# PRODUCTION PROCEDURE

**Origination Date:** XXXX

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<td>Customer, Unique ID, Part Number</td>
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**Abstract:**

This document describes the production process.
### REVISION LOG

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### DOCUMENT CHANGE RECORD

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1.0 PURPOSE
This document defines the overall production process and includes or makes reference to the procedures necessary for the process.
NOTE: The production process includes all QC inspections and tests within it. Quality is not a separate process.

2.0 THEORY
Production operations or tasks must be conducted under controlled conditions to ensure product quality. By this we mean:

3.0 PROBLEM RESOLUTION
All employees are instructed to immediately notify a Responsible Authority (RA) whenever a process or product related problem occurs that cannot be corrected according to

It is understood that the appropriate responsible authority will occasionally not be available for support; in that event,

4.0 PROCEDURE: PRODUCTION DOCUMENTATION
4.1 All revision controlled production documents are

4.2 In addition to this process procedure, additional production documentation may be required for a given order or production operation. Where required, these are

4.3 Such documentation includes the and when applicable,
4.4 Records that are created for temporary retention of miscellaneous information are

5.0 PRODUCT IDENTIFICATION

5.1 Product is identified in shop areas by any of the following methods:

5.2 Lot traceability or individual serialization of parts is

5.3 Bad (nonconforming) product that has failed an inspection or test and cannot be reworked to comply with requirements is See the QMS-14 Control of Nonconformances.

5.4 Any parts or product not marked with a tag are

5.5 IDENTIFICATION OF TRANSFER CONTAINERS

5.5.1 Whenever a portion of chemical is transferred from its original container to a smaller temporary container,

5.5.2 Whenever a portion of chemical is transferred from its original container to a smaller permanent container,

6.0 PROCEDURE: PRODUCT HANDLING

6.1 Work instructions and/or training will

6.2 In all cases, Operators are

6.3 The Company provides suitable safety and personal protection equipment for handling hazardous or toxic materials. Operators are

7.0 PROCEDURE: PRESERVATION

Preservation can include according to the QMS-11 Shipping Procedure.
7.1 Operators will employ

7.2 Operators will employ

7.3 Operators will employ.

7.4 Operators will employ

7.5 FOD: Foreign Object Damage and Detection: Work instructions and training methods ensure that handling and preservation practices reduce the introduction of foreign objects (FOD) into products.

7.6 Marking and labeling including

7.7 Special handling for hazardous materials

8.0 PROCEDURE: CUSTOMER PROPERTY CONTROL
The Company identifies, verifies, protects and safeguards customer property provided for use or incorporation into products and services. When property is lost, damaged or otherwise found to be unsuitable for use, the Company documents findings and reports to the customer.

8.1 Customer Property (Property) means

8.1.1

8.1.2

8.1.3

8.1.4

Hardware property includes:

8.2 All Customer furnished property shall be inspected by Receiving Inspection upon receipt according to the QMS-09 Receiving Procedure. Any nonconformities or shortages

8.3 Property shall be identified as such with an indication of the Customer name and/or work order # on the parts or packaging. As practical, this material shall
8.4 Sensitive material, as defined by the Customer, shall

8.5 Property will only be used as instructed or required by Customer contract and will not

8.6 Customer provided equipment shall be subject to

8.7 Quality shall investigate and report to the Customer

8.8 Requirements for the control of Property shall be flowed down to Company subcontractors when applicable.

9.0 PROCEDURE: VALIDATION OF PROCESSES
9.1 Unless otherwise specified by engineering requirements, the form named Design Validation-Verification is used to record results of validation and verification activities.

9.2 Provisions for validation and verification includes:

•

•

•

•

10.0 PROCEDURE: INSPECTION AND TEST OF PRODUCT
The Company determines what needs to be monitored and measured and the methods for

10.1 Receiving inspection is performed according to the QMS-09 Receiving Procedure.

10.2 First Article Inspection
10.2.1 First article inspections are

10.2.2 The Company will utilize the Customer provided First Article Inspection Report to record First Article inspection results when provided.
10.2.3 Where not provided, the Company will utilize [blacked out].

10.2.4 Complete the first article inspection form according to its format and submit to CCB.

10.2.5 Calibrated tools shall be used for first article inspection; however, non-calibrated measurement and test equipment (M&TE) [blacked out] under the following conditions:
1) [blacked out]
2) [blacked out]

10.2.6 [blacked out]

10.2.7 [blacked out]

10.3 In Process Inspections

10.3.1 In-process inspection is performed by Operators [blacked out].

10.3.2 In-process inspections are performed [blacked out].

10.3.3 Calibrated tools shall be used for in-process inspection; however, non-calibrated measurement and test equipment (M&TE) may [blacked out] under the following conditions:
1) [blacked out]
2) [blacked out]

10.3.4 [blacked out]

10.3.5 [blacked out]

10.3.6 Any item failing in-process inspection must be processed according to the QMS-14 Control of Nonconformances.

10.4 Final Inspection

10.4.1 Final inspection is performed [blacked out].

10.4.2 100% sampling is required for final inspection unless [blacked out].

10.4.3 Calibrated tools shall be used for final inspection; however, non-calibrated measurement and test equipment (M&TE) may [blacked out] under the following conditions:
1) [blacked out]
2) [blacked out]

10.4.4 Complete the production inspection form according to its format.

10.4.5 Any item that exhibits “infant mortality” during inspection shall [blacked out].
10.4.6 Any item failing final inspection must be processed according to the QMS-14 Control of Nonconformances.

11.0 PROCEDURE: SHELF LIFE EXTENSION - Subject to Customer Review and/or Approval

11.1 Items that are subject to expiration may 

11.1.1 Production conditions; for instance:

11.1.2

11.1.3

11.1.4

11.2 Chemicals that are purchased or prepared by the chem-lab are exempt from .

11.3 Raw material components whose shelf life has been extended must display .
12.0 PROCESS MAP

Production Process
Owner: [Name]
Quality objective: [Objective]

INPUT

Job Sheet provided from Contracts to [Department]

...
Based on production schedule,

Products

Process

Process

FAIL

To QMS-14

STOP

Next Page

Final QC

Final QC

TEST

FAIL

TEST

Final QC

continued next page…
from previous page…