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MIL-I-45208 Inspection System

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Revisions		Rev:	Orig
Letter	E.O. Number - Description	Date	

Used On	Contract#:		**Your Company**				
Prepared By:							
President:							
Quality:			**INSPECTION SYSTEM**				
			QA-1001				
			Size:	**A**	CAGE:		Form Rev: Orig 1 of 13

Your Logo

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TABLE OF CONTENTS

1.0 SCOPE[3.1] 3

2.0 ORGANIZATION 3

2.1 Quality Responsibility and Authority[3.2.3] 3
2.2 Initial Quality Planning[3.11.1, 3.11.2] 3
2.3 Inspection and Testing Documentation[3.2.1] 4
2.4 Records[3.2.2] 4
2.5 Corrective Action[3.2.3] 5

3.0 FACILITIES AND STANDARDS 6

3.1 Drawings, Documentation and Changes[3.2.4] 6
3.2 Change Control[3.2.4] 6
3.3 Measuring and Test Equipment[2.1, 3.3] 6
3.4 Use of Contractor's Inspection Equipment[3.3] 7
3.5 Control of Purchases[3.11, 3.11.1, 3.11.2, 3.11.3] 7
3.6 Materials and Material Control[3.9, 3.12] 7
3.7 Production Processing and Fabrication[3.2.1] 9
3.8 Completed Item Inspection and Testing[3.2.1, 3.5] 10
3.9 Handling, Storage and Delivery 11
3.10 Nonconforming Material[3.7] 12
3.11 Indication of Inspection Status[3.5] 12
3.12 Government Inspection at Subcontractor or Vendor Facilities[3.8, 3.11, 3.11.1, 3.11.2] 12
3.13 Government Property[3.6] 13

APPLICATION NOTES (delete prior to release):
This inspection system is based upon MIL-I-45208 and is subject to Customer evaluation and verification.[3.13]

The paragraph numbers in this quality manual do not correspond to the paragraph numbers in the MIL-I standard. This quality manual displays superscript numbers to establish the relationship between the standard and content in this quality manual. Superscript numbers correspond to paragraph numbers from MIL-I-45208A.

Paragraph numbers 1and 2 and 4 through 6 in MIL-I-45208A only provide guidance (except 2.1) and do not require reference in the quality manual.

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1.0 SCOPE[3.1]

It is a policy of the Company to perform all activities in a manner that reflects a total commitment to quality. This means maintaining the highest standards of quality in all products and services and a dedication to the principle of maintaining the highest levels of quality and integrity in communicating with people inside and outside of the Company. It is also a policy of the Company to prevent production and distribution of products that would pose unreasonable risks to health, safety, or the environment. It is a goal of the Company to encourage all employees to strive for individual excellence in their work and in their association with other people inside and outside of the workplace. The Company strives to motivate employees to achieve this excellence by providing leadership, training, proper materials, facilities and a cooperative environment.

Managers are responsible for developing organizations and systems that accommodate the goal of achieving Customer satisfaction. Managers must recognize and support employees charged with the responsibility of interacting with Customers. Employees who are authorized to work with Customers are responsible for carefully listening and fully understanding their requirements and expectations. These employees should be as responsive as possible to those needs within the province and spirit of good business practices. Managers must monitor Customer satisfaction on a continuing basis, making appropriate adjustments and corrections if problems occur. This Quality Manual is produced to provide guidance to achieve the policies and goals of the Company. This manual of policies and procedures are subject to review by the Customer. The Company's Mission is to continually improve products and services.

2.0 ORGANIZATION

2.1 Quality Responsibility and Authority[3.2.3]

The quality manager has the responsibility and authority to resolve matters relative to quality in products, processes, and services from internal and external sources. Quality may suspend internal and external processes and services that do not meet requirements until appropriate corrective and preventive action is implemented on an expedited, high priority basis. In addition, Quality may withhold internal and external shipments of products that do not meet requirements until appropriate corrective and preventive action is implemented on an expedited, high priority basis. The quality manager reports directly to the President. Quality supervisors, inspectors, and auditors report directly to the quality manager.

2.1.1 Problem Resolution

Quality problems resulting from a variance to a program requirement are resolved by the organizational Group assigned the specific responsibility. Decisions affecting Quality, Cost, or Schedule are recorded using documented correspondence. Company correspondence is distributed and retained. Each organizational Group has the authority, responsibility, and freedom to initiate, recommend or provide solutions for programmatic problems; however, each Group is expected to fulfill this inspection system at all levels and protect the quality effort of other Groups upon which they have an influence.

2.2 Initial Quality Planning[3.11.1, 3.11.2]

The Quality Group is responsible for review of new and pending work based on the receipt of a Request for Proposal (RFP), the receipt of a new contract or potential contract or the activation

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of a Company-funded program to integrate special or unusual contract requirements into quality plans and procedures.

