

<b>Rocky Mountain Composites</b> 301 West 3000 North • Spanish Fork, Utah 84660 • USA Phone: (801)794-0200 • Fax (801)794-0400	<b>QUALITY ASSURANCE MANUAL</b>	Revision E
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## STATEMENT OF POLICY AND AUTHORITY

### Quality Assurance Manual For ROCKY MOUNTAIN COMPOSITES

#### Statement of Policy

This manual and related procedures described Rocky Mountain Composites, Inc. ("RMC) Quality Assurance Program, established by the management, for the control of manufacturing. This manual reflects 100 percent commitment on the product of RMC management to conduct its operations within the guidelines established herein. It is the responsibility of each department to make certain that all phases of this system are operation efficiently and effectively.

#### Statement of Authority

The Manager of Quality Assurance has the authority vested to implement and enforce the system described in this manual. If major problems or differences of opinion can not be resolved within the organization level, they shall be brought to the President of RMC for final resolution.

Craig B. Simpson  
President

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## INTRODUCTION

This Quality Assurance Manual and Procedures are maintained in accordance with AS9300. It is a total Quality Assurance Program and, therefore, involves each department that has direct or indirect effect on product quality.

This manual and procedures shall be revised as required to provide adequate direction to Rocky Mountain composites (RMC) personnel and will be supplemented as required for specific customers and / or contracts.

This manual is published, distributed, and maintained by the Quality Assurance Department on a controlled basis. Its contents shall not be copied or distributed without approval by the Quality Assurance manager.

Revision to and deletion of portions of this manual will be reviewed and updated annually and distributed to all manual holders. Audits will be conducted to assure this manual is properly maintained throughout the organization.

ROCKY MOUNTAIN COMPOSITES INC.

Rex Kay  
Manager-Quality Assurance

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### Revision Summary

Rev	Change Description	Rev Date
A.	Initial Release	
B.	Added dates to all pages	8/28/1996
C.	Correction of pagination, deletion of blank pages	1/1/1999
D.	Manual rewritten because of lost data.	8/13/2001
E.	Change to include AS9003 requirements	8/14/2002
	Change wording from Discrepant Material Report (DMR) to Non Conformance Report (NCR). Added Headers. Added Figure 1.1	
F	Changed wording form part(s) to product(s),	9/30/2002

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## 1. QUALITY ASSURANCE ORGANIZATION

### 1.0 ORGANIZATION

The Quality Assurance Department has sufficient independence from the Production Organization to ensure the objectivity required to comply with the requirements of AS9003.

The RMC Quality Assurance Program is designed to give a planned and systematic pattern to all actions necessary to provide adequate confidence that the end item will perform satisfactorily in actual operations.

The manager of Quality Assurance is responsible for the development and application of RMC's Quality Assurance Program. The RMC organization function is depicted in Figure 1.1.

### 1.1 QUALITY MANAGEMENT RESPONSIBILITIES

The President and Management represent the Quality Management Team of Rocky Mountain Composites. This team is responsible for, and will review the Quality program and its effectiveness every six months. This is to be under the direction of the President and consists of the President and the management team (Manager of Engineering, Manager of Quality Assurance, Manager of Manufacturing, and others as required). The proceeds of the review will be documented, reviewed and kept on file for a minimum of three (3) years. The findings of this review will be used for continued quality and product improvement.

### 1.2 QUALITY ASSURANCE RESPONSIBILITIES

It is the responsibility of all Quality Assurance personnel to perform their duties in accordance with the Quality Assurance Manual and related procedures.

### 1.3 QUALITY ASSURANCE ENGINEERING

Quality Assurance Engineering is responsible for product design review and evaluation from the standpoint of quality; manufacturing evaluation from the standpoint of quality; supplier evaluation, material review, analysis, and corrective action.

Specific areas of responsibility as they relate to this manual include, but are not limited to, the following:

- Quality Requirement Review of Quotations prior to submittal
- Quality review of New Contracts and Statement of Work
- Quality Review of Purchase Orders
- Drawing Review/ Approval
- Customer Date Requirements
- Customer Interface
- Non-conforming Material Control
- Review Metrology Requirements

### 1.4 INSPECTION

The primary responsibilities of inspection personnel are to assure product compliance with all quality requirements in Manufacturing and test areas. Specific areas of responsibility include:

- Receiving Inspection
- Local Source Inspection
- In-process Inspection
- Final Inspection
- Assembly and Test Inspection
- Process Control

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## 2. ADMINISTRATION

### 2.0 PURPOSE

The purpose of this section is to define administration responsibilities as they relate to the organization function to assure compliance to program requirements.

### 2.1 QUALITY CONTROL PROCEDURES

Quality Control Procedures (QCP) shall be written when necessary to provide instructions for the implementation of this manual.

QCP may also be written to provide instructions for the implementation of special contract requirements, specification, and inspection requirements.

### 2.2 QUALITY AUDITS

The Quality Assurance Department shall perform internal audits to assure conformance with the requirements of the manual and special processes. Schedules for audits shall be as follows:

Quality Assurance Manual – Yearly  
Process Specifications – 6 months  
Testing Procedures – 6 months

Audits shall be conducted as specified in QCP 1

Results of these audits will be maintained to provide a history of audit findings and corrective actions. These records are considered Company Confidential and will not be released to non-RMC personnel without the approval of the Quality Assurance Manager.

### 2.3 QUALITY PLANNING

The basic task of implementing the Quality Assurance provision of each contract starts when a purchase order is received from the customer.

Quality Assurance, in close coordination with Engineering and Manufacturing, will review the drawings and specification to establish inspection / test points and procedures.

The responsibilities of the Quality Assurance Engineer include the following:

Interpret the quality requirements as specified in the contract and define the responsibility of each department to assure the quality requirements are implemented.

Monitor programs to assure that the contract quality requirements are being implemented and complied with. Advise Program Managers, Design Engineers, Manufacturing Engineers, Production, and metrology requirements.

Coordinate quality matters with customer, government, and out-of-plant representatives.

Review and approve engineering drawings, procedures, and engineering orders prior to release. To verify customer approval and / or manufacturing / procurement, release as required by contract or determined by RMC.

Develop Quality Assurance specification and inspection instructions covering detailed inspection methods and other subjects pertaining to Quality Assurance.

Maintain necessary documentation on each program to assure segregation by product number, and to assure complete tractability as required by contract.

Review manufacturing planning prepared by Manufacturing Engineering for conformance to design requirements, proper implementation of special tooling and fixtures required during the fabrication cycle, and

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provide for documented evidence of acceptance.

## 2.4 INSPECTION / MANUFACTURING STAMPS AND CONTROL

Inspection / Production Stamps are issued to provide an indication of inspection and production accomplishment and status for products, materials, components, and documentation.

The Quality Assurance Department shall maintain a record with the following information:

Name of person stamp is issued to;  
Date of issue;  
Serial number of stamp and sample of stamps actually issued;  
Date stamps “returned” or “lost” and,  
Employee signature

Each stamp will be identified with a unique number and assigned to a specific individual. When it becomes necessary to void a stamp, the inspector or technician shall “x” out the error, re-stamp, date, and sign.

Only the individual to whom the stamp is issued may use it. Loaning of stamps, using, or borrowing stamps from other employees is unauthorized. Disciplinary action or dismissal may transpire.

Lost stamps shall be reported as soon as the loss is detected.

Stamps lost or turned in due to termination or transfer of employee shall be held in bond for six months before being reissued.

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Following are the stamps used at RMC:

Illustration	Stamp Title and Usage
	<u>Acceptance</u>  Used on completed material or products, to indicate compliance to quality criteria. Used on in-process paperwork to indicate acceptance to specific operations. Used on final inspection records, and documentation to indicate compliance of quality criteria.
	<u>Nonconformance Stamp</u>  Used to indicate materials or products do not conform to design specification. When this stamp appears the nonconformance can be reworked to meet specification or submitted to MRB for disposition. Acceptance of nonconformance is indicated by interlocking with the Acceptance stamp.
	<u>Technician Stamp</u>  Used upon completion of a manufacturing process step.

## 2.5 QUALITY ASSURANCE TRAINING AND CERTIFICATION PROGRAM

The Quality Assurance Department is responsible for the indoctrination and training of new Quality Assurance Personnel.

