

# **Tridecs**

**C O R P O R A T I O N**  
**Prototype & Production Machining**

## **QUALITY ASSURANCE MANUAL**

Uncontrolled  
Version 14.4

**This document contains confidential  
and proprietary information  
belonging exclusively to  
Tridecs Corporation**

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**Frank Schenkuizen, Jr.**  
**President and CEO**  
**3513 Arden Road**  
**Hayward, CA 94545**  
(510) 785-2620 Voice – (510) 785-2173 Fax  
[sales@tridecs.com](mailto:sales@tridecs.com)

This manual is authorized and approved  
By the Board of Directors of the  
Tridecs Corporation

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## PART I.

### COMMITMENT TO QUALITY

**T**ridecs Corporation issues this Quality Assurance Manual to its customers and employees to provide a comprehensive understanding of our quality assurance program. The guidelines set forth in this manual are implemented to assure that all products manufactured by Tridecs Corporation meet all specifications as defined by our customers. At Tridecs Corporation, quality control is a fundamental part of the production of ultra-precision products. Tridecs Corporation combines the skills and expertise of its employees with sophisticated equipment to manufacture components that conform to exacting standards and customer specifications. Currently our quality assurance specifications adhere to the requisites of MIL-I-45208-A. However, we are in the transformation stages to the requisites of ISO-9001: 2000. Our procedures are not limited to products manufactured solely by Tridecs Corporation. Parts and materials procured by Tridecs Corporation for completion of a part or assembly must also pass our rigid quality assurance requisites.

#### Tridecs Corporation Material Review Board ( M.R.B.)

The Material Review Board (MRB) is charged with the responsibility of review and disposition of nonconforming product and material. The membership of the MRB is composed of the: President & CEO, Operations Manager, Quality Assurance Supervisor and at least one Quality Assurance Inspector. There are four options open to the MRB for the disposition of nonconforming material or product:

1. Rework
2. Accept by concession
3. Reject
4. Scrap

The MRB is also responsible for the review and maintenance of the Quality Manual. The Quality Manual is reviewed annually by the MRB to assure that Tridecs and its personnel are complying with all requisites. All revisions, additions and deletions must be reviewed and determined to be in compliance by the Material Review Board prior to the President's approval. No revisions, additions or deletions may be made to this manual without the review of the MRB and approval of the President of Tridecs Corporation.

### **Quality Manual Revisions & Notification**

Tridecs Corporation issues Controlled and Uncontrolled versions of our Quality Manual. Each Quality Manual will be identified as one of these types on the cover page of the manual together with the version number. Those who are issued a Controlled copy of our Quality Manual will be issued a new copy when revision changes occur. At the absolute minimum, every employee shall have a Controlled copy of our Quality Manual. The customers with whom we do a regular volume of business will also receive the Controlled version of our Quality Manual. The Quality Assurance Supervisor will maintain a directory of ownership of Controlled Quality Manuals. Uncontrolled versions of our Quality Manual are distributed freely to potential clients along with all other information describing the nature of our business.

**PART I.  
SECTION I**

**THE QUALITY ASSURANCE SUPERVISOR**

- 1.1.0 The Quality Assurance Supervisor reports directly to the President of Tridecs Corporation.
- 1.2.0 The responsibilities of the Quality Assurance Supervisor are as follows:
- 1.2.1 Interpret all quality related customer specifications and assure conformance.
  - 1.2.2 Determine lot sizes, inspection points and frequency of inspection for said points.
  - 1.2.3 Maintain a file of quality records on all items inspected
  - 1.2.4 Coordinate with the Shop Supervisor, Operations Manager and President concerning any corrective action to be taken
  - 1.2.5 Coordinate any necessary corrective action with supplier.
  - 1.2.6 Coordinate communications between Tridecs Corporation Sales Department and customer for corrective action to be taken for rejected parts to insure maximum effectiveness.
  - 1.2.7 Calibrate all measuring instruments, test equipment and gauges used to inspect a manufactured product. Maintain calibration records for five (5) years. All customers concerned will be notified six months prior to the expiration of the data period noted on the record storage container.
  - 1.2.8 Periodically review the Quality Assurance Manual for accuracy and relativity. Rewrite and update as needed or considered appropriate. All changes, updates and/or improvements must be reviewed by the Materials Review Board and approved by the President of Tridecs Corporation.
  - 1.2.9 Maintains the Directory of Controlled Quality Manual Holders.

**PART I.**  
**SECTION II**

**CALIBRATION AND GAUGE CONTROL**  
**PER MIL-STD-45662**

Calibration and gauge control maintenance according to MIL-STD-45662 is accomplished by the following outlined procedures:

- 2.1.0 Calibration of master gauge blocks shall be performed every twelve (12) months. The Inspection Department calibrates all in-house tools, to the master gauge blocks, every three (3) months to insure consistent accuracy.
- 2.2.0 The frequency of calibration tests may fluctuate as a result of evaluating an out of tolerance condition discovered during calibration tests of measurement equipment.
- 2.3.0 Measuring tools, gauges and test equipment used for parts inspection shall be calibrated quarterly to Certification Standards which are traceable to the National Bureau of Standards.
- 2.4.0 All Certification Standards used for purposes of calibration shall be checked and certified by a government approved laboratory at intervals not greater than twelve months.
- 2.5.0 All Certification Standards used to calibrate measuring tools, gauges and test equipment shall be kept in the Quality Assurance Department restricted to use only by the Quality Assurance Supervisor.
- 2.6.0 A current Gauge Control Record (Exhibit J) file shall be maintained to reflect the calibration of all fixtures, tools and gauges.
  - 2.6.1 All measuring and test equipment shall have a Gauge Control Record on file stating the manufacturer's recommended tolerance for a particular tool. A measurement reading is to be taken when the calibration interval occurs for a particular tool. A before-and-after reading is taken and both measurements are logged to ensure no out-of-tolerance condition exists.
  - 2.6.2 Employee's personal tools shall be calibrated every twelve (12) months and cataloged in a separate Gauge Control Record file.
- 2.7.0 The Gauge Control Record file for measurement standards shall include the following information:
  - 2.7.1 Type of measurement standard used to verify a fixture, tool or gauge.
  - 2.7.2 Determination whether the measurement was made from reference or transfer standard.

- 2.7.3 All fixtures, tools and gages shall have a label with an identification number, date of last calibration and date of next calibration. All corresponding information on the label must also be recorded on the appropriate file card.
- 2.8.0 All measuring tools and gauges verified in house are calibrated at a temperature of 68 to 72 degrees Fahrenheit.
- 2.9.0 If any measuring & test equipment or measurement standard is found to be significantly out-of-tolerance during the calibration process, Tridecs Corporation will notify the respective user and designated quality element of the out-of-tolerance condition with associated measurement data so that appropriate action can be taken.
- 2.9.1 The out-of-tolerance equipment will then be taken out of the process and de-certified. The de-certified equipment will be tagged and rendered obsolete and unacceptable for measurement or test usage. The records of the obsolete equipment will be kept on file and said de-certified equipment will be stored off site in a designated area marked as such.
- 2.9.2 All de-certified and obsolete measuring devices must be clearly marked and tagged with the appropriate serial number, date of de-certification and project use, when applicable.
- 2.9.3 Specific methods to certify specific gauges and tools are set in MIL-STD-120. Tridecs Corporation's Quality Control Department follows these procedures and copies of MIL-STD-120\* are available to all Quality Control personnel. For specific Military Standards instructions, refer to the appropriate section previously mentioned.
- 2.9.4 Tests and Inspections will be performed using only calibrated gauges which are current in certification.

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\* Documentation of MIL-STD-120 consists of an extensive number of pages. Therefore, specific instructions were not repeated in this manual.

**PART I.**  
**SECTION III**

**INCOMING MATERIALS CONTROL**

- 3.1.0 All incoming raw materials, finished products & products on the Qualified Products List, purchased in compliance with each contract, shall be inspected by the Quality Assurance Department.
- 3.1.1 Incoming material inspections shall consist of visual comparisons of packing slips against purchase orders and test certificates against required specifications.
- 3.1.2 Dimensional inspections shall be performed on incoming materials when the complexity of the product procured necessitates such actions.
- 3.1.3 All incoming materials must have an Incoming Inspection Report (Exhibit F) with the following items listed:
- A. Name of Supplier
  - B. Purchase Order Number
  - C. Tridecs Corporation Job Number
  - D. Customer Name
  - E. Number of Pieces; Ordered, Received, Accepted and/or Rejected
- 3.1.4 All items received shall be entered in our Data Base. All related documents including Purchase Order, Drawing(s) and routing sheet must be delivered to the Quality Assurance Department as indications of incoming items requiring inspection.
- 3.1.5 A log of current Chemical and Physical requirements for materials will be maintained by the Quality Assurance Department. All requirements are kept current through an agreement with the Document Center.
- 3.2.0 Accepted incoming materials will be placed in the assigned stock area and identified by Customer, Purchase Order No., Job No and Item No.
- 3.3.0 All non-conforming incoming materials shall be segregated pending disposition by the Materials Review Board. A Non Conforming Material Report (Exhibit H) shall be completed and submitted to the appropriate parties along with a Corrective Action Request (Exhibit I).
- 3.3.1 All rejected materials will be impounded by Quality Control until the Corrective Action Request has been returned with the written instructions and authorized signature of the Supplier or Customer.
- 3.3.2 Upon receipt of properly authorized instructions from the Supplier or Customer, the rejected materials will be released per instructions on the Corrective Action Request.
- 3.3.2 A copy of disposition instructions will be attached to the Non Conforming Material Report and filed in the respective Job File.

- 3.4.0 At the request of the Materials Review Board, the Quality Assurance Supervisor assumes the responsibility for conducting a survey to evaluate the capabilities of a particular supplier.
  - 3.4.1 Upon completion of the survey, the Quality Assurance Supervisor shall compose and file a Supplier Survey Report (Exhibit A).
  
- 3.5.0 Services and supplies for purposes of general commercial operation shall be procured by Tridecs Corporation approved sources.
  - 3.5.1 Procurement from Customer Approved Sources shall be made in accordance with all contract specifications.
  
- 3.6.0 Customer's Purchase Orders outline requirements and specifications for the completion of their requested products. Tridecs Corporation's Purchase Orders must contain all of the customer's requirements and specifications when submitting to all sub-tier suppliers.
  - 3.6.1 The Customer's requirements and specifications are to be limited to pertinent information outlined in the customer's Purchase Order to Tridecs Corporation.
  - 3.6.2 The Quality Assurance Supervisor or Tridecs Corporation's President will arrange for a Government Source Inspection at Tridecs Corporation and/or Sub-tier Suppliers when or as required.

