



PRECISION MACHINING FOR MILITARY DEFENSE & COMMERCIAL PRODUCTS

QUALITY MANUAL

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	QUALITY PROCEDURES	NO. QP-II
		REV: A
TITLE:	UNCONTROLLED COPIES	DATE: 12/94
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"UNCONTROLLED COPIES"

UNCONTROLLED COPIES OF THIS MANUAL MAY BE ISSUED TO CUSTOMERS OR AGENCIES FOR INFORMATION ONLY WHEN REQUESTED. THE COPIES ISSUED SHALL BE CLEARLY MARKED "UNCONTROLLED" AND AIM INC. ASSUMES NO RESPONSIBILITY TO MAINTAIN THEM CURRENT.

THE A.I.M. INC. QUALITY ASSURANCE PROGRAM IS ESTABLISHED TO ASSURE CORRECT PROCESSING AND ADEQUATE CONTROL OF ALL OPERATIONS DURING THE ACTIVITIES OF PRODUCING PRODUCTS OR SERVICES. THE CUSTOMER'S INSPECTION AND QUALITY REQUIREMENTS ARE REVIEWED AND EVALUATED IN PROPOSALS OR QUOTES AND UPON AWARD OF A CONTRACT, SPECIAL REQUIREMENTS ARE NOTED AND ARE INCLUDED ON THE MANUFACTURING PROCESS SHEETS DURING QUALITY PLANNING REVIEW.

THIS REVIEW AND EVALUATION ASSURES THE INCORPORATION OF SPECIFIC CUSTOMER NEEDS ON EACH INDIVIDUAL CONTRACT. DURING THIS REVIEW, FACILITIES, SPECIAL SKILLS, INSTRUMENTATION, AND SPECIAL PROCESSES ARE CHECKED AND PLANS ARE MADE TO PROVIDE THE NECESSARY REQUIREMENTS. THE SCOPE OF THIS QUALITY ASSURANCE PROGRAM COVERS THE INSPECTIONS AND TESTS NECESSARY TO SUBSTANTIATE PRODUCT CONFORMANCE TO DRAWINGS, SPECIFICATIONS, AND CONTRACT REQUIREMENTS. THIS MANUAL IS APPLICABLE TO ALL PROGRAMS WHERE MIL-I-45028A IS A REQUIREMENT. IN RELATION TO OTHER CONTRACT REQUIREMENTS, THE CONTRACT SHALL HAVE PREFERENCE OVER THIS QUALITY ASSURANCE PROGRAM.

EVERY ELEMENT OF MIL-I-45208A IS ADDRESSED BY A.I.M. INC. THROUGH SPECIFIC WORK INSTRUCTIONS TO ASSURE THAT ALL SUPPLIES AND SERVICES SUBMITTED TO THE GOVERNMENT FOR ACCEPTANCE CONFORM TO THE CONTRACT REQUIREMENTS.

INSPECTION AND TESTING OPERATIONS ARE CAREFULLY RECORDED AND FILED. DEFICIENCIES ARE RECORDED AND CORRECTIVE ACTION INITIATED WHERE NECESSARY. DRAWING REVISIONS AND CHANGE NOTICES ARE RECORDED ON ALL APPLICABLE DOCUMENTATION AND VERIFIED BY INSPECTION PERSONNEL.

THE APPLICABLE DRAWING AND SPECIFICATION REVISION LEVELS ARE VERIFIED BEFORE FABRICATION, INSPECTION, AND TESTING.

MEASURING AND TEST EQUIPMENT IS CALIBRATED AT ESTABLISHED INTERVALS IN ACCORDANCE WITH MIL-STD-45662A. CALIBRATION MEASUREMENT ACCURACY IS TRACEABLE TO NATIONAL INSTITUTE OF STANDARDS & TECHNOLOGY (NIST). WHEN REQUIRED, A.I.M. INC. TESTING AND MEASURING EQUIPMENT IS AVAILABLE FOR USE BY THE GOVERNMENT QUALITY ASSURANCE REPRESENTATIVE (QAR). PERSONNEL ARE ALSO AVAILABLE FOR OPERATION OF THESE DEVICES, IF NECESSARY.

