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Quality Control Manual

The following manual is designed for the purpose of supplying our customers with quality fasteners that meet the provisions of the applicable purchase order. This manual is to be used when the customers purchase orders refer to a "Quality Control System" pertaining to a specific specification or drawing.

Revision 04 - 1

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Section 1.0- Quality Control Plan

1.1 Purpose:

This manual is designed to establish a general set of procedures to ensure that all items mentioned in customers purchase orders have been supplied in accordance with that particular P.O.

1.2 Scope:

The plan is applicable, as directed by the quality control manager to pertain to purchase orders that require inspection in accordance with certain inspection procedures.

1.3 Manual Coverage:

The Procedures in this manual relate to quality assurance, and it is intended that every practical effort will be made to supply quality parts to our customers. It is the responsibility of the quality control manager that all articles pertaining to this inspection system are used. From purchasing, receiving, inspection, packaging, to the final shipment of the supplied parts.

1.4 Manual change policy:

In the event that "3-R" is to supply parts to the Government or other prime contractor & that the manual or inspection system needs to be reviewed, the manager shall do so to fulfill the requirements of that order. Amendments may be made as required by the order or the manager.

Section 2.0- Outside Processing

- 2.1 Since 3-R does not perform any outside processing, this section is not a requirement of this manual. All parts are procured in a completed state and either shipped or stored in the original condition as received.

Section 3.0 Vendor Analysis

3.1 Establishing quality vendors:

Vendors supplying certified parts to "3-R" are to be of high quality to the industry as established through receiving review. New vendors should be watched carefully through receiving by noting the quality of parts received.

3.2 Quality Vendors:

Vendors that are determined to be of good quality service shall be used as often as possible and practical relying on previous performance as well as incoming inspection of parts.

3.3 Discontinuance of Vendors:

If in the opinion of the manager a vendor does not supply parts in a quality and timely fashion, the vendor may be subject to disapproval for further procurement.

Section 4.0 Control of Non- Conforming Material

4.1 This procedure is written to establish a method by which the inspection dept. will identify and segregate non-conforming material as determined by inspection.

4.2 Responsibility:

It is the responsibility of the inspection manager to segregate and determine disposition of rejected material.

4.3 Discrepancies shall be recorded on an inspection form and rejection from which provides for identification and reason for rejection.

4.4 Bonded Area:

The rejected material shall be held in the "Non-Conforming Material" area until disposition is determined.

4.5 "Return to Vendor"

The material is held until a return authorization number is obtained. Parts are then removed from bonded area and returned to the vendor.

4.6 "Scrap Material"

Material is held in bonded area until the manager releases the condemned parts to be removed or sold to a scrap dealer or donated to a non-aircraft situation.

Section 5.0 Instruments and Gage Calibration Control

5.1 Scope:

3-R Sales maintain and calibrate the inspection equipment required to supply certified fasteners to its customers as required by the customers P.O. This shall be done in a timely fashion with regard to current in house use of the equipment so as not to delay shipment of current orders but that will not allow for release of non- confirming material.

5.2 Responsibility:

It the responsibility of the manager to ensure that the gages are sent out for calibration when needed.

5.3 Procedures:

Inspection equipment will be calibrated on a scheduled timetable as follows:

Thread Gages – 6 Months or as required to maintain calibration.

Micrometers – 6 Months or as required to maintain calibration

Threaded Go/ No Go – 6 Months or as required to maintain calibration

Ring Masters – 1 Year or as required to maintain calibration

Gage Blocks – 1 Year or as required to maintain calibration

Dial Indicators – As required during use (using masters)

5.4 Records:

Each calibrated inspection tool will have a record of current calibration kept on file for the duration of that calibration.

5.5 Out of Tolerance Equipment:

Out of tolerance equipment is defined as equipment that cannot be kept within 200% of the manufactures stated accuracy or tolerance.

5.6 Out of tolerance equipment shall be sent out for calibration to a facility that can certify the equipment and calibrate into a state that is in conformance with these procedures.

Section 5.0 Instrument and Gage Calibration Control (continued)

5.7 Non- Repairable Equipment:

Non-repairable equipment shall not be used to inspect certified parts. These tools are to be used only for reference purposes or disposed of.

5.8 All inspection is kept in a closed cabinet with vibration absorbing type padding to reduce the possibility of damage causing out of tolerance conditions.

Section 6.0 Receiving/ Shipping Inspection

6.1 Scope:

This section is designed to implement a standard method by which this company shall conduct receiving and shipping procedures.

6.2 Responsibilities:

It is the responsibility of the manager to adhere to the inspection procedures for orders when called out in that applicable P.O. The manager may at any time call for further inspection of parts for orders that are not requiring such inspection at any time. This is done to further assure higher quality to our customers.

6.3 Procedure:

Receiving inspection shall record (when reviewed by our customers P.O.) the subject in the incoming log with all pertinent information being recorded. This inspection is for recording purchasing P.O.'s, Suppliers name, quantity ordered, quantity received and if any visual reasons for rejection are found.

6.4 Dimensional Inspection:

Dimensional inspection may be done at any time after receiving inspection, but before packaging and shipping to the customer. Dimensional inspection shall be recorded on an inspection sheet as required by P.O., or if deemed necessary by the manager.

6.5 Discrepancies:

Any discrepancies in dimensions shall be noted on inspection report. Including number of parts inspected and number of discrepancies found.

6.6 Disposition of Dimensional Non-Conformities:

Parts with out of tolerance conditions shall be held pending notification of conditions to vendor. Parts shall be held pending return to vendor authorization. Vendors that continuously send parts that are rejected may be subject to disapproval.