**PART I.**  
**SECTION IV**

**SHOP ROUTING**

4.1.0 Shop routing is performed by the Planning Department for both CNC and Conventional machining operations.

4.1.1 Shop routing shall include:

- A. Material type, size and shape
- B. All inspection points, First Article, In Process, including Sub Tier, and Final.
- C. Sequence of operations by department
- D. Date and signature upon completion of each routed operation

4.1.2 Revisions to the Shop Routing Sheet (Exhibit M) must be approved, signed and dated by both the Quality Assurance Supervisor and Planner.

4.1.3 Shop routing information will be kept on file in the Data Base and/or in the Planning Department's Part Master File.

**PART I.**  
**SECTION V**

**FIRST ARTICLE-IN PROCESS-FINAL INSPECTION**

- 5.1.0 First Article Inspections shall be performed at the first part of every operation as indicated by the Routing Sheet. (Exhibit L)
- 5.1.1 First Article Inspection Reports for production runs shall be performed by either the Quality Assurance Department or the Supervisor of the Production Department. Inspection shall be completed in accordance with MIL-STD-105E reflecting positive identification of who performed the inspection. (Exhibit C)
- 5.1.2 No production runs shall be executed until First Article Inspection has been completed and found to be acceptable.
- 5.1.3 If the complexity of a non production part dictates that a First Article Inspection is to be performed, it shall be defined by the inspection procedure on the Routing Sheet.
- 5.2.0 After First Article Inspection acceptance, In Process Inspections shall be performed by the Quality Assurance Department at intervals dictated by the Routing Sheet to provide early detection of processes producing non conforming material.
- 5.2.1 In Process Inspection Reports (Exhibit D) include the following information:
- A. Number of Pieces Accepted
  - B. Number of Pieces Rejected
  - C. Nature of Defects
  - D. Basic Causes of Rejection
  - E. Date of Inspection
  - F. Positive ID of Inspector
- 5.2.2 In Process Inspection Reports shall be completed by the Quality Assurance Department in accordance with:  
MIL-STD-105E Sampling Plan. (See MIL-STD-105E, 4.5 thru 4.12.2)
- 5.3.0 All items rejected by First Article or In Process Inspections shall be clearly identified with a RED TAG. Identifying tags shall indicate current condition of rejected product. (Exhibit G)
- 5.3.1 All rejected items or any portion thereof may be moved along with remaining product lot to be used as set up pieces in subsequent operations.
- 5.4.0 All finished products shall be moved to the Quality Assurance Department for Final Inspection per direction of the Routing Sheet.
- 5.4.1 Final Inspection Reports (Exhibit E) shall be filed in the Quality Assurance Department by Job and Part Numbers with positive ID of the Inspector.

- 5.5.0 All inspection records shall be retained in the Quality Assurance Department for a period of five (5) years and shall be available for review upon request. All customers concerned will be notified six months prior to the expiration of the data period noted on the record storage container.
- 5.6.0 Special processes for Quality Assurance Procedures shall be implemented by the Quality Assurance Department when deemed necessary by contract specifications or as noted by the Routing Sheet
- 5.6.1 A Certificate of Compliance (Exhibit L) shall be issued with all products having undergone Quality Assurance Special Processes.
- 5.7.0 One set of Inspection Stamps has been issued to the Quality Assurance Department. The Department consists of a Quality Assurance Supervisor and one or more Inspectors.
- 5.7.1 The following Inspection Reports shall be signed and stamped either by an inspector or the Quality Control Supervisor:
- A. First Article, Report,
  - B. Final Inspection Report,
  - C. Incoming Material Report,
  - D. Non-conforming Material Report
  - E. Corrective Action Request

**PART I.**  
**SECTION VI**

**NON-CONFORMING MATERIAL**

- 6.1.0 During the inspection process any part(s) or materials which do not conform to drawing specifications shall be reported on a Nonconforming Materials Report (Exhibit H) by the Quality Assurance Department. A Corrective Action Request (Exhibit I) must also be completed and sent with the Nonconforming Materials Report for instructions. All rejected parts will be controlled by the Quality Assurance Department until proper corrective instructions have been received.
- 6.1.1 Materials or parts which do not conform to the customer's instructions as stated on the Purchase Order are reported on the Nonconforming Materials Report and the Corrective Action Request and sent to either internal Departments or External (suppliers) companies as stated.
- 6.1.2 The above stated reports (NCMR & CAR) must be approved by the Quality Assurance Supervisor and Tridecs Corp. President prior to distribution to the proper departments or sub-tier suppliers. When the Corrective Action Request (CAR) is returned, it is reviewed by the Quality Assurance Supervisor and Tridecs Corporation President for approval.
- 6.1.3 The new guidelines or corrections are formally documented and a copy of all correspondence is sent to: Internal Department Supervisor, Sub Tier Supplier, Quality Assurance Supervisor and Tridecs Corporation President.
- 6.1.4 All rejected materials will be placed under the control of the Quality Assurance Department until the proper written instructions are received and documented.
- 6.1.5 Copies of the Nonconforming Materials and the Corrective Action Requests will be filed in the respective job file(s), and Quality Assurance Department Files.

