

# PROPOSAL DEVELOPMENT AND CONTRACT REVIEW PROCEDURE

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## Abstract

This document describes the procedures used to review contracts and develop proposals.

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**REVISION LOG**

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**DOCUMENT CHANGE RECORD**

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## 1.0 PURPOSE

This document defines the Proposal Development and Contract Review process including or making reference to procedures for the various activities within the process.

## 2.0 THEORY

The Company can only meet Customer requirements by ensuring that all such requirements are obtained from the Customer, then reviewed and understood. This process ensures the suitable capture of contractual and special requirements and ensures the Company's understanding of those requirements is communicated to the Customer prior to and through contract acceptance.

## 3.0 PROCEDURE

When addressing Customer needs and industry trends, the Company considers [REDACTED]

Documentation is not required for contract review and proposal development for Customers that purchase [REDACTED]

The Company determines its capability to meet Customer requirements by:

a) determining the requirements for products and services, which may include consideration for:

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

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

b) establishing the criteria for:

- 1) [Redacted]
- 2) [Redacted]

c) determining the organizational requirements and resources needed to [Redacted]

d) implementing control of processes according to requirements;

e) determining, retaining and maintaining required records that demonstrate:

- 1) [Redacted]
- 2) [Redacted]

f) determining the processes and controls needed to [Redacted]

g) [Redacted]

h) [Redacted]

i) [Redacted]

j) [Redacted]

k) [Redacted]

The organization negotiates a mutually acceptable requirement with the Customer when it is determined that [Redacted]

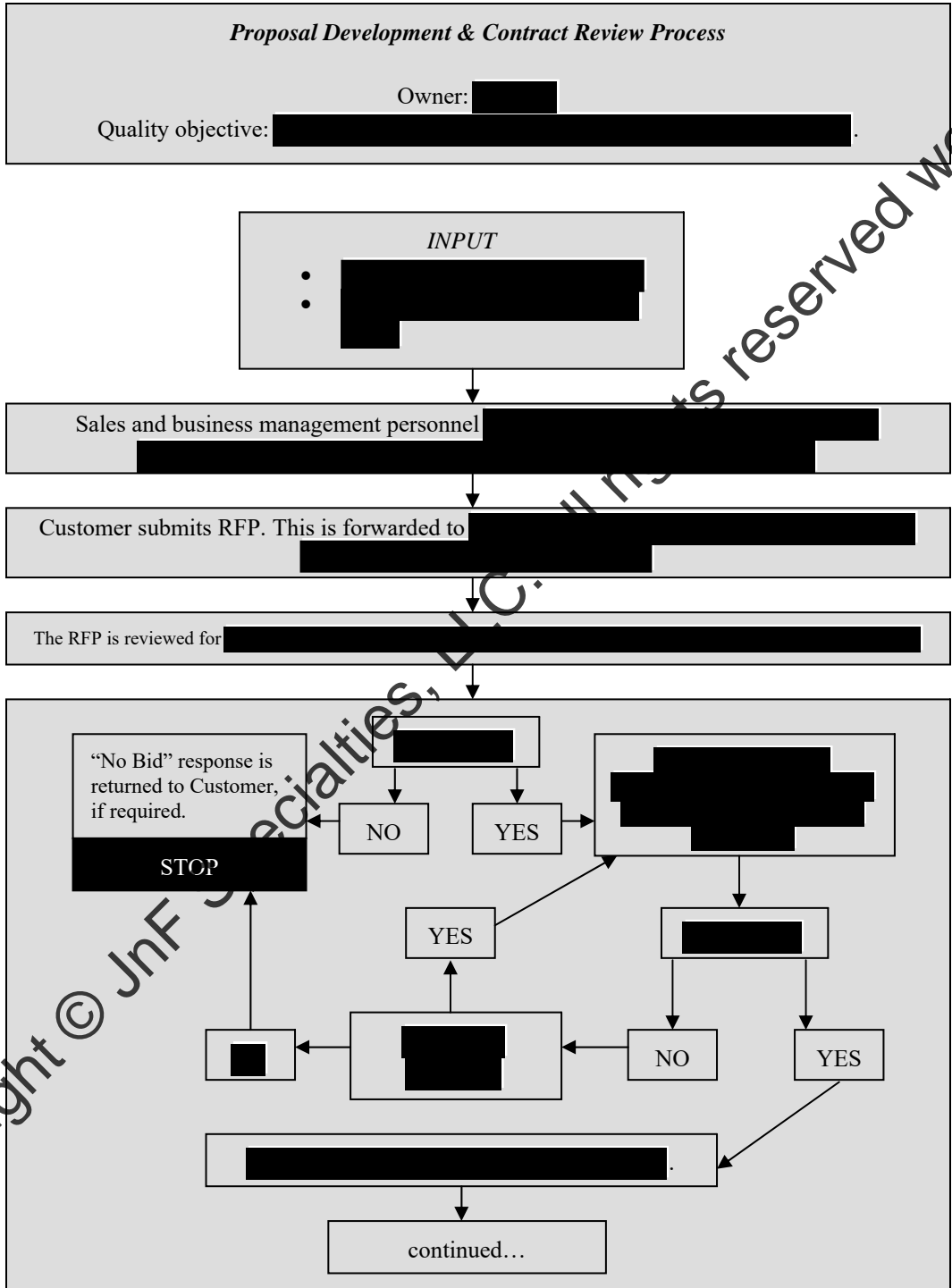
The Company plans and manages product and service provision in a planned sequence to meet requirements at acceptable risk within resource and schedule constraints using resources such as [Redacted]

