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Manufacturing Plant Quality Manual

(Mo/Yr)

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	Your Company Name	
Prepared By:			
		POLICIES AND PROCEDURES	
		(Your #)	
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Your Logo

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1.0 SCOPE

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

Precedence

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

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

2.0 APPLICABLE DOCUMENTS

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

- 2.1 (Your #), Calibration Policies & Procedures
- 2.2 MIL-STD-973, Configuration Management Policies & Procedures
- 2.3 (Your #), Property Control Policies & Procedures
- 2.4 (Your #), Purchasing Policies & Procedures
- 2.5 ANSI Z 1.4, Sampling for Attributes

3.0 REQUIREMENTS

3.1 Organization

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

3.2 Customer Audit

(Your Co) shall permit Customer audits to evaluate the degree of compliance with this Quality System and contract performance. (Your Co) shall provide to the Customer, at this location, a copy of each specification, instruction, procedure, or record required to objectively determine compliance with the contract.

3.3 Procedures

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

3.4 Records

Records of inspections/tests shall be produced to provide objective evidence of compliance to contract directives.

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3.5 Document Control/Change Control

Contract Initiation

Drawings/Specifications received with the contract shall [REDACTED]

(Your Co) Purchasing Department is responsible for [REDACTED]

DCC shall control and issue documents as follows:

[REDACTED]

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

[REDACTED]

3.6 Procurement Control

(Your Co) purchase orders shall be reviewed per (Your #), Purchasing Policies & Procedures, [REDACTED]

3.7 Measuring Equipment

Measurement devices used to accept deliverable supplies or control critical process characteristic shall [REDACTED]

3.8 Sampling Plan

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

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3.9 Identification

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

The receiving inspector shall [REDACTED]

The in-process inspector shall [REDACTED]

The final inspector shall [REDACTED]

Supplies detected as nonconforming shall [REDACTED]

Customer returned supplies shall [REDACTED].

3.10 Nonconforming Supplies

(Your Co) shall not accept supplies via MRB that do not exactly conform to the contract. MRB authority is granted for nonconformances to (Your Co) documents that do not effect Customer requirements. (Your Co) MRB shall consist of the [REDACTED]

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

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

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

3.11 Corrective Actions

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

3.12 Customer Notification

(Your Co) shall respond promptly to Customer requests for corrective action [REDACTED]

3.13 Procurement Inspection

Purchased supplies shall be inspected upon receipt, as necessary, to verify conformance with the procurement document(s).

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

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Release'. All supplies released on a calculated risk basis shall be identified as 'Calc-Release' and shall not be submitted to the Customer until the 'Risk' is cleared.

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

[REDACTED]

Periodic verification of supplier certification validity - [REDACTED]

3.14 In-process Inspection

Inspections shall be performed during the manufacturing process to [REDACTED]
Each inspection, test, and manufacturing operation shall [REDACTED]

The inspector shall: [REDACTED]

3.15 Handling & Storage

Supplies shall be identified upon completion of inspection operations with [REDACTED]

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3.16 Packaging/Shipping

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

3.17 Facility Relocation

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

3.18 Supplemental Contract Quality Requirements

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

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Quality Policy

Mo/Yr

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Used On	Contract#:		Your Company Name	
Prepared By:		Date		
			QUALITY POLICY	
			QA-1001-1	
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Your Company Logo

It is a policy of the Company to perform all activities in a manner that reflects a total commitment to quality. This means

[REDACTED]

It is a goal of the company to encourage all employees to

[REDACTED]

Managers are to monitor Customer satisfaction on

[REDACTED]

The Company's Mission is to

[REDACTED]

The Company's Vision is to

[REDACTED]

The Company will design and maintain an effective and economical quality program, covering

[REDACTED]

This quality program was developed in coordination with all the Company administrative and technical processes and applies to supplies and services produced at the Company or at any other source to the extent necessary to assure conformance to contractual requirements.

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			QA-1001-1	

PURCHASING

Origination Date: XXXX

Document Identifier:	Purchasing
Date:	Latest Revision Date
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Abstract:

This document describes [REDACTED]

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CAGE: xxxxx		Rev: Orig

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Issue	Item	Reason for Change

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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 products 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 products or services that help us produce products affects everything we make. As a result, it is important to monitor and control the quality of both products and services that we receive as well as the suppliers of such products and services.

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of product related materials or services must be evaluated unless these suppliers are: listed on a Customer's approved Supplier list, Government approved Supplier or listed on the Customer's requirements.

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 quality, delivery, pricing, reputation and other factors.

