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Add to Cart

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**				
			Size:	**A**	CAGE:		Form Rev: Orig 1 of 13

Your Logo

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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]

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]

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 [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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- [redacted]
- [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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SUPPLIER SURVEY

SUPPLIER INFORMATION:

CAGE CODE: _____

Supplier Name: _____ **Supplier Code: _____**

Address: _____
(Street) (City) (State) (Zip)

Quality Manager: _____ Phone: _____ Fax: _____

SURVEY BACKGROUND INFORMATION:

Reason for Survey: New Supplier ☐ Recertification ☐ Corrective Action Follow-Up ☐

Survey Date:_____ Approval Date:_____

Approval Method: Survey ☐ History ☐

(If History, attach summary) History summary attached: Yes ☐ No ☐

Special Process Codes (if known) _____

SUPPLIER BACKGROUND INFORMATION:

Housekeeping is adequate ☐ Yes No ☐

Floor Space is adequate ☐ Yes No ☐

Government Source Inspection is on Site ☐ Yes No ☐

GSI is Itinerant ☐ Yes No ☐

Number of shifts ☐ 1 ☐ 2 ☐ 3

Number of Employees _____ Number in Quality _____ Years in Business _____

Delegated active Material Review Board ☐ Yes No ☐ Delegated by _____

% Government Business _____

SURVEY RESULTS: APPROVAL STATUS: (A, C, or D) _____

A = Approved C = Conditional D = Disapproved

Survey Expiration Date (if required by applicable specification) _____

Survey Follow-Up Required: Yes ☐ No ☐ Additional Comments are attached: Yes ☐ No ☐

This survey was performed by _____.

Surveyor's Office Phone Number: _____. Survey was requested by:_____

Signature: _____ Date: _____

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SUPPLIER SURVEY

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
	1.0 Scope **1.1 Scope (Not applicable)** **1.2 Applicability (Not applicable)** **1.2.2 Relation to other contract requirements (Not applicable)** **1.2.3 Options (Not applicable)** **2.0 Applicable Documents (Self explanatory)** **2.1 General (Self explanatory)** **2.2 Amendments and revisions (Self explanatory)** **2.3 Ordering Government Documents (Self explanatory)** **3. Requirements** **3.1 Contractor Responsibilities**		
1. (1)	Does the inspection system cover all supplies and services offered to the Government for acceptance?		
2. (2)	Does the inspection system cover all supplies and services procured from subcontractors or vendors?		
3. (3)	Does the inspection system assure that all supplies and services submitted to the Government for acceptance conform to contract requirements?		
4. (4)	[redacted]		
[redacted]			
[redacted]			
[redacted]			
[redacted]			
	3.2 Documentation, Records and Corrective Action		
9. (1)	Are all inspection instructions clear, complete and up to date?		
10. (2)	Are all required instructions available and current?		
11. (3)	[redacted]		
[redacted]			
	3.2.2 Records		
13. (1)	Does the contractor maintain adequate records of all examinations and tests?		
14. (2)	Do the records indicate the nature and number of observations made?		
15. (3)	[redacted]		
[redacted]			

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SUPPLIER SURVEY

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
17. (5)	[redacted]		
	3.2.3 Corrective Action		
18. (1)	Is action taken promptly to correct all conditions that cause defects to be submitted for Government acceptance?		
19. (2)	[redacted]		
	[redacted]		
	3.2.4 Drawings and Changes		
21. (1)	Does the contractor's inspection system provide procedures that assure that only the latest applicable drawings, specifications and instructions, including all approved changes, are used for fabrication, examination and testing?		
22. (2)	[redacted]		
	3.3 Measuring and Test Equipment		
23. (1)	Are the gauges, testing and measuring equipment that are necessary to assure that products meet technical requirements available and are procedures established for their use?		
24. (2)	Is the test and measuring equipment properly maintained?		
25. (3)	[redacted]		
	[redacted]		
	[redacted]		
	[redacted]		
	[redacted]		
	[redacted]		
	[redacted]		
32. (10)	Does the contractor make inspection equipment and facilities available to the Government representative for verification of the contractor's results where required?		
33. (11)	[redacted]		

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SUPPLIER SURVEY

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
	3.4 Process Controls		
34. (1)	Are there contract or specification requirements for control of any specific manufacturing processes or operations?		
35. (2)	[redacted]		
	3.5 Indication of Inspection Status		
36. (1)	Does the contractor have an effective system for identifying the inspection status of products?		
37. (2)	[redacted]		
	3.6 Government Furnished Material **3.6.1 Damaged Government Furnished Material (GFM)**		
38. (1)	Does the contractor examine GFM upon receipt for damage, quantity, completeness and type?		
39. (2)	[redacted]		
[redacted]			
[redacted]			
42. (5)	Does the contractor record and report to the Government any damage, malfunction or deterioration of GRM prior to, during and after installation?		
43. (6)	[redacted]		
	3.7 Nonconforming Material		
44. (1)	Does the contractor have an effective system for controlling nonconforming material?		
45. (2)	[redacted]		
[redacted]			
[redacted]			
[redacted]			
	3.8 Qualified Products (Not applicable) **3.9 Sampling Inspection**		

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SUPPLIER SURVEY

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
49. (1)	Do required sampling procedures conform to the applicable specification or other procurement documents?		
50. (2)	[redacted]		
	3.10 Inspection Provisions		
51. (1)	Has the contractor elected to use any inspection equipment or procedures other than those specified or referenced in the contract?		
52. (2)	[redacted]		
	3.11 Government Inspection at Subcontractor or Vendor Facilities **3.11.1 Government Inspection Requirements** **3.11.2 Purchasing Documents** **3.11.3 Referenced Data**		
56. (1)	Do contractor purchasing documents require Government source inspection of supplies only when the Government so requested?		
57. (2)	[redacted]		
	3.12 Receiving Inspection		
59. (1)	Is all received material inspected as necessary to assure conformance with contractual requirements?		
60. (2)	Is the Government representative notified of all defects found in material subjected to Government procurement quality assurance actions at source?		
61. (3)	[redacted]		
	3.13 Government Evaluation		
62. (1)	Does the contractor permit the Government representative to evaluate the inspection system and the		

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SUPPLIER SURVEY

Audit and HDBK 51 Question Number	MIL-I-45208 Paragraphs	Acceptable	In space under 'Acceptable' enter 'Y' for conformance, 'N' for Nonconformance, or 'X' for Not Applicable. Under comments enter statement describing nature of nonconformance for each 'N' entry. **Comments are mandatory for all objective evidence observed.**
	supplies it generates?		
63. (2)	[redacted]		

NOTES

Surveyed by: _____ Title: _____
Survey Date(s): _____
Site: _____ City: _____ State: _____
Telephone No. _____

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Quality Systems Cross Reference Matrix

