MIL-I-45208A Inspection System

(05/08)

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

Used On	Contract#:		Stallion Machine Shop LLC					
Prepared By:	Stallion Machine Shop LLC							
Your Dept:	Quality							
Your Dept:			**INSPECTION SYSTEM**					
Your Dept:			QA-1001					
Your Dept:			Size:	**A**	CAGE:		Form Rev: Orig	

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This inspection system is based upon MIL-I-45208A and is subject to Customer evaluation and verification.[3.13]

NOTE:
The paragraph numbers in this quality manual do not correspond to the paragraph numbers in the standard. This quality manual displays superscript numbers to establish the relationship between the standard and content in this quality manual. Superscript numbers correspond to paragraph numbers from MIL-I-45208A. Paragraphs 1, 2, 4 through 6 in MIL-I-45208A only provide guidance (except 2.1) to implement the standard and do not require reference in a quality manual.

1.0 SCOPE[3.1]

The quality policy is to perform all activities in a manner that reflects a total commitment to quality. This means maintaining the highest standards of quality in all products and services and

1.0 SCOPE[3.1]

The quality policy is to perform all activities in a manner that reflects a total commitment to quality. This means maintaining the highest standards of quality in all products and services and a dedication to the principle of maintaining the highest levels of quality and integrity in communicating with people inside and outside. It is also the quality policy to prevent production and distribution of products that would pose unreasonable risks to health, safety, or the environment. It is a goal of the Company to encourage all employees to strive for individual excellence in their work and in their association with other people inside and outside of the workplace. The Company strives to motivate employees to achieve this excellence by providing leadership, training, proper materials, facilities and a cooperative environment. Company managers are responsible for developing organizations and systems that accommodate the goal of achieving Customer satisfaction. Managers must recognize and support employees charged with the responsibility of interacting with Customers. Employees who are authorized to work with Customers are responsible for carefully listening and fully understanding their requirements and expectations. These employees shall be as responsive as possible to those needs within the province and spirit of good business practices. Managers must monitor Customer satisfaction on a continuing basis, making appropriate adjustments and corrections if problems occur. This Quality Manual is produced to provide guidance to achieve these policies and goals. This manual of policies and procedures shall be subject to review by the Customer. The Company's Mission is to continually improve products and services.

2.0 ORGANIZATION

2.1 Quality Responsibility and Authority[3.2.3]

The quality manager has the responsibility and authority to resolve matters relative to quality in products, processes, and services from internal and external sources. Quality may suspend internal and external processes and services that do not meet requirements until appropriate corrective and preventive action is implemented on an expedited, high priority basis.
In addition, Quality may withhold internal and external shipments of products that do not meet requirements until appropriate corrective and preventive action is implemented on an expedited, high priority basis. The quality manager reports directly to the President. Quality supervisors, inspectors, and auditors report directly to the quality manager.

2.1.1 Problem Resolution

Quality problems resulting from a variance to a program requirement shall be resolved by the organizational Group assigned the specific responsibility. Decisions affecting Quality, Cost or Schedule shall be recorded using documented correspondence and the correspondence shall be distributed and retained. Each organizational Group has the authority, responsibility and freedom to initiate, recommend or provide solutions for programmatic problems; however, each Group is expected to fulfill this inspection system at all levels and protect the quality effort of other Groups upon which they have an influence.

2.2 Initial Quality Planning[3.11.1, 3.11.2]

The Quality Group is responsible for review of new and pending work based on the receipt of a Request for Quote (RFQ), the receipt of a new contract, potential contract or the activation of a Company-funded program to integrate special or unusual contract requirements into quality plans and procedures. The form used to record this review is QC-118, Basic Contract Review.

2.3 Inspection and Testing Documentation[3.2.1]

2.3.1 Preparation

All work affecting quality shall be described by clear and complete documented instructions of a type appropriate to the circumstance. Preparation, maintenance, reviews and compliance with instructions is accomplished in 'real-time' or as a result of the initial quality planning function.

