COLORADO RESOLUTION 35 QUALITY PLAN

Origination Date: xxxx

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(Your Customer Name)

PROJECT NAME: XXXXXXXXXXX

Abstract: This document describes the Company's quality plan for project (your name).

REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

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1.0 SCOPE

The Company's quality system has been fully documented and implemented and is maintained as needed to meet the requirements of the Company vision and governing policies.

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

a) [redacted]
b)
c)
d)

The sequence and interaction of processes has been determined and are controlled by [redacted]

Construction operations are performed according to the ***Construction Procedure*** and/or applicable process flowcharts/maps.

2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to request corrective or preventive action to prevent the occurrence of nonconformities relating to the construction process or the quality management system. The Project Inspector oversees this effort and makes sure [redacted]

Project Manager (guidance note: find and replace "project manager" with applicable title)

The Project Manager oversees all aspects of the job - responsibilities include:

- [redacted]
-
-
-
-

The Project Manager has the authority to [redacted]

Project Inspector

The Company's Project Inspector verifies conformance to all Work Orders, Plans and Specifications - responsibilities include but are not limited to:

- [redacted]

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

The Project Inspector has the authority to [redacted]

See the Company's organization chart for lines of authority.

3.0 SUBMITTALS

Submittals are scheduled, reviewed, certified and managed to include [redacted]

Submittal Register

The Work Order is tailored to meet project schedules and is used as [redacted]

General Submittal Procedure

Prior to submittal, all items are checked and approved by the Project Inspector and each item is [redacted]

4.0 INSPECTION SYSTEM

Supplies are purchased according to the ***Purchasing Procedure*** and incoming materials are inspected according to the ***Receiving Procedure*** to ensure [redacted]

The work instruction and other technical documentation provide the requirements for all work. In all cases, this includes [redacted] Inspections may be documented on an ***Inspection Plan*** and/or ***Daily Report/Work Order***.

The following inspections are performed as required:

- [redacted]

Documentation and Control

- [redacted]

Inspection operations are defined in the ***Construction Procedure***.

5.0 TESTING

The Testing Plan for the (your project name) is as follows:

- [redacted]

Control, verification and acceptance testing procedures for each specific test include [redacted]

6.0 DOCUMENTS AND RECORDS

Records are controlled according to the ***Records Control Procedure*** to provide evidence of conformity to requirements. Documents are controlled according to the ***Document Control Procedure*** so that the information on them is [redacted]

7.0 CONTROL OF NONCONFORMANCES

Items that are found to be nonconforming against specified requirements are [redacted]

[redacted]

REWORK PROCEDURES

The Company has long standing successful ***Control of Nonconformances*** and ***Corrective and Preventive Action*** programs to ensure all deficiencies are [redacted]

A narrative is provided describing the construction deficiency, its proposed corrective action, time frame for correction, required testing and follow-up inspections to be taken.

The construction deficiency is noted on the Daily Report/Work Order and tracked daily until [redacted]

The Noncompliance Program is maintained throughout the life of the project. Copies of all noncompliance reports are available for review.

The Noncompliance Log is updated monthly or as requested by the Project Manager.

8.0 DOCUMENTATION

All reportable records include [redacted]

All submittals of records are maintained.

Test Reports are attached to the ***Daily Report/Work Order*** as they are received by the Project Inspector.

The Project Inspector submits all Inspection Reports not more than one (1) working day after each inspection.

Typical Registers / Files Maintained (as required)

- [redacted]

- [redacted]

9.0 WORKMANSHIP

The Company plans and carries out work activities that may include workmanship requirements for:

- [redacted]

10.0 PROJECT REQUIREMENTS

(Tailor this section to address key elements of the project. A definable feature of work is a task that is separate and distinct from other tasks, has separate control requirements and [redacted]

For instance – breakdown each work element from your contract:

For instance: **General Requirements**

For instance: **Site Work**

For instance: **Concrete**

Your Logo	**BULLETIN**	NUMBER: PAGE: 1 of 1

PROGRAM NAME:		DOCUMENTS AFFECTED:	
PROCESS AFFECTED:		PROJECT ENGINEER AFFECTED:	
[redacted]		[redacted]	
[redacted]		[redacted]	Date: [redacted]

[redacted]

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

☐ This Bulletin *does **NOT** affect* [redacted]

☐ This Bulletin **DOES AFFECT** [redacted]

Additional Distribution:

PAGE 2 TEXT BLOCK: Insert page 2 text here

[redacted]

CALCULATED RISK RELEASE

Date:		Engr. Authorization:	
[redacted]		[redacted]	

Form Rev: Orig

Your Logo

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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.

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1.0 PURPOSE

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

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

The following are not governed by this control procedure:

- [redacted]
- [redacted]

2.0 THEORY

Work includes a variety of aspects of a given item, including [redacted]

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:

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

3.2. All such technical documents are developed by Engineering and approved by [redacted]

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 [redacted]

3.4. Configuration documents and Customer intellectual property received are [redacted]

4.0 CONFIGURATION CONTROL BOARD (CCB)

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

4.2. The Chairperson of the CCB is [redacted]

4.3. The CCB serves as the point of authority to resolve all program configuration management questions at all levels of activity, e.g., within the Company, between the Company and subcontractors and with the Customer.

4.4. CCB responsibilities include:

- [redacted]

5.0 BASELINE MANAGEMENT

5.1. The Company may establish a configuration baseline to identify and create the initial configuration identification of work at specific times during the contract cycle. The baselines provide [redacted]

5.2. All descriptions of the baselines used to state work performance and design requirements are [redacted]

5.3. For configuration management purposes, four major baselines may be required as discussed below.

5.3.1. Pre-Release Baseline: [redacted]

5.3.2. Functional Baseline: [redacted] At the Functional Baseline, the configuration management system is operating and the released documents have described the following:

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

5.3.3. Allocated Baseline: [redacted]

These include:

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

5.3.4. Work Baseline: [redacted]

This baseline prescribes:

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

This baseline and approved changes serve as [redacted]

5.4. Baseline Maintenance

Once established, the baselines serve as [redacted]

[redacted]

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:

- ,
-
-
-

5.6. The Document Control Center prepares the release package after insuring

6.0 CONFIGURATION CHANGE CONTROL

6.1. Configuration change control is the process of maintaining the baseline identification and regulating all changes to that baseline. The 'as-designed' technical documentation must

6.2. Change control is vested in the Configuration Control Board. Any employee may [redacted]

6.3. Joint change control authority is established where any program shares a commonly identified item with another program.

6.4. Evaluations of changes include the consideration of [redacted]

6.5. The evaluation will take into consideration [redacted]

6.6. All associated changes and affected work are included on the Engineering Order, Engineering Change Proposal or Nonconformance Report (NCR) form. The evaluation by the CCB includes [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 [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]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- Non-technical contractual provisions are affected, such as, but not limited to:
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

6.8.2. Class II Changes

Any change that does not fall within the Class I definition is [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 approval records for all configuration changes. These records identify [redacted]

6.9.3. The Quality Group verifies that changes have been incorporated into affected work and [redacted]

6.9.4. Superseded revision levels of electronic documents are stored in a controlled access server file and superseded hardcopies, when available, are stored in [redacted]

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

6.9.6. The CCB provides a complete description of the effort required to accomplish the approved change. The definition of the actual tasks required is [redacted]

6.9.7. Deviation: [redacted]

6.9.8. Waiver: [redacted]

[redacted]

6.9.9. Supplement Releases: [redacted]

6.9.10. Upon accumulation of five (5) Supplements to any single document, the affected document [redacted]

6.9.11. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of an Engineering Change Proposal (ECP) or an Engineering Order (EO) as required by contract. A Class I Engineering Change is not implemented until [redacted]

Figure 2: Change Control Flow

6.9.12. Re-identification Practices

Part numbers are changed whenever [redacted]

6.9.13. All deliverable items are produced according to [redacted]

6.9.14. No oral instruction or other random or unwritten authority is accepted in place of [redacted]

7.0 SUBCONTRACTOR AND VENDOR CHANGES

7.1. Only those subcontractors having a funded design effort are permitted to [redacted]

7.2. For all vendors used by suppliers, proposed changes to baseline documents are [redacted]

8.0 MANAGEMENT DIRECTIVES

8.1. Management members of the CCB/MRB issue their binding policies, procedures and directives to personnel within their exclusive organization in the form of a Bulletin.