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:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Quality Manager will [REDACTED]

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3.8 Using the results from combination of the following functions for product suppliers, the Quality Manager will [REDACTED]

3.9 For suppliers providing product, incoming inspection results are recorded on the Subcontractor Performance Rating Spreadsheet, which [REDACTED]

3.10 If a new Supplier rates [REDACTED]

3.11 If any Supplier rates less than [REDACTED]

3.12 If items are returned to any Supplier [REDACTED]

3.13 Any Supplier may be de-rated to [REDACTED]

3.14 Management may [REDACTED]

3.15 During management review, the entire Approved Supplier List is [REDACTED]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Quality Group will [REDACTED]

4.2 When appropriate, the purchase order defines [REDACTED]

4.3 As applicable, purchase order information includes:

- a) [REDACTED]
- b) [REDACTED] er
- c) [REDACTED]

d) requirements relative to:

Your Logo	Your Company Name	Purchasing
CAGE: xxxxx		Rev: Orig

- [redacted] nd
- [redacted]
- e) [redacted]
- f) [redacted]
- g) [redacted]

4.4 The requirements for delegation are defined when [redacted]

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

4.6 See the process map herein.

4.7 Emergency Purchasing Authority: The Company will [redacted]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will [redacted]

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 [redacted]

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is [redacted].

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

5.5 The Purchasing department will cooperate with Customer-related activities and will [redacted]

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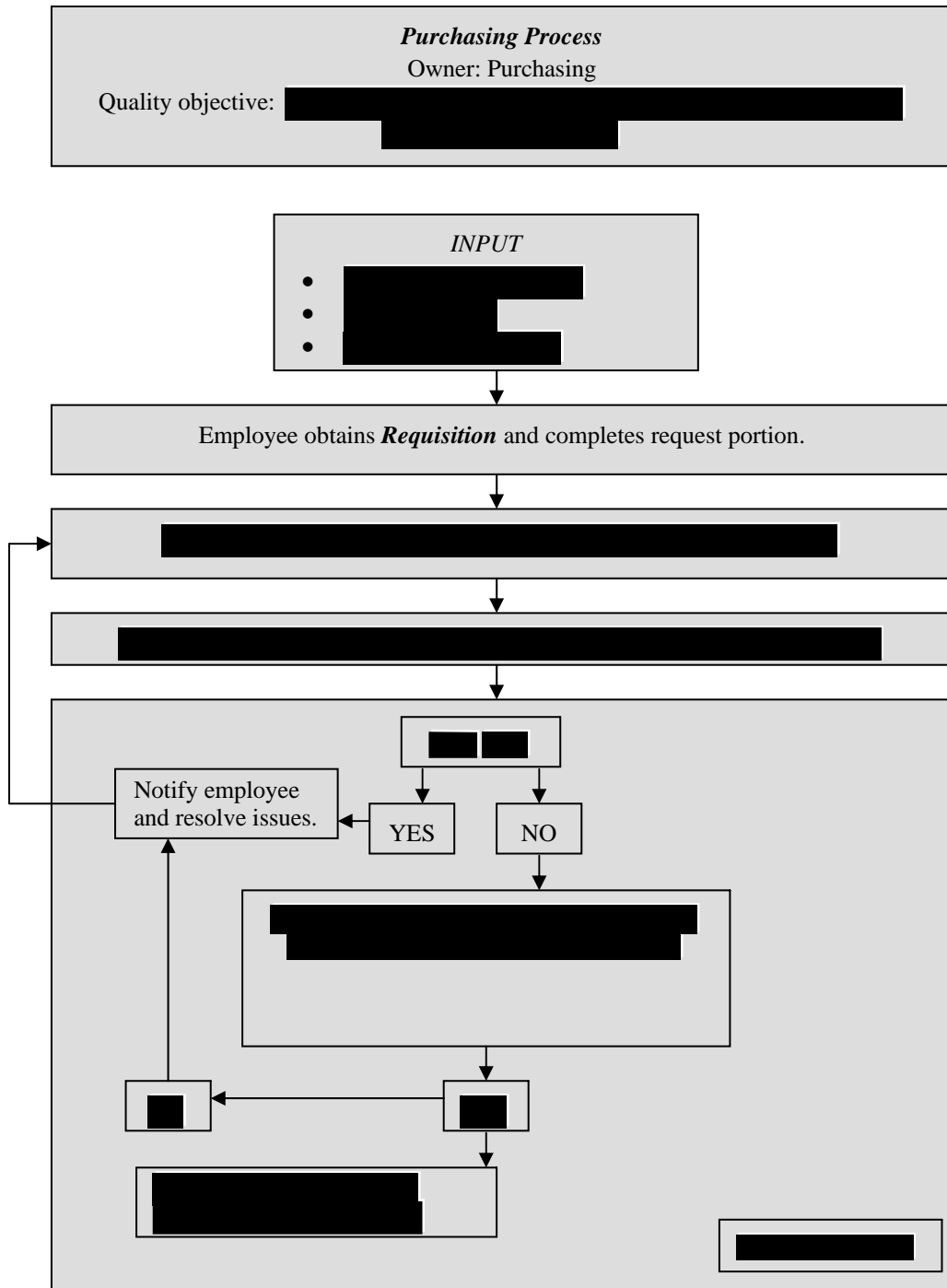
5.6 The Purchasing department will not, [REDACTED]

5.7 The Company will abide by all Government clauses or other statutory or regulatory requirements as referenced by the order, contract or other requirements document.

