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Your Company Name

QUALITY MANUAL for STEEL FABRICATOR

Origination Date: (your origination date)

Date Authorized:	Document Identifier:	QMS-00 Quality Manual for Steel Fabricator
	Date:	Latest Revision Date
Signature:	Project:	Customer, Unique ID, Part Number
	Document Status:	Rev: Orig

Company Location: (your address, city, state, zip)

Abstract:
This document describes the Company's quality management system.

REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

REVISION RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

Paragraph 5.7.3 is "value added" content.

1.0 Purpose

The purpose of the Quality Management System is to [redacted] fabricate steel products.

2.0 Scope

The Company's quality management system [redacted] The Company's ***AISC Certification*** should [redacted] This Quality Management System includes [redacted]

2.1 Exclusions

The Company cites no exclusions to the AISC standard. (revise as required)

3.0 References

The latest editions of the following documents and standards are required:

a) [redacted]
   I. [redacted]
   II. [redacted]
   III. [redacted]
b) [redacted]
c) [redacted]
d) [redacted]
e) [redacted]
f) [redacted]
g) [redacted]
h) [redacted]

4.0 Definitions

See ***QMS-16 Definitions, Abbreviations and Symbols Procedure*** for more details.
Subordinate or external documentation referenced herein is displayed in ***Bold Italics***.

5.0 Management Responsibility

The Company is committed [redacted] To ensure this, management [redacted]

5.1 Policy for Quality and Quality Goals

The Company's quality policy [redacted] which includes [redacted] according to [redacted]

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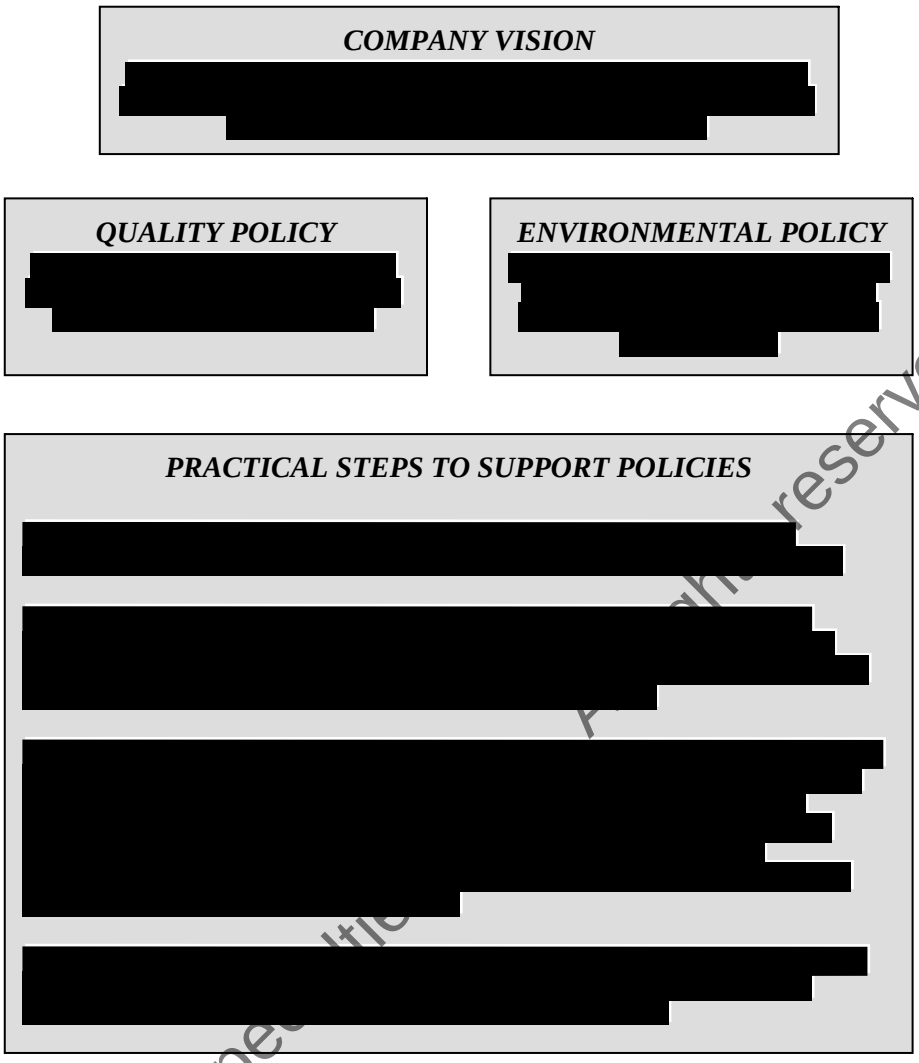
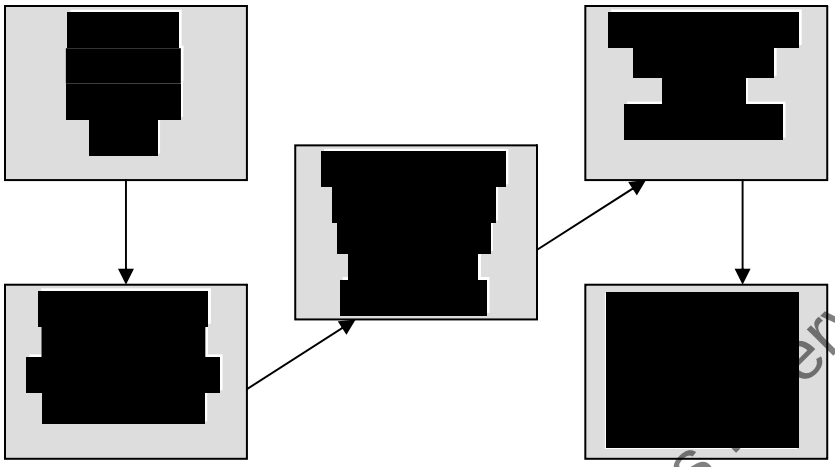


5.2 Quality Management System renumbered from 5.5

The Company's quality management system is designed to satisfy AISC standard 207-20, [redacted] and includes [redacted] The Quality System ensures [redacted] This assures [redacted] Necessary records of activities are [redacted] The System is structured from top-down using this Quality Manual, Supporting Documents, Work Instructions and Quality Records.

The Company maintains [redacted] All Managers are responsible for [redacted] The quality system documentation is comprised of a hierarchy of documents that flow from this Quality Manual.



5.3 Management Review

Review meetings are [redacted] Reviews are reported and records are retained and maintained. The controls for management review are defined in the ***QMS-04 Management Procedure***, which defines [redacted]

Management review meeting reports are [redacted] Internal quality audits are conducted according to the ***QMS-12 Internal Auditing Procedure*** to [redacted] Records of the management review meetings and internal audits are controlled according to the ***QMS-01 Control of Documented Information Procedure***.

5.4 Responsible Quality Personnel

The individual designated as Quality Manager (QM) [redacted] The Quality Manager however, [redacted] Although the Quality Manager [redacted] The Quality Manager has [redacted] The Quality Manager ensures [redacted]

5.5 Resource Management

The Company has [redacted]

[redacted]

5.5.1 Personnel

Personnel assigned to key positions and those performing field operations [redacted] according to the ***QMS-06 Training Procedure***. Unless otherwise noted, personnel can [redacted]

Specifically, individuals responsible for Quality Assurance and Quality Control management do not [redacted]

- [redacted]

The Company retains [redacted]

5.5.2 Buildings, Workspace, Equipment and Associated Utilities

The facility consists of areas and buildings that [redacted] The areas and buildings are [redacted]

The fabrication facility includes [redacted] Ambient conditions are [redacted]

Equipment includes [redacted]

The facility also provides [redacted]

5.5.3 Fabrication Process Equipment (Hardware & Software)

The Company has under its control [redacted] Equipment is maintained to [redacted]

5.6 Internal Communication

To ensure proper communication between and throughout all levels of employees within the Company, [redacted] which is documented in the ***QMS-04 Management Procedure***.

Management periodically [redacted]

Employees are encouraged to [redacted] This system requires management to [redacted]

5.7 Quality Manual

The primary purpose of the Quality Manual and QMS Procedures is [redacted] The Quality Manual has been developed by [redacted] The quality manual is [redacted] It is meant to be [redacted] The quality manual is [redacted] Externally distributed copies are [redacted] Additional procedures and work instructions have [redacted] For instance:

- [redacted]
- [redacted]

5.7.1 Organization

Review meetings are held by all managers [redacted] Reviews are reported and records are retained and maintained. The controls for management review are defined in the ***QMS-04 Management Procedure***.

The organizational chart [redacted] which are further defined in the ***QMS-05 Responsibilities and Authorities Procedure***.

The qualifications of key personnel and managers listed in paragraph 5.4.1 are maintained in records and/or job descriptions according to the training program that is defined in the ***QMS-06 Training Procedure***.

- See applicable ***project facility plan/map*** for detailed description of facility.
- See applicable ***equipment list*** designated for projects.

Left blank intentionally

5.7.2 Approval

This manual is issued under the authority of [redacted] Changes to documents referenced herein are [redacted] Management ensures the QMS is [redacted] Subsequent major changes that may affect the performance, quality or reliability of deliverable items are identified, reviewed and [redacted]

5.7.3 Order of Precedence **Value-Added**

The order of precedence of order-specific documentation is as follows unless otherwise directed by Customer or government requirements:

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

6.0 Construction Document Review and Communication

The Company performs [redacted] according to the ***QMS-07 Proposal Development and Contract Review Procedure***. The review [redacted]

The review considers
The procedure provides

The Company communicates
which includes:

-
-
-
-
-
-

Decisions made in the process of these communications are

Contract review records may include

Project requirements are
according to contract requirements and ***QMS-01 Control of Documented Information Procedure***. The controls for contract review are defined in the ***QMS-07 Proposal Development and Contract Review Procedure***.

Communications with the Authorities having Jurisdiction (AHJ) are documented by using the ***Request for Information (RFI)*** form (or your form). The ***RFI Form*** is a correspondence tool for requesting information or clarification from AHJ's.

A number is assigned to the RFI and then recorded in the ***RFI Log***. The Log documents the following:

a)
b)
c)
d)
e)

6.1 Customer Requirements

The Company captures all contractual and special requirements of the Customer as well as
as part of the ***Proposal Development & Contract Review*** process. Once contractual and special requirements are captured, they are
Relevant documents are changed when
as defined in the ***QMS-02 Configuration Management Procedure***. Documents are controlled to
Documents are reviewed and approved

The Company determines which is defined in the ***QMS-07 Proposal Development & Contract Review Procedure***.

7.0 Detailing

7.1 Detailing Standards

The Company utilizes detailing standards to These standards show The standards specify how which include

The standards describe the Company's including

The standards describe

The standards include

7.1.1 Digital Document Production - Preparation of Fabrication and Erection Documents (also see 7.8)

The Company has prepared and implemented the ***QMS-17 Detailing Procedure*** for

The procedure identifies

The procedure describes

The procedure also describes

Detailing procedures are defined in the ***QMS-17 Detailing Standard***.

7.2 Checking

The Company has prepared and implemented the ***QMS-17 Detailing Standard*** to provide for [redacted] The procedure describes [redacted] Detailing procedures are defined in the ***QMS-17 Detailing Standard***, which includes [redacted]

7.3 Control of Approval Documents and Release for Fabrication

The ***QMS-21 Control of Approval Documents Procedure*** describes the method to [redacted] The methods include [redacted]

7.4 Shop Drawings/Documents Supplied by Others

Shop drawings/documents received from the Owner/Buyer are [redacted]

7.5 Management of Detailing

Detailing Management Connection Consultation and other detailing functions may [redacted]

Personnel performing Detailing Management are responsible for [redacted] Management personnel is qualified by one or more of the following: [redacted] Experience includes [redacted]

- [redacted]
- [redacted]

7.6 Detailing Functions

Personnel that detail and/or check shop drawings/documents have [redacted] including, but not limited to, [redacted] A qualified Checker

[redacted] When applicable, Checkers have [redacted]

7.6.1 References (required library)

The Company maintains the current references as a library. Detailing procedures are defined in the ***QMS-17 Detailing Standard***.

7.6.2 Connection Consultation

Personnel directing Detailers performing connection detailing are qualified by one or more of the following:

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

7.7 Subcontract Services

In lieu of employed staff personnel, subcontract services may be used for the following functions: [redacted] however, the Company [redacted] The Company defines and documents the qualification and selection process for choosing subcontract detailers according to ***QMS-08 Purchasing Procedure***.

7.8 Design Procedure

The Company's design and development process ensures design activities are conducted in a controlled manner that is defined in the ***QMS-17 Design and Development Procedure***, which includes policies for:

A. [redacted]
B. [redacted]
C. [redacted]
D. [redacted]

7.9 Design for Standard Components/Services

The controls for standard component/services are defined in the ***QMS-17 Design and Development Procedure***.

7.10 Design for Non-standard Components/Services

The controls for non-standard component/services are defined in the ***QMS-17 Design and Development Procedure***.

8.0 Control of Management System Documents and Project Documents

8.1 Management System Documents

A method has been established and maintained showing the latest revisions and location of the Quality Manual. The controls are defined in the ***QMS-01 Control of Documented Information Procedure*** and ***QMS-02 Configuration Management Procedure***.

8.1.1 Quality Management System Documents

The Quality System ensures [redacted] This assures that produced items [redacted] Necessary records of activities are retained and maintained. Quality improvements [redacted] The System is structured from top-down using [redacted]

8.1.2 Review and Approval of Quality Management System Documents

Internal documents that affect quality are [redacted] Revisions to the Quality Manual and other quality management system documents are [redacted] Management establishes the frequency and requirements for [redacted] Revision controls are defined in the ***QMS-02 Configuration Management Procedure***.

8.1.3 Revision Control of Quality Management System Documents

Controlled management system documents that are [redacted] The Quality Manual has a cover page showing the current revision date and the name and location of the Company. The revision is clearly identifiable on [redacted] The Company has established a method [redacted]

Documents are controlled so that [redacted]

The controls for document control and configuration management are defined in the ***QMS-01 Control of Documented Information Procedure*** and ***QMS-02 Configuration Management Procedure***.

8.1.4 Access to Quality Management System Documents

Relevant and current procedures and policies pertinent to an area of operation or management are [redacted]

[redacted] The controls are defined in the ***QMS-10 Steel Work Procedure***.

8.1.5 Communication of Changes and Revisions to Quality Management System Documents

Changes and revisions to project and quality management system documents are [redacted] according to the ***QMS-02 Configuration Management Procedure*** and applicable ***Change Order***(s).

8.2 Project Documents

A method has been established and maintained showing [redacted]

The controls are defined in the ***QMS-01 Control of Documented Information Procedure*** and ***QMS-02 Configuration Management Procedure***.

8.2.1 Tracking Project Documents

A ***Transmittal Register*** and ***Contract Log*** have [redacted]

8.2.2 Revision Control of Project Documents

Controlled project documents that are [redacted] The revision level of project documents is [redacted]

The Company has established a method to [redacted] esign drawings/documents and referenced procedures are identified from the previous revision.

Documents are controlled so that [redacted]

Documented procedures control [redacted]

A process has been established to ensure [redacted]

The controls for document control and configuration management are defined in the ***QMS-01 Control of Documented Information Procedure*** and ***QMS-02 Configuration Management Procedure***.

8.2.3 Access to Project Documents

Relevant and current plans, procedures and policies pertinent to an area of operation or management are [redacted]

[redacted] The controls are defined in the ***QMS-10 Steel Work Procedure***.

9.0 Maintenance of Quality Records

Records are retained and maintained to [redacted] Quality records are available [redacted] All quality records and final inspections are [redacted]

All quality records are [redacted]

Records that document quality typically include: [redacted]

9.1 Retention of Quality Records

The control of records is defined in the ***QMS-01 Control of Documented Information Procedure***.

9.2 Storage of Quality Records

Records are controlled to provide [redacted] according to the ***QMS-01 Control of Documented Information Procedure***.

9.3 Retrieval of Quality Records

Proprietary records are [redacted]

10.0 Purchasing

Purchasing is treated as a process within the Company's quality system according to the ***QMS-08 Purchasing Procedure***. The Company accepts responsibility [redacted] The Company does not [redacted]

10.1 Purchasing Data

Purchase documents clearly [redacted] including [redacted] Purchasing documents for [redacted] includes [redacted] Purchasing documents include requirements for:

- [redacted]

- [redacted]

The purchasing process is fully defined in the ***QMS-08 Purchasing Procedure***.

10.2 Selection of Subcontractors and Suppliers

The purchasing process ensures [redacted] The supplier evaluation process is fully defined in the ***QMS-08 Purchasing Procedure***.

10.2.1 Fabrication Subcontractors

When required by contract, the Company [redacted]

10.2.2 Detailing Subcontractors

The Company performs initial and ongoing evaluation of Detailing Subcontractors according to the ***QMS-08 Purchasing Procedure***.

10.3 Verification of Purchased Product, Materials and Services

The responsibility for quality [redacted] Documented procedures are established and maintained to [redacted] Purchased products are [redacted] The methods used for verification of purchased items are defined in the ***QMS-09 Receiving Procedure***.

10.3.1 Material Receipt Inspection

Materials received are [redacted] The Receiver [redacted] The Receiver [redacted]

Deliveries are checked [redacted] Defective supplies [redacted] Nonconforming supplies [redacted]

[redacted] Documented procedures are established and maintained for [redacted] Deliverable items are [redacted] Test reports are [redacted] The methods for performing receiving inspections are defined in the ***QMS-09 Receiving Procedure***.

10.3.2 Customer Verification of Fabricated Product

If specified in the Customer's purchase contract, the Customer or nominated representative is [redacted] The methods used for the control of Customer verification are defined in the ***QMS-08 Purchasing Procedure***.

10.4 Control of Customer-Furnished Work and Material

A negotiated agreement to verify, store and maintain supplied items is [redacted] A documented procedure has been established and maintained for [redacted] Verification includes [redacted] The methods for the control of supplied materials are defined in the ***QMS-10 Steel Work Procedure***.

10.5 Purchasing Records

Purchasing documents, [redacted] are retained and maintained according to the ***QMS-01 Control of Documented Information Procedure***. The methods used for verification of purchased items and periodic evaluations of Subcontractors and Suppliers are defined in the ***QMS-09 Receiving Procedure***.

11.0 Material Identification

A documented procedure has been established and maintained for [redacted] The procedure provides for identification of material as stated in [redacted] Purchasing documents for materials furnished [redacted] The filing and retention [redacted] Records are retained according to the ***QMS-01 Control of Documented Information Procedure***. The methods for the control of supplied materials [redacted] are defined in the ***QMS-10 Steel Work Procedure***.

11.1 Traceability

The Company identifies [redacted] according to the ***QMS-10 Steel Work Procedure***.

12.0 Process Controls

Processes that create a condition where quality of deliverable items cannot be verified through normal methods are [redacted] which may include [redacted] Corrective action is [redacted] Procedures and records are maintained that demonstrate [redacted] The procedures include [redacted]

Effective implementation of the following documented procedures is required as a minimum:

- [redacted]

The methods for the control of the fabrication process are defined in the ***QMS-10 Steel Work Procedure***.

12.1 Welding

The Company's welding procedures address [redacted] and include:

- [redacted]

The methods used to develop and manage welding operations are defined in the ***QMS-10 Steel Work Procedure***.

12.2 Bolt Installation

The Company's bolting procedure ***QMS-25 Bolting Procedure*** is compliant with [redacted] and includes:

- [redacted]

The methods used to develop and manage bolt installation are defined in the ***QMS-10 Steel Work Procedure***.

12.3 Material Preparation for Application of Coatings

The Company's prepares material for coating application according to [redacted]

12.4 Coating Application

The Company applies and cures coatings according to [redacted]

12.5 Equipment Maintenance

A documented preventive maintenance program ***QMS-24 Maintenance Procedure*** is implemented for [redacted] otherwise, the Company [redacted] Preventive maintenance activities are [redacted] It is acceptable to [redacted]

12.6 Laydown/Assembly

The Company's documented procedure for shop assembly of field connections includes the following:

- [redacted]

13.0 Inspection and Testing

To ensure conformance to requirements of deliverable items, [redacted] Checks occur [redacted] Inspection consists of [redacted] The methods for the control of the inspection and testing process are defined in the ***QMS-10 Steel Work Procedure***. Nonconforming items are controlled according to the ***QMS-14 Control of Nonconformances Procedure***.

13.1 Assignment of QC Inspections and Monitoring

QC inspectors are assigned on the basis of [redacted] according to the ***QMS-06 Training Procedure*** [redacted]
Non-QC personnel may be assigned to inspection duties under the following conditions:

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

13.2 Receipt Inspection

Materials received are [redacted]
The Responsible Authority [redacted] The Responsible Authority [redacted]

13.3 In-Process Inspection

The Company retains and maintains in-process inspection [redacted] All materials used [redacted]

In-process inspections are performed and monitored for processes that include [redacted]
In-process inspections may [redacted] Records of in-process inspections are maintained and retained according to the ***QMS-01 Control of Documented Information Procedure***.

In-process inspections are [redacted]

The following inspections are described in the ***QMS-10 Steel Work Procedure***: (revise as required, here and in QMS-10)

- [redacted]
- [redacted]

- [redacted]

13.4 Final Inspection

Qualified inspectors perform final inspection [redacted] Inspection records [redacted]
Records of final inspections are maintained and retained according to the ***QMS-01 Control of Documented Information Procedure***.

13.5 Inspection Records

Inspection records provide [redacted] according to the ***QMS-01 Control of Documented Information Procedure***.

14.0 Calibration of Inspection, Measuring and Test Equipment

Company owned, rented or borrowed measuring and test equipment instruments and devices that are used to determine an item's conformance to specified requirements are [redacted] The controls for such equipment and calibration activities are defined in the ***QMS-15 Calibration Procedure***.

15.0 Control of Nonconformances

Nonconformances are [redacted] Documented procedures are established and maintained for [redacted] The methods used to control nonconformances are defined in the ***QMS-14 Control of Nonconformances Procedure***.

15.1 Nonconformance with Management Systems

The Company conducts [redacted] Nonconformances are also [redacted] The Company assigns Responsible Authorities to [redacted] according to the ***QMS-04 Management Procedure***.

15.2 Nonconforming Work

When a nonconformance occurs, including complaints, the Company [redacted] according to the ***QMS-13 Corrective Action Procedure*** and ***QMS-14 Control of Nonconformances Procedure***. The Company evaluates the need for action to [redacted] The Company implements [redacted] The Company ensures [redacted]

The Company retains and maintains records regarding the nature of nonconformances, subsequent actions and results of corrective actions according to the ***QMS-01 Control of Documented Information Procedure***.

16.0 Corrective Action

The Company has implemented and maintains [redacted]

The Company determines [redacted]

Corrective action is applied when:

- [redacted]
- [redacted]

In addition to the preventive measures taken for corrective action requests used to [redacted] the corrective action process is used to [redacted] The corrective action process is defined in the ***QMS-13 Corrective Action Procedure***.

17.0 Handling, Storage and Delivery of Materials, Fabricated Work , and Components

According to contractual directives, instructions are [redacted] General rules are defined in the ***QMS-10 Steel Work Procedure***. Material is [redacted] Material is [redacted]

[redacted] Shipments by subcontractors are [redacted]

The handling and shipping process is defined in the ***QMS-11 Shipping Procedure***.

18.0 Training

All Company personnel are [redacted] Subsequent training is [redacted]

The Company has implemented a training program that:

- [redacted]

Management conducts [redacted] Appropriate records [redacted] The training program is defined in the ***QMS-06 Training Procedure***.

19.0 Internal Audit

Internal quality audits are [redacted] which is accomplished by [redacted] Audit requirements include [redacted] The internal audit process is defined in the ***QMS-12 Internal Auditing Procedure***.

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Your Logo

Your Company Name

QUALITY MANUAL for STRUCTURAL STEEL ERECTOR

Origination Date: (month year)

Date Authorized:	Document Identifier:	QMS-00 Quality Manual for Structural Steel Erector
	Date:	Latest Revision Date
Signature:	Project:	Customer, Unique ID, Part Number
	Document Status:	Rev: Orig

Company Location: (your address, city, state, zip)

Abstract:
This document describes the Company's quality management system for structural steel erector.

REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

REVISION RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

Paragraphs 5.7.1 through 5.7.3 are "value added" content.

1.0 Purpose

The purpose of the Quality Management System is [redacted]

2.0 Scope

The Company's quality management system applies to [redacted] This Quality Management System includes [redacted]

2.1 Exclusions

The Company cites no exclusions to the AISC standard. (revise as required)

3.0 References

The latest editions of the following documents and standards are required: (revise as required)

- [redacted]

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

3.1 Seismic Erection

For the erection of structures requiring the use of ***ANSI/AISC 341 Seismic Provisions for Structural Steel Buildings***, the Company has [redacted] meet the requirements of:

- [redacted]
- [redacted]

3.2 Metal Deck Installation

When work includes the installation of metal deck, the Company has [redacted] Instructions for metal deck installation are provided in the ***Erection Plan*** and the ***Safety Plan***.

(a) [redacted]

3.3 Bridge Erection

For the erection of bridges, the Company [redacted] meet the requirements of:

- [redacted]
- [redacted]

3.4 Safety

Employees and others that perform work for the Company are [redacted] which also includes [redacted]

4.0 Definitions

See ***QMS-16 Definitions, Abbreviations and Symbols Procedure*** for more details.
Subordinate or external documentation is referenced in ***Bold Italics***.

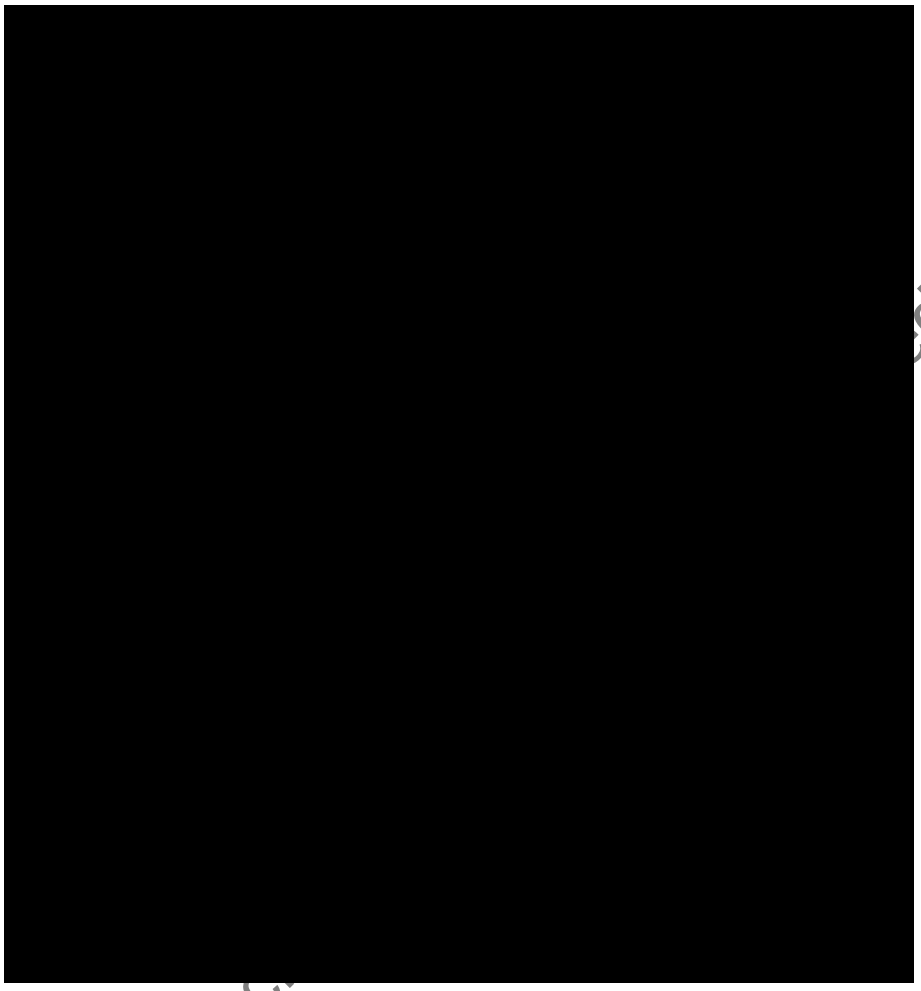
5.0 Management Responsibility

The Company is committed to [redacted] To ensure this, management [redacted]

5.1 Policy for Quality and Quality Goals

The Company's quality policy defines [redacted] and pays particular attention to [redacted]

Left blank intentionally



5.2 Quality Management System renumbered from paragraph 5.5

The Company's quality management system is designed to [redacted] The Quality System ensures [redacted] This assures [redacted] Necessary records of activities are retained and maintained. The System is [redacted]

The Company maintains [redacted] All Managers are responsible for [redacted] The quality system documentation is comprised of [redacted]

5.3 Management Review

Management review meetings are [redacted] Reviews are reported and records are retained and maintained. The controls for management review are defined in the ***QMS-04 Management Procedure***, which defines [redacted]

Management review meeting reports are [redacted] Internal quality audits are conducted according to the ***QMS-12 Internal Auditing Procedure*** to ensure [redacted] Records of management review meetings and internal audits are retained and maintained according to the ***QMS-01 Control of Documented Information Procedure***.

Responsible Authorities also perform [redacted] which includes:

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

5.4 Responsible Quality Personnel

The individuals designated as Quality (QM) and/or Safety Manager (SM) understand [redacted] Each Responsible Authority (RA) is [redacted] The RA's have primary responsibility for [redacted] The RA ensures [redacted]

5.5 Resource Management

The Company has the resources [redacted]
The responsibility, authority and the interrelation of personnel [redacted] that includes [redacted]

5.5.1 Personnel

Personnel assigned to key positions and those performing field operations provide [redacted] according to the ***QMS-06 Training Procedure***. Unless otherwise noted, personnel can [redacted]
Specifically, individuals responsible for Quality and Safety management do not [redacted] Qualified personnel are assigned to manage the following functions: (revise as required)

- [redacted]

5.5.2 Buildings, Workspace, Equipment and Associated Utilities

The facility consists of [redacted] The areas and buildings are [redacted]

Adequate space is provided for [redacted] are defined in the ***QMS-22 Application of Complex Protective Coatings Procedure***.

Ambient conditions are [redacted] The facility also provides [redacted]

5.5.3 Erection Tools and Equipment

The Company has under its control [redacted]

5.6 Internal Communication

To ensure proper communication between and throughout all levels of employees within the Company, internal communication is [redacted] which is documented in the ***QMS-04 Management Procedure***.

Management periodically communicates with employees to [redacted]

Employees are encouraged to [redacted] This system requires management to [redacted]

5.7 Quality Manual

The primary purpose of the Quality Manual and QMS Procedures is [redacted] The Quality Manual has been developed by [redacted] The quality manual is approved [redacted] The quality manual is [redacted] Additional procedures and work instructions [redacted] For instance:

- [redacted]
- [redacted]

5.7.1 Organization

Review meetings are [redacted] Reviews are reported and records are retained and maintained. The controls for management review are defined in the ***QMS-04 Management Procedure***.

The organizational chart [redacted] which are further defined in the ***QMS-05 Responsibilities and Authorities Procedure***.

The qualifications of key personnel and managers listed in paragraph 5.4.1 are maintained in records and/or job descriptions according to the training program that is defined in the ***QMS-06 Training Program***.

[redacted]

5.7.2 Approval

This manual is issued under the authority of [redacted] Management ensures the QMS is [redacted]

5.7.3 Order of Precedence **Value-Added**

The order of precedence of order-specific documentation is [redacted]

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

5.8 Safety Manual

The Company ensures Employees [redacted] according to the ***QMS-03 Construction Safety Program***, ***QMS-04 Management Process*** and ***QMS-06 Training Program***.

The highest ranking members of executive management [redacted] which contains the following information:

- [redacted]

5.9 Policy for Safety

Executive management is responsible for [redacted] The policy for safety includes:

- [redacted]

Executive management [redacted] according to the ***QMS-04 Management Process Procedure***. Safety goals are [redacted]

5.10 Responsible Safety Personnel

Executive management designates [redacted] The designated management representative for safety does [redacted] The designated management representative(s) has the ability, responsibility and authority to:

- [redacted]

6.0 Construction Document Review and Communication

The Company performs contract and project specification review according to the ***QMS-07 Proposal Development and Contract Review Procedure***. The review [redacted] as well as [redacted]

The review considers
The procedure provides
to assure

The Company communicates according to ***QMS-21 Approval of Approval Documents Procedure.***

Communications include:

-
-
-
-
-
-
-

Decisions made in the process of these communications are

Contract review records may

Project requirements are distributed to Contract, production and performance records are retained and maintained according to contract requirements and ***QMS-01 Control of Documented Information Procedure***. The controls for contract review are defined in the ***QMS-07 Proposal Development and Contract Review Procedure***.

Communications with Authorities Having Jurisdiction (AHJ) are documented by using the ***Request for Information (RFI)*** form (or your form). The ***RFI*** is

A number is assigned to the ***RFI*** and then recorded in the ***RFI Log***. The ***Log*** documents the following:

-
-
-
-
-

6.1 Customer Requirements

The Company captures as part of the ***Proposal Development & Contract Review*** process.

Documents are controlled to Documents are The Company determines which is defined in the ***QMS-07 Proposal Development & Contract Review Procedure***.

7.0 Reserved - N/A

8.0 Control of Management System Documents and Project Documents

8.1.1 Quality Management System Documents

The Quality System ensures This assures Necessary records of activities are retained and maintained. Quality improvements The System is structured

8.1.2 Review and Approval of Quality Management System Documents

Internal documents that affect quality are Revisions to the Quality Manual and other quality management system documents are

Revision controls are defined in the ***QMS-02 Configuration Management Procedure***.

8.1.3 Revision Control of Quality Management System Documents

Controlled management system documents that are The Quality Manual has a cover page showing the current revision date and the name and location of the Company. The revision is The Company has established a method to ensure Documents are controlled

The controls for document control and configuration management are defined in the ***QMS-01 Control of Documented Information Procedure*** and ***QMS-02 Configuration Management Procedure***.