8.2. The Bulletin is completed as required by individual format. The Bulletin is the only accepted form of correspondence for [redacted]

9.0 CONFIGURATION RECORDS AND REPORTS

The following lists are revised as required to include the latest configuration status of listed documents. Dependent upon contract requirements, records and reports may include:

9.1. Numerical lists: [redacted]

9.2. Indentured Lists: [redacted]

9.3. As-Built List: [redacted]

9.4. EO Status: [redacted]

9.5. Data Lists: [redacted]

CONSTRUCTION PROCEDURE

Origination Date: XXXX

Document Identifier:	Construction Procedure
Date:	Latest Revision Date
Project:	Client, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
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Abstract:
This document describes the construction process.

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1.0 PURPOSE

This document defines the overall Construction process and includes or makes reference to the procedures necessary for the process. The Construction process includes all required inspections and tests.

2.0 THEORY

Construction operations or tasks are conducted under controlled conditions to ensure construction quality. By this we mean:

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

3.0 PROBLEM RESOLUTION

All employees are instructed to immediately notify a Responsible Authority (RA) whenever [redacted]

It is understood that the appropriate responsible authority will occasionally not be available for support; in that event, [redacted]

For instance (replace with your responsible authority):

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

4.0 CONSTRUCTION DOCUMENTATION

4.1 All revision controlled construction documents are [redacted]

4.2 In addition to this construction procedure, additional documentation may be required according to [redacted]

4.3 Such documentation includes [redacted]

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

5.0 IDENTIFICATION

5.1 Construction materials/work-zones are identified by any of the following methods:

- [redacted]
- [redacted]

5.2 Lot traceability of materials is [redacted]

5.3 Nonconforming construction that has failed an inspection or test and cannot be reworked to comply with requirements is [redacted]
See ***Control of Nonconformances Procedure***.

5.4 Any materials or construction not marked with a tag are considered [redacted]

5.5 Identification of Transfer Chemical Containers

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

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

6.0 MATERIAL HANDLING

6.1 Work instructions and/or training instructs Operators [redacted]

6.2 In all cases, Operators [redacted]

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

7.0 PRESERVATION

7.1 Operators employ proper handling and packaging (protection) and cleaning of materials and constituent parts while [redacted]

7.2 Operators employ proper use of [redacted]

7.3 Operators employ [redacted]

7.4 Operators employ proper use of [redacted]

7.5 Work instructions and training methods ensure [redacted]

7.6 Work instructions and training methods ensure [redacted]

7.7 Work instructions and training methods ensure [redacted]

8.0 CLIENT AND GOVERNMENT PROPERTY CONTROL

8.1 Client and Government Property (C&G Property) means all hardware property owned by or leased to the Client and Government or acquired by the Client and Government under the terms of a contract, which includes:

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

8.2 All Client and Government furnished property is [redacted]

8.3 C&G Property is identified [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 The Company investigates and reports to the Client or Government any cases of [redacted]

8.8 Requirements for the control of C&G property is [redacted]

9.0 INSPECTIONS AND TESTS

9.1 Assignment of QC Inspections and Monitoring

QC inspectors are assigned on the basis of [redacted] Construction personnel are assigned to inspection duties under the following conditions:

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

9.2 Inspection Procedures

The following inspections are performed as required:

- [redacted]

The engineering drawing or other technical documentation provide the requirements for all construction. In all cases, this includes [redacted]

9.3 In Process Inspections

9.3.1 In-process inspection is performed by Operators at their discretion and as directed by [redacted]

9.3.2 In-process inspections are performed throughout the various construction activities to ensure [redacted]

9.3.3 When required, calibrated tools are 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]

9.3.4 When applicable, complete the construction inspection form according to its format.

9.3.5 Any item failing in-process inspection is processed according to ***Control of Nonconformances Procedure***.

9.4 Preparatory Inspections

This inspection is conducted prior to beginning all definable segments of work as well as at the beginning of all [redacted]

Preparatory Inspections may include:

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

RECORD THE RESULTS OF THESE INSPECTIONS ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

9.5 Initial Inspections

This inspection is held after [redacted]

Initial Inspections may include:

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

RECORD THE RESULTS OF THESE INSPECTIONS ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

9.6 Follow-Up Inspections

This inspection is performed [redacted]

Follow-up Inspections may include:

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

- [redacted]
- [redacted].

9.7 In-Process Testing

In-process tests are conducted during construction to [redacted]

The Testing Plan for the construction project is as follows:

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

Control, verification and acceptance testing procedures for each specific test includes [redacted]

9.8 Completion Inspection

Once all operations are complete, the final construction is [redacted]

9.8.1 Punch-Out Inspection

The Project Superintendent and QA Manager conduct an inspection of the work and develop a punch list of items that do not conform to the approved drawings and specifications. The Responsible Authorities document and include [redacted]

9.9 Documentation and Control

Records of inspection that provide evidence of conformance to requirements are retained according to ***Records Control Procedure***.

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

9.10 Pre-Final Inspection

The Client performs this inspection to [redacted]

9.11 Final Acceptance Inspection

The QA Manager or other primary management personnel and the Client Representative are in attendance at this inspection. The final acceptance inspection is [redacted]

9.12 Inspection and Test Status

The status of construction is maintained by relevant personnel to indicate [redacted]