## 2.6 CORRECTIVE ACTION REQUEST

A Corrective Action Request (CAR), Figure 2.1, may be initiated at any time policies and procedures are not followed. This request will be completed per QCP 2 and issued to the department supervisor responsible for the corrective action

The person or department responsible for the corrective action has fifteen (15) working days to respond with a recommended action to avoid any recurrence of the same discrepancy.

A Correction Action Request to a supplier may be issued any time material, hardware, or services do not meet RMC's specification level of quality. This CAR will be completed per QCP 2 and send to the supplier.

The supplier has 15 working days to respond and provide a suitable corrective action to prevent any recurrence. If the CAR form has not been returned after 30 days, Purchasing is to contact the Supplier as a reminder. If the form has not been received after 45 days, Quality Assurance may hold acceptance of all further shipments from the Supplier until the reporting requirement is complied with.

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Customer / User complaints, data, and / or returns are handled in such a matter so that upon RMC's receipt of a CAR, the CAR addressed and responded to promptly. Quality Assurance will give copies of the report to the effected department(s) supervisor(s). Quality Control, working in concert with the department supervisor(s) will make decisions that will correct the discrepancy and comply with the stated requirements. Upon this decision, the departments involved will be expected to comply by the effectively date on the corrective action, or the customer shall notified. Files shall be maintained by the Quality Assurance Department.

## 2.7 RECORD REVIEW AND RETENTION

The Quality Assurance Department shall maintain adequate records of inspections and tests performed. All records will be made available to customer/regulatory agency for review upon request, according to the program.

All records shall be legible and complete, with recorded information completed in ink. All correction shall be lined through, dated, and signed by the person making the change. Unless specified by contract, records shall be retained for a period of three years.

## 2.8 CONTRACT REVIEW

Upon receipt of contract, purchase order, or a change to the contract or purchase order or other related documents, a contract review shall be made. The review is to be attended by Program Management, Program Engineer, Quality Assurance, and Manufacturing representative and others as necessary. The purpose is to assure that all documentation is available and that the requirements, such as schedule and capability are defined and can be meet. Any change to the documents will be made and approved prior the acceptance of the document. Records of these contract reviews, decisions made and attendance is to be kept.

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### 3. DRAWING AND CHANGE CONTROL

#### 3.0 PURPOSE

This section establishes the procedure and responsibility to assure that only the latest applicable drawing, specifications, contractual instructions, and changes are properly reviewed and distributed for the use in a controlled manner.

#### 3.1 DOCUMENT CONTROL SYSTEM

The Document Control System shall maintain all purchase orders, drawings, specifications (See Chart 3.1), manufacturing orders, and quality documentation relative to work being performed at RMC.

It shall be the responsibility of the Document Control System to maintain records throughout the life of the contract. Release records shall show the history of past configurations and provide the single official definition of authorized documentation to be used for fabrication, inspection, and test.

The Document Control System shall immediately transmit changes and revisions as they are received. When a revision renders obsolete the previously released documents, these documents shall be collected. One set of the drawings may be kept for information and history as long as it is stamped, "For History Only," or "Obsolete".

#### 3.2 DRAWING RELEASE

All drawing and/or changes shall be accomplished by an Engineering Change Notice (ECN). As a minimum, this document shall show:

1. Reason for Change
2. Detailed Description of Change
3. Effectively of Change by Date or Serial Number
4. Signature Authority of the Change Review Board

#### 3.3 QUALITY ASSURANCE RESPONSIBILITIES

The Quality Assurance Department shall assure that all drawings used for acceptance purposes are of the most recent drawing revision level and the applicable changes have been incorporated into the manufacturing order along with inspection instruction.

Engineering drawings, revisions, and changes shall be reviewed by Quality Assurance for adequacy, completeness, and currency. Corrective action shall be taken to change any discrepancies found.

Quality Assurance will review all ECNs to determine if they are correct, complete, and in compliance with both company standards, and customer specification.

Changes found to be acceptable will be incorporated into the manufacturing order by the Manufacturing Engineering department.

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## 4. MEASURING AND TEST EQUIPMENT

### 4.0 PURPOSE

This section provides the system for calibration control and accuracy of measuring and test equipment in compliance with MIL-STD-45662.

### 4.1 REQUIREMENTS

Measuring and test equipment, production tooling used as a media of inspection and personal equipment used for acceptance shall be initially inspected for accuracy, and periodically re-inspected to assure adequacy. Standards used shall be traceable to the National Institute of Standards and Technology (NIST).

Inspection and calibration methods shall be in accordance with the requirements of MIL-STD-45662 and implemented per QCP 4. Regardless of due date, if any time accuracy is questionable, the instrument shall be re-calibrated.

### 4.2 CALIBRATION CYCLE

The calibration cycle shall not exceed those defined in QCP 4. Regardless of due date, if any time accuracy is questionable, the instrument shall be re-calibrated.

### 4.3 IDENTIFICATION

Each item of Company –owned equipment shall be assigned a serial number and such number shall be permanently affixed to that item either by label, steel stamping, or vibra-tool. Production tooling may be identified by tool number.

### 4.4 CALIBRATION CONTROL

Calibration activities (facilities, environment, methods, and records) shall be maintained in agreement with MIL-STD-45662.

Outside calibration sources shall be approved by Quality Assurance per Section 5 of this manual, and meet the requirement of MIL-STD-45662.

### 4.5 EVALUATION OF SUSPECT EQUIPMENT

The effect on the quality of products tested or inspected by equipment found to be out-of-tolerance during calibration shall be analyzed by the Quality Assurance and Engineering Departments.

All documentation associated with the suspect product shall be reviewed to determine if the degree of out-of-tolerance condition was sufficient to effect the validity of the test and / or measurements during the acceptance of the product. If the results of this review indicate that the conformance status of the product is suspected, a determination shall be made as to whether or not:

1. Non-conforming product not shipped will be re-inspected and corrected.
2. All products that have been shipped will be reported to the customer indicating the degree of our-of-tolerance with a request for disposition.

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## 5. PROCUREMENT CONTROL

### 5.0 PURPOSE

This section provided instruction for the control of all purchase orders issued by RMC.

### 5.1 GENERAL

RMC suppliers shall be approved in accordance with QCP 5.

Purchase orders shall include all Quality Assurance requirements that apply to the supplier and contain sufficient detail to allow for source and receiving inspection to purchase order requirements. All purchase orders shall be reviewed by Quality Assurance Engineering or the Manager of Quality Assurance prior to placement

Materials classified as controlled (materials considered to be vital to fabrication) shall be procured only from suppliers appearing on RMC vendor file or the customers approved list, depending on the conditions of the contract.

The selection of sources and the nature and extent of control shall be determined by the type of supplies ordered. All applicable requirements for manufacturing, and testing requirements, if applicable, all drawing requirements, revision levels, specifications, and right of inspection at sub-tier's facility by RMC or its customer/regulatory agency shall be included on the P.O. if required.

Quality Assurance shall determine the appropriate Quality Assurance Procurement Requirements (QAPR). This information shall be noted on the purchase order prior to releasing the purchase order to any supplier.

### 5.2 SUPPLIER RATING

The evaluation and rating of suppliers in terms of performance, quality, and workmanship is the responsibility of the Quality Assurance Department.

### 5.3 SOURCE INSPECTION

Source acceptance will be used on any and all products, if required by authorized purchase order.

Detailed instructions for source acceptance requirements are outlined in QCP 5.

Results of Source Acceptance shall be reported and maintained on file.

### 5.4 GOVERNMENT SOURCE INSPECTION

When government source inspection is required, all such purchase orders shall be coordinated with the government representative for his approval. Change orders or amendments to such purchase orders shall include, in addition to the requirements of this manual, a requirement for government source inspection.

All purchase orders relating to supplies or services on government contracts (that do not require government source acceptance), shall have QAPR "government access privilege" applied to the purchase order.

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## 6. RECEIVING INSPECTION

### 6.0 PURPOSE

The purpose of this section is to define responsibilities and outline procedures used for Receiving Inspection.