8.1.4 Access to Quality Management System Documents

Relevant and current Company policies, procedures, safety requirements and project documents are [redacted] are defined in the ***QMS-10 Steel Work Procedure***.

8.1.5 Communication of Changes and Revisions to Quality Management System Documents

Changes and revisions [redacted] are [redacted] according to the ***QMS-02 Configuration Management Procedure*** and applicable ***Change Order***(s).

8.2 Project Documents

A method has been established and maintained [redacted] The controls are defined in the ***QMS-01 Control of Documented Information Procedure*** and ***QMS-02 Configuration Management Procedure***.

8.2.1 Tracking Project Documents

[redacted] have been established to [redacted] which indicate [redacted]

8.2.2 Revision Control of Project Documents

Controlled project documents that are [redacted] The Company has established a method to ensure [redacted]

Documented procedures control [redacted]

A process has been established to [redacted]

The controls for document control and configuration management are defined in the ***QMS-01 Control of Documented Information Procedure*** and the ***QMS-02 Configuration Management Procedure***.

8.2.3 Access to Project Documents

Relevant and current [redacted] The controls are defined in the ***QMS-10 Steel Work Procedure***.

9.0 Maintenance of Quality Records

Records are retained and maintained to [redacted] All quality records and final inspections are [redacted]

All quality records are [redacted]

Records that document quality typically include: [redacted]

9.1 Retention of Quality Records

The control of records is defined in the ***QMS-01 Control of Documented Information Procedure***.

9.2 Storage of Quality Records

Records are controlled [redacted] according to the ***QMS-01 Control of Documented Information Procedure***.

9.3 Retrieval of Quality Records

Proprietary records are [redacted]

10.0 Purchasing

Purchasing is [redacted] according to the ***QMS-08 Purchasing Procedure***. The Company [redacted] The Company does not [redacted]

10.1 Purchasing Data

Purchase documents [redacted] Purchasing documents for materials [redacted] includes [redacted]

The purchasing process is fully defined in the ***QMS-08 Purchasing Procedure***.

10.2 Selection of Subcontractors and Suppliers

The purchasing process [redacted] The supplier evaluation process is fully defined in the ***QMS-08 Purchasing Procedure***.

10.2.1 Fabrication/Erection Subcontractors

When required by contract, the Company [redacted]

10.3 Verification of Purchased Product, Materials and Services

The responsibility for quality of subcontracted products [redacted] Documented procedures are [redacted] Purchased products are [redacted] The methods used for verification of purchased items are defined in the ***QMS-09 Receiving Procedure***.

10.3.1 Material Receipt Inspection

Materials received are [redacted] The Receiver [redacted]

Deliveries are [redacted] Defective supplies are [redacted] Nonconforming supplies are [redacted] Documented procedures are established and maintained for [redacted] Deliverable items [redacted]

When certification test reports are [redacted] The methods for performing receiving inspections are defined in the ***QMS-09 Receiving Procedure***.

10.4 Control of Customer-Furnished Material

A negotiated agreement [redacted] The ***QMS-10 Steel Work Procedure*** has been established and maintained for [redacted] Verification includes [redacted]

[redacted] The methods for the control of Customer-furnished materials are defined in the ***QMS-10 Steel Work Procedure***.

10.5 Purchasing Records

Purchasing documents, [redacted] are retained and maintained according to the ***QMS-01 Control of Documented Information Procedure***.

10.6 Customer Verification of Product

[redacted] the Customer or nominated representative is [redacted] The methods used for the control of Customer verification are defined in the ***QMS-08 Purchasing Procedure***.

11.0 Material Identification

A documented procedure has been established and maintained for identifying [redacted]
The procedure provides for [redacted] Purchasing documents [redacted] includes [redacted] The filing and retention [redacted] Records are retained according to the ***QMS-01 Control of Documented Information Procedure***. The methods for the control of supplied materials and identification of deliverable items are defined in the ***QMS-10 Steel Work Procedure***.

12.0 Erection Process Control

Processes [redacted] may include [redacted]
Corrective action is [redacted]
Procedures and records are [redacted] including [redacted] The procedures include [redacted]

Effective implementation of the following documented procedures is required as a minimum: (revise as required)

- [redacted]

- [redacted]
- [redacted]

The methods for the control of the erection process are defined in the ***QMS-10 Steel Work Procedure***.

12.1 Welding

The Company's welding procedures [redacted] address [redacted] and include:

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

The methods used to develop and manage welding operations are defined in the ***QMS-10 Steel Work Procedure***.

12.2 Bolt Installation

The Company's bolting procedure ***QMS-25 Bolting Procedure*** is [redacted] and includes:

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

The methods used to develop and manage bolt installation are defined in the ***QMS-10 Steel Work Procedure***.

12.3 Material Preparation for Application of Coatings

The Company's prepares material for coating application according to the coating manufacturer's recommendations, product data sheets and project specifications.

12.4 Coating Application

The Company applies [redacted] according to [redacted]

12.5 Equipment Maintenance

A documented preventive maintenance program ***QMS-24 Maintenance Procedure*** is [redacted] otherwise, the Company [redacted] Preventive maintenance activities are [redacted] It is acceptable to [redacted]

12.6 Laydown/Assembly

The Company's documented procedure [redacted] includes the following:

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

13.0 Inspection and Testing

To ensure conformance to requirements of the applicable erection project, [redacted] Checks occur [redacted] Inspection consists of [redacted] The methods for the control of the inspection and testing process are defined in the ***QMS-10 Steel Work Procedure***. Nonconforming items are controlled according to the ***QMS-14 Control of Nonconformances Procedure***.

13.1 Assignment of QC Inspections and Monitoring

QC inspectors are [redacted] according to the ***QMS-06 Training Procedure,*** Construction personnel are [redacted] under the following conditions:

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

13.2 Receipt Inspection

Materials received are [redacted] The Responsible Authority [redacted]

[redacted] The Responsible Authority [redacted] The methods for performing receiving inspections are defined in the ***QMS-09 Receiving Procedure***.

13.3 In-Process Inspection

The Company retains and maintains in-process inspection plans [redacted] All materials used in the work product are [redacted]

Applicable inspection instructions indicate [redacted] In-process inspections are [redacted] In-process inspections are [redacted] In-process inspections may [redacted] Records of in-process inspections are maintained and retained according to the ***QMS-01 Control of Documented Information Procedure***.

In-process inspections are [redacted]

The following inspections are described in the ***QMS-10 Steel Work Procedure***: (revise as required, here and in QMS-10)

- [redacted]
- g
- [redacted]

13.4 Final Inspection

Qualified inspectors [redacted] Inspection records identify [redacted]
Records of final inspections are maintained and retained according to the ***QMS-01 Control of Documented Information Procedure***.

13.5 Inspection Records

Inspection records provide [redacted] Inspection records are retained and maintained according to the ***QMS-01 Control of Documented Information Procedure***.

14.0 Calibration of Inspection, Measuring and Test Equipment

Company owned, rented or borrowed measuring and test equipment instruments and devices [redacted] The controls for such equipment and calibration activities are defined in the ***QMS-15 Calibration Procedure***.

15.0 Control of Nonconformances

Nonconformances are [redacted] Documented procedures are established and maintained for [redacted] The methods used to control nonconformances are defined in the ***QMS-14 Control of Nonconformances Procedure***.

15.1 Nonconforming Quality Management System

The Company conducts [redacted] according to the ***QMS-12 Internal Auditing Procedure***. The Company assigns [redacted] according to the ***QMS-04 Management Procedure***.

15.2 Nonconforming Work

When a nonconformance occurs, [redacted] the Company [redacted] according to the ***QMS-13 Corrective Action Procedure*** and ***QMS-14 Control of Nonconformances Procedure***. The Company evaluates [redacted] The Company implements [redacted] The Company ensures [redacted]

The Company retains and maintains records [redacted] according to the ***QMS-01 Control of Documented Information Procedure***.

16.0 Corrective Action

The Company has implemented and maintains [redacted]

Corrective actions are applied [redacted] according to ***QMS-04 Management Process Procedure***, [redacted]

Corrective action is applied when:

- [redacted]
- [redacted]

The Company determines [redacted] In addition to the preventive measures [redacted] The corrective action process is defined in the ***QMS-13 Corrective Action Procedure***.

17.0 Handling, Storage and Delivery of Materials, Fabricated Work, and Components

[redacted] instructions are detailed [redacted] General rules are defined in the ***QMS-10 Steel Work Procedure***. Material is [redacted] Material is [redacted]

The handling and shipping process is defined in the ***QMS-11 Shipping Procedure***.

18.0 Training

All Company personnel are [redacted]

The Company has implemented a training program that:

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

- [redacted]

Management conducts [redacted]. The training program is defined in the ***QMS-06 Training Program***.

19.0 Internal Audit

Internal quality audits are [redacted] which is accomplished by [redacted] Audit requirements include [redacted] The internal audit process is defined in the ***QMS-12 Internal Auditing Procedure***.

20.0 Erection Plan

The Company prepares [redacted] The erection plan includes the following information as appropriate for the project:

- [redacted]

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

The erection plan is [redacted]

All revisions are [redacted]

21.0 Safety Plan

The Company prepares a safety plan [redacted]

The safety plan may [redacted]

A safety plan considers [redacted] The safety plan includes [redacted]

The safety plan includes the following information as appropriate for the project:

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

The safety plan is [redacted] and is [redacted]

All revisions are [redacted]

22.0 Other Project-Specific Requirements

Prior to the start of the erection project, the Company retains and maintains documentation (or other evidence) [redacted]

Important:

[redacted]

23.0 Safety Management System

23.1 Documentation Requirements

The ***QMS-03 Safety Program*** contains the following information:

- [redacted]

23.2 Safety Training

Safety training includes [redacted]

Safety training includes [redacted]

The safety plan described in 21.0 is [redacted]

The Company provides training according to [redacted]

- [redacted]

- [redacted]

The Company retains and maintains [redacted]

Your Logo

Your Company Name

CONTROL of DOCUMENTED INFORMATION

Origination Date: XXXX

Document Identifier:	Control of Documented Information
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for controlling documents.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE OF DOCUMENT AND RECORD CONTROL

This procedure defines the requirements for the control of documents within the quality management system (QMS). The scope of this procedure is to control documents specifically defined in section 3.0. The Document Control Center ensures that documents are controlled so that information on them is accessible, legible and suitably maintained and obsolete documents are stamped "Superseded".

The following documents are not subject to this procedure:

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

2.0 THEORY

Documents must be controlled so that only reviewed and approved information is released and used by employees. This ensures that no mistakes are made due to the usage of obsolete information. A record is [redacted]

3.0 DOCUMENT TYPES

3.1. Quality Manual: this document provides [redacted]

3.2. QMS Procedures: these documents provide [redacted]

3.3. General Work Instructions: these documents provide [redacted]

3.4. Inspection Instructions: these documents are [redacted]

3.5. Forms: these documents are [redacted]

3.6. Records that are created for temporary retention of miscellaneous information are [redacted]

4.0 QUALITY MANUAL

4.1. Creating the Quality Manual

The Quality Manual has been developed by top management of the Company, which includes the Company's Vision and Governing Policies.

4.2. Review and Approval

The Quality Manual is reviewed and approved by top management before release. Approval is indicated by [redacted]

4.3. Distribution

The Quality Manual is distributed electronically through the Company's internet server.

The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the Quality Manual may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA).

Each employee must [redacted]

4.4. Change Control

Any employee may request a change to the Quality Manual. Requests for changes may be made by [redacted]

5.0 QUALITY MANAGEMENT SYSTEM PROCEDURES

5.1. Creating New QMS Procedures

QMS procedures should be created as soft files (MS Word, etc.). It is recommended that files of a similar type [redacted]

5.2. Review and Approval

QMS Procedures are to be reviewed and approved by top management. At least one member of top management that is responsible for reviewing the document should be responsible for the area affected by the document. Approval is indicated by [redacted]

5.3. Distribution

QMS procedures are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the procedure may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee must [redacted]

5.4. Change Control

Changes to QMS procedures are performed in the same manner as the Quality Manual.

6.0 GENERAL WORK INSTRUCTIONS

6.1. Creating New Work Instructions

Where necessary, work affecting quality is described by clear and complete documented work instructions that define what is required to perform specific quality related work functions. Typically, new work instructions are developed by or under the supervision of an area manager or subject matter expert. Work instructions should be created as soft files (i.e., MS Word, etc) and then submitted to the Configuration Control Board (CCB) for review and approval. Work instructions should include, as applicable: [redacted]

NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS:

Engineering may develop work instructions that are specific to a given job, which are released and controlled as part of the technical documentation and subject to the controls of the Configuration Management Procedure - not this procedure. Their format may be different from general work instructions.

6.2. Review and Approval

Work instructions must be reviewed and approved by the CCB. At least one member of the CCB responsible for reviewing the document should be responsible for the area affected by the document. Approval is indicated by [redacted]

6.3. Distribution

General work instructions are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the work instruction may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee must [redacted]

6.4. Change Control

Changes to general work instructions are performed in the same manner as the Quality Manual. When general work instructions are changed, the revision history table is updated and the revision indicator advanced.

7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

New inspection instructions are developed by or under the supervision of the Quality Manager using requirements from [redacted]

NOTE REGARDING JOB SPECIFIC INSPECTION INSTRUCTIONS:

Engineering may develop inspection instructions that are specific to a given job, which are released and controlled as part of the technical documentation and subject to the controls of the Configuration Management Procedure - not this procedure. Their format may be different from general work instructions.

7.2. Review and Approval

Approval is indicated by [redacted]

7.3. Distribution

Inspection instructions are distributed electronically through the Company's internet server and/or intranet. The Document Control Center may retain older hardcopies or softcopies for historical purposes, but these are [redacted]

In some cases, a hardcopy of the inspection instruction may be given to an employee, department or Customer. If the document is needed for more than thirty (30) days it is marked "Released" and dated with the month and year of release by the Responsible Authority (RA). Each employee [redacted]

7.4. Change Control

Any employee may request a change to inspection instructions by completing a Request for Change form and submitting it to the Quality Manager. All changes to inspection instructions go through the same review and approval as the original release. When changes are approved the revision indicator is [redacted]

8.0 FORMS

8.1. Creating New Forms

Forms undergo a streamlined creation and control process. Any department manager or area supervisor may develop a new form for use in their area. The form should be created in software format (MS word, Excel, etc) and then submitted to the appropriate department manager for review and approval. Forms are a special kind of document that may be [redacted]

8.2. Review and Approval

Forms may be reviewed and approved by the manager of the department or area primarily affected by the form. Forms do not require a signature approval; instead, the manager approving the form shall notify the Responsible Authority of the approval by providing one software copy of the form for upload onto the Company's internet server and/or intranet in the current forms directory. It is the appropriate manager's

responsibility to [redacted]

8.3. Distribution

Forms are made available through the Company's internet server, intranet or Document Control Center. These may be printed and photocopied as needed. When hardcopies run out, [redacted]

8.4. Change Control

Any employee may submit a request for change to the appropriate area manager responsible for the form and the manager will determine if the form should be revised. Revised forms go through the same review and approval as originals but must have their revision indicator advanced. [redacted]

9.0 EXTERNAL DOCUMENTS

9.1. Some external (third party) standards or specifications may be maintained on file without control provided that the revision indicator is evident somewhere in the document. This is necessary because [redacted]

9.2. Third party specifications and engineering drawings, including those of the Customer, are controlled according to the ***QMS-02 Configuration Management Procedure***. Where control of an external document is deemed necessary, they shall be made available by the Document Control Center, which shall [redacted]

10.0 PERIODIC RE-EVALUATION OF DOCUMENTS

The entire set of quality documentation is subject to continuous improvement. Change control documents are filed as needed to request changes or updates.

11.0 CONTROL OF RECORDS

11.1 The controls for each type of record are defined in ***Appendix A*** of this procedure.

11.2 The listed "controller" must ensure their assigned records [redacted]

11.3 Records for active contracts are maintained in the quality department handling the operations. Records are removed from the active files at [redacted]

11.4 The Document Control Center maintains archive files for records. Records shall be maintained a minimum of [redacted]

11.5 Records that are discarded after retention shall be [redacted]

11.6 Hardcopy records are to be stored in suitable cabinets that prevent damage or deterioration. When archived records are stored elsewhere, [redacted]

11.7 Records are available for review by the Customer and copies of non-proprietary records are furnished to the Customer upon request. Non-disclosure agreements are required for non-Governmental entities.

11.8 Records are verified for [redacted]

11.9 The Company does not require vendors to maintain records for the Company; instead, [redacted]

11.10 To ensure protection of records, electronic records are subject to [redacted]

11.11 Local computer data that is stored on company computers must [redacted]

11.12 When making corrections to written record entries, the error is [redacted]

11.13 Correction fluid or correction tape is not to be used on any quality records.

APPENDIX A: RECORD RETENTION MATRIX

Required Record or Document Type	Company Record	Controller	Type	Location	Minimum Retention
Calibration records	Calibration		Form		[redacted]
Contract review records	Contract review		Form		[redacted]
Control of Nonconformances	RFS		Form		[redacted]
Corrective actions	RFS		Form		
Design change records	Engineering order		Form		[redacted]
Design input records	Engineering order		Form		[redacted]
Design review records	Engineering order		Form		[redacted]
Design validation records	Construction inspection		Form		[redacted]
Design verification records	Production inspection		Form		[redacted]
First Article Inspection	First article		Form		[redacted]
Internal audit records	Internal audit		Form		[redacted]
Lost, damaged or unsuitable Customer property	Customer property		Form		[redacted]
Management review meeting minutes	Management review report		Form		[redacted]
Record of realization process	Engineering order		Form		[redacted]
Record of release of product	Construction inspection		Form		[redacted]
Supplier evaluation	Supplier review		Form		
Traceability records	Construction inspection		Form		[redacted]
Training records	Training record		Form		[redacted]

Your Logo

Your Company Name

CONFIGURATION MANAGEMENT

Origination Date: XXXX

Document Identifier:	Configuration Management
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes configuration management procedures.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

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1.0 PURPOSE

This procedure defines the requirements for the management of the configuration of products produced by the Company's configuration management activities include the following:

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

The following are not governed by this control procedure:

- [redacted]
- [redacted]

2.0 THEORY

Part configuration includes a variety of aspects of a given part, including its shape, function, internal components, chemical analysis, raw materials, suppliers used and more. Because a given product may change over its life, typically due to design improvement activities or customer requirements, it is important to maintain control and records over changes.

This dramatically improves future design and production efforts.

This procedure has been developed based on practices defined in ISO 10007 and MIL-STD-973.

3.0 CONFIGURATION DOCUMENTATION

3.1. The current configuration of a given part is identified through applicable technical documents. These may include, but are not limited to:

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

3.2. All such technical documents are developed by Engineering and approved by the CCB. (See section 4.0). They are then controlled according to this procedure.

3.3. The baseline documentation is entered into a database that maintains current data for every configuration item. As new configuration items are generated, approved and placed in the release system, they are [redacted]

[redacted]

3.4. Configuration documents and Customer intellectual property received by Contracts is [redacted]

4.0 CONFIGURATION CONTROL BOARD (CCB)

4.1. The Responsible Engineering Authority (REA) and Quality Manager serve as the Configuration Control Board, which has full authority and responsibility for [redacted]

4.2. The Chairperson of the CCB is any specified member dependent upon the circumstance. The Customer may be invited to attend CCB meetings.

4.3. The CCB serves as the point of authority to resolve all program configuration management questions at all levels of activity, e.g., [redacted]

4.4. CCB responsibilities include:

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

5.0 BASELINE MANAGEMENT

5.1. The Company may establish a configuration baseline to identify and create the initial configuration identification of deliverable supplies at specific times during the contract cycle. The baselines provide [redacted]

[redacted]

5.2. All descriptions of the baselines used to state product performance and design requirements are contained in configuration documents.

5.3. For configuration management purposes, four major baselines may be required as discussed below.

5.3.1. Pre-Release Baseline: [redacted]

5.3.2. Functional Baseline: [redacted] At the Functional Baseline, the configuration management system is operating and the released documents have described the following:

- [redacted]

5.3.3. Allocated Baseline: [redacted] These include:

- [redacted]

5.3.4. Product Baseline: [redacted]

This baseline prescribes:

- [redacted]

This baseline and approved changes serve as the configuration reference point for all subsequent reviews. Redlined technical documents may be used if [redacted]

[redacted]

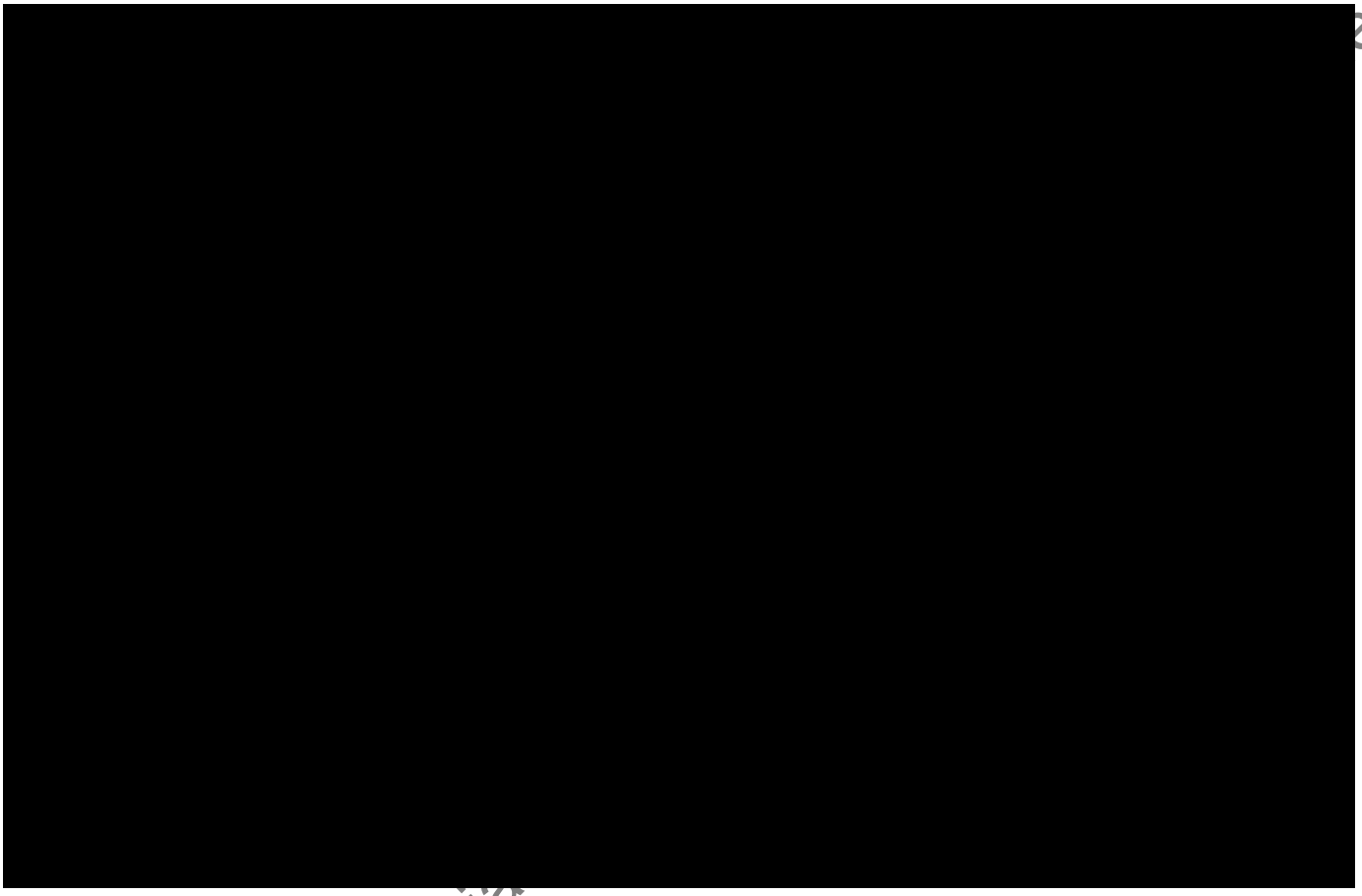
5.4. Baseline Maintenance

Once established, the baselines serve as the approved departure points for updating by incorporation of changes that have been approved by the CCB. The baselines plus the approved changes represent the product configuration at any point in time. Configuration documents are [redacted]

The release system is shown in Figure 1, which…,

- [redacted]

Figure 1: Release System Flowchart



5.5. Document approval is indicated by any of the following methods:

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

5.6. The Document Control Center prepares the release package after [redacted]

6.0 CONFIGURATION CHANGE CONTROL

6.1. Configuration change control is the process of maintaining the baseline identification and regulating all changes to that baseline. The 'as-designed' technical documentation must equal [redacted]

6.2. Change control is vested in the Configuration Control Board. Any employee may request a change to a configuration. All proposed changes to the baseline documents are [redacted]

6.3. Joint change control authority is established where any program shares a commonly identified item with another program.

6.4. Evaluations of changes include the consideration of [redacted]

6.5. The evaluation will take into consideration [redacted]

6.6. All associated changes and affected hardware items or computer programs are [redacted]

6.7. Types of Configuration Change

Changes to the configuration are implemented after approval of engineering changes, deviations or waivers. The definition for each is as follows:

6.7.1. Engineering Change: [redacted]

6.7.2. Deviation: [redacted]

6.7.3. Waiver: [redacted]

6.8. Change Classification

Changes in configuration are classified by the CCB as either Class I or Class II. The change classification assigned by the CCB is entered on the Engineering Order, which [redacted]

6.8.1. Class I Changes

The engineering change is classified as Class I when it affects one or more of the following:

- [redacted]
- Non-technical contractual provisions are affected, such as, but not limited to:
- [redacted]

6.8.2. Class II Changes

Any change that does not fall within the Class I definition is a Class II change. Class II changes are [redacted]

6.9. Change Implementation

6.9.1. All approved changes are implemented under the guidance of the configuration management function.

6.9.2. Configuration Management maintains approval records for all configuration changes. These records identify [redacted]

6.9.3. The Quality Group verifies that changes have been incorporated into affected units and that the associated configuration status records have been revised.

6.9.4. Superseded revision levels of electronic documents are [redacted]

6.9.5. During the evaluation of the ECP, EO or RFS, the CCB determines what implementation actions are required to accomplish the approved change and affected areas are identified.

6.9.6. The CCB provides a complete description of the effort required to accomplish the approved change. The definition of the actual tasks required is [redacted]

6.9.7. Deviation: [redacted]

6.9.8. Waiver: [redacted]

6.9.9. Supplement Releases: [redacted]

6.9.10. [redacted]

6.9.11. Proposed Class I engineering changes are approved by the CCB and are submitted to the Customer in the form of an Engineering Change Proposal (ECP) or an Engineering Order (EO) as required by contract. A Class I Engineering Change is not [redacted]

Figure 2: Change Control Flow

6.9.12. Re-identification Practices

Part numbers are changed whenever complete item interchangeability is not possible for all products shipped and for all current and future products. When complete item interchangeability is not possible, [redacted]

6.9.13. All deliverable items are fabricated and assembled according to the configuration defined by the appropriate engineering drawing and its authorized changes.

6.9.14. No oral instruction or other random or unwritten authority is accepted in place of formal change control (see the Baseline Management section herein). Redlined technical documents may be used if [redacted]

7.0 SUBCONTRACTOR AND VENDOR CHANGES

7.1. Only those subcontractors having a funded design effort are permitted to implement Class I or II changes with submittal to the Company for review and concurrence or non-concurrence in classification.

7.2. For all vendors used by suppliers, proposed changes to baseline documents are [redacted]

7.3. Suppliers and vendors are controlled according to the [redacted]

8.0 MANAGEMENT DIRECTIVES

8.1. Management members of the CCB/MRB issue their binding policies, procedures and directives to personnel within their exclusive organization in the form of a Bulletin.

8.2. The Bulletin is completed as required by individual format. The Bulletin is the only accepted form of correspondence for intra-company and inter-company requests for work to be performed or when providing instruction for performing work. The signed and completed Bulletin is [redacted]

9.0 CONFIGURATION RECORDS AND REPORTS

The following lists are revised as required to include the latest configuration status of listed documents. Dependent upon contract requirements, records and reports may include:

9.1. Numerical lists: [redacted]

9.2. Indentured Lists: [redacted]

9.3. As-Built Parts List: [redacted]

9.4. EO Status: [redacted]

9.5. Data Lists: [redacted]

9.6. Configuration Account Record for Integrated Systems: [redacted]

9.6.1. Configuration Item Identification Report: [redacted]

9.6.2. As-Built vs. As-Designed Configuration: [redacted]

10.0 PRODUCT AND TEST SOFTWARE CONTROL

Production of software for integration into deliverable products is controlled according to [redacted]

Your Logo

Your Company Name

CONSTRUCTIONS SAFETY PROGRAM

Origination Date: (month year)

Revision Level: (Orig, A, B, C, etc)
Revision Date: (month and year)
Released By: (your issuing authority or EO#)

Abstract:
This document describes the Company's safety program.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 RESPONSIBILITIES

1.1 SAFETY DIRECTOR

Education/Orientation:

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

Enforcement:

- [redacted]

Execution of Work:

- [redacted]

Inspection/Correction:

- [redacted]
- Insure that any reported unsafe condition, hazard or potential hazard will be:
  - [redacted]
  - [redacted]
  - [redacted]

Safety Meetings/Training:

- [redacted]

1.2 FOREMAN

Execution of Work:

- [redacted]
- [redacted]

- [redacted]
- [redacted]

Hazard Communication:

- [redacted]

Injuries/Accidents:

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

Inspection/Correction:

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

Reporting:

Following procedures and/or Contractor procedures, investigate and report all:

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

Safety Meetings/Training:

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

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

1.3 ALL EMPLOYEES

Accidents/Injuries:

- [redacted]

Education:

- [redacted]

Inspection:

- [redacted]

Learn the location of:

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

Safety Meetings:

- [redacted]

2.0 SAFETY RULES

2.1 General

Alcohol/Illegal Drugs:

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

Emergency Procedures and Facilities:

- [redacted]
- [redacted]

Hazard Reporting:

- [redacted]
- [redacted]

Inspection of Equipment:

- [redacted]
- [redacted]

Know the location of:

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

Operating Equipment:

- [redacted]

Personal Conduct:

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

2.2 BATTERY CHARGING

General Rules:

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

2.3 CRANES DERRICKS, AND HOISTING EQUIPMENT

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

- [redacted]

Set-up:

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

2.4 ELECTRICAL

General Rules:

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

- [redacted]

2.5 FALL HAZARDS

Floor and Wall Openings:

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

Other Fall Prevention Rules:

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

Other Safety Devices to Prevent Falls:

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

2.6 FIRE PREVENTION AND PROTECTION

Fire Extinguishers:

- [redacted]
- [redacted]
- [redacted]
- Learn what the right type of extinguisher is for different types of fires:
  - [redacted]
  - [redacted]
  - [redacted]
- [redacted]
- [redacted]

Housekeeping:

- [redacted]
- [redacted]

Other Safety Precautions:

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

Storage Facilities:

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

- [redacted]

Storage Locations:

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

2.7 GOOD HOUSEKEEPING

General Housekeeping:

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

2.8 HAND AND POWER TOOLS

Hand Tools:

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

Power Tools:

- [redacted]
- [redacted]

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

2.9 LADDERS

Inspection:

- [redacted]
- [redacted]

Set-up:

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

- [redacted]

2.10 LASER EQUIPMENT

General Safety Rules:

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

2.11 MATERIALS HANDLING AND RIGGING

Material Handling-Manual:

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

Material Handling - Rigging:

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

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

Storage of Materials:

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

2.12 PERSONAL PROTECTIVE EQUIPMENT AND APPAREL

Eye, Ear and Face Protective Equipment:

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

Gloves:

- [redacted]

Hard Hats:

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

Shoes:

- [redacted]

2.13 SCAFFOLDS

General Safety Information:

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

2.14 SIGNS, SIGNALS AND BARRICADES

Signs, Signals and Barricades:

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

- [redacted]
- [redacted]

Bracket Scaffold:

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

Mobile Scaffolds:

- [redacted]
- [redacted]

Tubular Welded Frame Scaffold (Safeway Type)

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

Tyro-point Suspension (Swinging) and Single-point Suspension (Spider-type) Scaffold:

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

2.15 WELDING AND CUTTING

Fire Prevention:

- [redacted]
- Portable fire extinguishers shall be provided at all locations where welding or c[redacted]
- [redacted]
- [redacted]
- [redacted]

Inspection/Use of Equipment:

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

Personal Protection:

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

Storage/Placement of Equipment:

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

3.0 FALL PROTECTION

The Company has implemented a fall protection plan to protect personnel from falls. The Company is firmly committed to the health and safety of all individuals on our job sites as well as complying with all applicable safety standards. This program allows us to [redacted]

DESCRIPTION		APPLICATION
PART 1	OSHA SUBPART R	ALL PROJECTS
PART 2	FALL PROTECTION STANDARDS AND REQUIREMENTS	ALL PROJECTS
PART 3	SPECIFIC FALL CRITERIA	ALL PROJECTS
PART 4	FALL PROTECTION	PROJECT SPECIFIC
PART 5	SENRAC SUBPART R – STEEL ERECTION (DRAFT ONLY)	PROJECT SPECIFIC
PART 6	OWNER REQUIREMENTS – FALL PROTECTION PLAN	PROJECT SPECIFIC

PART 1 - OSHA Subpart R

PART 1.1 1926.70 FLOORING REQUIREMENTS

(a) Permanent flooring - skeleton steel construction in tiered buildings.

(1) [redacted]

(2) [redacted]

(b) Temporary flooring - skeleton steel construction in tiered buildings.

[redacted]

(c) Flooring - other construction

(1) [redacted]

(2) [redacted]

PART 1.2 1926.751 STRUCTURAL STEEL ASSEMBLY

(a) During the final placing of solid web structural members, the load shall [redacted]

(b) Open web steel joists shall [redacted]

(c)

(1) [redacted]

(2) [redacted]

(3) [redacted]

(d) [redacted]

PART 1.3 1926.752 - BOLTING, RIVETING, FITTING-UP AND PLUMBING-UP.

(a) General Requirements or carrying rivets, bolt displacement when aloft.