10.0 SHELF LIFE EXTENSION

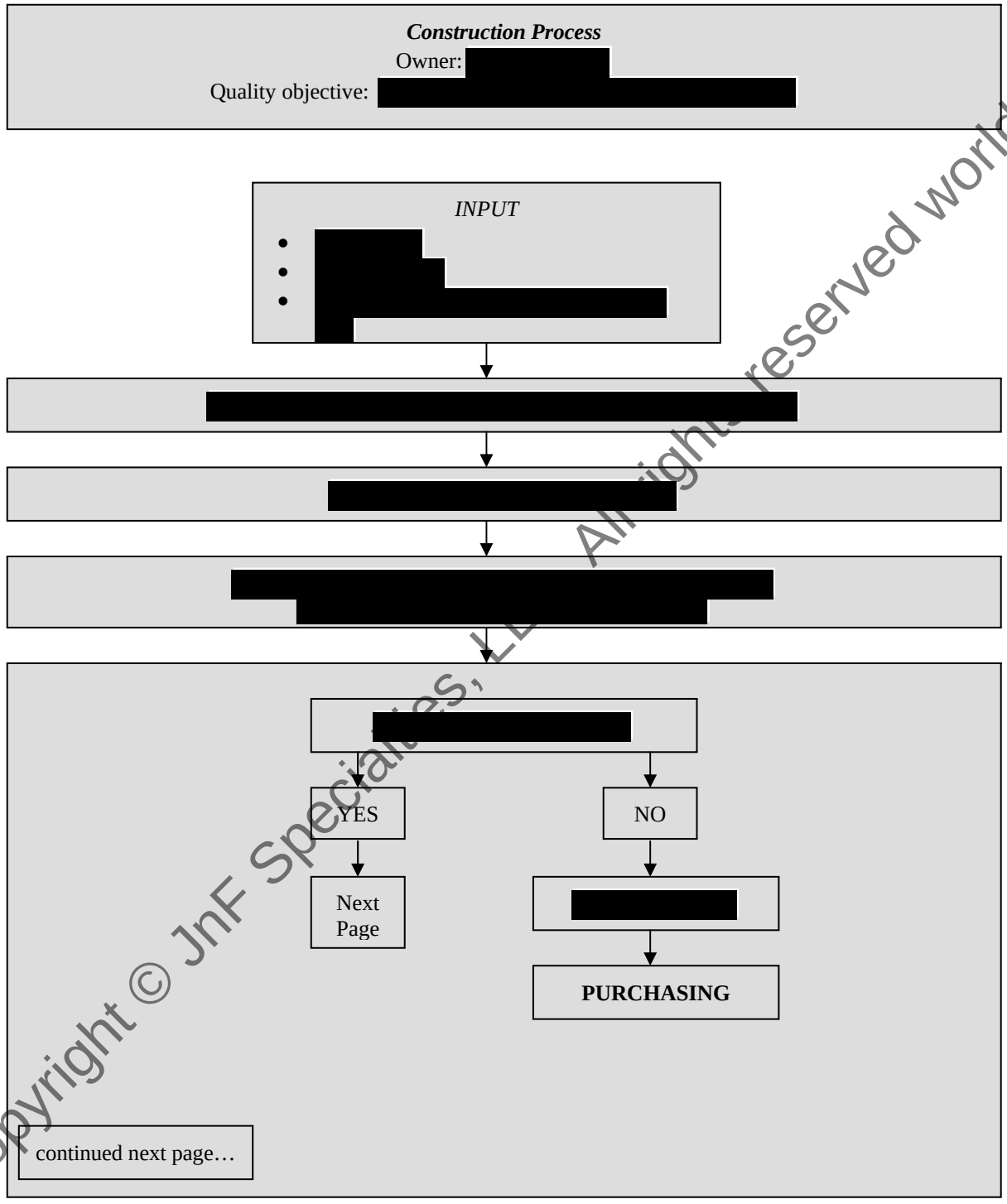
10.1 Items that are subject to expiration may be repeatedly extended up to the limit of their original expiration according to [redacted] for instance:

[redacted]

10.2 Chemicals that are purchased or prepared by the laboratory are [redacted]

10.3 Raw material components whose shelf life has been extended [redacted]

11.0 PROCESS MAP



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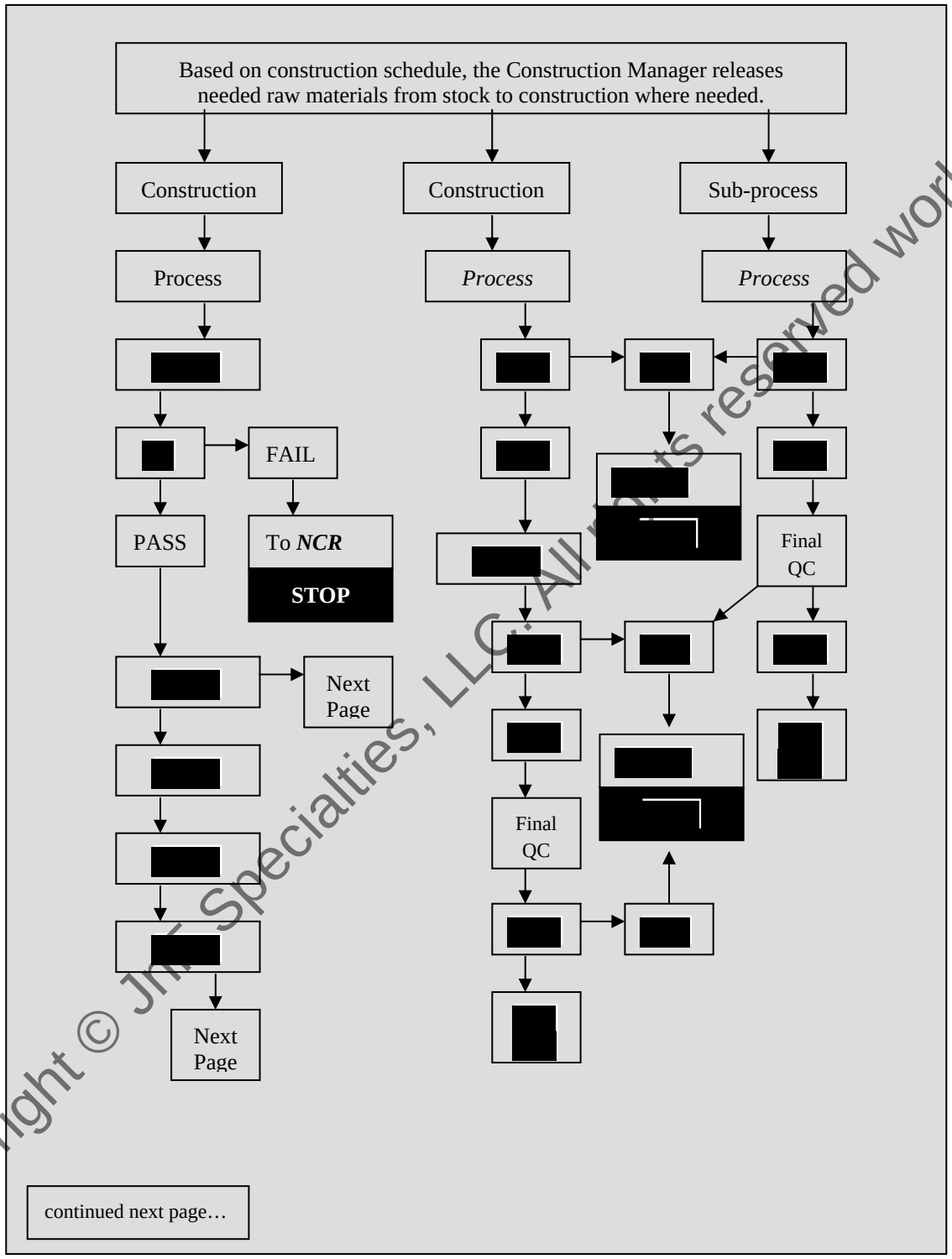