**PART I.**  
**SECTION VII**

**PACKAGING AND SHIPPING CONTROL**

- 7.1.0 The Quality Assurance Department prescribes and oversees all packaging procedures. The Quality Assurance Supervisor is responsible for assuring that periodic inspection of packaged products is completed prior to final shipment.
- 7.1.1 All products shall be packaged in a manner preventing physical damage, deterioration and/or substitution.
- 7.1.2 Packaging products shall be clearly marked identifying receiving customer and/or part numbers where applicable.
- 7.1.3 In accordance with contract specifications, test reports, special samples, and/or special shipping instructions.
- 7.1.4 Customer orders shall not be shipped until all shipping papers and instructions are identified and processed.

**PART I.**  
**SECTION VIII**

**CONTRACT REVIEW AND CONTROL**

- 8.1.0 Contracts are received by the Operations Manager.
- 8.2.0 Contract requirements are reviewed and matched to the data base file by the Operations Manager.
  - 8.2.1 All Purchase Order numbers, terms, delivery schedules and revision levels shall be verified by Quotation Control and forwarded to Production Control for review of special purchase order requirements.
- 8.3.0 The Production Department shall review special purchase order requirements to include those requirements on shop traveler.
- 8.4.0 The original copy of the contract shall be maintained in a master file by Administration.
- 8.5.0 A duplicate of the contract shall be filed in the Quality Assurance Department as a document to be used by Production and Quality Assurance.
- 8.6.0 All records of contracts and travelers shall be kept for a minimum of five (5) years. All customers concerned will be notified six months prior to the expiration of the data period noted on the record storage container.
- 8.7.0 Design revisions and specifications changes shall be documented on all drawings and accompanying work orders with effective date of change and identification of authorized personnel.
- 8.8.0 Obsolete drawings shall be clearly marked "OBSOLETE" and filed in a segregated Master File.
- 8.9.0 The Quality Assurance Supervisor shall be notified of any changes in contract specifications.
- 8.10.0 For purposes of confidentiality proprietary documents and parts shall be maintained in a locked safe upon customer request.

**PART I**  
**SECTION IX**

**GOVERNMENT FURNISHED MATERIAL**

9.1.0 All material furnished by the Government or Agency of The Government shall be handled in the following manner:

- 9.1.1 Complete visual inspection upon receipt of material to verify no damage occurred during transit and that proper material was received per accompanying purchase order.
- 9.1.2 Inspections to be done periodically to insure adequate storage conditions and to guard against damage from handling and deterioration during storage.
- 9.1.3 Functional testing is to be completed before and/or after installation as required by contract to determine satisfactory operation.
- 9.1.4 Verification of quantity, identification and protection from improper use or disposition must be accomplished.

**PART I.**  
**SECTION X**

**DAMAGED GOVERNMENT FURNISHED MATERIAL**

- 10.1.0 Tridecs Corporation shall report to the Government representative any Government furnished material that is damaged or malfunctions during or after installation. Tridecs Corporation shall determine and record probable cause and necessity for withholding material from use.
- 10.1.1 A Corrective Action Request (Exhibit I) will be completed and forwarded to the proper Government authority for proper disposition of the damaged or malfunctioning material(s).
- 10.1.2 A copy of the Corrective Action Request containing the written instructions shall be filed in the appropriate job file.

**PART I.**  
**SECTION XI**

**CORRECTIVE ACTION REQUIREMENTS**

11.1.0 Throughout the Inspection Process materials, parts and services by sub-contractors may be identified as nonconforming. Under this condition, Tridecs Corporation will require completion of specific written instructions on a Corrective Action Request (Exhibit I). The Quality Control Supervisor is responsible for assuring the form is issued to the respective company concerned. It is also the responsibility of the Quality Control Supervisor to assure proper and timely response of all Corrective Action Requests outstanding. A log must be maintained of all outstanding requests containing the following information:

- A. Date Issued
- B. Company, Individual or entity issued
- C. Reason for issue
- D. Follow up dates
- E. Date returned and file closed

**PART II,  
SECTION I**

**REVISIONS (UPDATES)  
TO QUALITY ASSURANCE MANUAL**

<u>DATE</u>	<u>DESCRIPTION</u>	<u>REVISIONS</u>
02/05/87	Original Design . . . . .	1.1
12/09/88	Add routing sheet . . . . .	2.1
12/12/88	Add organization chart. . . . .	2.2
12/20/89	Compliance to MIL-I-45208A . . . . .	3.1
02/15/90	Additions to Westinghouse . . . . .	4.1
02/19/93	Lockheed Audit - Add Section IV . . . . .	5.1
06/30/94	Change in Management Designations . . . . .	6.1
03/31/95	Rewrite verbiage of entire manual . . . . .	7.1
06/07/95	Redesign Forms & Add To Disk . . . . .	7.2
10/02/96	Revised Forms and Updated Disk (Windows - 95) . . . . .	8.1
05/12/97	Procedures Rewrite & Added New Forms . . . . .	9.1
06/12/98	Procedures change (1.2.7, 5.5.0, 8.6.0) Retention . . . . .	10.1
06/16/98	Reference to revisions changed . . . . .	10.2
07/15/98	Page numbering system changed . . . . .	10.3
07/17/98	Page Format and font type changes . . . . .	10.4
03/10/99	Documentation Revisions-Upgrade to Windows 98 . . . . .	11.1
04/25/00	Documentation Revisions/index changes . . . . .	12.1
05/09/01	Review Board & Revision Pages Changes . . . . .	13.1
07/31/01	Revised Several Forms in Forms Section of the Manual . . . . .	13.2
02/13/02	Reviewed and revised forms Corrective Action Request, Gauge Control Record and Non-Conforming Material Report	14.1
02/14/02	Revised and corrected verbiage per compliance Audit in Section I through XI of Part I . . . . .	14.2
02/27/02	Revised Page Format and Type Style . . . . .	14.3
04/16/02	Changed Title Page and E-Mail format . . . . .	14.4