(1) [redacted]

(2) [redacted]

(3) [redacted]

(4) [redacted]

(b) BOLTING

(1) [redacted]

(2) [redacted]

(c) RIVETING

(1) [redacted]

(2) [redacted].

(3) [redacted]

(d) PLUMBING-UP

(1) [redacted]

(2) [redacted]

(3) [redacted]

(4) [redacted]

(e) [redacted]

(f) [redacted]

(g) [redacted]

(h) [redacted]

(i) [redacted]

(j) [redacted]

(k) [redacted]

PART 2 - FALL PROTECTION STANDARDS AND REQUIREMENTS

Clothing and Attire

[redacted]

Employee Qualifications

[redacted]

General Site Conditions

[redacted]

Ladders

[redacted]

Lifts

[redacted]

Material Staging

[redacted]

Minimize Employees

[redacted]

Narrow or Small Surfaces

[redacted]

Personal Fall Protection Equipment

[redacted]

Precast and miscellaneous steel

[redacted]

Prefabricate

[redacted]

Recognition

[redacted]

Safety Continuing Education

[redacted]

Secured Members

[redacted]

Site Specific Pre-Construction Meeting

[redacted]

Steel / Joist

[redacted]

Tools and Equipment

[redacted]

Vertical Movement

[redacted]

Walking Surfaces

[redacted]

Weather

[redacted]

PART 3 - SPECIFIC FALL CRITERIA

[redacted]

See project specific fall protection plan for additional information (Part IV)

PART 4 – FALL PROTECTION

PART 4.1 CONTROLLED DECK ZONES (CDZ) AND CONTROLLED ACCESS ZONES (CAZ)

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

PART 4.2 FALL PROTECTION SYSTEMS

- [redacted]
- [redacted]
- [redacted]
- Fall protection systems such as warning lines, controlled access zones and safety monitors, may be utilized in controlled work environments provided the following is established:
- [redacted]
- [redacted] m
- [redacted]
- [redacted]
- [redacted]

The above items to be addressed in site specific safety plan.

PART 4.3 GUARDRAIL SYSTEMS [PER OSHA.1926.502 (9) & (6)]

- [redacted]
- [redacted]
- [redacted]
- [redacted]
- [redacted] ed.
- [redacted]

PART 4.4 PERSONAL FALL ARREST SYSTEMS

Full Body Harness

[redacted]

[redacted]

Retractable Lifelines

[redacted]

Horizontal and Vertical Lifelines

[redacted]

Positioning Devices

[redacted]

PART 4.5 SAFETY MONITORING SYSTEMS

[redacted]

- [redacted]

- [redacted]

[redacted]

PART 4.6 SAFETY NET SYSTEMS

- [redacted]
- [redacted]

Safety net systems:

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

PART 4.7 WARNING LINE SYSTEMS

[redacted]

- [redacted]
- [redacted]

- [redacted]
- [redacted]

[redacted]

PART 5 - SENRAC (DRAFT ONLY)

[redacted]

PART 5.1 ANCHOR BOLT REQUIREMENTS

926.755 Anchor bolts. [redacted]

[redacted]

PART 5.2 APPROVAL TO BEGIN STEEL ERECTION

[redacted]

PART 5.3 COLUMN SPLICES

[redacted]

PART 5.4 DOUBLE CONNECTIONS

1926.756 Beams and columns

[redacted]

PART 5.4.1 CONNECTION DEFINITIONS

[redacted]

PART 5.5 PERIMETER SAFETY CABLES

1926.756 Beams and columns

[redacted]

1926.760 Fall protection

[redacted]

PART 5.6 POSITIVE ATTACHMENT OF MEMBERS DURING PLACEMENT

1926.756 Beams and columns.

[redacted]

PART 5.7 ROOF AND FLOOR OPENINGS

[redacted]

PART 5.8 SITE LAYOUT AND ACCESS

[redacted]

(1) [redacted]

(2) [redacted]

(c) [redacted]

PART 5.9 SITE SPECIFIC ERECTION PLAN

[redacted]

PART 5.10 SLIPPERY SURFACES

1926.754 Structural steel assembly (c) Walking/working surfaces

[redacted]

PART 5.11 STRUT JOIST BOTTOM CHORD STABILIZER PLATE

1926.757 Omen web steel joist.

[redacted]

PART 5.12 TRIPPING HAZARDS

1926.754 Structural steel assembly. (c) Walking/working surfaces. [redacted]

[redacted]

PART 5.12.1 SHEAR CONNECTOR DEFINITION

[redacted]

PART 6 OWNER REQUIREMENTS

PART 6.1 FALL PROTECTION PLAN

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

4.0 HAZARDOUS COMMUNICATIONS

4.1 LABELING

[redacted]

4.2 OSHA INSPECTIONS

- [redacted]
- [redacted]

4.3 WHAT IS HAZ-COM?

"Right to Know"

Hazard Communication, Haz-Com or "Right to Know" all refer to [redacted]

Here is a partial list of materials, considered hazardous, common to construction sites:

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

- [redacted]
- [redacted]

[redacted]

4.4 WHAT IS OSHA?

- [redacted]
- [redacted]

5.0 SAFETY DATA SHEETS

- [redacted]
- [redacted]

[Refer to your location of SDS(s) (make it the same from site to site as a "standard")]

Your Logo

Your Company Name

MANAGEMENT PROCESS

Origination Date: XXXX

Document Identifier:	Management Process
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the management review process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Management process, including or making reference to procedures for the various activities within the Management process.

2.0 THEORY

The Company believes in “intelligent management,” which enables the Company to make decisions based on facts, data and verifiable evidence. Intelligent management reduces the need to make decisions based on personal opinion, whims or mood and ensures results of decisions are measurable.

3.0 MANAGING AS A PROCESS

The Company recognizes that it has to manage processes identified in the Quality Management Policies and Procedures handbook; however, management itself must also be treated as a process. This means that management activities must have inputs, outputs, controls and reaction plans (when things do not work out as expected.) The Company must consider the results of analyses and evaluations and the outputs from management reviews to determine if there are needs or opportunities to be addressed as part of continual improvement.

The process map in the Appendix of this document identifies how Management is treated as a process and provides an overview of how management is performed.

Management is responsible for implementation and application of the following QMS requirements:

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

4.0 PROCEDURE: MANAGEMENT REVIEW

4.1 The management of the Company performs formal management review of the Quality Management System a minimum of [redacted]
The minimum attendance for Management Review [redacted]

[redacted]

4.2 This review shall include [redacted]

4.3 Minutes of the meetings are [redacted]

4.4 The Management Review meeting should include analysis of the following inputs:

- [redacted]

4.5 Management shall use action items or the corrective action system to take recorded actions as a result of [redacted] This includes [redacted] See the ***QMS-13 Corrective Action Procedure***.

4.6 Management shall determine internal issues that affect its ability to achieve intended results, which may include, but are not limited to:

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

4.7 Management shall determine external issues that affect its ability to achieve intended results, which may include, but are not limited to:

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

5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is [redacted]

5.2 Each process objective must [redacted]

5.3 Top management will [redacted]

5.4 Throughout the year, assigned managers and staff will [redacted]

5.5 During Management Review the data will [redacted]

5.6 When a process does not meet a goal, corrective action shall [redacted]

5.7 The current metrics, standings, previous goal and revised goals shall [redacted]

5.8 Over time, management shall assess performance of each process against the goals as a means of determining if continual improvement is being made. If not, [redacted]

6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION

6.1 Internal communication is an important facet of the way the Company does business. By this we mean [redacted]

The following methods are used for internal communications:

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

6.2 External communications that are relevant to the quality management system must be limited to [redacted]

6.2.1 Confidential Company Information

Company Employees must not reveal Confidential Company Information to External Parties except [redacted]

[redacted]

6.2.1.1 Basic Company Information

Company Employees must not communicate Basic Company Information to External Parties except [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [redacted]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company on [redacted]

6.2.1.2 Written Company Information

All Written Company Information must conform to [redacted]

All Written Company Information must be approved by the appropriate Responsible Authority before it is communicated to any External Party.

With respect to any Written Company Information regarding new business, clients, or other contract counterparties, or other Third Parties with a business relationship with the Company, care must be exercised to [redacted]

Written Company Information regarding material transactions, contracts, or other significant corporate events or circumstances, or prepared in response to requests from governmental or regulatory bodies, must [redacted]

7.0 PROCEDURE: RESOURCE MANAGEMENT

7.1 The management of resources is a critical component to the management activities of the Company. Resources requiring such management includes:

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

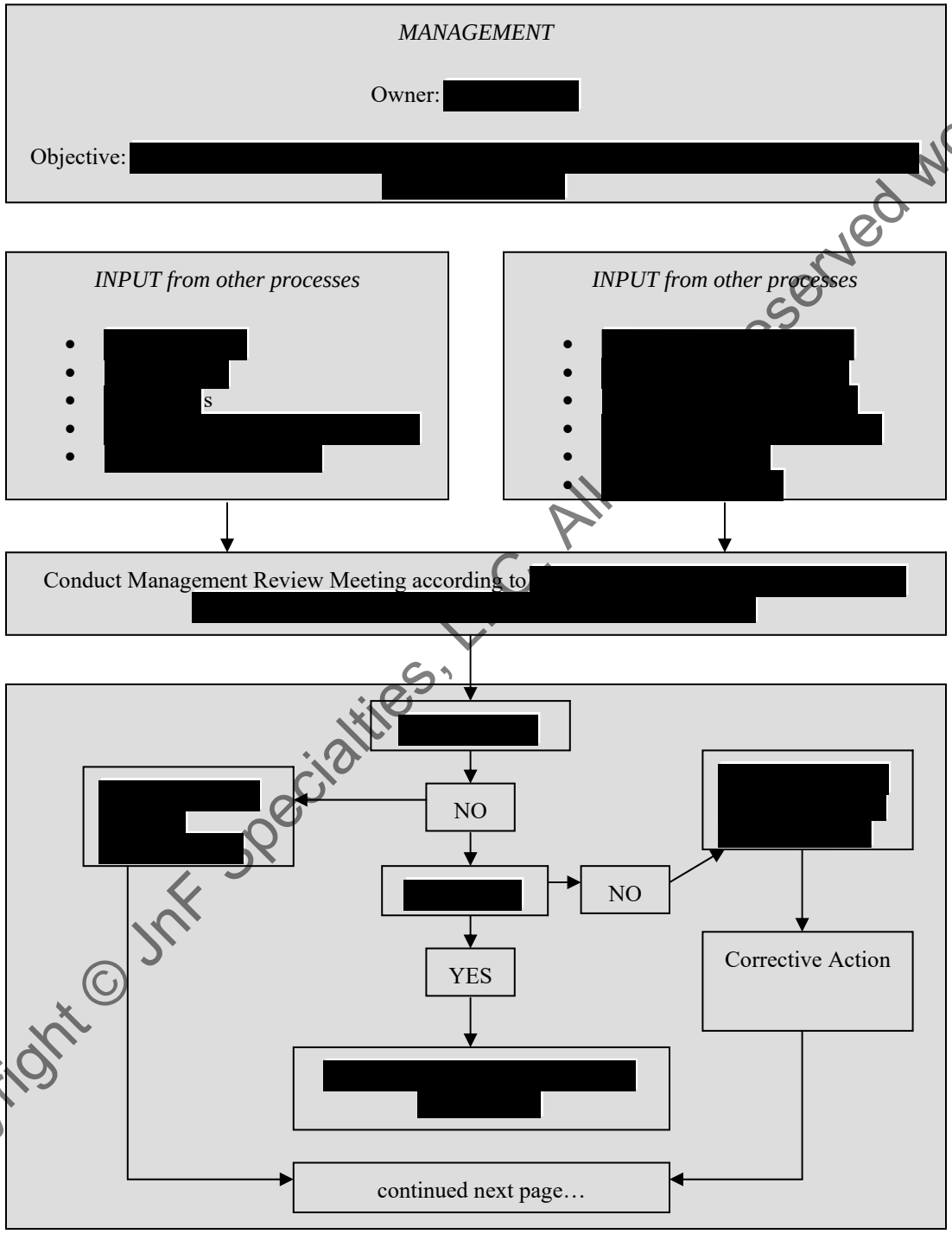
7.2 Like other management activities, resource management must be based on data.

7.3 To manage resources, top management must [redacted]

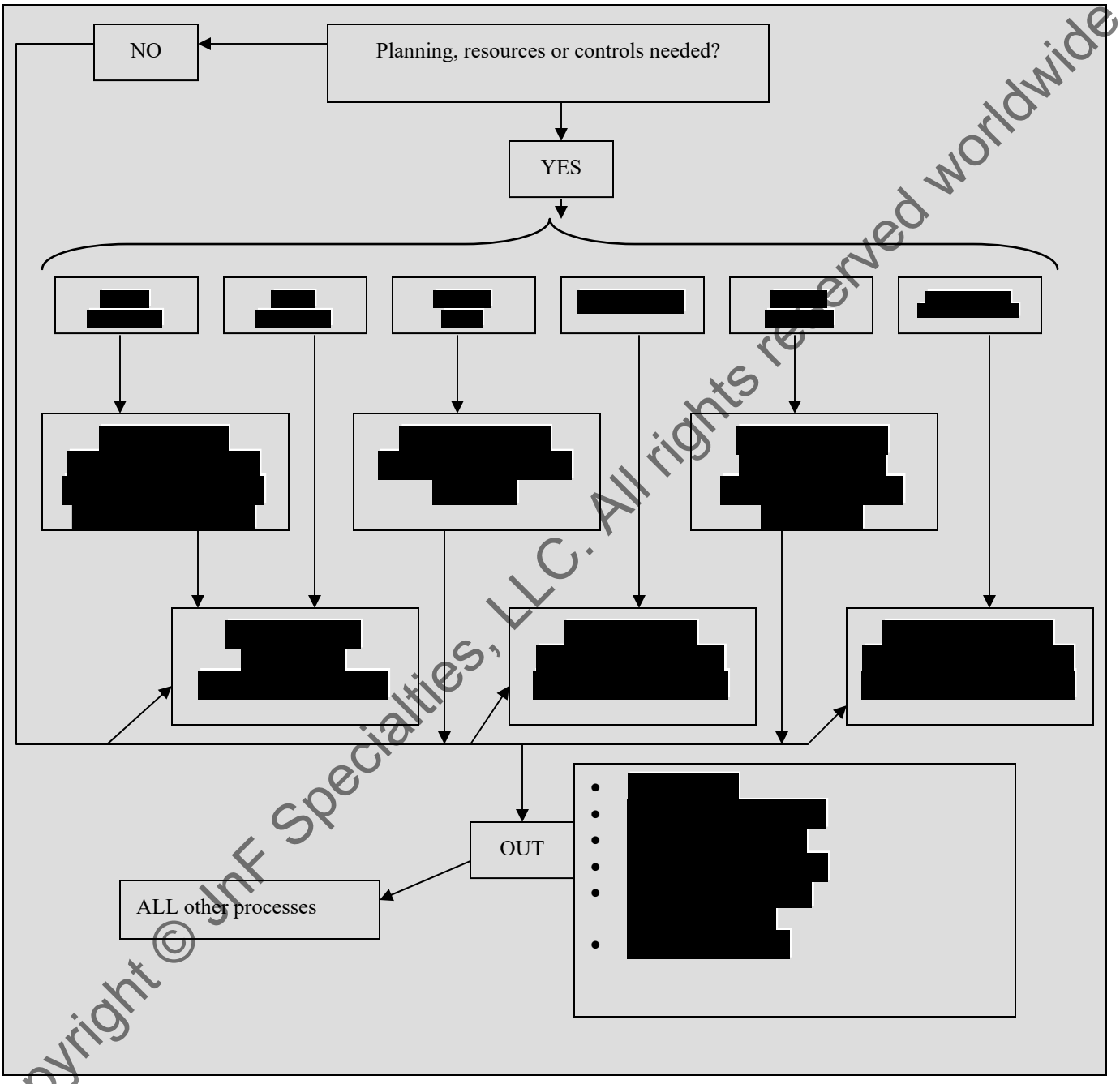
7.4 During Management Review, managers shall [redacted]

7.5 From that data, top management can [redacted]

Appendix A: Process Map



from previous page…



RESPONSIBILITIES AND AUTHORITIES

Origination Date: XXXX

Document Identifier:	Responsibilities and Authorities
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes responsibilities and authorities of Company personnel.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides an overview of the responsibilities and authorities for key positions within the Company.

2.0 THEORY

It is important to define the responsibilities and authorities of key positions so that employees understand their work and the relationships they have with other positions within the Company.

3.0 RESPONSIBILITIES & AUTHORITIES

3.1 Operations Manager

The Operations Manager is responsible for [redacted]

3.2 Quality Manager

The Quality Manager is responsible for [redacted]

The Quality Manager oversees [redacted]

The Quality Manager also manages [redacted]

3.3 Facilities Manager

The Facilities Manager is responsible for [redacted]

3.4 Project Manager

The Project Manager is responsible for [redacted]

3.5 Business Manager

The Business Manager is responsible for [redacted]

3.6 Program Managers

The Company utilizes Program Managers for the different technologies it has developed. The Program Managers are responsible for [redacted]

Program Managers are responsible for [redacted], which includes consideration for:

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

- [redacted]

3.7 Administrative Assistant

The Administrative Assistant is responsible for [redacted]

3.8 Accounting Manager

The Accounting Manager is responsible for [redacted]

3.9 Environmental Health & Safety Manager

The EHS Manager is responsible for [redacted]

3.10 Quality Group Staff & Inspectors (including Receiving)

The Quality Group includes [redacted]

3.11 Construction Operators

Construction operators include [redacted]

3.12 Internal Auditors

Internal Auditors are responsible for [redacted]

3.13 Shipping Personnel

Shipping personnel are responsible for [redacted]

3.14 Human Resources Staff

Human Resource staff is responsible for [redacted]

3.15 Purchasing Staff

Purchasing staff is responsible for [redacted]

Your Logo

Your Company Name

TRAINING PROGRAM

Origination Date: XXXX

Document Identifier:	Training
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes training program and requirements.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained. The Company intends to ensure adequate employee performance through a robust training program that includes initial orientation, assessment of abilities and on-the-job training to enhance those abilities.

3.0 TRAINING PROCEDURE

3.1 Hiring

Employees are hired on their basis to best meet the requirements for the position.

To accomplish this, potential candidates are compared against the requirements of the ***QMS-05 Responsibilities and Authorities Procedure*** as well as job descriptions for the open position. These job descriptions typically [redacted]

3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo initial indoctrination and orientation. This introduces the employee to [redacted]

3.3 On the Job Training

Once an employee has completed initial indoctrination they undergo on-the-job training relative to their position. This training is specific to the area and equipment on which they work and is typically [redacted]

3.4 Documented Training Program

3.4.1 Personnel responsible for functions that affect quality receive initial and periodic documented training, including, but not limited to, project managers, detailers, inspectors, welding personnel, fitters, and painters.

3.4.1.1 Training is specific to the function or activities related to the job description, such as [redacted]

3.4.2 Personnel providing training shall have appropriate training or experience in the subject they are teaching. Training course outlines include [redacted]

3.5 Additional Training

At the discretion of management, training may be conducted at any time, which may be necessitated by [redacted]

PROPOSAL DEVELOPMENT AND CONTRACT REVIEW

Origination Date: XXXX

Document Identifier:	Proposal Development and Contract Review
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to review contracts and develop proposals.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Proposal Development and Contract Review process including or making reference to procedures for the various activities within the process.

2.0 THEORY

The Company can only meet Customer requirements by ensuring that all such requirements are obtained from the Customer, then reviewed and understood. This process ensures the suitable capture of requirements and ensures that the Company's understanding of those requirements is communicated to the Customer prior to and through contract acceptance.

3.0 PROCEDURE

When addressing Customer needs and industry trends, the Company considers [redacted]

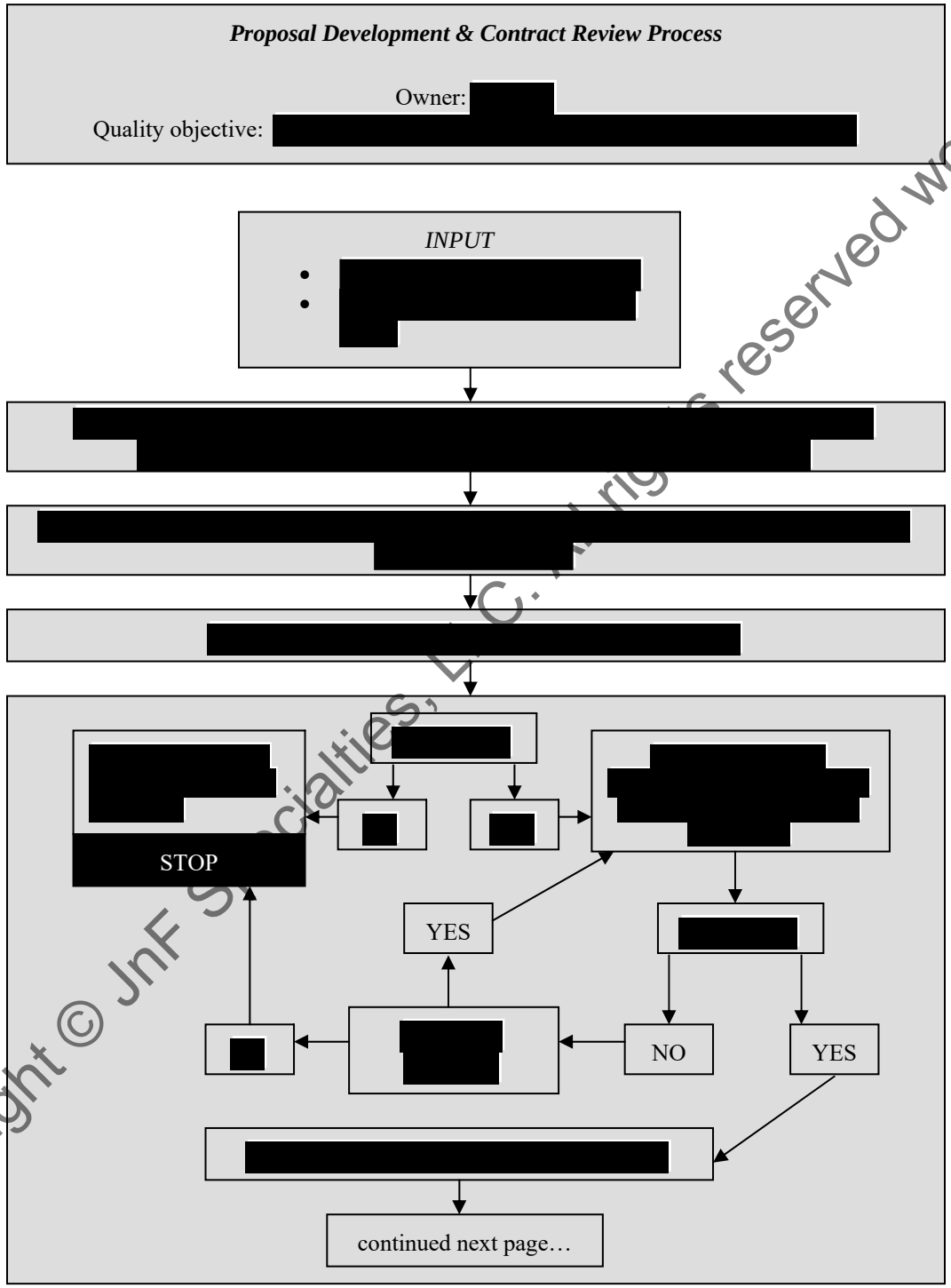
Documentation is not required for contract review and proposal development for Customers that purchase items on a recurring basis or when the dollar-value of the purchase order is [redacted]

The Company determines its capability to meet Customer requirements by:

a) [redacted]
b) establishing the criteria for:
   1) [redacted]
   2) [redacted]
c) [redacted]
d) [redacted]
e) determining, retaining and maintaining required records that demonstrate:
   1) [redacted]
   2) [redacted]

See Process Map.

4.0 PROCESS MAP



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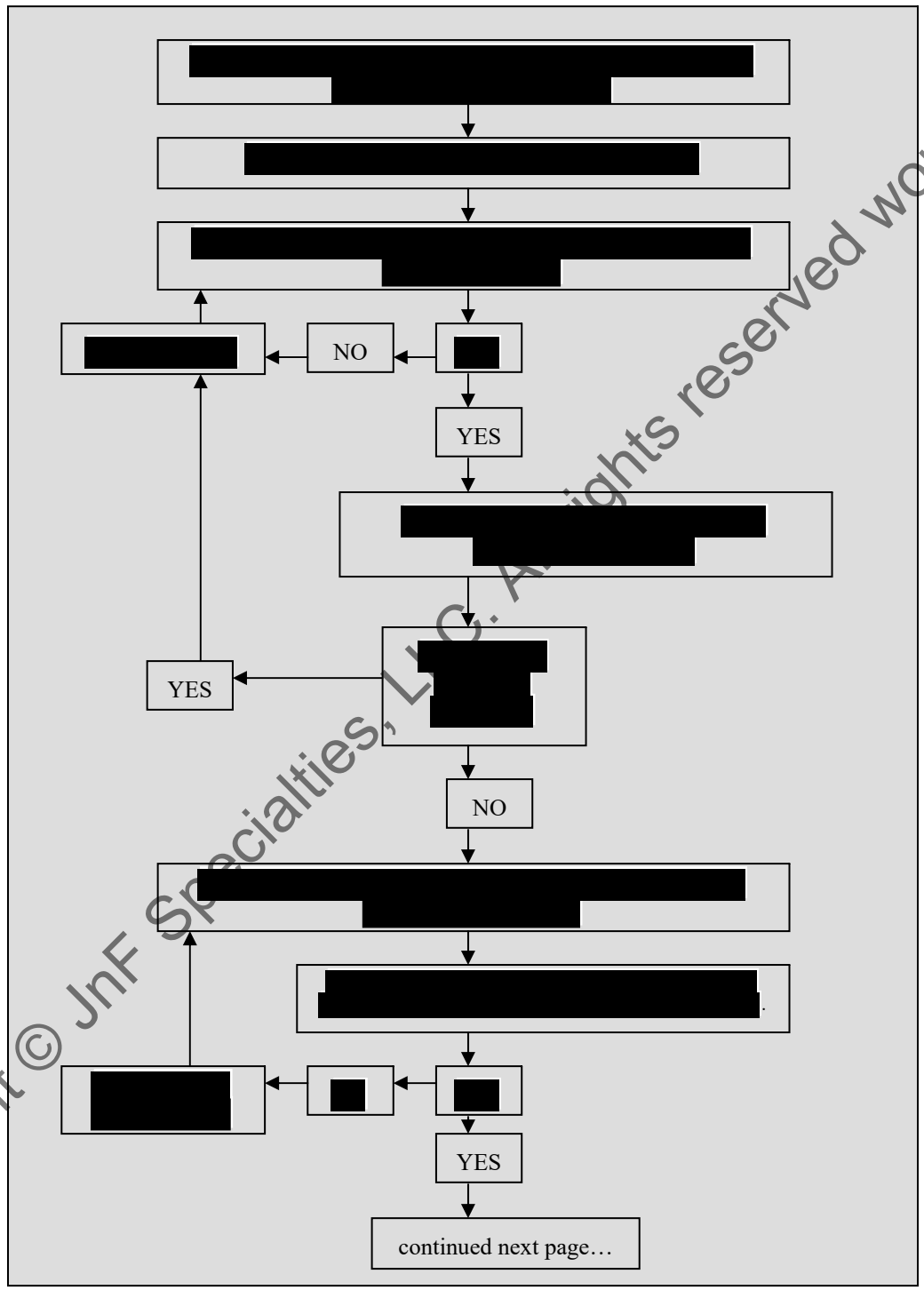

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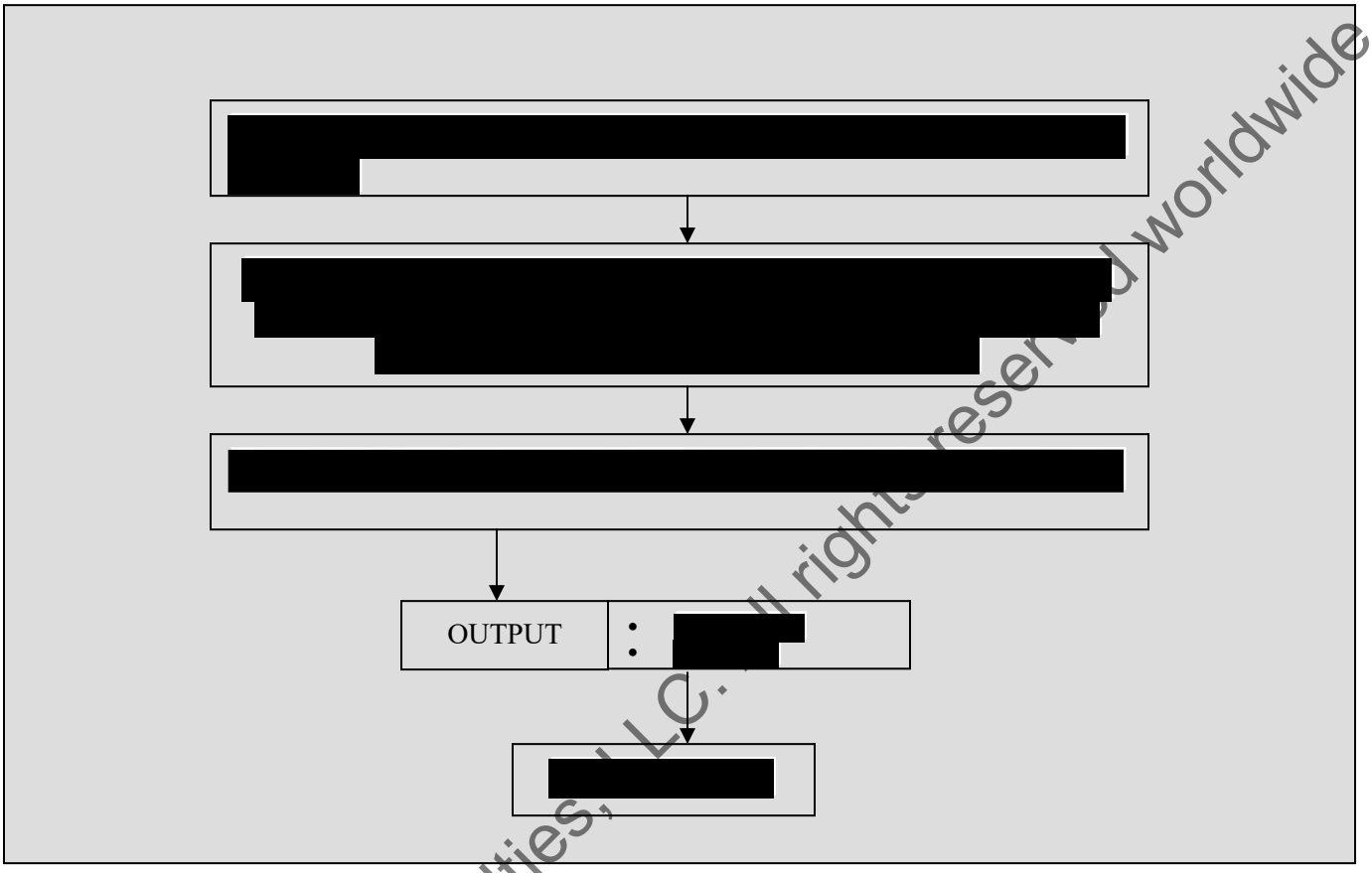


PURCHASE ORDER REVIEW

Origination Date: XXXX

Document Identifier:	Purchase Order Review
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the work instruction for reviewing purchase order content.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

1	Quality Group	-- The reviewer determines the need for, and if justified, imposes the requirements of Supplier Quality Requirements to the Requisition or P.O. -- Complete the Used-On and Contract# sections on the cover page of the PO Used-On = J/N or Program Acronym; Contract# = P.O.# -- Check-off applicable requirement boxes on Requisition
2	Quality Group	-- Forward Requisition to [redacted] -- Check mark the appropriate field in the "Type of Certs" section; multiple types of Certs may be required. -- Verify Raw Material Requirements are recorded on Requisitions, *except* [redacted] -- Suppliers should be evaluated according to the Supplier Evaluation -- Determine if a Supplier has been designated by the Customer - notify Purchasing when a sole-source Supplier is designated by the Customer -- [redacted] -- Add known QA requirements to the requisition for entry on the PO; *such as* [redacted] -- [redacted] -- [redacted]
	IF	THEN
2.1	Older Revision Supply Required	-- Contact the applicable Project Engineer and process the Requisition
2.2	Requisition is marked "Under Revision"	-- [redacted] -- [redacted]
2.3	A Raw Material Requirement **is not** Specified	-- [redacted] -- [redacted]
2.4	*Deviation to drawing is noted on Requisition such as "Less Note" Deviation to drawing is noted on Requisition such as "Less Note"*	*Validate each exception by examination of the applicable drawing or specification to determine the appropriateness of the deviation, e.g.,* [redacted]
2.5	*Order is for construction activity without reference to engineering*	[redacted]

	drawing	
3	Quality Group	Add provisions for any one or combination of the following to the Requisition or P.O. when justified: -- [redacted]
4	Quality Group	Relative to the procurement of software, the reviewer determines the need for, and if justified, adds to the procurement document provisions for any one or combination of the following: -- [redacted]

		-- [redacted] -- [redacted] -- [redacted]
5	Discrepancy in Requisition or P.O.	-- Return to Purchasing Group for correction(s)
5.1	Supplier Quality Requirements applies	-- Attach prepared original to Requisition or P.O. -- Copy to R&I
5.2	P.O. requires additional conditions related to supplier	-- [redacted] -- [redacted]
	IF	THEN
5.2.1	P.O. requires additional conditions related to in-house processing	[redacted]
5.2.2	Requisition or P.O. Ok	-- [redacted] -- [redacted] -- [redacted]
6	Quality Group	Forward Supplier Evaluation to the Supplier; perform required follow-up routines.

Your Logo

Your Company Name

PURCHASING

Origination Date: XXXX

Document Identifier:	Purchasing
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the purchasing process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Purchasing process including or making reference to procedures for the various activities within the process.

