

REDACTED

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Construction Quality Manual

(Mo/Yr)

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On	Contract#:	Your Company Name	
Prepared By:			
Your Dept:			
Your Dept:		POLICIES AND PROCEDURES	
Your Dept:		(Your #)	
Your Dept:		Size: A CAGE:	Your Form # (mo/yr) 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:



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 [Redacted] Calibration Policies & Procedures
- 2.2 [Redacted] Configuration Management Policies & Procedures
- 2.3 [Redacted] Property Control Policies & Procedures
- 2.4 [Redacted] 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 evaluate the degree of compliance with this Quality System and contract performance. (Your Co) shall provide [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 provide objective evidence of compliance to contract directives.

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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]

3.6 Procurement Control

(Your Co) purchase orders shall be reviewed [Redacted]

3.7 Measuring Equipment

Measurement devices used to accept deliverable supplies or control critical process characteristics shall be controlled [Redacted]

3.8 Sampling Plan

When sampling inspection [Redacted] is applicable, ANSI Z 1.4 [Redacted]

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3.9 Identification

The inspection status of all procured [redacted] supplies shall [redacted]

The receiving inspector shall record the P/N, quantity, revision and PO# onto a good material tag that will accompany the supply to stock control.

The in-process inspector shall record [redacted]

The final inspector shall record [redacted]

Supplies detected as nonconforming shall [redacted]

Customer returned supplies shall [redacted]

3.10 Nonconforming Supplies

(Your Co) shall not accept supplies via MRB that do not [redacted]

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

Nonconforming supplies shall [redacted]

The MRB shall record disposition instructions [redacted]

3.11 Corrective Actions

The MRB shall determine whether or not corrective action is required to detect and correct conditions that have resulted or could result in submittal of nonconforming supplies to the Customer, and an approximate date for completion of the action.

3.12 Customer Notification

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

3.13 Procurement Inspection

Purchased supplies shall be inspected upon receipt, as necessary, to [redacted]

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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 [REDACTED]

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 [REDACTED]

[REDACTED] Inspections and tests shall be described on an inspection instruction or process document. Records of inspection or test shall be maintained on process records or form (Your #)

The inspector shall:

Review contract directives and prepare inspection instructions

Review previous instructions and records for inspection instruction improvements

[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 be segregated to the extent practicable and stored in the 'Receiving' area. In-process supplies pending inspection shall be stored in designated areas. All supplies shall be handled to prevent damage, loss, or substitution.

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3.16 Packaging/Shipping

Inspection instructions shall include provisions for [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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Tips:

Double click grey area at top and bottom of page to edit header/footer

Search for the word “your” throughout doc and replace as required

Quality Policy

Mo/Yr

Revisions				Rev:	
Letter	E.O. Number - Description			Date	
Used On	Contract#:		Your Company Name		
Prepared By:		Date			
Your Dept:		Date			
Your Dept:		Date			
Your Dept:		Date	QUALITY POLICY		
Your Dept:		Date	Your #		
Your Dept:		Date	Size: A	CAGE:	Form Rev: Orig 1 of 2

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It is a policy of the Company to perform all activities in a manner that reflects a total commitment to quality. This means [REDACTED]

It is a goal of the company to encourage all employees to strive for individual excellence in their work and in their association with other people inside and outside of the workplace.

The Company strives to motivate employees to achieve this excellence by [REDACTED]

The Company's Mission is to continually improve our services to meet our Customers' requirements, allowing us to [REDACTED]

The Company's Vision is to [REDACTED]