Quality System Elements	MIL-I-45208A	MIL-Q-9858	ISO 9001:94	ISO 9001:2008	ISO 9001:2015
Management Responsibility:	3.1	1.3, 3.1	4.1	5.1, 5.3, 5.4.1, 5.5.1, 5.5.2, 5.6, 6.1, 6.2.1, 8.5.1	
Quality System, Initial Quality Planning:	1.1	1.3, 3.2	4.2	4.1, 4.2.1, 4.2.2, 5.4.2, 7.1	
Contract Review:	1.2	3.2, 1.4	4.3	5.2, 7.2.1, 7.2.2, 7.2.3	
Design Control:	N/A	4.1	4.4	7.2.1, 7.3	
Document and Data Control:	3.2	4.1	4.5	4.2.3	
Purchasing:	N/A	5	4.6	7.4.1, 7.4.2, 7.4.3	
Control of Customer Supplied Product:	3.6	7.2	4.7	7.5.4	
Product Identification and Traceability:	N/A	6.1	4.8	7.5.3	
Process Control:	3.4	6.2	4.9	6.3, 6.4, 7.5.1, 7.5.2	
Inspection and Testing:	3.1, 3.2.1, 3.12	6.1, 6.2, 6.3	4.10	7.1, 7.4.3, 7.5.3, 8.1, 8.2.4	
Control of Inspection, Measuring and Test Equipment:	3.3	4.2-4.5	4.11	7.6	
Inspection and Test Status:	3.5	6.7	4.12	7.5.3	
Control of Nonconforming Product:	3.7	6.5	4.13	8.3	
Corrective Action:	3.2.3	1.3, 3.5	4.14	8.5.2, 8.5.3	
Handling, Storage, Packaging, Preservation, and Delivery:	3.6	6.4	4.15	7.5.1, 7.5.5	
Control of Quality Records:	3.2.2	3.4	4.16	4.2.4	
Internal Quality Audits:	N/A	N/A	4.17	8.2.2, 8.2.3	
Training:	N/A	N/A	4.18	6.2.2	
Servicing:	N/A	1.3	4.19	7.5.1	
Statistical Techniques:	N/A	6.6	4.20	8.1, 8.2.3, 8.2.4, 8.4	

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Your Logo	Inspection Instructions	QC-101 (mo/yr) Page 1 of 1
	Special Instructions: [redacted]	[redacted]
		[redacted]
		[redacted]

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

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REQUEST FOR CORRECTIVE ACTION

1	RFCA#:	Date:	MR#:
2	☐Internal	☐External	
3	To:	Return To: Your Co. Attention: Address:	
4	Classification of Defect ☐Critical ☐Major ☐Minor Required Response(Working Days) ☐___Days ☐15Days ☐30Days ☐Implement Next Purchase Order	Nonconformance Report#: Purchase Order#: Part#: Spec#: Lot Qty: Reject Qty: Supplier Type:	
5	[redacted]		
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
11	[redacted]		
[redacted]			

Your Logo QC-102 (mo/yr)

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Nonconformance Report Disposition Process

(mo/yr)

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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 PROGRAM**				
Your Dept:		Date	Your Procedure #				
Your Dept:		Date	Size:	**A**	CAGE:		Your Form # (mo/yr) 1 of 1

Your Company Logo

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1.0	Reporting Agent	When a nonconformance, continuous improvement or calculated risk condition occurs in manufacturing, testing or inspection, record the condition on the top-half of a Material Report, QC-103-2, following its format. Do not [redacted]
1.1	Reporting Agent	Forward completed MR to Document Control (DCC).
2.0	DCC	Enter MR into the routing database, copy the MR, stamp DCC on the form and forward original to the Quality Mgr.
3.0	Quality Mgr.	[redacted]
4.1	1st MRB Reviewer	[redacted]
	IF	THEN
	Engineering Order (EO) or Request for Waiver (RFW) is the normal course of action	[redacted]
4.2	1st MRB Reviewer	[redacted]
5.0	MRB Staff	[redacted]

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	IF	THEN
	MRB Member Disagrees with recorded disposition	[redacted]
5.1	MRB Staff	Perform actions required to maintain the disposition status on the MR Form, e.g., re-sign MR Form A/R to keep it current through each disposition event; hand-carry for completion, caucus for consensus, etc.
6.0	Quality Mgr.	[redacted]
	IF	THEN
	Customer Required	Forward MR to Configuration and Discrepancy Mgr. for retrieval of Customer concurrence of disposition or signature when required by contract (RFW or ECP A/R).
6.1	Quality Mgr.	Upon completion of the MRB, forward the completed MR to the Configuration and Discrepancy Mgr.
7.0	Configuration and Discrepancy Mgr.	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
	[redacted]	[redacted]
	[redacted]	[redacted]

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MATERIAL REPORT

☐Nonconformance ☐Continuous Improvement Opportunity ☐Calculated Risk Release

SUBCONTRACTOR:_____ DATE RECEIVED: _____

MR#: SHEET _____ OF _____

Traveler#:		Op#:		Quantity Received:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para#, & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							
Part#:							
Part# Rev:							
Lot or S/N:							
P.O.#:							

ACN=Advance Change Notice; RFCA=Request for Corrective Action; RTV=Return to Vendor; Supplement=Add to Existing Procedure

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Your Logo Use other side for additional information **Shaded Area for Administrative Use Only**

CALCULATED RISK RELEASE

Date:		[redacted]	
[redacted]			

	[redacted]	☐ [redacted] ☐ [redacted]	
	[redacted]		
	[redacted]		

Your Logo

QC-104 (mo/yr)

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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

GOOD MATERIAL TAG			Your Logo		
P/N:		PO #:		Date:	
Dwg #:		Rev:		Lot #:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					

QC-105 (mo/yr)

GOOD MATERIAL TAG			Your Logo		
P/N:		PO #:		Date:	
Dwg #:		Rev:		Your Lot #:	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]		[redacted]		[redacted]	
[redacted]			[redacted]		
[redacted]					
[redacted]					
[redacted]					
[redacted]					

QC-105-1 (mo/yr)

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WITHHOLD TAG		Your Logo	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

[redacted] (mo/yr)

BAD MATERIAL TAG		Your Logo	
Date:		Item Name:	
PO #:		Item P/N:	
[redacted]		[redacted]	
[redacted]			

QC-113 (mo/yr)

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GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

GOOD MATERIAL TAG		Your Logo		
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Ready For:				
Initials:				

QC-105-2 (mo/yr)

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WITHHOLD TAG		Your Logo	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

QC-106-1 (mo/yr)

WITHHOLD TAG		Your Logo	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

QC-106-1 (mo/yr)

WITHHOLD TAG		Your Logo	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

QC-106-1 (mo/yr)

WITHHOLD TAG		Your Logo	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

QC-106-1 (mo/yr)

WITHHOLD TAG		Your Logo	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

QC-106-1 (mo/yr)

WITHHOLD TAG		Your Logo	
Date:		Item Name:	
PO #:		Item Part Number:	
Lot #:		Material Report #:	
S/N:		Initials:	
Reason for Withholding:			

QC-106-1 (mo/yr)

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…

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ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

ACCEPTED MATERIAL		Your Logo		
THIS MATERIAL HAS BEEN INSPECTED AND ACCEPTED				
P/N:		Rev:		Date:
PO#:		Lot#:		
MR#:		Qty Ok:		
Initials:				

QC-105-3 (mo/yr)

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FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

QC-105-4 (mo/yr)

FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

QC-105-4 (mo/yr)

FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

QC-105-4 (mo/yr)

FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

QC-105-4 (mo/yr)

FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

QC-105-4 (mo/yr)

FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

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FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

QC-105-4 (mo/yr)

FINAL INSPECTION
PERFORMED BY _____
YOUR LOGO

QC-105-4 (mo/yr)

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Helpful Hints:

Purchase “presentation” paper in your choice of color and then print and cut labels whenever you need.

Purchase peel-and-stick labels of the correct size and then print whenever you need.