2.3.2 Inspection Instructions[3.9]

- The Quality Manager shall prepare an inspection check sheet (ICS) QC-101 for all inspection work for each operation to be performed

- The completed inspection check sheet shall be approved by the Quality Manager.

After approval the ICS is released for use where specified. The ICS is exempt from issue control; however, any change to referenced documents requires the ICS to be revised accordingly.

2.4 Records[3.2.2]

2.4.1 General

Data to be recorded includes any record appropriate to the economical and effective operation of this inspection system. Records shall be available for review by the Customer and copies of non-proprietary records shall be furnished to the Customer upon request. Inspection, monitoring and testing records indicate the nature of the inspection (type), number of samples inspected, number and type of deficiencies found, acceptability of work or products, observations of anomalous characteristics made during inspection and the action taken in connection with deficiencies.

2.4.2 Record Verification

Records are examined for legibility, completeness, and correctness. Errors shall be lined out with a single line so that the text is not obscured, then corrected and validated by initials and date or stamp and date (date = mo/yr).

2.4.3 Record Maintenance

A Document Control Center can be used to maintain records as directed by the contract or for seven (7) years if not specified by the contract. To the extent practicable, records shall be stored with a cross-reference index that enables convenient search and retrieval of specific data. Storage containers shall be clearly marked as to contents, retention dates and department ownership.

2.4.4 Active Records

Records for active contracts shall be maintained in the accounting office. Records shall be removed from the active files at the end of the contract; packaged, indexed and stored by the Document Control Center.

2.4.4.1 Objective Evidence

Records shall be collected or produced to the extent necessary to provide objective evidence of compliance to configuration documents and contract directives.

2.5 Corrective Action[3.2.3]

2.5.1 Internal Corrective Action Requests

A Corrective Action Request (CAR) or a Request for Corrective Action (RFCA) QC-102 shall be initiated as promptly as practicable to determine the cause of a design, purchasing, manufacturing, testing or other operational deficiency that could result or has resulted in defective supplies, services, facilities, technical data, excessive losses or extraordinary costs. An internal CAR or RFCA may result from a Material Review Board action, Customer audit or QC-124 Inspection System Survey. Company and Customer audit findings that identify assignable conditions that are adverse to quality shall be corrected on an expedited, high priority basis.

2.5.2 Corrective Action Implementation by the MRB

The MRB forwards the CAR or RFCA to the assigned Group where an analysis of data and an examination of scrapped or reworked product shall be performed to determine the extent and cause of the discrepancy. An analysis of trends in processes or work performance may be conducted to prevent nonconforming products or services and required improvements and corrections shall be introduced.

2.5.2.1 Corrective Action Monitoring

An initial review of the adequacy of improvements and corrections and the monitoring of the effectiveness of actions taken shall be recorded on the Corrective Action Request form QC-102. The review and monitoring schedule shall be determined by the MRB or by the Quality Group.

2.5.3 Supplier Corrective Action

A Supplier corrective action shall be initiated by the Company MRB, Purchasing Group or a Customer. A Corrective Action Request (CAR or RFCA) form shall be completed as specified by the Customer, the MRB or by the Quality Group. The CAR/RFCA form QC-102 shall be logged by receiving inspection for control purpose and forwarded to the Supplier by the Purchasing Group. The Supplier is normally provided 30 calendar days to respond. If the form has not been received after a 15-day grace period, the Quality Group may withhold acceptance of all future shipments from the Supplier until the reporting requirement is in compliance. After receipt of the Supplier response it shall be reviewed by the Quality Group, who may request additional data from the Supplier. Acceptable Supplier responses shall be forwarded to Purchasing and to receiving inspection. An initial review of the adequacy of improvements and corrections and the monitoring of the effectiveness of actions taken over a specified

procurement period shall be recorded on the Supplier response form. The review and monitoring schedule shall be determined by the MRB or by the Quality Group.

2.5.4 Customer Request for Corrective Action

A Customer request for corrective action may be communicated verbally, by letter or by formal corrective action request. These requests may be received by Contracts, Engineering, Project Management, Quality or other Group(s). In all cases the Customer request should be immediately forwarded to the Quality Group.