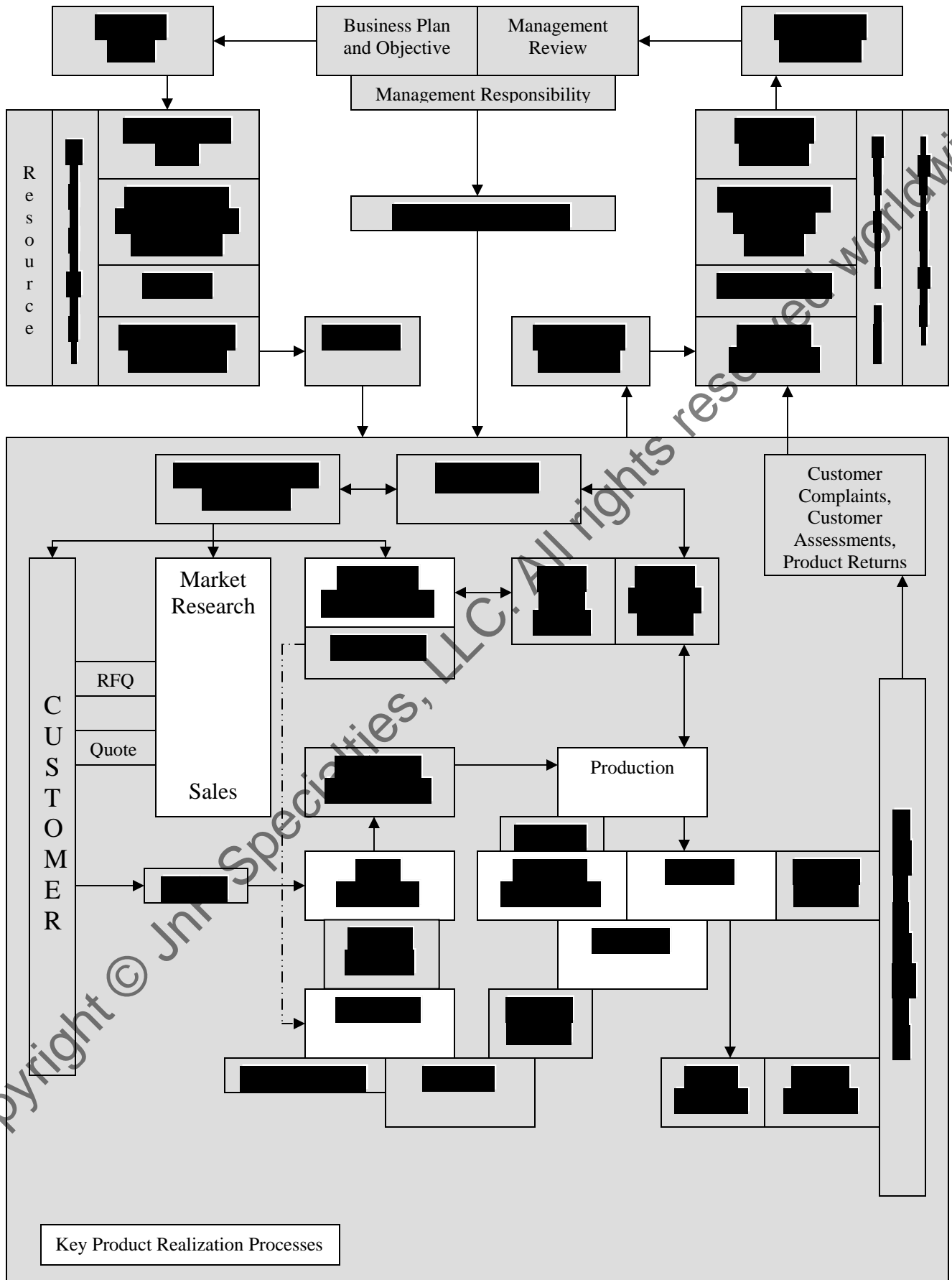
The Company will design and maintain an effective and economical quality program that [REDACTED]

This quality program was developed in coordination with all the Company administrative and technical processes and applies to [REDACTED]