Note: this procedure applies to suppliers of products or providers of services that directly affects the quality of our construction or services. Suppliers that provide office and maintenance supplies, furniture, grounds keeping services, etc. are not subject to the controls of this procedure.

2.0 THEORY

The purchase of materials that go into our construction or services affects everything we make. As a result, it is important to monitor and control the quality of both construction and services that we receive as well as the suppliers of such construction and services.

3.0 PROCEDURE: SUPPLIER EVALUATION AND SELECTION

3.1 All suppliers of construction related materials or services must be evaluated unless these suppliers are: [redacted]

3.2 Supplier evaluation is conducted by following the format on the Supplier Evaluation Form.

3.3 The Supplier Evaluation Form ensures [redacted]

3.4 Once approved through the Supplier Evaluation Form, the Quality Manager will update the Approved Supplier List.

3.5 The following ratings apply to suppliers:

- RESTRICTED: [redacted]
- CONDITIONAL: [redacted]
- UNRESTRICTED: [redacted]
- DOCK-TO-STOCK: [redacted]

3.6 Once entered into the Approved Supplier List, suppliers are rated as [redacted]

3.7 Using incoming (receiving) inspection results for product suppliers and employee feedback on service providers, the Quality Manager will [redacted]

3.8 Using the results from combination of the following functions for product suppliers, the Quality Manager will determine if the Supplier should be increased in rating to [redacted]

3.9 For suppliers providing product, incoming inspection results are recorded on the Subcontractor Performance Rating Spreadsheet, which calculates the Supplier's current quality rating based on parts received and parts accepted. A new Supplier that rates 100% on their first delivery may be upgraded to [redacted]

3.10 If a new Supplier rates [redacted]

3.11 If any Supplier rates less than [redacted]

3.12 If items are returned to any Supplier [redacted]

3.13 Any Supplier may be de-rated to [redacted]

3.14 Management may override [redacted]

3.15 During management review, the entire Approved Supplier List is subject to [redacted]

4.0 PROCESSING REQUISITIONS AND PURCHASE ORDERS

4.1 During review of each requisition, the Quality Group will [redacted]

4.2 Responsible Authorities take into consideration [redacted]

4.3 Responsible Authorities ensure the adequacy of requirements prior to their communication to a Supplier, which includes:

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

4.4 When appropriate, the purchase order defines acceptance criteria for [redacted]

4.5 As applicable, purchase order information includes:

a) [redacted]

b) [redacted]

c) [redacted]

d) requirements relative to:

- [redacted]
- [redacted]

e) [redacted]

f) [redacted]

g) [redacted]

4.6 The requirements for delegation are defined when [redacted]

4.7 When the Company or its Customer needs to perform verification activities at a Supplier facility [redacted]

4.8 See the process map herein.

4.9 Emergency Purchasing Authority: The Company will authorize the shift foreman and/or the maintenance foreman emergency purchase authority for [redacted]

5.0 OTHER PURCHASING RULES

5.1 In all instances, the Purchasing Department will [redacted]

5.2 Any employee of the Purchasing Department that has any financial or other interest in a supplier company, either directly or through any member of his/her immediate family, shall [redacted]

5.3 The acceptance by purchasing personnel of gifts or gratuities from suppliers is [redacted]

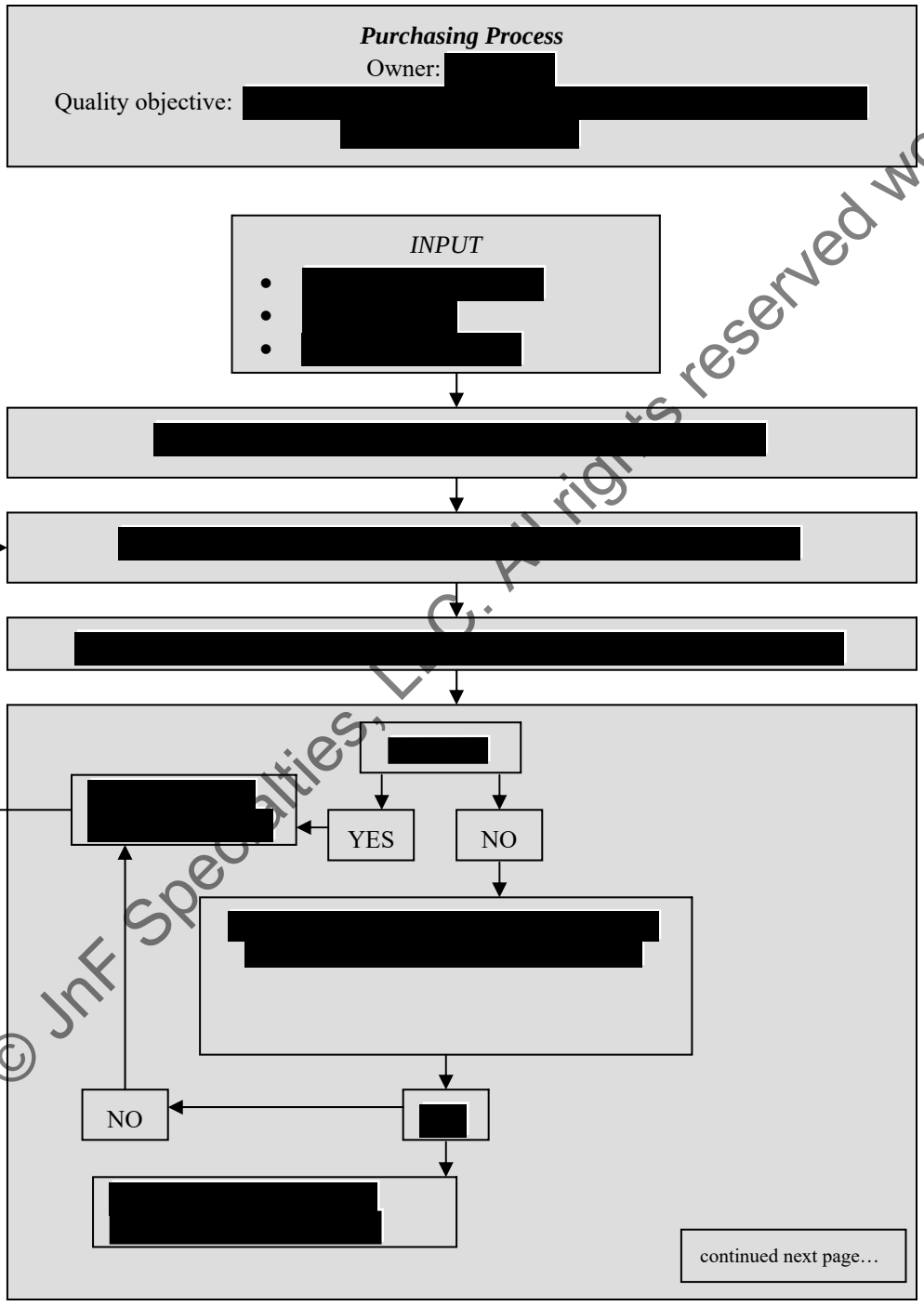
5.4 The acceptance of items intended for the purpose of advertisement and bearing the name of the Supplier is [redacted]

5.5 The Purchasing department will cooperate with Customer-related activities and will [redacted]

5.6 The Purchasing department will not, [redacted]

5.7 The Company will abide by all Government clauses or other statutory or regulatory requirements as referenced by the order, contract or other requirements document.

6.0 PROCESS MAP



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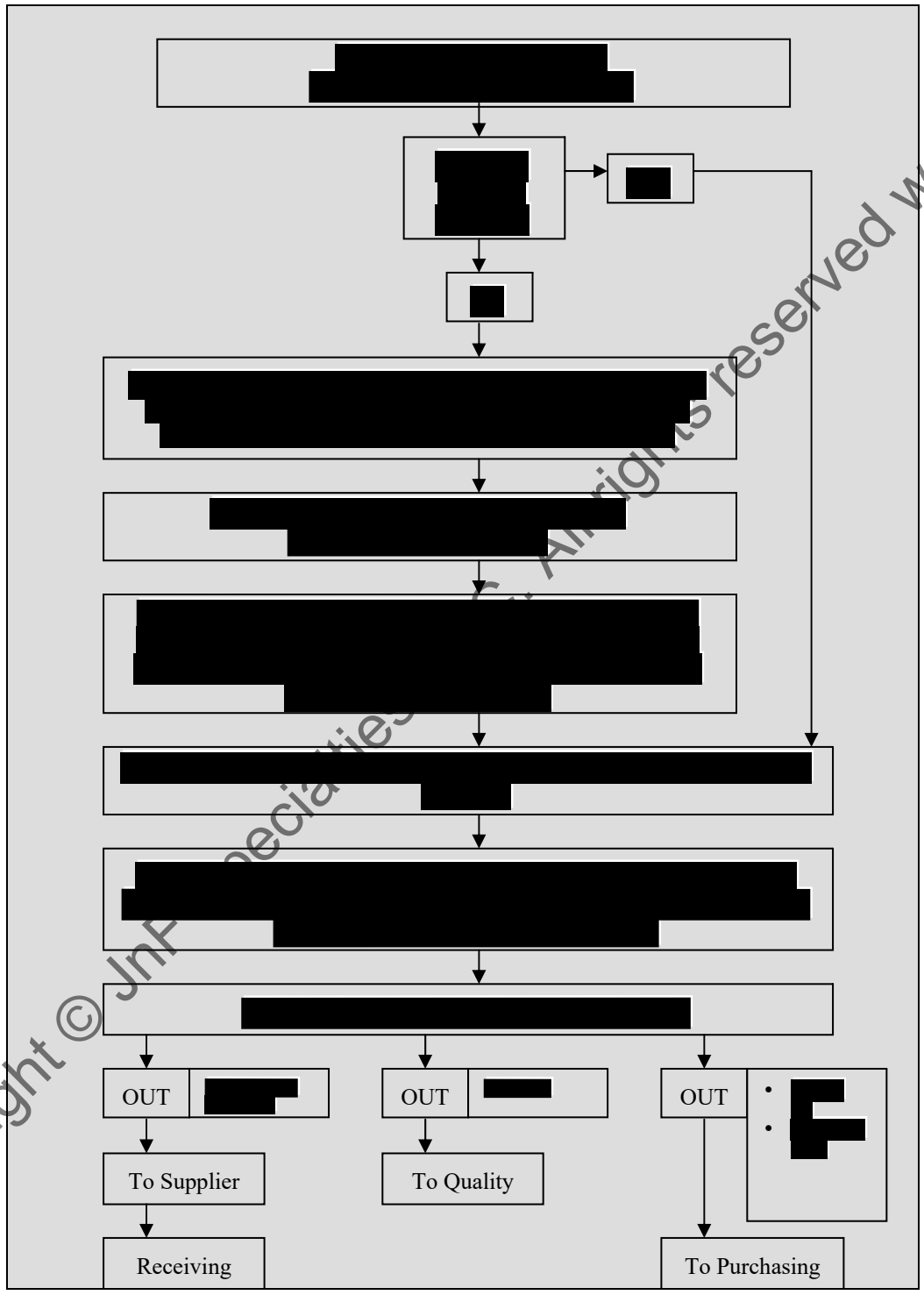


Your Logo

Your Company Name

RECEIVING INSPECTION

Origination Date: XXXX

Document Identifier:	Receiving Inspection
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the receiving and inspection process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Receiving Process including receiving inspection activities and includes or makes reference to procedures for the various activities within the process.

2.0 THEORY

Receiving is the first line of defense to prevent sub-standard supplies from affecting Company process or item quality; however, sampling and 100% incoming inspection is only a part of the collection of applications that are necessary to assure the release of conforming supplies to stock. Receiving inspection cannot provide 100% assurance of item or process quality because the affect that the supplies have on production-level activities cannot be assessed or verified - only by 100% use of supplies will defects be detected in item or process quality.

As a result of teaming and intelligent design, the Company ensures that deliverable supplies meet Customer requirements prior to packaging and shipping.

3.0 PROCEDURE: RECEIVING

All deliveries other than mail or express carrier are routed to [redacted]

- The Responsible Authority (RA) shall [redacted]
- If the RA notices any obvious damage to the item's packaging, they [redacted]
- The Responsible Authority (RA) shall [redacted]
- The RA shall [redacted]
- [redacted]

4.0 PROCEDURE: RECEIVING INSPECTION

4.1 The inspector will receive the items and original paperwork from the RA.

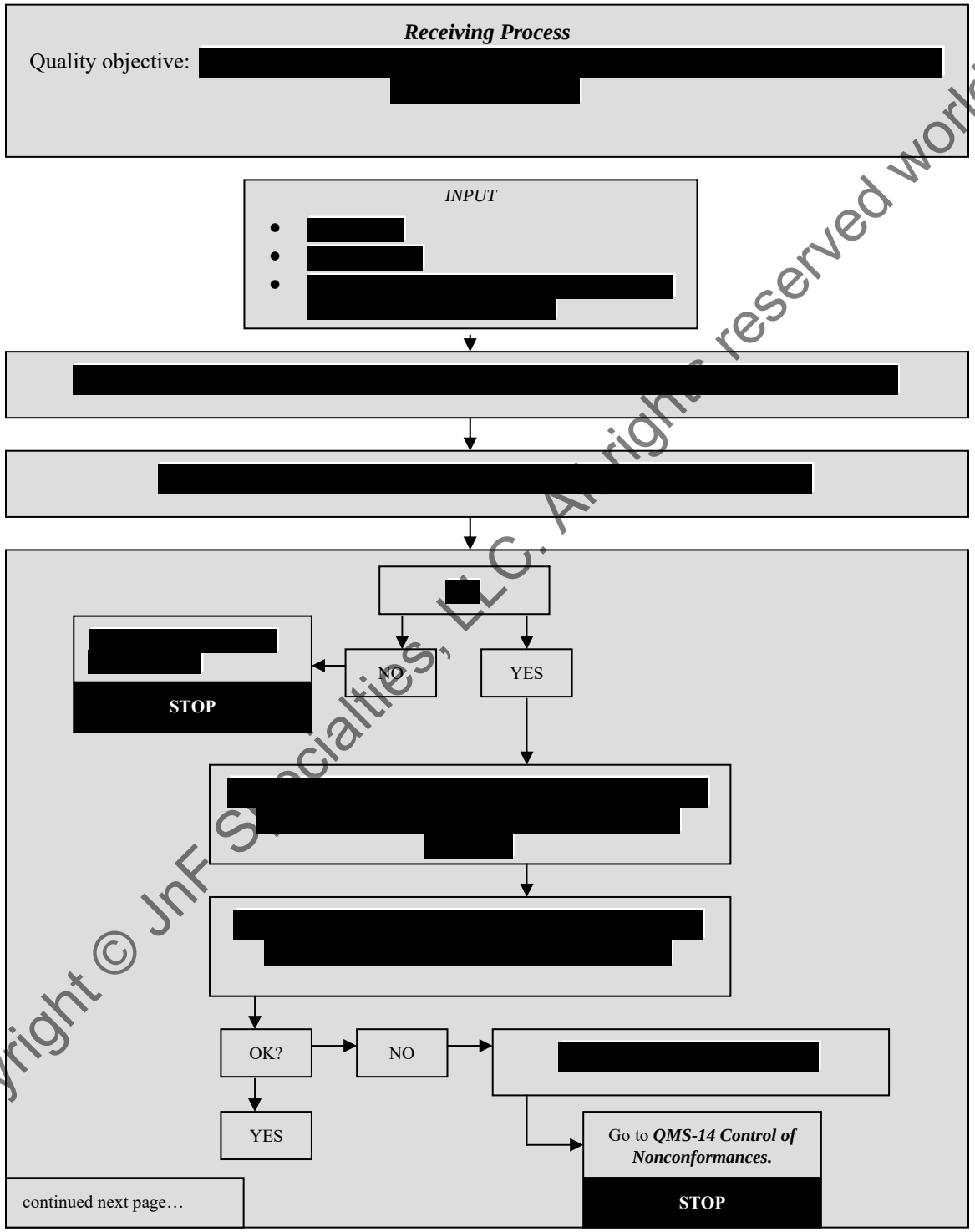
4.2 Inspections are performed according to **Appendix A** or as required by [redacted]

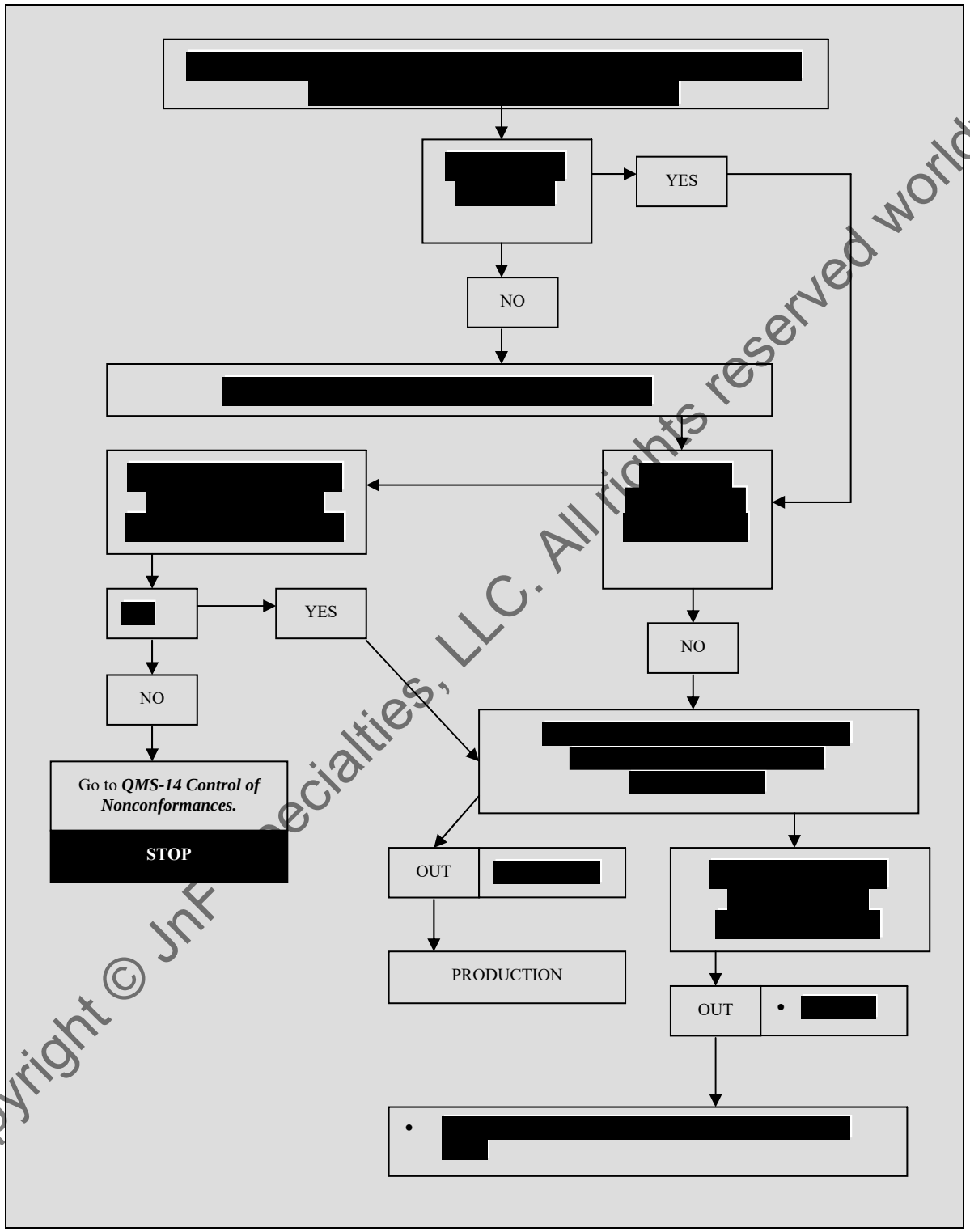
5.0 MATERIAL IDENTIFICATION

5.1 Received materials for production/fabrication are identified by one or a combination of the following methods:

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

PROCESS MAP





APPENDIX A - Receiving Inspection Work Instructions

Op 1: Acquire copy of applicable purchase order. Perform [redacted]

Op 2: Count the quantity of items received. Items exempt from counting include [redacted]

Op 3: If the supply is a Catalog/Commercial item, [redacted]

Op 4: Perform First Piece Mechanical/Visual inspection on a new production part number to determine [redacted]

Op 5: *SAMPLING PLAN:* Randomly select items for [redacted]

Op 6: Verify dimensional conformance of selected items according to [redacted]

Op 7: Verify conformance to the required chemical composition according to [redacted]

Op 8: Verify lot/heat number traceability is [redacted]

Op 9: If the Supplier is a distributor of the supplies, verify traceability is [redacted]

Op 10: If supplies are nonconforming or their conformance cannot be determined within [redacted]

Op 11: If the supply is obviously unfit for use [redacted]

Op 12: Complete inspection report and [redacted]

Op 13: Complete shelf life expiration log for [redacted]

Op 14: Record the quantity and date received on the ***PO*** then initial each item to indicate acceptance. Process the ***Purchase Order*** according to **Appendix B**.

Op 15: If the Supplier's packaging is [redacted]

Op 16: Inspect Customer Supplied materials upon receipt to [redacted]

APPENDIX B - PURCHASE ORDER PROCESSING

Step	IF	THEN
1	Items on PO not received (back order)	[redacted]
2	Items on the PO were received in full	[redacted]

NOTE:
Each entry into the ***Supplier Performance Report*** is [redacted]

Your Logo

Your Company Name

CONSTRUCTION PROCEDURE

Origination Date: XXXX

Document Identifier:	QMS-10 Construction Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the construction process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 Purpose

This document defines the overall construction process and includes or makes reference to the procedures necessary for the process.

2.0 Theory

Construction operations or tasks must be conducted under controlled conditions to achieve the highest quality by:

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

3.0 Problem Resolution

All employees are instructed to immediately notify a Responsible Authority (RA) whenever a process or construction related problem occurs that cannot be corrected according to [redacted]

It is understood that the Responsible Authority (RA) occasionally may not be available for support; in that event, [redacted] No disciplinary action may be attached to an employee's attempt to resolve a problem.

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

4.0 Construction Documentation

All revision controlled construction documents are available at the point of use and [redacted]

In addition to this process procedure, additional construction documentation may be required for a construction operation. When required, [redacted]

Documentation includes [redacted]

Records that are created for temporary retention of miscellaneous information are not [redacted]

5.0 Material Identification

Construction/fabricated materials are to be identified by one or a combination of the following methods:

- [redacted]

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

When required, lot traceability or individual serialization of materials (major mark numbers) is maintained on [redacted] See the ***QMS-14 Control of Nonconformances Procedure***.

Any materials not marked with a tag are [redacted]

6.0 Match-Marking

Connecting parts assembled in the shop for [redacted] are match-marked. [redacted]

Use painted marks, attached metal tags, other durable methods which do not degrade the finish of the piece, or low-stress type steel die stamps to identify and match mark pieces. If steel die stamps are used, they must [redacted]

As an alternate location for tub girder bottom flange splice plates, place the mark [redacted]

Mark girders and beams on [redacted]

Ensure that during fabrication, the heat number is [redacted]

7.0 Material Handling

Work instructions and/or training instructs operators on the proper and safe handling of materials.
In all cases, operators are [redacted]

8.0 Preservation

Operators employ proper handling and packaging (protection) and cleaning of materials and constituent parts while [redacted]

9.0 FOD – Foreign Object Damage and Detection

Work instructions and training methods ensure that handling and preservation practices reduce the introduction of foreign objects (FOD) into the construction when applicable. In these cases, hold points are [redacted]

10.0 Customer and Government Property Control

Customer and Government property (C&G Property) means all hardware or property owned by or leased to the Customer or Government or acquired by the Customer and Government under the terms of a contract, which includes:

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

All Customer and Government furnished property and/or equipment is inspected upon receipt according to the ***QMS-09 Receiving Procedure***. Any nonconformities or shortages are [redacted]

11.0 Validation of Processes

Unless otherwise specified by engineering requirements, a certificate of conformance (CofC) is used to declare results of validation and verification of activities.

Provisions for validation and verification includes:

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

12.0 Inspections and Tests

12.1 Scope of Examinations

At suitable intervals, the Inspector observes [redacted]

12.2 Extent of Examination

The Inspector examines the work to ensure [redacted]

12.3 Preparatory Inspections

When required, preparatory inspections are conducted prior to beginning all definable segments of work as well as at the beginning of all phases of the contract. The Customer inspector and other involved personnel are notified [redacted]

Preparatory inspections may include:

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

12.4 Initial Inspections

Initial inspections are held when [redacted]

12.5 Follow-Up Inspections

Follow up inspections are [redacted]

12.6 Inspection of Work and Records

Except for final visual inspection, which is required for every weld, the Inspector [redacted]

Size, Length and Location of Welds

The Inspector [redacted]

12.7 In-Process Testing

In-process tests are conducted during construction to ensure ongoing quality of work. These are done randomly at the discretion of management or via planned quality control inspections according to the contract and inspection & test plan.

Testing plan procedure:

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

12.8 Completion Inspection

Once all operations are complete, the shop manager and quality manager [redacted]

12.9 Final Inspection

When required, the quality manager, project manager or their designee and Customer representative are in attendance at this inspection. The final inspection is [redacted]

12.10 Inspection and Test Status

The status of construction, inspection and testing is [redacted]

12.11 Documentation and Control

Records of inspection that provide evidence of conformance to requirements are retained and maintained according to ***QMS-03 Records Control Procedure***.

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

13.0 Bolting

This section covers two grades of high-strength bolts, ***ASTM A325*** and ***ASTM A490***, along with their installation and inspection in structural steel bolted joints. This section is used in conjunction with ***AISC*** and ***RCSC***.

References:

- ***ANSI/AISC 360-10*** - Chapter "M" Fabrication and Erection
- ***RCSC*** - Specification for Structural Joints Using High-Strength Bolts
- ***ASTM A325*** Standard Specification for Structural Bolts, Steel
- ***ASTM A490*** Standard Specification for Structural Bolts, Alloy Steel
- ***ASTM F436-09*** Standard Specification for Hardened Steel Washers
- ***ASTM F959-09*** Standard Specification for Compressible-Washer-Type Direct Tension Indicators for Use with Structural Fasteners
- Research Council on Structural Connections

Drawing Information

The Engineer of Record specifies the following information in contract documents:

- The ***ASTM*** designation and type (Section 2 of ***RCSC***) of bolt to be used;
- The joint type (Section 4 of ***RCSC***) and method of installation
- The required class of slip resistance if slip-critical joints are specified (Section 4 of the ***RCSC***); and,
- Whether slip is to be at the factored-load level or the service-load level, if slip-critical joints are specified (Section 5 of the ***RCSC***).

The type of bolted connection(s) referenced on the contract documents detemines the level and frequency of required testing by the ***RCSC***. The types are Slip Critical, Snug Tight and Pre-Tensioned.

For all pre-tensioned types, [redacted]

14.0 Protective Coatings

General

The type of coating system(s), coatings manufacturer, surface preperation and ***DFT*** requirements is [redacted]

[redacted]

Surface Preparation

The painting supervisor or inspector verifies [redacted]

Before any coating operations begin, the coatings supervisor and/or inspector verifies [redacted]

Surfaces shall [redacted]

Blast Cleaning

Blasting abrasives shall [redacted]

Final Surface Condition / Profile

The surface to be coated shall [redacted]

Application of coatings may be done by [redacted]

Areas not to be coated are [redacted]

At the end of each coat, the applicator inspects the work and looks for [redacted]

Curing of Protective Coatings

The curing process and times for protective caotings are [redacted]

Dry film thickness (DFT) readings are [redacted]

15.0 Welding

The inspector should be an ***AWS*** certified welding inspector or have the experience, knowledge and ability to [redacted]

Welding procedure specifications (WPS), procedure qualification records (PQR) and welder perfomance qualifications (WPQ) are [redacted]

Welding filler metals are [redacted]

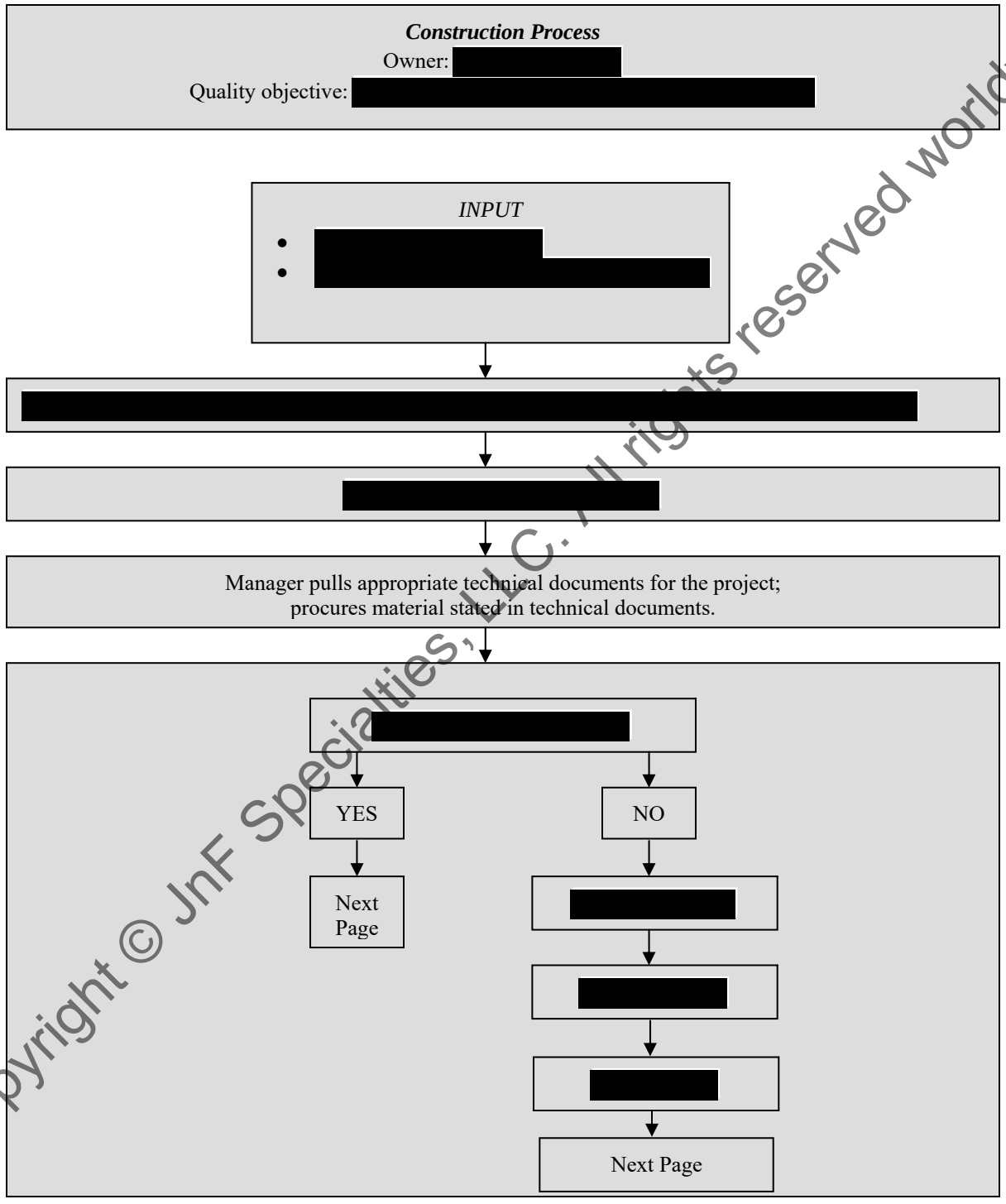
[redacted]

After layout and fitting but before welding, the inspector [redacted]

After welding is completed, the welder and fabricator [redacted]

Left blank intentionally

16.0 Process Map



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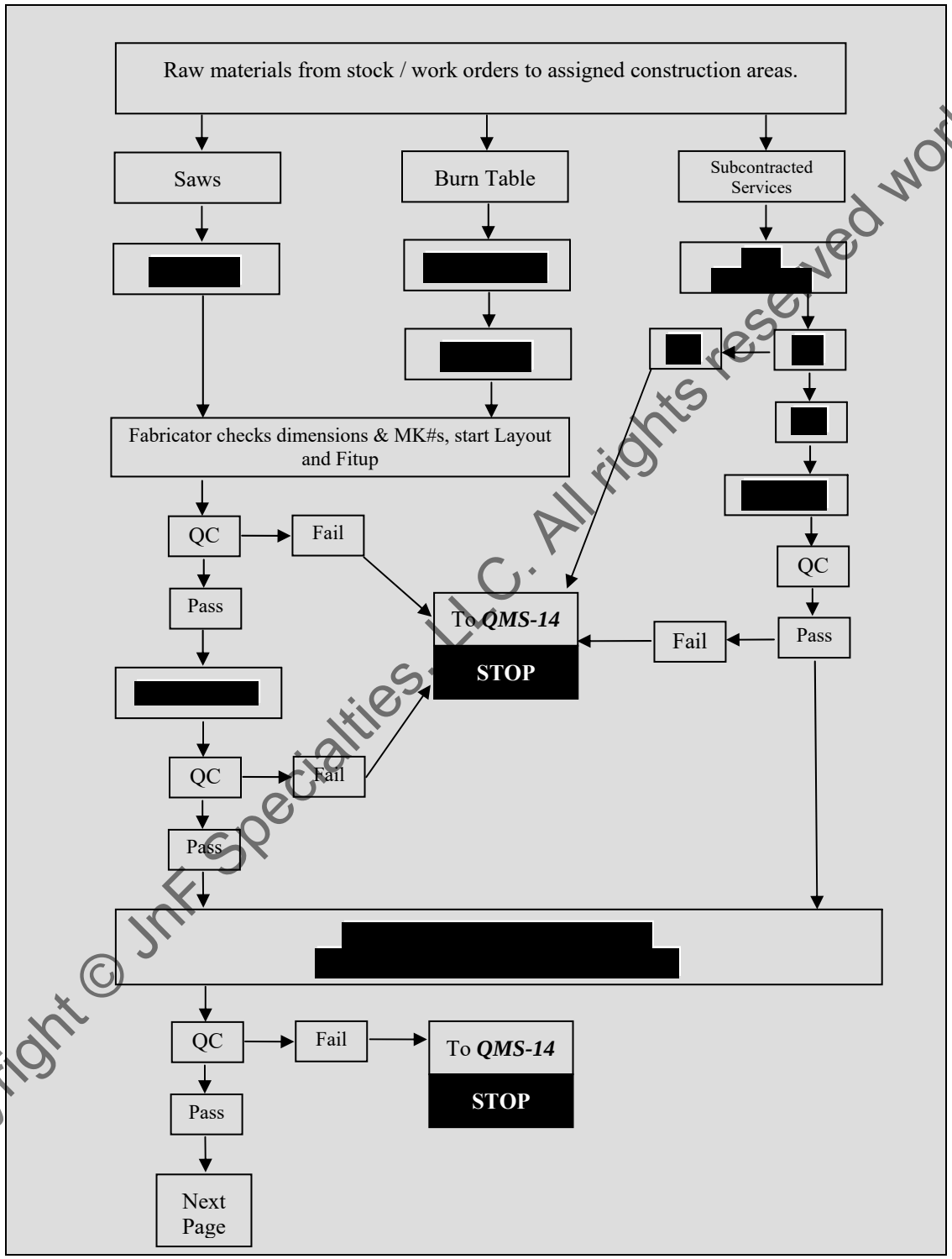

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Your Logo

Your Company Name

SHIPPING PROCESS

Origination Date: XXXX

Document Identifier:	Shipping
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the shipping process.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the Shipping process including fabrication packaging activities.