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j

Your Logo

ROUTING TICKET

ACCOUNT#:

Operator:		Date:	
XXX Lot#:		XXX Lot#:	
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			

Prepare Routing Ticket for each…

QC-107 (mo/yr)

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Drawing No:					**RECEIVING INSPECTION REPORT**					
Item Name:					Your Co					
Sampling Plan: [redacted]										
[redacted]										
1										
2										
3										
4										
5										
6										
7										
8										
9										
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Your Logo QC-108 (mo/yr)

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EO NUMBER:	DATE:	MR#:

ENGINEERING ORDER

Page of

CLASS I☐ II☐	PERSON REQUESTING ENGINEERING ORDER:	
	PERSON WRITING ENGINEERING ORDER:	

HOLD PO'S PENDING APPROVAL YES☐ NO☐	CUSTOMER APPROVAL YES☐ NO☐	CUSTOMER CONCURRENCE YES☐ NO☐	EXISTING PARTS AFFECTED YES☐ NO☐

[redacted]

[redacted]			
[redacted]	☐	☐	[redacted]
[redacted]	☐	☐	[redacted]
[redacted]	☐	☐	[redacted]
[redacted]	☐	☐	[redacted]

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Your Logo	**REQUEST FOR DEVIATION / WAIVER**	
1. NAME AND ADDRESS Your Co	2. CAGE CODE	3. RDW NO.
	4. PURCHASE ORDER NO.	5. DATE
	4a. PURCHASE ORDER LINE NO.	6. DEVIATION ☐ WAIVER ☐

7. [redacted]

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

12. [redacted]	[redacted]
[redacted]	[redacted]
[redacted] ☐ [redacted] ☐	[redacted] ☐ [redacted] ☐
[redacted] [redacted]	[redacted] [redacted]
[redacted]	[redacted]

QC-110 (mo/yr)

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Drawing No:		INSPECTION RECORD	QC-112 (mo/yr)
Item Name:		(Your Co)	Front
		(Description of Inspection Process)	

	[redacted]																				
1																					
2																					
3																					
4																					
5																					
6																					
7																					
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Description of Inspection Operation continued...

Set #	Op 13	Op 14	Op 15	Op 16	Op 17	Op 18	Op 19	Op 20	Op 21	Op 22	Op 23	Op 24	Op 25	Op 26	Op 27	Op 28	Op 29	Op 30	Op 31	Op 32	Op 33	Comments
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Your Logo	Receiving Inspection Instructions		QC-114 (mo/yr) Page 1 of 1
	Special Instructions: ANSI Z 1.4; Level I reduced, AQL 1.0 Die-controlled = 5/lot Commercial or items >50Lbs = 1/Lot	Specification:	
		Specification:	
		Approval:	

Oper	Qty	Description of Inspection Operation	Gage	Comment
R&I	---	Op 1 [redacted] Op 2: [redacted] Op 4: Verify the Supplier is listed in the approved Supplier List Op [redacted] Op 9: [redacted] Op 10: Verify [redacted] Op 11: Verify [redacted] Op 12: Verify [redacted] Op 13: Affix a Good Material Tag to acceptable supplies. For supplies that exhibit a lot number for [redacted] Op 14: Prepare a Material Report for nonconforming supplies Op 15: Complete inspection record QC-108 and record the measurement tool number(s) in the Remarks field Op 16: [redacted]		

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Property Control

(mo/yr)

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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 PROGRAM**	
Your Dept:		Date	Your Procedure #	
Your Dept:		Date	Size: **A** CAGE:	Your Form # (mo/yr) 1 of 10

Your Company Logo

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3.0 RECEIVING **4**
4.0 CUSTOMER PROPERTY RECORDS **5**
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4.2 Documentation *5*
4.3 Postings to Property Records *5*
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1.0 PURPOSE

To prescribe the minimum procedures for the control of Customer Property according to the regulations outlined in the Federal Acquisition Regulation, Part 45.

2.0 SCOPE

This procedure shall cover all property furnished to or acquired for use on contracts.

a. Property Administrator means the individual duly designed by appropriate authority to administer the contract requirements and obligations relative to property. The person is an authorized representative of the Contracting Officer.
b. Property means all property owned by or leased or acquired by the Customer under the terms of a contract. Property and contractor acquired property is defined as:

1. Property in the possession of or acquired directly by the Customer and subsequently delivered or otherwise made available to the contractor.
2. Contractor acquired property is property procured or otherwise provided by the contractor for the performance of a contract, title to which is vested in the Customer.

c. Customer material is property that may be incorporated into or attached to an end item to be delivered under a contract or which may be consumed in the performance of a contract. It includes, but is not limited to, raw and processed material, parts, components, assemblies and small tools and supplies.
d. Special Tooling means all dies, jigs, fixtures, molds, patterns, taps, gauges, other equipment and manufacturing aids and replacements thereof, acquired or manufactured by the contractor for use in the performance of a contract, which are of such specialized nature that, without substantial modification or alteration, their use is limited to the development or production of particular services (does not include consumable property, special test equipment or buildings, non-serviceable structures, general or special machine tools or similar capital items).
e. Plant Equipment means personal property of a capital nature (equipment, vehicles, machine tools, test equipment, furniture and accessory and auxiliary items, excluding Special Tools and Special Test Equipment) used or capable of use in the manufacture of supplies or in the performance of services or for any administrative or general plant purpose.
f. Scrap means property that has no reasonable prospect of being sold except for recovering value of its basic material content.
g. Salvage means property recoverable for further use which because of its worn, damaged or deteriorated, incomplete condition or specialized nature, has no reasonable prospect of sale or use as serviceable property without major repairs or alterations, but which has some value in excess of scrap.
h. Custodial Records means written memoranda or identifying method of any description or the type used to control items issued from Tool Cribs, Tool Rooms, Stockrooms, etc., such as requisitions, issue hand receipts, took checks, stock record cards or books and the like.

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i. Individual Item Record means a separate card, form or document, used to account for one item of property.

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. Discrepancies Incident to Shipment means all deficiencies incident to the shipment of Customer property to or from a contractor or vendor's facility, Customer depot or like source wherein differences exist between the property said to have been shipped and the property actually received are identified as discrepancies incident to shipment. These deficiencies include, but are not limited to, loss, damage, destruction, improper status and condition coding, error in documentation, i.e., identity or classification and improper status and consignment or unit not furnished.

l. Work-in-Process is the definition used for the purpose of financial reporting and covers material which has been released to the production element.

m. CPFF Material, Contractor procured CPFF material is property purchased by the contractor, acting as agent for the Customer, for use in connection with a specific cost-plus type contract. This material becomes Customer property upon receipt and acceptance by the contractor.

n. Bonded Storage means a secure storage area with access limited to designated personnel.

3.0 RECEIVING

Receiving Inspection shall inspect all Customer furnished property upon receipt to verify [redacted]

3.1 If overages, shortages or damaged conditions are noted upon receipt of property acquired for the Customer account (under a CPFF contract), the Company shall [redacted].

3.2 Upon receipt of Customer furnished property or property acquired by the Company for the account of the Customer the receiving function shall [redacted]

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3.3 Shipping containers that pack Customer property that are of a reusable nature shall [redacted]

4.0 CUSTOMER PROPERTY RECORDS

Upon receipt of Customer owned property and/or material, the Company Property Administrator shall establish individual item records or stock record cards as necessary according to the provisions of FAR-[redacted]. 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 Property Administrator immediately. Records shall be maintained to provide the following information:

a. [redacted]
b. [redacted]
c. [redacted]
d. [redacted]
e. [redacted]

The Company shall forward this information in writing to the Customer Property Administrator within [redacted].

4.2 Documentation

Documentation supporting all entries to the Customer Property Records shall be maintained by the Company Property Administrator (i.e., receiving documents, issue documents, disposition documents, etc.)

4.3 Postings to Property Records

All property record postings shall [redacted]

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5.0 MATERIAL REQUISITION/ISSUE

After receipt of Customer furnished material and preparation by the Company Property Administrator of the required stock record cards the material shall be [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 Company Property Administrator to assure [redacted]

7.0 MAINTENANCE

The Company Property Administrator shall insure [redacted]

8.0 PHYSICAL INVENTORIES

Inventory, as used in this procedure, consists of sighting, tagging or marking (when considered necessary), describing, recording and reporting the property concerned and reconciling the property recorded and reported with the property records.