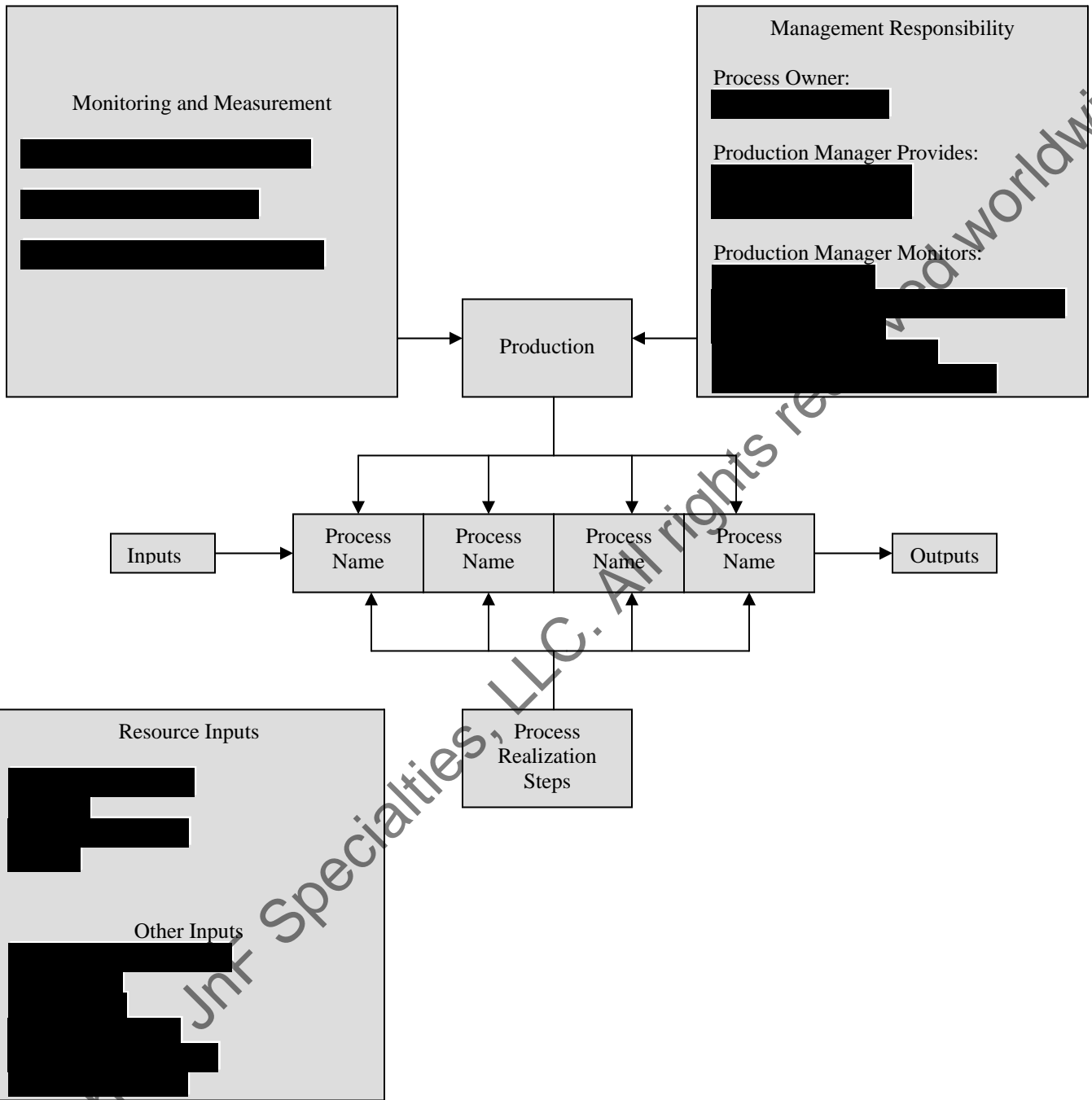
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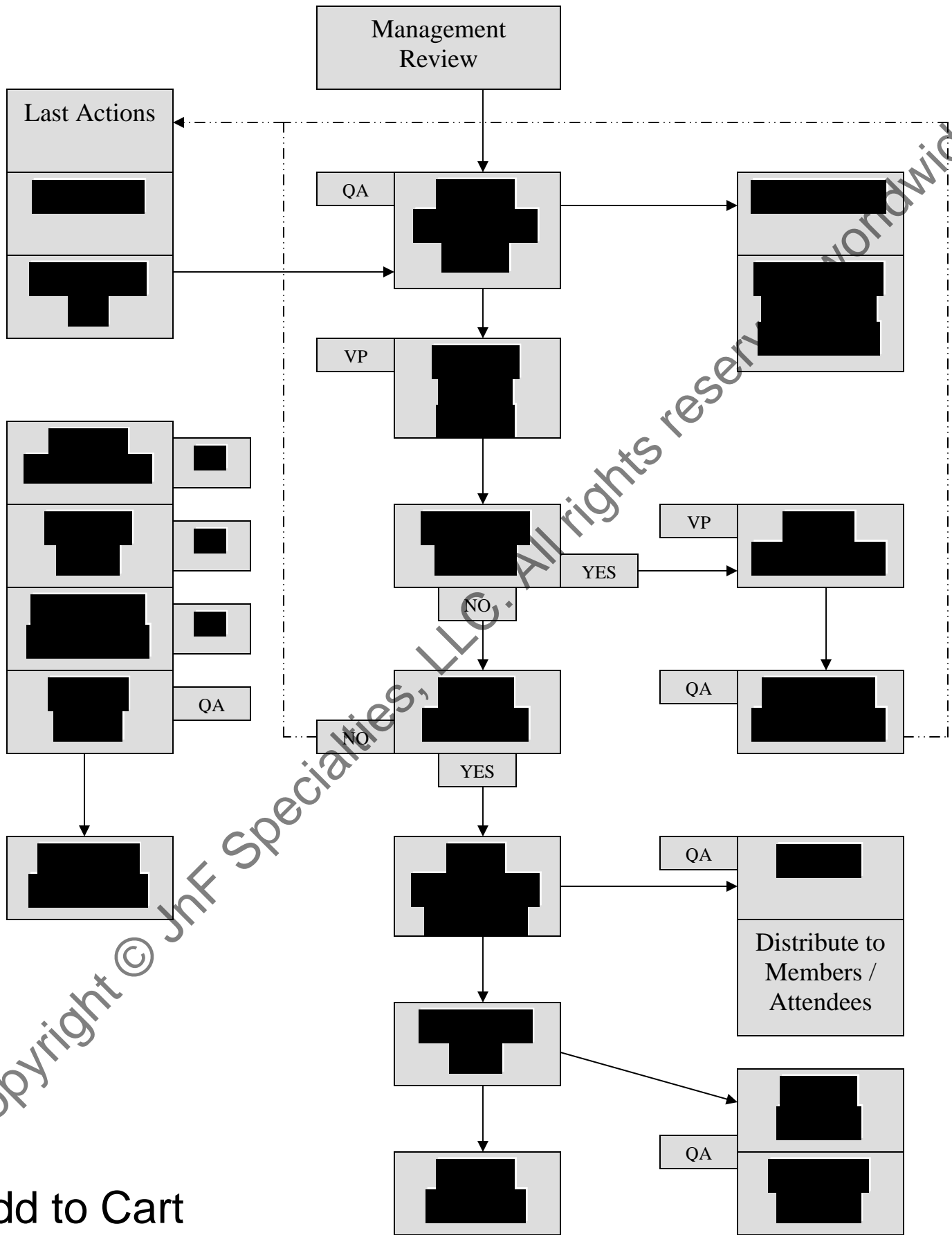
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Attachment I



Attachment II





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