**PART II  
SECTION II**

**APPENDIX  
EXHIBITS (A) THROUGH (N)**

Vendor Survey Report (page 1)	.	.	.	.	.	.	.	A
Vendor Survey Report (page 2)	.	.	.	.	.	.	.	B
First Article Inspection Report	.	.	.	.	.	.	.	C
In Process Inspection Report	.	.	.	.	.	.	.	D
Final Inspection Report	.	.	.	.	.	.	.	E
Incoming Inspection Report	(Materials - Hardware - Tool).	.	.	.	.	.	.	F
Condition Tags (Approved - Rework - Reject)	.	.	.	.	.	.	.	G
Nonconforming Material Report	.	.	.	.	.	.	.	H
Corrective Action Request	.	.	.	.	.	.	.	I
Gauge Control Record	.	.	.	.	.	.	.	J
Organization Chart	.	.	.	.	.	.	.	K
Certificate of Compliance	.	.	.	.	.	.	.	L
Shop Routing Sheet	.	.	.	.	.	.	.	M
Continuation Sheet (for all inspection reports)	.	.	.	.	.	.	.	N



TRIDECS' QUALITY PROCUREMENT
VENDOR SURVEY REPORT

DATE: \_\_\_\_\_ INITIAL SURVEY \_\_\_\_\_

RESURVEY \_\_\_\_\_

SURVEY CONDUCTED BY \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY NAME & TRADESTYLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TOTAL EMPLOYEES \_\_\_\_\_ ENGINEERING \_\_\_\_\_ PRODUCTION \_\_\_\_\_ OTHER \_\_\_\_\_

TYPE OF PRODUCT OR SERVICE \_\_\_\_\_

QUALITY MANUAL: YES \_\_\_\_\_ NO \_\_\_\_\_ YRS. OF OPERATION \_\_\_\_\_ YRS. IN CUR. LOCATION \_\_\_\_\_

PERSONNEL CONTACTED:

NAME: \_\_\_\_\_ TITLE \_\_\_\_\_

SALES MIX: GOVERNMENT \_\_\_\_\_ % COMMERCIAL \_\_\_\_\_ %

GOVERNMENT AGENCIES SERVICED \_\_\_\_\_

DO YOU HAVE A QUALITY MANUAL? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES, PLEASE SEND US A COPY

DO YOU HAVE AN ORGANIZATION CHART: YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU HAVE A FIVE (5) YEAR BUSINESS PLAN: YES \_\_\_\_\_ NO \_\_\_\_\_

TO WHAT MILITARY SPECIFICATIONS DO YOU COMPLY: MIL-Q-9858, MIL-I-45208, MIL-55110, OTHER; SPECIFY WHICH \_\_\_\_\_

IS YOUR COMPANY CLEARED FOR CLASSIFIED WORK: YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU HAVE A QUALITY SYSTEM: YES \_\_\_\_\_ NO \_\_\_\_\_

IS THE SYSTEM DOCUMENTED: YES \_\_\_\_\_ NO \_\_\_\_\_

ARE WORK INSTRUCTIONS AND PROCEDURES WRITTEN AND ADEQUATE: YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU RECORD THE RESULTS OF INSPECTION: YES \_\_\_\_\_ NO \_\_\_\_\_

DO YOU USE S.P.C. IN YOUR SYSTEM: YES \_\_\_\_\_ NO \_\_\_\_\_

WHAT METHOD DO YOU USE AS EVIDENCE OF INSPECTION \_\_\_\_\_

**DO YOU HAVE A SYSTEM TO ASSURE THAT ONLY THE LATEST DRAWINGS ARE USED TO THE CORRECT REVISION LEVEL: YES \_\_\_\_\_ NO \_\_\_\_\_**

**DO YOU MEET THE REQUIREMENTS OF ISO-9002: YES \_\_\_\_\_ NO \_\_\_\_\_**

**DO YOU MEET THE REQUIREMENTS OF MIL-STD-45662: YES \_\_\_\_\_ NO \_\_\_\_\_**

**DO YOU HAVE A SYSTEM TO ASSURE CONTROL OF NONCONFORMING MATERIAL OR PROCESSES: YES \_\_\_\_\_ NO \_\_\_\_\_**

**WHAT SAMPLING PROCEDURE DO YOU USE: \_\_\_\_\_**

**WHAT A.Q.L. LEVEL: \_\_\_\_\_**

**WHO DO YOU USE FOR CALIBRATION OF EQUIPMENT: \_\_\_\_\_**

**HOW OFTEN DO YOU CALIBRATE TEST EQUIPMENT: \_\_\_\_\_**

**WHO DO YOU USE FOR CHEMICAL ANALYSIS AND CERTIFICATION: \_\_\_\_\_**

**PLEASE LIST AT LEAST THREE CUSTOMERS FOR REFERENCE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESULTS OF SURVEY: SATISFACTORY \_\_\_\_\_ UNSATISFACTORY \_\_\_\_\_ RESURVEY NEEDED \_\_\_\_\_**

