



Quality Control Manual

Updated February 2010

Statement of commitment to quality by Sweeney Metal Fabricators, Inc., henceforth known as SMF.

The definitions, procedures and responsibilities contained in this quality control manual are fully supported by:

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Section I Function and Purpose

1.1 Purpose

It is the endeavor of SMF to maintain a high standard of quality in all products manufactured. Each employee in the organization has a share in this aim, and is required to maintain those quality standards in design and production as well as in the purchasing and processing of materials that go into the manufactured end item. The Quality Assurance Program outlined in this manual describes the procedures to be exercised by the Quality Control Department to ensure quality of production, processes, and products. Quality trends shall be maintained to help anticipate and prevent the manufacture or nonconforming products.

1.2 Documents Covered

This Quality Assurance Program encompasses the requirements of MIL-I-45208A, MIL-STD-1916, and all other applicable government specifications.

1.3 Superseding Requirements

The more stringent requirements imposed by a purchase order of associated specifications will supersede existing government standards noted in this manual as the standard of quality for the product being purchased or produced.

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Section II Organization and Responsibility

2.1 Purpose

The Quality Control Department shall endeavor to implement and administer an inspection system which will provide conformance with MIL-I-45208A and calibration system MIL-STD-45622. This Quality Control System shall include procedure that provide sufficient detail instructions for Quality Control personnel to perform required functions and assure compliance with customer requirements and specifications. Procedures prepared by the Quality Control Department are subject to review and change by Management.

2.2 Responsibility

The organization of management personnel is structured as outlined in figure I. It is the responsibility of each functional department to perform and achieve the required objectives. The Quality Control Manager is responsible for the quality acceptance of products produced and reports directly to the president.

2.3 Authority

The Quality Control Department represents the company in all matters concerning quality with customers, government agencies, and/or their authorized representatives.

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Section III Receiving and Incoming Inspection

3.1 Purpose

The purpose of the receiving and incoming inspection department is to evaluate the quality of items procured from sources outside of the company, arrange for return of nonconforming materials.

3.2 Receiving Department

Upon receipt of raw materials or items, the receiving clerk will identify the material or items in accordance with the SMF purchase order, packing slips, and attached all vendors' certification. The Quality Control Manager shall be advised when the material is received and the material will be held from use pending Quality Control acceptance.

3.3 Incoming Inspection

All items received by incoming inspection will be inspected as defined by Quality Control instructions on file in the Quality Control office (Form SMF-211). These records are to be kept on file. No items will be transferred to store room or manufacturing area until authorization by an inspector as having met with applicable drawings and customer specifications. Any variance will be cause for rejection. Any nonconforming materials or items shall be tagged as being unfit for production, or redistribution. The Quality Control Manager shall be notified immediately of any materials or items found to be nonconforming. Purchasing department shall be notified to start proceedings for necessary corrective actions.

3.4 Inspection of Vendor Items

All items or services purchased directly from the manufacturer, or his/her agent, are defined as vendor items. Using a copy of the purchase order, the inspector will check the shipment and inspect all parts for conformance to applicable specifications or drawings. All vendor items received without certifications, when specified, shall be withheld from use or shipping, pending receipt of certifications. When any items or material are found to be discrepant, inspection shall initiate corrective action by notifying the Purchasing Department immediately of the type and of the number of discrepancies found. Nature and number of reported discrepancies will be promptly relayed to the vendor in order to hasten and rectify all nonconformities found by receiving inspection. All materials, after acceptance, shall be handled and stored in such a manner as to preclude damage and/or deterioration; materials subject to age limit requirements are to be so marked on their respective containers. All nonconforming and rejected vendor items shall be tagged and retained until further disposition has been accomplished. Records of above proceedings will be maintained and filed in the Inspection Department.

3.5 Sampling Inspections

Sampling procedures shall be in accordance with MIL-STD-105D. Sampling inspections shall be employed only at the discretion of the Quality Control Department, customer requests, or as instructed by special instructions. Plan used will be AQL (Acceptable Quality Level) 2%, Normal, Level II.

