CQC Quality Manual

Revisions		Rev:	Orig
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Used On	Contract#:		**Your Company**
Prepared By:			
Approved:			
			CQC QUALITY MANUAL
			(Your number)
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Your Logo

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1.0 SCOPE

It is a policy of the Company to perform all activities in a manner that reflects [redacted] This means [redacted] and [redacted] to the [redacted] It is also a policy of the Company to [redacted] It is a goal of the Company to [redacted] achieve [redacted] and a cooperative environment.

Managers are responsible for [redacted] Managers must recognize and suppor [redacted] to work with [redacted] understanding [redacted] those [redacted] Managers must monitor [redacted] if problems [redacted]

This manual of policies and procedures is subject to evaluation and verification by [redacted]

2.0 ORGANIZATION

2.1 Quality Responsibility and Authority

The quality manager has the responsibility and authority to [redacted] Quality may suspend [redacted] on an expedited, high priority basis. In addition, Quality may [redacted] on an expedited, high priority basis. The quality manager reports directly to [redacted] Quality supervisors, inspectors, and auditors report directly to the quality manager.

2.1.1 Problem Resolution

Quality problems resulting from [redacted] specific responsibility. Decisions affecting Quality, Cost, or Schedule are [redacted] Each organizational Group has the authority, [redacted] for [redacted] ; however, [redacted] upon which they have [redacted]

2.2 Initial Quality Planning

The Quality Group is responsible for [redacted] or the activation

of [redacted] quality plans and procedures.

2.3 Inspection and Testing Documentation

2.3.1 Preparation

All work affecting quality is [redacted] Preparation, maintenance, reviews and compliance with [redacted]' or as a result of [redacted]

2.3.2 Inspection Instructions

The Quality Group prepares an ***Inspection Instruction*** for all inspection work by performing tasks that may include, but are not limited to:

- [redacted]
- [redacted] is not limited to:

Inspection Instruction number, approval and date	Specification number(s) and revision letter(s)
Title of Inspection Instruction	[redacted] supported by the Inspection Instruction
Instruction revision level and date of effectivity	Applicable CO# and date of effectivity
[redacted]	[redacted]

- [redacted]

After approval, the ***Inspection Instruction*** is [redacted] The ***Inspection Instruction*** is exempt from [redacted] and also requires [redacted]

2.4 Records

2.4.1 General

[redacted] Records are available for review by the Client and copies of non-proprietary records are [redacted] Inspection, monitoring and testing records indicate [redacted]

[redacted]

2.4.2 Record Verification

Records are examined for [redacted] by initials and date (date = mo/yr).

2.4.3 Record Maintenance

The Company's Document Control Center is used to [redacted] by the contract. To the extent practicable, records are [redacted] and department ownership.

2.4.4 Active Records

Records for active contracts are [redacted] and [redacted]

2.4.4.1 Objective Evidence

Records are collected or produced [redacted] and [redacted]

2.5 Corrective Action

2.5.1 Internal Corrective Action Requests

A ***Corrective Action Request*** (CAR) is initiated [redacted] that could result or has resulted [redacted] A ***CAR*** may results from [redacted] on an expedited, high priority basis.

2.5.2 Corrective Action Implementation by the MRB

The MRB forwards the ***CAR*** to the assigned Group [redacted] to determine [redacted] An analysis of trends [redacted] and corrections are introduced.

2.5.2.1 Corrective Action Monitoring

An initial review of the adequacy of improvements and corrections [redacted] are recorded on the ***Corrective Action Request*** form. The review and monitoring schedule is determined by [redacted]

2.5.3 Supplier Corrective Action

A Supplier corrective action is initiated by the MRB, [redacted] An ***Investigation and Corrective Action Request*** form is [redacted]

[redacted] The ***ICAR*** form is logged by [redacted] for control purpose and forwarded to the Supplier by [redacted] The Supplier is normally provided [redacted] may withhold acceptance of [redacted] Acceptable Supplier responses are [redacted] improvements and corrections and the monitoring [redacted] are recorded on the Supplier response form. The review and monitoring schedule is [redacted]

2.5.4 Client Request for Corrective Action

A Client request for corrective action may be [redacted] received by [redacted] In all cases, the Client request [redacted]

2.5.4.1 Corrective Action Implementation

The Corrective Action Board (CAB), working with other Company organizations as needed, [redacted] determines [redacted] the organization [redacted]

2.5.4.2 Corrective Action Progress

Progress of the corrective action is [redacted] imposed by [redacted] When the corrective action is complete, [redacted] appropriate to [redacted] the date of [redacted] and prepares [redacted]

3.0 FACILITIES AND STANDARDS

3.1 Drawings, Documentation and Changes

The Quality Group verifies that the latest revisions of documents [redacted] specified by contract are [redacted] removed from all points of use.

3.2 Change Control

Changes to contractual requirements are documented using a ***Change Order*** according to [redacted] The Quality Group upgrades inspection and test instructions, [redacted] as required by the approved change.

