

# REDACTED

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## Procedure Writing Technique, Style 1

Mo/Yr

Revisions				Rev:	
Letter	E.O. Number	Description	Date		
Used On	Contract#:	<b>Your Company Name</b>			
Prepared By:	Date				
Your Dept:	Date				
Your Dept:	Date				
Your Dept:	Date				
			<b>PROCEDURE</b>		
			QC-129-1		
Your Dept:	Date	Size: A	CAGE:		Form Rev: Orig 1 of 1

Your Company Logo

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## 1.0 Scope

Document procedures using block diagrams or flowcharts that describe discrete operations in a process. Prepare work instructions to explain details in procedures but only when [REDACTED]. The less disclosure in a procedure or work instruction the better because [REDACTED].

An example of this writing technique follows on pages 3, 4, and 5.

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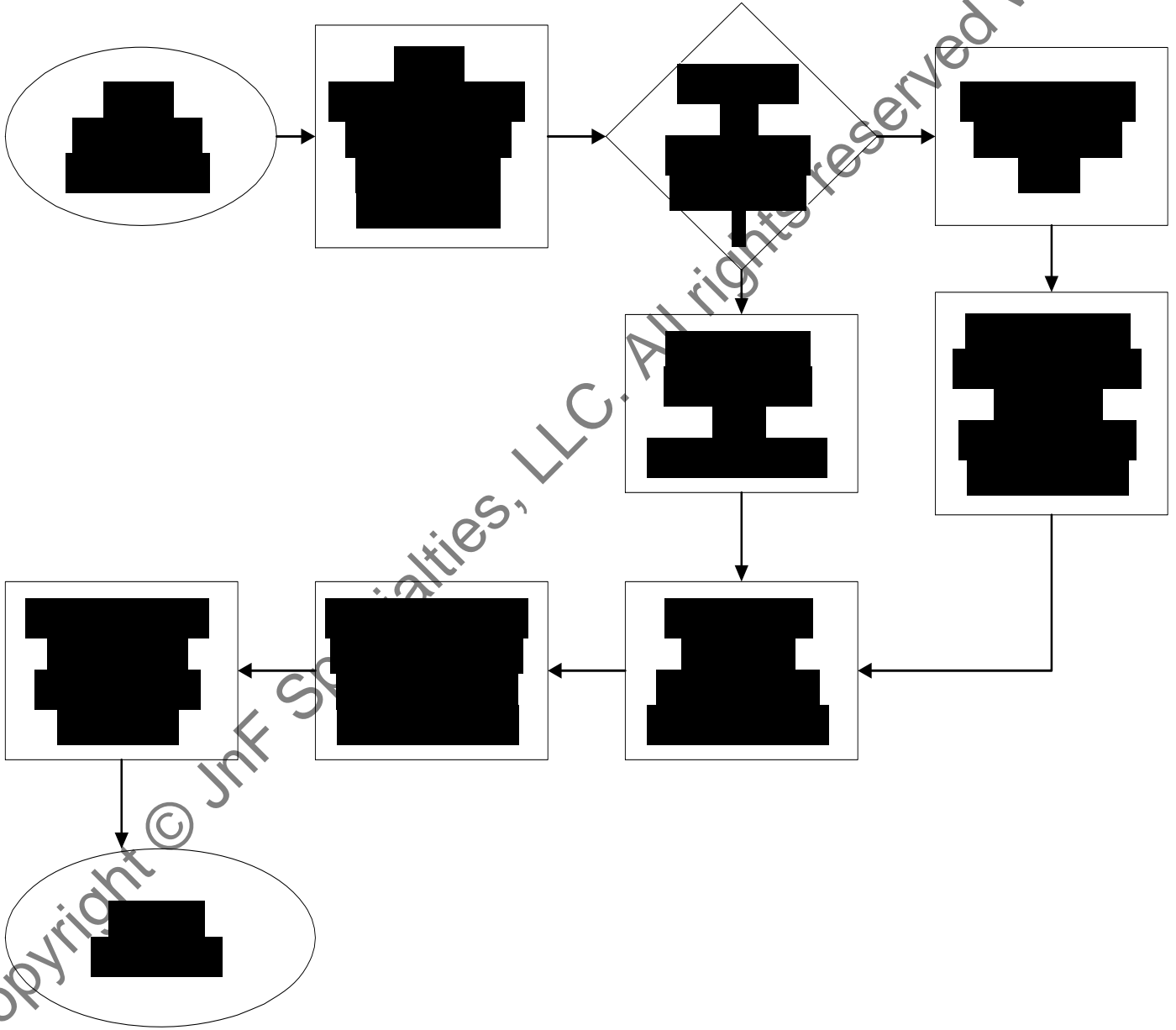
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Your Company Name	REV	CAGE	DOC#:	2 of 2
			QC-129-1	