3.6 Inspection Records

Records shall be kept on file, and maintained by the Quality Control Manager.

3.7 Traceability

Purchased items shall be traceable to their respective manufacturer. This will be accomplished by information obtained from purchase order, packing lists, or any pertinent documents at the time of incoming inspection. Information such as purchase order number, vendor's name, date of manufacture, and date received shall be transposed to all inspection records. Where shelf life or bath lots are involved, an expiration date will be displayed on all containers.

3.8 Items not Subject to I&R Inspection

All purchased items or materials that are not used in manufacturing or producing an end item or product shall not be subject to incoming and receiving inspection. (Example; office supplies, or maintenance materials).

3.9 Discrepant Material Report

Materials rejected by SMF incoming and receiving inspection will be reported on the Discrepant Material Report (Form SMF-DMR) and the rejection form (SMF-DMR-R). The inspector will record all pertinent information on the sections of the report listed in sections 3.9a thru 3.10, and submit the report along with the defective material to the Material Review Board for the board's disposition in accordance with Section X, Paragraph 10.4 of this manual. The Material Review Board will fill out the rest of the form as explained in section X, paragraph 10.4a and 10.5.

3.9a Identification of Item

In the appropriate areas, at the top of the Discrepant Material Report (Form SMF-DMR), the inspector will record:

- A. Lot number
- B. Date of inspection
- C. Vendor name
- D. Date the order was received
- E. Lot quantity
- F. Sample size (As defined by AQL, Level II)
- G. Number of sample pieces accepted
- H. Number of sample pieces rejected
- I. Purchase order number
- J. Line number from purchase order
- K. Revision level (If any)
- L. Description of Item
- M. Name of buyer
- N. Name of inspector

3.9b Identification of Discrepancy

In the appropriate areas in the center of the Discrepant Material Report (Form SMF-DMR), the inspector will record:

- A. Description of feature inspected
- B. Drawing zone (If necessary)
- C. A description of what the requirement should have been
- D. A description of what was actually received

3.10 Rejection Form

In the appropriate areas on the Rejection Form (Form SMF-DMR-R), the inspector will record:

- A. Date the shipment was received
- B. Purchase order number
- C. Drawing Number
- D. Vendor
- E. reason for rejection

The Inspector will initial the form and attach the white copy of the form to the job folder. He/she will then place the defective merchandise in the Material Review Board holding area.

Change Log

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Section IV Procurement Sources Control

4.1 Purpose

The purpose of procurement sources control is to ensure that the materials purchased by SMF are of the highest quality, meeting the standards of our customers.

4.2 Certified Vendor List

SMF will purchase materials and services only from vendors who appear on their Approved Vendor List. A vendor may qualify for this list in three ways:

- A. By appearing in the Qualified Products List, as published by the US Government.
- B. By having a history of producing quality materials (This qualification is at the discretion of the Quality Control Manager).
- C. By approval of vendor through a vendor certification survey

The Quality Control and Purchasing Department will maintain and update this Approved Vendors List.

Change Log

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Section V In Process Inspection

5.1 Purpose

The purpose of In Process Inspection is to establish and maintain inspection at appropriately located points in the manufacturing process to assure quality characteristics that cannot be verified adequately and economically by means of end product inspection. This also helps maintain that integrity of material undergoing inspection to prevent substitution or changes.

5.2 Stations

Inspection shall be performed at all points necessary to ensure periodic verifications of product quality.

5.3 Standards

All products must conform to applicable specifications and drawings of our customers as well as the Quality Control Department of SMF.

5.4 Rejections

All items found to vary from quality shall be removed from the manufacturing process and returned to the inspection area for pending action by the Material Review Board.

5.5 Inspection Procedures

In order to ensure high quality of the end product, the procedures outlined below shall be followed and practiced by Quality Control and Inspection personnel of SMF.

Course of Action: If a first piece is correct, an inspection stamp will be affixed to the appropriate location of the job routing sheet. If it is found to be incorrect, the errors will be listed on the routing sheet, and the first piece and routing will be returned to the responsible department so that the item can be reworked or replaced. After correction has been made, the same procedure shall be followed until the part is correct. Defective parts shall be identified with a red tag (SMF-201A).

