

# REDACTED

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## Contractor Quality Manual-1

(Mo/Yr)

| Revisions    |                           | Rev:                           |                       |
|--------------|---------------------------|--------------------------------|-----------------------|
| Letter       | E.O. Number - Description | Date                           |                       |
|              |                           |                                |                       |
| Used On      | Contract#:                | <b>Your Company Name</b>       |                       |
| Prepared By: |                           |                                |                       |
| Your Dept:   |                           |                                |                       |
| Your Dept:   |                           | <b>POLICIES AND PROCEDURES</b> |                       |
| Your Dept:   |                           | (Your #)                       |                       |
| Your Dept:   |                           | Size: <b>A</b> CAGE:           | Form Rev: Orig 1 of 7 |

Your Logo

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## 1.0 SCOPE

Adherence to these policies and procedures will provide assurance that all supplies submitted to the Customer conform to contract requirements.

### Precedence

Any contradiction, inconsistency, or ambiguity with contract terms and conditions shall be resolved by the following order of precedence:

- Written directives of the Contract
- Pre-printed text of the Contract
- Drawing
- Product Specification

## 2.0 APPLICABLE DOCUMENTS

The following documents of the latest revision form a part of this Quality System to the extent specified herein:

- 2.1 (Your #), Calibration Policies & Procedures
- 2.2 [Redacted] Configuration Management Policies & Procedures
- 2.3 (Your #), Property Control Policies & Procedures
- 2.4 (Your #), Purchasing Policies & Procedures

## 3.0 REQUIREMENTS

### 3.1 Organization

The Quality Organization of (Your Co) reports directly to the Operations Manager. Organizational charts indicating lines of responsibility and authority are attached as Exhibits.

### 3.2 Customer Audit

(Your Co) shall permit Customer audits to [Redacted]

### 3.3 Procedures

Procedures and specifications required by this Quality System are listed in para 2.0

### 3.4 Records

Records of inspections/tests shall be produced to [Redacted]

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### 3.5 Document Control/Change Control

- Contract Initiation

[Redacted]

- Procurement Documents

[Redacted]

- Release & Control

[Redacted]

Released documents require recall when [Redacted]

The document release file shall indicate:

[Redacted]

In the event DCC is unable to retrieve the outdated document, the issue file shall [Redacted]

[Redacted]

### 3.6 Procurement Control

(Your Co) purchase orders shall be reviewed per (Your #), Purchasing Policies & Procedures.

### 3.7 Measuring Equipment

Measurement devices used to accept deliverable supplies or control critical process characteristics shall be controlled per (Your #).

### 3.8 Sampling Plan

When sampling inspection [Redacted]

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**3.9 Identification**

The inspection status of all procured or produced supplies shall be evidenced by [REDACTED]

The receiving inspector shall record the P/N, quantity, revision and PO# onto a good material tag that [REDACTED]

The in-process inspector shall record the quantity accepted/rejected on construction process records.

The final inspector shall record [REDACTED]

**3.10 Nonconforming Supplies**

(Your Co) shall not accept supplies via MRB that do not exactly conform to the contract. MRB authority is granted for nonconformances to (Your Co) documents that do not effect Customer requirements. (Your Co) MRB shall consist of [REDACTED]

Nonconforming supplies considered acceptable by (Your Co) shall [REDACTED]

Nonconforming supplies shall be segregated from acceptable supplies to the extent practicable and [REDACTED]

The MRB shall record disposition instructions on MR Report (Your #) except for standard reworks.

**3.11 Corrective Actions**

The MRB shall determine whether or not corrective action is required to [REDACTED]

**3.12 Customer Notification**

(Your Co) shall respond promptly to Customer requests for corrective action taken to [REDACTED]

**3.13 Procurement Inspection**

Purchased supplies shall be inspected upon receipt, as necessary, to verify conformance with the procurement document(s).

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*In the event supplies are required prior to receipt of documentation providing evidence of conformance to the contract, Quality and Project Management may*

Written inspection and test procedures shall be prepared for each supply and shall contain, but shall not be limited to:

[Redacted]

**3.14 In-process Inspection**

Inspections shall be performed during the construction process to the extent necessary. Each inspection, test and construction operation shall

[Redacted]

The inspector shall:

[Redacted]

**3.15 Handling & Storage**

Supplies shall be identified upon completion of inspection operations with a Good Material Tag or process document. Purchased supplies pending inspection shall

[Redacted]

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**3.16 Packaging/Shipping**

When applicable, inspection instructions shall include [REDACTED]

**3.17 Facility Relocation**

(Your Co) shall notify the Customer in writing prior to facility relocation.

**3.18 Supplemental Contract Quality Requirements**

Special instructions provided by the contract in the form of Supplier Quality Supplemental Requirements shall be integrated into standard inspection documents A/R.

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