Abstract:
This handbook documents (your Company's) quality management system policies and procedures.
REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orig</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Section 1: Scope.............................................................................................................................................................................................. 5

Section 2: Normative references................................................................................................................................................................................... 5

Section 3: Terms and Definitions................................................................................................................................................................................... 5

Section 4: Context of the Organization ........................................................................................................................................................................ 5

4.1 Understanding the organization and its context .................................................................................................................................................. 5
4.2 Understanding the needs and expectations of interested parties ................................................................................................................................ 5
4.3 Determining the scope of the quality management system .................................................................................................................................... 5

4.4 Non-Applicable Provisions of the QMS ................................................................................................................................................................. 5

Section 5: Leadership.................................................................................................................................................................................................................. 7

5.1 Leadership and commitment ........................................................................................................................................................................................................... 7
5.1.1 General ................................................................................................................................................................................................................................................. 7
5.1.2 Customer focus ................................................................................................................................................................................................................................. 7

5.2 Policy .................................................................................................................................................................................................................................................................. 7
5.2.1 Developing the quality policy ............................................................................................................................................................................................................ 7
5.2.2 Communicating the quality policy ......................................................................................................................................................................................................... 7

5.3 Organizational roles, responsibilities and authorities .................................................................................................................................................................. 7

Section 6: Planning .......................................................................................................................................................................................................................... 7

6.1 Actions to address risks and opportunities ............................................................................................................................................................................. 7
6.1.1 Planning for the QMS .................................................................................................................................................................................................................. 7
6.1.2 Planning requirements ................................................................................................................................................................................................................... 8

6.2 Quality objectives and planning to achieve them .............................................................................................................................................................. 8
6.2.1 Establishing quality objectives ......................................................................................................................................................................................................... 8
6.2.2 Achieving quality objectives ............................................................................................................................................................................................................. 8

6.3 Planning of changes .............................................................................................................................................................................................................. 8

Section 7: Support .................................................................................................................................................................................................................... 8

7.1 Resources ........................................................................................................................................................................................................................................... 8
7.1.1 General .................................................................................................................................................................................................................................................................. 8
7.1.2 People ..................................................................................................................................................................................................................................................................... 8
7.1.3 Infrastructure ......................................................................................................................................................................................................................................... 9
7.1.4 Environment for the operation of processes ......................................................................................................................................................................... 9

7.1.5 Monitoring and measuring resources ............................................................................................................................................................................. 9
7.1.5.1 General .................................................................................................................................................................................................................................................................. 9
7.1.5.2 Measurement traceability ............................................................................................................................................................................................................. 9

7.1.6 Organizational knowledge ........................................................................................................................................................................................................ 9

7.2 Competences ..................................................................................................................................................................................................................... 9

7.3 Awareness .............................................................................................................................................................................................................................. 9

7.4 Communication .................................................................................................................................................................................................................. 10

7.5 Documented information .................................................................................................................................................................................................. 10
7.5.1 General .................................................................................................................................................................................................................................................................. 10
7.5.2 Creating and updating ........................................................................................................................................................................................................... 10

7.5.3 Control of documented information ............................................................................................................................................................................. 10
7.5.3.1 Documents required by QMS and International Standard ........................................................................................................................................ 11

7.5.3.2 Activities for control of documented information ............................................................................................................................................................ 11

Section 8: Operation ................................................................................................................................................................................................................ 11
8.1 Organizational planning and control

8.2 Requirements for construction and services
  8.2.1 Customer communication
  8.2.2 Determining the requirements related to construction and services
  8.2.3 Review of requirements related to construction and services
  8.2.3.1 Ability to meet requirements
  8.2.3.2 Retain documented information of review
  8.2.4 Changes to requirements for construction and services

8.3 Design and development of construction and services
  8.3.1 General through 8.3.6 Design and development changes

8.4 Control of externally provided processes, construction and services
  8.4.1 General
  8.4.2 Type and extent of control
  8.4.3 Information for external providers

8.5 Construction and service provision
  8.5.1 Control of construction and service provision
  8.5.2 Identification and traceability
  8.5.3 Property belonging to Customers or external providers
  8.5.4 Preservation
  8.5.5 Post-delivery activities
  8.5.6 Control of changes

8.6 Release of construction and services

8.7 Control of nonconforming outputs
  8.7.1 Identify and control nonconforming outputs
  8.7.2 Retain documented information for nonconformities

Section 9: Performance evaluation
  9.1 Monitoring, measurement, analysis and evaluation
    9.1.1 General
    9.1.2 Customer satisfaction
    9.1.3 Analysis and evaluation
  9.2 Internal audit
    9.2.1 Conduct internal audits at planned intervals
    9.2.2 Audit requirements
  9.3 Management review
    9.3.1 General
    9.3.2 Management review inputs
    9.3.3 Management review outputs

Section 10: Improvement
  10.1 General
  10.2 Nonconformity and corrective action
    10.2.1 Required actions for nonconformities
    10.2.2 Required records for nonconformities
  10.3 Continuous improvement

Appendix A: Company Processes and Applicable ISO 9001 Clauses

Appendix B: Company Processes and Applicable Documents

Appendix C: Outsourced Processes

Appendix D: Quality Objectives

Appendix E: Identification of Key Realization Processes

8.1 Organizational planning and control

8.2 Requirements for construction and services
  8.2.1 Customer communication
  8.2.2 Determining the requirements related to construction and services
  8.2.3 Review of requirements related to construction and services
  8.2.3.1 Ability to meet requirements
  8.2.3.2 Retain documented information of review
  8.2.4 Changes to requirements for construction and services

8.3 Design and development of construction and services
  8.3.1 General through 8.3.6 Design and development changes

8.4 Control of externally provided processes, construction and services
  8.4.1 General
  8.4.2 Type and extent of control
  8.4.3 Information for external providers

8.5 Construction and service provision
  8.5.1 Control of construction and service provision
  8.5.2 Identification and traceability
  8.5.3 Property belonging to Customers or external providers
  8.5.4 Preservation
  8.5.5 Post-delivery activities
  8.5.6 Control of changes

8.6 Release of construction and services

8.7 Control of nonconforming outputs
  8.7.1 Identify and control nonconforming outputs
  8.7.2 Retain documented information for nonconformities

Section 9: Performance evaluation
  9.1 Monitoring, measurement, analysis and evaluation
    9.1.1 General
    9.1.2 Customer satisfaction
    9.1.3 Analysis and evaluation
  9.2 Internal audit
    9.2.1 Conduct internal audits at planned intervals
    9.2.2 Audit requirements
  9.3 Management review
    9.3.1 General
    9.3.2 Management review inputs
    9.3.3 Management review outputs

Section 10: Improvement
  10.1 General
  10.2 Nonconformity and corrective action
    10.2.1 Required actions for nonconformities
    10.2.2 Required records for nonconformities
  10.3 Continuous improvement

Appendix A: Company Processes and Applicable ISO 9001 Clauses

Appendix B: Company Processes and Applicable Documents

Appendix C: Outsourced Processes

Appendix D: Quality Objectives

Appendix E: Identification of Key Realization Processes
Section 1: Scope
(Your Company's) quality management system (QMS) policies and procedures summarize top management's strategic view to improve the QMS, enhance Customer satisfaction and assure consistent delivery of construction and services that achieve conformance with Customer and applicable statutory and regulatory requirements.

Section 2: Normative references
Documents that are referenced herein are indispensable and their title's are displayed in **Bold Italics**.

Section 3: Terms and Definitions
Unless otherwise noted, the Company applies the definitions of key terms according to **ISO 9001** and the **QMS-16 Definitions and Abbreviations Procedure**.

Section 4: Context of the Organization

4.1 Understanding the organization and its context
The Company considers, monitors and reviews internal and external issues that affect its ability to achieve intended results according to the **QMS-04 Management Process Procedure**.

4.2 Understanding the needs and expectations of interested parties
The Company considers the needs and expectations of interested parties that affect its ability to achieve intended results according to the **QMS-04 Management Process Procedure**.

4.3 Determining the scope of the quality management system
The Company's quality management system applies to all employees within all functional areas of the business operation. The Company provides the following construction and/or services:
Producer/Provider of [Your text]
NAICS code: [Your code(s)]
SIC code: [Your code(s)]
QMS policies and/or procedures outline responsibilities, methods, measurements and related performance indicators to ensure effective operation and control of the quality management system.

Non-Applicable Provisions of the QMS
The Company cites no exclusions to the **ISO 9001** or **AISC** standards. (list your exclusions to ISO 9001 or AISC)

4.4 Quality management system and its processes
The Company's quality management system is fully documented and implemented and is maintained as needed to meet the requirements of the Company's vision and governing policies.
The Company uses a process-oriented method of management, which emphasizes the importance of:
- 
- 
- 

Page 5 of 22

PROPRIETARY INFORMATION
This document expires 30 days after printing unless marked ‘Released’.
During Management Review (see 9.3), process resources are discussed and allocated as applicable. Corrective action is taken to ensure processes achieve the desired results. Every process has at least one QMS Procedure that defines it in greater detail that may include a process map. Process maps define the details of each process, which includes the relationship between QMS procedures and their applicable ISO 9001 clauses is shown in Appendix A. See Appendix B for applicable Company processes and documents. Outsourced processes and their controls are defined in Appendix C. See Appendix E for identification of key realization processes.

COMPANY VISION
To continually improve our processes, construction and services to

QUALITY POLICY
The Company is committed to providing high quality and high value construction to its Customers,

ENVIRONMENTAL POLICY
To prevent construction and distribution of waste materials that

PRACTICAL STEPS TO SUPPORT POLICIES
Customer Focus:

Workplace Excellence:

Empowerment:

Intelligent Management:

SEE SECTION 5 FOR DETAILS ON THESE PRACTICAL STEPS
Section 5: Leadership

5.1 Leadership and commitment

5.1.1 General
The Company uses the quality management system to guide and validate its decisions and to ensure that management participation in the QMS is described in the QMS-04 Management Process Procedure.

5.1.2 Customer focus
The Company demonstrates leadership and commitment with respect to Customer focus by ensuring the maintenance and enhancement of Customer satisfaction through [redacted].

5.2 Policy

5.2.1 Developing the quality policy
The Company's quality policy defines the purpose and context of the organization and its strategic direction, which includes a framework for [redacted].

5.2.2 Communicating the quality policy
The Company's quality policy is available to interested parties and is maintained as documented information that is [redacted].

5.3 Organizational roles, responsibilities and authorities
Assignment of responsibilities and authorities for relevant roles are communicated and understood throughout the organization according to the QMS-05 Responsibilities and Authorities Procedure to ensure the quality management system conforms to the requirements of ISO 9001. Responsible authorities confirm processes are [redacted].

IMPORTANT:
The quality management system is maintained at its authorized revision level until planned changes are implemented.

Section 6: Planning

6.1 Actions to address risks and opportunities

6.1.1 Planning for the QMS
Planning for the quality management system includes consideration of the context of the organization and the needs and expectations of interested parties. QMS-04 Management Process Procedure is used to address associated risks and opportunities.
opportunities to achieve

6.1.2 Planning requirements
Proportionate actions are taken to address risks and opportunities that could impact requirements that are applicable to construction and services according to the **QMS-13 Corrective Action Procedure**. The Company integrates and implements these actions into quality management system processes (see 4.4) and evaluates their effectiveness.

6.2 Quality objectives and planning to achieve them

6.2.1 Establishing quality objectives
The Company establishes and maintains documented information for quality objectives at relevant functions, levels and processes according to the **QMS-04 Management Process Procedure**. Quality objectives are consistent with the quality policy and are monitored, communicated and updated as required to enhance Customer satisfaction (see Appendix D).

6.2.2 Achieving quality objectives
The Company determines how to achieve its quality objectives according to

6.3 Planning of changes
Changes to the quality management system are performed according to the **QMS-02 Configuration Management Procedure**, which considers the purpose of changes and potential consequences and

Section 7: Support

7.1 Resources

7.1.1 General
The Company determines and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the quality management system according to the **QMS-04 Management Process Procedure**, which considers

7.1.2 People
The Company determines and provides the people necessary for the effective implementation of its quality management system and operation and control of its processes according to the **QMS-04 Management Process Procedure** and **QMS-06 Training Procedure**.
7.1.3 Infrastructure

The Company determines, provides and maintains the infrastructure necessary for the operation of its processes to achieve according to the QMS-04 Management Process Procedure.

7.1.4 Environment for the operation of processes

The Company determines, provides and maintains the environment necessary for the operation of its processes to achieve

7.1.5 Monitoring and measuring resources

7.1.5.1 General

The Company determines and provides resources needed to

7.1.5.2 Measurement traceability

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

7.1.6 Organizational knowledge

The Company determines, maintains, uses and internally shares knowledge that is required to operate its processes. The Company considers the need for

7.2 Competence

The Company determines the necessary competence for Employees whose work affects the performance and effectiveness of the quality management system. The Company ensures Employee competence according to the QMS-04 Management Process Procedure, QMS-06 Training Procedure and QMS-01 Control of Documented Information Procedure. Qualified personnel are assigned to manage the following functions:

7.3 Awareness

The Company ensures Employees and Contractors are made aware of the Company's quality policy and applicable quality objectives. In addition, Employees and Contractors are made aware of their

Page 9 of 22

This document expires 30 days after printing unless marked 'Released'.

Date Printed: Form Rev: Orig

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
7.4 Communication
Internal and external communications relevant to the QMS are determined that includes...

7.5 Documented information

7.5.1 General
The Company's quality management system includes...

7.5.2 Creating and updating
During creation and update of documented information, the Company reviews and approves documents prior to release for...

controlled documents that are obsolete are...

Document release is authorized through appropriate approvals, which may be accomplished by...

