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QUALITY PLAN

Origination Date: (month year)

Document Identifier:	Quality Plan
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Approvals:

Abstract:

This document describes the quality plan for xxxxxx.

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REVISION LOG

Issue	Date	Comment	Author
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DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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Your Logo	Your Company Name	Quality Plan
Reserved		Rev: Orig

TABLE OF CONTENTS

1.0 General.....	4
2.0 Scope.....	4
3.0 Quality Plan Inputs.....	4
4.0 Quality Objectives.....	4
5.0 Responsibilities.....	4
6.0 Control of Documented Information.....	4
7.0 Resources.....	5
7.1 Provision of resources.....	5
7.2 Materials, products and services.....	5
7.3 People.....	5
7.4 Infrastructure and environment for the operation of processes.....	5
7.5 Monitoring and measuring resources.....	6
8.0 Customers and Interested Parties Communication.....	6
9.0 Design and Development.....	6
9.1 Design and development process.....	6
9.2 Control of design and development changes.....	6
10.0 Externally Provided Processes, Products and Services.....	6
11.0 Production and Service Provision.....	7
12.0 Identification and Traceability.....	8
13.0 Property Belonging to Customers and External Providers.....	8
14.0 Preservation of Outputs.....	8
15.0 Control of Nonconforming Outputs.....	8
16.0 Monitoring and Measurement.....	8
17.0 Audits.....	9
18.0 Work Details.....	9

(Note: This quality plan is based upon ISO 10005:2018. Remove this note prior to release of quality plan.)

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Reserved		Rev: Orig

1.0 General

The quality plan defines the quality practices, resources and activities that are applicable to (your project).

2.0 Scope

The quality plan is a summary of operations that are applicable to (your project).

3.0 Quality Plan Inputs

The Company captures all requirements of the Customer as well as applicable statutory or regulatory requirements, statement of work, specifications and Customer correspondence as part of the **Proposal Development & Contract Review Procedure**. Requirements are reviewed to ensure that the Company has applicable capabilities prior to start of work on the project. When the requirements for products and services are changed, the Company applies the **Proposal Development and Contract Review Procedure** to ensure Responsible Authorities are aware of changes. Applicable documents are revised according to the **Configuration Management Procedure**, including this quality plan.

4.0 Quality Objectives

The Company performs all quality plan functions to achieve conformance with Customer requirements. Deviations are approved by the Customer prior to implementation.

5.0 Responsibilities

Responsible Authorities oversee the project to ensure issues are identified and recorded.

Solutions are transmitted to and resolved by [REDACTED]

Management has empowered all employees to [REDACTED]

The Company's Project Manager has overall responsibility for the successful execution of the project, including conformity with Customer requirements and meeting quality objectives.

The Company's Quality Manager is responsible for [REDACTED]

The Customer primary contact is: [NAME]

(Insert your Organization Chart if desired)

6.0 Control of Documented Information

Documents are controlled according to the **Documented Information Procedure** to ensure the information on them is [REDACTED]

[REDACTED] Documents are reviewed and approved prior to release and only the latest versions are available to users. Previous versions are stamped "Superseded" and legacy documents are segregated and retained for historical purposes.

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Reserved		Rev: Orig

7.0 Resources

Project resources are discussed and allocated during Management Review according to the **Management Process Procedure**.

7.1 Provision of resources

The Company determines and provides the resources needed for the establishment, implementation, maintenance and continual improvement of the quality plan according to the **Management Process Procedure**, which considers [REDACTED]

7.2 Materials, products and services

The Company reviews Customer requirements according to the **Proposal Development and Contract Review Procedure** before accepting a contract, which includes [REDACTED]

The Company pays particular attention to review of requirements that are [REDACTED]. The Company reviews its own requirements and general/specific statutory and regulatory requirements (OSHA, CSPC, etc), and [REDACTED]

The Company confirms requirements are stated in the contract before acceptance when the Customer [REDACTED]

7.3 People

The Company determines and provides the people necessary for the effective implementation of its quality plan and operation and control of its processes according to the **Management Process Procedure** and **Training Procedure**.

The Company determines the necessary competence for Employees whose work affects the performance and effectiveness of the quality plan. The Company ensures [REDACTED]

The Company evaluates the effectiveness of additional training and maintains records as evidence of competence according to the **Management Process Procedure**, **Training Procedure** and **Documented Information Procedure**.

