



# Quality Procedures Manual

## Quality Procedures

### 1. POLICY.

It is the policy of Future Design & Engineering Corporation to maintain a centrally coordinated manual of procedures related to Quality activities. Any employee concerned with quality issues and customer satisfaction is encouraged to draft and submit appropriate Quality Procedures.

### 2. RESPONSIBILITY.

The Quality Assurance Manager has overall responsibility for administration of this procedure which includes assuring that written procedures satisfy contractual requirements and promulgate company quality policies.

### 3. DEFINITIONS.

Quality Procedure A written document outlining the method or process to be performed in support of a Quality objective.

Quality Bulletin An instruction or directive which amplifies a procedure or document, authorizes temporary deviation from an established procedure, or addresses a unique situation not covered in the Quality Procedures Manual.

### 4. IMPLEMENTATION.

- A. All Procedures included in the Quality Procedures Manual are written in the format outlined in Exhibit A. Proposed new or revised Quality Procedures are submitted to QA where they are logged and distributed for review.
- B. Department managers and other cognizant personnel review proposed new Quality Procedures and return the procedure to QA with a departmental acceptance signature with red-lines changes as appropriate.
- C. Quality Procedures are approved and controlled by the QA Manager. Only the current revision of the procedure is available to users. Previous revisions are automatically superceded upon approval of a new revision. Quality Procedures are maintained as "read only" files on the FDE network. For customers, the Quality Manual and the Quality Procedures Manual are available in hard copy upon request.
- D. Quality Bulletins are issued through the Quality Assurance Managers. All Bulletins are serialized and maintained by Quality Assurance. Bulletins are of a limited duration as specified in the document.

### 5. REFERENCE.

Form QP-006, Quality Procedures Template  
Form QP-007, Quality Bulletins



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### Exhibit A

- The structure of Quality Procedures.
  1. **POLICY.**
  2. **RESPONSIBILITY.**
  3. **DEFINITIONS.**
  4. **IMPLEMENTATION.**
  5. **REFERENCE.**
- Paragraphs are in narrative format.
- Copies of relevant forms are included as attachments.
- A Revision Control Sheet is on file in the QA office. This cover sheet will identify the revision status and contain signoff signatures.
- Revision status is indicated by numerals. The initial issue of a procedure will be Rev. 0.