SPECIAL PROCESSES SUCH AS WELDING, METAL JOINING AND SURFACE FINISHING ARE PERFORMED BY QUALIFIED PERSONNEL AT A.I.M. INC. FACILITIES. OTHER SPECIAL PROCESSES SUCH AS X-RAY, DYE-PENETRANT, COATING TREATMENTS, AND PLATING ARE PERFORMED AT QUALIFIED SUB-CONTRACTOR'S PLANTS APPROVED BY A.I.M. QUALITY ASSURANCE.

PROCESS SHEETS ARE UTILIZED TO ROUTE JOBS THROUGH THE MANUFACTURING CYCLE. THE MANUFACTURING OPERATIONS ARE LISTED AND INSPECTION POINTS ARE INSERTED BY QUALITY ASSURANCE AT ALL CRITICAL AREAS DURING FABRICATION AND/OR ASSEMBLY.

GOVERNMENT AND OTHER CUSTOMER FURNISHED MATERIALS, (GFM, GFE, CFM, CFE), ARE EXAMINED WHEN RECEIVED, IDENTIFIED, AND STORED IN A PROTECTED AREA. PERIODIC INSPECTIONS ARE PERFORMED TO ASSURE THAT STORAGE CONDITIONS ARE ADEQUATE TO PREVENT DAMAGE OR DETERIORATION. ANY DAMAGE TO THIS MATERIAL OR EQUIPMENT IS REPORTED TO THE GOVERNMENT OR CUSTOMER AND THE ITEM IS WITHHELD FROM USE UNTIL DISPOSITION IS DETERMINED.

NONCONFORMING MATERIALS ARE IDENTIFIED AND SEPARATED FROM CONFORMING MATERIALS. A HOLDING AREA IS USED TO STORE NONCONFORMING ITEMS. THESE NONCONFORMING ITEMS ARE REVIEWED BY A.I.M. INC. QUALITY ASSURANCE AND THE GOVERNMENT AND/OR CUSTOMER REPRESENTATIVE TO DETERMINE DISPOSITION: "RETURN TO VENDOR", "USE AS IS", "REWORK", OR "SCRAP".

ALL MATERIAL INCLUDING MATERIAL OR PARTS PURCHASED FROM A QUALIFIED PRODUCTS LIST (QPL), AND SUBCONTRACTED SERVICES AND SUPPLIES ARE INSPECTED WHEN RECEIVED AT A.I.M. INC. TO ASSURE THAT THEY MEET ALL SPECIFICATION REQUIREMENTS BEFORE BEING RELEASED TO MANUFACTURING. REJECTED MATERIAL IS SEGREGATED AND HELD BY QUALITY ASSURANCE FOR DISPOSITION.

SAMPLING PLANS UTILIZED BY A.I.M. INC. ARE IN ACCORDANCE WITH MIL-STD-105E. ALTERNATIVE INSPECTION PROCEDURES AND INSPECTION EQUIPMENT WILL BE USED WHEN REQUIRED BY THE CONTRACT. THE USE OF SUCH EQUIPMENT WILL BE COORDINATED WITH THE GOVERNMENT AND/OR CUSTOMER REPRESENTATIVE.

GOVERNMENT INSPECTION AT SUBCONTRACTOR'S OR VENDOR'S FACILITIES WILL BE COORDINATED THROUGH THE COGNIZANT DCMC QAR. COPIES OF THE PURCHASE ORDERS WILL BE MADE AVAILABLE FOR DISTRIBUTION AS NECESSARY. DOCUMENTS AND REFERENCE DATA FOR PURCHASES APPLYING TO GOVERNMENT CONTRACTS ARE AVAILABLE FOR REVIEW BY THE GOVERNMENT REPRESENTATIVE.