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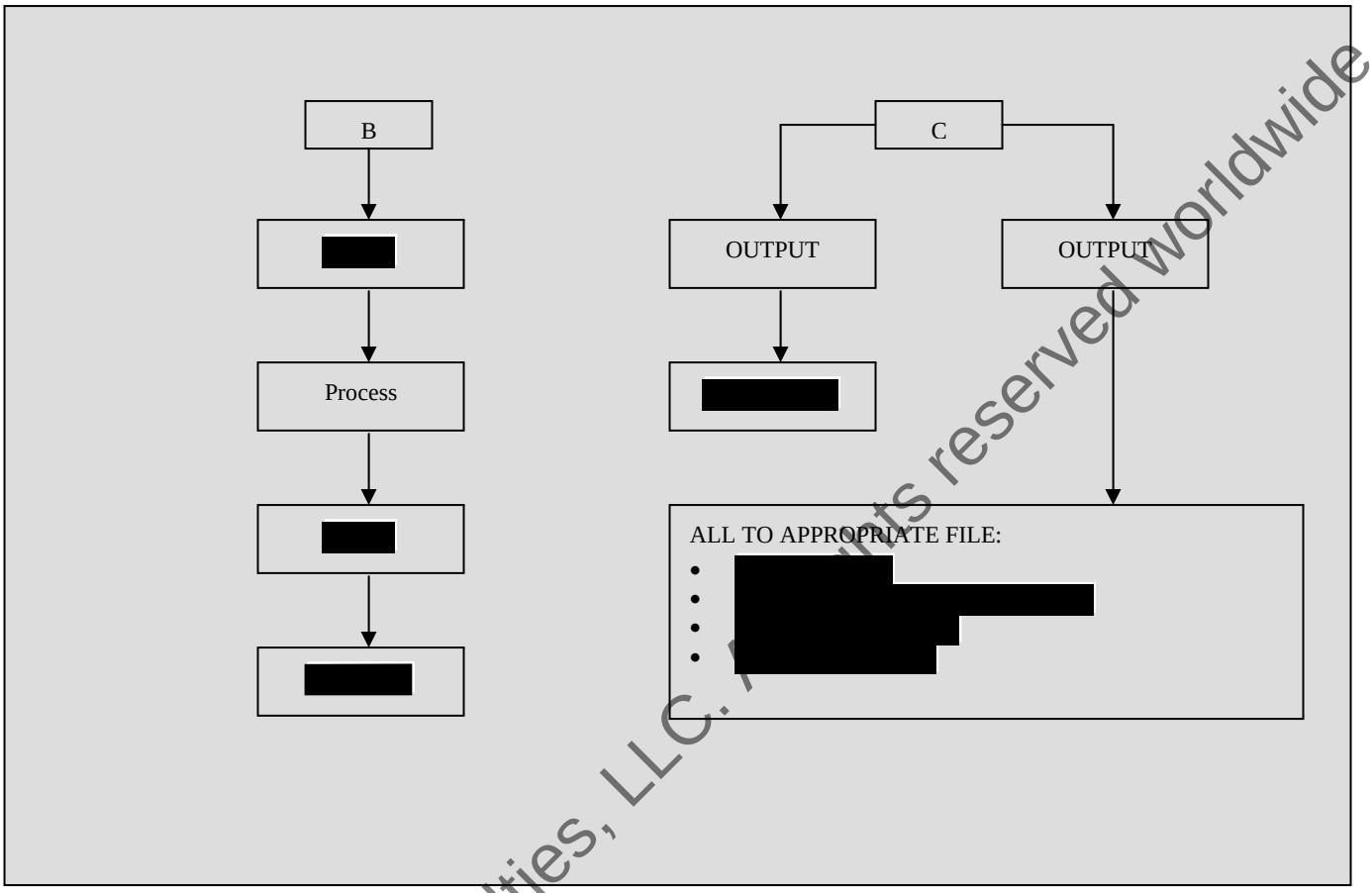

CONTROL OF NONCONFORMANCES

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This document describes procedures for control of nonconformances.

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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 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 [redacted]

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:

- [redacted]
-
-
-
-
-

3.2 Nonconformances must be withheld pending disposition by [redacted]

3.3 All employees are empowered to engage this procedure when [redacted]

3.4 Upon discovery of a nonconformance, an employee may [redacted]

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

3.6 [redacted]

3.7 [redacted]

3.8 The employee then tags the nonconforming work with [redacted]

3.9 Upon receipt of the Request for Support, the Quality representative [redacted]

3.10 Quality will then assign the Report to [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 indicate [redacted]

3.13 The RFS is submitted to the Material Review Board (MRB) for review and disposition. MRB actions that affect configuration may be immediately implemented when [redacted]

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

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

3.14.1 MRB Qualification

A Material Review Board member must:

1) [redacted]
2) [redacted]

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

3.16 The Company provides timely reporting of delivered work that may affect [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 Work

[redacted]

4.2.4 Notification

[redacted]

4.2.5 Precautionary

[redacted]

4.2.6 Repair (Non-Standard and Standard)

[redacted]

[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 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: A Waiver/Deviation disposition is subject to [redacted]

5.2 RTV and Scrap dispositions are not subject to [redacted]

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

5.4 Scrap, RTV or Standard Rework dispositions are not subject to [redacted]

5.5 None: Not subject to [redacted]

Your Logo	**INVESTIGATION AND CORRECTIVE ACTION REQUEST**

ICAR **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 ICAR closed: _____ Closed By: _____

Raw Material affected # _____ Ht# _____ P.O # _____

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]

7. [redacted]

8. [redacted]

9. [redacted]

CORRECTIVE AND PREVENTIVE ACTION

Origination Date: XXXX

Document Identifier:	Corrective and Preventive Action
Date:	Latest Revision Date
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Abstract:
This document describes the procedures used to correct and prevent 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 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 Request for Support (RFS) form to record both nonconformances related to its work, processes and quality system as well as [redacted]

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

3.3 No disciplinary action may be attached to [redacted]

3.4 The Project Inspector has been assigned the role of RFS Administrator.

3.5 [redacted]

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

3.7 [redacted]

3.8 The Project Inspector monitors the RFS Log to determine [redacted]

3.9 In addition to corrective action efforts, management utilizes [redacted]

3.10 The management review process ensures [redacted]

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

4.0 PROCEDURE: CORRECTIVE ACTION REQUEST (CAR)

4.1 Any purchasing agent may [redacted]

4.2 CAR's are processed through the same steps as the RFS 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

DAILY QUALITY CONTROL REPORT

Name:	Your Company Name		
Address:			

1. [redacted]

2. [redacted]

3. [redacted]

4. [redacted]

5. [redacted]

6. [redacted]			
VERIFICATION			
The above report is [redacted]			
[redacted]			

Form Rev: Orig

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

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7.0 INSPECTION INSTRUCTIONS 6
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1.0 PURPOSE

This procedure defines the requirements for the control of documents within the quality program. 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:

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

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.

3.0 DOCUMENT TYPES

3.1. Quality Program: [redacted]

3.2. QMS Procedures: [redacted]

3.3. General Work Instructions: [redacted]

3.4. Inspection Instructions: [redacted]

3.5. Forms: [redacted]

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

4.0 QUALITY PROGRAM

4.1. Creating the Quality Program

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

4.2. Review and Approval

The Quality Program is reviewed and approved by top management before [redacted]

4.3. Distribution

The Quality program is distributed electronically through the Company's internet server.

The Document Control Center may [redacted]

In some cases, [redacted]

Each employee must [redacted]

4.4. Change Control

Any employee may request [redacted]

5.0 QUALITY PROGRAM PROCEDURES (QMS)

5.1. Creating New QMS Procedures

[redacted]

5.2. Review and Approval

[redacted]

5.3. Distribution

[redacted]

In some cases, [redacted]

[redacted]

5.4. Change Control

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

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 work instructions that are specific to a given job, which are [redacted]

6.2. Review and Approval

Work instructions must be reviewed and approved 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 [redacted]

In some cases, [redacted] Each employee must [redacted]

6.4. Change Control

Changes to general work instructions are performed in the same manner as the Quality Program. When general work instructions are changed, [redacted]

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

New inspection instructions are developed by or under the supervision of [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:
Engineering may develop inspection instructions that are specific to a given job, which are [redacted]

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 [redacted]

In some cases, [redacted]

Each employee must [redacted]

7.4. Change Control
Any employee may request a change to inspection instructions by [redacted]

8.0 FORMS

8.1. Creating New Forms
Forms undergo a streamlined creation and control process. Any department manager or area supervisor may [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 [redacted]

8.3. Distribution
Forms are made available through the Company's internet server, intranet or Document Control Center. These may be [redacted]