### 6.1 GENERAL

All controlled materials and supplies are to be inspected upon receipt by Receiving Inspection for compliance to specified requirements. Materials and or parts are not accepted until all requirements of purchase order are met.

### 6.2 RECEIVING DEPARTMENT

The Receiving Department shall forward all receivables to Receiving Inspection with the following exceptions:

Office supplies  
Maintenance and janitorial supplies  
Factory machinery and equipment  
Small tools & shop supplies

Other miscellaneous items that are not used in deliverable products excluding government furnished material.

### 6.3 RECEIVABLES STORAGE

All receivables shall be stored in areas designed by Receiving Inspection Supervisor. Receivables shall not be released for production without full acceptance.

### 6.4 QUALITY ASSURANCE RESPONSIBILITIES

Quality Assurance Engineering

Upon receipt of material, Quality Assurance is responsible for ensuring that supplier documentation meets purchase order requirements. As a minimum, it shall consist of:

1. Determining the scope of work to be completed by the supplier.
2. Determining the supplier documentation required including evidence of customer or government source inspection.
3. Assuring that drawings, specifications, and procedures used are approved for use in the procurement.

Upon completion and acceptance of the documentation, the P.O. shall be stamped or signed (first initial, last name) and dated.

Certifications

Unless otherwise noted on the purchase order, the acceptance criteria for a Certificate of Conformance or a Supplier's Certification is as follows:

The Certification shall contain a statement that the requirements of the purchase order were met. The Certificate shall contain the RMC purchase order number. Purchase order change notice number(s) shall be listed on the Certificate, when applicable to qualify requirements. When partial shipments are made, the Certificate shall also include the supplier's invoice number. The Certificate shall contain the name of the supplier and signature representing the supplier.

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#### Discrepant Certification and Documents

If the Certifications and other documents are incorrect or incomplete, the following action shall be taken:

Initiate a Discrepant Material Report, distribute a copy to Purchasing for corrective action, and attach all other copies to the purchase order until proper documents are received.

#### Inspection

The Receiving Inspector shall inspect all products and materials are directed by his / her supervisor and in accordance with the purchase order and blueprint requirements. Receipt instructions shall be obtained as specified below:

All materials received shall be logged in the Receiving Inspection Log per QCP 6.

Materials received without proper documentation shall be held pending the receipt of subject documents.

Test reports and certifications shall be verified for compliance and filed with a copy of the purchase order in the Certification file.

All lots of material shall be inspected to assure that specifications requirements have been satisfied. Test reports and certifications shall be verified for compliance and filed with a copy of the purchase order in the Certification file.

Measuring and testing equipment received shall be directly forwarded to the calibration lab.

A first article inspection on one product when applicable is required on the first lot of products received is accomplished by completing a "First Article Report" depicting all dimensional characteristics referenced on the blueprint. All inspections performed shall be conducted with the latest revisions of applicable drawings, specification, manufacturing order, and QARP.

Acceptable material shall be tagged per QCP 6.

All lots of material shall be inspected to assure that specifications requirements have been

#### 6.5 RAW MATERIAL

Receiving Inspection is responsible for the inspection of all raw material.

Material that is temperature-controlled shall be inspected by Receiving Inspection at the time of delivery to verify the temperature of the material.

Material awaiting inspection that requires temperature-control shall be tagged and placed in the bond freezer until inspection has been completed.

Materials found to be acceptable shall be tagged and controlled per QCP 6

Materials found to be unacceptable shall be tagged per QCP 6 and placed in the bond freezer until disposition is made.

#### 6.6 CUSTOMER/GOVERNMENT OWNED MATERIAL

Customer owned materials do not require extensive Receiving Inspection. However, all materials shall be inspected for damage in transit.

Materials found acceptable shall be handled as specified in Section 6 of this manual.

Damage or unacceptable material shall be placed in bond and the customer notified.

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Customer owned material must be accompanied by a packing slip. The packing slip must include product(s) description(s) and the quantities shipped. From the packing slip the receiving clerk is to fill out the basic information in the receiving log. Customer of proper documentation is not received within 48 hours. Government furnished materials shall be processed in accordance with the government property control procedure (segregated). Damaged items shall not be uncrated until government inspection is conducted.

## 6.7 SOURCE ACCEPTED MATERIAL

Materials and hardware that have been accepted by Source Inspection need only to be inspected for transit damage and applicable documentation. Material and hardware shall be processed in accordance with Section 6 of this manual.

## 6.8 DOCUMENTATION CLOSE-OUT

If the products/material and documentation are acceptable:

Stamp and date all copies of the purchase order or Supplemental Receiving Report (RR).

Complete acceptance tag(s).

Complete receiving inspection of the material / products they shall be delivered to stores. A copy of the purchase order is filled in the material certification file.

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## 7. MANUFACTURING CONTROL

### 7.0 PURPOSE

The purpose of this section is to describe the procedure used to control fabrication.

### 7.1 WORK INSTRUCTIONS

The basic document used in the fabrication system is the Manufacturing Order (MO) with QCP 9 Lot Sign off Sheet Procedures. The MO shall provide for special handling, marking, and shipping instructions. The Manufacturing Engineering Department is responsible for writing the MO. However, Quality Control must review and approve all MO's and may add instructions pertaining to quality and instructions as needed.

The MO is supplemented by additional documents when needed, as determined by the Manufacturing Engineer and Quality Assurance Engineer.

Manufacturing Engineering shall establish any control necessary to assure that a manufacturing release quantity is processed through Manufacturing and Inspection in a systematic manner.

Accountability of all products, within a release quantity, to Manufacturing and Inspection status is required during the fabrication cycle. This may be maintained by quantitative methods, lots, controlled flow, and individual product marking.

Examples of methods that satisfy the foregoing requirements are as follows:

Products may be grouped into lots of any convenient size and processed through the fabrication cycle. This method requires that the entire lot quantity be accepted on the inspection report prior to the lot being moved to another department.

Products may be grouped into lots of any convenient size and each product identified with a lot number. Each product can be serialized and processed individually.

When all products in a work order quantity, have completed an operation, Inspection shall review the MO for that operation by indicating inspector's stamp and date accepted. After this acceptance, the MO and the products can be moved to the next operation.

When products are processed in lot sizes that are less than a work order quantity, the MO shall be completed for each operation when all lots in a work order have been processed. The MO shall accompany the last lots in a work order have been processed to the next operation of the manufacturing outline.

Each operation shall be stamped and dated upon completion by the Technician and / or Inspection when applicable.

### 7.2 IN-PROCESS INSPECTION REQUIREMENTS

Quality Assurance, with support from Engineering, will establish inspection points at key steps in the manufacturing process. These points will verify proper procedures are being followed and that products manufactured meet minimum established requirements.

All inspection data is recorded in an inspection report (IR See Figure 7.1), recording serial number and lot numbers, dimensions, weights, and visual defects and date.

In-Process products found to be non-conforming can be disposition "limited processing" provided the non-conforming can be repaired / reworked later in process to acceptable condition. The amount of inspection performed will be determined by quality assurance in accordance with the Quality Manual procedure 7.1.1

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“Sampling Plan.”

### 7.3 FINAL INSPECTION AND TEST REQUIREMENTS

After all operation on a lot of products have been completed and prior to delivery to stores, the lot shall be final inspected. Final inspection shall, as a minimum, consist of the following:

Select one product at random. Inspect each dimensional characteristic on the drawing as directed by the MO.

Review the MO and IR forms to assure that all products in the lot have been accepted at each operation or nonconforming conditions documented and that the quantity of products on the MO agrees with number of products on IR.

Additional inspections as directed by the Inspection Supervisor including a mandatory inspection of each product in the inspection lot for any nonconforming characteristics found during the inspection.

### 7.4 FIRST ARTICLE INSPECTION

All products produced as required by contract, shall have a first article inspection made prior to release for a production run. The results of this inspection are to be recorded on the Inspection Report. Products that have had a change in process, suppliers, design, or materials will be re-inspected and a new First Article will be performed. When products are purchased from outside suppliers, the supplier will be requested to perform FAI and submit his finding to ROCKY MOUNTAIN COMPOSITES. Upon receiving of these products, ROCKY MOUNTAIN COMPOSITES Quality Assurance will perform their First Article and record the information on an inspection report and compare it with the supplied FAI. The specifics of the first article inspection will be determined per customer specifications.