5.5a Tooling / Fixturing

When a job comes in, whether is has new or existing tooling, the shop shall run one piece with each tool and submit the piece to inspection immediately. All fixturing, mill set-ups and die set-ups shall also have a first piece checked by the inspection department. These first pieces shall be subjected to a very critical 100% dimensional check using the blue print as a guide. Acceptance of the first piece shall automatically denote acceptance of tooling. Inspections shall be carried out as follows:

- A. Cutting: Panels sheared to correct size / Check outside dimensions using dial calibers and square.
- B. Drilling: Check hole size and locations using go no-go gages, dial calipers, and scales
- C. Tapping: Check thread size using go no-go gages
- D. Milling: Check dimensions, location and size, using micrometers, radius gages, height gage, bevel protractor.
- E. Notching: Check dimensions, location and size, using dial calipers, height gage, and depth micrometers.
- F. Punching: Check dimensions, location and size, using dial calipers, height gage, and depth micrometers.
- G. Machining: Check dimensions, location and size, using dial calipers, height gage, and depth micrometers.
- H. Forming: Check bends using dial calipers, surface plate, protractor, and radius gages
- I. Chamfer: Dial caliper, or eye loupe.
- J. Welding: Check for cracks, burn through, penetration, porosity (visual and magnified), die penetrant.
- K. Grinding: Surfaces ground flush with parent metal (visually and magnified), surface finish gage, dial test indicator.
- L. Deburring: Check all surfaces and edges for burrs using hands and normal vision
- M. Plating / Painting: Surfaces coating shall be uniform as possible and free or breaks, scratch flaws and other defects detrimental to the appearance and protective value of the finish. Any applicable MIL standards are to be followed.
- N. Marking: Check location, type of marking used, adhesion, size of letters.

5.5b Routing Sheet

In the appropriate areas, Production Planning shall record the following:

- A. Due date of order
- B. Customer name
- C. Job number
- D. Drawing number
- E. Quantity to be produced
- F. Operation codes for the processes to be performed

In the appropriate areas, the operator who performs each operation shall record his/her initials.

In the appropriate areas, the inspector shall record the following:

- A. His/her inspection stamp, or initials
- B. Quantity accepted
- C. Quantity rejected
- D. Dimension, proportioning, burr, and general appearance information

The inspector who performs the final inspection shall sign the form using blue or black ink, unless otherwise specified.

5.5c In Process Inspection

Parts, components, and subassemblies throughout their intermediate stages or manufacture are to be periodically presented for inspection or if deemed necessary by the Quality Control Manager when there is an occurrence of some nature that indicates that a special inspection is appropriate. Inspection methods employed can include inspection by inspection personnel, the use of automated inspection gages, moving line, or lost sampling, setup approval, a production line inspection station, inspection or test department, and revolving inspection.

The inspection is to include an examination of the accompanying paperwork for completeness, and correctness, workmanship, physical and functional characteristics, and when called for, the effectiveness of special processes such as, but not limited to, the application of special coatings.

Parts or assemblies found to be acceptable are to be so marked using the inspectors identifying stamp, or by attaching an inspection check list to the units, so that the assemblies can continue in their normal flow through manufacturing.

Material to be reworked is to be routed to the appropriate department. Trouble calls received by in process inspections are to be responded to immediately.

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Section VI Drawing and Change Control System

6.1 Purpose

The purpose of drawing control is to ensure that the latest drawings and applicable revisions are in use and all affected departments are aware of the changes and their effects.

6.2 Notification

Notification of change of drawings, sequence of events

- A. Customer purchase order revision shall identify the level of change along with pertinent information.
- B. The revised purchase order should be accompanied by the authorized change drawings or engineering change authorization.
- C. Upon receipt of such changes, SMF shall distribute copies to their Engineering and Quality Control Managers for their review and action, as required.

6.3 Distribution

SMF Engineering will update all internal plans, drawings and material requirements as directed or required by the change.