---

Attach all additional information or fact sheets

**ADDITIONAL SURVEY COMMENTS: \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_

**VENDOR APPROVED \_\_\_\_\_ VENDOR DISAPPROVED \_\_\_\_\_ UNDER CONSIDERATION \_\_\_\_\_**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**FIRST ARTICLE  
 INSPECTION REPORT**

JOB NUMBER \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

PART NAME \_\_\_\_\_ PART NO. \_\_\_\_\_ REV. \_\_\_\_\_

<p><b>TOLERANCES</b>  <b>Fractions</b>          .x _____          .xx _____          .xxx _____          .xxxx _____  <b>Finish</b> _____  <b>Angles</b> _____</p>
<p>Lot # _____          Lot Size _____          Sample Size _____</p>

No.	Print Dimensions	Actual Dimensions	Accepted	Rejected
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

INSPECTOR'S NAME \_\_\_\_\_ INSPECTOR'S SIGNATURE \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**IN PROCESS  
INSPECTION REPORT**

JOB NUMBER \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

PART NAME \_\_\_\_\_ PART NO. \_\_\_\_\_ REV. \_\_\_\_\_

<b>TOLERANCES</b>	
<b>Fractions</b>	
.x	_____
.xx	_____
.xxx	_____
.xxxx	_____
Finish	_____
Angles	_____
Lot#	_____
Lot Size	_____
Sample	_____
Size	_____

No.	Print Dimensions	Actual Dimensions	Accepted	Rejected
1.				
2.				
3.				
4.				
4.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

INSPECTOR'S NAME \_\_\_\_\_ INSPECTOR'S SIGNATURE \_\_\_\_\_

**FINAL  
INSPECTION REPORT**

JOB NUMBER \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_

PART NAME \_\_\_\_\_ PART NO. \_\_\_\_\_ REV. \_\_\_\_\_

<b>TOLERANCES</b>	
<b>Fractions</b>	
.x	_____
.xx	_____
.xxx	_____
.xxxx	_____
Finish	_____
Angles	_____
Lot#	_____
Lot Size	_____
Sample	_____
Size	_____

No.	Print Dimensions	Actual Dimensions	Accepted	Rejected
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

INSPECTOR'S NAME \_\_\_\_\_ INSPECTOR'S SIGNATURE \_\_\_\_\_

**INCOMING INSPECTION REPORT  
 MATERIALS - HARDWARE - TOOLS**

CUSTOMER OR SUPPLIER \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
 PURCHASE ORDER # \_\_\_\_\_ JOB # \_\_\_\_\_ QUANTITY ORDERED \_\_\_\_\_  
 PART NAME \_\_\_\_\_ PART NUMBER \_\_\_\_\_ REVISION \_\_\_\_\_  
 LOT NUMBER \_\_\_\_\_ LOT SIZE \_\_\_\_\_ SAMPLE SIZE \_\_\_\_\_

No.	Print Dimensions	Actual Dimensions	Accepted	Rejected
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				

INSPECTOR NAME \_\_\_\_\_ INSPECTOR SIGNATURE \_\_\_\_\_

## INSPECTION CONDITION TAGS

### APPROVED

COMPANY: \_\_\_\_\_ P.O.# \_\_\_\_\_

PART NAME \_\_\_\_\_ PART NUMBER \_\_\_\_\_ REV \_\_\_\_\_

LOT SIZE \_\_\_\_\_ LOT# \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

INSPECTOR NAME \_\_\_\_\_ INSPECTOR NUMBER \_\_\_\_\_

INSPECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

### REWORK

COMPANY: \_\_\_\_\_ P.O.# \_\_\_\_\_

PART NAME \_\_\_\_\_ PART NUMBER \_\_\_\_\_ REV \_\_\_\_\_

LOT SIZE \_\_\_\_\_ LOT# \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

INSPECTOR NAME \_\_\_\_\_ INSPECTOR NUMBER \_\_\_\_\_

INSPECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

### REJECTED

COMPANY: \_\_\_\_\_ P.O.# \_\_\_\_\_

PART NAME \_\_\_\_\_ PART NUMBER \_\_\_\_\_ REV \_\_\_\_\_

LOT SIZE \_\_\_\_\_ LOT# \_\_\_\_\_ JOB NUMBER \_\_\_\_\_

INSPECTOR NAME \_\_\_\_\_ INSPECTOR NUMBER \_\_\_\_\_

INSPECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

**NONCONFORMING MATERIALS  
REPORT**

DM # _____
PO # _____

DATE ISSUED \_\_\_\_/\_\_\_\_/\_\_\_\_ JOB # \_\_\_\_\_ NCMR # \_\_\_\_\_ PO # \_\_\_\_\_

VENDOR \_\_\_\_\_ IN-HOUSE \_\_\_\_\_ LOT # \_\_\_\_\_ LOT SIZE \_\_\_\_\_ DATE RECEIVED  
\_\_\_\_/\_\_\_\_/\_\_\_\_

EMPLOYEE \_\_\_\_\_ SUPPLIER \_\_\_\_\_

MATERIAL DESCRIPTION \_\_\_\_\_

INSPECTION CRITERIA / PROBLEMS FOUND: BLUEPRINT \_\_\_\_\_ PROCESS SPEC. \_\_\_\_\_ OTHER \_\_\_\_\_

ITEM	AQL	QTY INSPECT. NON CONF.	QTY NON CONF.	INSPECTION CRITERIA	PROBLEMS FOUND
1.					
2.					
3.					
4.					