2.5.4.1 Corrective Action Implementation

The Corrective Action Board (CAB), working with other Company organizations as needed, analyzes the Customer request, determines its validity, assists in determining the cause of the problem and identifies the organization responsible for completing the corrective action.

2.5.4.2 Corrective Action Progress

Progress of the corrective action shall be monitored by the Quality Group to maintain compliance to the reporting schedule imposed by the Customer. When the corrective action is complete the Quality Group reviews and completes the corrective action form appropriate to the circumstance as to the actual cause of the discrepancy, the action taken to prevent recurrence, the date of effectivity, the actual unit of production or the actual process affected and prepares a response for transmittal to the Customer.

3.0 FACILITIES AND STANDARDS

3.1 Drawings, Documentation and Changes[3.2.4]

The Quality Group shall verify that the latest revision level of documents that are specified by contract are recorded on the Inspection Check Sheet QC-101 and are used for fabrication, inspection and testing - obsolete and superseded documents shall be removed from all points of use.

3.2 Change Control[3.2.4]

Changes to contractual requirements shall be documented using an Engineering Order QC-109, Request for Waiver / Deviation QC-110 or an Engineering Change Proposal QC-111 according to the terms of the contract. The Quality Group shall upgrade inspection and test instructions, manufacturing travelers, data lists and/or routing tickets as required by the approved change.

3.3 Measuring and Test Equipment[2.1, 3.3]

All measuring and test equipment instruments and devices used to determine a deliverable item's conformance to specified requirements shall be provided and maintained according to QC-116 and shall be calibrated at regularly scheduled intervals that are determined on the basis of time. All measuring and test equipment devices shall be calibrated with certified measurement standards, transfer measurement standards or reference instruments that have known valid relationships to national standards from the National Institute of Standards and Technology (NIST) or natural physical constants, such as, but not limited to: freezing and boiling points of water, solidus or liquidus points of ultra-pure metals, primary chemical

standards, etc. The collective uncertainties of measurement standards must not exceed 25 percent of the acceptable tolerance of each characteristic being calibrated. New measuring and test equipment instruments and devices shall be evaluated by the Quality Group at receiving inspection to determine the applicability of calibration control. Instruments and devices that require calibration control shall be processed. Instruments and devices that are not used to directly or indirectly determine product conformance shall be labeled as exempt from calibration control. Records shall be maintained that identify each item of measuring and test equipment, and each measurement standard. The records shall list and date each instance of calibration and cite measurements and adjustments. The records shall demonstrate traceability of the calibration work to the NIST. Each item of measuring and test equipment and measurement standard shall be marked showing the date of the most recent calibration, the initials or stamp of the technician who performed the calibration, the accuracy of the device and the date when the next calibration is scheduled. Measuring and test equipment instruments and devices shall not be calibrated with measurement standards that have exceeded their calibration due date. Inspectors and test technicians shall not accept measurement values obtained on measuring and test equipment that have exceeded their calibration due date. Employee-owned measuring and test equipment instruments and devices shall be calibrated on a regularly scheduled basis. Tools that are used for inspection purposes shall be calibrated prior to use.

The environment where measuring and test equipment instruments and devices are both calibrated and used shall be controlled to the extent necessary to assure required accuracy, with consideration given to temperature, humidity, vibration, cleanliness and other controllable factors.

3.4 Use of Contractor's Inspection Equipment[3.3]

3.4.1 Availability

Gauges, inspection devices and test equipment shall be made available for use by Customers when they have a need to verify product conformance. The Customer's use of the equipment is routinely under the direct observation of a representative of the Quality Group. Company personnel shall be available to operate the equipment and to verify its accuracy and condition on the Customer's behalf when requested.

3.5 Control of Purchases[3.11, 3.11.1, 3.11.2, 3.11.3]

3.5.1 Procurement Document Requirements Review

The Quality Group shall review each purchase order for deliverable supplies to determine if all contractual 'flow down' and internal quality requirements have been specified according to the governing contract.

