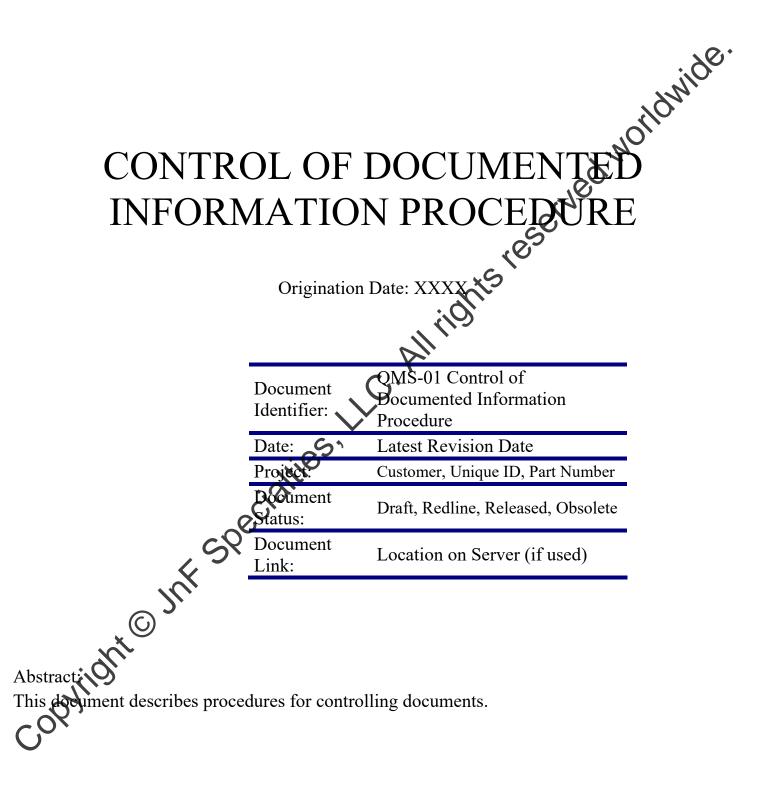
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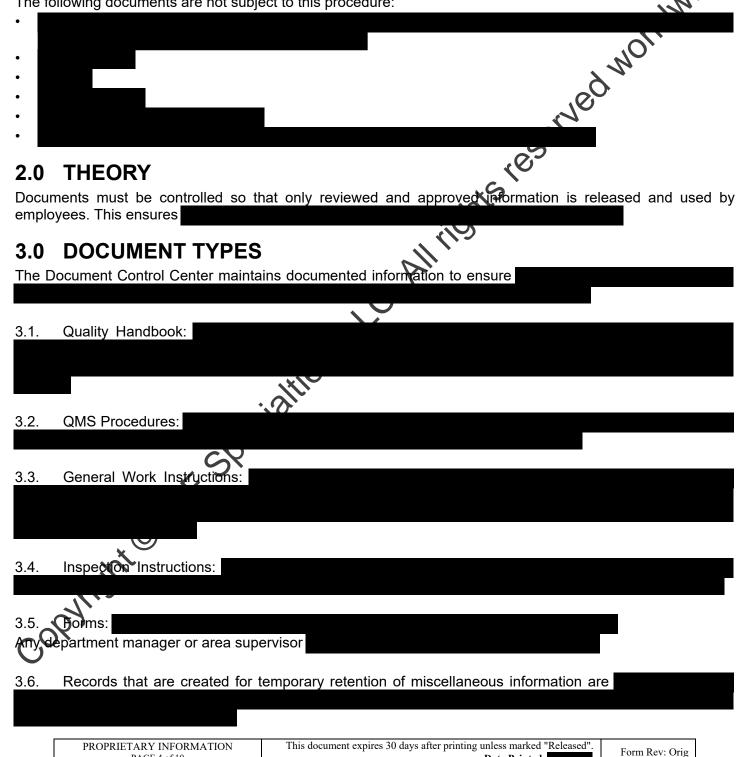


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1.0 PURPOSE

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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. 1 Mi The following documents are not subject to this procedure:



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4.0 QUALITY HANDBO 4.1. Creating the Quality Handbo The Quality Handbook has been		the Company, which include
4.2. Review and Approval The Quality Handbook is reviewed	and approved by top management bef	
4.3. Distribution The Quality Handbook is distributed The Document Control Center may	l electronically through the Company's i	internet server.
In some cases, a hardcopy of the	Quality Handbook may	
Each employee must		
4.4. Change Control Any employee may request a change	ge to the Quality Handbook. Requests	for changes may be made by
5.0 QUALITY MANAG 5.1. Creating New QMS Pore		DURES
	as soft files (MS Word, etc.). It is reco	ommended that files
5.2. Review and Approval QMS Procedures are reviewed and	approved by top management.	
Approval is indicated by		
		ernet server and/or via the intranet.
PROPRIETARY INFORMATION PAGE 5 of 10	This document expires 30 days after printing unle Da	ess marked "Released". te Printed: Form Rev: Orig