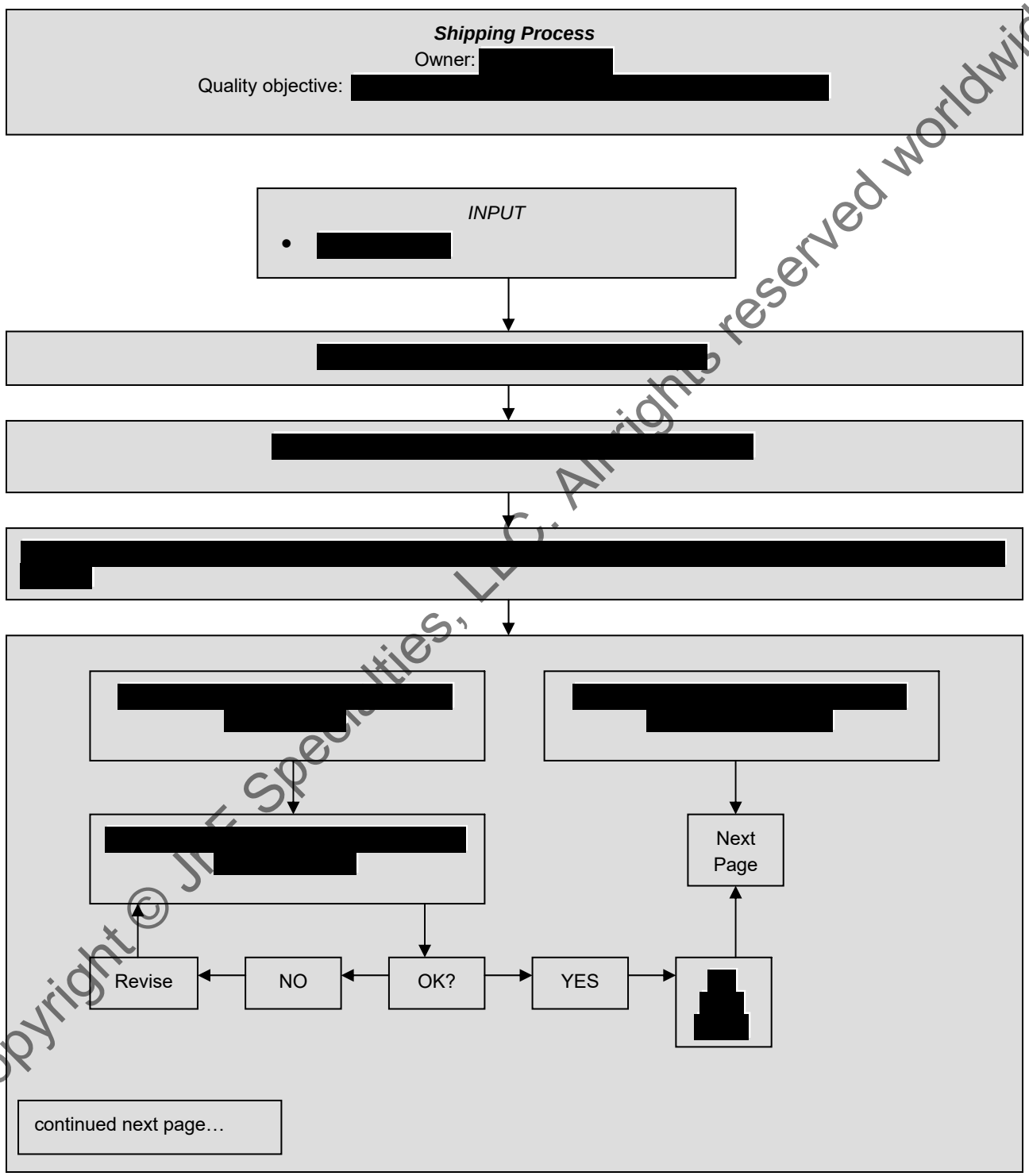
2.0 THEORY

The final packaging and arrangement of shipping is critical to the quality of fabrications as received by the Customer; as a result, [redacted]

3.0 PROCEDURE: PACKAGING AND SHIPPING

See process map.

4.0 PROCESS MAP



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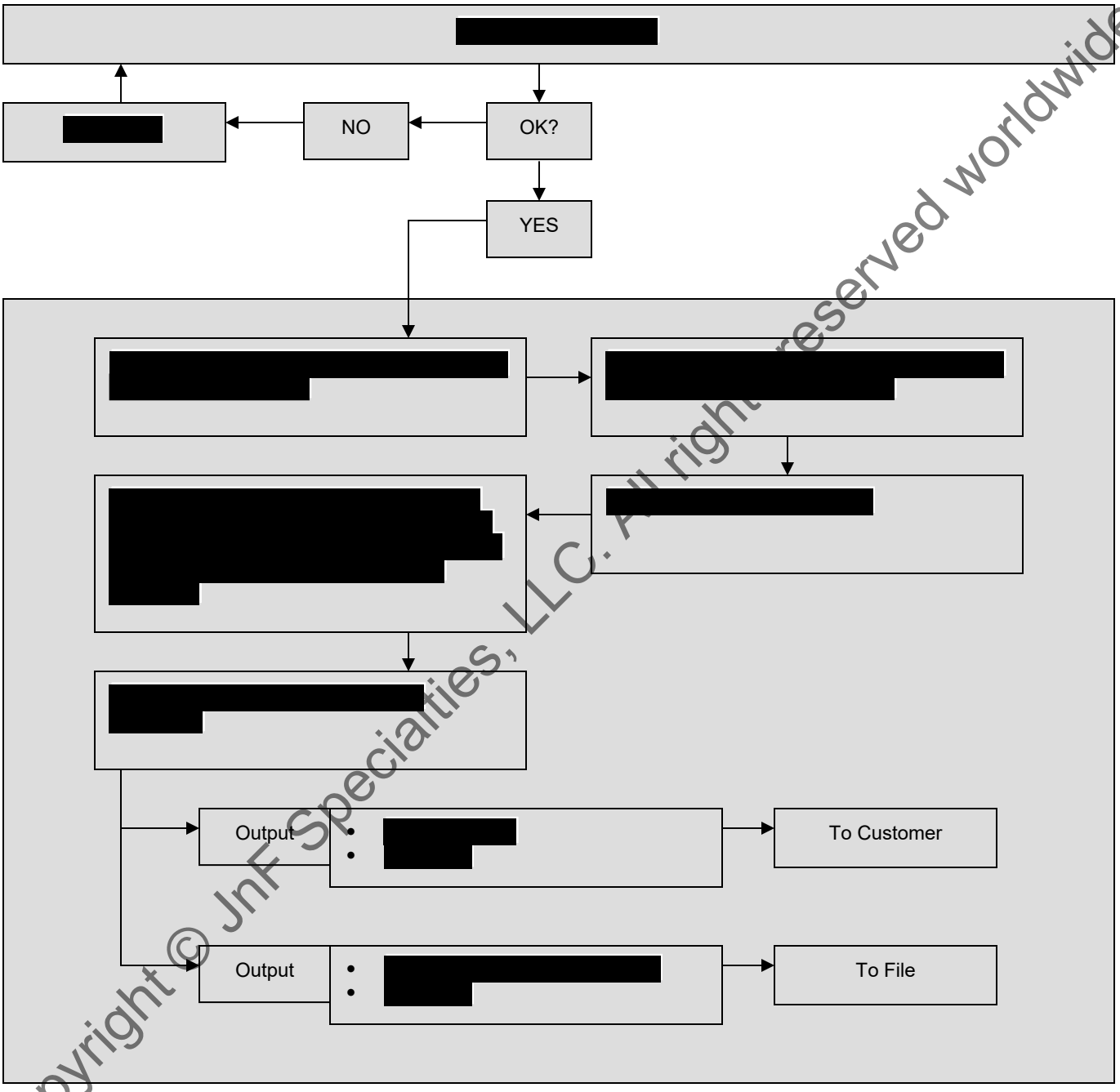


Your Logo

Your Company Name

INTERNAL AUDITING

Origination Date: XXXX

Document Identifier:	Internal Auditing
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedure used to audit the quality management system.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details and procedures for the internal auditing process.

NOTE: At this time, only quality system audits are conducted. When environmental system or other audits are implemented, this procedure will be amended to include rules for additional audits.

2.0 THEORY

Internal auditing of a Company's quality system is critical for maintaining good processes and documentation and for identifying areas for improvement opportunity.

3.0 INTERNAL AUDITING PROCEDURE

The Resonsible Authority takes into consideration [redacted]

3.1 Internal quality audits are conducted by [redacted]

3.2 Audit requirements include [redacted]

3.3 Auditors may [redacted]

3.4 Minimum auditor training requirements are as follows:

- [redacted]
- [redacted]

3.5 The Quality Manager plans audits according to [redacted]

3.6 The Quality Manager maintains the Internal Audit Schedule that records this information.

3.7 Using the Internal Audit Report, the Lead Auditor [redacted]

3.8 [redacted]

3.9 The internal audit [redacted]

3.10 During the corrective action effectiveness review, [redacted]

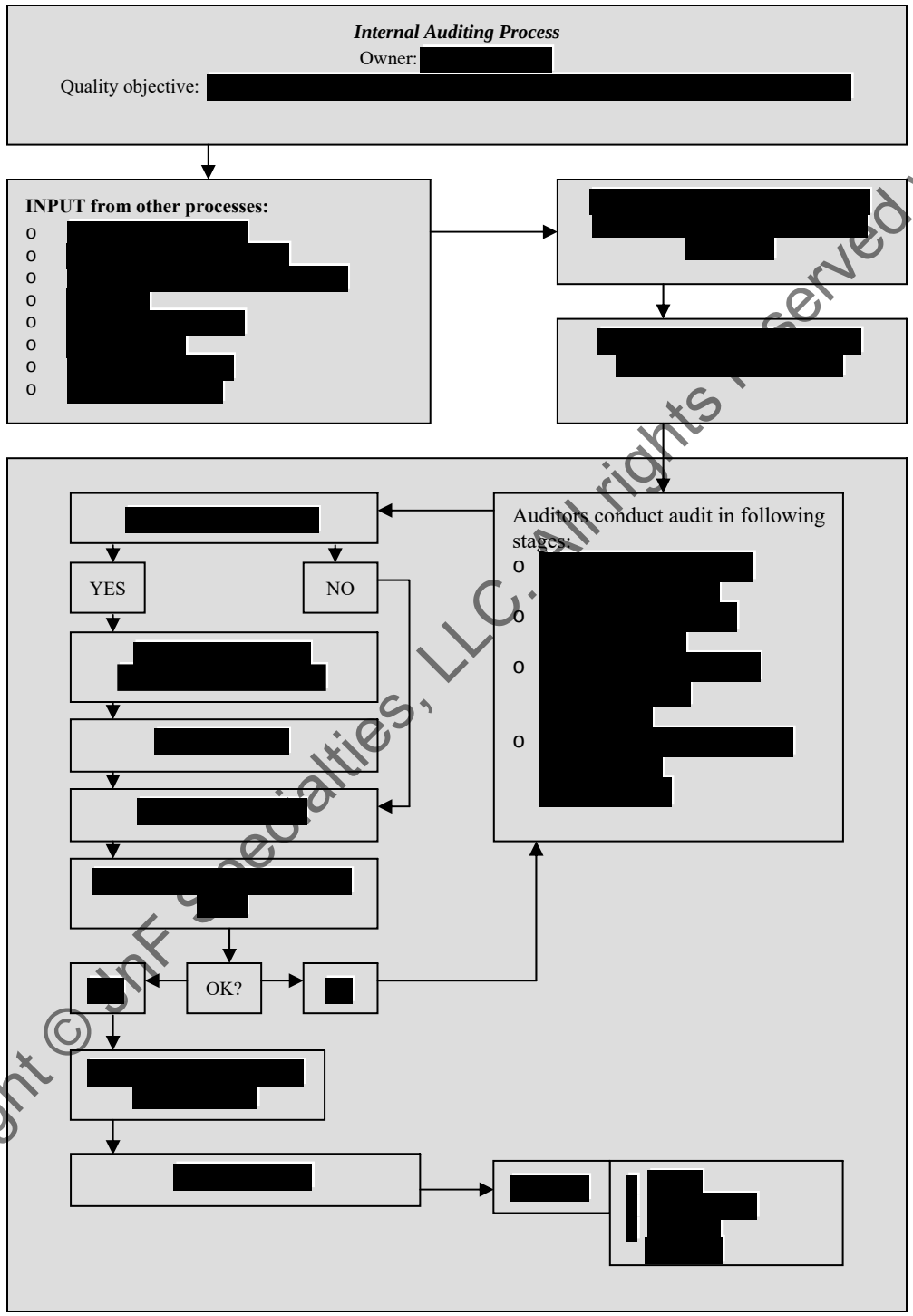
3.11 The completed Internal Audit Report is [redacted]

3.12 Copies of the completed audit report are [redacted]

3.13 The results of internal audits are [redacted]

3.14 In all cases, auditees are [redacted]

4.0 PROCESS MAP



Your Logo

Your Company Name

CORRECTIVE ACTION

Origination Date: XXXX

Document Identifier:	Corrective Action Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to correct nonconformities.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details and procedures for the process governing the discovery, reporting, resolution and recording of actions taken to correct nonconformities.

2.0 THEORY

Corrective action is taken to correct nonconformities, which could be defects found during construction, errors found in documents, equipment problems or problems related to how the Company performs functions in its processes. "Corrective action" is simply the "fix" that corrects the problem.

Having a formal system to record and resolve both existing and potential problems ensures that these problems do not occur or reoccur, thereby improving our construction, processes and work environment.

3.0 PROCEDURE: INTERNAL REPORTS

3.1 The Company utilizes a Request for Support (RFS) form to record nonconformances related to its construction, processes and quality system as well as compliments or positive feedback. The form and system are used for [redacted]

3.2 ALL employees are empowered with the ability to [redacted]

3.3 No disciplinary action may be attached to the submission of RFS's.

3.4 The Quality Manager has been assigned the role of RFS Administrator.

3.5 For the processing and routing of RFS's see Process Map.

3.6 If the responsible manager determines they are not responsible for the issue involved, they [redacted]

3.7 Actions taken shall [redacted]

3.8 The Quality Manager shall [redacted]

3.9 In addition to corrective action efforts, management shall [redacted] which shall be used to address potential nonconformances. These shall be reported to management for review.

3.10 The management review process shall [redacted]

3.11 Where construction is suspected of a nonconformance, the Company shall [redacted]

4.0 PROCEDURE: INVESTIGATION & CORRECTIVE ACTION REQUESTS (ICAR's)

4.1 Any purchasing agent [redacted]

4.2 ICAR's are processed through the same steps as the RFS but are routed to [redacted]

4.3 Failure of a Supplier to respond to an ICAR or to respond with an insufficient action plan may mean [redacted]

5.0 PROCESS MAP

Your Logo

Your Company Name

CONTROL OF NONCONFORMANCES

Origination Date: XXXX

Document Identifier:	Control of Nonconformances
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes procedures for control of nonconformances.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines and makes reference to the procedures necessary for the control of nonconforming items.

2.0 THEORY

Items that have failed inspections or tests or that in any way does not meet requirements are considered "nonconformances". Such items must be controlled to ensure they are not accidentally delivered or used. The Company's system ensures that nonconformances are identified when found and are segregated, investigated and dispositioned. Corrective actions are taken to ensure nonconformances do not reoccur.

3.0 GENERAL PROCEDURE

3.1 "Nonconformance" is any item made by the Company or raw material used by the Company or returned from the Customer that does not meet:

- [redacted]

3.2 Nonconforming items must [redacted]

3.3 All employees are empowered to [redacted]

3.4 Upon discovery of a nonconforming item, an employee may [redacted]

3.5 When an employee cannot bring the item into conformance through immediate rework, the employee shall [redacted]

3.6 [redacted]

3.7 The employee shall complete the top portion of the RFS form, filling in all pertinent spaces. The employee shall then [redacted]

3.8 The employee shall [redacted]

3.9 Upon receipt of the RFS, the Quality representative will [redacted]

3.10 Quality will then [redacted]

3.11 If the nonconforming item is ascertained or estimated to be the fault of a Supplier, Quality may [redacted]

3.12 Quality will also [redacted]

3.13 The RFS shall then be submitted to the Material Review Board (MRB) for review and disposition. MRB actions that affect configuration may be immediately implemented when [redacted]

3.14 The MRB consists of the following managers, at a minimum:

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

3.14.1 MRB Qualification

A Material Review Board member must:

1) [redacted]
2) [redacted]

3.15 In the event of a non-unanimous [redacted]

3.16 The Company shall provide timely reporting of delivered nonconforming items that may affect reliability or safety. Notification shall include [redacted]

4.0 DISPOSITIONS

4.1 Dispositions are classified as Major, Minor or None.

4.1.1 Major: [redacted]

4.1.2 Minor: [redacted]

4.1.3 None: [redacted]

4.2 MRB dispositions may include, but are not limited to:

4.2.1 Clarification

[redacted]

4.2.2 Conditional Acceptance

[redacted]

4.2.3 Non-Deliverable

[redacted]

4.2.4 Notification

[redacted]

4.2.5 Precautionary

[redacted]

4.2.6 Repair-(Non-Standard and Standard)

[redacted]

[redacted]

4.2.7 Request for Waiver/Deviation

[redacted]

4.2.8 Return to Supplier (Receiving Inspection)

[redacted]

4.2.9 Rework (Non-Standard and Standard)

[redacted]

4.2.10 Scrap

[redacted]

5.0 CUSTOMER DISPOSITION AUTHORITY

5.1 Major: A Waiver/Deviation disposition is [redacted]

5.2 RTV and Scrap dispositions are [redacted]

5.3 Minor: Conditional Accept and Non-Standard Rework/Repair dispositions are [redacted]

5.4 Scrap, RTV or Standard Rework dispositions are [redacted]

5.5 None: [redacted]

6.0 PROCESSING SCRAP

6.1 Nonconforming items dispositioned as scrap are [redacted]

6.2 Such scrap is [redacted]

6.3 Identifying scrap with markings is [redacted]

6.4 Scrap is controlled internally so as not to be made available for possible theft, which precludes the use of [redacted]

Your Logo

Your Company Name

CALIBRATION

Origination Date: XXXX

Document Identifier:	Calibration Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes calibration procedures.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document defines the procedures necessary for calibration of measuring equipment.

2.0 THEORY

Measurement results are only valid when M&TE of known accuracy is used. This calibration procedure ensures M&TE is properly verified for accuracy against known standards. Measurement devices that are used to indicate process feedback are not subject to calibration, such as short-circuit or open-circuit, hot or cold, off or on, etc; however, when a measurement device is used to determine conformance to a Customer requirement, then the device should be properly verified for accuracy.

3.0 DEFINITIONS

- Accuracy Ratio – [redacted]
- Adequacy - [redacted]
- Calibration: [redacted]
- Gages – [redacted]
- Inspection Aid – [redacted]
- M&TE - Measurement and Test Equipment
- Procurement of M&TE - [redacted]
- Recall – [redacted]
- Significantly out-of-tolerance - [redacted]
- Special Equipment - [redacted]
- Standards - [redacted]

4.0 GENERAL CALIBRATION PROCEDURE

4.1 Calibration is performed by [redacted]

4.2 Measuring instruments are to be calibrated at a temperature of [redacted] and [redacted] relative humidity. Sufficient temperature stabilization time is allowed before calibration. For cases where calibration must be conducted in the construction area, [redacted]

4.3 A number is issued when a gage does not provide its own serial number. [redacted]

4.4 All M&TE are kept clean and when not in use are [redacted]

4.5 A recall log is maintained on all M&TE and standards. The log provides [redacted]

4.6 The number of items scheduled for monthly recertification is [redacted]

4.7 In addition to the recall log, a Calibration Report is kept on each Company-owned gage/standard. The purpose of this report is to [redacted]

4.8 Calibration intervals may be established based on one or more of the following criteria: [redacted]

4.9 Adjustable M&TE is periodically recalibrated based upon [redacted]

TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
Annual	[redacted]	[redacted]
Bi-Annual	[redacted]	[redacted]
3 - 4 Years	[redacted]	[redacted]
5 Years	[redacted]	[redacted]

4.10 Interval Adjustment: M&TE whose calibration error is recorded as being greater than the last recorded calibration error but not significantly out of tolerance [redacted]

4.11 M&TE calibration intervals may be extended or adjusted [redacted]

4.12 Overdue items are [redacted]

4.13 A calibration sticker is used to identify individual or groups of items of M&TE. The sticker displays [redacted]

4.14 Calibration Standards/Special Equipment

The following is the position of the National Conference of Standards Laboratories (NCSL):

[redacted]

Calibration of standards/special equipment is conducted by checking against laboratory standards available at outside laboratories. Approved calibration laboratories are listed in the ***Approved Supplier's List***.

When calibrations are made for standards/special equipment, the calibration lab is required to submit a report that contains, as appropriate:

- [redacted]

4.15 A calibration record and recall log is maintained on all Transfer Standards, indicating [redacted]

4.16 The calibration department places all Customer furnished inspection gages in the calibration system unless [redacted]

4.17 Traceability: Inspection work instructions specify measurement and test equipment utilized for construction conformance inspection.

When specified, [redacted]

4.18 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration. Non-calibrated measurement devices may [redacted] under the following conditions:

1) [redacted]

2) [redacted]

A non-calibrated measurement device that is verified accurate [redacted]

4.19 Calibration Not Required M&TE

4.19.1 [redacted] are exempt from calibration; however, [redacted]

4.19.2 [redacted] are exempt from calibration; however, [redacted]

4.20 [redacted] Personal tooling or gages owned by employees are calibrated prior to use and are placed on a calibration schedule.

4.21 Storage and Handling of M&TE: [redacted]

4.22 M&TE requiring transportation to a calibration laboratory is [redacted]

4.23 M&TE storage areas are [redacted]

4.24 Archive / Long-Term Storage: M&TE does not require accuracy verification prior to archive / long-term storage if it was not:

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

M&TE that has been calibrated and stored [redacted]

5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING

5.1 Calibrated M&TE that is found to be significantly out of tolerance, damaged, inoperative, erratic or exhibiting some other form of anomalous condition is [redacted]

[redacted]

5.2 M&TE found significantly out of tolerance at recalibration for 2 interval cycles is [redacted]

5.3 An instrument whose calibration error is significantly out-of-tolerance over a short portion of a specified range may [redacted]

6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located is classified as “Lost”. [redacted]

APPENDIX 1

Setting and/or selecting a reference standard to calibrate a measurement device.

Requirement:

The measurement range of a device being checked for accuracy must [redacted]

VOLTMETER:

A voltmeter shall be verified for accuracy within an equivalent range on the reference standard:

A voltmeter reference standard may have scales that range from 2-20V, 20-200V, etc.

The voltmeter being checked for accuracy must be set to bracket within a range of the reference standard - or - [redacted]

OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must [redacted]

For instance, [redacted]

APPENDIX 2

Nonadjustable M&TE is inherently stable and includes [redacted]

The Operator is only required to check inherently stable M&TE for damage prior to each use because [redacted]

For instance, [redacted]

To control the inventory of inherently stable M&TE, the Responsible Authority [redacted]

Your Logo

Your Company Name

DEFINITIONS AND ABBREVIATIONS

Origination Date: XXXX

Document Identifier:	Definitions and Abbreviations
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes definitions and abbreviations used by the Company.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides the accepted definitions and abbreviations for terms used by the Company.

2.0 ABBREVIATIONS

- ASTM: American Society for Testing and Materials
- AWS: American Welding Society
- CCB: Configuration Control Board
- C of C: Certificate of Compliance or Certificate of Conformance
- DR: Data Review
- IHS: Inherently Stable
- IS: "is" or "as found"
- ISO: International Organization for Standardization
- M&TE: Measurement and Test Equipment
- MRB: Material Review Board
- MTR: Mill Test Report as defined in Section 14 of ASTM A6
- NCP: Nonconforming Product
- NCR: Nonconformance Report
- NDT (NDE) : Nondestructive Testing (Nondestructive Examination)
- P.E.: Professional Engineer
- PQR: Procedure Qualification Record as defined by ANSI/ AWS A3.0
- QA: Quality Assurance
- QC: Quality Control
- R&D: Research and Development
- RA: Responsible Authority
- REA: Responsible Engineering Authority
- RFCA: Request for Corrective Action
- RFI *: A written request for information or clarification generated during the construction phase of the project
- RFP: Request for Price/Proposal
- RFS: Request for Support
- RQA: Responsible Quality Authority
- RCSC: Research Council on Structural Connections
- RTV: Return to Vendor
- SAE: Society of Automotive Engineers
- SB (also S/B): "should be"
- S.E.: Structural Engineer
- SSPC *: The Society for Protective Coatings, which was formerly known as the Steel Structures Painting Council
- WPS: Welding Procedure Specification as defined by ANSI / AWS A3.0

3.0 DEFINITIONS (GLOSSARY)

Checker

[redacted]

Checking (of Shop Drawings, digital Production Model and Erection Drawings)

[redacted] not limited to:

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

Component

[redacted]

Contract Documents

[redacted]

Corrective Action

[redacted]

Corrective Measure

[redacted]

Customer

[redacted]

Shipping Piece
[redacted]

Shop Drawings
[redacted]

Specifications
[redacted]

Specifier
[redacted]

Standard
[redacted]

Steel Detailer
[redacted]

Structural Steel
[redacted]

Subcontractor
[redacted]

Supplier
[redacted]

Training
[redacted]

Your Logo

Your Company Name

DESIGN AND DEVELOPMENT

Origination Date: XXXX

Document Identifier:	Design and Development
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the procedures used to design and develop construction and services.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

This document provides details on the Design and Development process.

2.0 THEORY

The Company performs research and development (R&D). Controlling the design and development activity ensures that construction designs meet all requirements and that parts produced are adequate as a result of the design.

3.0 DESIGN & DEVELOPMENT PROCEDURE

3.1 General

The responsible engineering authority (REA) for design and development is assigned by the Operations Manager. Design and development personnel from various business groups may include [redacted]

3.2 Design and development planning

The Company considers the following conditions when determining the stages and controls for design and development:

- [redacted]

3.3 Design and development inputs

The Company considers the following conditions when it determines requirements essential for the specific types of construction and services to be designed and developed:

- [redacted]

The Company determines that design and development inputs are [redacted]

3.4 Design and development controls

The Company applies controls to the design and development process to ensure that:

- [redacted]

3.5 Design and development outputs

The Company ensures that design and development outputs:

- [redacted]

The Company retains records for design and development outputs.

3.6 Design and development changes

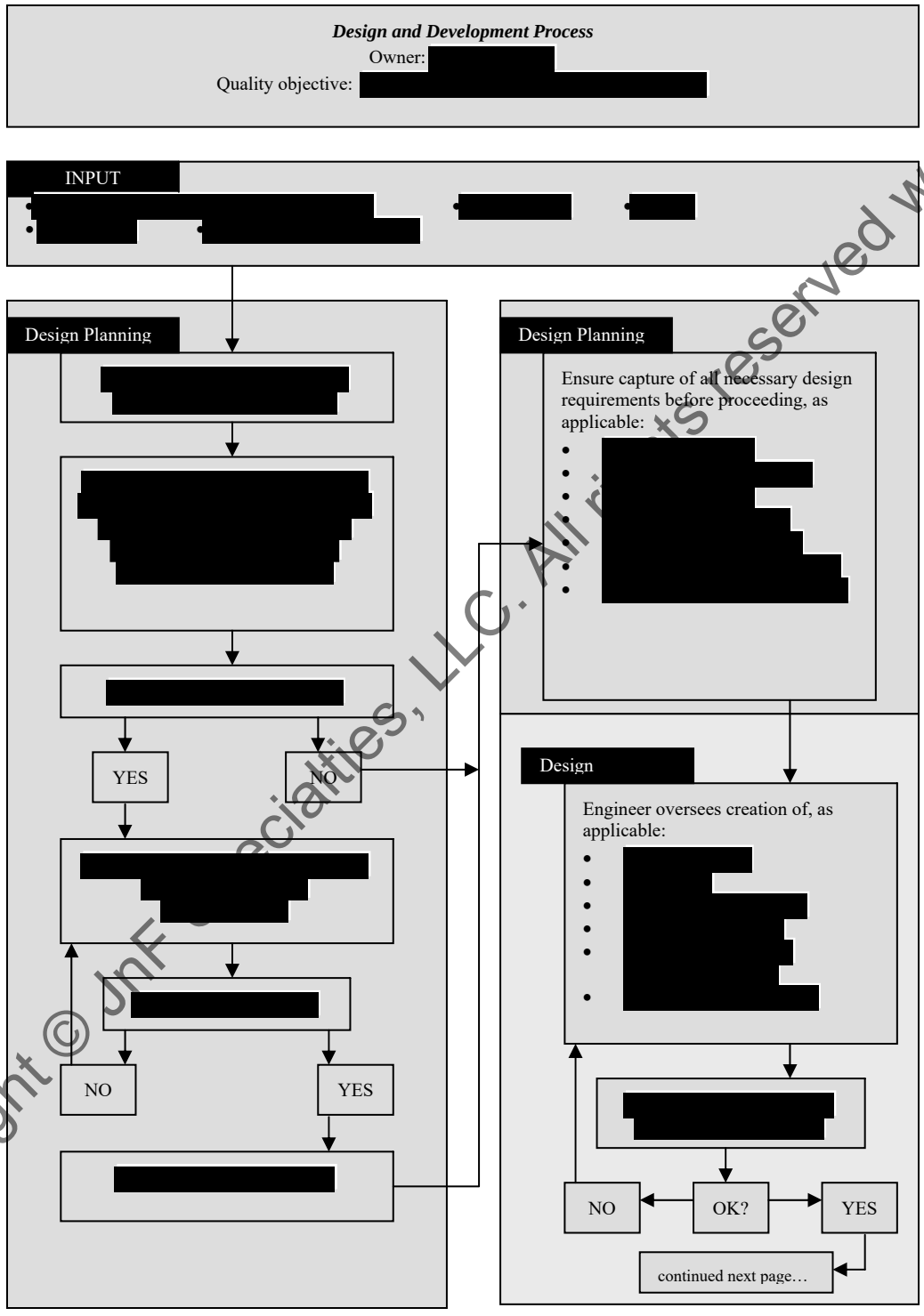
The Company identifies, reviews and controls changes made during or subsequent to the design and development of construction and services to the extent necessary to ensure [redacted]

The Company retains records for:

- [redacted]

See Process Map.