6.4 Responsibilities

Affected customer drawings, if obsolete by the change, shall be removed from active files and clearly identified as to the disposition of those drawings. Each department has the responsibility to control the use and distribution of drawings and changes assigned to them.

6.5 Obsolete Drawings

All departments with drawings obsolete by engineering changes shall submit all copies of those drawings to the Quality Control office. The use of obsolete n be authorized only by the originator of the changes via engineering change order (ECO) disposition.

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Section VII Final Inspection

7.1 Purpose

The purpose of final inspection is to provide a physical, mechanical inspection, to ensure that contract requirements have been met, prior to shipments, or placement into inventory of manufactured end items.

7.2 Visual Inspection

Each completed manufactured item shall be visually inspected before they are shipped to the customer, as well as during the various stages of manufacturing and processing operations. The visual inspection is done to the customer's specifications as well as to meet the standards, of the Quality Assurance team of SMF.

7.3 Physical and Functional Testing

Physical and functional testing shall be performed on completed units in accordance with applicable specifications and or drawings.

7.4 Test Records

The Quality Control Department shall maintain a report file on all tests performed during final inspection, as well as any test during the manufacturing and processing operations.

7.5 Procedure , Final Inspection

- A. Ensure correct drawing revision
- B. Blue print dimensions using micrometers, dial calipers, height gage, precision scale, graduated eye loupe, radius gages.
- C. Missing features
- D. Extra Features
- E. Hole sizes using Go / No-Go Gages
- F. Countersinks, and counter bores, using eye loupe or depth micrometers
- G. Uniformity of plating
- H. Burrs
- I. Marking
- J. Welds using magnifier or dye penetrant
- K. Cleanliness

7.6 Course of Action

Acceptable items shall be transported to the shipping department. Non-acceptable items shall be divided into two groups. The first group shall be items that can be reworked. They must be returned to the responsible department along with an itemized list of defects. All items that cannot be reworked shall be forwarded to the quality manager, with a listing of their defects, for disposition. The proper notations must be noted in the job folder, and inspection stamps must be affixed in the proper places. All defects shall be listed on the rejection form (SMF-201A) and attached to the rejected items.

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Section VIII Packaging and Shipping

8.1 Purpose

The purpose of packaging and shipping procedures is to protect the quality of supplies during transit in accordance with customer's specifications of the contract requirements.

8.2 Method Packaging

Method packaging at this facility shall be performed by the company per the customer's specifications or per contractual requirements. Units shall be packed in containers or otherwise prepared for shipment in a manner accepted by common or other carriers for the safe transportation to the point of destination specified in the shipping instructions at the lowest transportation rate for such items.

8.3 Certificate of Conformance

A Certificate of Conformance shall be enclosed with the shipping container, when required.

8.4 Shipping and Packaging Requirements

- A. Material shall be packed to customer specifications
- B. Correct containers shall be used
- C. Packaging must be secure
- D. Shipping instructions shall be clearly marked

Change Log

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Section IX Material Review

9.1 Purpose

The purpose of material review is to provide SMF with a team to prescribe methods of reworking non-conforming material to drawing specifications. The material review board does not have the authority to accept material that falls outside of customer drawings or specification.

9.2 Function

A material review board shall be appointed and empowered to adjudge the disposition of materials that have been rejected and withdrawn from normal production flow by Quality Control.

9.3 Composition of MRB

The Material Review Board, or MRB, shall consist of a representative of the company's Quality Control Department, and the President.

9.4 Method of Disposition

Nonconforming products reviewed by the SMF Material Review Board shall be disposed on in one of the following manners:

- A. Return to Vendor (if purchased items)
- B. Scraped
- C. Use as is; on a vendor supplied item, the MRB may designate usage is the variation from specification shall not result in an end product whose form fit of function will be detrimental to the end item. The MRB shall make a use as is determination on an end item only in the case of disagreement between quality and production in determination if any questionable material actually meet requirements of its specification.
- D. Request deviation from customer; if a manufactured item is involved and deviation of a minor nature will be detrimental to the end item, the MRB shall make a use as is determination on an end item only.
- E. The MRB will document their disposition of the nonconforming products of the DMR submitted by the inspector.