Risk mitigation planning for the provision of products and services is detailed in the **QMS-18 Risk Mitigation and Planning Procedure**, with particular attention paid to:

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

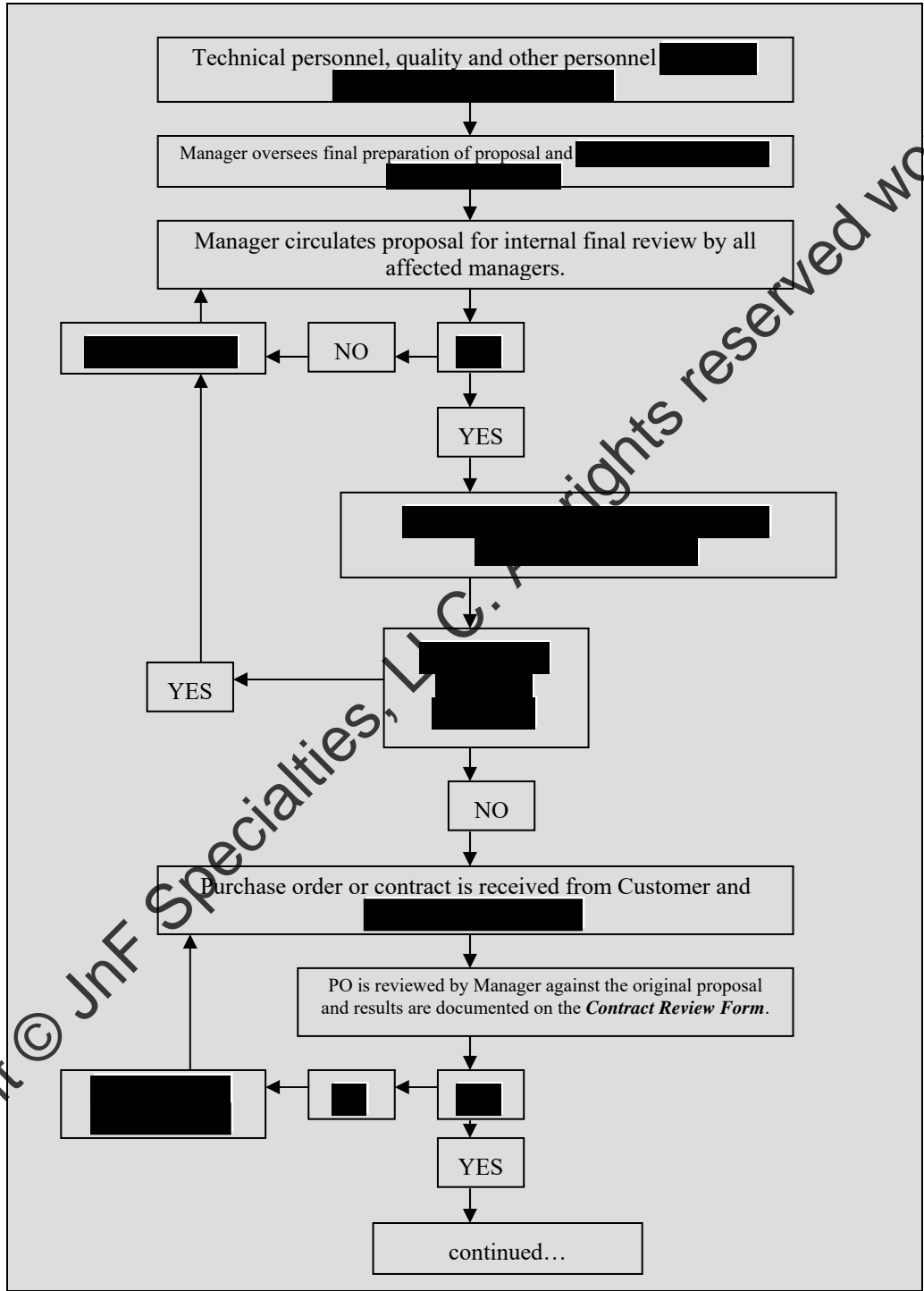
See Process Map.

