

REDACTED

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Machine Shop Quality Manual

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Revisions			Rev:		
Letter	E.O. Number	Description	Date		
Used On	Contract#:	Your Company Name			
Prepared By:					Date
Your Dept					Date
Your Dept					Date
Your Dept		Date	QUALITY PROGRAM		
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1.0 SCOPE

Establish and maintain a quality program to assure compliance with the requirements of the contract. Document the quality program, including its procedures and operations, and provide it to the Customer for review upon request. Apply the quality program throughout all areas of contract performance, including, as appropriate, [REDACTED]

2.0 REQUIREMENTS

2.1 Quality Management

Vest the administration of the quality program in a responsible, authoritative element of the organization that has clear access to top management. Staff the quality organization with [REDACTED]

2.1.1 Procedures

Perform pertinent operations using written quality control, test, and inspection procedures. Maintain the procedures and make them available at the workstation.

2.2 Design

Maintain design information for the deliverable product(s) or task information for the service(s) to ensure [REDACTED]

2.2.1 Change Control

Ensure accomplishment of prescribed changes to a service task or an item's design and record the actual incorporation point by [REDACTED]

2.3 Procurement

Maintain adequate control of procurement sources to ensure [REDACTED]

[REDACTED] Maintain adequate records of inspections and tests performed on purchased supplies.

2.3.1 Source Inspection

Reserve the right for the Customer and/or Buyer Representative to inspect supplies or services at the source upon request, or when it is not practical or feasible to determine quality conformance of purchased items. Source inspection may not [REDACTED]

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2.3.2 Fabricated Supplies

Evaluate all purchased supplies to assure conformance with the requirements of the purchase order. Request every shipment of supplies to be accompanied with [REDACTED]

[REDACTED] When required, request supplies to be accompanied with [REDACTED]

[REDACTED] Notify the Seller upon receipt of nonconforming supplies and require corrective action when applicable.

2.3.3 Raw Materials

Compare certified test report results with specification requirements in lieu of [REDACTED]

2.4 Supply Control

Control the methods and facilities for [REDACTED]

[REDACTED] Identify all items with their inspection status.

2.5 Manufacture

2.5.1 Process Control

Establish and maintain evaluations and controls at appropriately located points in the process to assure [REDACTED]

2.5.2 Special Processes

Provide adequate methods and facilities to assure conformance with requirements for special processes, such as, but not limited to, [REDACTED]

[REDACTED] Maintain certifications for personnel, procedures, and equipment that perform special processes.

2.6 Acceptance

Perform inspection and testing of completed items as necessary to assure [REDACTED]

2.6.1 Sampling Inspection

Perform sampling inspection according to the terms of the contract, or request Customer approval of procedures that provide adequate assurance that the item's quality meets acceptable levels. Sampling to permit defects is [REDACTED]

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2.6.2 Nonconforming Supplies

Prominently identify nonconforming supplies and remove them from the work area. Scrap or rework the item(s) or request disposition instructions from the Customer.

2.7 Measuring Instruments

Assure the validity of measurements and tests with suitable inspection measuring and test equipment of the range and type necessary to determine conformance of the item(s) to contract requirements. At intervals established to ensure continued validity, verify the accuracy, or calibrate [REDACTED]

2.8 Continuous Improvement

Systematically utilize the information from control areas described in paragraphs 2.1 through 2.7 for [REDACTED]

2.8.1 Records

Maintain records of inspections and tests that include [REDACTED]

2.8.2 Corrective Action

Take prompt action to correct conditions that cause defective items using [REDACTED]

2.8.3 Audit

Periodically perform an audit of the quality program and [REDACTED]