9.5 Discrepant Material Report

In the appropriate areas of the Discrepant Material Report (SMF-204), a member of the Material Review Board will record:

Change Log

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Section X Test Equipment and Gage Control

10.1 Purpose

The purpose of Test Equipment and Gage Control, is to meet the intent of MIL-C-45662A, Calibration requirements of electrical and mechanical tools and test equipment used in manufacturing, inspecting, and testing.

10.2 Calibration and Test Control

Measuring and test equipment used in manufacturing and inspection of any item in test or production will be calibrated or qualified at regular intervals by suitable measuring equipment at established dates determined by the equipment's history and rate of usage. The Quality Control department must check the calibration tag to make sure that the is in calibration before use. Measuring instruments and meters are to gage, tool, or meter the item being inspected. If a measuring instrument, precision tool, or gage malfunctions or is damaged, it must be turned in the inspection department immediately.

10.3 Calibration and Inspection Schedule

The following schedule will be followed in the calibration and inspection of all precision measuring tools and gages at SMF.

10.3a Periodic

Before each use, no more than 6 months unless determined to be of low use by the Quality Control Manager, or by test.

- A. Comparators
- B. Dial Indicators

10.3b 6 Months

- A. Micrometers
- B. Force Gages
- C. Pin plug gages (also to be spot checked)

10.3c 1 Year

- A. Working gage blocks

10.3d 5 Years

- A. Master gage blocks; to be handled by QC Manager Only.

10.4 Records

Each gage, meter, and tool is assigned a permanent number which positively correlates that instrument to the appropriate records of calibration and inspection. These records are to be maintained in the inspection department.

10.4a Record System

The calibration and inspection record system consists of the following:

- A. A tag affixed to each gage, meter, or tool which shows the date of the last inspection or calibration, the name of the person who calibrated the instrument, and the date of the next inspection due.
- B. A card maintained on file by the Quality Control Manager (one card per instrument) which shows the name of the gage, meter, or tool, its identification number, the date of the last inspection or calibration, the name of the person who calibrated the instrument, and the date that the next calibration or inspection is due.

10.5 Inspection Standards

All gages will be calibrated against masters that are traceable to NIST.

10.6 Production Tooling

Production jigs, fixtures, templates, or any other media of manufacturing shall be inspected and approved by critical inspection of a sample part produced from this tooling before this tooling is released for production. The inspection stamp and the proper notations in the job folder will verify that a tool has been accepted or rejected. Production jigs, fixtures, and templates have been assigned code numbers and must be inspected before each use. Such tooling will be subjected to this inspection and visually checked for damage, excessive wear, and conformance to the latest applicable drawing before each use.

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Section XI Quality Control Records

11.1 Purpose

The purpose of maintaining quality control records is to maintain adequate records of all inspections and tests throughout all stages of fulfilling a contract, including checks made to ensure the accuracy of inspection and testing equipment and all other control media.

11.2 Responsibility

The quality control department has the sole responsibility for maintaining these records of inspections and tests. The quality control department will retain these records for two years and then destroy them, or as specified by contract.

11.3 Test and Final Inspection Forms

The format of these forms is completely to the discretion of the quality control department so that these forms may be adapted to the type of mechanical devices of the type of equipment being manufactured under each particular contract.

11.4 Lost of Test and Inspection Forms

- SMF-201A Rejection Form
- SMF-203 Incoming and Receiving Record of Inspection
- SMF-204 Discrepant Material Report

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Section XII Corrective Action

12.1 Purpose

The purpose of corrective action is to establish a means for taking prompt action to correct conditions which might result in defective supplies or services.

12.2 Responsibility and Procedure for Corrective Action

The quality control department will be responsible for investigating all requests for corrective action and must follow all unsatisfactory customer reports to a resolution. This investigation requires quality control to analyze the reports and the defiant articles to determine responsibility and deficiency. Quality control is responsible for contacting the customer within seven working days after receiving the request for corrective action and informing the customer of the action taken, of it's progress. All corrective action shall be recorded on a rejection form (SMF-201A) and retained in the inspection department.

