



Quality Procedures Manual

Document Final Acceptance Processing

1. POLICY.

Final review of deliverable documentation is part of the Future Design & Engineering quality program. Through this process, quality evaluation is made as to the completeness, correctness, and compliance of the documentation with established contractual, program, and company requirements.

2. RESPONSIBILITIES.

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

The Program Manager is responsible for compiling the Deliverable Documentation Checklist.

The Operations Manager is responsible for assembling and presenting document packages for final review along with the applicable checklist.

The shipping department will verify acceptance of documentation prior to shipping.

3. DEFINITIONS.

N/A

4. IMPLEMENTATION.

- A. The Program Manager will compile an applicable Deliverable Document Checklist(s), [QP-008](#), from the review of the contract, Quality Plan, purchase order, or other agreements. Any quality requirements or specifications will be listed on the checklist.
- B. The QA Manager or designated representative will review each deliverable document to assure compliance with any listed requirement or specification.
- C. The QA Manager or designated representative will review program specific configuration management and document review cycle records to assure proper program control and technical/content review of document products.
- D. QA will indicate acceptance of each document on the applicable checklist.
- E. QA will retain the original checklist but will provide a copy to accompany the documents to the shipping department.
- F. Shipping will verify QA acceptance of each document prior to shipping.

5. REFERENCE.

Deliverable Documentation Checklist, [QP-008](#)