

REDACTED

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Commercial Quality Manual-2

(Mo/Yr)

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	Your Company Name	
Prepared By:			
Your Dept:			
Your Dept:		POLICIES AND PROCEDURES	
Your Dept:		(Your #)	
Your Dept:		Size: A CAGE:	Form Rev: Orig 1 of 1

Your Logo

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1.0 SCOPE

Adherence to these policies and procedures will provide assurance that all supplies submitted to the Customer conform to contract requirements.

Precedence

Any contradiction, inconsistency, or ambiguity with contract terms and conditions shall be resolved by the following order of precedence:

- Written directives of the Contract
- Pre-printed text of the Contract
- Drawing
- Product Specification

2.0 APPLICABLE DOCUMENTS

The following documents of the latest revision form a part of this Quality System to the extent specified herein:

- 2.1 [REDACTED]
- 2.2 MIL-STD-973, Configuration Management Policies & Procedures
- 2.3 [REDACTED]
- 2.4 [REDACTED]
- 2.5 ANSI Z 1.4, Sampling for Attributes

3.0 REQUIREMENTS

3.1 Organization

The Quality Organization of (Your Co) reports directly to the Operations Manager. Organizational charts indicating lines of responsibility and authority are attached as Exhibits.

3.2 Customer Audit

(Your Co) shall permit Customer audits to evaluate the degree of compliance with this Quality System and contract performance. (Your Co) shall provide to the Customer, at this location, [REDACTED]

3.3 Procedures

Procedures and specifications required by this Quality System are listed in para 2.0

3.4 Records

Records of inspections/tests shall be produced to provide [REDACTED]

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3.5 Document Control/Change Control

Contract Initiation

Drawings/Specifications received with the contract shall be provided to the Document Control Center (DCC) for processing. The Project Engineer is responsible for [REDACTED]

Procurement Documents

Issue & Control

Inspection Instruction Sheets and Manufacturing Travelers are exempt [REDACTED]
Issue documents require recall when later revision documents are received from the Customer.
The document issue file shall indicate:

3.6 Procurement Control

(Your Co) purchase orders shall be reviewed per [REDACTED]

3.7 Measuring Equipment

Measurement devices used to accept deliverable supplies or control critical process characteristic shall be controlled per (Your #).

3.8 Sampling Plan

When sampling inspection of deliverable supplies is applicable, ANSI Z 1.4 shall be used at Inspection Level I, AQL 1.0. Whenever a sample quantity contains a defective, [REDACTED]

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3.9 Identification

The inspection status of all procured or manufactured supplies shall be evidenced by labels or other control device, e.g., traveler(s).

The receiving inspector shall record the [REDACTED]

The in-process inspector shall record the [REDACTED]

The final inspector shall record the [REDACTED]

Supplies detected as nonconforming shall [REDACTED]

Customer returned supplies shall [REDACTED]

3.10 Nonconforming Supplies

(Your Co) shall not accept supplies via MRB that do not exactly conform to the contract. MRB authority is granted for [REDACTED]

Nonconforming supplies considered acceptable by (Your Co) shall [REDACTED]

Nonconforming supplies shall be segregated from acceptable supplies to the extent practicable and shall [REDACTED]

The MRB shall record disposition instructions on MR Report (Your #) except for standard reworks.

3.11 Corrective Actions

The MRB shall determine whether or not corrective action is required to detect and correct conditions that [REDACTED]

3.12 Customer Notification

(Your Co) shall respond promptly to Customer requests for corrective action taken to correct nonconformances found in supplies submitted to the Customer and to [REDACTED]

3.13 Procurement Inspection

Purchased supplies shall be inspected upon receipt, as necessary, to [REDACTED]

In the event supplies are required prior to receipt of documentation providing evidence of conformance to the contract, Quality and Project Engineering may exercise a 'Calculated-Risk

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Release'. All supplies released on a calculated risk basis shall [Redacted]

Written inspection and test procedures shall be prepared for each supply and shall contain, but shall not be limited to:

[Redacted]

Customer property shall be controlled per [Redacted]

3.14 In-process Inspection

Inspections shall be performed during the manufacturing process to the extent necessary. Each inspection, test, and manufacturing operation shall [Redacted]

[Redacted]

The inspector shall:

[Redacted]

3.15 Handling & Storage

Supplies shall be identified upon completion of inspection operations with a Good Material Tag or process document. Purchased supplies pending inspection shall [Redacted]

[Redacted]

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3.16 Packaging/Shipping

Inspection instructions shall include provisions for [REDACTED]
[REDACTED]

3.17 Facility Relocation

(Your Co) shall notify the Customer in writing prior to facility relocation.

3.18 Supplemental Contract Quality Requirements

Special instructions provided by the contract in the form of Supplier Quality Supplemental Requirements shall [REDACTED]

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