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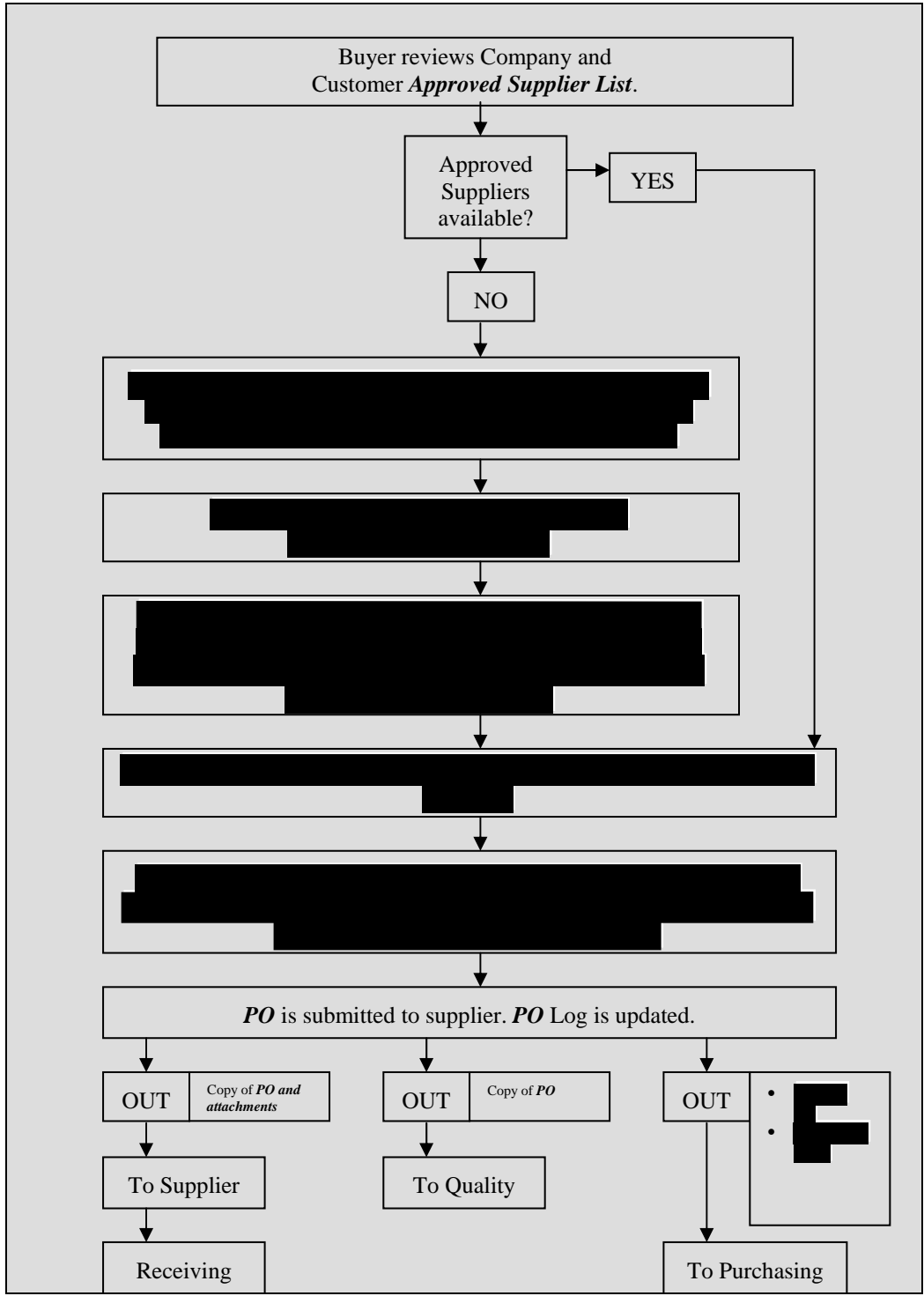
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6.0 PROCESS MAP



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Your Logo	Your Co Name Address City - State - Zip Phone - Fax - Email
-----------	--

REQUEST FOR QUOTE	No:
--------------------------	-----

To:	Supplier Name	Date:	
	Street	Phone:	
	City, State	Fax:	
	Zip	Email:	

This request for quote (RFQ) is

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

Requirements:	(define engineering / quality requirements here)
---------------	--

Exceptions:	
-------------	--

Quotation is	

Your Form # (mo/yr)

Your Company Name

Terms and Conditions of Purchase

1) WARRANTIES

[Redacted]

2) CHANGES

[Redacted]

3) INFRINGEMENT INDEMNITY

[Redacted]

4) DOCUMENT MARKING AND USE

[Redacted]

5) PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE

[Redacted]

6) ASSIGNMENTS AND SUBCONTRACTING

[Redacted]

7) GENERAL

[Redacted]

a.

[Redacted]

b.

[Redacted]

c.

[Redacted]

d.

[Redacted]

e.

[Redacted]

f.

[Redacted]

g.