The Supplier shall be directed to provide some or all of the following:

- Inspection/test records or other records as to functional, chemical, and/or physical properties of the items being procured
- Certification of shelf-life limitations and storage requirements

- Certification that the delivered goods conform to procurement document requirements
- Coordination of Customer source inspection and corrective action
- Preservation, packaging, packing and shipping to protect supplies from damage in transit

If there are discrepancies in the procurement document it shall be returned for correction, additions or deletions. If the procurement document is determined to be adequate it shall be initialed by a Quality Group representative.

3.6 Materials and Material Control[3.9, 3.12]

3.6.1 Receiving Inspection

All materials shall be evaluated by receiver to assure conformance to technical requirements, completeness, transit damage and proper and complete documentation.

Receiving inspection may be adjusted upon the basis of the quality assurance program exercised by the Supplier or by evidence of the Supplier's satisfactory control of quality as demonstrated by the delivered supply.

When an item drawing is revised and/or when an item is purchased to a revision level that differs from parts in stores, the early revision parts in stores shall be re-inspected and processed through material review.

Parts that have been sent out for special processing shall be inspected when returned only for the process performed and for transportation and handling defects.

A statistically sampled lot of material awaiting non-conformance disposition is not released to production until completion of MRB. The acceptable material from a lot subjected to 100% inspection may be released to production upon completion of appropriate documentation.

Measuring and test equipment devices and measurement standards that have been received from external calibration and/or repair shall be forwarded to the Metrology department for processing. All new measuring instruments and devices shall be evaluated to determine the need for calibration control. Measuring instruments and devices that directly or indirectly determine product conformance shall be forwarded to the Metrology department for processing.

Materials that have been source inspected shall be examined upon receipt only for count, transit damage and the completeness and correctness of the accompanying documentation (such as certificates and test reports).

All incoming supplies shall be processed in the priority sequence of the date when the materials are required.

Incoming supplies shall be identified to preclude their commingling with accepted supplies or supplies awaiting completion of tests.

All limited shelf life items must not exceed their shelf life expiration date. The shelf life item manufacturer shall be contacted when material is received that does not specify an expiration date.

Accepted supplies shall be identified with appropriate lot number and forwarded to stores.

Rejected supplies shall be identified and/or forwarded to a withhold area pending Material Review Board disposition. Receiving inspection personnel shall observe the following document order of precedence in the event of conflict, ambiguity or contradiction:

Typed provision set forth on the Contract/Purchase Order, Contract/Purchase Order, preprinted portion of the Contract/Purchase Order including the General Provisions, Statement of Work, specification/drawings attached or incorporated by reference.
Company specifications do not take precedence over those of an agency of the Government and both take precedence over those of the Vendor/Seller.

3.6.2 Raw Material Inspection
The Purchasing Group specifies physical and/or chemical characteristics and properties on purchase orders for raw materials. The purchase order shall require the Supplier to provide certificates and test reports attesting to conformance of the raw material to specified requirements.
Receiving inspection personnel shall inspect incoming raw materials against the purchase order requirements and other applicable documents.
Raw material waiting for inspection shall be identified or segregated to the extent practicable from accepted material.
Accepted materials shall be identified with appropriate lot number and forwarded to the designated area. Raw material identification shall be maintained until such time as processing necessarily obliterates its identity.
Unacceptable materials shall be submitted to the Material Review Board using form QC-103.
3.6.3 Control of Special Materials
The identification tags for rubber components or parts with rubber components shall exhibit a cure date. The date shall be indicated by calendar quarter, i.e., cure date (3Q02) indicates the oldest rubber part was manufactured during the third (3) quarter (Q) of 2002. Material which is packaged to prevent exposure to light, heat and noxious gases may be shipped and used up to the manufacturer's maximum shelf life: neoprene and ethylene propylene shelf life is 5-10 years and buna N is 2-5 years.