If the reports are the same, the products will be accepted as First Article and production can then start. If there is a discrepancy between inspection and suppliers reports, or inspection and drawing requirements, then a discrepancy report will be filed to MRB.

Prior to First Article shipment, the Purchase Order (PO) will be reviewed and the packing list will be filled out according to the requirements. Also, the First Article Inspection will be directed to the customer per PO directions.

### 7.5 PACKAGING, PRESERVATION, AND SHIPPING

Rocky Mountain Composites will use acceptable product handling and storage to protect the quality of the product and prevent damage, loss, deterioration, degradation, or substitution of products. Manufacturing Engineering has the responsibility to implement and monitor this plan.

Once Quality Assurance receives final acceptance approval from the customer representative, the product is released to the Packaging and Shipping department. Each product product number has a prescribed method of packaging which has been agreed to by the custom. Packaging and Shipping and the customer representative will inspect the packaged product for cleanliness, preservation, packaging, and marking, and verify shipping operation to ensure that specified requirements are met.

All end items shall not be allowed to ship without evidence of this inspection.

### 7.6 INSPECTION REPORT

The inspection report (IR) is primarily used as an accumulator of inspection data prior to acceptance of the work order quantity on a manufacturing outline. This form will be used as directed by the inspection supervision. The inspection reports will be made available to the customer when requested. These reports shall use the product serial number so that they can be tracked and tied to the product.

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## 7.7 MATERIAL QUALIFICATION

When required by the purchase order, drawing or other specification, testing of material will be conducted to satisfy the customer that the material, products, or chemical processing meets the requirements of the Purchase Order.

Copies of the test will be kept on file at Rocky Mt. Composites for 3 years, unless otherwise specified by contract. Copies when requested will be sent to the customer per their instructions.

Rocky Mt. Composites suppliers may also be required to provide material certification test results when required by the customer PO.

## 7.8 ENGINEERING SOURCE APPROVAL

Engineering source approval will be used for the control of products, material, and processes where characteristics vital to the performance or integrity of the products, materials or processes can not be completely defined in a manner suitable for inspection purposes; and must, therefore, be assured by procurement from services which have demonstrated, to Engineering satisfaction, the ability to produce the necessary characteristics.

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## 8. NON-CONFORMING MATERIAL CENTER

### 8.0 PURPOSE

To establish a system for the identification, segregation, and disposition of non-conforming material.

### 8.1 DISCREPANT MATERIAL REVIEW BOARD

This section applies to the engineering, Manufacturing, Material, and Quality Assurance Department as related to the processing of material that have been rejected by the inspection or test functions and are non-conforming to specified requirements.

Members of the Nonconformance Review Board (NCRB) will be selected per QCP 8. In appropriate instances, customer representatives may be requested to participate.

The primary responsibility of the NCRB is to decide on the disposition of nonconforming material. When appropriate, board members may call upon the services of other company employees to serve on the NCRB, or in an advisory capacity.

Quality Assurance is responsible for providing the NCRB with a material review area for use in holding and accounting material that are waiting MRB action.

### 8.2 MATERIAL REVIEW DOCUMENTATION

The identification, disposition, and corrective actions for nonconforming material is accomplished when the Non-Conformance Report (NCR) is completed. For instruction regarding the information needed for the blocks of the NCR see QCP8.

Quality Assurance is responsible for maintaining the control of non-conforming hardware.

### 8.3 QUALITY ASSURANCE RESPONSIBILITIES

Quality Assurance is responsible for the operation and coordination of the material review system. Briefly, the duties of Quality Assurance are as follows:

- Maintains all blank NCR's
- Maintains all NCR files both competed and reworked completion
- Distributes copies of NCR's to the applicable departments.

### 8.4 INSPECTION RESPONSIBILITIES

When a nonconformance is discovered by the Operator or an Inspector which cannot be reworked to conform the drawing, specification, or contract will be held in the Inspection area, and the supervisor notified. If, after review of the non-conformance, it is agreed that the product cannot be reworked to requirements, a NCR will be originated by inspection

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## 9. PROCESS CONTROL

### 9.0 PURPOSE

The purpose of this section is to establish a procedure for the monitoring of all processes and the testing of materials used in the fabrication of an end product.

### 9.1 MATERIALS CONTROL

When directed by contract or purchase order, all in-coming materials shall be conducted as specified in QCP 6.

### 9.2 RESIN MIXTURE CONTROL

The control of resin mixtures shall be maintained by the use of a Material Request Form. This form shall be completed each time a request for resin systems is made by Production personnel.

The ratio shall be established by the MO instructions.

Each container as a minimum, shall be identified with the following information:

- Type of material
- Lot number
- Weight
- Date issued

Materials issued to the production areas shall be used within five (5) working days from the date of issue. Materials found in the production areas exceeding five (5) working days shall be returned to stores for reissue.

Material Control is responsible for the verification and acceptance of information produced on the manufacturing order. Each container shall be verified before being released to the production area.

### 9.4 CURE TEMPERATURE AND PRESSURE CONTROL

Inspection shall check the assembly planning for acceptance of previous operations and time limits from assembly to bonding, as required per applicable requirements.

Cure times, pressure, etc., shall be recorded on the Cure Chart.

Each chart shall be identified as to product number(s) and cure date for which it represents.

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## 10. STATISTICAL PROCESS CONTROL

Rocky Mt. Composites Inc. currently utilizes a plan for identifying and reducing variations to key process characteristics. This plan employs Statistical Process Control (SPC) techniques when required by the customer.

This plan for “Continuous Quality Improvement” begins by identifying the obvious sources of variation and progressively moves to the more subtle sources. As sources of variation are identified, process modifications are made to

Quality Assurance orchestrates this plan with the Manufacturing Engineer. The following steps describe the basic steps that are implemented on each customer's program.

- Collecting information
- Documentation of key characteristics
- Determination of process steps for key characteristic measurements
- Selection of Appropriate control charts
- Collection of measurements of control data
- Are key characteristics in statistical control
- Do characteristics meet minimum capability?
- Can special causes of variation be assigned?
- Remove special causes of variation
- Collect new measurements
- Identify potential sources for process variation
- Correlate sources of the process variation
- Establish controls for key process controls
- Document operation
- Update process data base

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Rocky Mountain Composites, Inc.  
Quality Control Procedures

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## QCP-1 QUALITY AUDITS

### REFERENCE

All applicable customer and RMC specifications.

### PURPOSE

To establish a procedure and frequency for self-survey and evaluation.

### APPLICABLE DOCUMENTS

Quality Assurance Survey Audit

### PROCEDURE

The manager of QA will notify the President of RMC annually that they or their designee is to conduct and audit to verify the effectiveness of the quality program.

The survey reports shall review factors associated with each function being audited.

Quarterly surveys shall be conducted by the QA Department and tailored to the specific areas, functions, or processes being audited.

Results of these surveys shall be forwarded to the QA Department. The manager of QA, upon his review, shall determine where corrective action is required.

If changes in procedures are required, the QA department will revise the necessary documents to bring the system into compliance.

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## QCP-2 CORRECTIVE ACTION PROCESS

### REFERENCE

All applicable customer and RMC specifications.

### PURPOSE

To establish a procedure for the processing of supplier, internal, and customer corrective action requests.

### APPLICABLE DOCUMENTS

Corrective Action Request  
Corrective Action Log

### PROCEDURE

#### QCP-2.1 Corrective Action Request

A corrective Action Request (CAR) may be generated as a result of non-conformance review activity, inspection reports, or QA review of non-conformance reports.

The QA Department shall review all discrepancies to determine if corrective action is required.

If corrective action is required, to avoid any recurrence of the noted non-conformance, a CAR shall be issued to the Department Supervisor responsible for the non-conformance.

The Department responsible had 15 working days to respond by providing the actual cause and action taken to prevent a recurrence.

#### QCP-2.2

When materials, hardware, or services received from a supplier are found to be unacceptable, the QA department shall generate a Corrective Action Request (CAR).

The CAR number shall be assigned from the Corrective Action Control Log. The CAR shall be completed by the QA department and forwarded to purchasing.