The personnel who perform the physical inventory shall not be the same individuals who maintain the property records or have custody of the property. [redacted]

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[redacted]

8.1 The Company shall investigate and report to the Customer Property Administrator (CPA) all cases of loss, damage or destruction of Customer Property, either in raw material or completed/[redacted]

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 property was furnished, the Company shall perform an inventory to determine if any residual items of Customer property or scrap are remaining. If residual items or scrap remain, the Property Administrator shall list such items on [redacted]

10.0 SUBCONTRACT CONTROL

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

Responsibility for Property [redacted]

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[redacted]

Unless relieved by the Contracting Officer with respect to Customer property as herein provided, Seller shall [redacted]

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

11.0 REPORTS

Reports shall be prepared by the Property Administrator according to the terms of individual Customer contracts.

12.0 PRECIOUS METALS, [redacted]

12.1 Immediately upon receipt Receiving Inspection (R&I) shall inspect material according to para. 3 - 3.2.

12.1.1 Sensitive material shall be stored in bonded storage immediately upon acceptance or rejection by R & I.

12.2 The Company's Property Administrator, upon taking possession of accepted sensitive material, shall [redacted]

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12.2.1 The Company Property Administrator shall [redacted].

12.2.2 Property records shall exhibit [redacted].

12.3 The Property Administrator shall issue [redacted]

12.4 All other conditions of this procedure shall be complied with as required.

12.5 The Property Administrator shall notify the Customer Property Administrator by [redacted]

13.0 REQUESTING AND/OR ACQUIRING CUSTOMER FURNISHED PROPERTY

A. [redacted]

B. [redacted]

14.0 HAZARDOUS WASTE MANAGEMENT

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

14.1 [redacted]

14.2 [redacted]

14.2.1 The instructions shall contain [redacted].

14.2.1.1 Storage and handling instructions may be in the form of [redacted].

14.3 Scrap or Salvage materials shall be dispositioned by the Customer Property Administrator according to paragraph 9.

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15.0 WORKMANSHIP

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

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Metrology Recall Card

Description:				Calib Frequency:					
Type:			Model:			S/N:			
Property ID#:									
[redacted]									
[redacted]									
[redacted]									
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

QC-116-1 (mo/yr)

Instrument and Case Identification Tag (shrink to fit)

Tool #:		Tech:	
[redacted]			
[redacted]			
[redacted]:			

QC-116-2 (mo/yr)

Instrument Deviation Tag (shrink to fit)

Tool#:	
Tool Value	Standard Value
Tech:	
[redacted]	QC-116-3 (mo/yr)

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Measuring and Test Equipment Calibration Report

☐ In Tolerance as Received	☐ Out-of-Tolerance as Recv'd	PO# for M&TE:
Department:	Date:	
Equipment:	Location:	
Size-Range:	Mfg-Model:	

Remarks:

QC-116-4 (mo/yr) Front

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IMPACT ANALYSIS REPORT

Number of parts that may be out-of-spec – List Model # and projected quantities for each type that [redacted]

± tolerance range for each dimension checked with the out-of-spec equipment – list by P/N

[redacted] .

[redacted]

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Your Procedure # Rev: (mo/yr)	[Title] Calibration Instruction Sheet	QC-116-5 (mo/yr) Page 1 of

Special Instructions:		[redacted]	
		[redacted]	
[redacted]		[redacted]	

[redacted]	[redacted]	[redacted]	[redacted]

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Calibration System
Policies and Procedures

(mo/yr)

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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 PROGRAM**				
Your Dept:		Date	Your Procedure #				
Your Dept:		Date	Size:	**A**	CAGE:		Your Form # (mo/yr) 1 of 9

Your Company Logo

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1.0 Scope

These procedures comply with the requirements of [redacted] Measuring instruments are calibrated, at a temperature of [redacted] and [redacted] relative humidity, in the [redacted] For cases where calibration must be conducted in the production area, stabilization time is also allowed.

2.0 Definitions

a) Gages are precision devices that compare the characteristics of an item to specified requirements.

b) Recall - All gages 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 product during the month/year recall interval.

c) M&TE - Measurement and test equipment

d) Standards - Accepted values of natural physical constants or values traceable to National or International Standards.

e) Procurement of Gages - Gages are procured from a qualified source and are inspected by Gage Inspection before use. A newly acquired measuring or test device that has been certified as calibrated, and whose certification indicates an NIST reference number, may be issued to the user activity after a calibration interval and records have been established.

f) Special Equipment - (Your Co) standards, instruments, chemicals, and tools for which a measurement standard is not available on-site to perform calibrations.

g) Significantly out-of-tolerance - An instrument's accuracy that exceeds the manufacturer's published limits.

h) Adequacy - Adequacy, range, resolution and stability of M&TE and standards is determined by quality characteristic measurement requirements on an individual basis.

I) Accuracy Ratio - 10:1 for linear, weight, current, and voltage transfer standards.

3.0 Procedures

3.1 Identification

When a gage does not provide its own serial number then a number is issued. The numbers run consecutively for each gage size and may be further identified under a type-coding system. This number is etched or otherwise imprinted upon the gage.

3.2 Storage of Gages

All company owned gages are kept clean and are stored in cabinets and bins in the inspection department, tool crib or other storage areas when not in use.

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3.3 Recall

A rotating card file system is maintained on all instruments. The form used is QC-116-1. The rotating card file provides the means for implementation of recall for any gage that has expired its certification period. [redacted]

Portable gages are physically removed from service and recertified during the recall interval as time permits. Permanent gages are [redacted]

3.4 Working Record

In addition to the card file system, a working record sheet, QC-116-4, is kept on each company-owned gage/standard. The purpose of this record is to [redacted]

3.5 Calibration Frequency

Calibration intervals are based on the following criteria: [redacted].

Calibration intervals are established in terms of [redacted] and the schedule of Table I.

Tools that are identified as "Spares" in the calibration database are calibrated based upon usage rather than time and a usage tag is exhibited on the tool or its case. A "Spare" tool is calibrated after it [redacted]

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TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
Annual	[redacted]	[redacted]
Bi-Annual	[redacted]	[redacted]
3 - 4 Years	[redacted]	[redacted]
5 Years	N/A	[redacted]

3.6 Interval Adjustment

M&TE whose calibration error is recorded as being greater than the last recorded calibration error, but not significantly out of tolerance, reverts to [redacted]

3.7 Interval Extension / Adjustment

M&TE calibration intervals may be extended or adjusted by [redacted]

3.8 Calibration Overdue

Overdue items are prevented from use as practicable. A calibration overdue notice in the form of an inter-office memo or other format may be used to facilitate recall of portable gages.