3.7 Production Processing and Fabrication[3.2.1]

3.7.1 In-process Inspection
The Quality Group is responsible for examining engineering and manufacturing documentation for the purpose of identifying the criteria (inspection requirements) for approval and rejection of each work operation, its associated equipment, personnel and the deliverable supplies produced by the process. Parts, components and subassemblies shall be inspected throughout their stages of manufacture. These inspections shall be performed as defined by the inspection instructions QC-101, Work Order QC-107, Manufacturing or Quality Procedures, other quality program requirements or when there is an occurrence of some nature that indicates that a special inspection is appropriate as determined by the Quality Group.

Whenever a material condition exists that differs from "normal" the inspector shall alert supervision for further investigation. The "alert" should be in the form of a Material Review Report QC-103 or other appropriate documentation suitable for the circumstance.

3.7.2 Inspection Methods[3.4]

Inspection methods may include, but are not limited to: inspections by production personnel with monitoring and/or witnessing by the Quality Group, automated inspection gauges, moving line or lot sampling, set-up or first-piece approval, product inspection station(s), inspection or test department(s) and/or roving inspectors. Inspections shall be made using applicable inspection instructions, drawings, specifications, and other appropriate reference materials. The inspection shall include verification of compliance to: workmanship standards, physical and functional characteristics, complete and correct documentation and the effectiveness of special processes (sic). When physical inspection of processed supplies is impossible or disadvantageous, indirect control of product quality shall be accomplished by monitoring processing methods, equipment and personnel. Physical inspection and process monitoring shall be performed when control of product quality is inadequate without both methods.

3.7.3 Identification[3.5]

Parts or assemblies found to be in compliance with inspection requirements shall be identified as acceptable on the accompanying Inspection Check Sheet or a Good Material Tag. Supplies that require rework shall be routed to the appropriate department with rework instructions. Supplies that are rejected shall be forwarded to a secure holding area or be segregated to the extent practicable and a Material Report (MR) QC-103 shall be prepared.

A copy of the MR shall be maintained with the supplies.

3.7.4 Failure Reporting[3.7]

A Material Report QC-103 shall be initiated by process or inspection personnel for each failure detected, including those discovered during unit test, system test, acceptance test and field test.

3.7.5 Tooling Inspection[3.3]

All production tools such as jigs, fixtures and templates used for producing deliverable supplies shall be inspected prior to use. Tools that are used for inspection purposes shall be calibrated prior to use. Tools shall be inspected in terms of their tool designs and work orders.

Tools shall be proofed prior to use by inspecting parts produced using the appropriate engineering drawings and/or specifications.

3.8 Completed Item Inspection and Testing[3.2.1, 3.5]

3.8.1 Final Physical and Visual Inspection

All finished goods shall be inspected as specified on the applicable inspection check sheetr or as specified by the Quality Group. Parts and assemblies shall be processed only after all operations specified on applicable process documentation are identified as complete and accepted. Inspections shall be made using applicable inspection instructions, drawings, specifications and other appropriate reference materials. The inspection process shall include an examination of the accompanying documentation for completeness and correctness and shall include an examination of conformance to specifications, workmanship, physical and functional characteristics, damage, deterioration and the appropriate markings on parts and assemblies. Completed supplies shall be examined to make certain that appropriate warnings and safety notices are attached, if required. When specified, parts or assemblies found to be acceptable

shall be marked using an inspection steel stamp, an inspection rubber stamp, electric etching, a Good Material Tag or appropriate documentation. Discrepancies shall be recorded for each part or assembly on a Material Report QC-103. The Material Review process shall report unusual difficulties, deficiencies or questionable conditions to designers for appropriate action.
When modifications, repairs or replacements are required after final inspection or testing, re-inspection and retesting of any characteristic affected shall be performed to the extent required.