12.2a When a request for corrective action is received, it is submitted to the quality control manager, who will determine the cause of the deficiency and the department responsible. They will then notify the responsible department and request that the department correct the deficiency. Quality control will then, within seven working days, verify that corrective action has been taken, or is in progress, and will notify the customer.

12.2b Each week, the quality control manager will review all job folders and any materials returned by customers to:

- A. Determine the recurring discrepancies
- B. Find major errors in production inspection
- C. Analyze the percentage of defective articles produced by each department
- D. Notify department heads of deficiencies
- E. Request that supervisors suggest and initiate corrective action to prevent recurring deficiencies.
- F. Determine if the previous week's corrective action was successful

Quality control will use each department's weekly scrap percentages to maintain a trend chart, monitoring each department's quality level.

12.3 Corrective Action Request Form SMF-210

When the quality control manager requests that a department take corrective action, the request will be recorded on the Corrective Action Request Form (SMF-210). Quality control will fill the form out, following the instructions listed below, and the department to take corrective action will fill in the rest of the form.

- A. Cause of discrepancy
- B. Corrective actions taken / planned
- C. Date actions take affect
- D. Signature of supervisor

This form, when completed, will be returned to quality control where it will be kept on file.

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Section XIII Vendor Corrective Action

13.1 Purpose

The purpose of vendor corrective action is to provide a means for taking prompt action when Sweeney Metal Fabricators receives discrepant materials.

13.2 Procedure

When discrepant materials are received, the material review board will send a corrective action request form (SMF-3210) to the vendor. A member of the material review board will fill out, in the appropriate areas:

- A. Request number
- B. Date of request
- C. Name of inspector
- D. Date the reply is due
- E. Part number
- F. Part name
- G. Quantity accepted
- H. Quantity rejected
- I. Frequency of recurrence
- J. The discrepancy

A reply from the vendor will be due within seven working days. If the reply is not received, a second notice will be sent. When the reply comes in, the Material Review Board will review the action and either accept or reject the action. If the action is rejected, the Material Review Board will notify the vendor and request that proper action be taken.

Corrective Action Request

SMF-210

Return To:	Returned By:
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Date:	Reply Due Date:	Buyer:
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PO #:	Part #	Description
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DMR #:	Inspector:	
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Description of Condition:

Apparent Cause:

Actual Cause:

Action Taken to Prevent Recurrence:

Signature	Title	Date

Receiving Inspection Instructions

SMF-211

Part #:	Description:
Approved By:	Date:

Feature To Check	AQL	Inspection Method to Use	Reference Document

<h2 style="margin: 0;">Supplier Corrective Action Request</h2> <p style="margin: 0;">SMF-3210</p>			<p style="text-align: center; margin: 0;">DMR #</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p style="margin: 0;">Date: ___/___/___</p>						
Job#	Part # / Rev	Description							
PO#	Vendor	Vendor Ref #							
Process		Applicable Spec.							
Qty Ordered	Qty Received	Qty Sampled	Qty Rejected						
Nature of Discrepancy									
Disposition <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Return for Rework</td> <td style="width: 50%;"><input type="checkbox"/> Use As Is</td> </tr> <tr> <td><input type="checkbox"/> Return for Credit</td> <td><input type="checkbox"/> Scrap</td> </tr> <tr> <td><input type="checkbox"/> Return for Evaluation</td> <td></td> </tr> </table>				<input type="checkbox"/> Return for Rework	<input type="checkbox"/> Use As Is	<input type="checkbox"/> Return for Credit	<input type="checkbox"/> Scrap	<input type="checkbox"/> Return for Evaluation	
<input type="checkbox"/> Return for Rework	<input type="checkbox"/> Use As Is								
<input type="checkbox"/> Return for Credit	<input type="checkbox"/> Scrap								
<input type="checkbox"/> Return for Evaluation									
Vendor Corrective Action									
Sweeney Metals QC Signature			Date						
Vendor QC Signature			Date						