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I. Statement of Policy

Quality has been, and continues to be, critical to our company’s operations. It is therefore the policy of this company to consider strict conformance to customer requirements an extremely important and vital part of our activities. There can be no question about acceptability when there is nonconformance. Our future depends on quality to maintain customer satisfaction.

________________________________________
President
II. Preface

This manual describes the quality assurance system established to attain compliance with the requirements specified in each customer’s purchase order.

This manual provides personnel and customers of Whalley Precision, Inc. as well as government representatives, with a description of company policy and procedures established to maintain an effective quality control system.

Written procedures for the implementation of the system will be established to comply with the specified customer requirements.

No changes in the manual or supplementary quality assurance procedures are valid until approved by the Quality Control Manager.
III. **Applicable Government Specifications**

The quality assurance system outlined in this manual is based on requirements requested in various customer orders for government contracts.

The quality assurance system being applied in the company has been established to compliance with the applicable parts of:

- MIL-I-45208A, Inspection System Requirements
- ISO 10012E Calibration System

and various other specifications outlined in our customer orders.
IV. **Shop Floor Details**

The Quality of all machined parts and assemblies are assured through the use of the latest, up-to-date equipment and the experience of dedicated personnel.

Whalley Precision, Inc. truly believes that quality begins with the operator.

Machine accuracy is monitored daily by the resident operators and audited yearly by Quality Control personnel.

- Operators are required to inspect all dimensions they generate to blueprint specifications 100%.

- In process inspection services are provided and serve as an audit function to verify the operator’s findings.

- Route sheets accompany all lots through the manufacturing process detailing parts count, current inspection status, previous and subsequent operations. Whalley Precisions Inc.’s route sheet can be seen in Appendix G.
V. Whalley Precision Org Chart

David H. Whalley
President

David P. Whalley
Quality Assurance Manager

Ronald Dutton
Production Control

Mary Sicard
Office Manager

Andy Pavlovich
Shop Foreman
VI. **Purchase Order Review**

To aid in assuring the quality of machined parts and assemblies purchased, each customer’s purchase order is reviewed by the Quality Manager for referenced quality requirements before it is released to production.

Customer purchase order requirements with specified government specifications, certifications, test, and inspection details are identified and all requirements are entered in the order control records to assure complete compliance.
VII. **Drawing and Change Control**

To assure that all components are made to the latest customer requirements, changes are carefully reviewed and made part of the current processing requirements as outlined in the revised customer purchase order.

All customer changes are made a part of the order control records.

All superseded, obsolete Software, and documents are withdrawn from the system, and deleted or disposed.
VIII. **Receiving Inspection**

All materials are verified to the purchase order requirements prior to acceptance.

Accepted lots are identified and forwarded to the next operation.

Rejected lots are identified with the red rejection tag (WPI-R-1) and set aside for disposition. Rejected material tag can be seen in Appendix D.

Written procedures for the receiving inspection of materials are issued as required.
IX. Raw Material Control

To assure that the proper raw material is used, and that the raw material meets all the chemical and physical requirements of the customer’s purchase order, the following controls are applied:

The purchase order is reviewed by the Quality Manager for raw material requirements and recorded on the order control record card.

Raw material traceability sticker is affixed to the material, and stored in a locked secured area which is accessible only to the QC manager, and his designated alternate.

A raw material purchase order is issued to supplier, stipulating the raw material and the requirements for identification and written details required for traceability in accordance with the applicable raw material specification.

Material received on purchase orders where only a certificate of compliance is required are color coded for the purpose of material identification.

Material requiring a certified chemical and physical analysis are stored in a controlled area and positively identified with the heat number for traceability to the appropriate certification.

Nonconforming raw material is tagged with a, red material rejection tag (WPI-R-1), and segregated, identified by type, and moved to a hold area, pending determination of disposition.
X. Measuring and Test Control

All devices used to determine machined part acceptability are checked with tooling which is calibrated by standards traceable to the National Institute of Standards and Technology (N.I.S.T.).

A written schedule of frequencies for calibration is maintained on record by the Quality Control Manager. All accepted measuring devices will have an acceptance sticker affixed to them, showing the month, day and year of calibration, and the month day and year of expiration. Rejected measuring equipment will be taken out of service for repair or scrap.

