



# Quality Procedures Manual

## Quality Planning

### 1. POLICY.

Quality Planning is required for all contracts to assure customer satisfaction. The planning effort includes a review of contract requirements to identify and make timely provisions for the special controls, processes, and skills required. When required by contract, a formal documented Quality Plan is generated. The purpose of this procedure is to provide a means for implementing Quality Planning to support Future Design & Engineering's commitment to a Quality Program.

### 2. RESPONSIBILITIES.

The Quality Assurance Manager is responsible for the overall implementation of this procedure and the preparation of Quality Plans.

The Business Development Manager is responsible for the review and identification of quality related requirements outlined in each Request for Proposal (RFP) considered for bidding by FDE.

### 3. DEFINITIONS.

N/A

### 4. IMPLEMENTATION.

Quality Planning starts at the bid proposal stage. Once the decision has been made to bid and the need for Quality support is determined, a copy of the bid package is provided to Quality Assurance by the Business Development Department. The package includes a copy of the proposed contract, any product specifications, and any special instructions involving product or service requirements. The contract review determines the requirements for a formal Quality Planning document. As a part of the planning effort, all current documentation, specifications, procedures, and instructions are reviewed to insure compatibility with new requirements and to insure that these documents assure conformance to product specifications. The Quality Plan will outline contractual requirements and list how each is to be satisfied. New or additional quality requirements are addressed with revisions to the QA Manual, issuance of Quality Bulletins, or development of new Quality Procedures.

### 5. REFERENCE.

N/A