4.0 PROCESS MAP



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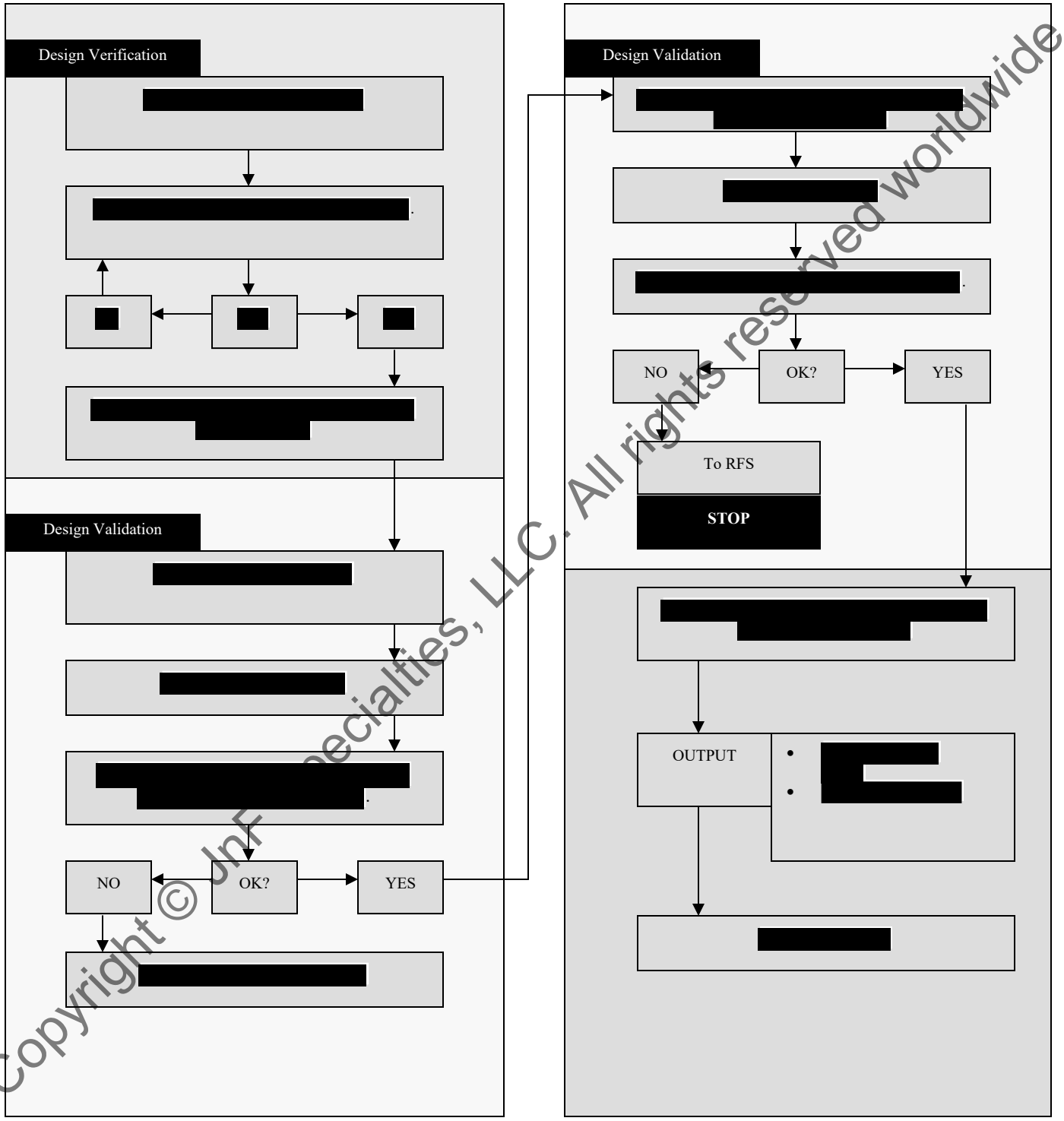


ACTION ITEM

Date:		Action Item Number:
Meeting:		Due Date:

[redacted]

[redacted]

[redacted]

[redacted]

Form Rev: Orig

Signature: _____

Date: _____

Your Logo

ACTION PLAN

			Page: _____ of _____
			Date: _____
Department:		Responsible Authority:	
Team Designation:			
[redacted]			
	[redacted]		[redacted]

[redacted]	[redacted]	[redacted]		[redacted]		[redacted]

Form Rev: Orig

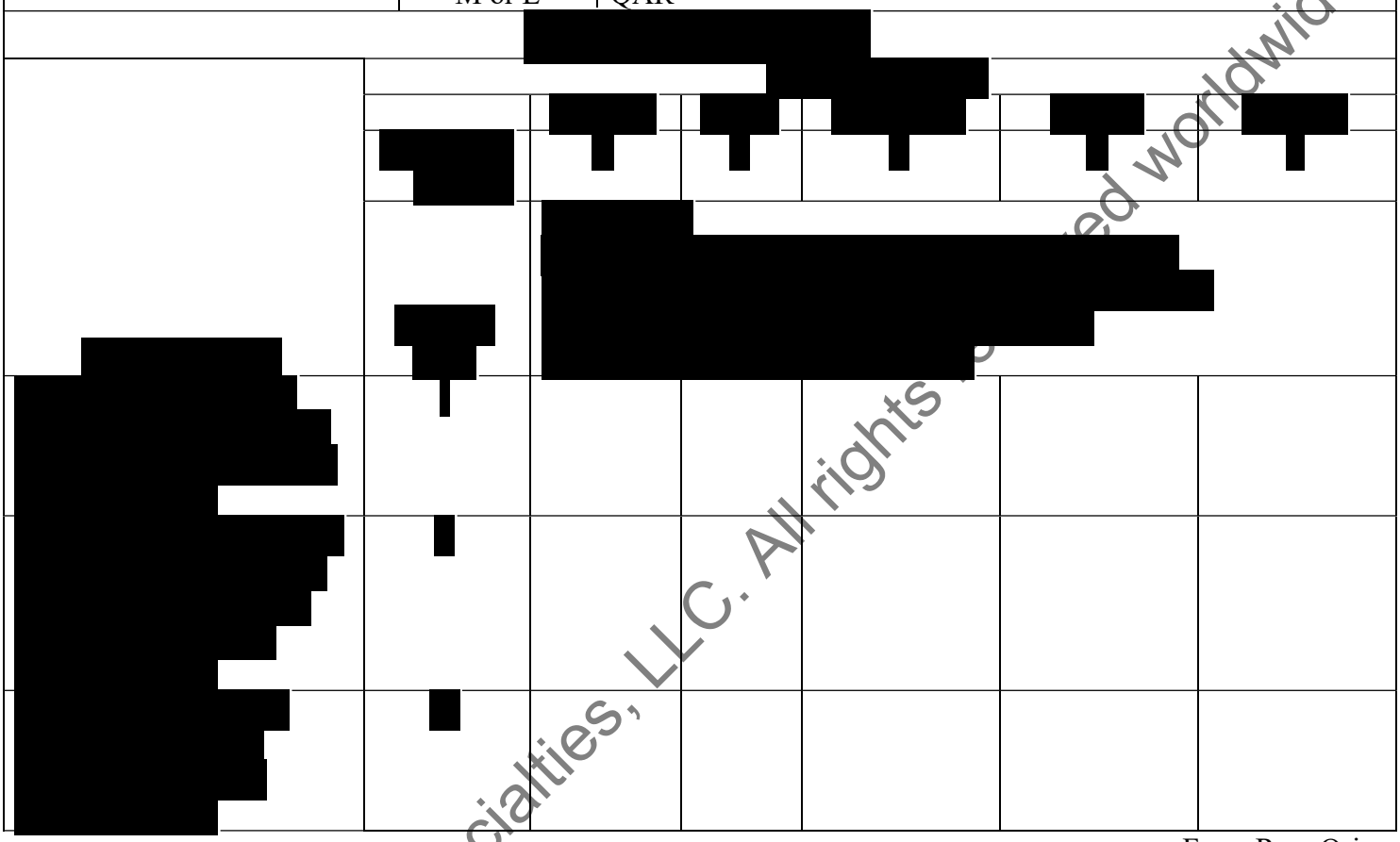
Your Logo

Activity Hazard Analysis			
Contract Number:		Project Title/Location:	

Form Rev: Orig

Acceptance					
Accepted By:		Title:		Date:	
Overall Risk Assessment:					

Responsibility:	Code	Authority
	E	Commander
	H	Resident Engineer
	M or L	QAR



Form Rev: Orig

[redacted]	[redacted]	[redacted]

Form Rev: Orig

Approved Supplier List

(mo/yr)

Revisions		Rev:	Orig
Letter	E.O. Number - Description	Date	

			Your Company Name				
Prepared By:							
Approved By:							
			APPROVED SUPPLIER LIST				
			Size:	**A**	CAGE:		Form Rev: Orig 1 of 3

Procedure:

Supplier evaluation:

The Quality or Purchasing Group forwards Supplier Survey for completion by Supplier.

Supplier evaluation **is required** for deliverable materials.

Supplier evaluation **is *not* required** for [redacted]*.

A new Supplier is submitted to management for review. Management has discretionary authority to [redacted]

Supplier capability/approval is determined by:

[redacted]

Acceptable Practice:

Suppliers are [redacted]

Non-deliverable material Suppliers are [redacted]

Suppliers that provide process materials that affect production of deliverable items are [redacted]

The Purchasing Group may use a Supplier that has [redacted]

Glossary:

*Non-deliverable materials: [redacted]

List of Approved Suppliers

Your Logo	**BULLETIN**	NUMBER: [redacted] PAGE: 1 of 1

PROGRAM NAME:		DOCUMENTS AFFECTED:	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	

☐ [redacted] ☐ [redacted] ☐ [redacted]
☐ [redacted]
☐ [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

DISTRIBUTION:

CALCULATED RISK RELEASE

Date:		[redacted]	
[redacted]			

[redacted]	☐ [redacted] ☐ [redacted]

Form Rev: Orig

Your Logo

Metrology Recall Card

Description:		Calib Frequency:	
Type:	Model:	S/N:	

Form Rev: Orig

Instrument and Case Identification Tag (shrink to fit)

Tool #:		Tech:	

Form Rev: Orig

Instrument Deviation Tag (shrink to fit)

Form Rev: Orig

Measuring and Test Equipment Calibration Report

☐ In Tolerance as Received	☐ Out-of-Tolerance as Recv'd	PO# for M&TE:

[redacted]		[redacted]	
			[redacted] [redacted]
[redacted]		[redacted]	

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[redacted]

[redacted]	[redacted]		[redacted]	[redacted]
			[redacted]	

Form Rev: Orig

IMPACT ANALYSIS REPORT

[redacted]

[redacted]

[redacted]

[redacted]

Your Procedure # Rev: Orig	[Title] Calibration Instruction Sheet		Form Rev: Orig Page 1 of 1
Special Instructions:		[redacted]	
		[redacted]	
[redacted]		[redacted]	

[redacted]	[redacted]	[redacted]	[redacted]

Inherently Stable Measurement Equipment Log

[redacted]		[redacted]	[redacted]
[redacted]		[redacted]	[redacted]
[redacted]	[redacted]		

Form Rev: Orig

CERTIFICATE OF TEST

[redacted]

[redacted]

_____ _____ _____

Authorized Representative Title Date

Form Rev: Orig

CO NUMBER:	DATE:	RFS#:
CHANGE ORDER Page of		

when applicable according to design or contract requirements

	☐	☐		
	☐	☐		
	☐	☐		
	☐	☐		

Form Rev: Orig

Your Logo

Item Name:	
Part Number:	
Lot Number:	
Expiration Date:	

Chemical ID Tag NOTEPAD Form Rev: Orig

COATING LOG

[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]	[redacted]
	[redacted]	[redacted]			[redacted]	[redacted]	[redacted]	[redacted]		
	[redacted]				[redacted]	[redacted]	[redacted]	[redacted]		
								[redacted]		

Form Rev: Orig

Your Logo

General Construction Project Standards

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:
This specification establishes a standard of quality for the construction of Customer facilities.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

PART 1.0 GENERAL

1.1 RELATED DOCUMENTS

Procurement documents and general provisions of the Contract
General and Supplementary Conditions and Specifications

1.2 SUMMARY

Work includes procurement procedures, work covered by Contract Documents, work restrictions and use of premises.

See Environmental Protection Standards

See Temporary Facilities and Control Standards

1.3 LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED)

See Sustainable Design Standards.

1.4 CODES AND ORDINANCES

The Company shall comply with all currently adopted codes, ordinances, laws and regulations applicable to the work. The Company shall be fully responsible for [redacted]

1.5 REFERENCES

General:

The Company shall comply with the applicable provisions of the referenced standards except as modified by governing codes and the Contract Documents. [redacted]

1.6 SAFETY AND HEALTH STANDARDS

The Company shall comply with the Federal safety orders as set forth in OSHA and comply with [redacted]

1.7 FIRE SAFETY

Existing building sites:

The Company shall do all things reasonably necessary to preserve the capability of protecting interior building areas from perils of fire. [redacted]

- [redacted]

- [redacted]

New building sites:
The Company shall do all things reasonably necessary to ensure delivery of an adequate and reliable water supply to the construction site for fire protection. Prior to the time exterior walls and roofs are erected, [redacted]

Notify the Project Manager 48 hours in advance of any connections.

The Company shall do the following and all other things reasonably necessary to protect the work from the hazards of fire and wind.

- [redacted]

Notification:
The Company shall provide the Customer prior notification of [redacted]

1.8 FURNISHED PRODUCTS

The Company will furnish products indicated - the Work includes providing support systems to receive equipment.

1.9 SYSTEM DESCRIPTION

See applicable contract design requirements and performance requirements

1.10 SUBMITTALS

Product Data: Submit for action.

The Company shall [redacted]

Shop Drawings: Submit for action.

The Company shall [redacted]

Samples: Submit for action.

The Company shall [redacted]

Calculations: Submit for information.

Quality Assurance/Quality Control Submittals: Submit for information, as required:

[redacted]

Document Review:

The Company shall [redacted]

Closeout Submittals: Submit for Owner's documentation, as required:

[redacted]

1.11 QUALITY ASSURANCE

Definition of Qualified Installer:

[redacted]

Regulatory Requirements:
The Company shall [redacted]

Pre-Installation Meetings:
Before the start of Work, Company representatives shall [redacted]

1.12 DELIVERY, STORAGE AND HANDLING

Packaging, Shipping, Handling and Unloading: As required
Storage and Protection: As required

1.13 WARRANTY

Submit in Customer's documentation.
[redacted]

1.14 MAINTENANCE

As required to include required Extra Materials.

1.15 EMERGENCY POINT OF CONTACT

The Company shall [redacted]

PART 2.0 PRODUCTS

2.1 MANUFACTURERS

All articles, material, and equipment shall [redacted]

2.2 MATERIALS

The Company shall [redacted]

2.3 SURPLUS MATERIALS AND EQUIPMENT

Existing materials and equipment that have been removed and are in reusable condition shall [redacted]

Salvageable materials include, but are not limited to, [redacted]

Company owned construction materials and/or equipment or construction declared surplus but not in reusable condition, as determined by the Project Manager, shall [redacted]

The Company is responsible for loading and unloading all materials. Only Company personnel shall [redacted]

Refer to Environmental Protection Standards for any construction materials or equipment suspected to contain hazardous materials or residue for disposition requirements.

2.4 FIXED ASSET EQUIPMENT

Fixed asset items are identified by Company tags or labels.

Fixed asset equipment include, but are not limited to, [redacted]

Fixed asset equipment shall [redacted]

Refer to Environmental Protection Standards for any construction materials or equipment suspected to contain hazardous materials or residue for disposition requirements.

2.5 FINISHES

Whether or not specifically required by other construction documents, paint all new construction and equipment as called out in Interior and Exterior Painting Standards.

2.6 SOURCE QUALITY CONTROL

Add requirements as necessary.

2.7 MONITORING ACTIVITIES

The Company will [redacted]

PART 3: EXECUTION

3.1 GENERAL

Edit the following as required.

Manufacturer's Instructions:

Prepare substrates, apply primers and install (erect, apply) the work, including [redacted]

The Company shall [redacted]

The Company shall [redacted]

Coordination of Work:
The Company shall [redacted]

Refer to architectural drawings and industrial engineering layouts for intended layout and appearance.

Coordinate work with that of others to produce [redacted]

Maintain minimum 3 ft. 6 in. of clear space in front of [redacted]

Coordinate among trades to achieve required [redacted]

Remove and reinstall work that interferes with [redacted]

The Company shall [redacted]

Modification of New and Existing Construction:
Do all cutting, fitting and patching required to adapt to site conditions and as required to complete the project, even if [redacted]

Lead-based paints have been used on buildings and metal structures because of their durability and corrosion resistance. Buildings and metal structures may be coated with lead-based paint. Any demolition work of painted surfaces must be performed in conformance to OSHA Lead in Construction Standard,

Title 8, CCR Section 1523.1

Equipment and Operations Noise:

[redacted]

Prior to start of any work in the affected area, [redacted]

Gasoline or propane powered equipment shall [redacted]

Dust Control:

During construction, keep dust to a minimum and under control. Refer to Environmental Protection Standards. Where walls or floors (non-hazardous materials) are removed, cut or installed, a large commercial type vacuum cleaner shall [redacted]

Existing Services:

Where existing utility, electrical or other services are temporarily disconnected because of demolition or other construction activity, they shall [redacted]

3.2 USE AND CARE OF PREMISES

General

The Company shall [redacted]

The Company and each subcontractor identified with the contract that may have work to perform in any part of the premises in which mechanical apparatus and equipment of fixtures of any sort are installed, or in the process of being installed, shall [redacted]

Welding and open flame operations:
Take special precaution at all times against fire. Advise the Project Manager 48 hours prior to start of any welding, torch cutting or open flame operations on the project.

Sewers and drains:
The Company is responsible for [redacted]

Existing utilities:
Utility and/or service lines shall [redacted]

Temporary loadings of floors and roofs:
Temporary floor or roof loadings for the storage of materials, equipment, lifting devices, and like items, or transporting of material or equipment across a floor or roof shall [redacted]

For transporting of heavy materials or equipment across the floor or roof, the Company shall [redacted]

3.3 INSTALLATION

Anchors and Fastenings:
The Company shall [redacted]
Attention is specifically directed to the following operations where violations to the above may occur.

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

Drilling or other penetrations of flutes in metal decking from the underside is prohibited. Supports for ceilings, lights, small piping, etc., from overhead metal deck must [redacted]

[redacted]

3.4 FIELD QUALITY CONTROL

Inspection:

The Company shall [redacted]

3.5 MONITORING ACTIVITIES

The Company will [redacted]

Your Logo

Your Company Name

CONSTRUCTION READINESS REVIEW

Origination Date: XXXX

Document Identifier:	Construction Readiness Review
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes the process for performing a construction readiness review.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 PURPOSE

The purpose of the Construction Readiness Review (CRR) is to demonstrate overall construction readiness and assure compliance with the requirements of the contract. All necessary construction plans, travelers, tools, facilities and other resources shall be in place and available to ensure conformance to all quality and design requirements within the negotiated program budget and schedule.

2.0 SCOPE

2.1 This procedure shall apply to all construction and outside subcontractors/suppliers. Construction Readiness Reviews should be identified during the proposal phase of a program and shall be specified in the negotiated contract.

2.2 This document addresses issues related only to 'readiness to start construction'.

In instances where a Supplier is responsible for design and analysis tasks, additional design reviews shall be required. Design/analysis reviews and how to conduct them are not in the scope of this document. However, any residual issues from design reviews that are related to construction shall be considered suitable for inclusion in the CRR agenda.

3.0 APPLICABLE DOCUMENTS

This document is subject to the requirements of the following subcontract documents in descending order of precedence.

3.1 [redacted]

3.2 [redacted]

3.3 [redacted]

3.4 [redacted]

4.0 GENERAL

4.1 A construction readiness review is required when any of the following conditions exist.

4.1.1 [redacted]

4.1.2 [redacted]

4.1.3 [redacted]

4.1.4 [redacted]

4.1.5 [redacted]

5.0 CRR PROCESS, REQUIREMENTS AND RESPONSIBILITIES

5.1 GENERAL

5.1.1 A CRR is a formalized process of review and critique conducted jointly by the Customer and the Company to assess the overall construction readiness of structures or other equipment according to the subcontract document prior to starting the construction operations. The objective is [redacted]

5.1.2 The review shall be conducted on-site by the Company Team and Customer Team assembled per paragraph 5.2. The Owner may [redacted]

5.2 CRR TEAMS

The Company Team shall consist of [redacted]

5.2.1 It will be the responsibility of the Subcontract representative [redacted]

5.2.2 Similar to the Company Team, the Customer Team shall be comprised of [redacted]

5.3 CRR DATA PACKAGE

5.3.1 The data package shall include [redacted]

5.3.2 It is the responsibility of the respective team leader(s) to [redacted]

5.3.2.1 [redacted]

*(a) [redacted]

*(b) [redacted]

*(c) [redacted]

These would be supplied by the Customer in almost all instances.

5.3.3 CONSTRUCTION

5.3.3.1 The following documentation is to be provided by the Company:

*(a) [redacted]

*(b) [redacted]

*(c) [redacted]

*(d) [redacted]

*(e) [redacted]

*(f) [redacted]

*(g) [redacted]

*(h) [redacted]

*(i) [redacted]

*(j) [redacted]

*(k) [redacted]

*(l) [redacted]

*(m) [redacted]

*(n) [redacted])

*(o) [redacted]

5.3.4 Materials Procurement and Subcontractors:

5.3.4.1 The following documentation shall be provided by Subcontractors:

*(a) [redacted]

*(b)

*(c)

5.3.5 Program Management

5.3.5.1 The following documentation shall be provided by the Company:

*(a) [redacted]

*(b)

(c)

(d)

(e)

5.3.6 [redacted]

5.4 CRR SCHEDULE

5.4.1 The date of the CRR proceedings shall be set at the time of contract award, if possible, but no later than the published program schedule release (usually 30 days ARO) The CRR proceedings shall be scheduled to coincide with [redacted]

5.4.2 A complete data package shall [redacted]

5.5 CRR AGENDA AND PROCEDURES

5.5.1 The agenda for the CRR Proceedings shall, [redacted]

5.5.2 The CRR proceedings shall be held on-site at the Company's facility and the Company's Team leader, usually the Construction Manager shall act as the Proceedings Chairman. The agenda shall include [redacted]

5.5.3 It is the responsibility of the respective team leaders to [redacted]

6.0 POST-CRR EVALUATION AND ACTION ITEMS FOLLOW-UP

6.1 CUSTOMER FEEDBACK AND READINESS RATING

6.1.1 Following the CRR proceeding, the Customer Team shall [redacted] An overall readiness rating shall be assigned from the following three categories:

> SATISFACTORY

[redacted] ACTION: [redacted]

> CONDITIONAL

[redacted] ACTION: [redacted]

> UNSATISFACTORY.

[redacted] ACTION: [redacted]

6.2 ACTION ITEMS

6.2.1 All action items generated through the CRR proceedings and the feedback briefings to Company management shall [redacted]

Attachment 1

ACTION ITEM

Date:		Action Item Number:
Meeting:		Due date:
[redacted]		
[redacted]	[redacted]	
	[redacted]	

[redacted]

[redacted]

[redacted]

Contract Review

Program Name:

Program Source: Internal Customer ☐ External Customer ☐

[redacted]

Form Rev: Orig

Compliance Matrix-1

(Program Name - Contract - Revision)

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]				
[redacted]				

Form Rev: Orig

Compliance Matrix-2

(Program Name - Contract - Revision)

[redacted]	[redacted]	[redacted]

Form Rev: Orig

Work Breakdown Structure

Program Name – Contract - Revision		
[redacted]	[redacted]	[redacted]
[redacted]		
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Form Rev: Orig

[redacted]

REQUEST FOR CORRECTIVE ACTION

1	RFCA#:	Date:	MR#:
2	☐ Internal	☐ External	
3	[redacted]	[redacted]	
[redacted]			
9	[redacted]		

Your Logo	**INVESTIGATION AND CORRECTIVE ACTION REQUEST**

ICAR Responsible Supplier: _____

Customer: _____ Part# _____ Applicable Customer P.O or Job # _____

Your Company Name and Logo

Date

(Your Co name) has made a commitment to our Customers to [redacted]

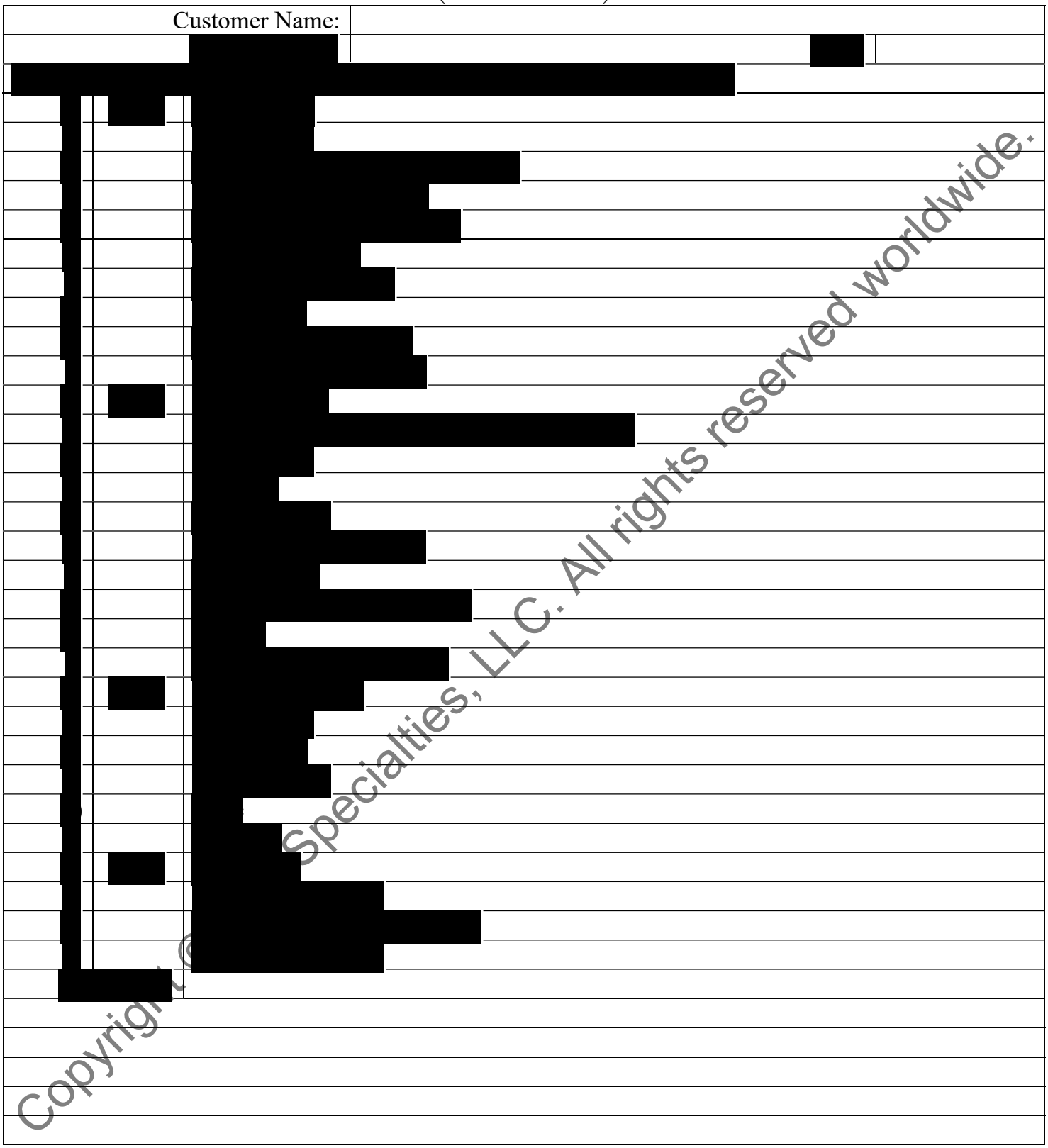
Thank you for your support,

_____
(Your Signature)
(Your printed name)

CUSTOMER PERCEPTION SURVEY

(Your Co name)

Customer Name:	



Thanks again for your support

Please Fax the completed survey to: (Your Name and Fax#)

Form Rev: Orig

CUSTOMER SATISFACTION SURVEY Your Logo

Date: (input date)

To: Customer Contact Name
Customer Company Name
Customer Address
Customer City, State, Postal Code

From: Your Name
Your Company Name
Your Address
Your City, State, Zip

Greetings,

We are asking you to spend a few minutes out of your busy day to [redacted]

[redacted] please circle the number representing our performance:

Thank you for your participation in our survey - please fax your response to:
Your Name - Phone: Your# - Fax: Your#
Email: Your email

DAILY CONSTRUCTION QUALITY CONTROL REPORT

Contractor's Name:			
Contractor's Address:			

[redacted]

Form Rev: Orig

(Your Co Name) DATA LIST	DATA LIST REVISION:		PROJECT:	Page 1 of
[redacted]		[redacted]		
[redacted]		[redacted]		
[redacted]		[redacted]		

[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[redacted]	[redacted]	[redacted]

[redacted]

[redacted]

[redacted]

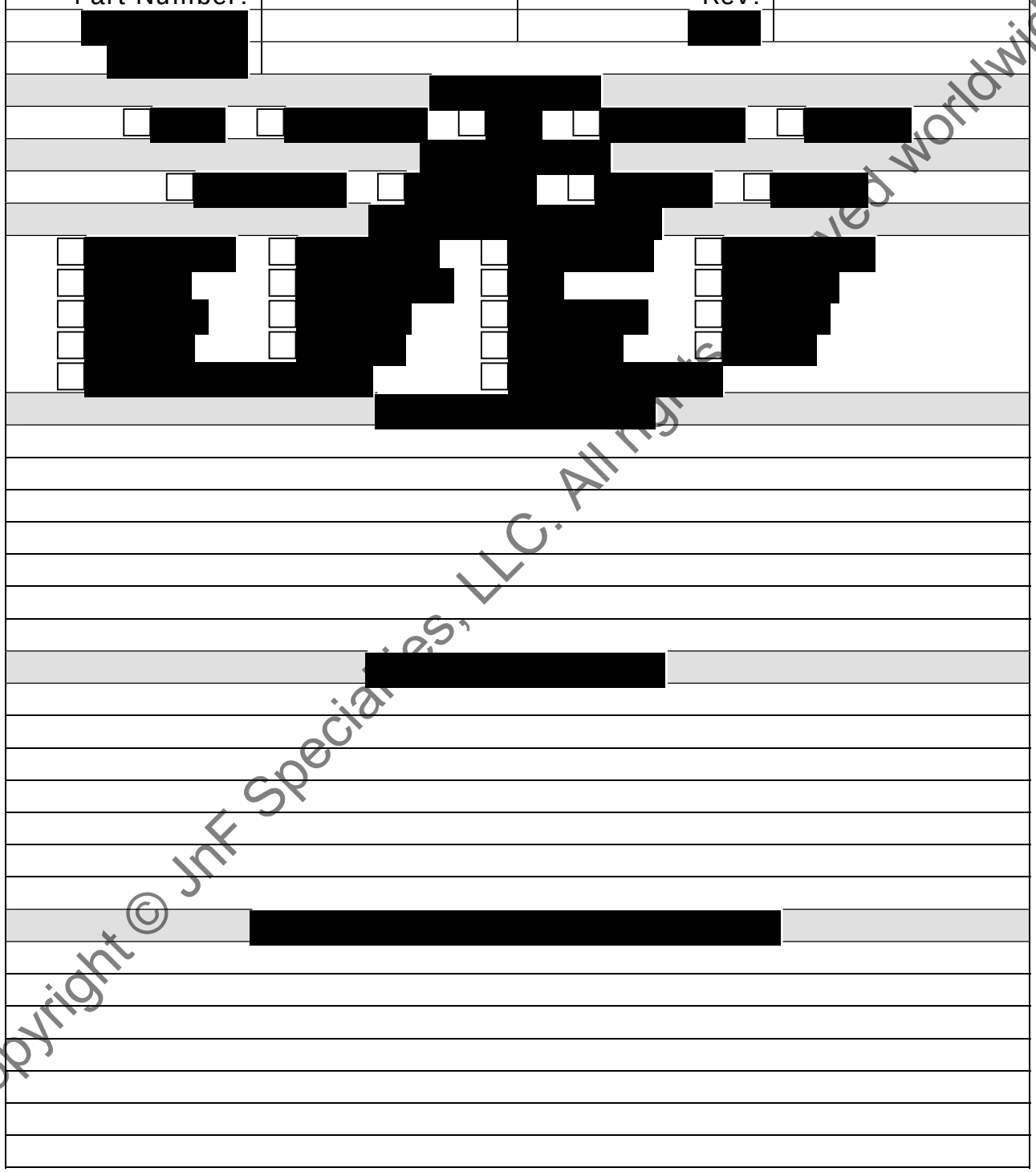
[redacted]

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

DESIGN REVIEW

Program Name:		Job#:	
Part Number:		Rev:	



Form Rev: Orig

Your Logo

DOCUMENT REVISION LOG

[redacted]	[redacted]	[redacted]

Form Rev: Orig

DOCUMENT TRANSMITTAL LOG

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

QA Drawing Review

(mo/yr)

Revisions			Rev:	
Letter	E.O. Number - Description		Date	
Used On	Contract#:	**Your Company**		
Prepared By:				
Your Dept:				
Your Dept:		**Work Instruction**		
Your Dept:		Your #		
Your Dept:		Size: **A**	CAGE:	Your #

Your Logo

1	Release Team: Your Depts Certain documents limit the number of signatures required for approval, e.g., Mfg/QA Traveler, OS, QC, IIS, etc.	Arrange drawings in groups of subassemblies starting with the top assembly. Under the top assembly drawing place the piece-part drawings in the order they are listed in the drawing part's list ignoring the subassembly drawings, then... [redacted]
1.1	QA	Using the parts list located on the top assembly, verify each piece-part drawing actually matches the name that is listed on the top assembly, redline as required (A/R)... Verify [redacted]

		[redacted]
1.2	QA	Drawing Dimensions: [redacted]
1.3	QA	Examine the drawing/procedure for: [redacted]

		[redacted]
1.4	DCC	Log return of the redlined document(s) noting [redacted]
1.5	Drafting/Producer	Evaluate the redlined document; consult with the examiner if required Produce a corrected copy of the drawing/procedure and forward the new original to Document Control
1.6	Document Control	[redacted]
2	Drawing, Procedure Release Team	Upon completion of Step 1.0 through 1.3 sign the 'Checked ( )', 'Reviewed ( )', or 'Approval' line appropriate to your discipline Forward the original drawing/document to Document Control
3	Document Control	[redacted]
4	IF	THEN
4.1	All signature blocks are not filled	[redacted]
4.2	All signature blocks are filled	[redacted]

Application		Revisions			
Next Assembly	Used On	Rev	Description	Date	Approved

The information contained in this drawing is [redacted]

New Drawing EO Number:

Approvals	Signature	Date
[redacted]		
[redacted]		
[redacted]		

[redacted]

Form Rev: Orig

Your Logo

EQUIPMENT LIST
Project Name:

Sample Equipment List

Equipment Estimate		Checked By:		Date:	
Project:		Location:		Description:	
[redacted]					
Note:					
[redacted]					

Rev	Nature of changes	Eff. Date	Approved by
Orig			

This document expires 30 days after printing unless marked "Released". **Date Printed:** [redacted]

FACILITY PLAN

Origination Date: (month year)

Document Identifier:	Facility Plan
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

Abstract:
This document describes the facility plan for the (your project name).

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

The facility plan should include the following elements (sample list):

- [redacted]

1. Title Page

[redacted]

2. Introduction

State the purpose for the project and include [redacted]

3. Existing Conditions and Projections

Indicate the planning area, the existing service area and potential future service areas on a map or sketch.