3.8.2 Final Acceptance Testing

Supplies shall be approved for acceptance testing after a determination has been made that the supply is complete, that all operations have been completed and there are no incomplete documentation items. Completed supplies requiring testing shall be tested according to the applicable Inspection Instruction, Traveler, Acceptance Test Procedure that is prepared according to Customer requirements or as specified by the Quality Group. Completed supplies shall be examined to make certain that appropriate warnings and safety notices are attached, if required. When specified, parts or assemblies found to be acceptable shall be marked using an inspection steel stamp, an inspection rubber stamp, electric etching, a Good Material Tag or appropriate documentation. Discrepancies shall be recorded for each part or assembly on a Material Report QC-103. The Material Review process shall report unusual difficulties, deficiencies or questionable conditions to designers for appropriate action.
When modifications, repairs or replacements are required after final inspection or testing, re-inspection and retesting of any characteristic affected shall be performed to the extent required.

3.8.3 Final Acceptance Processing

After successful completion of final inspection and test, completed supplies shall be examined for the following:

- Completeness and correctness of documentation
- The presence, where specified, of the appropriate inspection stamp
- Cleanliness of the finished supply
- For hardware, the quality of the finished surfaces
- The absence or presence of handling damage
- Missing finishes, items or parts
- The presence and correctness of nameplates, where specified
- Compliance to weight requirement, when specified

Documentation attesting to the acceptance of the supply shall be annotated upon completion of the final inspection and test.

3.9 Handling, Storage and Delivery

3.9.1 Protecting Product Quality

The Quality Group specifies, where required and according to contractual directives, instructions for the proper handling, preservation, storage, packaging and shipping of supplies to protect quality and prevent damage, loss, deterioration, degradation or substitution of products.

- Receiving inspection shall be responsible for monitoring Supplier compliance to specifications designed to protect product quality.
- Final inspection shall be responsible for overseeing the proper packaging of finished supplies prior to shipment, e.g., application of: dehydrating agent, shock indicator, humidity indicator, temperature indicator, preservation, packaging, packing and reinforcement, palletization binding and cap, bar codes, interior and exterior container marking and special labeling. Final inspection shall also be responsible for supervising the proper shipping of supplies, including the verification that the shipping documents are correct and appropriately stamped and containers are properly loaded and secured in shipping vehicles and are properly labeled. The inspection process shall include verification of the quantity and type of items and the performance of packaging tests as required.
- The Quality Group shall be responsible for preparing packaging instructions compliant with contract directives and for compliance with applicable federal, military, state and international regulations. Packaging instructions shall include means for accommodating and maintaining critical environments within packages when necessary. Labeling to indicate the enclosed environment shall be provided.

3.10 Nonconforming Material[3.7]

3.10.1 Material Review Board

The primary responsibility of the Material Review Board shall be to assess the impact of the reported suspect condition, define the necessary actions to be taken, decide on the utilization of the suspect item and ensure that effective remedial and preventive actions are taken and documented. When appropriate, the MRB can recommend, in writing, the inclusion of certain supplies and repairs in Standard Repair or Rework Procedures with Customer concurrence.

3.10.2 Material Review Processing

- A Material Report QC-103 shall be prepared for all suspect supplies.
- MRB authority extends to all designs up to the Customer's drawing level. Customer acceptance of MRB disposition is required for all supplies produced according to a Customer drawing or as specified by the contract.

3.11 Government Inspection at Subcontractor or Vendor Facilities[3.8, 3.11, 3.11.1, 3.11.2]

When the Customer wishes to conduct Source Inspection at a Supplier's facility the following statement is normally included in the Customer's purchase agreement: "On receipt of this order, promptly furnish a copy to the Government Representative who normally services your plant or, if none, to the nearest Army, Navy, Air Force, or Defense Supply Agency inspection office. In the event the representative or office cannot be located, our purchasing agent should be notified immediately".

When the Customer contract is accepted the Source Inspection statement shall be added to the affected purchase orders. Customer Source Inspections shall not relieve the Company of its

responsibility to provide conforming products or services or waive the Company's requirement to inspect subcontractor supplies. Gauges and test equipment shall be available for Customer use during the Source Inspection at the Supplier's facility. When supplies are ready for Source Inspection the Customer shall be notified by the Quality Group. Nonconforming products detected by the Customer at the Supplier's facility shall be communicated by the Supplier to the Company Quality Group for MRB disposition. The Supplier shall be required to coordinate corrective actions with the Customer when requested. The Supplier shall provide contract documents to the Customer upon request or by direction of the purchase order.

