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(your project name)  
QUALITY PLAN

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Abstract:

This document describes the quality plan for xxxxxx.

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### REVISION LOG

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CAGE: xxxxx		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	MANAGEMENT RESPONSIBILITIES.....	4
6.0	CONTROL OF DOCUMENTS AND DATA.....	4
7.0	CONTROL OF RECORDS.....	4
8.0	RESOURCES.....	5
9.0	REQUIREMENTS .....	5
10.0	CUSTOMER COMMUNICATION.....	5
11.0	DESIGN AND DEVELOPMENT .....	6
12.0	PURCHASING.....	6
13.0	PRODUCTION AND SERVICE PROVISION .....	6
14.0	IDENTIFICATION AND TRACEABILITY.....	6
15.0	CUSTOMER PROPERTY.....	6
16.0	PRESERVATION OF PRODUCT.....	7
17.0	CONTROL OF NONCONFORMANCES.....	7
18.0	MONITORING AND MEASURING .....	7
19.0	AUDITS .....	7
20.0	WORK DETAILS.....	7

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## 1.0 GENERAL

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

## 2.0 SCOPE

The quality plan is a summary of operations that are applicable to the project.

## 3.0 QUALITY PLAN INPUTS

Inputs for the quality plan are derived from contract, regulatory and industry requirements, statement of work, product specifications and Customer correspondence.

## 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 MANAGEMENT RESPONSIBILITIES

Responsible Authorities oversee the project to ensure issues are identified and recorded. Solutions are transmitted to and resolved by the proper functions and verified for effectiveness.

Management has empowered all employees to report nonconformances and request corrective or preventive action to prevent the occurrence of nonconformities relating to the project.

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 closing out corrective actions.

The Customer primary contact is: [NAME]

The Company's primary contact is: [NAME]

## 6.0 CONTROL OF DOCUMENTS AND DATA

Documents are controlled according to the *Document Control Procedure* to ensure the information on them is accessible, legible and suitably maintained. 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.

## 7.0 CONTROL OF RECORDS

Records are controlled according to the *Records Control Procedure* to ensure the information on them is accessible, legible and suitably maintained. Records provide evidence of conformity to requirements and include any written or electronic piece of evidence that may be needed later to provide evidence of conformity to requirements.

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CAGE: xxxxx		Rev: Orig

## 8.0 RESOURCES

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

The sequence and interaction of processes has been determined and are controlled by specific work details. Workmanship standards are set for each process with appropriate data gathered and reviewed to ensure process effectiveness. Corrective and preventive actions are controlled according to the **Corrective and Preventive Action Procedure** to ensure processes achieve desired results and continuously improve.

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

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

## 9.0 REQUIREMENTS

The Company captures all requirements of the Customer as well as [REDACTED]

[REDACTED]

## 10.0 CUSTOMER COMMUNICATION

The Company treats Customer communication as an important method of gaging its success and ability to meet Customer requirements. The following communication methods are used within the Management process:

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

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CAGE: xxxxx		Rev: Orig

## 11.0 DESIGN AND DEVELOPMENT

The *Design and Development Procedure* ensures that [REDACTED]

## 12.0 PURCHASING

Purchasing is treated as a process within the Company's quality system, which is defined in the *Purchasing Procedure*.

[REDACTED]

## 13.0 PRODUCTION AND SERVICE PROVISION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 14.0 IDENTIFICATION AND TRACEABILITY

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

## 15.0 CUSTOMER PROPERTY

Customer property is [REDACTED]

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CAGE: xxxxx		Rev: Orig

Customer property is [REDACTED]

## 16.0 PRESERVATION OF PRODUCT

The Company prepares instructions for [REDACTED]

## 17.0 CONTROL OF NONCONFORMANCES

All work that is found to be nonconforming against specified requirements are [REDACTED]

*Procedure.*

## 18.0 MONITORING AND MEASURING

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

Monitoring and Measurement includes:

- [REDACTED]

## 19.0 AUDITS

Internal quality audits are [REDACTED]

## 20.0 WORK DETAILS

(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.)

For instance – [REDACTED]

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