3.9 Calibration Identification

A calibration tag, QC-116-2, showing [redacted] is attached to each item of M&TE and/or manufacturing tool, gage, jig or fixture used for measurement acceptance of quality characteristics. The tag serves as [redacted]

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3.10 Calibration Standards/Special Equipment

It is the position of the National Conference of Standards Laboratories (NCSL) that:
"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 which bear evidence of traceability, test report numbers should not be used nor be required as proof of adequacy or traceability of test or measurement."
Calibration of special equipment is conducted by [redacted].
When calibrations are made for special equipment the purchase order specifies, [redacted] and also require the lab to submit a report which contains:

1. [redacted]
2. [redacted]
3. [redacted]).
4. [redacted]
5. [redacted]
6. [redacted]
7. [redacted]

3.11 Recall

A rotating card file system is maintained on all (Your Co) Transfer Standards indicating the [redacted]

3.12 Standards Control

A current list of all calibration standards used by the calibration section is maintained and treated as [redacted]

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3.13 Customer Furnished Tooling

The Metrology department places all Customer furnished inspection gages on the calibration system. Records are kept showing [redacted]

3.14 Out-of-Tolerance Equipment and Tooling

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

M&TE found significantly out of tolerance at recalibration for [redacted] is prevented from use (except as otherwise provided) by [redacted] All out of tolerance data is utilized in an evaluation to determine the adequacy of the M&TE for the intended use and to determine the effectiveness of the calibration procedure and measuring or test procedure. A notice is prepared and [redacted]

3.15 Provision for Use of Out-of-Tolerance Equipment (apply sparingly)

An instrument whose calibration error is significantly out-of-tolerance (over a short portion of a specified range) is returned to service only when [redacted]

3.16 Suspected Product Nonconformance

Any product certified with M&TE subsequently found to be out-of-tolerance is immediately reported to the Customer. "The impact on quality of products examined or tested by equipment found to be out-of-tolerance during calibration will [redacted]

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3.17 Traceability

Inspection instruction sheets and manufacturing travelers specify measurement and test equipment utilized for product conformance inspection. The M&TE number is recorded on [redacted]

3.18 Production Tooling Used as Media of Inspection

Any production tooling which is used to accept attributes of a part, sub-assembly or assembly is verified for accuracy prior to its use and [redacted]

3.19 Employee Owned Tools

Personal Tooling or gages owned as personal property by employees of (Your Co) are [redacted]

3.20 Subcontractor Calibration

The quality requirements outlined in Supplier Quality Requirements QC-117 are imposed to the level required by the (Your Co) Quality Group. Criteria for the selection of the inspection level are based on [redacted].

3.21 Storage and Handling of M&TE

M&TE is handled during movement using the manufacturers recommendations or handling practices that prevent exposure to [redacted] - except that which is normally encountered during movement -- and [redacted].

M&TE requiring transportation to a calibration laboratory is packaged to [redacted]

3.21.1 Calibration Prior to Archive / Long-Term Storage

An instrument does not require accuracy verification prior to archive / long-term storage if it was [redacted]

3.22 Setting / Selecting a Reference Standard

Rule: The measurement range of a device being checked for accuracy must be less than [redacted] the maximum measurement range of the reference standard – see the following examples.

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VOLTMETER:
A voltmeter that is required to be calibrated shall be verified for accuracy within an equivalent range on the reference standard, e.g.,

The voltmeter reference standard has scales that range from 2-20V, 20-200V, etc. – the voltmeter being checked for accuracy must be set to the same range as the reference standard – the reference standard must be set to a range that brackets the same range as the voltmeter being checked for accuracy, i.e., if the voltmeter being checked is set to 2-20V then the standard must be set to the same range – do not use the 20-200V range on the standard to check the 2-20V range on the voltmeter being checked for accuracy.

CURRENT SHUNT:
The measurement range of a reference standard shunt must not be greater than [redacted] the measurement range of the shunt being checked for accuracy, e.g., a 100A current shunt reference standard can be used to calibrate a [redacted] but the same standard cannot be used to calibrate a [redacted]

OTHER MEASUREMENT DEVICES:
Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must be at least [redacted] more accurate than the device being checked, e.g., a device being checked has a 1% tolerance then the reference standard must [redacted]

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Supplier Quality Requirements

Mo/Yr

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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 PROGRAM**	
Your Dept:		Date	Your Procedure #	
Your Dept:		Date	Size: **A** CAGE:	Your Form # (mo/yr) 1 of 4

Your Company Logo

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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.

APPLICABILITY

These requirements shall apply to all supplies and services when referenced on the Purchase Order and amendments thereto.
When (Your Co)'s Purchase Order includes Seller's Inspection System QC-117 Level I, as a requirement, Seller's contractual commitment for an Inspection System shall be defined by all paragraphs of this specification.
When (Your Co)'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 '(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 maintain an effective Quality System planned and developed in conjunction with his other functions to comply with contractual requirements. In order that the Quality System will be effective, it shall provide

[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. Until such time as the subject of the negotiation is resolved, the Seller is [redacted]

[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]

The absence of such written identification is a representation by Seller that [redacted]

PROCESS CONTROL

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

The Seller shall develop an Inspection/Test Plan specific in nature and related directly to the hardware produced.
The Plan shall [redacted]

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[redacted]

☐SUBCONTRACTOR CONTROL

The Seller shall be responsible for adequate and effective control over his procurement sources to ensure that [redacted]

☐DRAWING and CHANGE CONTROL

The Seller shall have a procedure and designate a responsible department for the distribution of all current specifications and drawings to the required Production and Inspection areas.
The procedure shall also provide [redacted]

☐RECEIVING INSPECTION

The Seller shall inspect incoming material to assure that purchased raw materials, parts, assemblies, components, tests, processes, hardware, etc. conform to drawings, Purchase Order, and specification requirements. When it is not practicable or feasible to assure quality upon receipt, the Seller shall make provision for [redacted]

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[redacted]

☐STOCK CONTROL

The Seller shall provide for protection and control of supplies and materials stored for use in deliverable (Your Co) products.
Control shall cover such items as [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 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.
[redacted]

☐MATERIAL CONTROL

Nonconforming material shall [redacted]

The Seller shall maintain traceability of raw material used in the manufacture of deliverable products. A correlation shall be made between the data derived from test, inspection, and processing for each item produced and each lot of raw material, and delivered to (Your Co) with each shipment.
The Seller shall maintain controls to assure accomplishment of [redacted]
(Your Co), the Seller will obtain authorization and instruction from (Your Co) Purchasing prior to returning products, and shall [redacted].

☐TECHNICAL REQUIREMENTS

Unless otherwise specified, (Your Co) is responsible for compliance to reliability, safety, weight, or other special requirement, unusual test or inspection procedures or equipment, and any special revision or model identification.

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BASIC CONTRACT REVIEW

Program Name:	
Program Source:	
RFP#:	Contract Type:
[redacted]	
	Date:
	Date:

QC-118 (mo/yr)

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Your Company Name	MFG/QA TRAVELER Your Title	QC-119 (mo/yr) Page 1 of 3

Your #	Rev mo/yr	Customer P/N-Rev:	
Program:		P.O.# & Rev:	
Account#:		Drawing# & Rev:	
Customer:		[redacted]	
SPECIAL INSTRUCTIONS: [redacted]			
EO APPROVAL:	EO#	Data List# & Rev:	ECP#:

OPER	DEPT	Description of Task	SIGN	MR – ECP - ACN	Date	Gage
PART I (Sample Content – replace content as required)						
5	QC	Review analysis: XX%±X% max IAW Your #. Forward copy of test data to Logbook. Record lot# (provides traceability)				
10	TECH	Attach test apparatus (gauges prepared IAW Your #). Provide QC with sample. Lot#: _____				
20	TECH	Verify cleanliness of items and fixtures.				
21	**QC**	**Request Customer Source.**				
23	**CUST**	**Perform Monitoring.**				
25	PROD or QC	Perform a test IAW Your #. Any indication requires repeating Op 20 above and allowing the item to stand for 24 hours minimum. Repeat the test; a 2nd indication is cause for reject. Record accurate observations on this traveler. Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm				
30	TECH	Install items into fixtures IAW Your #. Perform test of items IAW Your #. Rework apparatus IAW Your # A/R & record accurate disposition on Your # or this traveler.				
35	QC	Verify data Your # IAW Your #. Verify weight and spread from nominal value provided by engineering is ±X% Attach data to traveler.				
PART II						
40	TECH	Prepare items for testing IAW Your #. Verify traceability of each item to data acquisition channel, test equipment is within calibration cycle, & unused test leads are insulated IAW Your #.				
50	TECH	Perform test cycles 1-5 IAW Your # & spec. Verify items meet all requirements. Forward completed data to QC.				
55	QC	Perform data review on cycles 1-5 as received from test lab IAW Your # & Inspection Instruction Sheet QC-311.				
57	QC	Verify test procedure approvals are received from Customer prior to ATP when required by contract - consult QAM (QA Mgr).				
60	TECH	Prepare assemblies IAW Your #.				
62	ENG &TECH	Perform calculations & connect assembly IAW Your #.				
70	TECH	Perform Test IAW Your # and Bulletin from Engineering.				
75	QC	Review data for compliance IAW Your # and Bulletin.				
80	TECH	Perform cycles (1-3) IAW Your #.				
85	QC	Review data from cycles (1-3) IAW Your #.				
90	TECH	Perform test IAW Your #.				
95	QC	Review data IAW Your #.				
100	TECH	Rework cell(s) with out of spec condition IAW Your # & record accurate disposition on this traveler.				
105	QC	Disposition rework IAW Your # A/R. Attach copy of analysis to traveler. Verify rework observations are accurately recorded.				
110	TECH	Prepare items IAW Your #. Rework items IAW Your # A/R & record accurate disposition on this traveler.				

DEFINITIONS: P/S=Packing Slip PR=Product Report PS=Product Specification
IAW=In accordance with IIS=Inspection Instruction Sheet QAM=Quality Assurance Mgr
A/R=As required CEI=Contract End Item EIDP=End Item Data Package
BOL=Beginning of Life PPP&M=Preservation, Packaging, Packing and Marking

OPER	DEPT	Description of Task	SIGN	MR – ECP - ACN	Date	Gage
115	QC	Disposition rework IAW Your #. Verify rework observations are accurately recorded.				
120	ENG &TECH	Select item for DPA test & record S/N in accepted column of this operation.				
122	TECH	Perform DPA tests on one sample from approximately 50 items IAW Your #. Do not expose assembly to temperature in excess of 75°F. Forward components to QC.				
125	QC	Review DPA test data provided by engineering & attach supporting documentation to traveler.				
127	QC	**Prior to ATP: Verify test tolerances reflect CEI BOL tolerance and equipment tolerance, and a test flow chart is implemented for each test. Verify Customer approval of test procedure is in contract file-**Consult QAM				
		PART III				
128	TECH	Computer program: Name: _____ Rev: _____				
128.1	TECH	Physically check each mechanical connection to each item for tightness and physically check each mechanical connection from the test chamber to the data acquisition equipment for tightness, i.e., TC's, crimped & soldered leads, torqued threads, etc.				
130	TECH	Perform test IAW Your #.				
135	QC	Verify test IAW Your #.				
140	TECH	Perform test IAW Your #. Copyright © JnF Specialties, LLC. All rights reserved worldwide. www.quality-control-plan.com/copyright.htm				
145	QC	Verify test IAW Your #.				
150	TECH	Perform test IAW Your #.				
155	QC	Verify test IAW Your #.				
160	TECH	Perform test IAW Your #.				
165	QC	Verify test IAW Your #.				
170	TECH	Perform test IAW Your #.				
175	QC	Verify test IAW Your #.				
180	TECH	Perform test IAW Your #.				
185	QC	Verify test IAW Your #.				
190	TECH	Perform test IAW Your #.				
195	QC	Verify compliance to Op 190 and compliance to Notes supplied with Your # when specified by contract - consult QAM.				
197	**QC**	**Request Source Inspection for ATP data review A/R.**				
199	**CUST**	**Perform Source Inspection for ATP data IAW contract requirements.**				
		PART IV				
201	QC	Verify tests have been completed prior to next Op. If not completed, notify Engineering for info only.				
203	QC	Test cells IAW **Op 25** & record results on Your #.				
205	**QC**	**Request Customer Source for Monitoring.**				
207	**CUST**	**Perform Source Inspections IAW Contract directives.**				
220	TECH	Weld IAW Your #. Rework A/R IAW Your # & record accurate disposition on this traveler.				
225	QC	Inspect weld IAW Your #. Test weld IAW **Op 25**; record results on Your #. Verify rework was performed IAW Your # & disposition was accurately recorded on this traveler.				

COMMENTS:

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OPER	DEPT	Description of Task	SIGN	MR – ECP - ACN	Date	Gage
230	TECH	If radiographs were not produced prior to Op Your # then radiograph each item now if required by contract - consult QAM.				
235	QC	Perform dimensional inspection IAW Your # & drawing ( ). Record dimensions on Your #.				
237	LAB	Examine post-ATP radiographs IAW Your #unless Level II certification is required by contract; forward radiographs to Supplier A/R for certified exam.				
247	QC	Perform final test on items IAW **Op 25**, Your #**,** & record results on Your #.				
250	PROD	Clean items IAW Your # (provide QC with first article for marking).				
255	QC	Perform final visual inspection IAW Your #.				
260	PROD	Prepare items & package IAW Your # & contract unique PPP&M instructions. **A removable special handling tag may be required for each unit pack - consult QAM.**				
265	QC	Verify preparation & packaging IAW Your # & PPP&M instructions. Verify bags are not torn or damaged at packaging.				
267	QC	Prepare & review final data package: **(Blank lines are N/G on forms)** 1. Cert. of Compliance & Cert. of Authenticity. 2. Pre-ATP & ATP test data sheets. 3. Item weights. 4. Flowcharts from all tests 5. End Item Data Package IAW Customer Format - consult QAM 6. Verify each page of the EIDP specifies the CEI name, P/N & Revision (and S/N listing when appropriate) 7. EIDP Summary IAW Customer Format - consult QAM 8. Produce deliverable data package and shipping list IAW Customer Format -- consult QAM Ensure Open Actions have been resolved prior to final acceptance.				
271	QC	Complete Your # and deliver with end item data package. Produce traceability logbook for all materials, components, and sub-assemblies. Provide copy of traceability logbook for the final logbook.				
273	**QC**	**Request Customer Source Inspection for FINAL ACCEPTANCE.**				
275	**CUST**	**Perform Source Inspection IAW contract requirements. Acceptance is defined as approval of the end item data package and the contract end items.**				
280	PROD	Pack items and 2 data packages, & mark carton & crate IAW Your # & contract unique PPP&M instructions.				
285	QC	Verify packing & examine all cartons & crates for marking IAW Your # & PPP&M instructions. Verify 2 copies of the data package are in the cartons. Determine need for crate handling procedure inclusion with P/S. Items must be maintained at 32° to 68°F if items are stored in excess of one week. If items are to be stored more than 2 weeks they are to be maintained at 32° to 40°F - **consult QAM.**				
295	QC	Prepare and store data for 20 years -- contact DCC for assistance.				