3.12 Government Property[3.6]

Government and Customer property shall be controlled according to QC-115, contractual requirements and applicable property and/or facility agreements, including, but not limited to:

- Examination upon receipt, consistent with practicability, to detect damage in transit
- Inspection for completeness and proper type.
- Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and deterioration during storage.
- Functional testing, either prior to or after installation, or both, as required by contract to determine satisfactory operation.
- Identification and protection from improper use or disposition.
- Verification of quantity.
- Report any material found damaged, malfunctioning or otherwise unsuitable for use and the probable cause and necessity for withholding material from use.

3.12.1 Bailed Property

Bailed property shall be controlled according to contractual requirements and applicable property and/or facility agreements.

Referenced Documents:
QC-101 – Inspection Check Sheet
QC-102 – Request for Corrective Action
QC-103 – Material Report Form
QC-107 – Work Order
QC-109 – Engineering Order
QC-110 – Request for Waiver / Deviation
QC-116 – Calibration System and Forms
QC-117 – Supplier Quality Requirements
QC-118 – Basic Contract Review

Stallion Machine Shop LLC
Inspection Check Sheet

PART NO. _____ **CUSTOMER:** _____
OPERATION: _____ **P.O. #** _____

DATE TIME								QUANTITY	TOTAL QUANTITY	OPERATOR	REMARKS

Form QC-101 Rev.: Orig

REQUEST FOR CORRECTIVE ACTION

1	RFCA#:	Date:	MR#:
2	☐ Internal	☐ External	
3	To:	Return To: Stallion Machine Shop LLC Attention: Jesse Confessore Address: 838 N. Dick Price Rd. Kennedale, TX 76060	
4	Classification of Defect ☐ Critical ☐ Major ☐ Minor Required Response(Working Days) ☐ ___ Days ☐ 15Days ☐ 30Days ☐ Implement Next Purchase Order	Nonconformance Report#: Purchase Order#: Part#: Spec#: Lot Qty: Reject Qty: Supplier Type:	
5	Part Description:		
6	Description of Discrepancy (Include Data)		
7	Verified Root Cause		
8	Corrective Action Plan		
9	Controls to Prevent Recurrence		
10	Completion Date:	Implemented Next Order's#:	
11	Signature	Dept/Company	
12	Originator's Verification and Approval Approval: ☐ Yes ☐ No	Verified By: Date:	
13	Reason for Non-Approval		

MATERIAL REPORT

☐**Nonconformance** ☐**Continuous Improvement Opportunity** ☐**Calculated Risk Release**

SUBCONTRACTOR:_____ DATE RECEIVED: _____

MR#: SHEET ____ OF ____

Traveler#:		Op#:		Quantity Received:		Job Number:	
Item Name:		**Description: ID S/B Spec#, Para#, & IS Condition w/Quantity &Dimension Affected**					**# Discrepant**
Dwg/Spec:							
Part#:							
Part# Rev:							
Lot or S/N:							
P.O.#:							
Qty Inspected:							
Area:							
Date:							
Inspector:							
Project Name:							

Disposition Instructions

Root Cause:

Affect on Supply:

Immediate Action, Responsibility and Date Performed or Schedule:

Corrective Action Plan, Responsibility and Date Performed, Schedule or **Special Instructions**:

Actions taken to Prevent Recurrence, Responsibility and Date Performed or Schedule:

CLASSIFICATION	MRB Disposition
MAJOR	☐**Scrap** ☐**RTV** ☐**Waiver/Deviation** ☐**Non-Standard Rework/Repair** ☐**Non-Flight**
MINOR	☐Standard Rework/Repair ☐Conditional Acceptance
NONE	☐Precautionary ☐Clarification ☐Notification Trend: ☐Yes ☐No