The purchasing department shall review the CAR and submit the request to the supplier. The supplier has 15 days to respond by providing statements concerning the cause of the discrepancy and corrective action to prevent any recurrence.

If response is not provided within 30 days, the supplier will be placed on hold until the request is received by the QA department.

A log shall be maintained by QA showing the status of issued CAR's

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## QCP-3 DRAWING AND SPECIFICATION CONTROL

### REFERENCE

All applicable customer and RMC specifications.

### PURPOSE

To establish procedure and responsibility to assure that only the latest applicable drawings, specification, contract instructions, and changes are distributed for use in a controlled manner.

### PROCEDURE

It shall be the responsibility of Document Control to maintain a current master file on all Customer and RMC blue-prints and specification. Document Control shall issue changes as received from the Engineering Department. All drawings released must exhibit a document control stamp and release number.

A change request may be initiated by engineering, manufacturing, customer, supplier, or quality control.

All changes must be approved by engineering and / or customer as applicable.

Engineering shall issue, to change control, and Engineering Change Notice (ENC) form for all approve changes.

This form shall indicate material disposition and effectively.

It shall be the responsibility of the Non-Conformance Review Board (NCRB) to make disposition on all products effected by the change as to rework, use as-is, or scrap.

It shall be the responsibility of Production control to review all changes and issue appropriate orders with respect to stopping work in process and handling of products in stock subject to rework.

It shall be the responsibility of manufacturing to return all old drawings and request new manufacturing order form production control.

Purchasing shall review and amend all changes and issue new purchase orders to suppliers for products affected. Contractual instructions, when initially by RMC contract department, shall be implemented into the manufacturing order instructions and shall be reviewed by quality control.

Any change in contractual instructions shall be controlled by document control, utilizing an ECN for review and implementation.

It shall be the responsibility of quality control to assure that the latest changes are reflected in the manufacturing order and assure implementation.

As required, the contracts department will forward a copy of the purchase order to the QA department to verify that all applicable specifications are listed.

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## QCP-4 MEASURING, TEST EQUIPMENT, AND CALIBRATION

### PREFERENCE

All applicable customer specifications and MIL-STD-45662.

### PURPOSE

To establish and maintain a calibration system to control the accuracy of measuring and testing equipment in compliance with contractual requirements.

### APPLICABLE DOCUMENTS

Master calibration record  
Calibration record

### PROCEDURE

#### QCP-4.1 CALIBRATION

All production tooling and equipment used for producing deliverable goods must be accepted by inspection and maintained as specified herein.

Prior to use, equipment and tooling shall be submitted to inspection for verification and initial calibration. Once calibrated, each tooling is to be identified with a unique number and traceable to a calibration record. Equipment and tooling may not be used for inspection purposes or process control when it's calibration is past due.

A master calibration record shall be maintained showing the control number, serial number, description, manufacture, and calibration due date.

The calibration records shall show objective evidence of all calibration.

All tools and equipment which are not in use shall be stored and maintained in a bonded area.

All rework, calibration, need adjustments to inspection equipment shall be performed in a temperature controlled room utilizing master gages, the calibration of which shall be traceable to the NIST.

Equipment and tooling that is impractical to inspect and / or calibrate shall be submitted to an RMC approved Certified Gage and Equipment Laboratory. All items returned from outside calibration sources must be accompanied by a certification of compliance traceable to the US Bureau of Standards. All master tools must be certified in this manner.

#### QCP-4.2 Calibration Recall System

1.0 All calibrated equipment shall have a calibration sticker affixed indication:

Date calibration  
Next due date  
Calibration source

NOTE: Equipment too small for label identification may have a label positioned adjacent to it, so long as label indicates tool number or is identified with a control number that may be traceable to a calibration record.

2.0 Prior to the due date, inspection will send out a calibration notice indicating the equipment control number and due date.

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The calibration notice shall be completed and returned with the equipment calibrated. A calendar / log will be used as to show next calibration cycle. The calendar / log shall be form present to one year forward minimum. When a tool is calibrated the next due date will be recorded on the appropriate date. From this the calibration due notices may be issued two weeks prior to due date. Recall notices will be required from outside calibration sources at the beginning of each month.

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## QCP-5 SUPPLIER SURVEY

### REFERENCE

All applicable customer, RMC specification and MIL-STD-1535 (latest rev.)

### PURPOSE

To establish a system of supplier survey of controlled production materials and services.

### APPLICABLE DOCUMENTS

RMC supplier quality system questionnaire form.

### PROCEDURE

#### Basis of Survey

The survey shall be conducted to assure compliance with either requirement MIL-Q-9858, MIL-I-45208, and/or MIL-STD-45662.

Special Process surveys will be conducted in conjunction with quality control survey as required.

### SURVEY

The completed "Quality Survey Form" shall be distributed to:

QA  
Purchasing department  
Supplier

The evaluation and type of survey conducted is dependent upon one or more of the following:

Complex services  
Product produced  
Contractual obligations  
Location of facilities  
Supplier history  
Warehouse / distributor

The survey forms summarize the Quality Control system utilized by RMC suppliers, and indicates the present status. "Approved" or "Withheld". If "withheld," corrective action will be required before being placed on the "approved supplier list." A grace period will be allowed for the supplier to make the recommended changes. A re-survey will be made to assure corrective action has taken place.

If the supplier is disapproved for any reason all contracts for goods and services will be canceled. A supplier that has been disapproved may be re-surveyed after a period of 6 months if the supplier submits a written request.

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## QCP-6 SOURCE INSPECTION

### REFERENCE

All applicable customer and RMC specifications.

### PURPOSE

To establish procedure for inspection of products and materials at a suppliers facility.

### APPLICABLE DOCUMENTS

- 1.0 Source certificate of inspection form
- 2.0 First article inspection first report form

### PROCEDURE

Source inspection will be performed at the suppliers facility as directed by customer or RMC purchase order. Inspectors performing source inspection shall perform their inspection based on the latest drawings, specification, and purchase order. A first article inspection report shall be completed showing actual dimensions fund.

If any conflicts exist between engineering drawings, specifications, and purchase order, the purchase order and latest changes shall prevail.

Upon completion of the inspection, the inspector shall complete and stamp the certificate of inspection for each lot of products or material inspected.

One copy of the certificate of inspection shall accompany each shipment.

All copies of the suppliers shipping documents must be stamped by the inspector.

When applicable, the supplier shall notify RMC, 48 hours in advance of source if requirements.

A copy of the source certificate of inspection and first article report shall be distributed as follows:

- QA file
- Purchasing department
- Supplier

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## QCP-7 RECEIVING INSPECTION LOG

### REFERENCE

All applicable customer and RMC specifications

### PURPOSE

To provide a procedure for the use of the receiving inspection log.

### APPLICABLE DOCUMENTS

Receiving inspection log form.

### PROCEDURE

QA will establish and maintain a complete daily record of receiving inspection operations.

It is the responsibility of the inspector performing the inspection to complete each section of the log as follows:

Item	Description
Date	Date inspection performed
Quantity	Quantity of item received
Supplier	Supplier furnishing items
Product number	Product / ID number of item
PO number	Purchase order number submitted on
Lot / serial number	Traceable control number
Material	Raw material Received
Lab test	If applicable indicate yes ,if not Required indicate N/A
Number	Lab request form number
Results	Pass/ failed
Expiration date	Date material expires
Inspection	Inspection stamp
Acceptance	Quantity accepted
Rejection	Quantity rejected
Remarks	Additional information

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## QCP-8 TAG IDENTIFICATION AND CONTROL

### REFERENCE

All applicable customer and RMC specifications.

### PURPOSE

To provide procedures for the control and identification of materials and hardware.

### SCOPE

This procedure applies to all materials and hardware received or produced at RMC.

### APPLICABLE DOCUMENT

Acceptance tag  
Material control card  
Rejection tag

### PROCEDURE

#### QCP-8.1 Acceptable

Upon examination, if it is determined that the items comply with all the requirements, the Inspector shall stamp or initial and clear all purchase order copies and complete an acceptance tag for each container or lot of material / hardware received.

All information appearing on the acceptance tag must be complete and accurate. Once the tag is completed the items may be transferred to the store area.