SINCERELY,

JERRY R. PHILLIPS
PRESIDENT

	QUALITY PROCEDURES	NO. Qp-III
		REV: B
TITLE:	QUALITY ASSURANCE PROGRAM	DATE: 07/99
		PAGE I OF 4

THIS MANUAL HAS BEEN PREPARED TO MEET THE QUALITY ASSURANCE REQUIREMENTS OF A.I.M. INC. AND ITS' CLIENTS. THIS MANUAL MEETS THE REQUIREMENTS OF MIL-I-45208A AND MIL-STD-45662A, FOR INSPECTION AND CALIBRATION. CONTROLLED COPIES ARE MAINTAINED BY A.I.M. INC. IN ACCORDANCE WITH THE DISTRIBUTION TABLE IN QP-I. ALL OTHER COPIES NOT LISTED ARE DISTRIBUTED AS ''UNCONTROLLED'' AND ARE NOT MAINTAINED TO THE CURRENT REVISION. THIS MANUAL WILL BE REVIEWED ANNUALLY AND REVISED AS NECESSARY. IN THE EVENT OF A CONFLICT BETWEEN A REQUIREMENT IN THIS MANUAL AND A CONTRACT, THE CONTRACT SHALL PREVAIL.

REVISED BY :

Frank C. Wimmer

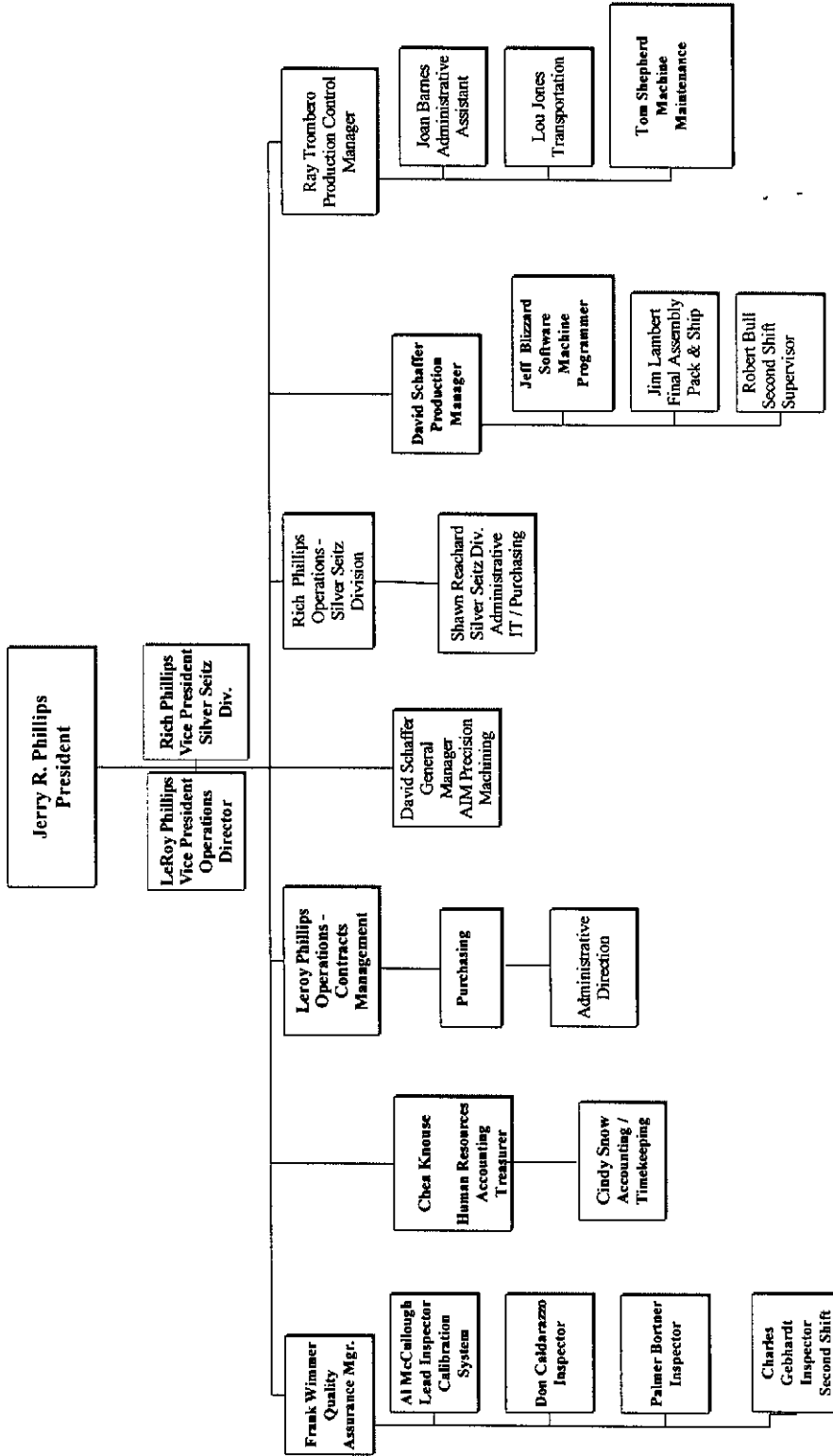
Frank C. Wimmer
 QUALITY ASSURANCE MANAGER