[Redacted]

h.

[Redacted]

i.

[Redacted]

er.

[Redacted]

8) PRICES

[Redacted]

9) SPECIAL PROVISIONS FOR U.S. GOVERNMENT WORK

[Redacted]

10) INSOLVENCY

[Redacted]

11) FAIR LABOR STANDARDS ACT

[Redacted]

12) INSPECTION

[Redacted]

13) VARIATION IN QUANTITY

[Redacted]

14) DISPUTES Disputes shall be subject to the laws of the (Your State). If this order is issued pursuant to a Government contract and should Seller wish to protest a unilateral decision of the Government Contracting Officer, Buyer will present said claim at Seller's expense, if Buyer has such right in the prime contract or order that this purchase order is issued pursuant thereto. Seller's rights shall not extend beyond Buyer's rights as set forth in the prime contract clause entitled "Disputes", under no circumstances shall Seller have the contractual right under this order to submit a claim directly to the Government Contracting Officer.

15) EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROVISIONS

[Redacted]

Contractor and Subcontractor Listing Requirement

1) [Redacted]

2) [Redacted]

QC-120 (mo/yr)

Supplier Quality Requirements

Mo/Yr

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Used On	Contract#:	Your Company Name		
Prepared By:				
SUPPLIER QUALITY CONTROL				
Your Procedure Number				
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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 (Your Co) approval upon request.

[REDACTED]

APPLICABILITY

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

[REDACTED]

PROPRIETARY INFORMATION

The Seller must identify in writing the intended use in performance of the Purchase Order of an item, material, component or process with respect to which access by (Your Co) or (Your Co) Customer representatives for purpose of Quality Assurance by inspection, test or process surveillance is proposed to be restricted.

[REDACTED]

DEFINITIONS and ABBREVIATIONS

- A. The term 'Buyer' or '(Your Co)' means (Your Co).
- 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 [REDACTED]

Records shall be kept available for [REDACTED]

NEGOTIATIONS

It is not the intent of this specification to restrict the Seller in his mode of operation; therefore, it is possible that certain items herein may be subject to negotiation.

[REDACTED]

PROCESS CONTROL

The Seller shall [REDACTED]

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[Redacted]

[Redacted]
y
Notify (Your Co) 10 days prior to start of 1st Article production.

Formal Failure Analysis and Corrective Action shall be required.

SUBCONTRACTOR CONTROL
The Seller shall [Redacted].

[Redacted]

DRAWING and CHANGE CONTROL
The Seller shall [Redacted].

The 1st Article item and the inspection record shall [Redacted]

RECEIVING INSPECTION
The Seller shall [Redacted] d

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[REDACTED]

[REDACTED]

STOCK CONTROL

The Seller shall [REDACTED]

The Seller shall maintain controls to [REDACTED]

SAMPLING INSPECTION

Acceptance sampling procedures, if other than ANSI Z 1.4, must have (Your Co) approval prior to use; sampling to permit defects is [REDACTED]

TOOL, GAGE, and TEST EQUIPMENT

The Seller shall [REDACTED]

TECHNICAL REQUIREMENTS

Unless otherwise specified, (Your Co) is responsible for [REDACTED]

MATERIAL CONTROL

Nonconforming material shall [REDACTED]

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Supplier Approval Procedure Approved Supplier List

(mo/yr)

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			PROCEDURE and LIST	
			QC-121-3	
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Your Logo

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References:

- QC-109-2, Document Archive Procedure
- QC-121-4, Subcontractor Evaluation
- QC-121-7, Review of Purchase Orders and Requisitions
- QC-121-5, Supplier Evaluation Disposition

Procedure:

Supplier evaluation:

The Quality or Purchasing Group forwards QC-121-4 to a Supplier

QA evaluates QC-121-4 according to QC-121-5

The evaluation package is delivered to the Document Control Center for database storage according to QC-109-2.

Supplier evaluation **is required** for [REDACTED]

Supplier evaluation **is not required** for [REDACTED]

[REDACTED]

Acceptable Practice:

Suppliers are added bi-annually to this Approved Supplier List or upon accumulation of [REDACTED]

[REDACTED]

Glossary:

Non-deliverable: Supplies that **are not used** to manufacture products for delivery to a Customer

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Your List of Suppliers

Your List of Suppliers

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Project:	Place:
Subsystem:	Date:

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

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

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

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

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

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

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

Writer:	
---------	--

Participant:	Manufacturer	Contractor	Prime	Customer
Company:				
[Redacted]				
[Redacted]				

[Redacted]

Ref:

Your Company Name
SURVEY REPORT

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Continuation...