It is the responsibility of material control to assure the tag remains attached to the released item.

#### QCP-8.2 Material Control Card

1.0 Temperature controlled material when received shall be inspected for temperature and contents upon receipt. After check, the material will be held in freezer bond area until completion of material acceptance.

Material will be accepted and released for use when certification of material is received and meets the requirements of the purchase order.

The will be logged on the freezer control cards to material lot number, purchase order number, job number (if applicable), manufacturing order, manufacturing date, and expiration date.

Each time a material is issued, the freeze control card will be clocked. When material is returned to the freezer, the card will be clocked out and time will also be and recorded on the card.

The weight of the material will be logged on the card each time material is returned for storage.

When material is used up, the card will so indicate then will be dated and signed by QA.

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### QCP –8.3

The rejection tag shall be used any time material, hardware, or process, is below standards, requires testing, re-qualification, or disposition.

Material which has been tagged with a rejection tag shall be placed in bond until disposition is complete.

Equipment found to be defective shall have a withhold tag.

Removal withhold tag will result in disciplinary action or termination.

### QCP-8.4

1.0 The rejection tag shall be used any time material, hardware, or process has been determined to be unacceptable for production use.

2.0 Material disposition as scrap shall have a scrap ticket.

3.0 Unauthorized removal of a rejection tag will result in immediate dismissal.

4.0 Rejected material may be disposition for:

- Return to supplier. If the material is found defective from the supplier, it is to be returned for credit, replacement, or rework.
- Disposal /scrap
- Engineering use only. Certain materials so identified may be kept available for use on engineering or R&D projects at engineering's discretion.

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## QCP-9 MATERIAL RE-CERTIFICATION AND PURGE

### REFERENCE

All applicable customer and RMC specification.

### PURPOSE

To provide procedure for the re-certification and purge of materials that have reached their expiration date.

### PROCEDURE

- 1.0 Material requiring re-certification shall be tagged per QCP 6-1-2 and a sample taken for testing.
- 2.0 Upon re-certification acceptance, the inspector shall complete a new acceptance tag according to the re-certification cycle.
- 3.0 Upon receipt of the material, the inspector shall complete a new acceptance tag according to the re-certification cycle.
- 4.0 The material control card shall be changed to reflect the revised shelf life.
- 5.0 The laboratory request copy indicating the acceptance of the material shall be attached to the purchase order and file.
- 6.0 Material found to be unacceptable shall be processed per QCP 8-1-1
- 7.0 Material re-certification periods are as follows (unless otherwise specified by contract or customer specification):

Shelf life	1 <sup>st</sup> Re-certification	2 <sup>nd</sup> Re-certification
2 years	6 months	3 months
1 year	6 months	3 months
6 months	3 months	45 days
3 months	45 days	none
2 months	1 month	none

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## QCP 10 RAW MATERIAL TESTING

### REFERENCE

All applicable customer and RMC specifications.

### PURPOSE

To provide procedure for the testing of raw materials.

### SCOPE

This applies to all materials requiring testing as a means of acceptance.

### APPLICABLE DOCUMENTS

Test record form

### PROCEDURE

- 1.0 When required by contract, raw materials shall be tested for compliance to specification requirements.
- 2.0 If the material requires testing as a means of acceptance, the inspector shall complete the testing required.
- 3.0 The sample shall be identified with the lot number to maintain tractability.
- 4.0 The material being tested shall be tagged per QCP 6-1-2 and held in bond until test results are completed.
- 5.0 When the testing is complete the inspector shall indicate the results of the test on the material test form.
- 6.0 If determined to be acceptable, the inspector shall attach the acceptance tag per QCP 6-1-2.
- 7.0 Material found to be unacceptable shall be handled per QCP 8-1-1

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## QCP 11 SAMPLING PLAN

### REFERENCE

All applicable customer and RMC specifications.

### PURPOSE

To establish a procedure for the inspection of products and assemblies utilizing sampling inspection by attributes.

### APPLICABLE DOCUMENTS

MIL-STD-105 (latest revision, see tables I and II).

### PROCEDURE

- 1.0 Acceptance sampling inspection by attributes will be used as outlined herein. Application of this method of inspection may be used on products received from suppliers or items produced by RMC.
- 2.0 Critical products and / or assemblies will not be inspected by this method.
- 3.0 All characteristics will be listed on the inspection reports.
- 4.0 General inspection level I will be used in determining sample size to be inspected unless otherwise specified.
- 5.0 Acceptance level of this plan will be ZERO. If one or more defects are found, the lot will be withheld, screened, or submitted to the NCRB for appropriate action.
- 6.0 Critical defects shall be inspected by a sample inspection, only with the approval of the customer, otherwise, critical defects shall be 100 inspected.
- 7.0 All acceptable quality levels (AQL) of 2.5 shall be applied to all lots, with exception of items where customer AQL is specified.
- 8.0 Acceptance of the lot will be made when the results of the inspection meets the acceptance level of MIL-STD-105 for specified AQL.
- 9.0 Results of the lot inspections will be documented on the inspection reports and records maintained.

The material review board (MRB) shall decide upon the disposition of all discrepant material and /or products when the discrepancy will affect performance, fit or function. NCRB members will be:

1. QA manager
2. Design engineering representative
3. Manufacturing engineering representative
4. Production representative
5. Customer representative (if required)
6. Project manager or program manager

The review board shall determine whether the item is to be scrapped or reworked.

1. Scrapped products shall be disposed of by QA.
2. Manufacturing Engineering shall be notified of scrapped products so a replacement can be scheduled.
3. Rework procedures shall be defined by the board if rework is approved and incorporated into an MO which will travel with the rejected product only. All normal inspection and procedures will be observed as defined by the MO relating to and following the reworking.
4. The manufacturing order for rework of the product shall become product of the documentation file.
5. Testing or calculations required by design engineering before approving rework procedures shall become product of the documentation file.

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## QCP-12 NON-CONFORMING MATERIAL

### REFERENCE

All applicable customer specifications.

### PURPOSE

To establish procedure for the rejection, disposition, and corrective action on non-conforming materials, products, and assembly.

### APPLICABLE DOCUMENTS

Non-Conformance report (NCR)

### PROCEDURE

#### **QCP 12.1**

- 1.0 It shall be the responsibility of each inspector to affix a rejection stamp to the face of the manufacturing order or related documents.
- 2.0 The inspector shall stamp the face of the manufacturing order and note the operation(s) that are incomplete and return the products to production.
- 3.0 Production shall complete the products for the incomplete item(s) and if acceptable shall then buy the operation on the manufacturing order by stamping the block provided and route to the next operation.

#### **QCP 12.2**

- 1.0 It shall be the responsibility of each inspector to complete a non-conformance report (NCR) on any item that contains a non-conformance that can be completed to specification. This form shall establish a permanent record of non-conformities and shall be attached to the product or assembly paperwork.
- 2.0 The inspector shall complete a form NCR when a discrepancy or discrepancies are discovered.

The blocks shall be filled out as follows:

1. Job Number: Enter the manufacturing job number.
2. Product Number: Enter complete product number including dash number
3. Revision: Enter the revision number of item being produced.
4. Product Name: Enter the exact product name of item being produced.
5. S/N or Lot number: Enter the serial number (s/n) of item are assigned lot number.
6. Supplier name: Enter the supplier responsible for the manufacturing.
7. PO or MO number: Enter the purchase order number if supplied from an outside source or manufacturing order number if produced in-house
8. Drawing number: Enter the drawing number at the point the discrepancy was found.
9. Lot size: Enter the quantity of items presented for inspection.
10. Sample size: Enter the quantity of items presented for inspection.
11. Buyer: To be completed by receiving inspection.
12. Originator: Inspection generating the NCR.
13. Date Written: Enter the date the NCR was written
14. Item Number: Enter the sequence of discrepancies found.
15. Inspection Area: Enter the location the discrepancy was found.