APPROVED BY:

Jerry R. Phillips

JERRY R. PHILLIPS
 PRESIDENT, A.I.M. INCORPORATED

**AIM PRECISION MACHINING INC.
ORGANIZATION CHART**



Signed:  President Date: 8-20-2006

		NO. QP-001
		REV: -
TITLE: PURCHASE ORDER PROCESSING		DATE: 8/92
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY:		

REF: MIL-I-45208A PARA. 3.11.2: PURCHASING DOCUMENTS

WHEN, UNDER AUTHORIZATION OF THE GOVERNMENT REPRESENTATIVE, COPIES OF THE PURCHASING DOCUMENT ARE TO BE FURNISHED DIRECTLY BY THE SUBCONTRACTOR OR VENDOR TO THE GOVERNMENT REPRESENTATIVE AT HIS FACILITY RATHER THAN THROUGH GOVERNMENT CHANNELS, THE CONTRACTOR SHALL ADD TO HIS PURCHASING DOCUMENT A STATEMENT SUBSTANTIALLY AS FOLLOWS:

"ON RECEIPT OF THIS ORDER, PROMPTLY FURNISH A COPY TO THE GOVERNMENT REPRESENTATIVE WHO NORMALLY SERVICES YOUR PLANT OR, IF NONE, TO THE NEAREST ARMY, NAVY, AIR FORCE, OR DEFENSE SUPPLY AGENCY INSPECTION OFFICE. IN THE EVENT THE REPRESENTATIVE OR OFFICE CANNOT BE LOCATED, OUR PURCHASING AGENT SHOULD BE NOTIFIED IMMEDIATELY."

1. PURPOSE:

QUALITY ASSURANCE REVIEWS PURCHASE ORDERS ON ALL MIL-I-45208A CONTRACTS TO ENSURE THAT ALL QUALITY REQUIREMENTS THAT APPLY TO VENDOR OR SUBCONTRACTOR ARE CONVEYED.

2. PROCESSING:

PURCHASE ORDERS ARE SUBMITTED TO QUALITY ASSURANCE PRIOR TO DISTRIBUTION.

3. REVIEW:

THE PURCHASE ORDER IS CHECKED TO ASSURE THAT CONTRACT REQUIREMENTS AFFECTING THE SUPPLIER ARE INCORPORATED.

4. SPECIAL REQUIREMENTS:

ALL SPECIAL PROCESSES MUST BE LISTED ON THE PURCHASE ORDER. SUPPLIERS MUST BE CERTIFIED TO PERFORM THE SPECIAL PROCESSES INVOLVED.