As Designed / As Built:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Material Status:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Ref:

Your Company Name
SURVEY REPORT

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CALIBRATION

Origination Date: XXXX

Document Identifier:	Calibration Procedure
Date:	Latest Revision Date
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

Abstract:

This document describes [REDACTED]

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Your Logo	Your Company Name	Calibration Procedure
CAGE: xxxxx		Rev: xx

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Issue	Item	Reason for Change

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Your Logo	Your Company Name	Calibration Procedure
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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 – Minimum 4:1 - Desired 10:1
- Adequacy - Range, resolution and stability of M&TE and standards is determined by the quality characteristics of measurement requirements on an individual basis.
- Calibration: Comparison of known accuracy measurements against unknown accuracy measurements.
- Gages – Precision devices that compare the quality characteristics of an item to specified requirements.
- Inspection Aid – Un-calibrated hardware, tools or equipment used for inspection setup to enable measurement of deliverable production items with calibrated M&TE; such as, but not limited to, 1-2-3 block, parallel bar, sine bar, sine plate, etc.
- M&TE - Measurement and Test Equipment
- Procurement of M&TE - Newly acquired M&TE that is accompanied by a certificate of conformance or by a certificate of calibration may be issued to the user activity after a calibration interval and records have been established.
- Recall – M&TE require recertification at established intervals. Recall dates are identified by a month/year designation. Certification is performed no later than the last day of the month/year designation except as otherwise provided. All gages may be used for acceptance/rejection of quality characteristics during the month/year recall interval.
- Significantly out-of-tolerance - Instrument accuracy exceeds the manufacturer's published limits.
- Special Equipment - Standards, instruments, chemicals and tools for which a measurement standard is not available on-site to perform calibrations.
- Standards - Accepted values of natural physical constants or values traceable to National or International 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 [REDACTED]

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Released". Date Printed:	Form Rev: Orig
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4.3 A number is issued when [REDACTED]

4.4 All M&TE are kept clean and [REDACTED].

4.5 A recall log is [REDACTED]

4.6 The number of items scheduled for monthly recertification is periodically determined and their schedule is [REDACTED].

4.7 In addition to the recall log, a Calibration Report is [REDACTED]

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

4.9 Adjustable M&TE is periodically recalibrated based upon [REDACTED]

TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

4.10 Interval Adjustment: M&TE whose calibration error is recorded as being greater than [REDACTED]

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4.11 M&TE calibration intervals may [REDACTED]

4.12 Overdue items should be identified with [REDACTED]

4.13 A calibration sticker is used to [REDACTED]

4.14 Calibration Standards/Special Equipment
 The following is the position of the National Conference of Standards Laboratories (NCSL):
 "Test report numbers issued by the NIST are intended to be used solely for administrative purposes. Although they are often used to uniquely identify documents that bear evidence of traceability, test report numbers should not be used nor be required as proof of adequacy or traceability of test or measurement."
 [REDACTED]

When calibrations are made for standards/special equipment, the calibration lab is required to submit a report that contains, as appropriate:

- [REDACTED]
- [REDACTED]
- [REDACTED] tains.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

4.15 A calibration record and recall log is [REDACTED]

4.16 The calibration department places all [REDACTED]

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4.17 Traceability: [REDACTED]

4.18 Non-Calibrated M&TE: [REDACTED]

4.19 Calibration Not Required M&TE

4.19.1 Chemical laboratory glassware is exempt from calibration, such as but not limited to beakers, flasks and cylinders.

4.19.2 Chemical analysis equipment that is checked for accuracy prior to use by chemical standards or prepared solutions are [REDACTED]

4.19.3 Titration tools and solutions are [REDACTED]

4.19.4 Prepared chemical solutions and chemical standards are [REDACTED]

4.19.5 Software programs that are used for operation of test equipment are [REDACTED]

4.19.6 Power supplies that are used in process control and test equipment are [REDACTED]

4.20 Employee Owned Tools: Personal tooling or gages owned by employees are [REDACTED]

4.21 Storage and Handling of M&TE: M&TE is handled during movement using [REDACTED]

4.22 M&TE requiring transportation to a calibration laboratory is [REDACTED]

4.23 M&TE storage areas are [REDACTED]

4.24 Archive / Long-Term Storage: M&TE does not require accuracy verification prior to archive / long-term storage if it was not:

- in [REDACTED]
- [REDACTED]
- [REDACTED]

M&TE that has been calibrated and stored must [REDACTED]

Your Logo	Your Company Name	Calibration Procedure
CAGE: xxxxx		Rev: xx

5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING

5.1 Equipment and tooling found to be significantly out of tolerance, damaged, inoperative, erratic or exhibiting some other form of anomalous condition should [REDACTED]

5.2 M&TE found significantly out of tolerance at recalibration for [REDACTED]

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

5.4 Any product certified with M&TE subsequently found to be out-of-tolerance is [REDACTED]

6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located shall [REDACTED]

7.0 MANAGEMENT REVIEW

7.1 Management Review meetings are conducted according to [REDACTED]

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 be less than 4 times the maximum measurement range of the reference standard.

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.