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16. Quantity Def: Enter the number of items found defective within a sequence of observations.
17. Discrepancies: Enter the reason for withholding, including drawing location, actual recorded dimension, specification variance, specification requirement, and required dimension. This information shall be detailed to allow disposition without referring to the discrepant item. Enter the defect code found in attachment I.
- 3.0 The inspector shall complete and attach a NCR to the discrepant item and affix a rejection stamp adjacent to the operation found defective.
- 4.0 The inspector shall forward the NCR to the QA supervisor for disposition.
- 5.0 The QA supervisor shall review the NCR and disposition in one of four categories: Rework, Use as is, Submit to customer, or NCRB.
- Note: NCRB activity cannot be accomplished unless non-conformance review board (NCRB) authority has been granted by the customer.
- 6.0 The QA Supervisor during the disposition of the NCR shall determine the department responsible for the discrepancy and the applicable defect code.
1. QA Supervisor: Responsible for assigning the disposition.
  2. Date: Enter the date disposition was made.
  3. Department Responsible: Enter the department responsible for the discrepancy.
  4. Disposition: Enter the applicable disposition

### QCP 12.3 Disposition

- 1.0 If the discrepancy can be completed to specification, the QA supervisor shall forward the NCR to engineering for disposition.
- 2.0 Engineering shall provide the required instruction to complete the disposition.
- 3.0 When the disposition has been completed the responsible engineer shall sign the NCR and forward to QA for review.
- 4.0 QA shall review and sign the disposition to assure all inspection and contractual requirements have been maintained.
- 5.0 Inspection shall forward a copy of the NCR to production for completion of the disposition.
  1. Item number: The item the disposition is being provided for.
  2. Disposition: Work instructions to complete to specification.
- 6.0 Upon completion of the assigned disposition, a copy of the NCR shall be attached to the manufacturing order, and the original copy shall be returned to QA and filed.

### QCP 12.4 Corrective Action

- 1.0 The QA supervisor shall determine the cause of defect and take the following actions:
  - A. When the cause is related to workmanship the QA supervisor will coordinate measures with the responsible production supervisor.
  - B. When the cause is design deficiency the production supervisor will submit an engineering change request to the liaison engineer for correction.
  - C. When the cause is incorrect tooling, inspection will attach a non-conformance tag to the tool and send a copy to engineering for disposition.
- 2.0 In cases where corrective action cannot be obtained by the above action, the QA supervisor will refer the problem to the corrective action board.
  - A. Cause of Discrepancy: Statement to be completed by the department supervisor responsible for the discrepancy.
  - B. Corrective Action: Statement to be completed by the department supervisor providing corrective action to prevent any recurrence.

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- C. Department Supervisor: Department supervisor responsible for cause and corrective action statements.
- D. Date: Date the cause and corrective action statement were completed.
- E. Follow-up: After corrective action has been given, follow-up and follow-up dates may be assigned by MRB. The follow-up will then be reported back to MRB on the NCR. After MRB is satisfied with the corrective action the NCR may be closed out.
- F. Engineering: Signifies acknowledgement by the project engineer or his / her designee of the action taken.
- G. Customer: Where applicable, signifies customer engineering acknowledgment of the action taken. Signifies acknowledgement by the manager of quality assurance, or his / her designee, of the action taken. Where applicable, signifies acknowledgment by the customers quality representative, of the action taken.

**QCP 12.5            IN PLANT RESPONSIBILITY**

When the cause is assigned to a specific department, a copy of the NCR will be presented to the responsible department supervisor for corrective action. The supervisor will enter statement of cause, corrective measures taken, effective point, and sign the NCR.

**QCP 12.6**

When the cause is assigned to a supplier, the NCR will be presented to the responsible purchasing agent for coordination with the supplier. The purchasing agent will provide a statement of action taken and sign the NCR. A copy will be detached by purchasing, the NCR will be returned to QA.

**QCP 12.7            NON-CONFROMANCE REVIEW BOARD**

- 1.0 The NCR shall be initiated by an inspector when an item contains a discrepancy that cannot be completed to specification. Instructions for the completion of the NCR shall be followed as directed in paragraphs 2.1 through 2.4.
- 2.0 The NCRB shall be used only on contracts that have specific approval of NCRB functions. Members of the NCRB shall be qualified representatives of the RMC QA and engineering department and customer representative.
- 3.0 The members may serve on the board only when approved by the customer and / or government representatives.
- 4.0 Responsibilities of Board Members

Engineering Member: Provides disposition of all material review matters giving one consideration to quality. Determine the structural and functional characteristics of the material so not to be impaired.

QA Member: Provide approval or disapproval to recommended engineering disposition. Determine the adequacy of materials for quality requirements.  
Maintain records of all NCRB actions and maintain for quality requirements.

Shall maintain surveillance of the system. Disposition in all cases shall be made after the RMC members provide recommendations.

- 5.0 If review by board members is necessary, the board shall disposition the NCR in one of four categories.
  - 1. Use as is
  - 2. Scrap
  - 3. Rework
  - 4. Return to supplier
- 6.0 All material review action shall be recorded on the NCR. The NCR must indicate the NCRB disposition or the board will not process the paperwork.

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- 7.0 Standard repairs approved by the customer may be applied on preliminary authority as required. When requested by the customer, a copy of the standard repair / or NCR authorizing repair shall accompany the material.
- 8.0 Customer MRB forms shall be used only as directed by contractual documents
- 9.0 Any repairs accomplished – but not authorized – by NCRB shall be rejected and rejected and considered not acceptable. Corrective action satisfactory to all board members must be accomplished first before disposition shall be considered.

**QCP 12.8 PRELIMINARY REVIEW**

- 1.0 RMC engineering and /or QA shall review the NCR and discrepant product and disposition them in one of the following categories:
  - 1. Complete to blueprint: When the item is determined to be incomplete or can be completed to all applicable blueprint and specification requirements.
  - 2. Scrap: When the item is determined to be not useable. The item shall be painted or marked red, disfigured and /or “R” stamped and disposed of.
  - 3. MRB: When the item from the blueprint specification and / or purchase document and cannot be completed to these requirements.

**QCP 12.9 NON-CONFORMANCE REVIEW STAMPS**

1.0 Non-Conformance review - withholding

“R” stamp shall be affixed to all items referred to the NCRB. Government furnished equipment (GFE) or customer furnished equipment (CFE) shall not be stamped.

2.0 Non-Conformance review acceptance

An acceptance stamp is used and dated to accept items which have been reworked according to NCRB instruction. It will interlock with the “R” stamp to show acceptance.

3.0 Scrap

The “R” stamp will remain and then remain and the product disposed of according to the NCRB.

**QCP 12.10 CORRECTIVE ACTION**

- 1.0 The corrective action board (CAB) will be made up of responsible members of management and will meet on a scheduled basis to act on problems referred to the CAB.
- 2.0 TO measure the effectiveness of the action taken, verification will be made subsequent to the stated effective point.
- 3.0 Insignificant NCR’s deferred due to it’s nature reaching ten recurrences in any given month, the NCR shall be withheld for analysis to pin point the specific cause and establish the corrective action to be taken.
- 4.0 NCR’s that have not met the committed effective will be withheld and submitted to the CAB and assigned to a committee member for corrective action.
- 5.0 A log shall be established and maintained by QA showing all activities related to corrective actions.