The Company ensures Employees and Contractors are made aware of the Company's quality plan and applicable quality plan objectives. In addition, Employees and Contractors are [REDACTED]

7.4 Infrastructure and environment for the operation of processes

The Company determines, provides and maintains the infrastructure necessary for the operation of its processes to achieve conformity of products and services according to the **Management Process Procedure**. The Company determines, provides and maintains [REDACTED]

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-------------------------	--	----------------

Your Logo	Your Company Name	Quality Plan
Reserved		Rev: Orig

7.5 Monitoring and measuring resources

The Company determines and provides resources needed to ensure [REDACTED] according to the **Management Process Procedure**, which ensures the provided resources are [REDACTED]. Appropriate documented information is retained and maintained according to the **Documented Information Procedure** as evidence of [REDACTED]. Measuring equipment is identified for traceability then calibrated and/or verified [REDACTED] according to the **Calibration Procedure**.

8.0 Customers and Interested Parties Communication

The Company treats Customer and interested party communication as an important [REDACTED]. The following communication methods are used within the Management process:

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

9.0 Design and Development

The **Design and Development Procedure** ensures that design activities are conducted in a controlled manner. Where applicable, the Company specifies [REDACTED].

9.1 Design and development process

The Company's design and development process ensures design activities are conducted in a controlled manner that is defined in the **Design and Development Procedure**.

9.2 Control of design and development changes

When the requirements for products and services are changed, the Company applies the **Proposal Development and Contract Review Procedure** to ensure [REDACTED].

10.0 Externally Provided Processes, Products and Services

Purchasing is treated as a process within the Company's quality plan, which is defined in the **Purchasing Procedure**. The Company accepts responsibility for the quality of products and services that are purchased from Suppliers including Customer designated sources.

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-------------------------	--	----------------

Your Logo	Your Company Name	Quality Plan
Reserved		Rev: Orig

The Company does not use Customer verification as evidence of effective control of quality by the Supplier.

11.0 Production and Service Provision

The sequence and interaction of processes has been determined and are controlled by specific work details. Workmanship standards are [REDACTED]. Corrective actions are controlled according to the **Corrective Action Procedure** to ensure [REDACTED].

The Company plans and carries out processes that include assurances that:

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

The engineering drawings and technical documentation provide the requirements for all deliverables and services. In all cases, this includes [REDACTED].

Incoming materials are inspected according to the **Receiving Procedure** to ensure [REDACTED].

In-process inspections are conducted to ensure [REDACTED].

Once all operations are complete, work undergoes [REDACTED].

[REDACTED]

[REDACTED]

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Reserved		Rev: Orig

12.0 Identification and Traceability

All products are identified throughout their product life cycle, which is fully defined in the **Production Procedure**. Other identification and traceability requirements are defined in [REDACTED]

13.0 Property Belonging to Customers and External Providers

Customer property is suitably identified to prevent unintended use and the Customer's name is indicated on the property or related paperwork. If the property is designated by the Customer for a specific use or order, [REDACTED]

Customer property is controlled according to the **Production Procedure**, contract requirements and applicable property and/or facility agreements.

14.0 Preservation of Outputs

The Company prepares instructions for [REDACTED]

The instructions are detailed in the applicable job documentation and general rules are defined in the **Production Procedure**.

15.0 Control of Nonconforming Outputs

All work that is found to be nonconforming against specified requirements are identified, documented, segregated (if possible), evaluated and dispositioned to prevent unintended use or delivery. Necessary actions are taken to [REDACTED]

The process of controlling nonconformances is fully defined in the **Nonconformances Procedure**.

16.0 Monitoring and Measurement

The Company measures the output of the production process according to Customer requirements.

Monitoring and Measurement includes:

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

Measuring equipment is controlled according to the **Calibration Procedure**.

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Reserved		Rev: Orig

17.0 Audits

Internal quality audits are conducted to ensure [REDACTED]

[REDACTED] The internal audit process is fully defined in the *Internal Auditing Procedure*.

18.0 Work Details

(Guidance Note: Tailor this section to address key elements of the project. A definable feature of work is a task that is separate and distinct from other tasks, has separate control requirements and may be identified by different trades or disciplines, or it may be work by the same trade in a different environment. This list should be agreed upon during the management meeting.)

(Guidance Note: For instance - list each work element in "bullet format" from your Contract or Request for Quote/Proposal.)

Remove the above guidance notes prior to release of the quality plan.

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