Controls are in place to ensure the use of...

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
7.5.3 Control of documented information

7.5.3.1 Documents required by QMS and International Standard

The Company controls documented information according to the QMS-01 Control of Documented Information Procedure.

7.5.3.2 Activities for control of documented information

The Company controls the distribution, access, retrieval, use, storage, preservation, legibility, revision level, retention and disposition of documented information that is maintained as evidence of conformity to Records are retained long enough to

Section 8: Operation

8.1 Organizational planning and control

Processes that are used to achieve compliance with requirements for deliverable construction and services are suitable for their purpose and are planned according to Section 6 herein. The Company applies QMS-07 Proposal Development and Contract Review Procedure to implement the processes and QMS-02 Configuration Management Procedure to approve processes and control changes. Consequences of unintended changes are

8.2 Requirements for construction and services

8.2.1 Customer communication

The Company communicates with its Customers by providing information relative to its construction and services according to the QMS-07 Proposal Development and Contract Review Procedure and by obtaining Additional Customer communication channels include according to the QMS-10 Construction Procedure.

8.2.2 Determining the requirements related to construction and services

The Company ensures that it can meet the claims for construction and services it offers and ensures requirements for construction and services are defined, which includes according to the QMS-07 Proposal Development and Contract Review Procedure.
8.2.3 Review of requirements related to construction and services

8.2.3.1 Ability to meet requirements
The Company reviews Customer requirements according to the QMS-07 Proposal Development and Contract Review Procedure before accepting a contract, which includes:

8.2.3.2 Retain documented information of review
The Company maintains a record for each review that includes new requirements for construction and services.

8.2.4 Changes to requirements for construction and services
When the requirements for construction and services are changed, the Company:

8.3 Design and development of construction and services

8.3.1 General through 8.3.6 Design and development changes
The Company's design and development process ensures design activities are conducted in a controlled manner that is defined in the QMS-18 Design and Development Procedure, which includes policies for:

8.3.2 Design and development planning
8.3.3 Design and development inputs
8.3.4 Design and development controls
8.3.5 Design and development outputs
8.3.6 Design and development changes

8.4 Control of externally provided processes, construction and services

8.4.1 General
The Company ensures that externally provided processes, construction and services conform to requirements according to the QMS-08 Purchasing Procedure and QMS-09 Receiving Procedure. The Company accepts responsibility for the quality of products that are purchased from Suppliers, including Customer designated sources. The Company does not:

The Company determines the controls to be applied to externally provided processes, construction and services when
The Company determines and applies criteria for the evaluation, selection, monitoring of performance and re-evaluation of external providers that is based upon requirements and QMS-08 Purchasing Procedure. The Company retains documented information of these activities and any necessary actions arising from the evaluations.

8.4.2 Type and extent of control

The Company ensures that externally provided processes, construction and services do not adversely affect the Company’s ability according to the QMS-08 Purchasing Procedure and QMS-09 Receiving Procedure.

8.4.3 Information for external providers

The Company ensures that mandatory requirements are according to the QMS-08 Purchasing Procedure. Purchase documents clearly define

Purchasing documents contain the following information:

- 
- 
- 
- 
- 

If specified in the Customer’s purchase contract, the Customer or nominated representative is

8.5 Construction and service provision

8.5.1 Control of construction and service provision

The Company implements construction and services under controlled conditions according to the QMS-04 Management Process Procedure and QMS-10 Construction Procedure.

8.5.2 Identification and traceability

The Company uses suitable means to identify outputs when according to the QMS-10 Construction Procedure. The Company controls the unique identification of outputs when All materials are identified throughout construction, delivery and installation as required by the applicable Construction Industry Code of Standard Practice and contract documents. Other identification and traceability requirements are
8.5.3 Property belonging to Customers or external providers

Property used by the Company or under its control that is received from outside sources is controlled according to the QMS-10 Construction Procedure.

8.5.4 Preservation

The Company preserves construction and service outputs to the extent necessary according to the QMS-10 Construction Procedure and QMS-11 Shipping Procedure. Instructions are detailed in the applicable job documentation for General rules are defined in the QMS-10 Construction Procedure. Material is stored, loaded and shipped to avoid damage and deterioration. Material is marked with

The handling and shipping process is defined in QMS-11 Shipping Procedure.

8.5.5 Post-delivery activities

The Company meets requirements for post-delivery activities associated with the construction and services according to the QMS-05 Responsibilities and Authorities Procedure.

8.5.6 Control of changes

To ensure continuing conformity with requirements, the Company according to the QMS-02 Configuration Management Procedure, QMS-10 Construction Procedure and QMS-18 Design and Development Procedure.

8.6 Release of construction and services

In-process inspections are conducted during construction and service activities according to the QMS-10 Construction Procedure. These checks occur within each process using Inspection consists of

The following inspections are described in QMS-10 Construction Procedure:

- [List of inspections]
- [List of inspections]
- [List of inspections]
- [List of inspections]
- [List of inspections]
- [List of inspections]
- [List of inspections]
- [List of inspections]
Products and services are released for delivery to Customers only after Conformance to purchase order requirement are determined using Processes that create a condition where quality of deliverable items cannot be verified through normal methods are monitored to the extent necessary to Effective implementation of the following documented procedures is required as a minimum:

8.7 Control of nonconforming outputs

8.7.1 Identify and control nonconforming outputs
The Company ensures outputs that do not conform to requirements are found according to the QMS-14 Control of Nonconformances Procedure. The Company take appropriate actions based on

8.7.2 Retain documented information for nonconformities
Company records describe each nonconformance and include
Section 9: Performance evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General
The Company determines methods for monitoring, measurement, analysis and evaluation to ensure valid results by

9.1.2 Customer satisfaction
To monitor and measure Customer satisfaction and fulfillment of expectations, the Company may collect information about:
- [List of customer satisfaction measures]
- [List of evaluation methods]

The Company continuously monitors Customer satisfaction according to the QMS-04 Management Process Procedure.

9.1.3 Analysis and evaluation
The Company evaluates [specific analysis method or tool] according to the QMS-04 Management Process Procedure.

9.2 Internal audit

9.2.1 Conduct internal audits at planned intervals
The Company conducts internal audits at planned intervals to provide information [specific audit information] according to the QMS-12 Internal Auditing Procedure.

9.2.2 Audit requirements
The Company assigns Responsible Authorities to [audit responsibilities]
9.3 Management review

9.3.1 General
Top management reviews the Company's quality management system at planned intervals to ensure compliance with the QMS-04 Management Process Procedure.

9.3.2 Management review inputs
Management review is planned and carried out according to the QMS-04 Management Process Procedure, which takes into consideration the inputs.

9.3.3 Management review outputs
Results from management reviews include actions according to the QMS-04 Management Process Procedure.

Section 10: Improvement

10.1 General
The Company determines and selects actions according to the QMS-04 Management Process Procedure.

10.2 Nonconformity and corrective action

10.2.1 Required actions for nonconformities
When a nonconformance occurs, including corrective actions according to the QMS-13 Corrective Action Procedure and QMS-14 Nonconformance Control Procedure. The Company ensures corrective actions are appropriate to the effects of each nonconformance.

10.2.2 Required records for nonconformities
The Company retains and maintains records regarding nonconformance actions according to the QMS-01 Control of Documented Information Procedure.

10.3 Continual improvement
The Company continually improves processes according to the QMS-04 Management Process Procedure using...
# Appendix A: Company Processes and Applicable ISO 9001 Clauses

<table>
<thead>
<tr>
<th>Process</th>
<th>Applicable ISO 9001 Clauses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Configuration Management</strong></td>
<td>See 8.3.1 for 8.3.6, 8.5.6 Design and Development Changes, Control of Changes (was)</td>
</tr>
<tr>
<td><strong>Control of Documents</strong></td>
<td>7.5.2, 7.5.3 Creating and Updating, Control of Documented Information (was)</td>
</tr>
<tr>
<td><strong>Control of Records</strong></td>
<td>7.5.2, 7.5.3 Creating and Updating, Control of Documented Information (was)</td>
</tr>
<tr>
<td><strong>Control of Nonconformances</strong></td>
<td>8.7 Control of Nonconforming Outputs (was)</td>
</tr>
<tr>
<td><strong>Corrective Action</strong></td>
<td>10.2 Nonconformity and Corrective Action (was)</td>
</tr>
<tr>
<td><strong>Internal Auditing</strong></td>
<td>9.2 Internal Audit (was)</td>
</tr>
<tr>
<td><strong>Management</strong></td>
<td>4.4 Quality Management System and its Processes (was)</td>
</tr>
<tr>
<td></td>
<td>7.5 Documented Information (was)</td>
</tr>
<tr>
<td></td>
<td>5.1, 5.1.1 Leadership and Commitment, General (was)</td>
</tr>
<tr>
<td></td>
<td>5.1.2 Customer Focus (was)</td>
</tr>
<tr>
<td></td>
<td>5.2, 5.2.1, 5.2.2 Policy, Developing the Quality Policy, Communicating the Quality Policy (was)</td>
</tr>
<tr>
<td></td>
<td>6.0 Planning (was)</td>
</tr>
<tr>
<td></td>
<td>5.3 Organizational Roles, Responsibilities and Authorities (was)</td>
</tr>
<tr>
<td></td>
<td>5.3 Organizational Roles, Responsibilities and Authorities (was)</td>
</tr>
<tr>
<td></td>
<td>7.4 Communication (was)</td>
</tr>
<tr>
<td></td>
<td>9.3 Management Review (was)</td>
</tr>
<tr>
<td></td>
<td>7.1.1, 7.1.2 General, People (was)</td>
</tr>
<tr>
<td></td>
<td>7.2 Competence (was)</td>
</tr>
<tr>
<td></td>
<td>7.1.3 Infrastructure (was)</td>
</tr>
<tr>
<td></td>
<td>7.1.4 Environment for the Operation of Processes (was)</td>
</tr>
<tr>
<td></td>
<td>See 8.3.1 for 8.3.6, 8.5.6 Design and Development Changes, Control of Changes (was)</td>
</tr>
<tr>
<td></td>
<td>8.2.1 Customer Communication (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.1, 8.5.5 Control of Construction &amp; Service Provision, Post Delivery Support (was)</td>
</tr>
<tr>
<td></td>
<td>7.1.2 Monitoring and Measuring Resources (was)</td>
</tr>
<tr>
<td></td>
<td>9.1.1 Measurement, Analysis &amp; Improvement General (was)</td>
</tr>
<tr>
<td></td>
<td>9.1.2 (was) Customer Satisfaction</td>
</tr>
<tr>
<td></td>
<td>9.1.3 Analysis and Evaluation (was)</td>
</tr>
<tr>
<td></td>
<td>10.1 General, Continual Improvement (was)</td>
</tr>
<tr>
<td><strong>Construction</strong></td>
<td>8.1 Operational Planning and Control (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.1, 8.5.5 Control of Construction and Service Provision, Post Delivery Support (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.2 Identification &amp; Traceability (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.3 Property Belonging to Customers or External Providers (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.4 Preservation (was)</td>
</tr>
<tr>
<td></td>
<td>8.6 Release of Products and Services (was)</td>
</tr>
<tr>
<td></td>
<td>8.7 Control of Nonconforming Outputs (was)</td>
</tr>
<tr>
<td><strong>Proposal Development &amp; Contract Review</strong></td>
<td>8.2.2 Determining the Requirements Related to Construction and Services (was)</td>
</tr>
<tr>
<td><strong>Purchasing</strong></td>
<td>8.4.1, 8.1 General, Type and Extent of Control (was)</td>
</tr>
<tr>
<td></td>
<td>8.4.3 Information for External Providers (was)</td>
</tr>
<tr>
<td><strong>Receiving</strong></td>
<td>8.5.1, 8.5.5 Control of Construction and Service Provision, Post Delivery Support (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.6 Identification &amp; Traceability (was)</td>
</tr>
<tr>
<td></td>
<td>9.6 Release of Products and Services (was)</td>
</tr>
<tr>
<td></td>
<td>8.7 Control of Nonconforming Outputs (was)</td>
</tr>
<tr>
<td><strong>Shipping</strong></td>
<td>8.2.2 Determining Requirements Related to Construction and Services (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.1, 8.5.5 Control of Construction and Service Provision, Post Delivery Support (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.2 Identification &amp; Traceability (was)</td>
</tr>
<tr>
<td></td>
<td>8.5.4 Preservation (was)</td>
</tr>
<tr>
<td></td>
<td>8.7 Control of Nonconforming Outputs (was)</td>
</tr>
</tbody>
</table>
## Appendix B: Company Processes and Applicable Documents