Material Review Board Acceptance

Products/Date	Manufacturing/Date	Quality/Date	Referee/Date
Rework/Repair Operator	Rework/Repair Date	Rework Inspector/Date	Customer/Date
Rework Time:	---	Rework QC Time:	Sum of Time Consumed by MRB:

ACN=Advance Change Notice; RFCA=Request for Corrective Action; RTV=Return to Vendor; Supplement=Add to Existing Procedure

STALLION MACHINE SHOP LLC

CUSTOMER: _____

PART: _____ P.O. # _____

WORK ORDER

QUANTITY	ITEM DESCRIPTION	WORK DATE	TIME IN	TIME OUT

EO NUMBER:	DATE:	MR#:

ENGINEERING ORDER

Page of

CLASS I☐ II☐	PERSON REQUESTING ENGINEERING ORDER:	
	PERSON WRITING ENGINEERING ORDER:	

HOLD PO'S PENDING APPROVAL YES☐ NO☐	CUSTOMER APPROVAL YES☐ NO☐	CUSTOMER CONCURRENCE YES☐ NO☐	EXISTING PARTS AFFECTED YES☐ NO☐

TITLE:		CURRENT REV:		PRODUCT OR LOT AFFECTED
DOC#:		CHANGE REV TO:		
USED ON:		MATERIALS MGR:		#:

REASON FOR CHANGE:

DESCRIPTION OF CHANGE DESCRIBE WAS AND IS CONDITION

E.O. Orientation:

Effectivity/Release Data:

CUSTOMER APPROVAL/CONCURRENCE:

ITEMS AFFECTED	YES	NO	PROJECT ENGINEER:	
DRAWING:	☐	☐	PRODUCTS:	
COMPONENT:	☐	☐	MANUFACTURING:	
QC PROCESS/TEST:	☐	☐	QUALITY:	
GAGE/FIXTURE:	☐	☐	ENV/HEALTH/SAFETY:	

REQUEST FOR DEVIATION / WAIVER

1. NAME AND ADDRESS	2. CAGE CODE	3. RDW NO.
Stallion Machine Shop LLC 838 N. Dick Price Rd. Kennedale, TX 76060	4. PURCHASE ORDER NO.	5. DATE
	4a. PURCHASE ORDER LINE NO.	6. DEVIATION ☐ WAIVER ☐

7. SPECIFICATIONS AND ENGINEERING DRAWINGS AFFECTED

NUMBER	REV	CAGE	NUMBER	REV	CAGE

8. PART NO. AND NAME

9. TITLE OF DEVIATION OR WAIVER

10. DESCRIPTION OF DEVIATION OR WAIVER

11. NEED FOR DEVIATION OR WAIVER (REASON)

12. EFFECT ON DELIVERY SCHEDULE None if accepted	13. PRODUCTION EFFECTIVITY
14. EFFECT ON P.O. PRICE None if accepted	15. QUANTITY OF ITEMS INVOLVED
16. RECURRING DEVIATION/WAIVER: YES ☐ NO ☐	17. CORRECTIVE ACTION YES ☐ NO ☐
PROGRAM MANAGER/ENGINEER DATE	QUALITY MANAGER DATE
CUSTOMER APPROVAL:	Date:

Form QC-110 Rev: Orig

BASIC CONTRACT REVIEW

Program Name:					
Program Source:					
RFQ#:	Contract Type:				
Customer:					
Contract#:	Contract Type:				
Customer:					
Company Funded, Account#:	Job #:				
Program Manager:					
Product Description:					
Program Phase					
Exper: ☐	Adv Dev: ☐	Eng Dev: ☐	Pre-Prod: ☐	Prod: ☐	Other: ☐
Start Date:	End Date:	Quantity:	Rate/Mo:		
Customer Specification & Drawing#:					
Similarity to existing product:	Identical: ☐	Similar: ☐	None: ☐		
If Identical or Similar, explain:					
Quality Terms are Clear: ☐	Difficult to Interpret: ☐	Unclear: ☐			
COMMENTS:					
Analysis Made By			Reviewed By		
	Date:			Date:	