Option: Insert image

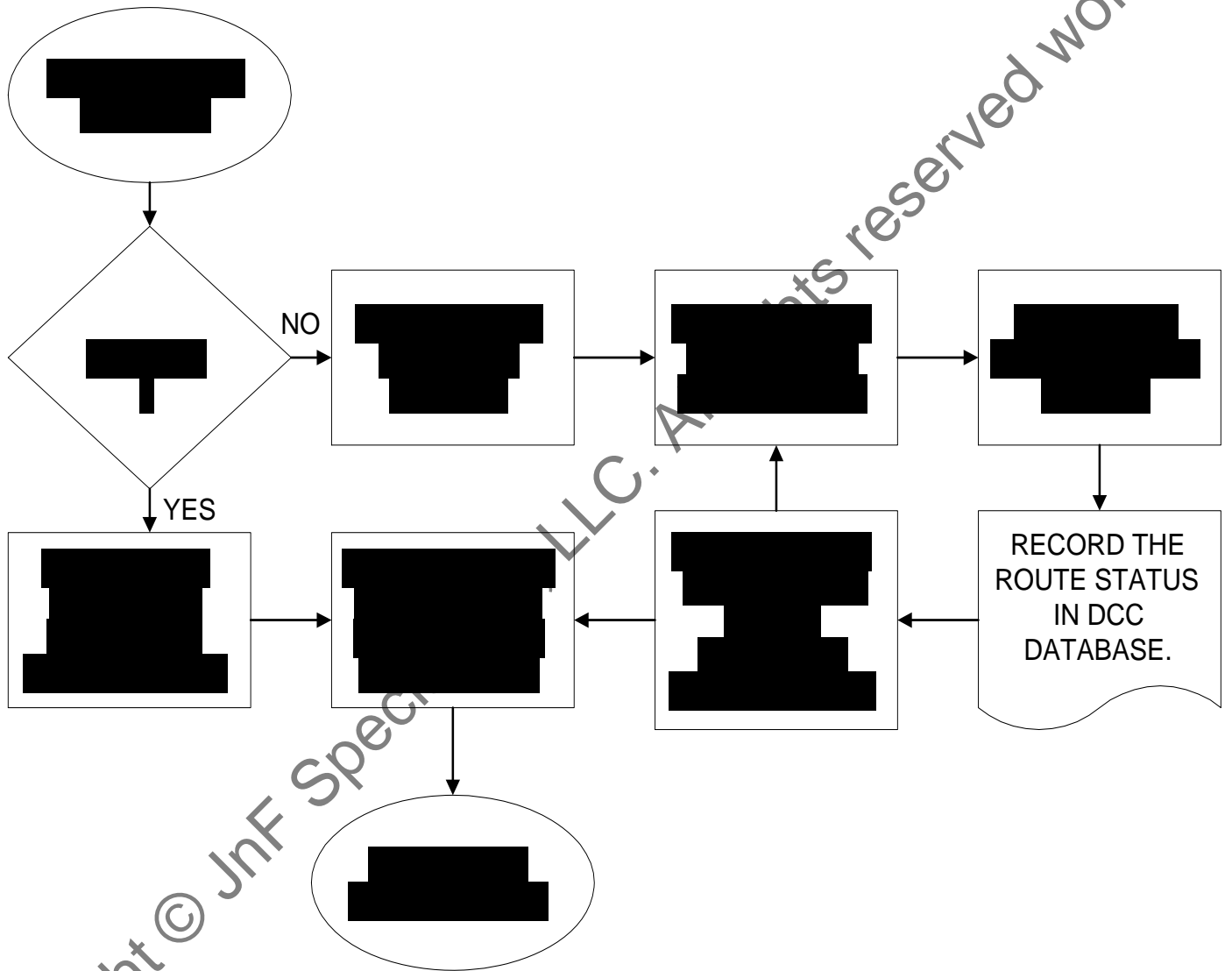
### MATERIAL REPORT PROCESSING (DISCREPANCY SUPERVISOR)

SUB- [REDACTED]



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### MATERIAL REPORT "DCC" ROUTING FOR SIGNATURES (MRB) SUB- [REDACTED]



Your Company Name	REV	CAGE	DOC#:	4 of 4
			QC-129-1	



## Writing Procedure, Style 2 Supplier Survey Disposition

Mo/Yr

Revisions		Rev:	
Letter	E.O. Number - Description	Date	
Used On Surveys	Contract#:	<b>Your Company Name</b>	
References:	Your #		
Reports:	Your #		
<b>WORK INSTRUCTION</b>			
Prepared By:		QC-129-2	
Approved:		Size: <b>A</b>	CAGE: <input type="text"/>
		Your Form# (mo/yr)	1 of 1

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STEP	RESPONSIBILITY	ACTION
1	[REDACTED]	[REDACTED]
--	IF	THEN
1.2	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
	IF	THEN
1.6	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
STEP	RESPONSIBILITY	ACTION
2	[REDACTED]	[REDACTED]
--	IF	THEN
2.1	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
2.9	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
STEP	RESPONSIBILITY	ACTION
3	[REDACTED]	[REDACTED]

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