<table>
<thead>
<tr>
<th>Process</th>
<th>Applicable Company Procedures</th>
<th>Applicable Company Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Action</td>
<td>QMS-13 Corrective Action</td>
<td>Corrective action records 10.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Realization processes and resulting construction meet requirements 8.1 (was 10.1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design and development planning 8.3.2 (was 8.3.1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design inputs records 8.3.3 (was 8.3.2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design review records 8.3.4 (was 8.3.3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design verification records 8.3.5 (was 8.3.4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design validation records 8.3.6 (was 8.3.5)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design and development outputs 8.3.7 (was 8.3.6)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Design and development outputs 8.3.8 (was 8.3.7)</td>
</tr>
<tr>
<td>Design &amp; Development</td>
<td>QMS-18 Design &amp; Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Auditing</td>
<td>QMS-12 Internal Auditing</td>
<td>Internal audits 10.2 (was 10.1)</td>
</tr>
<tr>
<td></td>
<td>QMS-00 Quality Handbook</td>
<td>Management review minutes 9.3.1 (was 9.3.2)</td>
</tr>
<tr>
<td></td>
<td>QMS-01 Control of Documented Information</td>
<td>Training records 9.2 (was 9.2.1)</td>
</tr>
<tr>
<td></td>
<td>QMS-02 Configuration Management</td>
<td>Calibration records 7.1.5 (was 7.1.5)</td>
</tr>
<tr>
<td></td>
<td>QMS-04 Management Process Procedure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QMS-05 Responsibilities &amp; Authorities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QMS-06 Training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QMS-15 Calibration</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QMS-16 Definitions and Abbreviation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>QMS-18 Design and Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td>QMS-10 Construction</td>
<td>Traceability records (if required) 8.5.2 (was 8.5.3)</td>
</tr>
<tr>
<td></td>
<td>QMS-14 Control of Nonconformances</td>
<td>Records of loss, damage or nonconformances 8.5.3 (was 8.5.4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records of release authority of inspected product 8.6 (was 8.6.1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Records of first article inspection 8.6 (was 8.6.2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Control of nonconformances 8.7 (was 8.7.1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>QMS-07 Proposal Development &amp; Contract Review</td>
<td>Contract review records 8.2.3 (was 8.2.4)</td>
</tr>
<tr>
<td></td>
<td>QMS-08 Purchasing</td>
<td>Supplier evaluation records 8.4.1, 8.4.2 (was 8.4.3)</td>
</tr>
<tr>
<td></td>
<td>QMS-09 Receiving</td>
<td>Records of loss, damage or nonconformances 8.5.3 (was 8.5.4)</td>
</tr>
<tr>
<td></td>
<td>QMS-14 Control of Nonconformances</td>
<td>Control of nonconformances 8.7 (was 8.7.1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Development &amp;</td>
<td>QMS-11 Shipping</td>
<td>Records of loss, damage or nonconformances 8.5.3 (was 8.5.4)</td>
</tr>
<tr>
<td>Contract Review</td>
<td>QMS-14 Control of Nonconformances</td>
<td>Control of nonconformances 8.7 (was 8.7.1)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(QMS-17 reserved)
Appendix C: Outsourced Processes

The following processes are outsourced and controlled as indicated:

- 
- 
- 

Appendix D: Quality Objectives

<table>
<thead>
<tr>
<th>Process</th>
<th>Quality Objective</th>
<th>Metric</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corrective Action</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design &amp; Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Auditing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Development &amp; Contract Review</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receiving</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shipping</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix E: Identification of Key Realization Processes

Key Realization Processes
### 8 Mandatory Procedures

(delete this table prior to release of quality handbook)

### 22 Mandatory Forms

(delete this table prior to release of quality handbook)
CONTROL of DOCUMENTED INFORMATION

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Control of Documented Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

Abstract:
This document describes procedures for controlling documents.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>PURPOSE OF DOCUMENT AND RECORD CONTROL</td>
<td>4</td>
</tr>
<tr>
<td>2.0</td>
<td>THEORY</td>
<td>4</td>
</tr>
<tr>
<td>3.0</td>
<td>DOCUMENT TYPES</td>
<td>4</td>
</tr>
<tr>
<td>4.0</td>
<td>QUALITY MANUAL</td>
<td>5</td>
</tr>
<tr>
<td>5.0</td>
<td>QUALITY MANAGEMENT SYSTEM PROCEDURES</td>
<td>5</td>
</tr>
<tr>
<td>6.0</td>
<td>GENERAL WORK INSTRUCTIONS</td>
<td>6</td>
</tr>
<tr>
<td>7.0</td>
<td>INSPECTION INSTRUCTIONS</td>
<td>7</td>
</tr>
<tr>
<td>8.0</td>
<td>FORMS</td>
<td>7</td>
</tr>
<tr>
<td>9.0</td>
<td>EXTERNAL DOCUMENTS</td>
<td>8</td>
</tr>
<tr>
<td>10.0</td>
<td>PERIODIC RE-EVALUATION OF DOCUMENTS</td>
<td>8</td>
</tr>
<tr>
<td>11.0</td>
<td>CONTROL OF RECORDS</td>
<td>8</td>
</tr>
<tr>
<td>APPENDIX A</td>
<td>RECORD RETENTION MATRIX</td>
<td>10</td>
</tr>
</tbody>
</table>
1.0 PURPOSE OF DOCUMENT AND RECORD CONTROL

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:

- 
- 
- 
- 
- 

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. A record is managed so that the information on them is accessible, legible and suitably maintained.

3.0 DOCUMENT TYPES

3.1. Quality Manual:

3.2. QMS Procedures:

3.3. General Work Instructions:

3.4. Inspection Instructions:

3.5. Forms:
3.6. Records that are created for temporary retention of miscellaneous information are

4.0 QUALITY MANUAL
The Quality Manual has been developed by top management of the Company, which includes

4.2. Review and Approval
The Quality Manual is reviewed and approved by top management before release. Approval is indicated by

4.3. Distribution
The Quality Manual is distributed electronically through the Company’s internet server. The Document Control Center

Each employee must

4.4. Change Control
Any employee may request a change to the Quality Manual. Requests for changes may be made by

5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES
5.1. Creating New QMS Procedures
QMS procedures should be created as soft files (MS Word, etc.). It is recommended

5.2. Review and Approval
QMS Procedures are

This document expires 30 days after printing unless marked “Released”.

Date Printed:  
Form Rev: Orig
5.3. Distribution
QMS procedures are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may

Each employee must

5.4. Change Control
Changes to QMS procedures are

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions
Where necessary, work affecting quality is described by clear and complete documented work instructions that define

Work instructions should include, as applicable:

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:
Engineering may develop work instructions that are specific to a given job, which are

6.2. Review and Approval
Work instructions must be reviewed and approved by

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

Each employee must

6.4. Change Control
Changes to general work instructions are

This document expires 30 days after printing unless marked "Released".

Date Printed: [Redacted]
7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions
New inspection instructions are developed by or under the supervision of the Quality Manager using

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:
Engineering may

7.2. Review and Approval
Approval is indicated by

7.3. Distribution
Inspection instructions are distributed electronically through the Company's internet server and/or intranet. The Document Control Center

Each employee must

7.4. Change Control
Any employee may request a change to inspection instructions by completing a Request for Change form and submitting it to

8.0 FORMS

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

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
8.3. **Distribution**

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

8.4. **Change Control**

Any employee may submit a request for change to the appropriate area manager responsible for the form and the manager

9.0 **EXTERNAL DOCUMENTS**

9.1. Some external (third party) standards or specifications may be maintained on file without

Unless otherwise specified, if the revision level is

9.2. Third party specifications and engineering drawings, including those of the Customer, are controlled according to the *QMS-02 Configuration Management Procedure*. Where control of an external document is deemed necessary, In some cases, a hardcopy of the external document may

Each employee must

10.0 **PERIODIC RE-EVALUATION OF DOCUMENTS**

The entire set of quality documentation is subject to

11.0 **CONTROL OF RECORDS**

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

11.2 The listed "controller" must ensure

11.3 Records for active contracts are maintained in the quality department handling the operations. Records are
11.4 The Document Control Center maintains archive files for records. Records shall be
11.5 Records that are discarded after retention shall
11.6 Hardcopy records are
11.7 Records are
11.8 Records are
11.9 The Company does not require vendors to maintain records for the Company; instead,
11.10 To ensure protection of records, electronic records are
11.11 Local computer data that is stored on company computers must
11.12 When making corrections to written record entries, the error is
11.13 Correction fluid or correction tape is not to be used on any quality records.
# APPENDIX A: RECORD RETENTION MATRIX

<table>
<thead>
<tr>
<th>Required Record or Document Type</th>
<th>Company Record</th>
<th>Controller</th>
<th>Type</th>
<th>Location</th>
<th>Minimum Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calibration records</td>
<td>Calibration</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract review records</td>
<td>Contract review</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control of Nonconformances</td>
<td>RFS</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrective actions</td>
<td>RFS</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design change records</td>
<td>Engineering order</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design input records</td>
<td>Engineering order</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design review records</td>
<td>Engineering order</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design validation records</td>
<td>Construction inspection</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Design verification records</td>
<td>Production inspection</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Article Inspection</td>
<td>First article</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal audit records</td>
<td>Internal audit</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lost, damaged or unsuitable Customer property</td>
<td>Customer property</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management review meeting minutes</td>
<td>Management review report</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record of realization process</td>
<td>Engineering order</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record of release of product</td>
<td>Construction inspection</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplier evaluation</td>
<td>Supplier review</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traceability records</td>
<td>Construction inspection</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training records</td>
<td>Training record</td>
<td>Form</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CONFIGURATION MANAGEMENT

Origination Date: XXXX

Abstract:
This document describes configuration management procedures.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

1.0 PURPOSE .................................................................................................................. 4
2.0 THEORY ..................................................................................................................... 4
3.0 CONFIGURATION DOCUMENTATION .................................................................. 4
4.0 CONFIGURATION CONTROL BOARD (CCB) ............................................................ 4
5.0 CONFIGURATION CHANGE CONTROL ...................................................................... 5
6.0 SUBCONTRACTOR AND VENDOR CHANGES .......................................................... 7
1.0 PURPOSE
This procedure defines the requirements for the management of the configuration of products produced by the Company's configuration management activities include the following:

- (List of requirements)

The following are not governed by this control procedure:

- (List of exceptions)

2.0 THEORY
Part configuration includes a variety of aspects of a given part, including

- (Details of part configuration)

This procedure has been developed based on

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

- (List of technical documents)

3.2. All such technical documents are developed and approved by the Responsible Authority, which are

- (Details of development and approval)

3.3. Configuration documents and Customer intellectual property received by is the Company are

- (Details of receipt and treatment)

4.0 CONFIGURATION CONTROL BOARD (CCB)
4.1. Responsible Authorities (RA) serve as the Configuration Control Board, which has full authority and responsibility for

- (Details of CCB role and responsibilities)
4.2. CCB responsibilities include:

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

5.0 CONFIGURATION CHANGE CONTROL

5.1. Evaluation of a change in configuration for a deliverable item takes into consideration

5.2. All associated changes and affected hardware items or computer programs are included on

5.3. Types of Configuration Change

Changes to the configuration are implemented after approval of

The definition for each is as follows:

5.3.1. Engineering Change:

5.3.2. Deviation:

5.3.3. Waiver:
5.4. 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

5.4.1. Class I Changes

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

- 
- 
- 
- 
- 
- 
- 
- Non-technical contractual provisions are affected, such as, but not limited to:
  -
  -
  -
  -

5.4.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are

5.5. Change Implementation

5.5.1. The Responsible Authority verifies

5.5.2. Superseded revision levels of electronic documents are

5.5.3. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of
5.6. Document approval is indicated by any of the following methods:

6.0 SUBCONTRACTOR AND VENDOR CHANGES

6.1. Supplier and vendor requests for change are controlled according to the QMS-08 Purchasing Procedure.
## MANAGEMENT PROCESS

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Management Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

Abstract:

This document describes the management review process.
<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DOCUMENT CHANGE RECORD**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Section</td>
<td>Title</td>
<td>Page</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>1.0</td>
<td>PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>2.0</td>
<td>THEORY</td>
<td>4</td>
</tr>
<tr>
<td>3.0</td>
<td>MANAGING AS A PROCESS</td>
<td>4</td>
</tr>
<tr>
<td>4.0</td>
<td>PROCEDURE: MANAGEMENT REVIEW</td>
<td>4</td>
</tr>
<tr>
<td>5.0</td>
<td>PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES</td>
<td>6</td>
</tr>
<tr>
<td>6.0</td>
<td>PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION</td>
<td>7</td>
</tr>
<tr>
<td>7.0</td>
<td>PROCEDURE: RESOURCE MANAGEMENT</td>
<td>9</td>
</tr>
<tr>
<td>Appendix A</td>
<td>Process Map</td>
<td>10</td>
</tr>
</tbody>
</table>
1.0 PURPOSE
This document defines the Management process, including or making reference to procedures for the various activities within the Management process.

2.0 THEORY
The Company believes in “intelligent management,” which enables the Company to make decisions based on

3.0 MANAGING AS A PROCESS
The Company recognizes that it has to manage processes identified in the Quality Management Policies and Procedures handbook; however, management itself must also be treated as a process. This means

Management is responsible for implementation and application of the following QMS requirements:

4.0 PROCEDURE: MANAGEMENT REVIEW
4.1 The management of the Company performs formal management review of the Quality Management System a minimum of

PROPRIETARY INFORMATION This document expires 30 days after printing unless marked "Released".
4.2 This review shall include

4.3 Minutes of the meetings are taken and maintained. The Management Review Report Template may be used as a guide for the records or may be completed and retained as the record.

4.4 The Management Review meeting should include analysis of the following inputs:

4.5 Management shall use action items or the corrective action system to take recorded actions as a result of review topics in an effort to
4.6 Management shall determine internal issues that affect its ability to achieve intended results, which may include, but are not limited to:

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

4.7 Management shall determine external issues that affect its ability to achieve intended results, which may include, but are not limited to:

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is
5.2 Each process objective

5.3 Top management will

5.4 Throughout the year, assigned managers and staff will

5.5 During Management Review

5.6 When a process does not meet a goal,

5.7 The current metrics, standings, previous goal and revised goals shall be

5.8 Over time, management shall assess performance of each process against the goals according to the QMS-13 Corrective Action Procedure.

