# QCP-001 Quality Control Plan

Approved By: Jennifer and Frank At-PQC™; Approval Date: [redacted]
Establish and maintain a quality control plan to assure compliance with the requirements of the contract. Document the quality control plan, including its procedures and operations, and provide it to the Customer for review upon request.

## 1.0 SCOPE

This quality control plan applies to all areas of contract performance, including, as appropriate, procurement, item identification and stockroom, issue of supplies, production, packaging, storage and shipping of deliverable items.

## 2.0 REQUIREMENTS

### *2.1 Quality Management*

Vest the administration of the quality control plan in a responsible, authoritative element of the organization that has clear access to top management. Staff the quality organization with technically competent personnel and provide them the freedom to make decisions without pressure or bias. Consistently maintain quality requirements and measure or evaluate the effectiveness of the quality control plan.

#### 2.1.1 Procedures

Perform pertinent operations using written quality control test and inspection procedures. Maintain the revision status of procedures and provide the latest available revision at the workstation.

### *2.2 Design*

Maintain design information for the deliverable product(s) or task information for the service(s) to ensure that items are fabricated, inspected and tested according to the latest drawing, specification, standard or procedure.

#### 2.2.1 Change Control

Ensure accomplishment of prescribed changes to a service task or an item's design, and record the actual incorporation point by date, batch, lot, unit or other specific identification.

### *2.3 Procurement*

Maintain adequate control of procurement sources to ensure that services and supplies conform to specified requirements. Control purchase orders to ensure incorporation of pertinent technical and quality requirements, including authorized changes. Maintain adequate records of inspections and tests performed on purchased supplies.

### 2.3.1 Source Inspection

Reserve the right for the Customer and/or Buyer Representative to inspect supplies or services at the source upon request, or when it is not practical or feasible to determine quality conformance of purchased items. Source inspection may not constitute acceptance or relieve the Company of its responsibility to furnish conforming items unless specified in writing on the purchase order.

### 2.3.2 Fabricated Supplies

Evaluate all purchased supplies to assure conformance with the requirements of the purchase order. Request every shipment of supplies to be accompanied with a certificate of conformance that states conformance to all requirements has been ascertained, that qualitative data reports are on file, and copies of test reports will be furnished upon request. When required, request supplies to be accompanied with certified test reports that demonstrate conformance of raw materials, processes, etc. with the requirements stated in the purchase order. Periodically verify the validity of certifications. Provide for withholding from use all incoming supplies until completion of required inspections and receipt of required documentation. Notify the Seller upon receipt of nonconforming supplies and require corrective action when applicable.

### 2.3.3 Raw Materials

Compare certified test report results with specification requirements in lieu of incoming inspection for raw materials. Periodically verify the validity of test reports by independent testing.

## *2.4 Supply Control*

Control the methods and facilities for identification, handling and storage of raw and fabricated supplies from the time of receipt until delivery to the Customer to protect the items from damage, deterioration, loss or substitution. Identify all items with their inspection status.

## *2.5 Production*

### 2.5.1 Process Control

Establish and maintain evaluations and quality controls at appropriately located points in the process to assure continuous control of the quality of items and services.

### 2.5.2 Special Processes

Provide adequate methods and facilities to assure conformance with requirements for special processes, such as, but not limited to, welding, plating, anodizing, nondestructive testing, heat treating, soldering, brazing and testing of supplies. Maintain certifications for personnel, procedures and equipment that perform special processes.

## *2.6 Acceptance*

Perform quality control plan inspection and testing of completed items as necessary to assure that contract requirements have been met. Maintain sufficient surveillance over preservation, packaging, marking, packing and shipping operations to assure compliance with requirements and to prevent damage, deterioration, loss or substitution.

### 2.6.1 Sampling Inspection

Perform quality control sampling inspection according to the terms of the contract, or request Customer approval of procedures that provide adequate assurance that the item's quality meets acceptable levels. Sampling to permit defects is not permitted.

### 2.6.2 Nonconforming Supplies

Prominently identify nonconforming supplies and remove them from the work area. Scrap or rework the item(s) or request disposition instructions from the Customer. Detect defects and quality program deficiencies as early as practicable and take corrective action.

## *2.7 Measuring Instruments*

Assure the validity of measurements and tests with suitable quality control inspection measuring and test equipment of the range and type necessary to determine conformance of the item(s) to contract requirements. At intervals established to ensure continued validity, verify the accuracy or calibrate the device or tool used for acceptance or rejection against certified standards that have a known, valid relationship to national measurement standards. Provide for identification on the device that attests to its accuracy, date of calibration, Operator performing the verification or calibration and date due for re-verification or recalibration.

## *2.8 Continuous Improvement*

Systematically utilize the information from quality control areas described in paragraphs 2.1 through 2.7 for the prevention, detection and correction of deficiencies that affect the quality control plan and production process.

### 2.8.1 Records

Maintain records of inspections and tests that include data for conforming and nonconforming items. Continuously review the records and periodically summarize the information in a report to management.

### 2.8.2 Corrective Action

Take prompt action to correct conditions that cause defective items using internal and Customer provided data.

### 2.8.3 Audit

Periodically perform an audit of the quality control plan and report the results to management.

# 5.0 REVISION HISTORY AND APPROVAL RECORD

| Rev | Nature of changes | Eff. Date | Approved by |
|---|---|---|---|
| Orig | Original Release | [redacted] | Jennifer and Frank |
| | Template for this manual available at quality control plan | | |
| | Browse commercial and industry standard quality control plans | | |
| | Learn how to create quality control plan | | |
| | Tailored ISO 9001 Quality System | | |
| | AS9100 Quality System | | |
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