4. [redacted]

5. Project Development

Consideration should be given to key project conditions that must be met to complete the task. Include total project development cost analysis (sample list):

- [redacted]

6. Recommended Project

Provide the total project costs for the recommended project, which includes [redacted]

For the recommended project, include all of the following (sample list):

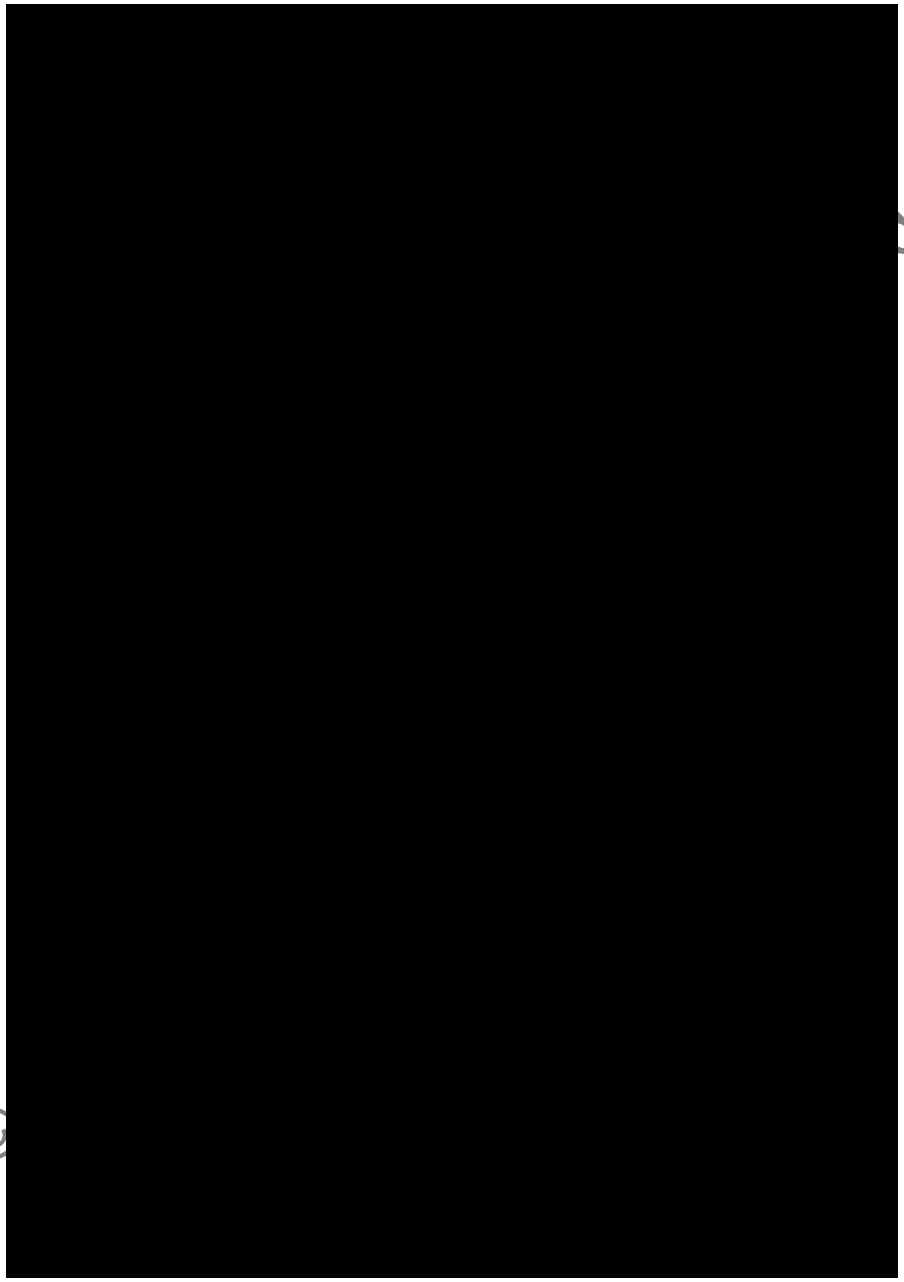
- [redacted]
- [redacted]
- [redacted]

7. Environmental Review

Provide an evaluation of the positive and negative impacts of the proposed project on the environment. Positive impacts can include, but are not limited to, [redacted]

Facility Plan / Map

(replace with your plan or map)



FAILURE ANALYSIS REPORT

☐Nonconformance ☐Continuous Improvement Opportunity ☐Calculated Risk Release

SUBCONTRACTOR:_____ DATE RECEIVED: _____

FR#: SHEET _____ OF _____

Your Logo Use other side for additional information **Shaded Area for Administrative Use Only**

Form Rev: Orig

Quality System Impact Analysis		
Auditor(s):	Procedure Name and # under Audit:	
Date:	Supervisor Affected:	Areas Audited:
[redacted]		
Comments:		

Form Rev: Orig

INDEX OF DRAWINGS

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INSPECTION FORM

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Drawing Notes Verification: Note Numbers through							

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(Your Logo)

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	Special Instructions:	Specification:	
		Specification:	
		Approval:	

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Drawing No:		INSPECTION RECORD	Form Rev: Orig [redacted]
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(Description of Your Inspection Operation) continued...

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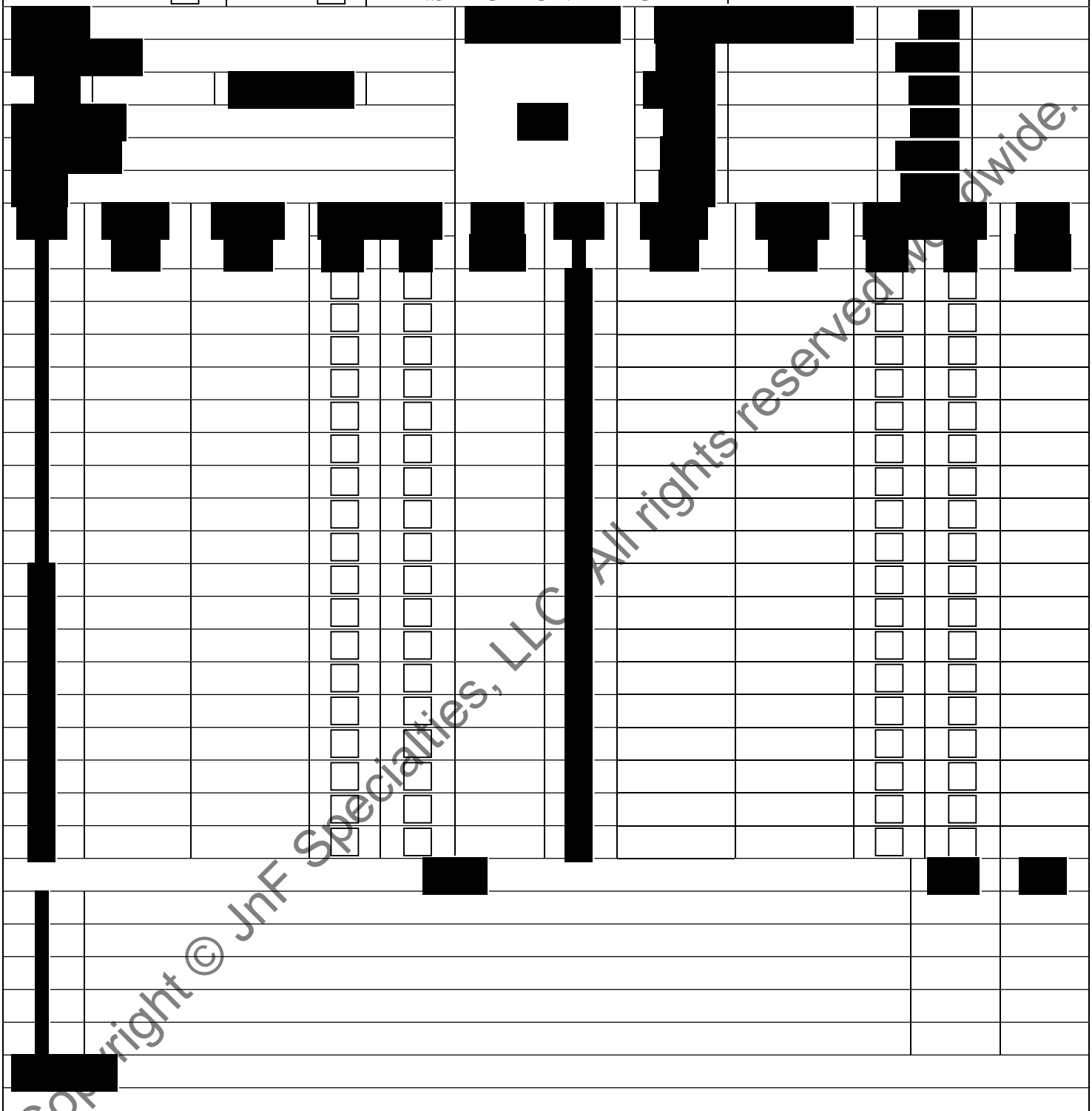
Your Company Name

First Article ☐	Other ☐	**INSPECTION REPORT**	Date:



INSPECTION SUMMARY

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Your Logo

INSPECTION TEST PLAN

Date:		Inspection Test Plan Number:	
Meeting:		Due Date:	

[redacted]

[redacted] Rev: Orig

Signature: _____

Date: _____

Your Logo

INSPECTOR STAMP LOG

[redacted]	[redacted]	[redacted]	[redacted]	

Form Rev: Orig

(Your Logo)

PLAN - STEP ONE: Audit Preparation & Planning

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[redacted]	
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[redacted]	

[redacted]	
[redacted]	[redacted]

DO - STEP TWO: Compare Documentation vs. Requirements

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[redacted]		
[redacted]		
[redacted]		

[redacted]

CHECK - STEP THREE: Compare Actual Practice vs. Requirements

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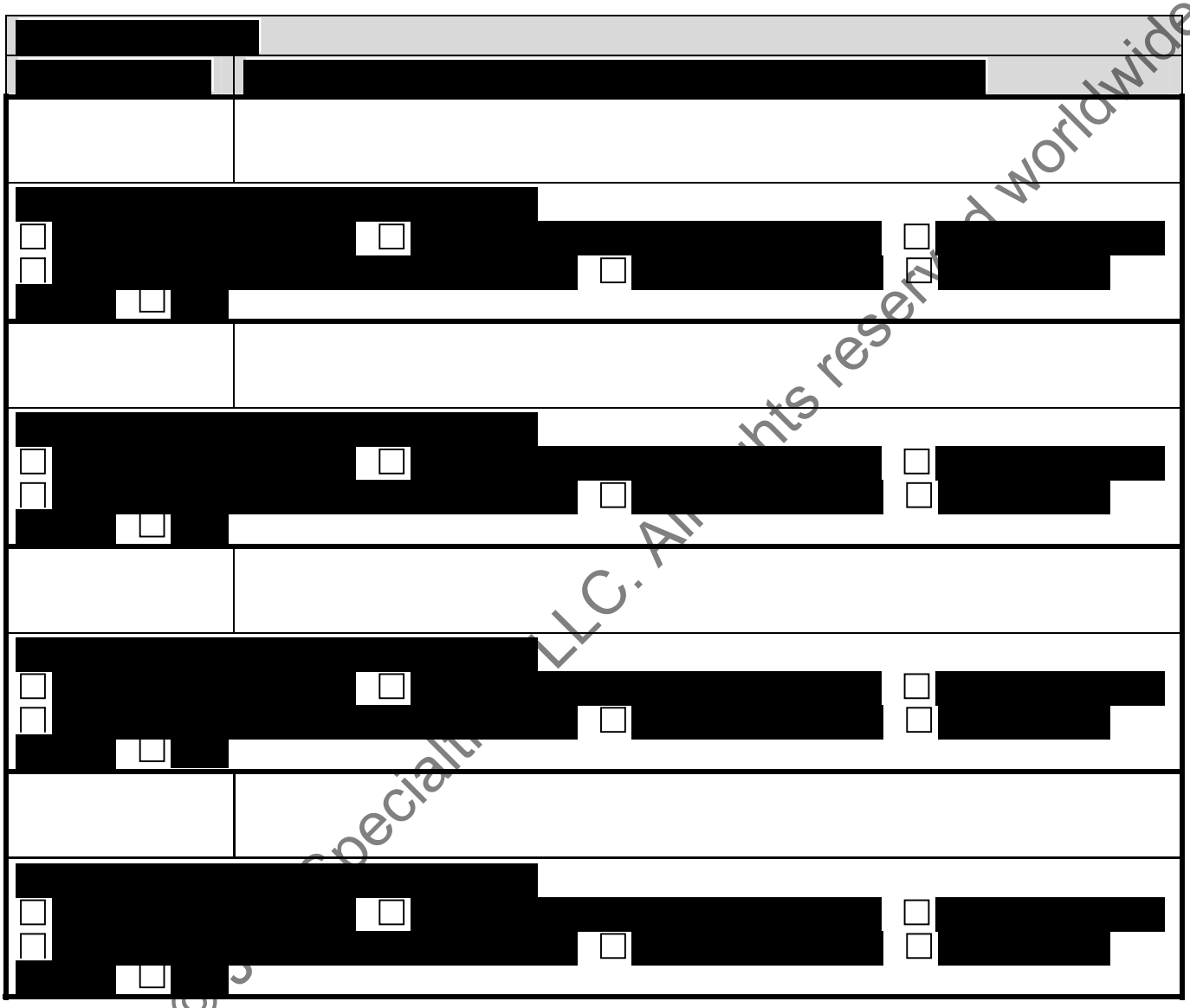
[redacted]			
[redacted]	[redacted]	[redacted]	[redacted]

[redacted]			
[redacted]	[redacted]	[redacted]	[redacted]

ACT - STEP FOUR: Verify the Effectiveness of the Process

STEP FIVE: Summarize Your Findings for Nonconformance System



OPPORTUNITIES FOR IMPROVEMENT	
[redacted]	
[redacted]	
[redacted]	
[redacted]	

STEP SIX: Review Audit Report and Submit

[redacted]

[redacted]

[redacted]

STEP SEVEN: Submit Audit Report to Appropriate Managers

[redacted]

- ☐ [redacted]
- ☐ [redacted]
- ☐ [redacted]
- ☐ [redacted]
- ☐ [redacted]
- ☐ [redacted]
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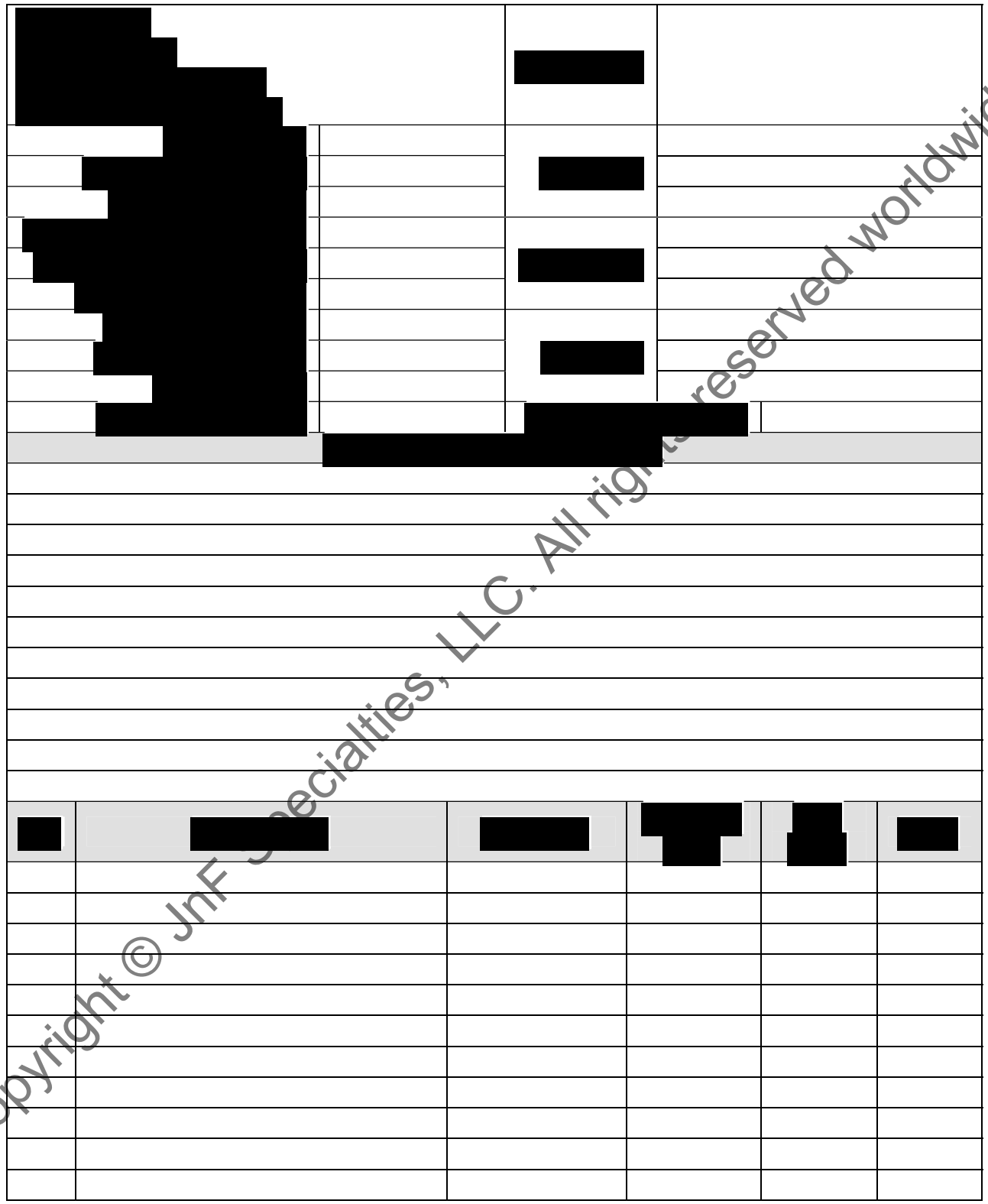
NOTES PAGE

[redacted]	[redacted]

Your Logo

JOB SHEET

Job #: Rev:



Form Rev: Orig

MANAGEMENT REVIEW REPORT

Origination Date: XXXX

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document provides the management review report.

CREATION LOG

Issue	Date	Comment	Author
0-0			

REVISION RECORD

Issue	Item	Reason for Change

Please complete each section - this form may used as [redacted]

Date of Review: **Recorded by:**

In Attendance:

NAME	TITLE

Absent:

NAME	TITLE

ITEM 1: Review of the Quality Policy for current adequacy and the need for changes to it. *Review* [redacted]

- ☐ [redacted]
- ☐ [redacted]

ITEM 2: Internal audit results. *Report on* [redacted]

ITEM 3: Status of MR System corrective actions. *Review* [redacted]

ITEM 4: Review of resources needed to maintain and improve the effectiveness of the quality management system. *Discuss* [redacted]

ITEM 5: Review the effectiveness of current training programs and the effectiveness of additional training for designated individuals. *Include* [redacted]

ITEM 6: Review of Suppliers and Subcontractors. *Discuss* [redacted]

ITEM 7: Review of quality objectives, data and goals. *Review* [redacted]

Process	Quality Objective	Data Metric	Current Standing	Goal
Management	[redacted]			
Corrective Action				
Internal Auditing				
Proposal Development and Contract Review				
Purchasing				
Receiving				

ITEM 8: Discuss Customer feedback and complaints not already discussed as part of the NCR system review.

ITEM 9: Discuss the overall performance of the quality system, any changes to the Company that may affect the quality system or vice-versa. *Include* [redacted]

ITEM 10: Note other recommendations for management to [redacted]

ITEM 11. Note follow-up activities from prior Management Review issues.

ITEM 12. Set date for next Management Review:

ITEM 13. NCR's FILED AT THIS MEETING:

Line Item	Corrective?	Nature of Issue
1		
2		
3		
4		
5		
6		

ITEM 14. OTHER ACTION ITEMS ASSIGNED:

Action Item	Assigned to:	Required Response Date

ITEM 15. ITEMS FOR FOLLOW-UP AT NEXT MEETING:

Your Logo

[redacted]

Material Certification

[redacted] [redacted]

[redacted]

[redacted]

[redacted]

[redacted] [redacted] [redacted] [redacted]

[redacted]

[redacted]

[redacted]

Your Form # (mo/yr)

This is to certify [redacted]

[redacted]

REQUEST FOR SUPPORT

☐**Nonconformance** ☐**Continuous Improvement Opportunity** ☐**Calculated Risk Release**

SUBCONTRACTOR: _____ DATE RECEIVED: _____

RFS#: SHEET _____ OF _____

Traveler#:		Op#:		Quantity Received:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para# & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
[redacted]							

Your Logo **Shaded Area for Administrative Use** Form Rev: Orig

REQUEST FOR SUPPORT LOG

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

Abbreviations:
CRR = Calculated Risk Release
CIO = Continuous Improvement Opportunity

PACKING SLIP

Your Logo [redacted]	[redacted]

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[redacted]	[redacted]	[redacted]	[redacted]

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

We hereby certify [redacted]

By:

Date:

Form Rev: Orig

PAINT MILL LOG

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

Your Logo

Your Company Name, etc and logo

Date:

Attention:
Company:
Address:
City, State:
Zip Code:

Subject: Customer/Government Property located at your facility

Dear (insert your appropriate name)

Our records show the Customer/Government property listed below is currently located at your facility. If you have knowledge of other property that should be included, please let us know by including the item(s) on your response. [redacted]

[redacted]

[redacted]

[redacted]

Supplier/Subcontractor Certification:

[redacted]

Property Management Log

	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
1							
2							
3							
4							
5							
6							
7							
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11							
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16							
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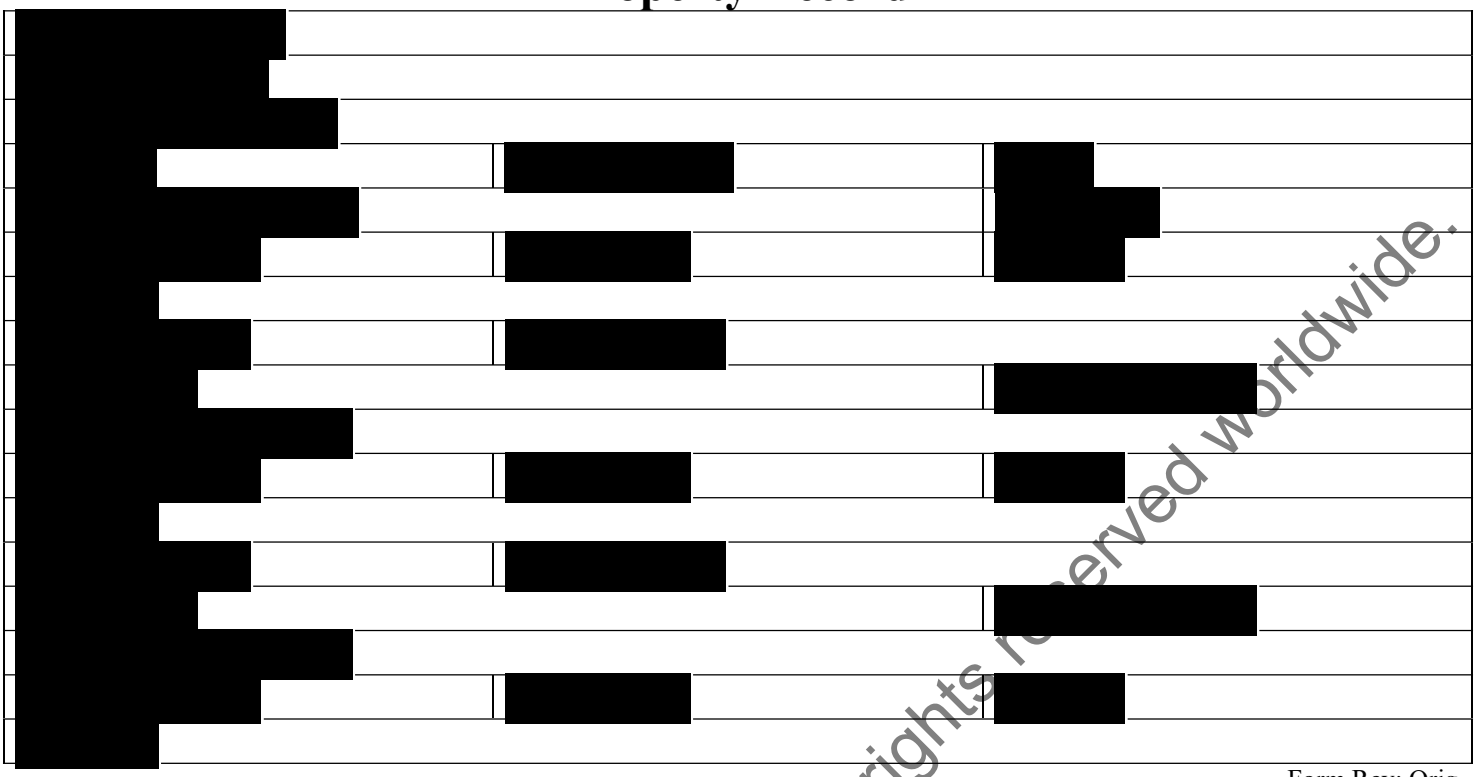
22							
23							
24							
25							

Form Rev: Orig

Your Logo

Property Record



Form Rev: Orig

Your Logo

Construction Project Punch List

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]									
		[redacted]	[redacted]						
[redacted]									
		[redacted]	[redacted]						

Form Rev: Orig

[redacted]

Date [redacted]

[redacted]

Purchase Requisition	#	Quote Number	Your Logo

Form Rev: Orig

Inspection Tags
Green = Good, Yellow = Withhold, Red = Bad
Use standard, colored card stock – size approximately 3.5" tall by 5.75" wide or use stock size

GOOD TAG	Your Logo
[redacted]	
Form Rev: Orig	

GOOD TAG	Your Logo
[redacted]	
Ready For:	
QC Acceptance:	
Form Rev: Orig	

WITHHOLD TAG		Your Logo	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

BAD TAG		Your Logo	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]			

Form Rev: Orig

Quality Management System Overview

Origination Date: XXXX

Document Identifier:	QMS Overview
Date:	TBD
Document Status:	Draft
Document Link:	TBD

Abstract:
This document briefly describes (Your Company)'s quality management system.

REVISION LOG

Issue	Date	Comment	Author
Orig			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

The Company performs all project management functions according to Customer specifications. The following is a brief description of the quality management system that is used to achieve project goals.

The Company's quality management system (QMS) links numerous activities to transform inputs into outputs. The output from one process directly forms the input to the next process.

The application of a system of processes together with the identification and interaction of these processes and their management has become the Company's **"process approach"**.
An advantage of this approach is the ongoing control that it provides over the links between and among the individual processes within the QMS as well as over their sequences and interactions.

The Company's process approach emphasizes the importance of:
a) [redacted]
b) [redacted]
c) [redacted]
d) [redacted]

The Company's process approach was achieved by [redacted]
The Company's previous quality management system created an elemental structure of policies, procedures and work instructions but failed to show process interaction between inputs, outputs and their overall effectiveness. The process approach has enabled:
a) [redacted] see Attachment II
b) [redacted] see Attachment I
c) [redacted] see Attachment I
d) [redacted] see Attachment III
e) [redacted] see Attachment I and II, and
f) [redacted] see Attachment I

The Company's quality management system (QMS) is compliant with [redacted]

The Company has created a modular system of management that integrates Customer requirements from a wide variety of industries. The Company's primary tool for quality management is [redacted]

Key functions of the QMS include: (value-added functions in bold font)

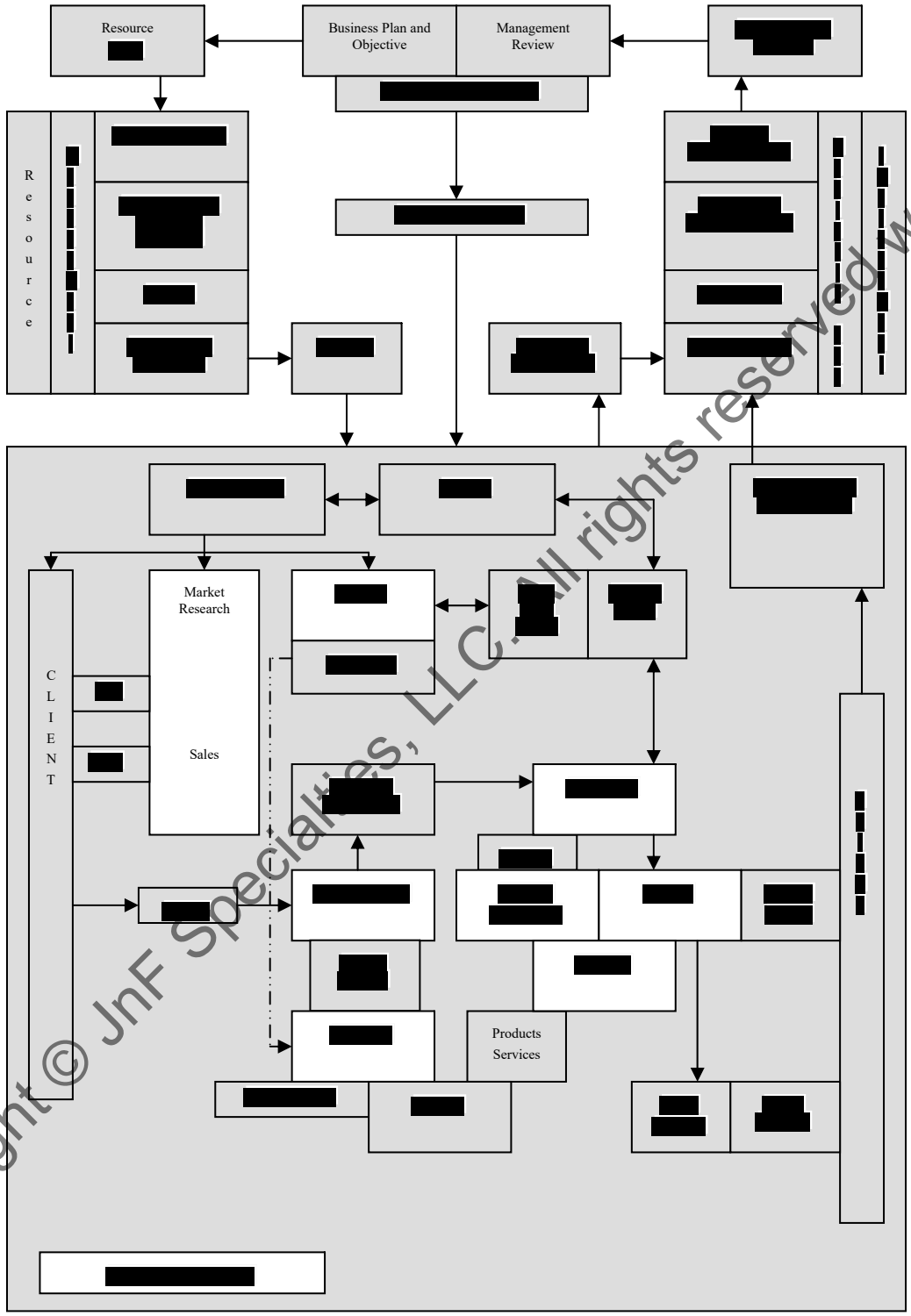
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	

Another key function of the QMS is [redacted]

The QMS provides Users with access to [redacted]

The QMS is designed to [redacted]

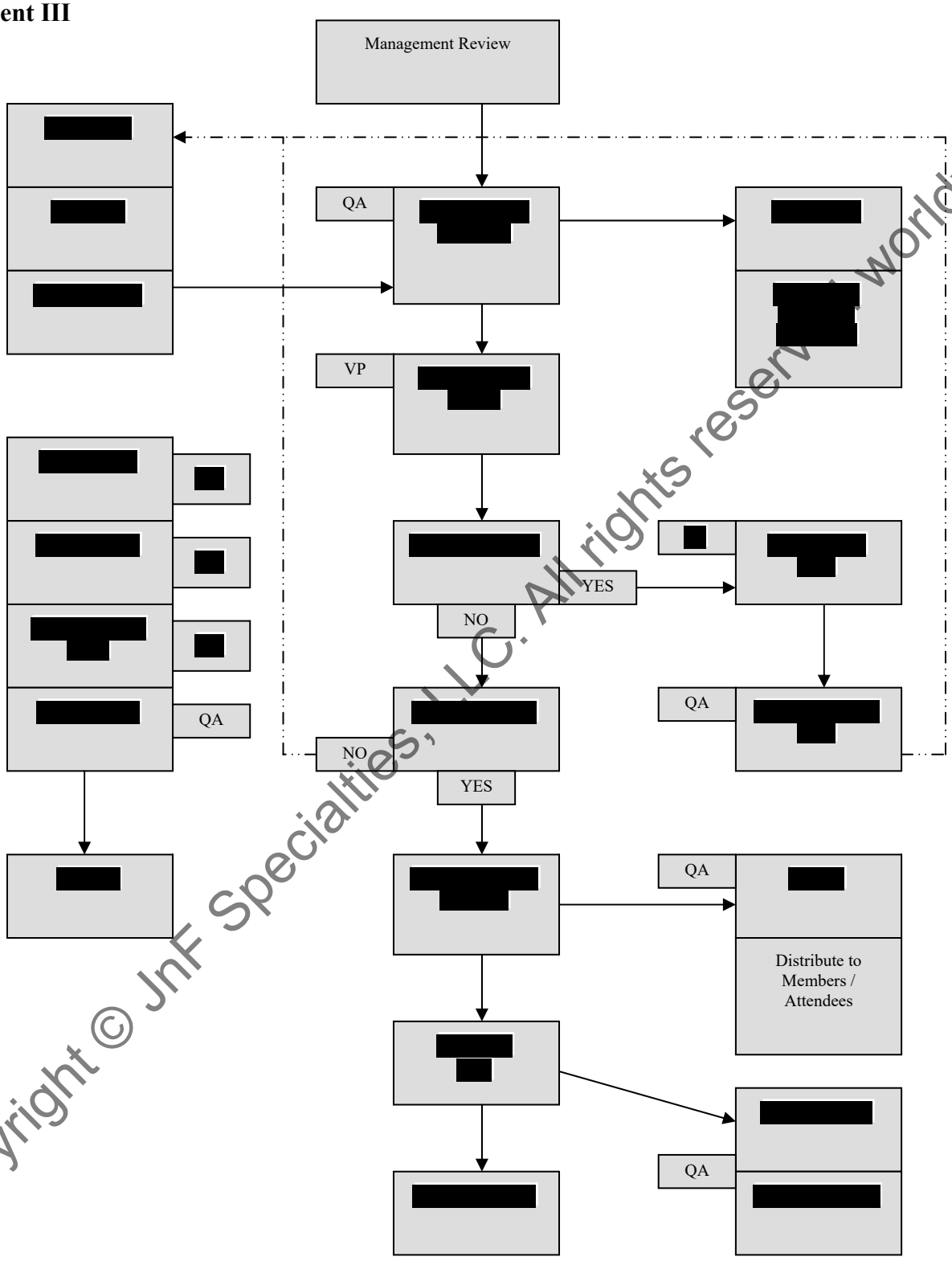
Attachment I



Attachment II

(revise to match management functions)

Attachment III



(revise to match management functions)

PROJECT PLAN

Origination Date: (month year)

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete

(Your Project Description)

CONTRACT NO. XXXXXXXXXXX

Under the Supervision of

(Your Customer Name)

Abstract:
This document describes the quality control plan for xxxxxx.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

TABLE OF CONTENTS

1.0 SCOPE

The Company's quality system has been fully documented and implemented and is maintained as needed to meet the requirements of the Company vision and governing policies.