Calibration is performed in accordance with procedures outlined in Calibration Systems Requirements, ISO 10012 E

This control consists primarily of calibration at predetermined frequencies by accredited laboratories using standards traceable to the National Institute of Standards and Technology. Each device is identified as to its status and date of expiration of the calibration period.
XI. **Calibration Schedule**

**Frequency of Re-Calibration**

<table>
<thead>
<tr>
<th>Description</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indicators</strong></td>
<td>6 months</td>
</tr>
<tr>
<td>* Bore Gages</td>
<td>6 months</td>
</tr>
<tr>
<td><strong>Plug Gages – Steel</strong></td>
<td>As Used</td>
</tr>
<tr>
<td>* Plug Thread Gages</td>
<td>12 months</td>
</tr>
<tr>
<td>* Angle Irons</td>
<td>12 months</td>
</tr>
<tr>
<td>* Height Gages</td>
<td>6 months</td>
</tr>
<tr>
<td>* Centers</td>
<td>12 months</td>
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<tr>
<td><strong>Vernier Calipers</strong></td>
<td>6 months</td>
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<tr>
<td>* V Blocks</td>
<td>12 months</td>
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<tr>
<td><strong>Intramics</strong></td>
<td>6 months</td>
</tr>
<tr>
<td>* Set Rings</td>
<td>12 months</td>
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<tr>
<td><strong>ID Micrometers</strong></td>
<td>6 months</td>
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<tr>
<td><strong>OD Micrometers</strong></td>
<td>6 months</td>
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<tr>
<td><strong>Micrometers</strong></td>
<td>6 months</td>
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<tr>
<td>* Sine Bars/Plates</td>
<td>12 months</td>
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<tr>
<td><strong>Depth Micrometers</strong></td>
<td>6 months</td>
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<tr>
<td>* Angle Blocks</td>
<td>6 months</td>
</tr>
<tr>
<td>*** Rockwell Tester</td>
<td>12 months</td>
</tr>
<tr>
<td>*** Granite Surface Plates</td>
<td>12 months</td>
</tr>
<tr>
<td>*** Optical Comparator</td>
<td>12 months</td>
</tr>
<tr>
<td>*** Master Size Blocks</td>
<td>12 months</td>
</tr>
<tr>
<td>*** Coordinate Measuring Machine</td>
<td>12 months</td>
</tr>
</tbody>
</table>

* Calibrated according to their usage

** Responsibility of each inspector to verify accuracy on a daily basis

*** Calibrated by an approved outside source
XII. **Calibration Sticker**

Each newly recalibrated tool will be given a calibration sticker showing the tool’s calibration date, the date it is to be recalibrated and the initials of the person who calibrated it. The calibration sticker is shown below.
XIII. First Piece Inspection

The first piece from each production run on each operation is submitted to inspection and approval prior to proceeding.

All first pieces will be 100% inspected by the operator prior to submittal to the first piece inspector.

Any dimension which utilizes more than half of its tolerance constitutes an unacceptable first piece. Exceptions to this policy will be at the discretion of the Quality Control Manager.
XIV. **Final Acceptance**

All lots of material will be inspected 100% to all blueprint requirements when those lots contain 10 pieces or less.

Final inspection and tests may be performed on a sampling basis per ANSI/ASQCZ1.4 on lots of 10 pieces or more at the discretion of the Quality Control Manager.

Results of final inspection and of all testing, both in-house and by outside test laboratories are maintained on record for customer disposition.

All non-conforming material is identified with a red material rejection tag (WPI-R-1), and segregated apart from the normal flow of finished material in a bonded area pending disposition.

Non-conforming material is not released for shipment without specific instructions from the customer to submit the non-conforming material.

Rejected material which is subjected to any authorized repair on rework is reshipped to final inspection for verification of the adequacy of the rework.

Inspection record include the lot size, part number, job number, number of pieces accepted, number rejected, date of inspection and identification of persons who performed the inspection.

Written procedures for final inspection are prepared and issued to the inspectors.
XV. Special Process

All material requiring special process, i.e.: welding, plating, chemical finish, heat treat, etc., are visually inspected upon receipt to standard workmanship requirements.