8.4. Change Control

Any employee may [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may be maintained on file without control provided [redacted]

9.2. Third party specifications and engineering drawings, including those of the Customer are controlled. Where control of an external document is deemed necessary, they shall be [redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

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

EO NUMBER:	DATE:	RFS#:	
ENGINEERING ORDER Page of *HOLD PO'S PENDING APPROVAL* YES☐ NO☐	CLASS I☐ II☐	PERSON REQUESTING ENGINEERING ORDER: PERSON WRITING ENGINEERING ORDER:	
	CUSTOMER APPROVAL or CONCURRENCE YES☐ NO☐	DESIGN STAGES or ELEMENTS YES☐ NO☐	EXISTING OR DELIVERED PARTS AFFECTED YES☐ NO☐

[redacted]

Form Rev: Orig

Your Logo

Inspection Observations

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]									
		[redacted]		[redacted]					
	[redacted]								
		[redacted]		[redacted]					
								Sheet:	1 of 1

Form Rev: Orig

Your Logo

	Inspection Plan	Form Rev: Orig Page 1 of 1
[redacted]	Special Instructions:	[redacted]
		[redacted]:
		[redacted]

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

[redacted]

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

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

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

[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]

Construction Project Punch List

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]									
		[redacted]		[redacted]					
[redacted]									
		[redacted]		[redacted]					
								Sheet:	1 of 1

Form Rev: Orig

PURCHASING

Origination Date: XXXX

Document Identifier:	Purchasing Procedure
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 purchasing process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

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5.0 OTHER PURCHASING RULES 6
6.0 PROCESS MAP 8

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 [redacted]

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 [redacted]

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 [redacted]

3.3 [redacted] ensures that all new suppliers are [redacted]

3.4 Once approved through the [redacted] the Project Inspector will update [redacted]

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 [redacted]

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service [redacted]

3.8 Using the results from combination of the following functions for product suppliers, the Project Inspector will determine if the Supplier should be increased in rating to [redacted]

3.9 For suppliers providing product, incoming inspection results are [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 [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 will determine [redacted]

4.2 When appropriate, the purchase order defines [redacted]

4.3 As applicable, purchase order information includes:

a) [redacted]

b) [redacted]

c) [redacted]

d) requirements relative to:

- [redacted]

-
e)
f)
g)

4.4 The requirements for delegation are

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

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 the procurement of

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will strive for

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

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

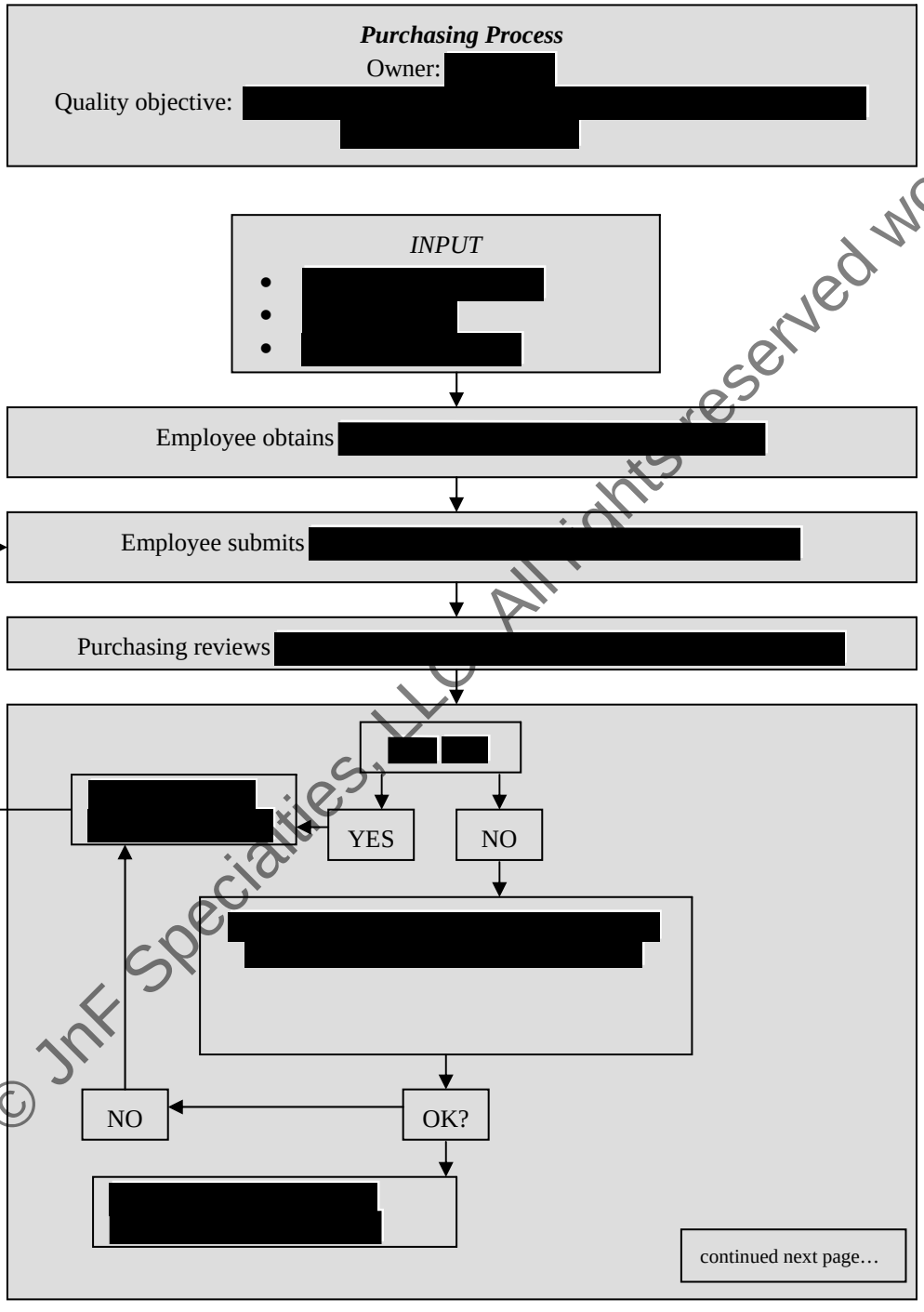
5.4 The acceptance of items intended for the purpose of advertisement and bearing the name of the Supplier is