6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION

6.1 Internal communication is an important facet of the way the Company does business. By this we mean that information must be able to flow in all directions, from

The following methods are used for internal communications:

- 
- 
- 
- 

6.2 External communications that are relevant to the quality management system must

6.2.1 Confidential Company Information
Company Employees must not reveal Confidential Company Information to External Parties except to the extent such disclosures are necessary

This document expires 30 days after printing unless marked "Released".
6.2.1.1 Basic Company Information
Company Employees must not communicate Basic Company Information to External Parties except to the extent that such communication is part of their normal responsibilities. For example, Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company on

6.2.1.2 Written Company Information
All Written Company Information must conform to guidelines established from time to time. All Written Company Information must be approved by the appropriate Responsible Authority before it is communicated to any External Party. With respect to any Written Company Information regarding new business, clients, or other contract counterparties, or other Third Parties with a business relationship with the Company, care must be exercised to

Written Company Information regarding approved by the appropriate Responsible Authority.
7.0 PROCEDURE: RESOURCE MANAGEMENT

7.1 The management of resources is a critical component to the management activities of the Company. Resources requiring such management includes:

- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 
- 

7.2 Like other management activities, resource management must

7.3 To manage resources, top management must

7.4 During Management Review, managers shall

7.5 From that data, top management can
MANAGEMENT

Owner: 

INPUT from other processes

Objective met?

NO

Revise goal? 

YES

Corrective Action

continued next page...
RESPONSIBILITIES AND AUTHORITIES

Origination Date: XXXX

Abstract:
This document describes responsibilities and authorities of Company personnel.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orig</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This document expires 30 days after printing unless marked "Released".
TABLE OF CONTENTS

1.0 PURPOSE ........................................................................................................................................... 4
2.0 THEORY ............................................................................................................................................... 4
3.0 RESPONSIBILITIES & AUTHORITIES .............................................................................................. 4
1.0 PURPOSE
This document provides an overview of the responsibilities and authorities for key positions within the Company.

2.0 THEORY
It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company.

3.0 RESPONSIBILITIES & AUTHORITIES
3.1 Operations Manager
The Operations Manager is responsible for

3.2 Quality Manager
The Quality Manager is responsible for

The Quality Manager also

3.3 Facilities Manager
The Facilities Manager is responsible for

3.4 Project Manager
The Project Manager is responsible for

3.5 Business Manager
The Business Manager is responsible for the development of new business.

3.6 Program Managers
The Company utilizes Program Managers for

Program Managers are responsible for

which includes consideration for:

•
•
•
•
•
•
3.7 Administrative Assistant
The Administrative Assistant is responsible for

3.8 Accounting Manager
The Accounting Manager is responsible for

3.9 Environmental Health & Safety Manager
The EHS Manager is responsible for

3.10 Quality Group Staff & Inspectors (including Receiving)
The Quality Group includes all inspection personnel and is responsible for

3.11 Construction Operators
Construction operators include

3.12 Internal Auditors
Internal Auditors are responsible for

3.13 Shipping Personnel
Shipping personnel are responsible for

3.14 Human Resources Staff
Human Resource staff is responsible for

3.15 Purchasing Staff
Purchasing staff is responsible for
TRAINING PROGRAM

Origination Date: XXXX

Abstract:
This document describes training program and requirements.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>2.0 THEORY</td>
<td>4</td>
</tr>
<tr>
<td>3.0 TRAINING PROCEDURE</td>
<td>4</td>
</tr>
<tr>
<td>3.1 Hiring</td>
<td>4</td>
</tr>
<tr>
<td>3.2 Initial Indoctrination and Orientation</td>
<td>4</td>
</tr>
<tr>
<td>3.3 On the Job Training</td>
<td>4</td>
</tr>
<tr>
<td>3.4 Documented Training Program</td>
<td>4</td>
</tr>
<tr>
<td>3.5 Additional Training</td>
<td>5</td>
</tr>
</tbody>
</table>
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

3.0 TRAINING PROCEDURE

3.1 Hiring
Employees are hired on their basis to
To accomplish this, potential candidates are

3.2 Initial Indoctrination and Orientation
Once hired, new employees are assigned to their position and undergo initial indoctrination and orientation. This introduces the employee to

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

3.4 Documented Training Program
3.4.1 Personnel responsible for functions that affect quality receive initial and periodic documented training, including, but not limited to,
3.4.1.1 Training is specific to the function or activities related to the job description, such as
3.4.2 Personnel providing training shall have appropriate training or experience in the subject they are teaching. Training course outlines include
3.5 Additional Training
At the discretion of management, training may be conducted at any time, which may be necessitated by
PROPOSAL DEVELOPMENT
AND CONTRACT REVIEW

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Proposal Development and Contract Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

Abstract:
This document describes the procedures used to review contracts and develop proposals.
## REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orig</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## TABLE OF CONTENTS

1.0 PURPOSE ........................................................................................................................................ 4
2.0 THEORY .......................................................................................................................................... 4
3.0 PROCEDURE .................................................................................................................................. 4
4.0 PROCESS MAP ................................................................................................................................ 5
1.0 PURPOSE
This document defines the Proposal Development and Contract Review process including or making reference to procedures for the various activities within the process.

2.0 THEORY
The Company can only meet Customer requirements by ensuring that all such requirements are obtained from the Customer, then...

3.0 PROCEDURE
When addressing Customer needs and industry trends, the Company considers...

Documentation is not required for...

The Company determines its capability to meet Customer requirements by:
a)

b) establishing the criteria for:
   1)
   2)

c)

d)

e) determining, retaining and maintaining required records that demonstrate:
   1)
   2)

See Process Map.
4.0 PROCESS MAP

Proposal Development & Contract Review Process

Quality objective:

Owner:

INPUT

CAPABLE?

STOP

continued next page…
from previous page…
from previous page…

[Diagram of process flow with boxes labeled "OUTPUT" and "CONSTRUCTION"]

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
PURCHASE ORDER REVIEW

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Purchase Order Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

Abstract:
This document describes the work instruction for reviewing purchase order content.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Quality Group
   - The reviewer determines the need for, and if justified, imposes the requirements of Supplier Quality Requirements to the Requisition or P.O.
   - Complete the Used-On and Contract# sections on the cover page of the PO
     Used-On = [blank] Contract# = [blank]
   - Check-off applicable requirement boxes on Requisition

2. Quality Group
   - Forward Requisition to
   - Check mark the appropriate field in the "Type of Certs" section; multiple types of Certs may be required.
   - Verify Raw Material Requirements are recorded on Requisitions, except
     [blank]
   - Suppliers should be evaluated according to the Supplier Evaluation
   - Determine if a Supplier has been designated by the Customer - notify Purchasing when
   - Initial and date (should be Mo/Day) the Requisition in the "Approved By" field and forward it to the Purchasing Group.
   - Add known QA requirements to the requisition for entry on the PO; such as
     [blank], may not be [blank], may not be [blank]

**IF**

2.1 Older Revision
   - Supply Required

2.2 Requisition is marked "Under Revision"
   - [blank]
   - It is acceptable to

2.3 A Raw Material Requirement is not Specified
   - Specify a Raw Material Requirement on the Requisition.
   - A Material Note Number is not required for

2.4 Deviation to drawing is noted on Requisition such as "Less Note"
   - Deviation to drawing is noted on Requisition such as "Less Note"

2.5 Order is for construction activity without reference to engineering
   - Copy the PO to Drafting with comment to
<table>
<thead>
<tr>
<th>drawing</th>
<th>Quality Group</th>
<th>Add provisions for any one or combination of the following to the Requisition or P.O. when justified:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Quality Group</td>
<td>Relative to the procurement of software, the reviewer determines the need for, and if justified, adds to the procurement document provisions for any one or combination of the following:</td>
</tr>
<tr>
<td></td>
<td>Discrepancy in Requisition or P.O.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>5</td>
<td>Return to Purchasing Group for correction(s)</td>
<td></td>
</tr>
<tr>
<td>5.1</td>
<td>Supplier Quality Requirements applies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Attach prepared original to Requisition or P.O.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy to R&amp;I</td>
<td></td>
</tr>
<tr>
<td>5.2</td>
<td>P.O. requires additional conditions related to supplier</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IF</td>
<td>THEN</td>
<td></td>
</tr>
<tr>
<td>5.2.1</td>
<td>P.O. requires additional conditions related to in-house processing</td>
<td></td>
</tr>
<tr>
<td>5.2.2</td>
<td>Requisition or P.O. Ok</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Quality Group</td>
<td>Forward Supplier Evaluation to the Supplier; perform required follow-up routines.</td>
</tr>
</tbody>
</table>
PURCHASING

Origination Date: XXXX

Document Identifier: Purchasing
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.
<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

1.0 PURPOSE .................................................................................................................... 4
2.0 THEORY ..................................................................................................................... 4
3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION ........................................... 4
4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS ............................................... 5
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 suppliers of products or providers of services that directly affects the quality of our construction or services. Suppliers that provide office and maintenance supplies, furniture, grounds keeping services, etc. are not subject to the controls of this procedure.

2.0 THEORY
The purchase of materials that go into our construction or services affects everything we make. As a result, it is important to monitor and control the quality of both construction and services that we receive as well as the suppliers of such construction and services.

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION
3.1 All suppliers of construction related materials or services must be evaluated unless these suppliers are:

3.2 Supplier evaluation is conducted by following the format on the Supplier Evaluation Form.

3.3 The Supplier Evaluation Form ensures that all new suppliers are properly evaluated for criteria related to

3.4 Once approved through the Supplier Evaluation Form, the Quality Manager will update the Approved Supplier List.

3.5 The following ratings apply to suppliers:

• RESTRICTED:

• CONDITIONAL:

• UNRESTRICTED:

• DOCK-TO-STOCK:

3.6 Once entered into the Approved Supplier List, suppliers are rated as

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Quality Manager
3.8 Using the results from combination of the following functions for product suppliers, the Quality Manager

3.9 For suppliers providing product, incoming inspection results are recorded on the Subcontractor Performance Rating Spreadsheet, which calculates the Supplier’s current quality rating based on parts received and parts accepted. A new Supplier that rates

3.10 If a new Supplier rates

3.11 If any Supplier rates less than

3.12 If items are returned

3.13 Any Supplier may be

3.14 Management may override

3.15 During management review, the entire Approved Supplier List is subject to

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Quality Group

4.2 Responsible Authorities take into consideration

4.3 Responsible Authorities ensure the adequacy of requirements prior to their communication to a Supplier, which includes:
4.4 When appropriate, the purchase order defines acceptance criteria for

4.5 As applicable, purchase order information includes:
   a) 
   b) 
   c) 
   d) requirements relative to:
      - 
      - 
   e) 
   f) 
   g) 

4.6 The requirements for delegation are defined when

4.7 When the Company or its Customer needs to perform verification activities at a Supplier facility, the Purchase Order will define the methods for the intended verifications and method of product release.

4.8 See the process map herein.

4.9 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will
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...

5.6 The Purchasing department will not, ...

5.7 The Company will...
6.0 PROCESS MAP

Purchasing Process
Quality objective: [Diagram]

Owner:

INPUT
• [Diagram]

Quality Manager and other managers sign Requisition.

continued next page…
Buyer reviews Company and Customer Approved Supplier List.

NO

PO is submitted to supplier. PO Log is updated.

OUT

PO Log is updated.

OUT

PO is submitted to supplier. PO Log is updated.

OUT

PO is submitted to supplier. PO Log is updated.

OUT

PO is submitted to supplier. PO Log is updated.

OUT

This document expires 30 days after printing unless marked “Released.”

Proprietary Information

This document expires 30 days after printing unless marked “Released.”

Date Printed:  

Form Rev: Orig
RECEIVING INSPECTION

Origination Date: XXXX

Abstract:
This document describes the receiving and inspection process.
## REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>2.0 THEORY</td>
<td>4</td>
</tr>
<tr>
<td>3.0 PROCEDURE: RECEIVING</td>
<td>4</td>
</tr>
<tr>
<td>4.0 PROCEDURE: RECEIVING INSPECTION</td>
<td>4</td>
</tr>
<tr>
<td>5.0 MATERIAL IDENTIFICATION</td>
<td>4</td>
</tr>
<tr>
<td>PROCESS MAP</td>
<td>5</td>
</tr>
<tr>
<td>APPENDIX A - Receiving Inspection Work Instructions</td>
<td>7</td>
</tr>
<tr>
<td>APPENDIX B - PURCHASE ORDER PROCESSING</td>
<td>8</td>
</tr>
</tbody>
</table>
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 Company process or item 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 item 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 item 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
All deliveries other than mail or express carrier are routed to the appropriate receiving area.

4.0 PROCEDURE: RECEIVING INSPECTION
4.1 The inspector will receive the items and original paperwork from the RA.
4.2 Inspections are performed according to Appendix A or as required by work instruction, Customer requirements or other documentation. The results are recorded on the applicable forms and the purchase order is processed according to Appendix B.

5.0 MATERIAL IDENTIFICATION
5.1 Received materials for production/fabrication are identified by one or a combination of the following methods:

---

This document expires 30 days after printing unless marked "Issued".

Date Printed:
Form Rev: Orig
PROCESS MAP

Quality objective:

Receiving Process

INPUT

• Product is received

OK?

NO

YES

Contact Purchasing or QA for instructions.

STOP

GO

OK?

NO

YES

GO to QMS-14

STOP

continued next page…
Quantity of items and date received are recorded on the PO and the Job Number is stenciled on the material/goods.

**OUT**

- PRODUCTION
  - OUT
  - **STOP**

Go to QMS-14
APPENDIX A - Receiving Inspection Work Instructions

Op 1: Acquire copy of applicable purchase order. Perform

Op 2: Count the quantity of items received. Items exempt from counting include

Op 3: If the supply is a Catalog/Commercial item,

Op 4: Perform First Piece Mechanical/Visual inspection

Op 5: **SAMPLING PLAN:** Randomly select items for geometric dimensional analysis and begin measurements starting at a point on the drawing that allows clockwise or counter-clockwise rotation through all dimensions - verify go-no/go conformance to every dimension as noted on the drawing.