Customer or blueprint requirements for additional certifications will be requested by purchase order and will accompany shipment.

All special process certifications remain on file for customer review in the Quality Control files.
XVI. **Non-Conforming Material**

The control for the storage and disposition of material which do not conform to customer specifications is outlined below.

Disposition can be:

1. Rework
2. Request for customer authorization to use as is.
3. Scrap

The Material Defect Report will be used to track nonconforming material. The Material Defect Report can be seen in Appendix E.

Machined parts shall not be repaired by welding or other methods, without permission from the customer.

All discrepant material will be tagged with a red rejection tag WPI-R-1, and remain in the “Bonded Area” until appropriate disposition is made.

Access to the bonded area is restricted to the Quality Control Manager and his designated alternate(s).
XVII. **Packaging and Shipping Control**

Before packaging and shipping, lots are checked for final inspection acceptance, identification, conditions, completeness and presence of required documentation.

No order will be shipped to a customer until all shipping papers are identified and material has been accepted at final inspection.

When necessary, all required certifications and test reports, special samples, etc., are to be included with the shipment.

Adequate marking shall appear on the containers to provide positive identification to the applicable customer.

Discrepant material approved for shipment by the customer will be kept segregated and properly identified for shipment.
XVIII. **Certification Record**

**Inspection and Test**

Records on certification of compliance are filed for minimum of three years after completion of a customer’s order.

Records are available to the customer and/or applicable government representatives.
Quality Assurance Procedure 001

PURPOSE: This procedure will assure that the latest applicable drawings, specifications and instructions required by the contract as well as authorized changes thereto are used for fabrication, inspection and testing.

RESPONSIBILITY: It is the responsibility of the office manager to notify the Quality Control Manager of any changes received. Furthermore, it will be the responsibility of the office manager and the quality control manager to retrieve obsolete drawings, specifications, etc., from all points of issue.

PROCEDURE:
1. Office Manager receives print changes from customer.
2. Office Manager notifies the Quality Control Manager of the changes.
3. Office Manager updates job file to reflect all changes.
4. Production removes all effected prints from the files, the floor and recalls all effected prints from outside vendors.
5. Quality Control Manager reviews all changes to determine what effect, if any, the changes will make on pricing, delivery or materials.
6. New blueprints and routing cards are issued to the floor and outside vendors.
7. All obsolete documents shall be destroyed or marked obsolete.
8. Quality Control monitors all departments for compliance.

Signed:_________________________Title: Quality Control Manager
Date:__________________________
Quality Assurance Procedure 002

1. Split Lots

PURPOSE: To establish the procedure for the control of split lots.

SCOPE: To accommodate delivery schedules or to expedite the manufacture of a smaller quantity caused by an unexpected immediate customer need.

PROCEDURE:
A. Manufacturing will prepare the process sheets for manufacturing per Q.A.P. 014.
B. If unexpected needs arise (see scope) the following will be performed:
   1. Production control will generate a process sheet to reflect the required needs, and issue a split lot number, i.e. “S Lot 001”.
   2. The original process sheet will be noted as to the quantity removed from the lot and at what operation removed. The split lot number will also be added to the original sheet, i.e. “S Lot 001”.
   3. The Split lot will continue the manufacturing process at the operation from which it was removed.
   4. A lot may be split as many times as required but must be noted on the original process sheet with a new split lot number each time.

Signed:_________________________ Title: Quality Control Manager
Date:_________________________
Quality Assurance Procedure 003

2. Customer Supplied Material

PURPOSE: To establish the procedure for control of customer/government supplied material.

SCOPE: Applies to all customer/government supplied materials.

PROCEDURE: Upon receipt of customer/government supplied material and appropriate paperwork.

1. Verify material for compliance to customer/government supplied receiver.
2. Apply acceptance stickers and forward to stores for release to manufacturing.
3. Material not used on the job designated for will be returned to the customer or scrapped as directed by the customer/government.

Signed: __________________________ Title: Quality Control Manager
Date: ______________________________
Quality Assurance Procedure 004

3. Customer Returned Material

PURPOSE: To establish the procedure for control of customer returned material.

SCOPE: Applies to all customer returned material.

PROCEDURE: Upon receipt of customer returned material and appropriate documentation.