5.5 The Purchasing department will cooperate with

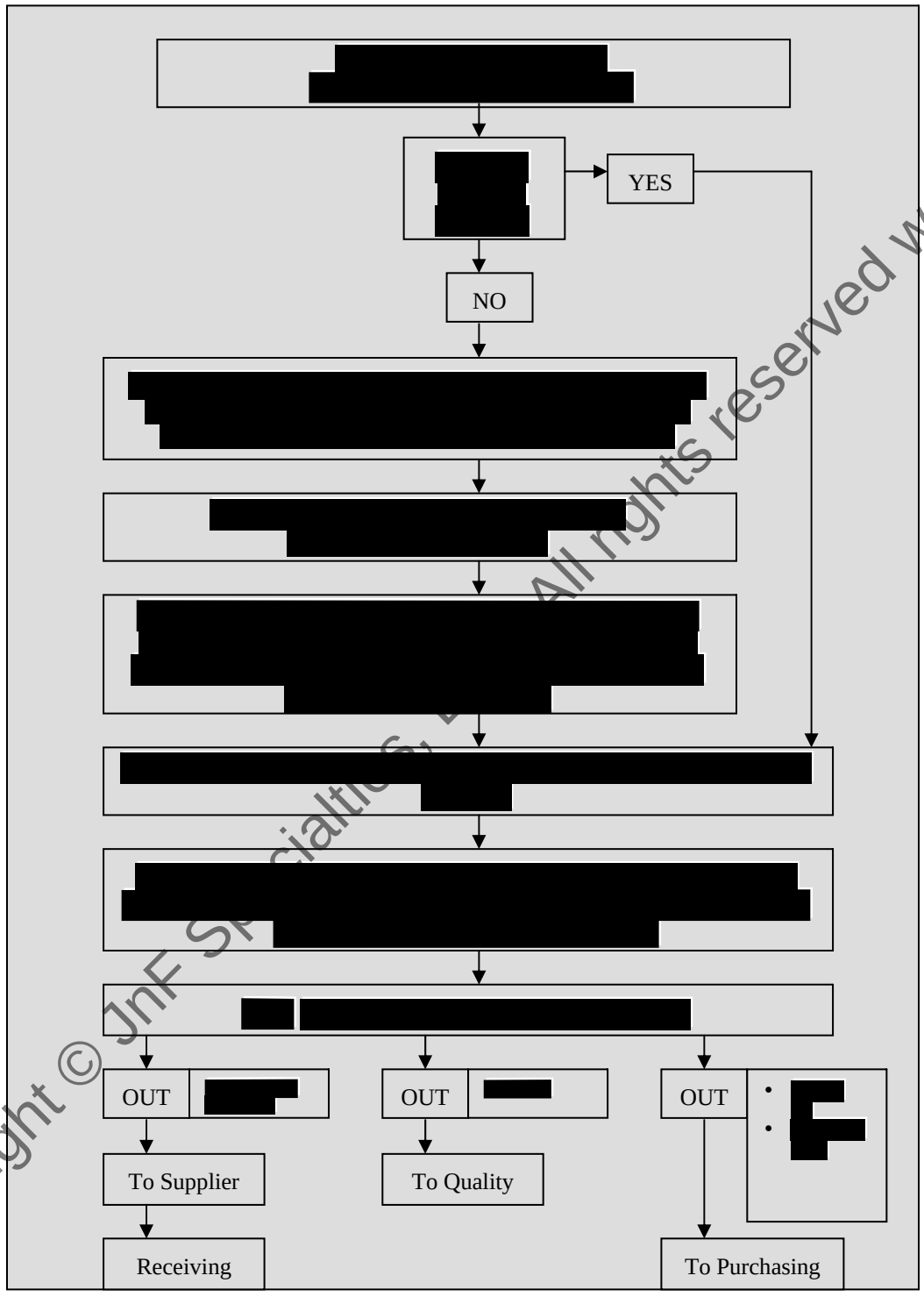
5.6 The Purchasing department will not, in any way,

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.

6.0 PROCESS MAP



from previous page…



RECEIVING INSPECTION

Origination Date: XXXX

Document Identifier:	Receiving Inspection
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 receiving and inspection process.

REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

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APPENDIX B - PURCHASE ORDER PROCESSING 9

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 production-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

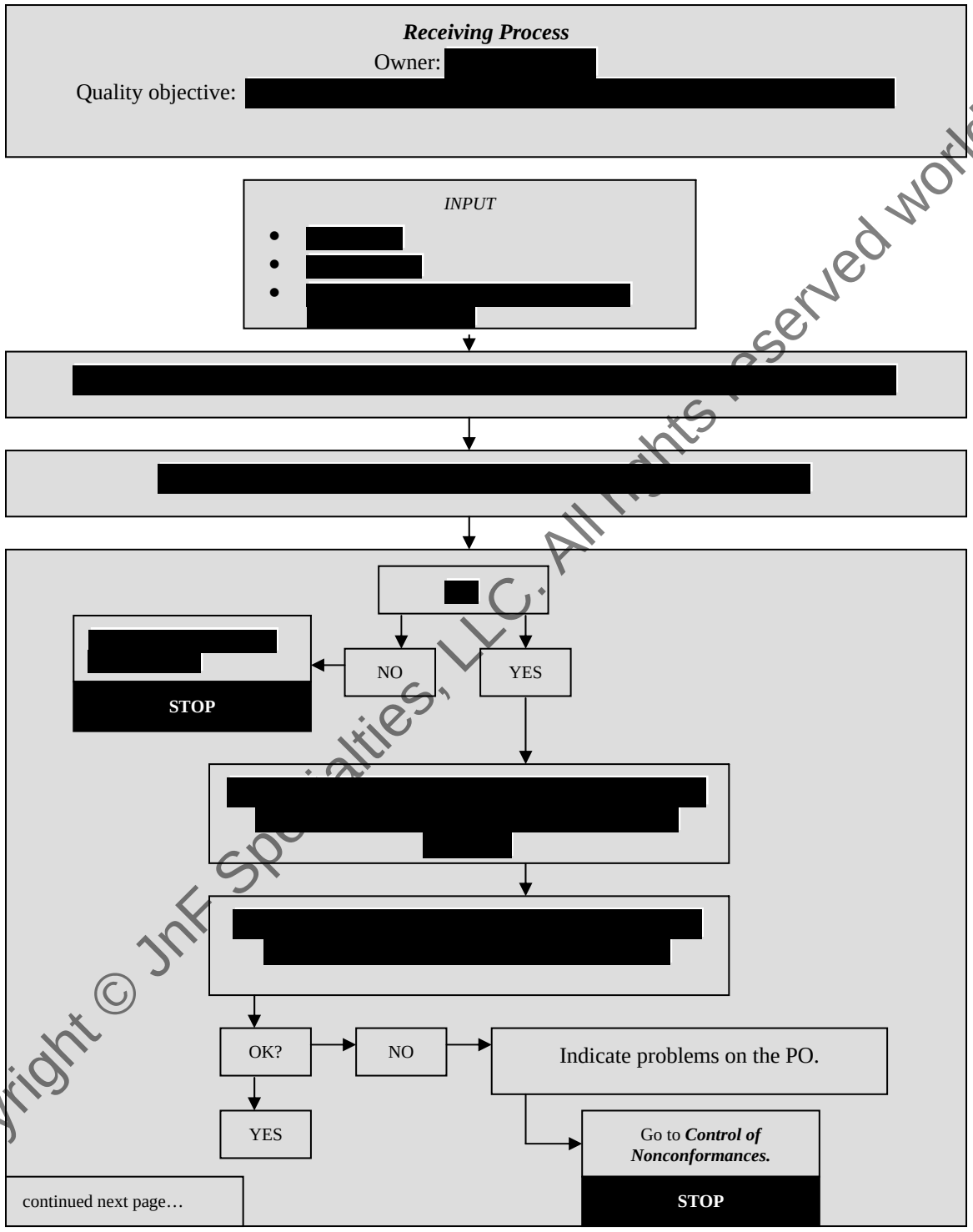
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