INSPECTOR NAME	INSPECTOR SIGNATURE	DATE	MFG. DATE	FIRST ARTICLE	IN PROCESS	FINAL INSPECTION

**DISPOSITION**

INSPECTION 100 \_\_\_\_\_ HAVE PARTS BEEN REWORKED? YES \_\_\_\_\_ NO \_\_\_\_\_

QUANTITY \_\_\_\_\_ RTV \_\_\_\_\_ RWK \_\_\_\_\_ SCRAPPED \_\_\_\_\_

CONFORMING \_\_\_\_\_ NON-CONFORMING \_\_\_\_\_ USE AS IS \_\_\_\_\_ COST OF SCRAP \_\_\_\_\_

VENDOR CORRECTIVE ACTION REQ. \_\_\_\_\_ INTERNAL PROCESSING REQ. \_\_\_\_\_ DOCUMENTATION REQ. \_\_\_\_\_ ECR# \_\_\_\_\_

SUPPLIER CORRECTIVE ACTION REQUIREMENT/INSTRUCTIONS: \_\_\_\_\_

**INTERNAL USE ONLY**

INTERNAL CORRECTIVE ACTION REQUIREMENT/ INSTRUCTIONS: \_\_\_\_\_

**APPROVAL / AUTHORIZATION**

MANUFACTURING: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ GENERAL MANAGER: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

MATERIALS: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ QUALITY ASSURANCE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**CORRECTIVE ACTION REQUEST**

SUPPLIER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

INSPECTOR: \_\_\_\_\_ DATE: \_\_\_/\_\_\_/\_\_\_/  
PHONE NUMBER: \_\_\_\_\_  
FINDING: \_\_\_\_\_ OF \_\_\_\_\_  
RESPONSE DUE DATE: \_\_\_\_\_

---

**DESCRIPTION OF FINDINGS:**

\_\_\_\_\_  
**ROOT CAUSE:**

\_\_\_\_\_  
**CORRECTIVE MEASURES:**

\_\_\_\_\_  
**SCHEDULED COMPLETION DATE:** \_\_\_\_\_

**SUPPLIER MANAGEMENT APPROVAL:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

---

**TRIDECS CORPORATION USE ONLY**

**DATE SUBMITTED:** \_\_\_/\_\_\_/\_\_\_ **APPROVED:** \_\_\_\_\_ **DISAPPROVED:** \_\_\_\_\_ **INIT:** \_\_\_\_\_ **DATE:** \_\_\_/\_\_\_/\_\_\_/

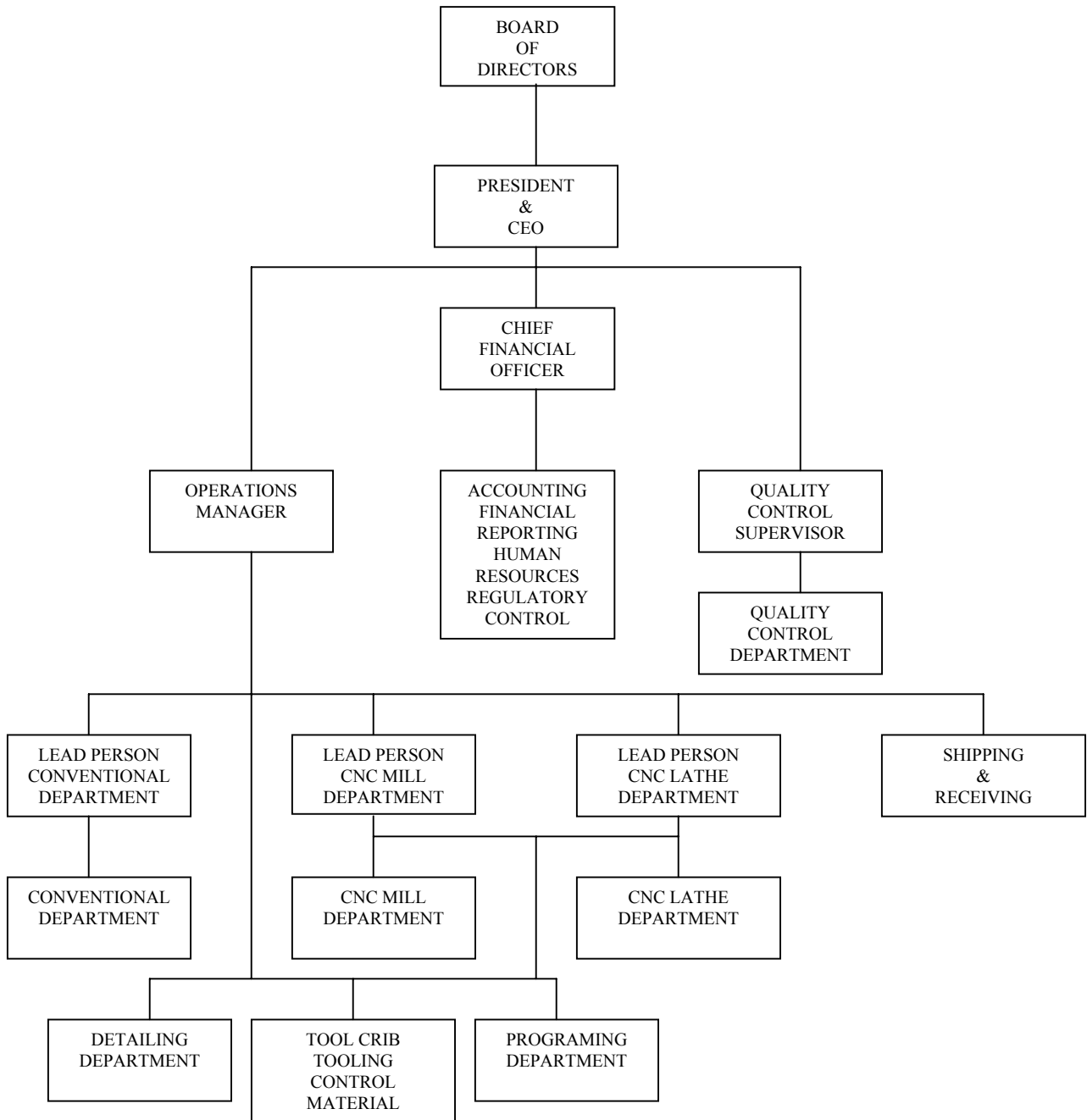
**DATE RESUBMITTED:** \_\_\_/\_\_\_/\_\_\_ **APPROVED:** \_\_\_\_\_ **DISAPPROVED:** \_\_\_\_\_ **INIT:** \_\_\_\_\_ **DATE:** \_\_\_/\_\_\_/\_\_\_/

