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**Construction  
Commercial Quality Manual**

(mo/yr)

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	<b>Your Co Name</b>	
Prepared By:			
Your Dept:			
Your Dept:		<b>Quality Manual</b>	
Your Dept:		Your #	
Your Dept:		Size: <b>A</b>	CAGE: <input type="text"/>
		Form Rev: Orig	1 of 1

Your Logo

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## 1.0 SCOPE

This quality manual establishes the scope of effort required to deliver the construction described herein. (Your Co) will supply all the facilities, equipment, personnel and management skills required to perform the tasks identified in the purchase order.

### 1.1 Definitions

(Your Definitions)

## 2.0 APPLICABLE DOCUMENTS

The documents listed below apply to the extent specified herein or in the purchase order. In the event of conflict between documents, their order of precedence is: Purchase Order, (then Your Docs), then applicable lower tier documents.

### 2.1 (Your Docs, e.g., workmanship standards...)

## 3.0 EQUIPMENT

### 3.1 Your list of equipment

## 4.0 MATERIALS

### 4.1 Your list of materials

## 5.0 REQUIREMENTS

### 5.1 Construction

(Your Construction)

#### 5.1.1 Delivery Schedule

(Your Schedule Commitment for each construction activity, e.g., number of days, etc.)

#### 5.1.2 Quality

The construction must conform completely to the purchase order and be subject to all Customer requests according to (Your Workmanship Std). While meeting the requirements in section 5.1, (Your Co) will also make a reasonable attempt to keep to a minimum the number of different (Your List).

#### 5.1.3 Documentation

Service documentation is summarized in Table 1. (Your Co) will prepare and deliver all documents listed in Table 1. Documents fall into two categories: "approval," the initial submittal and all subsequent changes require approval of the Customer prior to implementation, and "Review," this documentation is delivered to the Customer for information purposes only.

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## 7.0 REPORTING

### 7.1 Reports

(Your Co) will submit a letter-type progress report covering progress from (Your Schedule). The report is due on (Your Day) of the month and includes:

- a. Summary
- b. Technical problems
- c. Program problems, including manpower, material, equipment, etc., and corrective actions taken.
- d. Open items submitted to the Customer pending approval or waivers.

### 8.0 ENVIRONMENTAL CONTROL

Adherence to applicable federal, state, local, and (Your Co) environmental, health and safety requirements is mandatory.

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