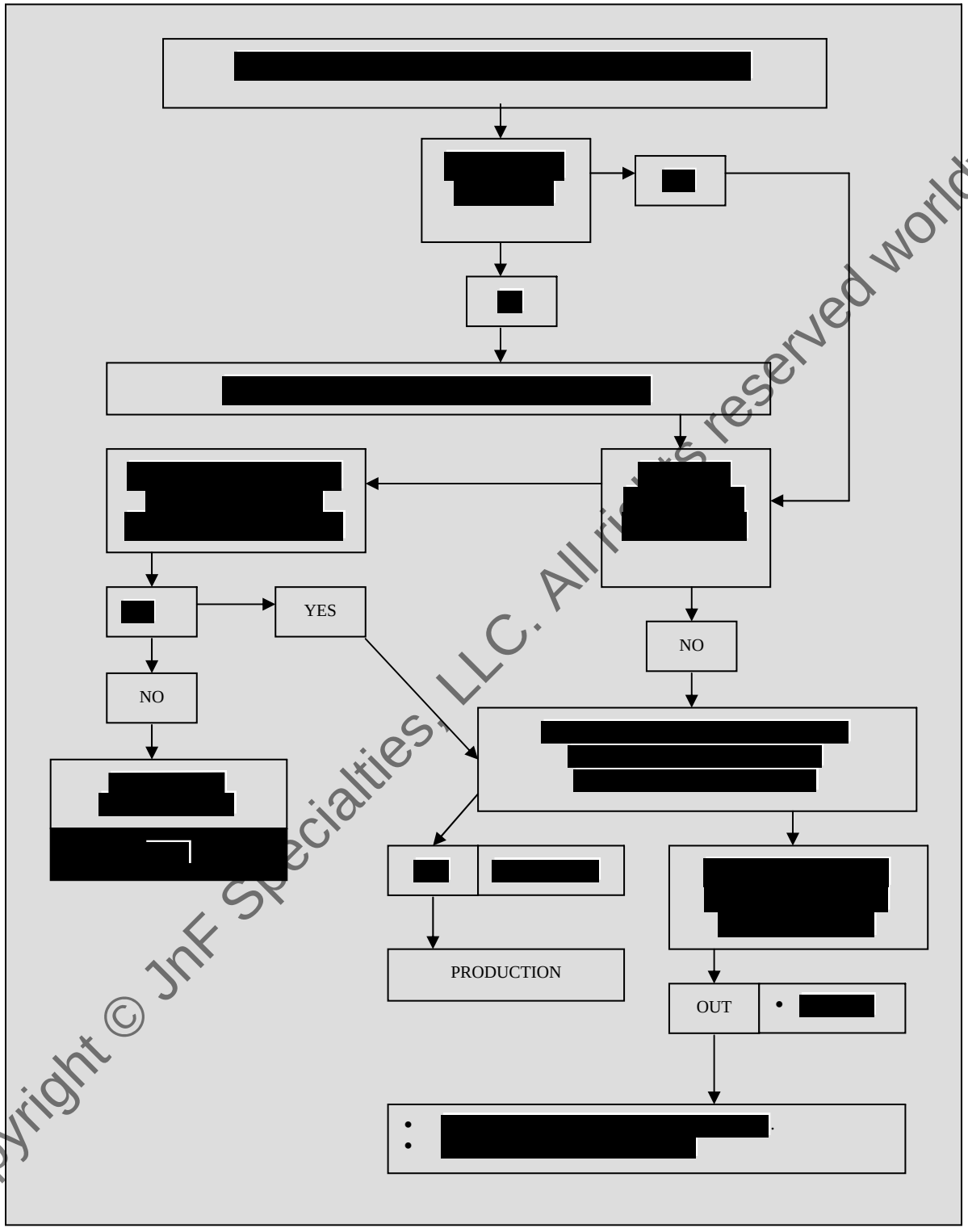
4.0 PROCEDURE: RECEIVING INSPECTION

4.1 The inspector will [redacted]

4.2 Inspections are performed according to [redacted]

PROCESS MAP





APPENDIX A - RECEIVING INSPECTION WORK INSTRUCTIONS

Op 1:

Op 2:

Op 3:

Op 4:

Op 5:

Op 6:

Op 7: SAMPLING PLAN:

then

Op 8:

then

Op 9:

then

Op 10:

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:

For non-critical item:

[redacted]

Op 12: [redacted]

Op 13: [redacted]

Op 14: [redacted]

Op 15: [redacted]

Op 16: [redacted]

Op 17: [redacted]

Op 18: [redacted]

Op 19: [redacted]

Op 20: [redacted]

APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Supply is not the Last Item on PO	[redacted]
[redacted]	[redacted]	[redacted] **NOTE:** Each entry into the Supplier Performance Report is [redacted]
2.1	Supply is the last Item on PO	Optional: [redacted]

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
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for the control of records within the quality program. 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 [redacted]

3.3 Records for active contracts are maintained in [redacted]

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

3.5 Records that are discarded after retention shall [redacted]

3.6 Hardcopy records are [redacted]

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 [redacted]

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

3.10 To ensure protection of records, electronic records are [redacted]

3.11 Local computer data that is stored on company computers must [redacted]

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

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

Appendix A: Records 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 and preventive actions	RFS		Form		[redacted]
Design change records	Engineering order		Form		[redacted]
Design input records	Engineering order		Form		[redacted]
Design review records	Engineering order		Form		[redacted]
Design validation records	Production inspection		Form		[redacted]
Design verification records	Production inspection		Form		[redacted]
First Article Inspection	First article		Form		[redacted]
Internal audit records	Internal audit		Form		[redacted]
Lost, damaged or unsuitable Customer property	Customer property		Form		[redacted]
Management review meeting minutes	Management review report		Form		[redacted]
Record of realization process	Engineering order		Form		[redacted]
Record of release of product	Production inspection		Form		[redacted]
Supplier evaluation	Supplier review		Form		[redacted]
Traceability records	Production inspection		Form		[redacted]
Training records	Training record		Form		[redacted]

REQUEST FOR CHANGE

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

Form Rev: Orig

Your Logo

SHIPPING PROCESS

Origination Date: XXXX

Document Identifier:	Shipping
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 shipping process.

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 PROCEDURE: PACKAGING AND SHIPPING 4
4.0 PROCESS MAP 5

1.0 PURPOSE

This document defines the Shipping process including product packaging activities.