## 4.0 PROCESS MAP



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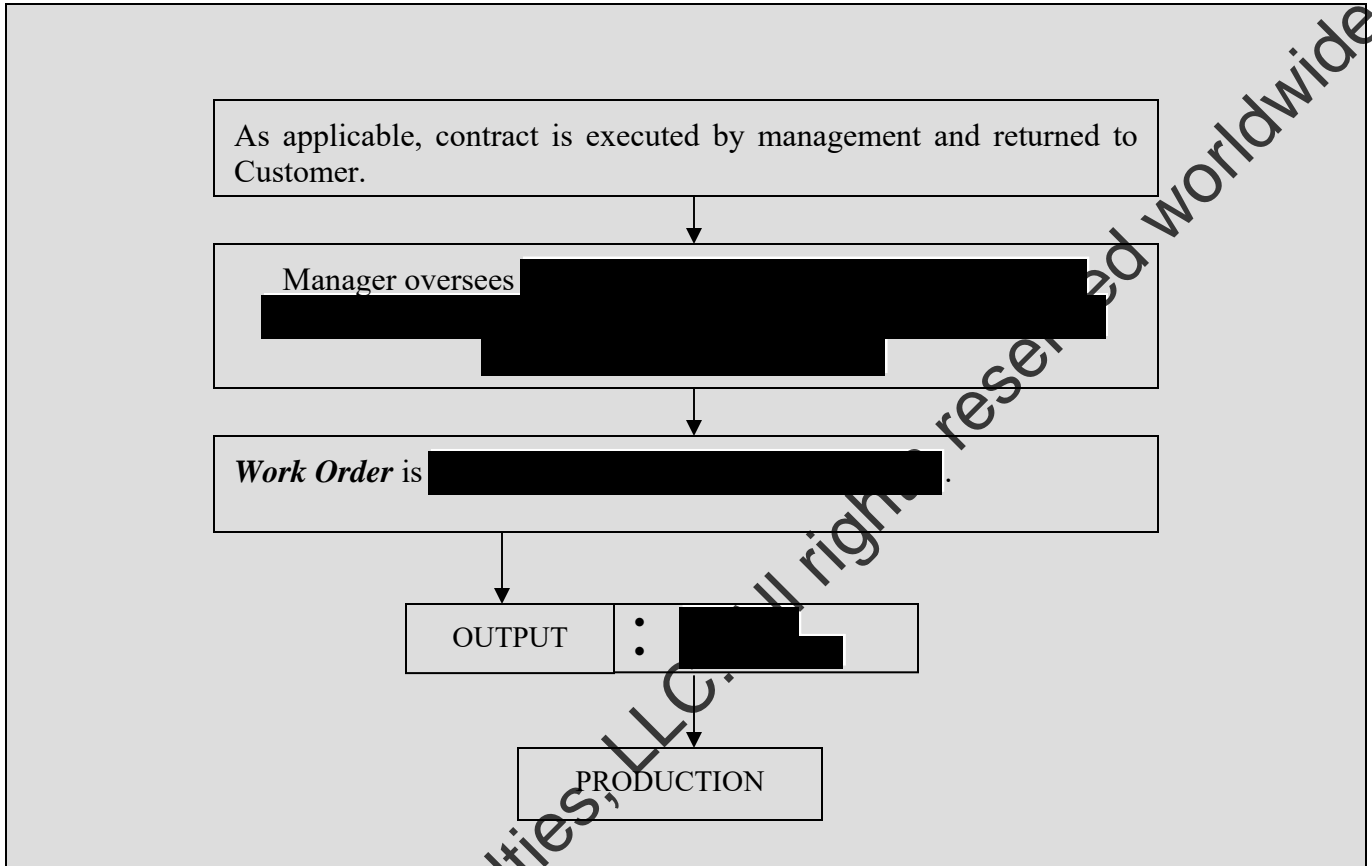
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