2.3 Inspection and Testing Documentation[3.2.1]

2.3.1 Preparation

All work affecting quality is described by clear and complete documented instructions of a type appropriate to the circumstance. Preparation, maintenance, reviews and compliance with instructions is accomplished in 'real-time' or as a result of the initial quality planning function.

2.3.2 Inspection Instructions[3.9]

The Quality Group prepares an inspection instruction sheet for all inspection work by performing tasks that may include, but are not limited to:

- [redacted].
- Prepare Inspection Instruction Sheet, (IIS). The IIS may include, but is not limited to:

IIS#	Specification number(s) and revision letter(s)
Title of IIS	Mfg/QA Traveler/Planner# supported by the IIS
[redacted]	[redacted]

- [redacted]

After approval the IIS is released for use where specified. The IIS is exempt from issue control; however, [redacted]

2.4 Records[3.2.2]

2.4.1 General

Data to be recorded includes [redacted]

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[redacted]

2.4.2 Record Verification

Records are examined for [redacted]

2.4.3 Record Maintenance

A Document Control Center can be used to maintain records as directed by the contract or for seven (7) years if not specified by the contract. To the extent practicable, records are [redacted]

2.4.4 Active Records

Records for active contracts are maintained in the quality area handling the inspection system. Records are removed [redacted]

2.4.4.1 Objective Evidence

Records are collected or produced to the extent necessary to [redacted].

2.5 Corrective Action[3.2.3]

2.5.1 Internal Corrective Action Requests

A Corrective Action Request (CAR) or a Request for Corrective Action (RFCA) is initiated as promptly as practicable to [redacted] are corrected on an expedited, high priority basis.

2.5.2 Corrective Action Implementation by the MRB

The MRB forwards the CAR or RFCA to [redacted]

2.5.2.1 Corrective Action Monitoring

An initial review of the adequacy of improvements and corrections and the monitoring of the effectiveness of actions taken are [redacted]

2.5.3 Supplier Corrective Action

A Supplier corrective action is initiated by the MRB, Purchasing Group or a Customer. A Corrective Action Request (CAR or RFCA) form is completed as specified by the Customer, the MRB or by the Quality Group. The CAR/RFCA form is [redacted]

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Acceptable Supplier responses are forwarded to [redacted]

2.5.4 Customer Request for Corrective Action

A Customer request for corrective action may be communicated verbally or by letter or by formal corrective action request. These requests may [redacted].

2.5.4.1 Corrective Action Implementation

The Corrective Action Board (CAB), working with other Company organizations as needed, [redacted]

2.5.4.2 Corrective Action Progress

Progress of the corrective action is monitored by the Quality Group to [redacted]

3.0 FACILITIES AND STANDARDS

3.1 Drawings, Documentation and Changes[3.2.4]

The Quality Group verifies that the latest revisions of documents that are specified by contract are [redacted]

3.2 Change Control[3.2.4]

Changes to contractual requirements are documented using an Engineering Order, Request for Waiver / Deviation or an Engineering Change Proposals according to [redacted]

3.3 Measuring and Test Equipment[2.1, 3.3]

All measuring and test equipment instruments and devices used to determine a deliverable item's conformance to specified requirements are [redacted]

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[redacted] Tools that are used for inspection purposes are calibrated prior to use. The environment where measuring and test equipment instruments and devices are both calibrated and used is controlled to the extent necessary to assure required accuracy, with consideration given to temperature, humidity, vibration, cleanliness and other controllable factors.

3.4 Use of Contractor's Inspection Equipment[3.3]

3.4.1 Availability

Company owned gauges, inspection devices and test equipment are made available for use by Customers when [redacted]

3.5 Control of Purchases[3.11, 3.11.1, 3.11.2, 3.11.3]

3.5.1 Procurement Document Requirements Review

The Quality Group reviews procurement documents to [redacted]

The Supplier is directed to provide some or all of the following:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

If there are discrepancies in the procurement document, it is [redacted]

3.6 Materials and Material Control[3.9, 3.12]

3.6.1 Receiving Inspection

All materials are evaluated by receiving inspection to the extent necessary to [redacted]

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[redacted]

Three levels of inspection sampling can be used: [redacted] *Sampling to permit defects is not permitted.*

When an item drawing is revised and/or when an item is purchased to a revision level that differs from parts in stores, the early revision parts [redacted]

Parts that have been sent out for special processing are [redacted]

The acceptable material from a lot subjected to 100% inspection may be released to production upon completion of appropriate documentation.

[redacted]

Receiving inspection personnel observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

The Company's specifications do not take precedence [redacted]

3.6.2 Raw Material Inspection

The Purchasing Group specifies physical and/or chemical characteristics and properties on purchase orders for raw materials. The purchase order requires the Supplier to provide

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[redacted]

When tests or analyses are complete the test report is returned to receiving inspection for compliance verification.