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COMMENTS:

PURCHASE ORDER

Your Company Name
Phone: xxx-xxx-xxxx Fax: xxx-xxx-xxxx
Address, City, State, Zip Code

Date:

Purchase Order #:

[redacted]

If a Prime Contract # is entered hereon, this procurement is [redacted]

Supplier:

Ship To:

Phone#:

DPAS Rated:

[redacted]

Purchase Order Amount:

[redacted] and/or

QC-120 (mo/yr)

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Your Company Name

Terms and Conditions of Purchase

1) [redacted]

2) CHANGES [redacted]

3) [redacted]

4) DOCUMENT MARKING AND USE [redacted]

5) PROPRIETARY INFORMATION, DUPLICATION AND DISCLOSURE [redacted]

6) ASSIGNMENTS AND SUBCONTRACTING [redacted]

7) GENERAL This purchase order and the attachments and documents incorporated herein by reference constitute the complete and exclusive statement of the terms of the agreement between Buyer and Seller and it supersedes all prior presentations, understandings and communications of other provisions. Buyer's failure to insist, in any one or more instances, upon the performance of any term or terms of this purchase order shall not be construed as a waiver or relinquishment of Buyer's right to such performance or to future performance of such a term or terms, and Seller's obligation in respect thereto shall continue in full force and effect. Time shall be of the essence hereunder but Seller shall perform work and make deliveries hereunder no earlier than and only to the minimum extent consistent with delivery schedules and other requirements.

a. [redacted]

b. [redacted]

c. [redacted]

d. [redacted]

e. [redacted]

f. [redacted]

8) PRICES Seller warrants that any unit prices charged herein do not exceed the unit prices charged by Seller to the U.S. Government or other Customer in substantially similar transactions.

9) SPECIAL PROVISIONS FOR U.S. GOVERNMENT WORK If this order involves U.S. Government work (see prime contract number on face of order) the following provisions shall apply:

a. [redacted]

b. [redacted]

c. [redacted]

d. [redacted]

10) INSOLVENCY Buyer may cancel the contract in the event of any of the following: [redacted]

11) FAIR LABOR STANDARDS ACT [redacted]

12) INSPECTION [redacted]

13) [redacted]

14) [redacted]

15) EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION PROVISIONS The following provisions are hereby incorporated by reference: [redacted]

Contractor and Subcontractor Listing Requirement

1) [redacted]

2) [redacted]

QC-120 (mo/yr)

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Purchase Order Review

(mo/yr)

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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 PROGRAM**					
Your Dept:		Date	Your Procedure #					
Your Dept:		Date	Size:	**A**	CAGE:		Your Form # (mo/yr)	1 of 1

Your Company Logo

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1	Quality Group	-- The reviewer determines the need for, and if justified, imposes the requirements of QC-117, Supplier Quality Requirements, to the Requisition or P.O. -- Complete the Used-On and Contract# sections on the cover page of QC-117 Used-On = J/N or Program Acronym; Contract# = P.O.# -- Check-off applicable requirement boxes on Requisition
2	Quality Group	-- [redacted] -- [redacted] -- [redacted] -- [redacted] -- [redacted] -- Add known QA requirements to the requisition for entry on the PO; *such as letter survey to Suppliers to determine their conformance to MIL-STD-45662 or ANSI/NCSL Z540-1;* -- [redacted] -- [redacted]
	IF	THEN
2.1	Older Revision Supply Required	-- [redacted]
2.2	Requisition is marked "Under Revision"	-- [redacted] -- [redacted]
2.3	A Raw Material Requirement **is not** Specified	-- [redacted] -- [redacted]
2.4	*Deviation to drawing is noted on Requisition such as "Less Note" Deviation to drawing is*	[redacted]

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	noted on Requisition such as "Less Note"	[redacted]
2.5	*Order is for production but doesn't reference engineering drawing #*	*Copy the PO to Drafting with comment to produce drawing A/R; This provision is not applicable to commercially available supplies*
3	Quality Group	Add provisions for any one or combination of the following to the Requisition or P.O. when justified: -- [redacted] -- Certification that the delivered goods conform to the procurement document requirements -- [redacted]

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		control
4	Quality Group	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: [redacted]
5	Discrepancy in Requisition or P.O.	-- [redacted]
5.1	Supplier Quality Requirements applies	-- [redacted] -- Copy to R&I
5.2	P.O. requires additional conditions related to supplier	-- Record supplier related add-on text to Requisition or P.O. -- [redacted]
	IF	THEN
5.2.1	P.O. requires additional conditions related to in-house processing	Record add-on text to Requisition or P.O. and forward to User
5.2.2	Requisition or P.O. Ok	-- When R&I QC is required, sign and forward *PO's in numerical order* to *R&I* (*Procurement Technician* must be cognizant of all purchases) -- [redacted] -- [redacted]
6	Quality Group ISO 9001 Applies	Forward Subcontractor Evaluation Questionnaire to the Supplier; perform required follow-up routines (Your #).

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(Your Company Name)
Dimensional Analysis Record

Item Name:		**Customer:**	
Drawing Number:		**Inspector:**	
[redacted]			
[redacted]			
[redacted]	[redacted]	[redacted]	[redacted]
Key Parameter		**Key Parameter**	
[redacted]		[redacted]	
[redacted]		[redacted]	

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(Your Co Name) DATA LIST	DATA LIST REVISION:		PROJECT:	Page 1 of
P/N:		ENGINEERING:		
[redacted]		[redacted]		
[redacted]		[redacted]		

[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

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QC-123 (mo/yr)

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FEDERAL, MILITARY and SOCIETY SPECIFICATIONS

SPECIFICATION NUMBER	REV	DESCRIPTION

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

* An asterisk placed in the revision column indicates a tabulated drawing.
Use the latest revision of the tabulated drawing at the time of contract.

SUMMARY OF DATA LIST REVISIONS

D/L REV	DOCUMENT AFFECTED	E.O.#	E.O. DATE	D/L REV	DOCUMENT AFFECTED	E.O.#	E.O. DATE

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Ref: Page 1 / of /	Your Company Name SURVEY REPORT

Project:	Place:
Subsystem:	Date:
[redacted]	[redacted]
[redacted]	[redacted]
[redacted]	
[redacted]	
[redacted]	[redacted]
Satisfactory: ☐	
Satisfactory with [redacted] ☐	
Satisfactory with [redacted] ☐	
Rejected: ☐	

Writer:

Participant:	Manufacturer	Contractor	Prime	Customer
[redacted]				
[redacted]				
[redacted]				

[redacted]

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Ref: Page 2 / of /	Your Company Name SURVEY REPORT Continuation…

As Designed / As Built:

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Ref: Page 3 / of /	Your Company Name SURVEY REPORT Continuation…

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CERTIFICATE OF COMPLIANCE

From:	NOTICE THIS CERTIFICATE OF COMPLIANCE MUST [redacted]
To:	
Attention: Receiving Inspection	
PO#:	
Customer P/N:	
Your Co P/N:	
[redacted]	
[redacted]	
[redacted]	
[redacted]	
[redacted]	

Form Rev: Orig

Your Logo

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GENERAL REQUIREMENTS

Origination Date: XXXX

Document Identifier:	Name, Number, Unique ID
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 general manufacturing and interpretation requirements.

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REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1. SCOPE

This document describes general requirements and methods of interpreting engineering requirements specified in specifications and/or drawings.

2. THEORY

The space available on product drawings sometimes limits the opportunity for a clear description of engineering requirements. Details that the engineer would like to include on the drawing are sometimes left off with the assumption that the User will understand what is meant within the notation(s). These assumptions are valid only when the User is the engineer; otherwise, concise training of personnel is required.

3. REFERENCES

ANSI B46.1, Surface Roughness
ASME B1.1, Unified Inch Screw Threads
ASME B18.2.2, Square and Hex Nuts
ASTM E 29, Significant Digits
FED-STD-H28, Screw Thread Standards for Federal Services

4. REQUIREMENTS

4.1 Order of Precedence

In the event of conflicting requirements the following order of precedence governs:
The Customer's requirements always supersede Company requirements unless approved by the CCB.

- [redacted]
- Company Drawing(s)
- [redacted]
- Military or Society Procedures or Standards

4.2 Significant Digits

Calculations may be performed with a greater number of significant digits than shown on the applicable drawing; however, measurements and calculations must be *reported* to the same number of significant figures as specified by the applicable drawing. For instance, [redacted]

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[redacted] however, the drawing specification requires reporting the calculated value to no more significant digits than shown.