1. Verify material for compliance to customer rejection report.
2. Generate an inspection report with results.
3. Along with engineering and customer concordance disposition returns on inspection results.
4. Distribute disposition returned material as follows:
   A. Accept – forward returned material to shipping for shipment to customer.
   B. Rework – forward material and rework process sheet to manufacturing for rework and inspection.
   C. Scrap – forward material to scrap bin.

A copy of inspection reports will be held by Quality Control for data analysis and corrective action.

Signed:_________________________ Title: Quality Control Manager
Date:____________________________
Quality Assurance Procedure 005

4. Process Sheets

PURPOSE: To develop, approve and implement process sheets into the production cycle.

SCOPE: A procedure for the review and implementation of manufacturing process sheets.

PROCEDURE:

1. The process sheet will be prepared by manufacturing for the logical manufacturing sequence. Each step will be assigned a numeric value ending with the number five or zero and increases in value by increments of five or ten.

2. After manufacturing completion of the process sheet and print will be forwarded to the Quality Assessment Department for review and approval.

3. Approval by quality will be by affixing a stamp or signature in the appropriate location of the process sheet. The package will then be returned to the manufacturing department.

4. Each process sheet will have a final inspection operation which will include a dimensional inspection and to verify that the latest customer required changes per purchase order are verified.

Signed:________________________Title: Quality Control Manager
Date:__________________________
5. Corrective Action

All deviations from blueprint specifications found by inspection will be communicated to production/vendors. Minor deviations (burrs, workmanship, sharp edges, etc.), the operator/vendor will be verbally notified by the Quality Control Manager of his error and appropriate rework performed.

For any deviation considered major by the Quality Control Manager a corrective action request will be issued to the appropriate production personnel or vendor. Corrective actions must be answered within thirty (30) days of issue. Corrective action follow up will ensure that all corrective actions have been answered.

Corrective action is then reviewed by the Quality Control Manager for approval.

Signed:_______________________Title: Quality Control Manager
Date:_________________________
Quality Assurance Procedure 007

6. Purchase Order Review

PURPOSE: To assure the referenced quality assurance and manufacturing requirements incorporated into control records.

RESONSIBILITY: It is the Office Manager’s responsibility to forward all purchase orders to the Quality Control Manager, manufacturing and engineering for review.

PROCEDURE:
1. Office Manager receives customer purchase order and enters it into the job file.
2. Office Manager attaches form WP101 to all documentation and forwards them to the Quality Control Manager, manufacturing and engineering.
3. Quality Control Manager identifies all quality assurance and certification requirements.
4. Manufacturing engineering reviews the blueprint, and assigns the sequence of operations, and machines to be used in to manufacturing process.
5. WP101 is returned to the office manager. The quality assurance and ME information is then used to generate a shop traveler.

Signed: ____________________________ Title: Quality Control Manager
Date: ______________________________
B. Deburring Operator Check List

1) Edge Breaks on all B/P features (holes, slots, surfaces, etc.) must be addressed.

2) B/P notes pertaining to edge breaks must be verified.

3) .000-.005 edge breaks must be verified under 10x.

4) .005-.015 edge breaks must be verified under 5x.

5) Questions on any of the edge break requirements see Quality Control Manager.
C. Shipping Check List

1. Packing slip enclosed
2. Certification if applicable
3. Test pieces if applicable
4. Inspection reports
5. Part marking per Blueprint
6. Proper packing container
7. Shipping label
8. Correct part count
D. Rejected Material Tag
## Material Defect Report

<table>
<thead>
<tr>
<th>Part Num.</th>
<th>Supplier:</th>
<th>WPI PO #</th>
<th>Inspector</th>
<th>Date</th>
<th>Qty. Reqd.</th>
<th>Qty. Inspt.</th>
<th>Qty. Rej.</th>
<th>Sheet 1 of</th>
</tr>
</thead>
</table>

### Disposition Signatures

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<tr>
<th>QA</th>
<th>Mfg.</th>
<th>Eng.</th>
<th>CM</th>
<th>Program</th>
<th>DCMC</th>
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### Disposition Qty.