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## ATTACHMENT I

### Non-Conformance Review System Defect Codes

#### Matching

- A1. Inside / outside diameter underside
- A2. Inside / outside diameter oversize
- A3. Length / width / height/ depth
- A4. Drilled hole under / over size
- A5. Hole pattern
- A6. Centerline
- A7. Concentricity
- A8. Perpendicularity / squareness
- A9. Flatness
- A10. Straightness
- A11. Location
- A12. Contour
- A13. Threads
- A14. Surface finish

#### Workmanship

- B1. Gouged / Scratched
- B2. Dent / bent
- B3. Cracked / punctured
- B4. Finish removed
- B5. Contaminated
- B6. Miss-located
- B7. Not to latest change
- B8. Omitted product / operation
- B9. Material Thickness

#### Processing

- C1. Improper cure
- C2. Sealing / bonding
- C3. Cleaning
- C4. Painting
- C5. GAPS / bridging
- C6. Delimitation
- C7. Hardness
- C8. Exceeded out-time

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## ATTACHMENT I (continued)

### Non-Conformance Review System Defect Codes

#### Testing

- D1 Pressure test
- D2 Leak test
- D3 Malfunction
- D4 Interference
- D5 Other

#### Material

- E1 Chemistry / physical
- E2 Wrong material
- E3 Expired
- E4 Contaminated
- E5 Dimensional

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## ATTACHMENT II

### Material Review System for Responsibility Codes

Code	Description	Definition
M	Manufacturing	Manufacturing is considered responsible for defects resulting from manufacturing / test operation which do not completely conform to it's criteria.
T	Tooling	Tooling is considered responsible when the defect is a result of inadequate tooling.
E	Engineering	Engineering is considered responsible when design is wrong, obsolete, or inadequate.
P	Man. Engineering	Manufacturing engineering is considered responsible when documentation is wrong, obsolete, or inadequate.
I	Inspection	Inspection is considered responsible for when detection is not made at the required point and found later.
Q	Insp. Planning	QA engineer is considered responsible for inspection documentation and / or inspection call outs in manufacturing documents which are incorrect.
H	Material Handling	All defects which occur as a result of material handling, transporting or storage.
S	Supplier	Supplier is considered responsible for defects observed by receiving inspection personnel or source inspection.
O	Other	When defects cannot be determined.
Y	Process Engineering	Process engineering is considered responsible for documentation generated which, due to its inadequacy results in defects.

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### ATTACHMENT III

#### Non-conformance Review System Corrective Action Code

<u>Code</u>	<u>Description</u>
ATC	Assembly Technique changes
DSC	Design change
ERA	Equipment Adjustment / Repaired
MPC	Manufacturing Planning Change
ITC	Inspection Technique Change
MAC	Material Changed
FTC	Fabrication Technique Change
PMC	Process Method Change
PDC	Procedure Document Change
PRT	Personnel Requires Training
RPI	Request for Investigation
RPC	Responsible Person Cautioned
SKP	Stock Purged
SPC	Specification Change
SCA	Supplier corrective Action
TRC	Tooling Requires Change

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## QCP 13 LOTS SIGN-OFF SHEET PROCEDURE

### REFERENCE

All applicable customer and RMC specification.

### PURPOSE

To define the use of the lot sign-off sheet as it is used in conjunction with the manufacturing order,

### APPLICABLE DOCUMENTS

Lot sign-off sheet, see figure 1.0

### PROCEDURE

- 1.0 Lot sign-off sheet is used with the intent of providing accountability to the manufacturing order.
- 2.0 The lot sign sheet may be attached to each production manufacturing order. The lot sign-off sheet then provides means for signing off each manufacturing operation, and becomes a permanent fabrication record.
- 3.0 Upon completion the sign-off sheet is to be returned to the document control to be kept on file for a minimum of 3 years or as the customer may require.
- 4.0 Lot sign-off sheet
- 5.0 Product Number. The product number is that number which identifies a specific design and is assigned by engineering or the customer in cases where no product number is assigned from the customer N/A may be used.
- 6.0 Description. The description should include the product name or other information required to adequately describe the product being fabricated.
- 7.0 Lot Number. The lot number for RMC manufactured products are assigned by production control using the manufacturing order (MO) number on which the products were fabricated followed by the revision level of the MO. The four (4) numbers to follow are the assigned number from the MO. Example 1550A1569 would mean that the MO number was 1550 with the revision level of "A" and that it was the 1569 batch of product(s) made.
- 8.0 Job Number. The number assigned to contracts administration to designate a specific program is used to track material expenditures.
- 9.0 Operation. Each operation from the manufacturing order which requires a sign-off or QA stamp is to be represented on the lot sign-off sheet.
- 10.0 Serial Number. Serial numbers are assigned by document control in the same manner as Lot Numbers above using the MO number, revision and the order in which it was fabricated.
- 11.0 Initial (stamp). This space is designated for the technician or inspector to sign-off or stamp indicating that his operation has been completed.
- 12.0 Date. That date on which the operation was completed.
- 13.0 Material Lot Number and Name. The name and lot numbers of materials used in the product fabrication are to be recorded to complete tractability documentation.

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## QCP 13 LOTS SIGN-OFF SHEET PROCEDURE

### REFERENCE

All applicable customer and RMC specification.

### PURPOSE

To define the use of the lot sign-off sheet as it is used in conjunction with the manufacturing order,

### APPLICABLE DOCUMENTS

Lot sign-off sheet, see figure 1.0

### PROCEDURE

- 14.0 Lot sign-off sheet is used with the intent of providing accountability to the manufacturing order.
- 15.0 The lot sign sheet may be attached to each production manufacturing order. The lot sign-off sheet then provides means for signing off each manufacturing operation, and becomes a permanent fabrication record.
- 16.0 Upon completion the sign-off sheet is to be returned to the document control to be kept on file for a minimum of 3 years or as the customer may require.
- 17.0 Lot sign-off sheet
- 18.0 Product Number. The product number is that number which identifies a specific design and is assigned by engineering or the customer in cases where no product number is assigned from the customer N/A may be used.
- 19.0 Description. The description should include the product name or other information required to adequately describe the product being fabricated.
- 20.0 Lot Number. The lot number for RMC manufactured products are assigned by production control using the manufacturing order (MO) number on which the products were fabricated followed by the revision level of the MO. The four (4) numbers to follow are the assigned number from the MO. Example 1550A1569 would mean that the MO number was 1550 with the revision level of "A" and that it was the 1569 batch of product(s) made.
- 21.0 Job Number. The number assigned to contracts administration to designate a specific program is used to track material expenditures.
- 22.0 Operation. Each operation from the manufacturing order which requires a sign-off or QA stamp is to be represented on the lot sign-off sheet.
- 23.0 Serial Number. Serial numbers are assigned by document control in the same manner as Lot Numbers above using the MO number, revision and the order in which it was fabricated.
- 24.0 Initial (stamp). This space is designated for the technician or inspector to sign-off or stamp indicating that his operation has been completed.
- 25.0 Date. That date on which the operation was completed.
- 26.0 Material Lot Number and Name. The name and lot numbers of materials used in the product fabrication are to be recorded to complete tractability documentation.

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## QCP 14 PROCEDURE

### REFERENCE

All applicable customer and RMC specification.

### PURPOSE

To define the use of the lot sign-off sheet as it is used in conjunction with the manufacturing order,

### APPLICABLE DOCUMENTS

Lot sign-off sheet, see figure 1.0

### PROCEDURE

- 27.0 Lot sign-off sheet is used with the intent of providing accountability to the manufacturing order.
- 28.0 The lot sign sheet may be attached to each production manufacturing order. The lot sign-off sheet then provides means for signing off each manufacturing operation, and becomes a permanent fabrication record.
- 29.0 Upon completion the sign-off sheet is to be returned to the document control to be kept on file for a minimum of 3 years or as the customer may require.
- 30.0 Lot sign-off sheet
- 31.0 Product Number. The product number is that number which identifies a specific design and is assigned by engineering or the customer in cases where no product number is assigned from the customer N/A may be used.
- 32.0 Description. The description should include the product name or other information required to adequately describe the product being fabricated.
- 33.0 Lot Number. The lot number for RMC manufactured products are assigned by production control using the manufacturing order (MO) number on which the products were fabricated followed by the revision level of the MO. The four (4) numbers to follow are the assigned number from the MO. Example 1550A1569 would mean that the MO number was 1550 with the revision level of "A" and that it was the 1569 batch of product(s) made.
- 34.0 Job Number. The number assigned to contracts administration to designate a specific program is used to track material expenditures.
- 35.0 Operation. Each operation from the manufacturing order which requires a sign-off or QA stamp is to be represented on the lot sign-off sheet.
- 36.0 Serial Number. Serial numbers are assigned by document control in the same manner as Lot Numbers above using the MO number, revision and the order in which it was fabricated.
- 37.0 Initial (stamp). This space is designated for the technician or inspector to sign-off or stamp indicating that his operation has been completed.
- 38.0 Date. That date on which the operation was completed.
- 39.0 Material Lot Number and Name. The name and lot numbers of materials used in the product fabrication are to be recorded to complete tractability documentation.

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**Board Of Directors**  
 Larry J Ashton  
 Bret Ashton  
 Craig B Simpson

**Figure 1.1**  
**Rocky Mountain Composites Inc.**  
**Organization**