In some cases, a hardcopy of the procedure may Each employee must b.4. Change Control
Changes to QMS procedures are performed in the same manner as the Quality Handbook. Work
6.0 GENERAL WORK INSTRUCTIONS
6.1. Creating New Work Instructions
Where necessary, work affecting quality is NOTE REGARDING JOB SPECIFIC WORK INSTRUCTIONS Engineering may develop work instructions that are specific to a given job, which 6.2. **Review and Approval** Work instructions must be reviewed and approved by \odot 6.3. Distribution General work instructions are distributed electronically through the Company's internet server and/or via the intranet. The Document Control Senter may retain In some cases, a hardcory of the work instruction may Each employee must 6.4. ge Control Chances to general work instructions are performed in the same manner as the Quality Handbook. When general work instructions are changed,

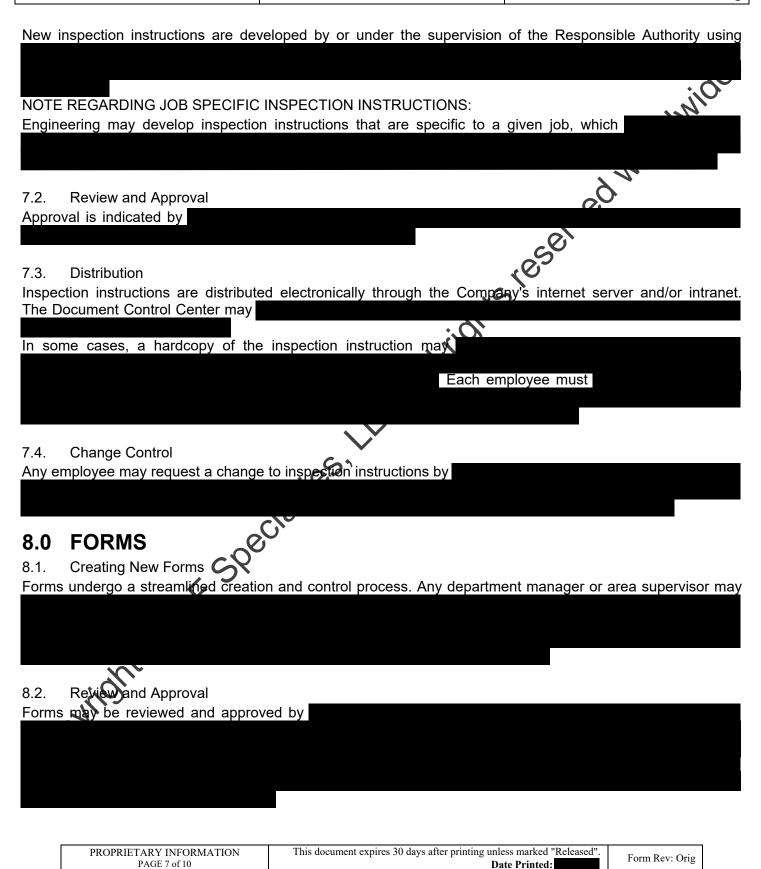
7.0 INSPECTION INSTRUCTIONS

7.1. Creating New Inspection Instructions

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8.3. Distribution

Forms are made available through the Company's internet server, intranet or Document Control Center. These may

8.4. Change Control

Any employee may submit a **Request for Change** to the appropriate area manager responsible for the form erveo and

EXTERNAL DOCUMENTS 9.0

9.1. Some external (third party) standards or specifications may

Third party specifications and engineering drawings including those of the Customer, are controlled 9.2. according to the QMS-02 Configuration Management Procedure. Where control of an external document is



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

PAGE 8 of 10

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

11.2	The listed "controller" must		
113	Records for active contracts a	are	
G			
11.4	The Document Control Center	er	
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CAGE	: xxxxx		Rev: Orig
11.5 11.6	Records that are discarded a Hardcopy records are	fter retention shall	
11.7	Records are available for rev	view by the Customer and copies	
11.8 11.9	Records are	uire vendors to maintain records for	the Company Justead
11.10	Electronic records are		
11.11	Local computer data that is s	tored on company computers must	S
11.12	When making corrections to	written record entries, the error	
11.13	Correction fluid or correction	tape is not to be used on any quality re	ecords.
Left bl	ank intentionally	cialites	
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APPENDIX A: RECORD RETENTION MATRIX

Required Record or Document Type	Company Record	Controller	Туре	Location	Minimum Retention
Calibration records	Calibration		Form		724
Contract review					
records	Contract review		Form		
Control of				>	~
nonconformities	RFS		Form	O	►
Corrective actions	RFS		Form	20	
Design change records	Engineering order		Form	Serve	
Design input				2	
records	Engineering order		Form C		
Design review			N ¹		
records	Engineering order		FOR		
Design validation	Production	~			
records	inspection		Form		-
Design verification	Production	e v			
records	inspection	U.	Form		
First Article			_		
Inspection	First article		Form		
Internal audit	Internal audit	^	F a maa		
records			Form		
Lost, damaged or unsuitable Customer					l l
property	Customer property		Form		
Management review	Management				
meeting reports	review report		Form		
Record of realization					
process	Engineering order		Form		
Record of release of	Production				
product (C)	inspection		Form		
Supplier evaluation	Supplier evaluation		Form		
:01	Production				
Traceability records	inspection		Form		
Training records	Training record		Form		