<table>
<thead>
<tr>
<th>Use As Is</th>
<th>Rework</th>
<th>Return To Vendor</th>
<th>Repair</th>
<th>Waiver</th>
<th>Scrap</th>
</tr>
</thead>
</table>

### Defect Description:

- 
- 
- 

### Corrective Action:

- Cause of Discrepancy:
- 
- 
- 

- Action Taken to Prevent Recurrence:
- 
- 
- 

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<thead>
<tr>
<th>OP. #</th>
<th>DEPT.</th>
<th>DIMENSION</th>
<th>ACTUAL</th>
<th>ACCEPT</th>
<th>REJECT</th>
<th>STAMP</th>
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COMMENTS:

WPI FIRST PC REV N/C
## G. Final Inspection Report

### WHALLEY PRECISION INC.

#### FINAL INSPECTION PART HISTORY

<table>
<thead>
<tr>
<th>CUSTOMER:</th>
<th>PART NO.</th>
<th>SHEET 1 OF</th>
</tr>
</thead>
<tbody>
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</table>

| SPEC. | BP | LOC | FIRST | DATE | JOB NO. | ALT. LTR. | LOT SIZE | INSPECTION METHOD | AQL PLAN | INS | SS | ACCEPT | INS | SS | ACCEPT | INS | SS | ACCEPT |
|-------|----|-----|-------|------|---------|-----------|----------|-------------------|----------|-----------------|--------|-----|--------|-----|-----|--------|-----|-----|--------|
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |
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|       |    |     |       |      |         |           |          |                   |          |                 |        |     |        |     |     |        |     |     |        |

*WPI FINAL REV INC*
### H. Operation Sheet

**WHALLEY PRECISION INC.**  
**SHOP TRAVELER**

<table>
<thead>
<tr>
<th>JOB NO.</th>
<th>QTY.</th>
<th>DATE</th>
<th>PART NO.</th>
<th>REV. LTR.</th>
<th>DUE DATE</th>
<th>SHEET 1 OF 1</th>
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<tbody>
<tr>
<td><strong>MATERIAL DESCRIPTION</strong></td>
<td><strong>PART NAME</strong></td>
<td><strong>CUSTOMER:</strong></td>
<td></td>
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</tbody>
</table>

**ENG. APPROVAL DATE:**  
**QC. APPROVAL DATE:**  
**INITIAL:**  
**DATE:**  
**QTY:**

<table>
<thead>
<tr>
<th>OP. NO.</th>
<th>DEPT.</th>
<th>DESCRIPTION OF OPERATION</th>
<th>A</th>
<th>R</th>
<th>OPERATOR</th>
<th>DATE/STAMP</th>
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**COMMENTS:**
I. WP-101 Form
Quality Audits Procedure

SOP 003, Revision A

Purpose:
The purpose of this document is to define the requirements for performing Quality Assurance audits in accordance with ISO 9002.

Scope:
This procedure applies to all contracts that require auditing. However, this procedure may be used at any time auditing of contract requirements is desired.

References:
ISO 9002 Quality Systems - Model for Quality Assurance in Production, Installation and Servicing

Procedure:
Internal Audits:
Audit instructions for each element of ISO 9002 are used by the auditor. Each point of the instructions are evaluated, with the results documented. For any findings less than satisfactory, a copy of the audit will be provided to the responsible area manager, with instructions to perform an evaluation of the findings, and to provide positive corrective action.

Positive corrective action is intended to preclude a reoccurrence of the finding, by correcting the fault that allowed it to occur in the first place. It is realized that often there are underlying causes in addition to the main or root cause. These underlying causes are also addressed in the corrective action. The responsible area manager indicates a date that the corrective action will be complete.

After the corrective action is completed, the auditor reviews the corrective action to ensure it is acceptable. A follow up audit is scheduled to ensure that the corrective action was effective.

Results of all audits are reviewed by the management team, which includes the President and all area managers.
Supplier Audits:

Prior to issuing a purchase order to a potential supplier for critical items, an audit is conducted by WPI. An audit can take the form of a completed questionnaire, an on-site review, or a review of past performance.

WPI maintains records for each supplier, which indicates the results of audits conducted, and the rational for acceptance.

Approval

[Signature]
David P. Whalley
Quality Assurance Manager

6/6/05
Date
K. Quality Audit Form

Available Upon Request.