Op 6: Verify dimensional conformance of selected items according to

Op 7: Verify conformance to the required chemical composition according to

Op 8: Verify lot/heat number traceability is

Op 9: If the Supplier is a distributor of the supplies, verify traceability is

Op 10: If supplies are nonconforming or their conformance cannot be determined within 30 days of receipt, prepare a **Request for Support (RFS)** and forward to

Op 11: If the supply is obviously unfit for use or rejected by the Responsible Authority (RA),

Op 12: Complete inspection report and

Op 13: Complete shelf life expiration log for

Op 14: Record the quantity and date received on the **PO** then

Op 15: If the Supplier's packaging is

Op 16: Inspect Customer Supplied materials upon receipt to verify condition and quantity.
## APPENDIX B - PURCHASE ORDER PROCESSING

<table>
<thead>
<tr>
<th>Step</th>
<th>IF</th>
<th>THEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Items on PO not received (back order)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Items on the PO were received in full</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:**
Each entry into the *Supplier Performance Report* is
CONSTRUCTION PROCEDURE

Origination Date: XXXX

Document Identifier: QMS-10 Construction 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 construction process.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
## TABLE OF CONTENTS

1.0 Purpose .................................................................................................................... 4

2.0 Theory ..................................................................................................................... 4

3.0 Problem Resolution ................................................................................................. 4

4.0 Construction Documentation .................................................................................. 4

5.0 Material Identification ............................................................................................. 4

6.0 Match-Marking ....................................................................................................... 5

7.0 Material Handling ................................................................................................... 6

8.0 Preservation ............................................................................................................. 6

9.0 FOD – Foreign Object Damage and Detection ...................................................... 6

10.0 Customer and Government Property Control ...................................................... 6

11.0 Validation of Processes .......................................................................................... 7

12.0 Inspections and Tests ............................................................................................. 7
    12.1 Scope of Examinations .......................................................................................... 7
    12.2 Extent of Examination ......................................................................................... 7
    12.3 Preparatory Inspections ...................................................................................... 7
    12.4 Initial Inspections ............................................................................................... 7
    12.5 Follow-Up Inspections ...................................................................................... 8
    12.6 Inspection of Work and Records ........................................................................ 8
    12.7 In-Process Testing ............................................................................................ 8
    12.8 Completion Inspection ...................................................................................... 8
    12.9 Final Inspection ................................................................................................ 8
    12.10 Inspection and Test Status .............................................................................. 8
    12.11 Documentation and Control ........................................................................... 9

13.0 Bolting .................................................................................................................... 9

14.0 Protective Coatings ............................................................................................... 9

15.0 Welding ................................................................................................................... 10

16.0 Process Map ......................................................................................................... 12
1.0 Purpose
This document defines the overall construction process and includes or makes reference to the procedures necessary for the process.

2.0 Theory
Construction operations or tasks must be conducted under controlled conditions to achieve the highest quality by:

3.0 Problem Resolution
All employees are instructed to immediately notify a Responsible Authority (RA) whenever a process or construction related problem occurs that cannot be corrected according to established process controls and could

It is understood that the Responsible Authority

4.0 Construction Documentation
All revision controlled construction documents are

In addition to this process procedure, additional construction documentation may

Documentation includes

Records that are created for temporary retention of miscellaneous information are not

5.0 Material Identification
Construction/fabricated materials are to be identified by one or a combination of the following methods:


When required, lot traceability or individual serialization of materials (major mark numbers) is required.

Nonconforming construction or processes that have failed an inspection or test and cannot be reworked to comply with requirements are nonreworkable.

Any materials not marked with a tag are considered noncompliant.

### 6.0 Match-Marking

Connecting parts assembled in the shop for the purpose of reaming, drilling holes in field connections are match-marked. A diagram showing the match marks is required.

Use painted marks, attached metal tags, other durable methods which do not沾污不属于。

If steel die stamps are used, they must be clearly legible.

Mark splice plates and girders so that upon erection, the mark on the splice plate is visible.

Place the mark on top or bottom flange splice plates, on the right or left end of the plate, corresponding to the location of the mark on the girder.

As an alternate location for tub girder bottom flange splice plates, place the mark.

Mark girders and beams on the top flange.

Ensure that during fabrication, the heat number is correctly marked.
7.0 Material Handling
Work instructions and/or training instructs operators on... In all cases, operators are... The Company provides suitable safety and personal protection equipment for handling hazardous or toxic materials. Operators wear or use such equipment as directed by... 

8.0 Preservation
Operators employ... The RA employs...

9.0 FOD – Foreign Object Damage and Detection
Work instructions and training methods ensure that handling and preservation practices reduce the introduction of foreign objects (FOD) into the construction when applicable. In these cases, hold points are established then followed by an inspection.

10.0 Customer and Government Property Control
Customer and Government property (C&G Property) means... which includes:
•... 
•... 
•...

All Customer and Government furnished property and/or equipment is... C&G property is only used... C&G provided equipment is subject to... Requirements for the control of C&G property are...
11.0 Validation of Processes

Unless otherwise specified by engineering requirements, a certificate of conformance (CofC) is used to declare results of validation and verification of activities.

Provisions for validation and verification includes:

- 
- 
- 
- 

12.0 Inspections and Tests

12.1 Scope of Examinations

At suitable intervals, the Inspector

12.2 Extent of Examination

The Inspector examines the work to

12.3 Preparatory Inspections

When required, preparatory inspections are conducted

Preparatory inspections may include:

- 
- 
- 
- 
- 
- 
- 

12.4 Initial Inspections

Initial inspections are held when
12.5 **Follow-Up Inspections**

Follow-up inspections are performed...

12.6 **Inspection of Work and Records**

Except for final visual inspection, which is required for every weld, the Inspector inspects the work at suitable intervals to...

**Size, Length and Location of Welds**

The Inspector ensures...

12.7 **In-Process Testing**

In-process tests are conducted during construction to ensure ongoing quality of work. These are done...

**Testing plan procedure:**
- ...
- ...
- ...
- ...

12.8 **Completion Inspection**

Once all operations are complete, the shop manager and quality manager...

12.9 **Final Inspection**

When required, the quality manager, project manager or their designee and Customer representative are in attendance at this inspection. The final inspection is...

12.10 **Inspection and Test Status**

The status of construction, inspection and testing is maintained by...
12.11 Documentation and Control

Records of inspection that provide evidence of conformance to requirements are retained and maintained according to QMS-03 Records Control Procedure.

- 
- 
- 

13.0 Bolting

This section covers two grades of high-strength bolts, ASTM A325 and ASTM A490, along with their installation and inspection in structural steel bolted joints. This section is used in conjunction with AISC and RCSC.

References:

- 
- 
- 
- 
- 
- 
- 

Drawing Information

The Engineer of Record specifies the following information in contract documents:

- 
- 
- 
- 

The type of bolted connection(s) referenced on the contract documents determines

For all pre-tensioned types, a representative sample of not fewer than

14.0 Protective Coatings

General

The type of coating system(s), coatings manufacturer, surface preparation and DFT requirements is specified by

The project manager or RA is responsible for
Surface Preparation
The painting supervisor or inspector verifies

Before any coating operations begin, the coatings supervisor

Surfaces shall be

Blast Cleaning
Blasting abrasives shall

Final Surface Condition / Profile
The surface to be coated shall

Application of coatings may be done by

Areas not to be coated are

At the end of each coat, the applicator

Curing of Protective Coatings
The curing process and times for protective coatings are

Dry film thickness (DFT) readings are

15.0 Welding
The inspector should be an AWS certified welding inspector or have the experience, knowledge and ability to

Welding procedure specifications (WPS), procedure qualification records (PQR) and welder performance qualifications (WPQ) are

Welding filler metals are
No materials may be stored in tool boxes. After layout and fitting but before welding, the inspector

After welding is completed, the welder

Left blank intentionally
16.0 Process Map

**Construction Process**
- **Owner:**
- **Quality objective:**

**INPUT**
- PURCHASING

**YES**
- Next Page

**NO**
- PURCHASING
  - RECEIVING
  - Next Page
from previous page…
# SHIPPING PROCESS

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Shipping</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

Abstract:
This document describes the shipping process.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>PURPOSE</td>
<td>4</td>
</tr>
<tr>
<td>2.0</td>
<td>THEORY</td>
<td>4</td>
</tr>
<tr>
<td>3.0</td>
<td>PROCEDURE: PACKAGING AND SHIPPING</td>
<td>4</td>
</tr>
<tr>
<td>4.0</td>
<td>PROCESS MAP</td>
<td>5</td>
</tr>
</tbody>
</table>
1.0 PURPOSE
This document defines the Shipping process including fabrication packaging activities.

2.0 THEORY
The final packaging and arrangement of shipping is critical to the quality of fabrications as received by the Customer; as a result, the Company

3.0 PROCEDURE: PACKAGING AND SHIPPING
See process map.
4.0 PROCESS MAP

Shipping Process
Quality objective: 

INPUT

Finished goods are 

Revise NO OK?

continued next page...
from previous page…
INTERNAL AUDITING

Origination Date: XXXX

Document Identifier: Internal Auditing
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 used to audit the quality management system.
REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

1.0 PURPOSE .................................................................................................................................................. 4
2.0 THEORY ...................................................................................................................................................... 4
3.0 INTERNAL AUDITING PROCEDURE ........................................................................................................ 4
4.0 PROCESS MAP ......................................................................................................................................... 6
1.0 PURPOSE
This document provides details and procedures for the internal auditing process.
NOTE: At this time, only quality system audits are conducted. When environmental system or other audits are implemented, this procedure will be amended to include rules for additional audits.

2.0 THEORY
Internal auditing of a Company’s quality system is critical for maintaining good processes and documentation and for identifying areas for improvement opportunity.

3.0 INTERNAL AUDITING PROCEDURE
The Responsible Authority takes into consideration

3.1 Internal quality audits are conducted by

3.2 Audit requirements include those of ISO 9001 and the Company’s quality system documents as well as requirements of Customers or regulatory authorities, as applicable.

3.3 Auditors may

3.4 Minimum auditor training requirements are as follows:
- Internal auditors:
- Contract (third party) auditors:

3.5 The Quality Manager plans

3.6 The Quality Manager maintains the Internal Audit Schedule that records this information.

3.7 Using the Internal Audit Report, the Lead Auditor

3.8
3.9 The internal audit

3.10

3.11 The completed Internal Audit Report is then returned to the Quality Manager for logging and the Internal Audit Schedule is updated.

3.12 Copies of the completed audit report are sent to the appropriate managers of the areas audited to report the findings and results. In this way, and in conjunction with the submission of corrective action requests,

3.13 The results of internal audits are also gathered and summarized on

3.14 In all cases, auditees are expected to cooperate fully with the audit team.
4.0 PROCESS MAP

**Internal Auditing Process**

**Quality objective:**

**Owner:**

**INPUT from other processes:**

- [ ] 
- [ ] 
- [ ] 
- [ ] 
- [ ] 
- [ ] 
- [ ] 

**Quality Manager (QM) selects**

**QM schedules audits according to importance, need, trends, etc.**

Auditors conduct audit in following stages:

- [ ] 
- [ ] 
- [ ] 
- [ ] 

Record findings

Finalize audit report

Quality Manager reviews audit report

**CORRECTIVE AND PREVENTIVE ACTION**

**YES**

**NO**

**MANAGEMENT**

**OUTPUT**

**YES**

**OK?**

**NO**

**Quality Manager**

**Rev:** xx

**Internal Auditing**

**Your Company Name**

**CAGE:** xxxxx

**Date Printed:**

**Form Rev:** Orig

**Copyright © JnF Specialties, LLC. All rights reserved worldwide.**
CORRECTIVE ACTION

Origination Date: XXXX

Abstract:
This document describes the procedures used to correct nonconformities.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

1.0 PURPOSE .................................................................................................................... 4
2.0 THEORY ..................................................................................................................... 4
3.0 PROCEDURE: INTERNAL REPORTS ........................................................................ 4
4.0 PROCEDURE: INVESTIGATION & CORRECTIVE ACTION REQUESTS (ICAR'S) ...... 5
5.0 PROCESS MAP ......................................................................................................... 6
1.0 PURPOSE
This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct nonconformities.

2.0 THEORY
Corrective action is taken to correct nonconformities, which could be defects found during construction, 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.

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 construction, processes and work environment.

3.0 PROCEDURE: INTERNAL REPORTS
3.1 The Company utilizes a Request for Support (RFS) form to
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 RFS’s.
3.4 The Quality Manager has been assigned the role of RFS Administrator.
3.5 For the processing and routing of RFS’s see Process Map.
3.6 If the responsible manager determines they are not responsible for the issue involved,
3.7 Actions taken shall
3.8 The Quality Manager shall
3.9 In addition to corrective action efforts, management shall, which shall be used to address potential nonconformances. These shall be reported to management for review.
3.10 The management review process shall
3.11 Where construction is suspected of a nonconformance, the Company

4.0 PROCEDURE: INVESTIGATION & CORRECTIVE ACTION REQUESTS (ICAR’s)

4.1 Any purchasing agent may submit an Investigation and Corrective Action Request (ICAR) to a Supplier that

4.2 ICAR’s are processed through the same steps as the RFS but are routed to the Supplier for

4.3 Failure of a Supplier to respond to an ICAR or to respond with an insufficient action plan may mean
5.0 PROCESS MAP

Corrective Action Process
Owner: [Box]
Quality objective: [Box]

INPUT
- [Box]
- [Box]
- [Box]
- [Box]
- [Box]
- [Box]

Employee completes RFS

OUTPUT
- [Box]

MANAGEMENT
- [Box]
- [Box]
- [Box]
- [Box]
- [Box]
- [Box]

Employee completes RFS

Best resolve the issue.