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The voltmeter being checked for accuracy must be set to bracket within a range of the reference standard - or - the reference standard must be set to a range that brackets the range on the voltmeter being checked for accuracy. For instance, [REDACTED]

OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must [REDACTED]

For instance, if a device being checked has a 1% tolerance then the reference standard must [REDACTED]

APPENDIX 2

Nonadjustable M&TE is inherently stable and includes [REDACTED]

The Operator is only required to check inherently stable M&TE for damage prior to each use because [REDACTED]

For instance, retractable tape measures and rulers are sometimes used for measuring quality characteristics. For a retractable tape measure, the Operator must [REDACTED]

To control the inventory of inherently stable M&TE, determine [REDACTED]

For instance, if Operators only measure to $\pm 1/16"$ with a retractable tape measure and the tape measure is certified as manufactured to [REDACTED] then the brand of tape measure is approved for use.

Operators are required to ONLY use inherently stable measurement devices from the accepted brands with certificates on file. (Hang signs that list "approved brands")

With this method, as long as [REDACTED]

PROPRIETARY INFORMATION	This document expires 30 days after printing unless marked "Released". Date Printed:	Form Rev: Orig
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IMPACT ANALYSIS REPORT

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

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

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Search for the word “your” throughout doc and replace as required

Customer/Government Property Control

(mo/yr)

Revisions			Rev:	
Letter	E.O. Number - Description		Date	
Used On	Contract#:	Your Co		
Prepared By:				
			PROCEDURE	
			Your #	
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1.0 PURPOSE

To prescribe the minimum procedures for the control of Customer/Government Property according to the regulations outlined in [REDACTED]

2.0 SCOPE

This procedure shall cover all Customer/Government Owned Equipment furnished to or acquired for use on Customer/Government contracts.

- a. [REDACTED]
- b. [REDACTED]

Customer/Government furnished property and contractor acquired property is defined as:

- 1. [REDACTED]
- 2. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
- f. [REDACTED]
- g. [REDACTED]

- h. [REDACTED]
- i. [REDACTED]
- j. Stock Record means a perpetual inventory form for recording quantities and types of items received, in stock and issued to requesters against a specific contract. The form serves as a posting reference and records the balance of stock items on hand and their unit prices.
- k. [REDACTED]
- l. [REDACTED]
- m. [REDACTED]
- n. Bonded Storage means a secure storage area with access limited to designated personnel.

3.0 RECEIVING

Receiving Inspection shall [REDACTED]

3.1 If overages, shortages or damaged conditions are noted upon receipt of property acquired for the Customer/Government account (under a CPFF contract), [REDACTED]

3.2 Upon receipt of Customer/Government furnished property or property acquired for the account of the Customer/Government the receiving function shall [REDACTED]

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[REDACTED]

3.3 Shipping containers that pack Customer/Government property that are of a reusable nature shall be considered property to be managed according to [REDACTED]

[REDACTED]

4.0 CUSTOMER/GOVERNMENT PROPERTY RECORDS

Upon receipt of Customer/Government owned property and/or material, the Property Administrator shall establish individual item records or stock record cards as necessary according to the provisions of FAR-45.505-1. In the case of material items, stock record cards shall be prepared and shall contain the following information:

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]
- f. [REDACTED]
- g. [REDACTED]
- h. [REDACTED]
- i. [REDACTED]

4.1 Records of Misdirected Shipments

Misdirected shipments shall be reported to the Customer/Government Property Administrator immediately. Records shall be maintained to provide the following information:

- a. [REDACTED]
- b. [REDACTED]
- c. [REDACTED]
- d. [REDACTED]
- e. [REDACTED]

Forward this information in writing to the Customer/Government Property Administrator within [REDACTED]

4.2 Documentation

Documentation supporting all entries to the Customer/Government Property Records shall [REDACTED]

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4.3 Postings to Property Records

All property record postings shall be made as promptly as possible. No more than [REDACTED]

5.0 MATERIAL REQUISITION/ISSUE

After receipt of Customer/Government furnished material and preparation by the Property Administrator of the required stock record cards the material shall [REDACTED]

5.1 Sensitive material issued according to 5.0 shall be maintained in a secure area with access limited to authorized personnel.

6.0 UTILIZATION

It is the responsibility of the Property Administrator to assure that [REDACTED]

7.0 MAINTENANCE

The Property Administrator shall insure that Customer/Government owned plant equipment is [REDACTED]

8.0 PHYSICAL INVENTORIES

Inventory, as used in this procedure, consists of [REDACTED]

The personnel who perform the physical inventory shall [REDACTED]

The annual inventory shall be conducted during [REDACTED]

8.1 Investigate and report to the Government Property Administrator (GPA) all cases of loss, damage or destruction of Government Property either in raw material or completed/accepted end item form as soon as the facts become known or when requested by the GPA.