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# TRIDECS CORPORATION ORGANIZATION



**Tridecs**  
CORPORATION  
Prototype & Production Machining

**CERTIFICATE OF COMPLIANCE**

**This certificate confirms that all materials listed herein meet the test requirements prescribed by our customer specifications.**

\* \* \* \* \*

CUSTOMER \_\_\_\_\_

PURCHASE ORDER # \_\_\_\_\_ JOB # \_\_\_\_\_

PART NAME \_\_\_\_\_ PART # \_\_\_\_\_

\* \* \* \* \*

LOT # \_\_\_\_\_ LOT SIZE \_\_\_\_\_ QUANTITY INSPECTED \_\_\_\_\_

QUANTITY ACCEPTED \_\_\_\_\_ QUANTITY REJECTED \_\_\_\_\_

INSPECTED BY \_\_\_\_\_ DATE \_\_\_\_\_

\* \* \* \* \*

TEST PERFORMED \_\_\_\_\_

Do specifications require vendor certification? Yes\* \_\_\_\_\_ No \_\_\_\_\_  
Tridecs Corporation approved source \_\_\_\_\_ Customer approved source \_\_\_\_\_

*\*If yes, please see attached Vendor Certification Report.*

07/10/95

\*\*\*\*\*SHOP ROUTING SHEET\*\*\*\*\*

Page 1.

MAIN P/N : 50300164 REV.: C JOB NUMBER: 07443-003-001 TOT. QTY.: 6  
 DETAIL P/N : 50300164  
 CUSTOMER: DESC.: ROLLER P.O. # : 20079

OP.#	OP. TYPE	DESCRIPTION	DATE MOVED:	BY:
001	ORDER MATERIAL: 17-4 SST 1 1/8 DIA	(JST1)	_____	_____
002	INCOMING INSPECTION: INSPECT PER P.O. REQUIREMENTS		_____	_____
003	IN-HOUSE SAW CUT INST.: SAW CUT TO .25 LONG		_____	_____
004	CONVENTIONAL TURNING: USE POT CHUCK. FACE ONE SIDE COMPLETE. FINISH HOLE TO SIZE		_____	_____
005	CONVENTIONAL TURNING: FINISH SIDE 2.		_____	_____
006	OUTSIDE PROCESSING: HEAT TREAT AFTER MACHINING TO 39-42 Rc	(TFU1)	_____	_____
007	INCOMING INSPECTION: INSPECT HEAT TREAT TO P.O. REQUIREMENTS		_____	_____
008	OUTSIDE PROCESSING: PASSIVATE PER MIL-S-5002C TYPE 1	(IPL1)	_____	_____
009	INCOMING INSPECTION: VISUAL ONLY		_____	_____
010	OUTSIDE PROCESSING: DRY LUBE COAT; EVERLUBE 620 .0004+/- .0001 THK	(EMC1)	_____	_____
011	FINAL INSPECTION: FINAL INSPECTION		_____	_____
012	PACKAGING INSTRUCTION: PACKAGE 1 PER BAG. LABEL BAG WITH PART# 50300164 - C		_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____
			_____	_____

PLEASE WRITE IN ANY CHANGES OR COMMENTS ON ANY OPERATION SEQUENCE.