RFS is closed in log

YES

NO

RFS Form

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
CONTROL OF NONCONFORMANCES

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Control of Nonconformances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

Abstract:
This document describes procedures for control of nonconformances.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

1.0 PURPOSE ........................................................................................................................................ 4
2.0 THEORY ........................................................................................................................................ 4
3.0 GENERAL PROCEDURE .................................................................................................................. 4
4.0 DISPOSITIONS................................................................................................................................ 5
5.0 CUSTOMER DISPOSITION AUTHORITY ....................................................................................... 7
6.0 PROCESSING SCRAP .................................................................................................................... 7
1.0 PURPOSE

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

2.0 THEORY

Items that have failed inspections or tests or that in any way does not meet requirements are considered “nonconformances”. Such items must be controlled to ensure they are not accidentally delivered or used. The Company’s system ensures that nonconformances are identified when found and are segregated, investigated and dispositioned. Corrective actions are taken to ensure nonconformances do not reoccur.

3.0 GENERAL PROCEDURE

3.1 “Nonconformance” is any item made by the Company or raw material used by the Company or returned from the Customer that does not meet:

•
•
•
•
•
•

3.2 Nonconforming items must

3.3 All employees are empowered to engage this procedure when they discover potential or nonconforming items. No employee may work on

3.4 Upon discovery of a nonconforming item, an employee may make an attempt to perform immediate rework if such rework is within that employee’s ability. For example,

3.5 When an employee cannot bring the item into conformance through immediate rework, the employee shall

3.6

3.7 The employee shall

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
3.8 The employee shall

3.9 Upon receipt of the RFS, the Quality representative will

3.10 Quality will

3.11 If the nonconforming item is ascertained or estimated to be the fault of a Supplier,

3.12 Quality will also

3.13 The RFS shall then be submitted to the Material Review Board (MRB) for review and disposition. MRB actions that affect configuration may

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

• 

• 

• 

3.14.1 MRB Qualification
A Material Review Board member must:
1) or or
2)

3.15 In the event of a non-unanimous decision,

3.16 The Company shall provide timely reporting of delivered nonconforming items that may affect

4.0 DISPOSITIONS
4.1 Dispositions are classified as Major, Minor or None.
4.1.1 Major:

4.1.2 Minor:

4.1.3 None:

4.2 MRB dispositions may include, but are not limited to:

4.2.1 Clarification

4.2.2 Conditional Acceptance

4.2.3 Non-Deliverable

4.2.4 Notification

4.2.5 Precautionary

4.2.6 Repair (Non-Standard and Standard)
4.2.7 Request for Waiver/Deviation

4.2.8 Return to Supplier (Receiving Inspection)

4.2.9 Rework (Non-Standard and Standard)

4.2.10 Scrap

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: A Waiver/Deviation disposition is

5.2 RTV and Scrap dispositions are not

5.3 Minor: Conditional Accept and Non-Standard Rework/Repair dispositions are

5.4 Scrap, RTV or Standard Rework dispositions are not

5.5 None:

6.0 PROCESSING SCRAP

6.1 Nonconforming items dispositioned as scrap are physically segregated into an appropriate scrap area.

6.2 Such scrap is

6.3 Identifying scrap with markings is unacceptable unless

PROPRIETARY INFORMATION This document expires 30 days after printing unless marked "Released". Date Printed: Form Rev: Orig
6.4 Scrap is controlled internally so as not to be made available for possible theft, which precludes the use of outdoor scrap bins or other storage areas generally accessible to non-employees.
CALIBRATION

Origination Date: XXXX

Document Identifier: Calibration 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 calibration procedures.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

1.0 PURPOSE.................................................................................................................... 4
2.0 THEORY ..................................................................................................................... 4
3.0 DEFINITIONS............................................................................................................ 4
4.0 GENERAL CALIBRATION PROCEDURE ................................................................. 4
5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING ........................................... 8
6.0 LOST EQUIPMENT ................................................................................................ 8
7.0 MANAGEMENT REVIEW ....................................................................................... 8
APPENDIX 1.......................................................................................................................................................... 8
APPENDIX 2.......................................................................................................................................................... 9
1.0 PURPOSE
This document defines the procedures necessary for calibration of measuring equipment.

2.0 THEORY
Measurement results are only valid when M&TE of known accuracy is used. This calibration procedure ensures M&TE is properly verified for accuracy against known standards. Measurement devices that are used to indicate process feedback are not subject to calibration, such as short-circuit or open-circuit, hot or cold, off or on, etc; however, when a measurement device is used to determine conformance to a Customer requirement, then the device should be properly verified for accuracy.

3.0 DEFINITIONS
- Accuracy Ratio –
- Adequacy -
- Calibration:
- Gages –
- Inspection Aid –
- M&TE -
- Procurement of M&TE -
- Recall –
- Significantly out-of-tolerance -
- Special Equipment -
- Standards

4.0 GENERAL CALIBRATION PROCEDURE
4.1 Calibration is performed by trained employees or approved calibration service providers.

4.2 Measuring instruments are to be calibrated at a temperature of [ ] and [ ] relative humidity. Sufficient temperature stabilization time is allowed before calibration. For cases where calibration must be conducted in the construction area,
4.3 A number is issued when a gage does not provide its own serial number.

4.4 All M&TE are kept clean and when not in use are

4.5 A recall log is maintained on all M&TE and standards. The log provides

4.6 The number of items scheduled for monthly recertification is

4.7 In addition to the recall log, a Calibration Report is kept on each Company-owned gage/standard. The purpose of this report is to

4.8 Calibration intervals may be established based on one or more of the following criteria:

4.9 Adjustable M&TE is periodically recalibrated based upon

**TABLE I, Calibration Intervals**

<table>
<thead>
<tr>
<th>Calibration Cycle</th>
<th>Recalibration Cycles to Qualify for New Calibration Cycle</th>
<th>New Calibration Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bi-Annual</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 - 4 Years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Years</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.10 Interval Adjustment: M&TE whose calibration error is recorded as being greater than the last recorded calibration error but not significantly out of tolerance
4.11 M&TE calibration intervals may be extended or adjusted.

4.12 Overdue items are:

4.13 A calibration sticker is used to identify individual or groups of items of M&TE. The sticker displays:

4.14 Calibration Standards/Special Equipment

The following is the position of the National Conference of Standards Laboratories (NCSL):

Calibration of standards/special equipment is conducted by checking against laboratory standards available at outside laboratories. Approved calibration laboratories are listed in the Approved Supplier’s List. When calibrations are made for standards/special equipment, the calibration lab is required to submit a report that contains, as appropriate:

- ...
- ...
- ...
- ...
- ...
- ...

4.15 A calibration record and recall log is maintained on all Transfer Standards, indicating: 

- ...
- ...
- ...
- ...
- ...
- ...

- ...
- ...
- ...
- ...
- ...
- ...
- ...
4.16 The calibration department places all Customer furnished inspection gages in the calibration system unless...

4.17 Traceability: Inspection work instructions specify measurement and test equipment utilized for construction conformance inspection. When specified,...

4.18 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration. Non-calibrated measurement devices under the following conditions:

1) ...
2) ...

A non-calibrated measurement device that is verified accurate...

4.19 Calibration Not Required M&TE

4.19.1 are exempt from calibration; however,

4.19.2 ...

4.20: Personal tooling or gages owned by employees are...

4.21 Storage and Handling of M&TE:

4.22 M&TE requiring transportation to a calibration laboratory is...

4.23 M&TE storage areas are E is required when instances of improper handling, storage or transportation is reported by any employee.

4.24 Archive / Long-Term Storage: M&TE does not require accuracy verification prior to archive / long-term storage if it was not:
5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING

5.1 Calibrated M&TE that is found to be significantly out of tolerance, damaged, inoperative, erratic or exhibiting some other form of anomalous condition is

5.2 M&TE found significantly out of tolerance at recalibration for 2 interval cycles is

5.3 An instrument whose calibration error is significantly out-of-tolerance over a short portion of a specified range may

6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located is classified as “Lost”.

APPENDIX 1

Setting and/or selecting a reference standard to calibrate a measurement device.

Requirement:
The measurement range of a device being checked for accuracy must

VOLTMETER:
A voltmeter shall be verified for accuracy within an equivalent range on the reference standard:
A voltmeter reference standard may have scales that range from 2-20V, 20-200V, etc.
The voltmeter being checked for accuracy must be set to bracket within a range of the reference standard - or -

OTHER MEASUREMENT DEVICES:
Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must
For instance,

APPENDIX 2
Nonadjustable M&TE is inherently stable and includes

The Operator is only required to check inherently stable M&TE for damage prior to each use because
For instance,

To control the inventory of inherently stable M&TE, the Responsible Authority
DEFINITIONS AND ABBREVIATIONS

Origination Date: XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Definitions and Abbreviations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

Abstract:
This document describes definitions and abbreviations used by the Company.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**TABLE OF CONTENTS**

1.0 PURPOSE .................................................................................................................... 4
2.0 ABBREVIATIONS .......................................................................................................... 4
3.0 DEFINITIONS (GLOSSARY) .......................................................................................... 5
1.0 PURPOSE
This document provides the accepted definitions and abbreviations for terms used by the Company.

2.0 ABBREVIATIONS

- ASTM: American Society for Testing and Materials
- AWS: American Welding Society
- CCB: Configuration Control Board
- C of C: Certificate of Compliance or Certificate of Conformance
- DR: Data Review
- IHS: Inherently Stable
- IS: "is" or "as found"
- ISO: International Organization for Standardization
- M&TE: Measurement and Test Equipment
- MRB: Material Review Board
- MTR: Mill Test Report as defined in Section 14 of ASTM A6
- NCP: Nonconforming Product
- NCR: Nonconformance Report
- NDT (NDE): Nondestructive Testing (Nondestructive Examination)
- P.E.: Professional Engineer
- PQR: Procedure Qualification Record as defined by ANSI/ AWS A3.0
- QA: Quality Assurance
- QC: Quality Control
- R&D: Research and Development
- RA: Responsible Authority
- REA: Responsible Engineering Authority
- RFCA: Request for Corrective Action
- RFI *: A written request for information or clarification generated during the construction phase of the project
- RFP: Request for Price/Proposal
- RFS: Request for Support
- RQA: Responsible Quality Authority
- RCSC: Research Council on Structural Connections
- RTV: Return to Vendor
- SAE: Society of Automotive Engineers
- SB (also S/B): "should be"
- S.E.: Structural Engineer
- SSPC *: The Society for Protective Coatings, which was formerly known as the Steel Structures Painting Council
- WPS: Welding Procedure Specification as defined by ANSI / AWS A3.0
3.0 DEFINITIONS (GLOSSARY)

Checker

Checking (of Shop Drawings, digital Production Model and Erection Drawings)

Checking will compare the Shop Drawings, digital Production Models and Erection Drawings to project requirements that include but are not limited to:

- Component
- Contract Documents
- Corrective Action
- Corrective Measure
- Customer
Definitions and Abbreviations

CAGE: xxxxx

Your Company Name

Rev: Orig

Shipping Piece

Shop Drawings

Specifications

Specifier

Standard

Steel Detailer

Structural Steel

Subcontractor

Supplier

Training
DESIGN AND DEVELOPMENT

Origination Date: XXXX

Abstract:
This document describes the procedures used to design and develop construction and services.
## REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

1.0 PURPOSE .................................................................................................................................................. 4
2.0 THEORY .................................................................................................................................................... 4
3.0 DESIGN & DEVELOPMENT PROCEDURE .......................................................................................... 4
3.1 General ........................................................................................................................................................4
3.2 Design and development planning ..............................................................................................................4
3.3 Design and development inputs ..................................................................................................................4
3.4 Design and development controls ..............................................................................................................5
3.5 Design and development outputs ...............................................................................................................5
3.6 Design and development changes .............................................................................................................5
4.0 PROCESS MAP ........................................................................................................................................ 6
1.0 PURPOSE
This document provides details on the Design and Development process.

2.0 THEORY
The Company performs research and development (R&D). Controlling the design and development activity ensures that construction designs meet all requirements and that parts produced are adequate as a result of the design.

3.0 DESIGN & DEVELOPMENT PROCEDURE

3.1 General
The responsible engineering authority (REA) for design and development is assigned by the Operations Manager. Design and development personnel from various business groups may include

3.2 Design and development planning
The Company considers the following conditions when determining the stages and controls for design and development:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

3.3 Design and development inputs
The Company considers the following conditions when it determines requirements essential for the specific types of construction and services to be designed and developed:

- [ ]
- [ ]
- [ ]
- [ ]
- [ ]

The Company determines
3.4 Design and development controls
The Company applies controls to the design and development process to ensure that:

- [Blank]
- [Blank]
- [Blank]
- [Blank]
- [Blank]

3.5 Design and development outputs
The Company ensures that design and development outputs:

- [Blank]
- [Blank]
- [Blank]
- [Blank]

3.6 Design and development changes
The Company identifies, reviews and controls changes made during or subsequent to the design and development of construction and services to the extent necessary to

The Company retains records for:

- [Blank]
- [Blank]
- [Blank]
- [Blank]

See Process Map.
4.0 PROCESS MAP

Design and Development Process

Owner:

Quality objective:

INPUT

Design Planning

Project Manager assigns REA to particular project or program.

YES

NO

Update Job Sheet if required

Design Planning

Ensure capture of all necessary design requirements before proceeding, as applicable:

YES

NO

OK?