The report shall contain at a minimum:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]
- E. [REDACTED]
- F. [REDACTED]
- G. [REDACTED]
- H. [REDACTED]
- I. [REDACTED]

9.0 DISPOSITION

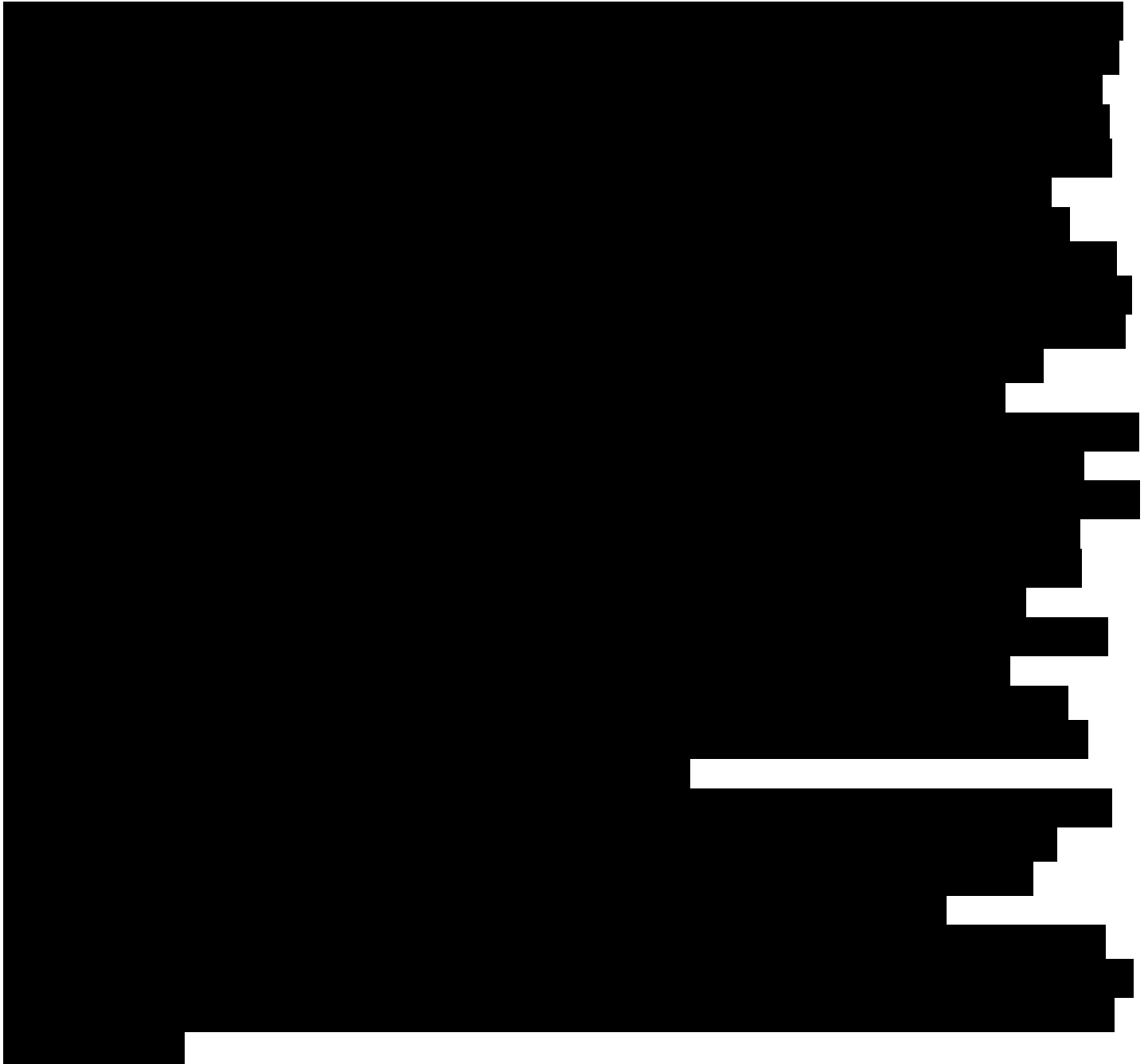
At the completion of a contract under which Customer/Government property was furnished, perform an inventory to [REDACTED]

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10.0 SUBCONTRACT CONTROL

The purchasing function shall insure that the following statement is included in all subcontracts or vendor purchase orders where Customer/Government furnished material or property is furnished to the subcontractor or vendor:



A copy of each such purchase order shall be distributed to the Property Administrator for the record. The Property Records shall be updated to reflect the issue of materials and in the case of tooling or equipment, the Property Records shall reflect the new location.

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10.1 The provisions of paragraph 8.1 apply to subcontractors possessing or controlling Government property accountable under the contract.

11.0 REPORTS

Reports shall be prepared according to the terms of individual Customer/Government contracts.

12.0 PRECIOUS METALS, EXPLOSIVE COMPOUNDS

[REDACTED]

13.0 REQUESTING AND/OR ACQUIRING CUSTOMER/GOVERNMENT FURNISHED PROPERTY

[REDACTED]

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14.0 HAZARDOUS WASTE MANAGEMENT

Property received from or acquired for the Customer/Government that contains material of a hazardous nature shall be identified with its chemical formula and proper name according to paragraph 3.2.

[REDACTED]

15.0 WORKMANSHIP

Adherence to applicable federal, state, local and environmental, health and safety requirements is mandatory.