The Company has adopted a process-oriented method of management. This approach emphasizes the importance of:

a) [redacted]

b) [redacted]

c) [redacted]

d) [redacted]

The sequence and interaction of processes has been determined and are controlled by specific criteria and methods. Objectives are set for [redacted]

2.0 RESPONSIBILITY AND AUTHORITY

All employees are empowered to [redacted]

Project Superintendent

The Project Superintendent oversees all aspects of the job - responsibilities include:

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

The Project Superintendent has the authority to [redacted]

Quality Manager

The Company's Superintendent/Contractor Quality Manager verifies conformance to all Plans and Specifications - responsibilities include but are not limited to:

- [redacted]

Project Superintendent/Quality Manager has the authority to [redacted]

Alternative Contractor Quality Control Representative

In the event the Quality Manager is not present at the jobsite, the Alternative Quality Control Representative assumes [redacted]

See Attachment 1 organization chart that shows lines of authority with the Quality Manager reporting to [redacted]

3.0 SUBMITTALS

All submittals are [redacted]

[redacted]

The Submittal Register is tailored to meet project schedules and is used as [redacted]

General Submittal Procedure

Prior to submittal, all items shall [redacted]

The Submittal Register may [redacted]

Scheduling Procedure

The Company uses software program (your software name) to assure delivery of submittals according to [redacted]

4.0 INSPECTION SYSTEM

The engineering drawing, other technical documentation and identified critical items including key characteristics provides [redacted] the Quality Manager oversees clarification of these criteria with the Project Superintendent.

Incoming materials are [redacted]

Inspection consists of Preparatory, Initial and Follow-up Inspections and applicable records for each Inspection.

Preparatory Inspections

This inspection will be conducted [redacted]

[redacted]

- [redacted]

RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

Initial Inspections

This inspection will be held [redacted]

Initial Inspections may include:

- [redacted]

RECORD THE RESULTS OF THIS INSPECTION ON SEPARATE SHEETS AND ATTACH THEM TO THE DAILY REPORT.

[redacted]

[redacted]olved personnel may arrange with the Quality Manager to be present for this inspection.

Follow-up Inspections may include:

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

Documentation and Control

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

Completion Inspection

Punch-Out Inspection:

The Project Superintendent and Quality Manager shall conduct an inspection of the work and develop a punch list of items that do not conform to the approved drawings and specifications. The Responsible Authorities will [redacted]

Pre-Final Inspection

The Customer will perform this inspection to verify the construction is complete and ready to be operated. A Customer Pre-Final Punch List may [redacted]

[redacted]

The Quality Manager or other primary management personnel and the Customer Representative shall [redacted]

5.0 TESTING

The Testing Plan for the (your project name) is as follows:

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

Control, verification and acceptance testing procedures for each specific test will include [redacted]

6.0 DOCUMENTS AND RECORDS

Records are controlled to provide evidence of conformity to requirements. Documents are controlled so that [redacted]

7.0 CONTROL OF NONCONFORMANCES

Construction design and construction deficiencies that are found to be nonconforming against specified requirements are [redacted]

REWORK PROCEDURES

The Company has a long standing successful Noncompliance Management Program to ensure [redacted]

[redacted]

8.0 DOCUMENTATION

Procedure

All reportable records shall include [redacted]

All submittals of records will [redacted]

Test Reports will [redacted]

The Quality Manager will [redacted]

Registers / Files Maintained at Company Field Offices

- [redacted]

9.0 WORKMANSHIP

The Company plans and carries out construction activities that include workmanship requirements for:

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

10.0 LIST OF DEFINABLE FEATURES OF WORK

(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 coordination meeting.)

For instance – breakdown each work element from your contract Plans and Specifications:

General Requirements

[redacted]

Site Work

[redacted]

Your Logo	Receiving Inspection Instructions	Form Rev: Orig Page 1 of 1
	Special Instructions: [redacted]	

Oper	Qty	Description of Inspection Operation	Gage	Comment
R&I	---	Op 1: Perform a <Rough Order> verification [redacted] Op 2: Verify supply visually [redacted] Op 3: Count [redacted] Op 4: Verify the Supplier is listed in the approved Supplier List Op 5: If the supply is a <Catalog/Commercial> item, [redacted] Op 6: Perform a 1st Article Mechanical/Visual inspection on a new production part number according to [redacted] Op 7: Randomly select items for [redacted] Op 8: Verify [redacted] Op 9: Verify [redacted] Op 10: Verify [redacted] Op 11: Verify [redacted] Op 12: Verify [redacted] Op 13: Affix a Good Material Tag to acceptable supplies. For supplies that exhibit a lot number for traceability, [redacted] Op 14: Prepare a Material Report for nonconforming supplies Op 15: Complete inspection record [redacted] Op 16: Forward the completed Purchase Order to Purchasing Op 17: If the Supplier's packaging is [redacted]		

Drawing No:					**RECEIVING INSPECTION RECORD**					
Item Name:					Your Company Name					
Sampling Plan: [redacted]										
[redacted]										
1										
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32										
33										
34										
35										

Form Rev: Orig

Your Logo

Receiving Log

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

REQUEST FOR CHANGE

Desired Change:			
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	
[redacted]		[redacted]	

Form Rev: Orig

(Your Logo)

Your Logo	**REQUEST FOR DEVIATION / WAIVER**		
1. NAME AND ADDRESS	2.	3. RDW NO.	
	4. PURCHASE ORDER NO.	5. DATE	

Form Rev: Orig

Request for Information Log

[redacted]	[redacted]		[redacted]	[redacted]

[redacted] Orig

Your Address
Your Phone – Fax – Email

Your Company Name

Information Request

Date:		Phone:	
Subject:		Email:	
[redacted]		[redacted]	
☐ [redacted] ☐ [redacted] ☐ [redacted]			
[redacted]			
[redacted]		[redacted]	
[redacted]			
[redacted]			
[redacted]			
By:		Date:	

Form Rev: Orig

Your Logo	Your Co Name Address City - State - Zip Phone - Fax - Email

REQUEST FOR QUOTE		No:	
To:	Supplier Name	Date:	
	Street	Phone:	
	City, State	Fax:	
	Zip	Email:	

This request for quote (RFQ) is subject to [redacted]

[redacted]

Form Rev: Orig

Purchase Requisition	#	Quote Number	(Your Logo)
Date:	Date Matl Required:		To be used for Project:

Form Rev: Orig

Your Logo

ROUTING TICKET

ACCOUNT#:

Operator:		Date:	
[redacted]		[redacted]	
[redacted]	[redacted]		
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			
[redacted]			

Form Rev: Orig

Shelf Life Expiration Log

Description:						Date Received:			
[redacted]									

Form Rev: Orig

Shipping Log

[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[redacted]	[redacted]

Form Rev: Orig

SUBMITTAL REGISTER

Form Rev: Orig

TO: (Customer)	FROM: (Contractor)	DATE:
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

[redacted]

COMMENTS

Instructions

1.
2.
3.
4.
5.

(Your Company Name)
Address, City State, Zip
Phone, Fax

Submittal Register	Contract No:
Title:	
[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]	
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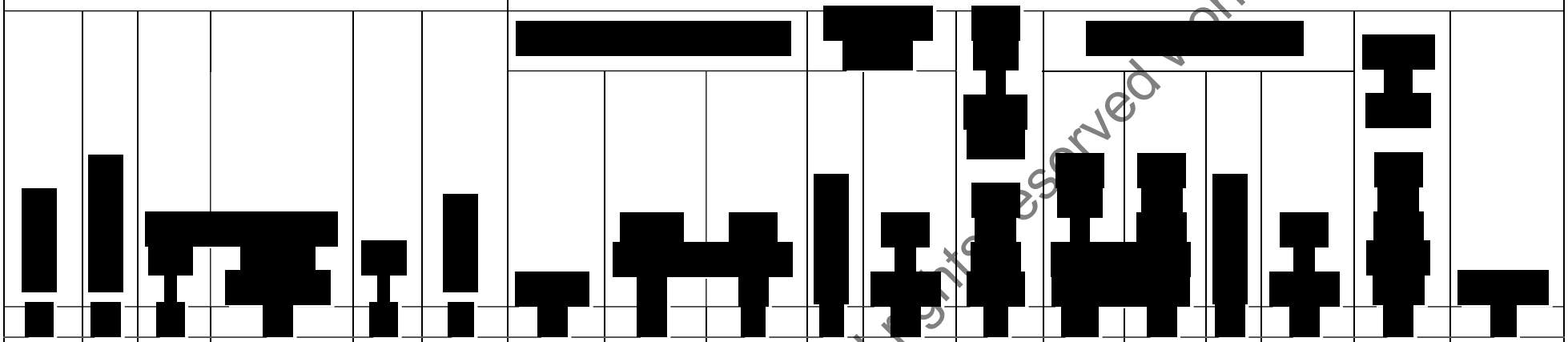
[redacted]																									
[redacted]																									

Code:
A = [redacted]
B = [redacted]
C = [redacted]
D = [redacted]
E = [redacted]

SUBMITTAL REGISTER	Contract No:
Title and Location	Contractor



Form Rev: Orig

SUBMITTAL REGISTER

Contract No:

Title and Location

Contractor

[redacted] Activity [redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	Contractor Schedule Dates			Contractor Action		[redacted]	Approving Authority				[redacted]	[redacted]
						[redacted]	[redacted]	[redacted]	[redacted]	[redacted]		[redacted]	[redacted]	[redacted]	[redacted]		

Form Rev: Orig

Your Logo **Supplier Evaluation**

Supplier: **Commodity:**

If Part I criteria is met, Supplier is approved without further evaluation.

Part I

☐ [redacted] ☐ [redacted]

☐ [redacted] ☐ [redacted]

If Part I criteria is NOT met, Supplier must be evaluated under Part II, III and IV.

Part II

Evaluator: Ceck the boxes below for each criterion evaluated. Attach evidence where indicated.
At least three criteria must be checked in Part II for the Supplier to be qualified.

☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]

Part III

☐ [redacted]
☐ [redacted]

Part IV

Evaluator: Check the boxes below to identify if direct or third party review is required for Detailing Subcontractors:

☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]

Evaluator: Check the boxes below to confirm the Detailing Subcontractor identifies the following information on drawings:

☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]

Evaluator: When the Company awards a contract in advance of Subcontractor Evaluation, check the boxes below to confirm risk mitigation for the following:

☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]
☐ [redacted]

Your Logo **Supplier Evaluation**

RESULTS OF EVALUATION
(Ref. Purchasing Procedure)

☐ [redacted] ☐ [redacted] ☐ [redacted]

[redacted] ____ [redacted] ____

RESULTS OF RECEIVING INSPECTION OR SERVICE FEEDBACK

Purchase Order Number **Request for Support Number**

☐**Supplier is** [redacted] ☐**Supplier** [redacted]

[redacted]

NOTES

SUPPLIER PERFORMANCE RATING REPORT

Job #: Performance Reporting Dates:

Supplier:

OVERALL PERFORMANCE RATING **100**

[redacted]
Excellent
Good
Improvement Expected
Improvement Required

	Points (100 Max)	Weight %
Quality.....	100	[redacted]
Delivery.....	100	[redacted]
Documentation.....	100	[redacted]
Cooperation.....	100	[redacted]

Quality: The number of items accepted divided by the number of items that should have been received times 100.

Delivery: The grace period is [redacted]

Documentation: Purchasing, QC and Accounting's assessment of the accuracy and completeness of [redacted]

Cooperation: Purchasing and QC's assessment of the Suppliers willingness to cooperate, including [redacted]

Purchasing Agent_____ Date_____

Form Rev: Orig

SUPPLIER RATING WORKSHEET

Supplier:

P/N:

QUALITY

[redacted]			

DELIVERY

[redacted]	[redacted]	[redacted]	[redacted]

DOCUMENTATION

[redacted]	[redacted]	[redacted]

COOPERATION

[redacted]	[redacted]	[redacted]

[redacted]

[redacted]	

Form Rev: Orig

Supplier:	Overall Performance Rating					Month:	
[redacted]	[redacted]	[redacted]				[redacted]	
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
		☐	☐	☐	☐		
[redacted]							

Supplier Monthly Rating Report

Supplier	Rating	Monthly and Average Percentage Rating											
		J	F	M	A	M	J	J	A	S	O	N	D
	[redacted]												

Form Rev: Orig

Prepared by: _____ Date: _____

SUPPLIER QUALITY REQUIREMENTS

Origination Date: XXXX

Document Identifier:	Supplier Quality Requirements
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

Abstract:
This document describes flowdown requirements for Suppliers.

REVISION LOG

Issue	Date	Comment	Author
0-0			

DOCUMENT CHANGE RECORD

Issue	Item	Reason for Change

☐PURPOSE and SCOPE

To establish the minimum requirements for supplier Quality Systems necessary to ensure that materials, parts, components, and services meet the requirements of the Contract. Procedures used to implement the provisions of this requirement shall be subject to Buyer approval upon request.

☐APPLICABILITY

These requirements shall apply to all supplies and services when referenced on the Purchase Order and amendments thereto.

When Buyer's Purchase Order includes Seller's Inspection System Level I, as a requirement, Seller's contractual commitment for an Inspection System shall be defined by all paragraphs of this specification. When Buyer's Purchase Order indicates Level II as a requirement then the Seller's contractual commitment for an Inspection System shall be defined only by those paragraphs of this specification which are checked-off.

☐DEFINITIONS and ABBREVIATIONS

A. [redacted]

B. [redacted]

C. [redacted]

D. [redacted]

☐SELLER's QUALITY SYSTEM, GENERAL

The Seller shall maintain an effective Quality System planned and developed in conjunction with his other functions to [redacted]

The System shall provide [redacted]

Records shall be kept available for [redacted]

☐NEGOTIATIONS

It is not the intent of this specification to restrict the Seller in his mode of operation; therefore, [redacted]

☐PROPRIETARY INFORMATION

The Seller must identify in writing the intended use in performance of the Purchase Order of an item, material, component or process with respect to which access by Buyer or Buyer Customer representatives for purpose of Quality Assurance by inspection, test or process surveillance is proposed to be restricted. The written identification shall state [redacted]

The absence of such written identification is a representation by Seller [redacted]

☐PROCESS CONTROL

The Seller shall provide for [redacted]

Work instructions for all work affecting quality shall [redacted]

The Seller shall develop an Inspection/Test Plan specific in nature and related directly to the hardware produced. The Plan shall [redacted]

Buyer contracts and resultant facility planning by Seller shall [redacted]

All Purchase Orders that apply to Buyer contracts generated by Seller shall [redacted]

When approval or certification of special processes, operating personnel, special equipment, or procedures is required by the contract, drawing, or specification, the Seller shall [redacted]

Seller MRB is not authorized. Seller shall notify Buyer within 48 hours of detected failure. Buyer and/or Buyer Customer representatives shall [redacted]

Formal Failure Analysis and Corrective Action shall [redacted]

A Seller Failure Review Board is [redacted]

The Seller shall not change [redacted]

When the Purchase Order requires Buyer acceptance of a 1st Article, the first part fabricated to the specified Buyer configuration shall [redacted]

This check sheet is [redacted]

The 1st Article item and the inspection record shall [redacted]

☐SUBCONTRACTOR CONTROL

The Seller shall be responsible for [redacted]

Buyer inspection is [redacted]

☐DRAWING and CHANGE CONTROL

The Seller shall have a procedure and designate a responsible department for [redacted]

The procedure shall also provide for [redacted]

☐RECEIVING INSPECTION

The Seller shall inspect incoming material to [redacted]

Acceptance requirements shall include [redacted]

☐STOCK CONTROL

The Seller shall provide for protection and control of supplies and materials stored for use in deliverable Buyer products.

Control shall cover such items as [redacted]

Procedures for the handling of nonconforming material shall [redacted]

Buyer furnished material shall [redacted]

☐SAMPLING INSPECTION

Acceptance sampling procedures, if other than ANSI Z 1.4, must have Buyer approval prior to use; sampling to permit defects is [redacted]

☐TOOL, GAGE, and TEST EQUIPMENT

The Seller shall be responsible for providing and ascertaining the accuracy and stability of tools, gages, and test equipment to assure supplies conform to contractual requirements.

A written procedure, [redacted]

☐MATERIAL CONTROL

Nonconforming material shall [redacted]

Seller may not [redacted]

The Seller shall maintain traceability of raw material used in the production of deliverable products. A correlation shall be made between [redacted]

The Seller shall maintain controls to assure accomplishment of [redacted] Unless otherwise specified, the provisions of ASTM B 3951 preservation, packaging, packing, and marking shall apply.

Direct shipment of your supplies to Buyer's Customer is required. Notify Buyer's Purchasing Manager ten (10) days in advance of your expected shipping date.

When product is returned by Buyer to the Seller because of failure to comply with Purchase Order requirements, the Seller shall [redacted]

[redacted]

☐TECHNICAL REQUIREMENTS

Unless otherwise specified, Buyer is responsible for [redacted]

Your Logo

(Date)

Quality Manager«AddressBlock»

Re: Supplier Performance Rating Report
Performance Reporting Dates:
P.O. #

Dear QC Manager:

We have developed a Supplier Report Card that indicates your Quality Performance. Enclosed is a copy of your Quality Performance, which includes [redacted]

If you have any questions, please call or email us.

Sincerely,

Your Name
Your Company Name
Your Address
Your City, State, Zip
Phone: Your#
Fax: Your#
Email: Your email

Ref: Page 1 / of /	Your Company Name SURVEY REPORT
Project:	Place:
Subsystem:	Date:
Item:	Model:
Material:	Serial No:

[redacted]

[redacted]

[redacted]

[redacted]

Ref: Page 2 / of /	Your Company Name SURVEY REPORT Continuation…

Ref: Page 3 / of /	Your Company Name SURVEY REPORT Continuation…

Your Production Area
Training Certificate

awarded to

Your Employee Name

Your Specification
Your Details

Your Date

Training Supervisor ***Quality Manager***

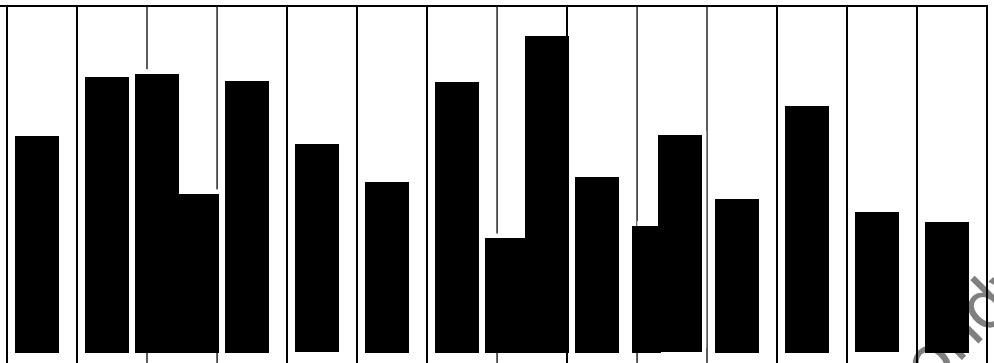
TRAINING LOG

[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

Form Rev: Orig

Your Logo

QMS Procedure Training Matrix for (Your Company)

Name														
B. eQMS		X	X			X	X			X		X		X
Br. eQMS		X	X			X	X			X		X		X
C. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Ch. eQMS			X			X	X			X		X		X
Chr. eQMS			X			X	X			X		X		X
D. eQMS			X			X	X			X		X		X
Da. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Dav. eQMS			X							X		X		X
E. eQMS			X		X					X	X	X		X
F. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X
J. eQMS		X	X		X		X		X	X	X	X	X	X
Je. eQMS	X	X	X			X	X	X	X	X		X	X	X
Jef. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Jo. eQMS			X			X	X			X		X		X
K. eQMS			X		X	X	X			X		X		X
L. eQMS			X							X		X		X
P. eQMS			X		X					X		X		X
R. eQMS			X							X		X		X
Ri. eQMS	X		X			X	X		X	X	X	X	X	X
S. eQMS			X							X		X		X
Sh. eQMS			X			X	X			X		X		X
St. eQMS	X	X	X			X	X	X	X	X		X		X
Su. eQMS	X	X	X			X	X		X	X	X	X	X	X
T. eQMS	X	X	X			X	X	X	X	X		X	X	X
W. eQMS	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Y. eQMS			X			X	X			X		X		X
Yo. eQMS			X			X	X			X		X		X
Z. eQMS	X		X		X			X		X		X		X

X = Applicable QMS Procedure record of orientation training for each Employee. The Company must produce a record of orientation for all employees affected by individual QMS procedures to achieve QMS pedigree.

Note - [redacted]

Your Logo

ORIENTATION/TRAINING REQUEST

To:	
Dept:	Date:

You have been scheduled to attend the next orientation

[redacted]

Form Rev: Orig

Your Logo

VERIFICATION AND VALIDATION

Program Name:		Job Number:	

VERIFICATION AND VALIDATION

[redacted]

[redacted]

Form Rev: Orig

WELDING LOG

Job Name:					Job #:			
[redacted]	[redacted]	[redacted]	Approval	[redacted]	[redacted]	Approval	[redacted]	[redacted]

Form Rev: Orig

Your Logo

Procedure Writing Technique, Style 1

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 PROGRAM**					
Your Dept:		Date	Your Procedure #					
Your Dept:		Date	Size:	**A**	CAGE:		Form Rev: Orig	1 of 1

Your Company Logo

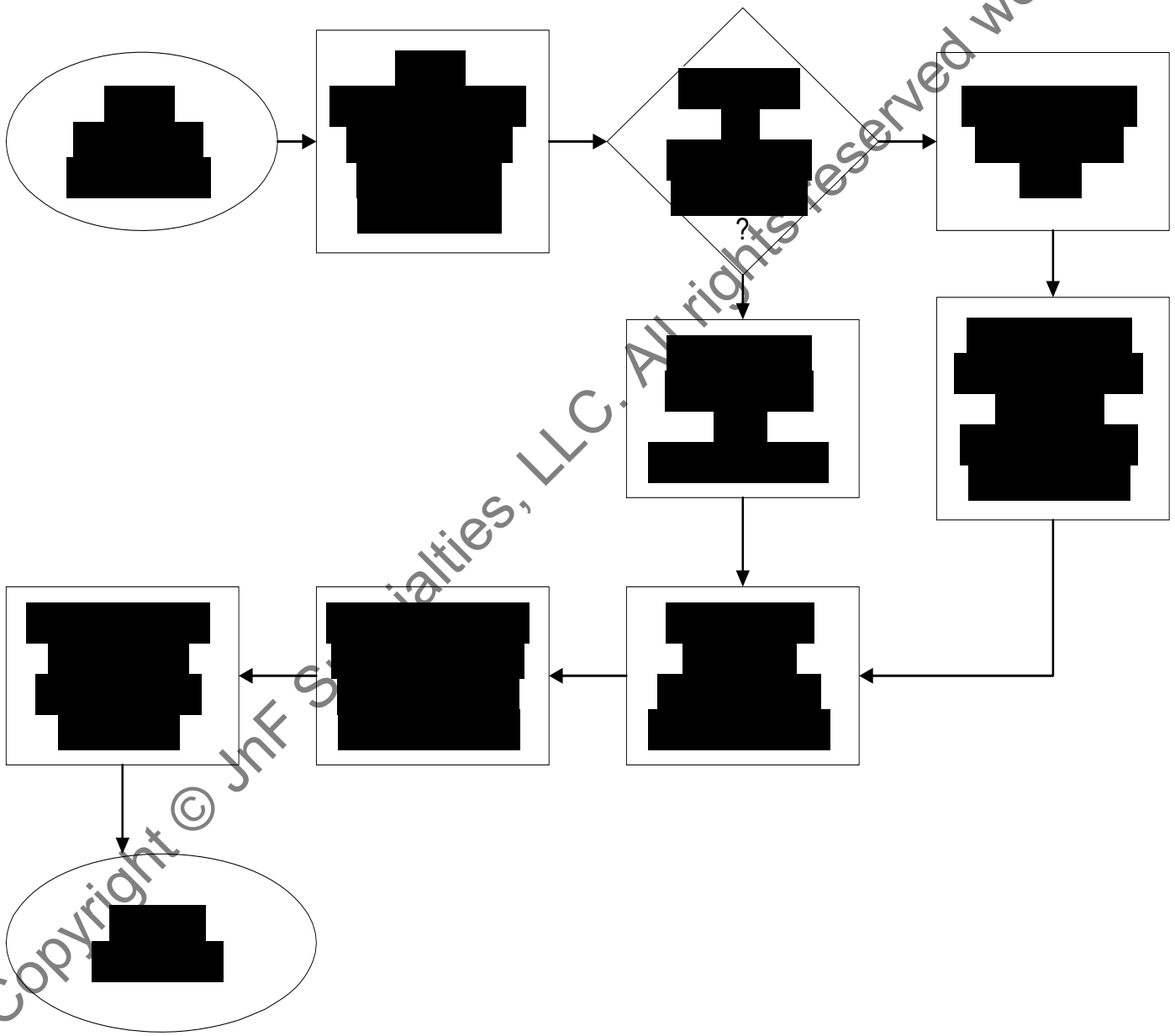
1.0 Scope

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]

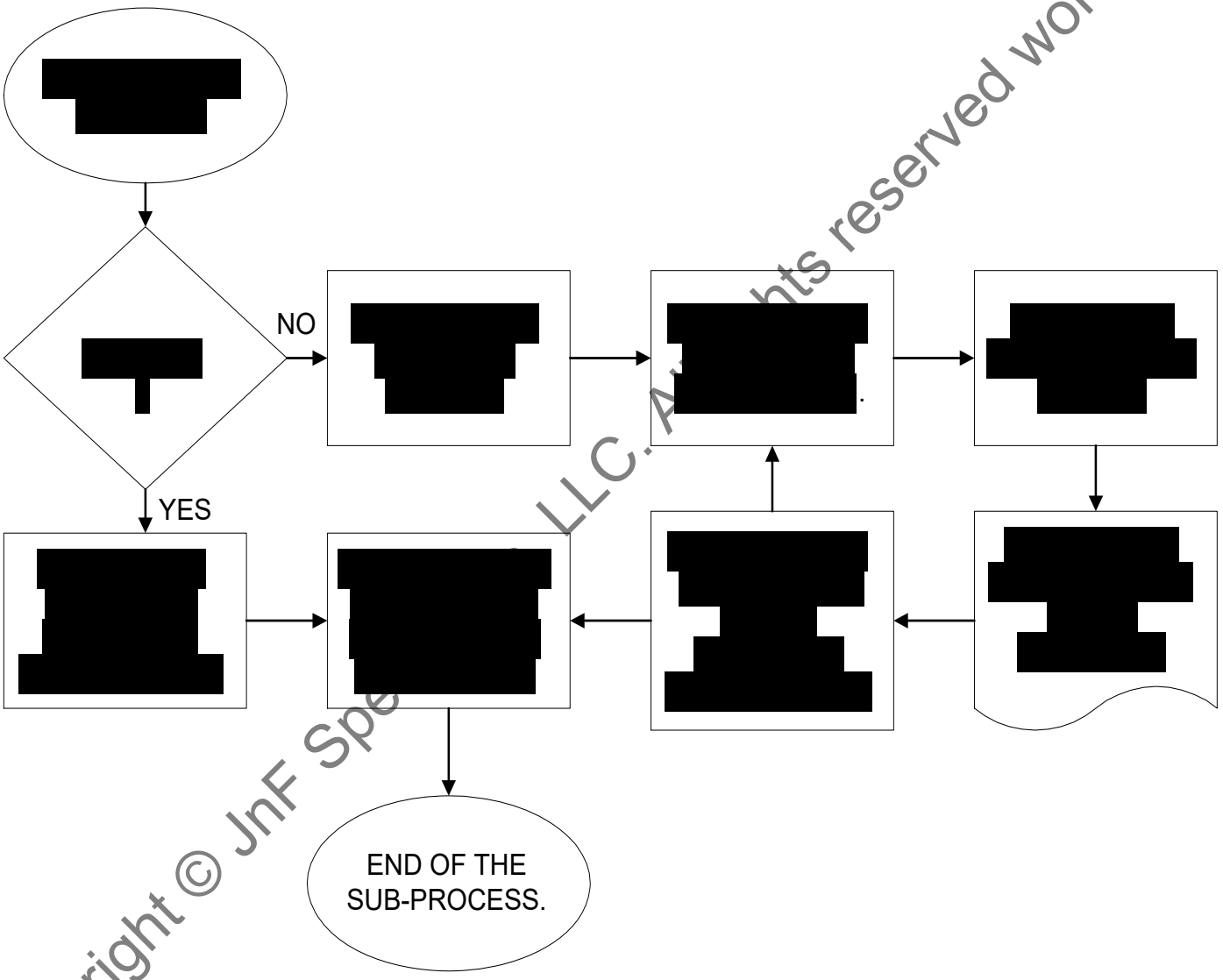
An example of this writing technique follows on pages 3, 4, and 5.

Option: Insert image

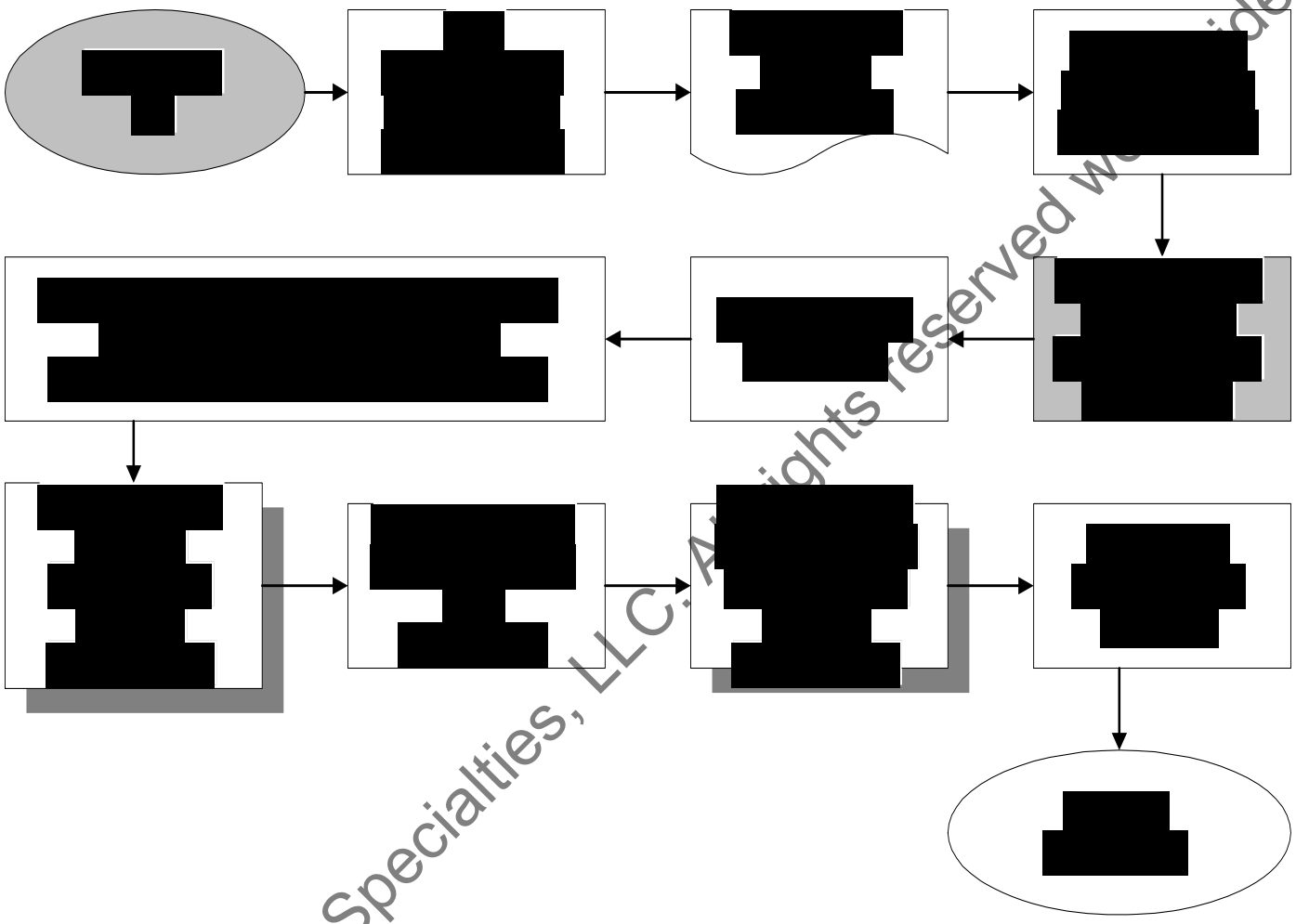
MATERIAL REPORT PROCESSING
(DISCREPANCY SUPERVISOR)
SUB-FLOWCHART



MATERIAL REPORT "DCC" ROUTING FOR SIGNATURES (MRB) SUB-FLOWCHART



MATERIAL REPORT (MR) ROUTING FLOW-CHART



NOT PART OF
DCC ROUTING.