NO

continued next page…

Design

Engineer oversees creation of, as applicable:

YES

NO

OK?
from previous page…
# Approved Supplier List

(mo/yr)

<table>
<thead>
<tr>
<th>Revisions</th>
<th>Rev:</th>
<th>Orig</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.O. Number - Description</td>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

Prepared By:  
Approved By:  

Your Company Name

**APPROVED SUPPLIER LIST**

Size: A  
CAGE:  

Form Rev: Orig  1 of 3
**Procedure:**

Supplier evaluation:
The Quality or Purchasing Group forwards Supplier Survey for completion by Supplier.
Supplier evaluation **is required** for
Supplier evaluation **is not required** for
A new Supplier is submitted to management for

Supplier capability/approval is determined by:

**Acceptable Practice:**

Suppliers are added

Suppliers that provide materials that affect construction are

The Purchasing Group must not use a Supplier that has

**Glossary:**
<table>
<thead>
<tr>
<th>Date:</th>
<th>Engr. Authorization:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
# Metrology Recall Card

<table>
<thead>
<tr>
<th>Description:</th>
<th>Calib Frequency:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type:</td>
<td>Model:</td>
</tr>
<tr>
<td>S/N:</td>
<td></td>
</tr>
</tbody>
</table>

Instrument and Case Identification Tag (shrink to fit)

<table>
<thead>
<tr>
<th>Tool #:</th>
<th>Tech:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Instrument Deviation Tag (shrink to fit)

<table>
<thead>
<tr>
<th>Tool #:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
<table>
<thead>
<tr>
<th>Measuring and Test Equipment Calibration Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ In Tolerance as Received</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Equipment:</td>
</tr>
<tr>
<td>Remarks:</td>
</tr>
<tr>
<td>Calib Manual#:</td>
</tr>
<tr>
<td>NIST #:</td>
</tr>
</tbody>
</table>

Form Rev: Orig
IMPACT ANALYSIS REPORT

Number of parts that may be out-of-spec —

---

Form Rev: Orig
[Title]

Calibration Instruction Sheet

Special Instructions:

[Redacted]
<table>
<thead>
<tr>
<th>Approved Brands:</th>
<th>Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
**CHANGE ORDER**

**REASON FOR CHANGE:**

**DESIGN STAGES - ELEMENTS:**

N/A

**CUSTOMER / REGULATORY AUTHORITY'S SAFETY / FUNCTIONAL OBJECTIVES:**

N/A

**KEY CHARACTERISTICS:**

N/A

**DESCRIPTION OF CHANGE - DESCRIBE WAS AND IS CONDITION**

WAS: (list your existing quality management system documents)

IS: Create and release the following list of QMS policies and procedures for compliance with ISO 9001:2015:

Collect and revise all forms

**DISPOSITION OF EXISTING PARTS/MATERIALS**

MRB □ ACCEPT □ SCRAP □ N/A □ RE-INSPECT □

**Change Orientation Completed By:** Your Name

**Effectivity/Release Date:** Your Date

**CUSTOMER APPROVAL/CONCURRENCE:** N/A

<table>
<thead>
<tr>
<th>ITEMS AFFECTED</th>
<th>YES</th>
<th>NO</th>
<th>TITLE</th>
<th>SIGNATURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality System:</td>
<td>✖</td>
<td>□</td>
<td></td>
<td>Responsible Authority:</td>
</tr>
</tbody>
</table>

Date: your date
<table>
<thead>
<tr>
<th>Item Name:</th>
<th>Part Number:</th>
<th>Lot Number:</th>
<th>Expiration Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Compliance Matrix-1

(Program Name - Contract - Revision)

<table>
<thead>
<tr>
<th>Para #</th>
<th>Title</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig

---

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.
<table>
<thead>
<tr>
<th>Compliance Matrix-2</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Program Name - Contract - Revision)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
## Work Breakdown Structure

<table>
<thead>
<tr>
<th>Program Name – Contract - Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
## REQUEST FOR CORRECTIVE ACTION

<table>
<thead>
<tr>
<th></th>
<th>RFCA#:</th>
<th>Date:</th>
<th>MR#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
INVESTIGATION AND CORRECTIVE ACTION REQUEST

ICAR Responsible Supplier: _____

[Redacted text]

Form Rev: Orig  Page 1 of 1
CUSTOMER SATISFACTION SURVEY

Date: (input date)

To: Customer Contact Name
  Customer Company Name
  Customer Address
  Customer City, State, Postal Code

From: Your Name
  Your Company Name
  Your Address
  Your City, State, Zip

Greetings,

We are asking you to spend a few minutes out of your busy day to please circle the number representing our performance:

<p>| | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your participation in our survey - please fax your response to:
Your Name - Phone: Your# - Fax: Your#
Email: Your email
# DAILY CONSTRUCTION QUALITY CONTROL REPORT

<table>
<thead>
<tr>
<th>Contractor’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor’s Address:</td>
</tr>
</tbody>
</table>

## 1. Work Performed Today:

```
[Text]
```

## 2. 

```
[Text]
```

## 3. 

```
[Text]
```

## 4. 

```
[Text]
```

## 5. 

```
[Text]
```
6. [Blurred text]

CONTRACTOR’S VERIFICATION

[Blurred text]

* [Blurred text]

[Blurred text]

Form Rev: Orig
**FEDERAL, MILITARY and SOCIETY SPECIFICATIONS**

* Use latest revision at the time of contract, or as specified by contract

A/D = As Designed; A/B = As Built; or use A/T = As Tested

* Use the latest revision of the tabulated drawing at the time of contract.

**SUMMARY OF DATA LIST REVISIONS**

<table>
<thead>
<tr>
<th>D/L REV</th>
<th>DOCUMENT AFFECTED</th>
<th>E.O.#</th>
<th>E.O. DATE</th>
<th>D/L REV</th>
<th>DOCUMENT AFFECTED</th>
<th>E.O.#</th>
<th>E.O. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
# DESIGN REVIEW

<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Job#:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project#:</th>
<th>Rev:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chairperson:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attendees:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Design Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Baseline Stage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Design Review</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Design Review Inputs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

**Form Rev:** Orig

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
<table>
<thead>
<tr>
<th>Auditor(s):</th>
<th>Procedure Name and # under Audit:</th>
<th>Date:</th>
<th>Supervisor Affected:</th>
<th>Areas Audited:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Part No:</td>
<td>Process:</td>
<td>Final QC:</td>
<td>Sheet: of</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>----------</td>
<td>-----------</td>
<td>-----------</td>
<td></td>
</tr>
</tbody>
</table>

| Drawing Notes Verification: Note Numbers through |

Form Rev: Orig

(Your Logo)
(Description of Your Inspection Operation) continued...

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Inspection Report

**First Article** □  **Other** □  **Inspection Report**  

**Date:**  

<table>
<thead>
<tr>
<th>Item #:</th>
<th>Item Revision</th>
<th>Previous Report #</th>
<th>RW:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes**  

<table>
<thead>
<tr>
<th>Date</th>
<th>Insp</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Remarks:**


Form Rev: Orig
## INSPECTION SUMMARY

| # |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 3 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 4 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 5 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 6 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 7 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 8 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 9 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 10 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 11 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 12 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 13 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 14 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 15 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 16 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 17 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 18 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 19 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 20 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 21 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 22 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 23 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 24 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 25 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 26 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 27 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 28 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 29 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Form Rev: Orig

Your Logo
# INSPECTOR STAMP LOG

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Your Logo)

Form Rev: Orig
PLAN - STEP ONE: Audit Preparation & Planning

<table>
<thead>
<tr>
<th>Process to Audit (Audit Scope):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Date(s):</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
<tr>
<td>[Redacted]</td>
</tr>
</tbody>
</table>
DO - STEP TWO: Compare Documentation vs. Requirements

<table>
<thead>
<tr>
<th>Documentation</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CHECK - STEP THREE: Compare Actual Practice vs. Requirements

<table>
<thead>
<tr>
<th>Actual Practice</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACT - STEP FOUR: Verify the Effectiveness of the Process

Provide brief details on any areas that you found were well-implemented, particularly effective or worth noting as positive traits of the process.
STEP FIVE: Summarize Your Findings for Nonconformance System

<table>
<thead>
<tr>
<th>NONCONFORMITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
OPPORTUNITIES FOR IMPROVEMENT

STEP SIX: Review Audit Report and Submit

All auditors on the audit team must submit their audit reports for summary and review by the Lead Auditor. Lead Auditor: [signature]

Audit report reviewed and ready for submission:

__________________________
Signature of Lead Auditor

__________________________
Date
STEP SEVEN: Submit Audit Report to Appropriate Managers

The completed audit report must be submitted to the managers responsible for the areas audited, as well as any other appropriate persons.

Audit report sent to:

- [ ] Quality Manager (for logging)
- [ ] Manager
- [ ] Manager
- [ ] Manager
- [ ] Other:

This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.
<table>
<thead>
<tr>
<th>Your Name</th>
<th>Your Address</th>
<th>Your City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job #:</th>
<th>Rev:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form Rev:</th>
<th>Orig</th>
</tr>
</thead>
</table>
MANAGEMENT REVIEW REPORT

Origination Date: XXXX

Abstract:
This document provides the management review report.
**CREATION LOG**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REVISION RECORD**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please complete each section - this form may used as the final report or used as a template to type and publish more formal Management Review Meeting records. At all stages, management must consider proper, proactive measures to take to improve the Company and determine where it is necessary to apply corrective action.

Date of Review: ____________________  Recorded by: ____________________

In Attendance:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Absent:

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ITEM 1: Review of the Quality Policy for current adequacy and the need for changes to it.**

- The Company is committed to
- [ ] Quality Policy reviewed and accepted as is.
- [ ] Quality Policy needs revision. Following changes recommended:

**ITEM 2: Internal audit results.**

**ITEM 3: Status of MR System corrective actions.**
ITEM 4: Review of resources needed to maintain and improve the effectiveness of the quality management system. Discuss

ITEM 5: Review the effectiveness of current training programs and the effectiveness of additional training for designated individuals. Include

ITEM 6: Review of Suppliers and Subcontractors. Discuss
ITEM 7: Review of quality objectives, data and goals. Review

<table>
<thead>
<tr>
<th>Process</th>
<th>Quality Objective</th>
<th>Data Metric</th>
<th>Current Standing</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrective Action</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal Auditing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposal Development and Contract Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchasing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receiving</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ITEM 8: Discuss Customer feedback and complaints not already discussed as part of the NCR system review.

ITEM 9: Discuss the overall performance of the quality system, any changes to the Company that may affect the quality system or vice-versa. Include
ITEM 10: Note other recommendations for management to

ITEM 11. Note follow-up activities from prior Management Review issues.

ITEM 12. Set date for next Management Review:

ITEM 13. NCR’s FILED AT THIS MEETING:

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Corrective?</th>
<th>Nature of Issue</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ITEM 14. 

<table>
<thead>
<tr>
<th>Item 1</th>
<th>Item 2</th>
<th>Item 3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ITEM 15. ITEMS FOR FOLLOW-UP AT NEXT MEETING:
# REQUEST FOR SUPPORT

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

**SUBCONTRACTOR:** _________________________  
**DATE RECEIVED:** _________________________

**TRAVELER#:**  
**OP#:**  
**QUANTITY RECEIVED:**  
**JOB NUMBER:**

<table>
<thead>
<tr>
<th><strong>ITEM NAME:</strong></th>
<th><strong>DESCRIPTION:</strong> ID S/B Spec#, Para# &amp; IS Condition w/Quantity &amp; Dimension Affected</th>
<th><strong># DISCREPANT</strong></th>
</tr>
</thead>
</table>

**Dwg/Spec:**

**APPROVALS AND EFFECTIVITY VERIFICATION**

---

Your Logo  
Shaded Area for Administrative Use  
Form Rev: Orig
<table>
<thead>
<tr>
<th>Date</th>
<th>Device</th>
<th>Description</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Form Rev: Orig
| Your Logo |
| Your Business Name |
| Your Address |

| We hereby certify |

By: Date:

Form Rev: Orig
Date:

Attention:
Company:
Address:
City, State:
Zip Code:

Subject: Customer/Government Property located at your facility

Dear (insert your appropriate name)

Our records show the Customer/Government property listed below is currently located at your facility. If you have knowledge of other property that should be included, please let us know by including the item(s) on your response.

Your Company name requests the return of the property by _________________ to enable close-out of our contract.

Supplier/Subcontractor Certification:
I certify the Customer/Government property listed above is physically controlled by our facility.