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Property Certificate

Purchase Order Number:		
The undersigned certifies:		
1	<input type="checkbox"/>	
2	<input type="checkbox"/>	
3	<input type="checkbox"/>	

Company:	
Signature:	
Title:	
Date:	

Your Form# (mo/yr)

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Supplier/Subcontractor Property Certificate

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. [REDACTED]

(Your Co) requests the return of the property by _____ to enable close-out of our contract.

If we can assist you or if you have any questions, please do not hesitate to contact:

Name: _____ Phone Number: _____

1	Property Description:
1	Quantity:
1	Identification Number:
2	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

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

Signed: _____ Date: _____

Your Form# (mo/yr)

Your Co	REV Orig	CAGE	DOC#:	Your #	13 of 14
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Property Management Log

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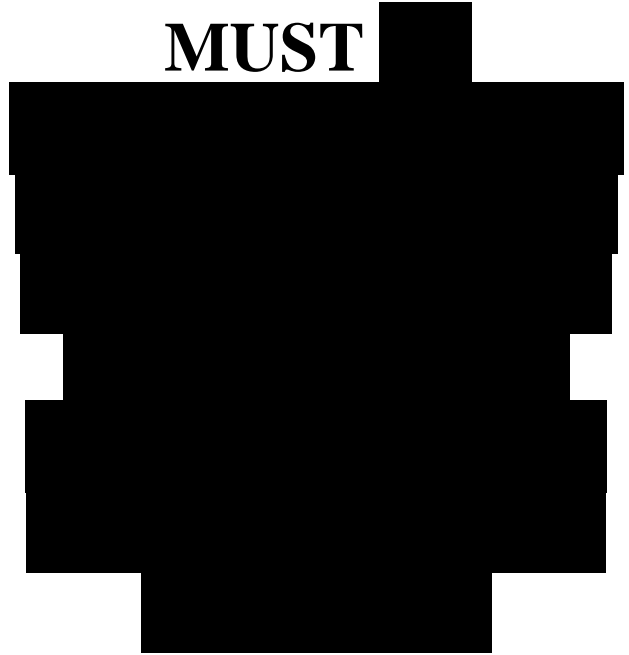
Your Co	REV Orig	CAGE	DOC#:	14 of 14	Your #
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CERTIFICATE OF COMPLIANCE

From:
To:
Attention: Receiving Inspection
PO#:
Customer P/N:
Your Co P/N:
Quantity:

NOTICE

**THIS CERTIFICATE
OF COMPLIANCE
MUST**



Your Form# (mo/yr)

Your Logo

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Used On	Contract#:	Your Company	
Prepared By:			
		Work Instruction	
		Your #	
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1	Responsibility	Prepare Box for Storage
1.1	Owner	Owner prepares a detailed list of the contents of each storage box
1.2	DCC Clerk	[REDACTED]
1.3	DCC Clerk	Record a box number on each container and (Your Co) department or division identifier
1.4	DCC Clerk	[REDACTED]
1.5	DCC Clerk	Record the date to review/destroy the box on the form
1.6	DCC Clerk	[REDACTED]
1.7	DCC Clerk	Forward box to storage
1.8	DCC Clerk	[REDACTED]
2	IF	THEN
2.1	Destroy/review date unknown	[REDACTED]
3	IF	THEN
3.1	Request for box	Complete and sign Request Form (Your #)
3.2	Requestor does not own box	[REDACTED]
3.3	DCC Clerk	Search database for carton using box number, brief description, and/or storage location
3.4	DCC Clerk	[REDACTED]

Drawing No:		INSPECTION RECORD												QC-110-1 (mo/yr)				
Item Name:		(Your Co)												Front				
		(Description of Inspection Process)																
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Your Logo		Receiving Inspection Instructions		QC-114 (mo/yr) Page 1 of 1	
		Special Instructions:	Specification:		
			Specification:		
Oper	Qty	Description of Inspection Operation		Gage	Comment
R&I	---	Op 1:			
		Op 2:			
		Op 3:			
		Op 4:			
		Op 5:			
		Op 6:			
		Op 7:			

WITHHOLD TAG

Date:		Item Name:	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]			

Your Form# (mo/yr)

BAD MATERIAL TAG

Date:		Item Name:	
[REDACTED]		[REDACTED]	
[REDACTED]		[REDACTED]	
[REDACTED]			

Your Form# (mo/yr)

REQUEST FOR CORRECTIVE ACTION

1	RFCA#:	Date:	MR#:
2	<input type="checkbox"/> Internal	<input type="checkbox"/> External	
3	To:	Return To: Your Co. Attention: Address:	
4	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
5	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
6	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
7	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
8	Corrective Action Plan		
9	Controls to Prevent Recurrence		
10	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
11	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
12	<div style="background-color: black; width: 100%; height: 100%; min-height: 100px;"></div>		
13	Reason for Non-Approval		

Your Form # (mo/yr)

Shelf Life Expiration Log

Description:		Date Received:	
P/N:		Rev:	PO#:
Supplier Lot#:			
[REDACTED]			

Your Form# (mo/yr)

