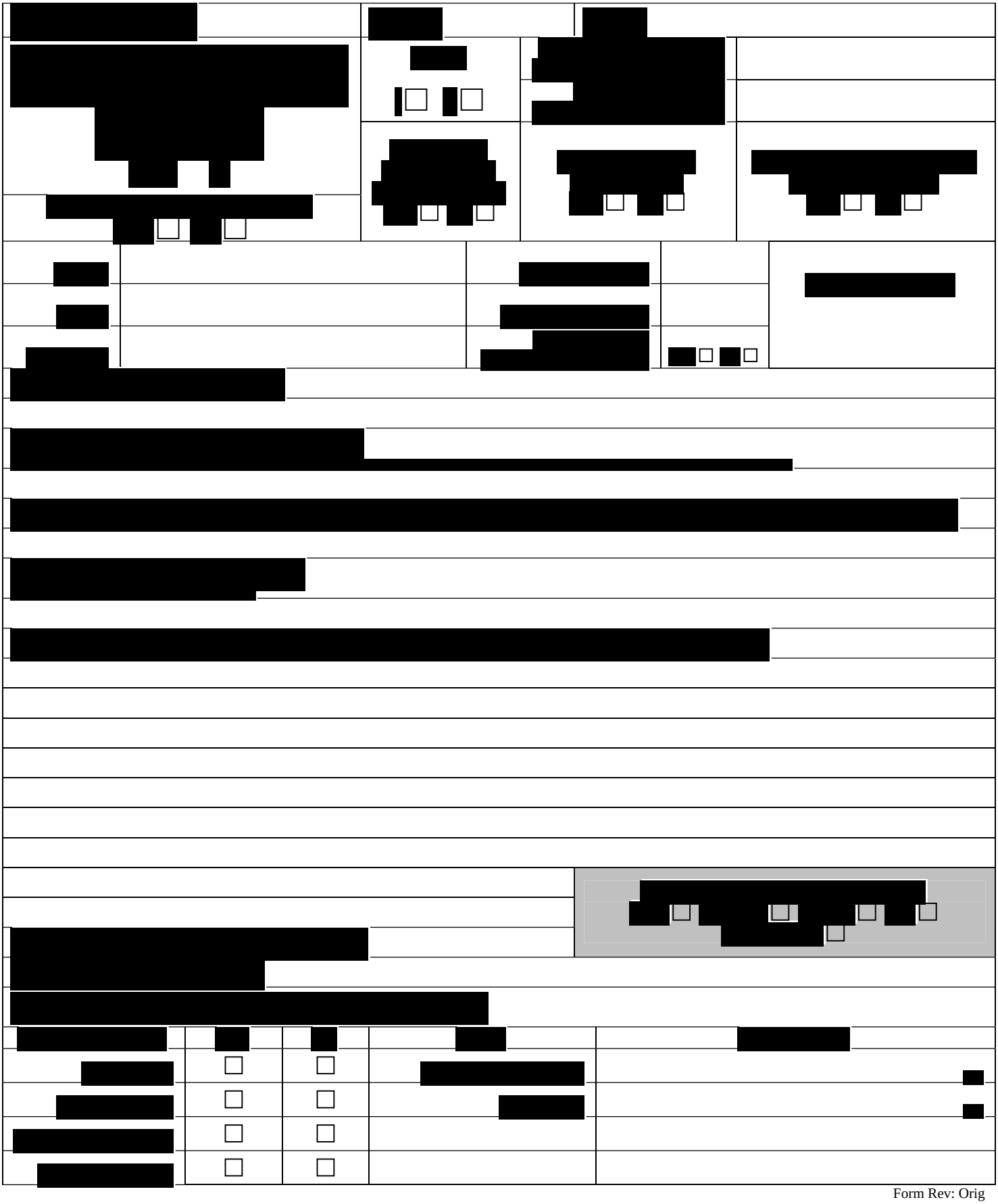
9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications [redacted].

9.2. Third party specifications and engineering drawings, including those of [redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to [redacted]



Form Rev: Orig

Your

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	[redacted]
MINOR	[redacted]
NONE	[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 ____
Supplier to provide documentation regarding the cause of the discrepancy and the corrective action to correct the deficiency as well a preventive action to eliminate recurrence of the condition.			Yes ____ No ____
Supplier Notification			
[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		

[redacted]

5. [redacted])

6. [redacted])			
CONTRACTOR'S VERIFICATION			
[redacted]*			
* attach additional sheets as required			
Quality Manager:			

Form Rev: Orig

Your Logo

Your Company Name

RECORDS CONTROL

Origination Date: XXXX

Document Identifier:	Records Control
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 procedure for control of records.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This procedure defines the requirements for the control of records within the quality management system (QMS). The scope of this procedure is to control only the records referenced in this document; other records are not controlled.

2.0 THEORY

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 RULES FOR CONTROL OF RECORDS

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

3.2 The listed "controller" must ensure their assigned records remain legible, readily identifiable and retrievable.

3.3 Records for active contracts are maintained in the quality department handling the operations. Records are removed from the active files at the end of the contract; packaged, indexed and then stored by the Document Control Center.

3.4 The Document Control Center maintains archive files for records. Records are maintained a minimum of seven (7) years unless otherwise indicated below or as defined by Customer requirements.

3.5 Records that are discarded after retention are permanently destroyed.

3.6 Hardcopy records are stored in suitable cabinets that prevent damage or deterioration. When archived records are stored elsewhere, they are stored in a controlled environment that also protects them from damage or deterioration.

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

3.8 Records are verified for legibility, completeness and correctness during internal auditing.

3.9 The Company does not require vendors to maintain records for the Company; instead, all required records are expected to be shipped with products or sent to the Company for retention.

3.10 To ensure protection of records, electronic records are subject to periodic backups with the backup stored on a separate server or portable storage medium.

3.11 [redacted]

3.12 [redacted]

3.13 [redacted]

Appendix A: Records Matrix

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
[redacted]					

Application Note: Modify above list to match your project.