Signed: ______________________________ Date: _____________________
<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your Logo
PURCHASE ORDER

Your Company Name
Address, City, State, Zip
Phone, Fax, Email

Date
Purchase Order #
Page:
This order number must appear on all bills of lading, packing slips and invoices. Send 2 copies of invoice to:
Attention: Accounts Payable

*** NO EARLY OR OVERSHIPMENTS ACCEPTED WITHOUT PRIOR APPROVAL BY THE BUYER***

***END OF PURCHASE ORDER***

Purchase Order Amount
Inspection Tags
Green = Good, Yellow = Withhold, Red = Bad
Use standard, colored card stock – size approximately 3.5” tall by 5.75” wide or use stock size

<table>
<thead>
<tr>
<th>GOOD TAG</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig

<table>
<thead>
<tr>
<th>GOOD TAG</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>P/N:</td>
<td>PO #:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Ready For:

Form Rev: Orig
<table>
<thead>
<tr>
<th>WITHHOLD TAG</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig

<table>
<thead>
<tr>
<th>BAD TAG</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
<table>
<thead>
<tr>
<th>GOOD TAG</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>P/N:</td>
<td>Rev:</td>
</tr>
<tr>
<td>PO#:</td>
<td>Lot#:</td>
</tr>
<tr>
<td>MR#:</td>
<td>Qty Ok:</td>
</tr>
<tr>
<td>Ready For:</td>
<td></td>
</tr>
<tr>
<td>Initials:</td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
<table>
<thead>
<tr>
<th>Date:</th>
<th>Item Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO #:</td>
<td>Item Part Number:</td>
</tr>
<tr>
<td>Lot #:</td>
<td>Job #:</td>
</tr>
<tr>
<td>S/N:</td>
<td>Initials:</td>
</tr>
<tr>
<td>Reason for Withholding:</td>
<td></td>
</tr>
</tbody>
</table>

**Helpful Hint:**
Purchase green “presentation” paper for the Good Material Tag and yellow “presentation” paper for the Withhold Tag, then print and cut whenever you need…
<table>
<thead>
<tr>
<th>Oper</th>
<th>Qty</th>
<th>Description of Inspection Operation</th>
<th>Gage</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>R&amp;I</td>
<td>---</td>
<td>Op 1:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 2:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 3:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 4:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 5:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 6:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 7:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 8:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 9:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 10:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 11:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 12:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 13:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 14:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 15:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 16:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Op 17:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>33</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Receiving Log

<table>
<thead>
<tr>
<th>[ ]</th>
<th>[ ]</th>
<th>[ ]</th>
<th>[ ]</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
# REQUEST FOR DEVIATION / WAIVER

<table>
<thead>
<tr>
<th>1. NAME AND ADDRESS</th>
<th>2. CAGE CODE</th>
<th>3. RDW NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4. PURCHASE ORDER NO.</th>
<th>5. DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
# Request for Information Log

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
# Information Request

<table>
<thead>
<tr>
<th>Date:</th>
<th>Phone:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Item 1
- [ ] Item 2
- [ ] Item 3
- [ ] Item 4
- [ ] Item 5
- [ ] Item 6
- [ ] Item 7

By: [ ] Date: [ ]
REQUEST FOR QUOTE

To:

Supplier Name
Street
City, State
Zip

Date:
Phone:
Fax:
Email:

This request for quote (RFQ) is subject to
<table>
<thead>
<tr>
<th>ROUTING TICKET</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No &amp; Rev:</td>
<td>Job#:</td>
</tr>
<tr>
<td>JOB DESCRIPTION</td>
<td>Initial</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

NOTEPAD Form Rev: Orig

<table>
<thead>
<tr>
<th>ROUTING TICKET</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No &amp; Rev:</td>
<td>Job#:</td>
</tr>
<tr>
<td>JOB DESCRIPTION</td>
<td>Initial</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

NOTEPAD Form Rev: Orig

<table>
<thead>
<tr>
<th>ROUTING TICKET</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No &amp; Rev:</td>
<td>Job#:</td>
</tr>
<tr>
<td>JOB DESCRIPTION</td>
<td>Initial</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

NOTEPAD Form Rev: Orig

<table>
<thead>
<tr>
<th>ROUTING TICKET</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No &amp; Rev:</td>
<td>Job#:</td>
</tr>
<tr>
<td>JOB DESCRIPTION</td>
<td>Initial</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

NOTEPAD Form Rev: Orig

<table>
<thead>
<tr>
<th>ROUTING TICKET</th>
<th>Your Logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item No &amp; Rev:</td>
<td>Job#:</td>
</tr>
<tr>
<td>JOB DESCRIPTION</td>
<td>Initial</td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td></td>
<td>Notes</td>
</tr>
</tbody>
</table>

NOTEPAD Form Rev: Orig
# Shelf Life Expiration Log

<table>
<thead>
<tr>
<th>Description:</th>
<th>Date Received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>P/N:</td>
<td>Rev:</td>
</tr>
</tbody>
</table>

Form Rev: Orig

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
### Supplier Evaluation

<table>
<thead>
<tr>
<th>Supplier:</th>
<th>Commodity:</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Part I</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☒ [ ]</td>
</tr>
</tbody>
</table>

**If Part I criteria is NOT met, Supplier must be evaluated under Part II, III and IV.**

<table>
<thead>
<tr>
<th>Part II</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☐ [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part III</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☐ [ ]</td>
</tr>
<tr>
<td>☐ [ ]</td>
</tr>
</tbody>
</table>

Form Rev: Orig
## RESULTS OF EVALUATION
*(Ref. Purchasing Procedure)*

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**NOTES**
SUPPLIER PERFORMANCE RATING REPORT

Job #: Performance Reporting Dates:

Supplier:

OVERALL PERFORMANCE RATING 100

Excellent
Good
Improvement Expected
Improvement Required

<table>
<thead>
<tr>
<th>Points (100 Max)</th>
<th>Weight %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality</td>
<td>100</td>
</tr>
<tr>
<td>Delivery</td>
<td>100</td>
</tr>
<tr>
<td>Documentation</td>
<td>100</td>
</tr>
<tr>
<td>Cooperation</td>
<td>100</td>
</tr>
</tbody>
</table>

Quality: 

Delivery: 

Documentation: 

Cooperation: 

Purchasing Agent ____________________________ Date ____________________
**SUPPLIER RATING WORKSHEET**

Supplier: 
P/N: 

### QUALITY

<table>
<thead>
<tr>
<th>Scheduled Quantity</th>
<th>Quantity Rejected</th>
<th>Quantity Accepted</th>
<th>Weighted Score</th>
</tr>
</thead>
</table>

### DELIVERY

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Date Received</th>
<th># of Days Difference</th>
<th>Weighted Score</th>
</tr>
</thead>
</table>

### DOCUMENTATION

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Actual Performance</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COOPERATION

<table>
<thead>
<tr>
<th>Possible Points</th>
<th>Actual Performance</th>
<th>Weighted Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quality:** Items Accepted ( )
Items Received ( )

**Delivery:** Date Received ( )
Date Due ( 100 )

**Documentation:** Possible 100 points

**Cooperation:** Possible 100 points

<table>
<thead>
<tr>
<th>Weighted Quality Points:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weighted Delivery Points:</td>
</tr>
<tr>
<td>Weighted Documentation Points:</td>
</tr>
<tr>
<td>Weighted Cooperation Points:</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>
## Supplier Monthly Rating Report

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Rating</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>J</th>
<th>F</th>
<th>M</th>
<th>A</th>
<th>M</th>
<th>J</th>
<th>J</th>
<th>A</th>
<th>S</th>
<th>O</th>
<th>N</th>
<th>D</th>
</tr>
</thead>
</table>

Form Rev: Orig

Prepared by: ___________________________     Date: _________________

---

Supplier Overall Performance Rating

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Overall Performance Rating</th>
<th>Month:</th>
</tr>
</thead>
</table>

---

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
# SUPPLIER QUALITY REQUIREMENTS

**Origination Date:** XXXX

<table>
<thead>
<tr>
<th>Document Identifier:</th>
<th>Supplier Quality Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Latest Revision Date</td>
</tr>
<tr>
<td>Project:</td>
<td>Customer, Unique ID, Part Number</td>
</tr>
<tr>
<td>Document Status:</td>
<td>Draft, Redline, Released, Obsolete</td>
</tr>
<tr>
<td>Document Link:</td>
<td>Location on Server (if used)</td>
</tr>
</tbody>
</table>

**Abstract:**
This document describes flowdown requirements for Suppliers.
### REVISION LOG

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DOCUMENT CHANGE RECORD

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PURPOSE and SCOPE

To establish the minimum requirements for supplier Quality Systems necessary to ensure that materials, parts, components, and services meet the requirements of the Contract. Procedures used to implement the provisions of this requirement shall be subject to Buyer approval upon request.

APPLICABILITY

These requirements shall apply to all supplies and services when referenced on the Purchase Order and amendments thereto.

When Buyer's Purchase Order includes Seller's Inspection System Level I, as a requirement, Seller's contractual commitment for an Inspection System shall be defined by all paragraphs of this specification. When Buyer's Purchase Order indicates Level II as a requirement then the Seller's contractual commitment for an Inspection System shall be defined only by those paragraphs of this specification which are checked-off.

DEFINITIONS and ABBREVIATIONS

A. The term 'Buyer' or 'Buyer' means Buyer.
B. The term 'Seller' means the legal entity that is the contracting party with the Buyer with respect to the Purchase Order.
C. 'IAW' means in accordance with.
D. 'MRB' means Material Review Board

SELLER's QUALITY SYSTEM, GENERAL

The Seller shall maintain an effective Quality System planned and developed in conjunction with his other functions to comply with contractual requirements.

NEGOTIATIONS

It is not the intent of this specification to restrict the Seller in his mode of operation; therefore,

PROPRIETARY INFORMATION

The Seller must identify in writing. This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission.
The absence of such written identification is

**PROCESS CONTROL**

The Seller shall provide for complete review of contract requirements at the earliest practical phase of contract performance to make

Work instructions for all work affecting quality shall

Such instructions shall

The Seller shall develop an Inspection/Test Plan

Buyer contracts and resultant facility planning by Seller shall be reviewed by the Seller's Quality Control Department prior to release for production and/or pre-production to assure that all Buyer quality requirements are reflected in production and inspection procedures.

All Purchase Orders that apply to Buyer contracts generated by Seller shall

When approval or certification of special processes, operating personnel, special equipment, or procedures is required by the contract, drawing, or specification, the Seller shall

Seller MRB is not authorized. Seller shall

Formal Failure Analysis and Corrective Action shall be required.

A Seller Failure Review Board is required and

The Seller shall not change any process, material, or procedure from that used to qualify Seller's product without

When the Purchase Order requires Buyer acceptance of a 1st Article, the first part fabricated to the specified Buyer configuration shall
☐ **SUBCONTRACTOR CONTROL**

The Seller shall be responsible for...

Buyer inspection is required at your facility. Notify the Buyer Purchasing Manager at the start of production.

☐ **DRAWING and CHANGE CONTROL**

The Seller shall have a procedure and designate a responsible department for...

☐ **RECEIVING INSPECTION**

The Seller shall inspect incoming material to...

☐ **STOCK CONTROL**

The Seller shall provide for protection and control of supplies and materials stored for use in deliverable Buyer products.
Control shall

Procedures for the handling of nonconforming material shall

Buyer furnished material shall

☐ SAMPLING INSPECTION
Acceptance sampling procedures, if other than ANSI Z 1.4, must have Buyer approval prior to use; sampling to permit defects is not allowed.

☐ TOOL, GAGE, and TEST EQUIPMENT
The Seller shall be responsible for providing and ascertaining the accuracy and stability of tools, gages, and test equipment to assure supplies conform to contractual requirements.

A written procedure, compliant to MIL-STD-45662, shall

☐ MATERIAL CONTROL
Nonconforming material shall

Seller may not repair

The Seller shall maintain traceability

The Seller shall maintain controls to assure accomplishment of preservation, packaging and shipping requirements of the contract.

When product is returned by Buyer to the Seller because of failure to comply with Purchase Order requirements, the Seller shall
TECHNICAL REQUIREMENTS

Unless otherwise specified, Buyer is responsible for compliance to
(Date)

Quality Manager«AddressBlock»

Re: Supplier Performance Rating Report
   Performance Reporting Dates:
   P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that indicates [redacted].

If you have any questions, please call or email us.

Sincerely,

Your Name
Your Company Name
Your Address
Your City, State, Zip
Phone: Your#
Fax: Your#
Email: Your email
Your Production Area
Training Certificate

awarded to

Your Employee Name

Your Specification
Your Details

Your Date

Training Supervisor

Quality Manager
### QMS Procedure Training Matrix for (Your Company)

<table>
<thead>
<tr>
<th>Name</th>
<th>B. eQMS</th>
<th>Br. eQMS</th>
<th>C. eQMS</th>
<th>Ch. eQMS</th>
<th>Chr. eQMS</th>
<th>D. eQMS</th>
<th>Dav. eQMS</th>
<th>E. eQMS</th>
<th>F. eQMS</th>
<th>J. eQMS</th>
<th>Je. eQMS</th>
<th>Jef. eQMS</th>
<th>Jo. eQMS</th>
<th>K. eQMS</th>
<th>L. eQMS</th>
<th>P. eQMS</th>
<th>R. eQMS</th>
<th>Ri. eQMS</th>
<th>S. eQMS</th>
<th>Sh. eQMS</th>
<th>St. eQMS</th>
<th>Su. eQMS</th>
<th>T. eQMS</th>
<th>W. eQMS</th>
<th>Y. eQMS</th>
<th>Yo. eQMS</th>
<th>Z. eQMS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note - Optional Multi-Purpose Form:**
<table>
<thead>
<tr>
<th>To:</th>
<th>Dept:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Your Logo

Form Rev: Orig
<table>
<thead>
<tr>
<th>Program Name:</th>
<th>Job Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Acceptance Criteria</th>
<th>Test Conditions Observed</th>
<th>Product Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>VERIFICATION AND VALIDATION</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Form Rev: Orig
Abstract:
This document describes xxxxxx.
**REVISION LOG**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Date</th>
<th>Comment</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DOCUMENT CHANGE RECORD**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Item</th>
<th>Reason for Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Copyright © JnF Specialties, LLC. All rights reserved worldwide.
TABLE OF CONTENTS

REVISIION LOG ........................................................................................................2
DOCUMENT CHANGE RECORD ...........................................................................2
TABLE OF CONTENTS ...........................................................................................3
1.0 PROCESS MAP ................................................................................................4
2.0 PURPOSE .........................................................................................................4
3.0 REFERENCES ...................................................................................................4
4.0 EQUIPMENT ....................................................................................................4
5.0 MATERIALS ....................................................................................................4
6.0 OPERATING PROCEDURES ..........................................................................4
7.0 WORKMANSHIP ............................................................................................4
1.0 PROCESS MAP

2.0 PURPOSE

3.0 REFERENCES

4.0 EQUIPMENT

5.0 MATERIALS

6.0 OPERATING PROCEDURES

7.0 WORKMANSHIP