3.3 Measuring and Test Equipment

All measuring and test equipment instruments and devices used [redacted] according to the ***Calibration Procedure***.

3.4 Use of Contractor's Inspection Equipment

3.4.1 Availability

Company owned gauges, inspection devices and test equipment are [redacted] use of the equipment is [redacted] available to operate [redacted] when requested.

3.5 Control of Purchases

3.5.1 Procurement Document Requirements Review

The Quality Group reviews procurement documents to determine [redacted] according to the governing contract. The Supplier is directed to provide some or all of the following:

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted]

If there are inadequacies in the procurement document, [redacted] it is [redacted] representative.

3.6 Materials and Material Control

3.6.1 Receiving Inspection

All materials are evaluated by receiving inspection to the extent necessary to assure conformance to [redacted]

Receiving inspection may [redacted] as demonstrated [redacted]

Three levels of inspection sampling can be used: [redacted] *Sampling to permit defects is not permitted.*

When an item drawing is revised and/or when [redacted] and processed [redacted]

Items that have been sent out for [redacted] until completion of the MRB.

The acceptable material from a lot subjected to [redacted] upon completion of appropriate documentation.

Measuring and test equipment devices and measurement standards that have been received from external calibration and/or repair are forwarded [redacted] directly or indirectly [redacted] for processing.

Materials that have been source [redacted] of the accompanying documentation (such as certificates and test reports).

All incoming items are processed [redacted]

Incoming items are [redacted] completion of tests.

Prior to inspecting received items, the inspector [redacted]

All limited shelf life items must not [redacted]

Accepted items are identified with [redacted] the withheld items.

At the completion of each inspection, the inspector [redacted]

Receiving inspection personnel observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

1. [redacted]
2. [redacted]
3. [redacted]
4. [redacted]
5. [redacted]

The Company's specifications do not [redacted] of the Vendor/Seller.

3.6.2 Raw Material Inspection

The Purchasing Group specifies [redacted] for raw materials. The purchase order requires the Supplier to [redacted] specified requirements.

Receiving inspection personnel inspect [redacted] applicable documents.

Raw material waiting for test is [redacted] A ***Calculated Risk Release*** [redacted] acceptable test results. A copy of the ***Calculated Risk Release*** (CRR) [redacted] prevents [redacted] unless [redacted]

When tests or analyses are complete, the test report [redacted] verification.

Upon completion of inspection, the inspector [redacted]

Accepted materials are identified with a ***Good Material Tag*** and [redacted] processing necessarily the Material Review Board.

3.6.3 Control of Rubber Materials

The identification tags for rubber components or items with rubber components [redacted] to prevent [redacted] years.

3.7 Production Processing and Fabrication

3.7.1 In-process Inspection

The Quality Group is responsible for examining engineering and production documentation for the purpose of identifying [redacted] associated equipment, personnel, and the submittals produced by the process. Submittals are inspected [redacted] These inspections are performed [redacted] when there is an occurrence of [redacted]

Whenever a material condition exists that differs [redacted] for the circumstance.

3.7.2 Inspection Methods

Inspection methods may include inspections by [redacted] applicable Inspection Instructions, drawings, specifications, and [redacted]

The inspection includes verification of compliance to:

- [redacted]
- [redacted]
- [redacted]
- [redacted]

[redacted]

3.7.2.1 Calculated Risk Release

[redacted] cognizant MRB members may release the submittals on a ***Calculated Risk***. A copy of the ***Calculated Risk***

Release (CRR) [redacted] unless waived by the Client.

3.7.3 Identification

Submittals found to be in compliance with inspection requirements are [redacted] routed to the appropriate department [redacted] to the extent practicable, and a ***Nonconformance Report*** is prepared.

A copy of the report is maintained with the submittals.

3.7.4 Failure Reporting

A ***Nonconformance Report*** is initiated [redacted] inspections and field tests.

3.7.5 Tooling Inspection

All production tools used for producing submittals are [redacted] prior to use, such as [redacted] Tools that are used for inspections are calibrated prior to use according to the ***Calibration Procedure***.

3.8 Inspection and Testing

All submittals are inspected and tested according to the applicable CQC Plan.

3.9 Nonconformities

3.9.1 Material Review Board

The primary responsibility of the Material Review Board is to [redacted] ensure that effective [redacted] are applied and documented according to the ***Control of Nonconformities Procedure***. When appropriate, the MRB can [redacted] in ***Standard Repair*** or ***Rework Procedures*** with [redacted]

3.9.2 Material Review Processing

- [redacted]
- [redacted]

3.10 Indication of Inspection Status

A ***Work Order*** may [redacted]

3.11 Client Inspection at Subcontractor or Vendor Facilities

When the Client or other Responsible Authorities need to conduct Source Inspections at Supplier facilities, the following statement is normally included in the ***Purchase Order***: [redacted]

[redacted]."

Client Source Inspections do not [redacted] according to the ***Control of Nonconformities Procedure***. The Supplier is required to coordinate [redacted] to the Client upon request or by direction of the ***Purchase Order***.

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