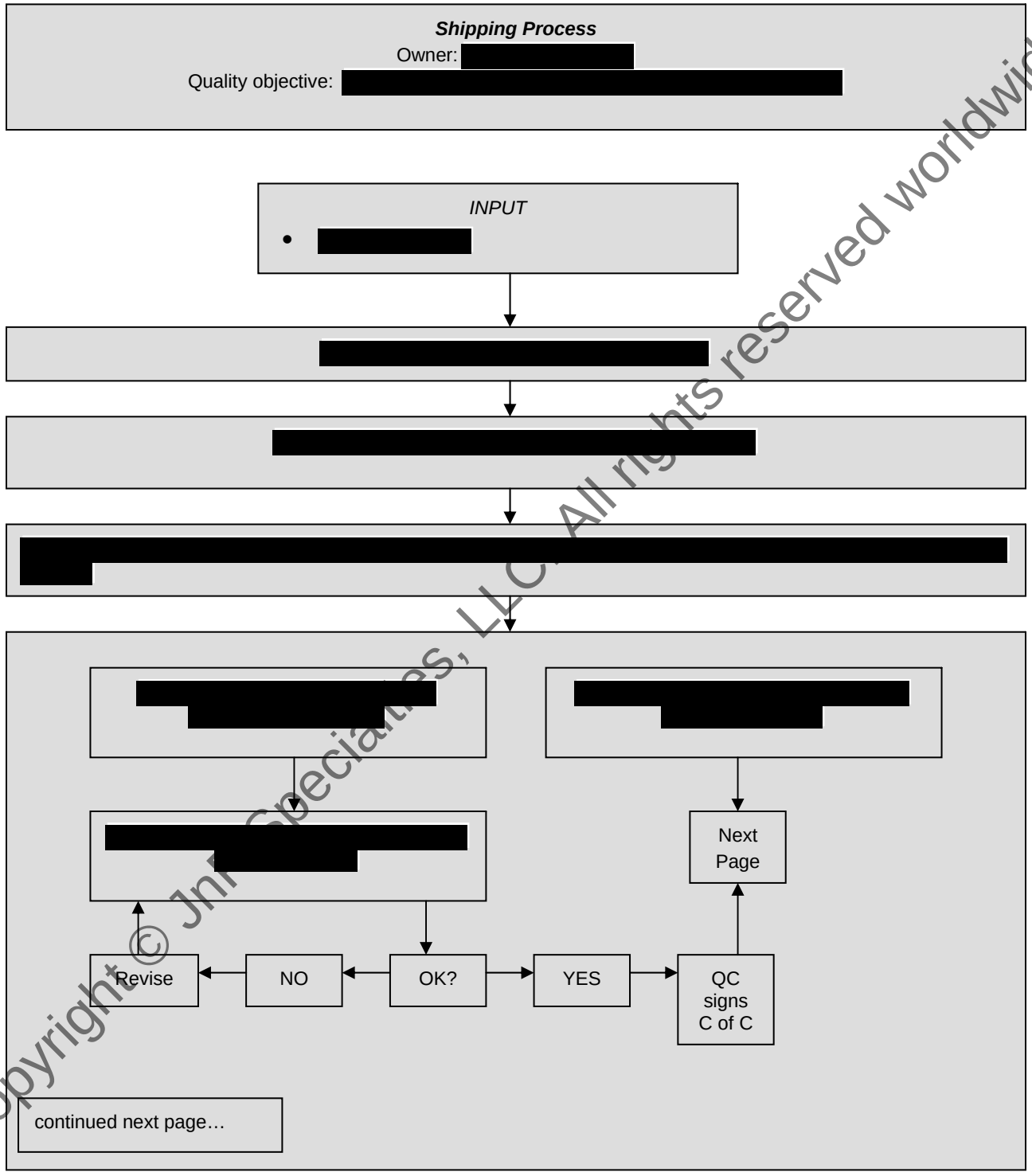
2.0 THEORY

The final packaging and arrangement of shipping is critical to the quality of product as received by the Customer; as a result, the Company controls the methods of packaging and shipping to ensure product quality is not compromised during delivery.

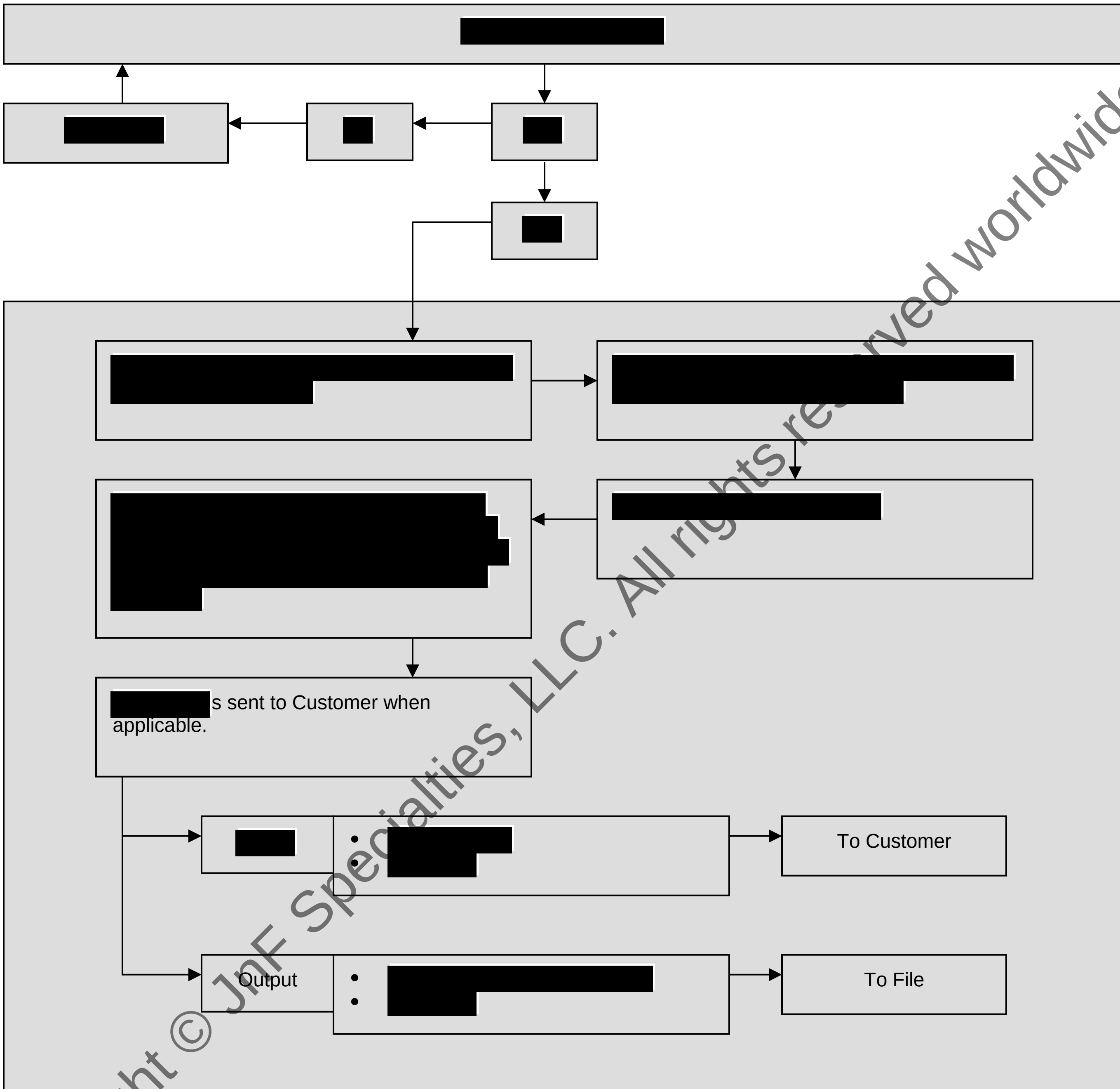
3.0 PROCEDURE: PACKAGING AND SHIPPING

See process map.

4.0 PROCESS MAP



from previous page…



Your Logo

Supplier Evaluation

Supplier: **Commodity:**

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

Part I

☐ **Sole Source** ☐ **Customer Required**

☐ **Customer Approved** ☐ **Government Approved**

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

Part II

[redacted]

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

[redacted]

☐ [redacted] **e Survey** Attach completed survey report.
☐ **Other:** _____

RESULTS OF INITIAL EVALUATION
(Ref. Purchasing Procedure)

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

[redacted] ____ [redacted] ____

[redacted]

[redacted]

☐ [redacted] ☐ [redacted]

[redacted] ☐ [redacted] ☐ [redacted]

NOTES

TRAINING PROGRAM

Origination Date: XXXX

Document Identifier:	Training
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 training program and requirements.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE 4
2.0 THEORY 4
3.0 TRAINING PROCEDURE 4

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. 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

3.1 Hiring

Employees are hired on their basis to [redacted]

To accomplish this, potential candidates are [redacted]

3.2 Initial Indoctrination and Orientation

Once hired, new employees are [redacted]

3.3 On the Job Training

Once an employee has completed initial indoctrination they undergo on-the-job training relative to their position. This training is specific to [redacted]

3.4 Additional Training

At the discretion of management, additional training may be conducted at any time.

This may be necessitated by [redacted]

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.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

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7.0 WORKMANSHIP 4

1.0 SCOPE

2.0 THEORY

3.0 REFERENCES

4.0 EQUIPMENT

5.0 MATERIALS

6.0 OPERATING PROCEDURES

7.0 WORKMANSHIP