4.3 Determining Conformance; Absolute Method or Rounding Method (ASTM E 29)

Unless otherwise specified by the CCB, the 'rounding method' is used for determining compliance of test data to product specifications according to ASTM E 29:
(some contracts specify "NO ROUNDING — TOLERANCES ARE ABSOLUTE")
Rounding is performed as follows: [quoted from ASTM E 29]

- [redacted]

Example — 0.021"±0.001"
0.0211" to 0.0214" *must* be rounded down to [redacted] for **2** significant digit specifications;
0.0215" to 0.0219" *must* be rounded up to [redacted] for **2** significant digit specifications;
(unless the last retained digit from the rounding method is even, e.g., 0.0225" is rounded down to 0.022" since the last digit retained is even, while 0.0226" is rounded up to [redacted])
Example — 0.0215"±0.0015"
0.0211" to 0.0219" must be applied as observed - no rounding is possible if the measurement equipment can only read to the 4th decimal place. If the equipment is capable of reading beyond the 4th decimal place then round to the last digit retained as described herein paying particular attention to whether the retained digit is odd or even when followed by the numeral 5.
Example — 550±50
499.1 to 499.4 *must* be rounded down to [redacted]
499.5 to 499.9 *must* be rounded up to [redacted]
600.1 to 600.5 *must* be rounded down to [redacted]
600.6 to 600.9 *must* be rounded up to [redacted]

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4.3.1 Equipment Tolerance

0.0211" or 0.0214" **must** be rounded down to [redacted] for **2** significant digit specifications; however, for **3** significant digit specifications, where instrument accuracy is specified as ±0.0001", the original measurement figure of 0.0211" may actually be 0.0210" or 0.0212".

The instrument tolerance **can** be used to affect 'rounding' by an amount equal to the plus *or* minus accuracy stated by the instrument's calibration tag or record.

[redacted]

4.4 Target, Goal and Should-Be Specification

Target, Goal and Should-Be specifications are suggested specifications, they are not fixed and compliance is more a judgment than a rule.

4.4.1 Application of the Drawing or Procedure Specification

Monitor data for compliance to the target value. When the product or process does not match the target value specified by the product drawing or process procedure, [redacted]

4.4.2 Target and Range Specification

When Range values are specified in addition to a Target value then product compliance to the Range values is [redacted]

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[redacted]

4.5 Potting and Encapsulation

4.5.1 Engineering Drawing Note(s)

Potting and encapsulation operations may or may not be defined by a drawing note that references a manufacturing procedure that defines the lot formation and use of an epoxy log book for every mix.

4.5.1.1 Application of Drawing Specification

Unless otherwise specified, potting and encapsulation materials whose shelf-life has expired must not be used on deliverable products unless authorized in writing by the MRB or CCB.

All potting and encapsulation materials are identified with a shelf-life expiration date.

The expiration date is sometimes modified by an annotation that applies an additional expiration date after the container is opened, e.g., 6 month shelf-life while un-opened and properly stored and then a 3 month shelf-life after opening the container. Prior to using any potting or encapsulation material, determine its shelf-life expiration date by [redacted]

4.6 Dimensional Requirements and Allowances

4.6.1 Surface Flaws

Surface flaws include [redacted] Acceptance of parts having surface flaws shall be at the discretion of the REA and shall be based upon the function of the part.

4.6.2 Free State Variation

If material flexibility or normal stresses can be expected to cause parts to be out of tolerance, appropriate inspection procedures shall be obtained from the REA prior to inspection of parts.

4.6.3 Blind Holes

The drill point shall [redacted]

4.6.4 Gaging Hole Diameters

The diameter of a hole is within required limits when accepted by “GO” and “NOT GO” plug gages of appropriate size without reasonable evidence during plug gaging that the hole is out-

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of-round in excess of the diameter limits. Bell-mouthed holes are [redacted]

4.6.5 Hole Quality

The walls of holes shall be clean cut and shall present a uniform machined surface.
Hole edges shall be free from burrs and shall not [redacted]
These requirements are subject to visual inspection only and are to be evaluated in terms that are [redacted]

4.6.6 Removing Burrs and Sharp Edges

All burrs and sharp edges shall be removed to the extent that material fragments are not visible and sharpness cannot be felt by using either a chamfer or radius. If it is necessary to break sharp edges or to deburr after application of chemical surface treatment, the bared metal shall be touched-up according to section herein named "Correcting Defects in Coating". Flash on molded plastic parts that does not cause the part to exceed maximum dimensional limits need not be removed. These requirements do not apply to rough and semi-finished [redacted]

4.6.7 Correction of Manufacturing Defects

4.6.7.1 Permissible Corrections

Correction is permissible if [redacted]

4.6.7.2 Non-permissible Corrections

Corrective methods that add material to the product or that employ techniques abnormal to the production process are [redacted]

4.6.8 Correcting Defects in Coating

Defects in chemical organic and metallic coatings may be corrected by [redacted]

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[redacted]

4.6.9 Flat Surfaces

Where no parallelism tolerance is specified, flat surfaces of a part shown as parallel on a drawing shall be parallel within their limits of size. Flat surfaces of a part shown as perpendicular on a drawing shall be perpendicular within [redacted]

4.6.10 Thread Form

All threads shall be free from [redacted] Where no thread form is specified, threads shall comply with [redacted].

Cold forming thread tools such as Besly "X-Press" may be used in lieu of metal cutting tools.

A slight groove may appear along the thread crest as a result of the metal flowing action of a Besly tool and is acceptable if the overall thread crest height conforms to limits specified by [redacted] and applicable specification sheet.

4.6.11 Thread Gaging

Thread wires and measurement indicators may be used to accept thread dimensions.

When "GO" gages are used, the product shall allow the "GO" gage to enter or to be entered the specified full length or depth of the thread; however, the thread must be functional.

When "NOT GO" plug or ring gages are used, the product is acceptable when it does not enter the gage or there is [redacted]

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4.6.12 Surface Roughness

When the surface roughness specified is less than 32 microinches, measurement shall be performed according to [redacted] When the surface roughness specified is 32 microinches or greater, visual and tactile comparison of the actual part surface with commercial roughness comparison specimens is acceptable in lieu of [redacted]

4.7 Requirements for Cleaning, Protection and Identification of Raw Material, Parts and Assemblies

4.7.1 Protection

All parts and assemblies shall be adequately protected from accumulation of foreign matter, corrosion, physical damage or deterioration. These requirements shall apply to [redacted]

4.7.2 Cleanup of Parts and Assemblies

All finished parts and subassemblies shall be adequately cleaned before final assembly. Final assembly and necessary subassembly shall be performed in an environment appropriate to the type of product. All parts and assemblies shall be thoroughly cleaned to remove foreign and manufacturing waste material such as:

- [redacted]

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DEFINITION OF TERMS

Accuracy:	[redacted]
CCB	Configuration Control Board
Goal Posts	A range that defines a minimum and maximum specification
GR&R	Gage Reproducibility and Repeatability
IAW:	In accordance with
Independent Test Results:	Results obtained in a manner not influenced by any previous result on the same or similar test object
MRB:	Material Review Board
Precision:	[redacted]
REA:	Responsible Engineering Authority
Repeatability Conditions:	[redacted]
Repeatability:	
Reproducibility Conditions:	
Reproducibility:	
S:	Population standard deviation is known
s:	Population standard deviation is estimated
Trueness:	[redacted]

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INSPECTOR STAMP LOG

Signature	Password Signature	Initials	Date	

Form Rev: Orig

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