[redacted]

3.6.3 Control of Special Materials

[redacted]

3.7 Production Processing and Fabrication[3.2.1]

3.7.1 In-process Inspection

The Quality Group is responsible for [redacted]

These inspections are performed as defined by [redacted]

3.7.2 Inspection Methods[3.4]

Inspection methods may include, but are not limited to: [redacted]

The inspection includes verification of compliance to:

- [redacted]

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- [redacted]
- [redacted]
- [redacted]

When physical inspection of processed supplies is impossible or disadvantageous, indirect control of product quality is accomplished by [redacted]

3.7.2.1 Calculated Risk Release

In the event materials, components or assemblies are needed prior to receipt of Certified Test Data, Certificate of Compliance or Analysis, approved Request for Deviation or Waiver or other limited risk condition, cognizant MRB members of the Products and Quality Group may release the articles on a Calculated Risk. [redacted]

An open CRR prevents delivery of supplies unless waived by the Customer.

3.7.3 Identification[3.5]

Parts or assemblies found to be in compliance with inspection requirements are identified as [redacted]

3.7.4 Failure Reporting

A Material Report is initiated by process or inspection personnel for each failure detected, including those discovered during [redacted]

3.7.5 Tooling Inspection[3.3]

All production tools such as jigs, fixtures and templates used for producing deliverable supplies are [redacted]

3.8 Completed Item Inspection and Testing[3.2.1, 3.5]

3.8.1 Final Physical and Visual Inspection

All finished goods are inspected as specified on the applicable inspection instruction or Traveler or as specified by the Quality Group. Parts and assemblies are processed only after all operations specified on applicable process documentation are identified as complete and accepted. Inspections are made using [redacted]

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[redacted]

3.8.2 Final Acceptance Testing

Supplies are approved for acceptance testing after a determination has been made that the supply is [redacted]

3.8.3 Final Acceptance Processing

After successful completion of final inspection and test, completed supplies are examined for the following:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

Documentation attesting to the acceptance of the supply is annotated upon completion of the final inspection and test.

3.9 Handling, Storage and Delivery

3.9.1 Protecting Product Quality

The Quality Group specifies, where required and according to contractual directives, instructions for [redacted]

The following routines apply:

- [redacted]
- [redacted]

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inspection is responsible for supervising the proper shipping of supplies, including the

- [redacted]

3.10 Nonconforming Material[3.7]

3.10.1 Material Review Board

The primary responsibility of the Material Review Board is to [redacted]

3.10.2 Material Review Processing

- [redacted]
- [redacted]

3.11 Indication of Inspection Status[3.5]

3.11.1 Inspection Stamps

The Quality Group controls inspection stamps. The primary acceptance stamp is [redacted]

3.11.2 Identification Media

The inspection status of supplies is recorded on accompanying paperwork with a rubber stamp and in some instances with notations and signatures. Rubber stamps are of a design distinctly different from Government inspection stamps. The inspector completes a Good Material Tag, following its format, upon completion of final inspection when specified by the Inspection Instruction. When a condition exists that requires temporary suspension of inspection or processing activities, the inspector completes [redacted]

3.12 Government Inspection at Subcontractor or Vendor Facilities[3.8, 3.11, 3.11.1, 3.11.2]

When the Customer wishes to conduct Source Inspections at Supplier facilities, the following statement is normally included in the Customer's purchase agreement: [redacted]

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[redacted]

When the Customer contract is accepted, the Source Inspection statement is [redacted]

3.13 Government Property[3.6]

Government and Customer property is controlled according to contractual requirements and applicable property and/or facility agreements, including, but not limited to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

3.13.1 Bailed Property

Bailed property is controlled according to contractual requirements and applicable property and/or facility agreements.

Referenced Documents: (delete prior to release of manual)

ASTM D 3951 – Commercial Preservation, Packaging, Packing and Marking
QC-101 – Inspection Instruction Form
QC-102 – Request for Corrective Action
QC-103 – Material Report Form
QC-104 – Calculated Risk Release Form
QC-105 – Good Material Tag
QC-106 – Withhold Tag
QC-107 – Routing Ticket
QC-108 – R&I Inspection Record
QC-109 – Engineering Order
QC-110 – Request for Waiver / Deviation
QC-110-1 – Mil-Std-973 Request for Waiver / Deviation
QC-111 – Mil-Std-481 Engineering Change Proposal
QC-112 – Inspection Record
QC-113 – Bad Material Tag
QC-114 – R&I Inspection Instructions
QC-115 – Property Control
QC-116 – Calibration System and Forms
QC-117 – Supplier Quality Requirements
QC-118 – Basic Contract Review
QC-119 – Traveler
QC-120 – Purchase Order
QC-121 – Purchase Order Review Instructions
QC-122 – Dimensional Analysis Record
QC-123 – Data List
QC-124 – Inspection System Survey

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