5. CERTIFICATION:

THE SUPPLIERS' PERSONNEL AND FACILITIES MUST BE CERTIFIED BY DOCUMENTATION. AIM INC. CUSTOMERS MAY SUPPLY NAMES OF THEIR APPROVED SOURCES, BUT A FACILITY SURVEY MAY BE PERFORMED BY AIM INC. PRIOR TO ANY WORK BEING PERFORMED BY THAT SUPPLIER.

6. PURCHASE ORDER APPROVAL:

QUALITY ASSURANCE APPROVAL OF THE PURCHASE ORDER IS INDICATED BY THE LETTER "Q" AND THE QUALITY DIRECTOR'S INITIALS OR STAMP ADJACENT TO THE PURCHASE ORDER NUMBER.

AIM QUALITY PROCUREMENT PROVISIONS FOR SUPPLIERS

1. " **CERTIFICATE OF COMPLIANCE:** A written certification of compliance is required with each shipment against this purchase order. The certificate must state that all requirements of the purchase order, subject drawings and referenced specifications have been met. It must also include part number, revision, quantity, shipment number, purchase order number, and all the latest change order applicable. All certificates must be signed by an authorized representative of the company.

2. " **TEST REPORT:** Certified test reports for raw material are required with each shipment as noted below:
Actual chemical, physical and mechanical properties and applicable specifications must be noted on certification.

3. " **SPECIAL PROCESS:** Supplier shall provide special process certification documentation to certify process in accordance with contract or drawing requirements. The certification must be signed by an authorized representative of the seller and included with each shipment. The certificate shall indicate all special processes performed, applicable specifications {including class, type, grade, revision etc.} and the name of the special processors.

- 3A. **SPECIAL PROCESS PROCEDURAL APPROVAL:**
Supplier is required to provide applicable procedures for approval prior to performing special processing. Procedures shall be forwarded to the attention of the Quality Assurance Manager at AIM.

4. " **Calibration system:** The seller shall provide and maintain systems that conform to the requirements of: MIL-STD- 45662A or applicable ISO standard calibration system.

5. " **QUALITY CONTROL SYSTEM:** When the purchase order does not specify a particular quality control system, the seller must maintain a quality inspection system to assure provided services, material or products are supplied in accordance with contract and drawing specifications. Records of all inspection performed by the seller shall be complete and must be available to AIM, INC. and retained for a five (5) year period.

6. " **INSPECTION STANDARDS:** The seller shall process all manufactured items to meet or exceed the standards set forth in:

A. " MIL-I-45208A	B. " MIL-Q-9858A
C. " AQAP-1	D. " ISO-9000

7. " **GOVERNMENT SOURCE INSPECTIO REQUIRED:** Please review your purchase order
 - A. " Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify the government representative who normally services your plant so that appropriate planning for government inspection can be accomplished.

 - B. " On receipt of this order, promptly furnish a copy to the government representative who normally services your plant, or if none, to the nearest Army, Navy, Air Force, or Defense Supply Agency Inspection office. In the event the representative or office cannot be located, our purchasing agent should be notified immediately.

8." **SELLER SOURCE INSPECTION:** Will be required on part or all of this purchase order. The AIM INC., quality assurance representative shall be allowed to conduct any physical or surveillance inspection he considers necessary for the fulfillment of his responsibility. However, such inspection or approval of any items or procedure does not constitute final acceptance. Final acceptance shall be determined by AIM INC. receiving inspection.

9. " **PRE-PRODUCTION FIRST ARTICLE SAMPLES:** Unless otherwise specified, supplier shall provide three (3) first article samples, and inspection reports to AIM quality inspection for review. When approved in writing by AIM, supplier may submit first article samples concurrently with production runs. Seller shall specify this information on their packing list. The AIM Quality Assurance Department, shall be contacted in advance to assure required coordination and inspection efforts in the performance of this process.

10. " **FIRST PIECE INSPECTION REPORTS:** Company shall provide actual readings for a minimum of one (1) part, unless otherwise directed. One {1} company-certified copy of inspection records, inspection test reports, or other suitable objective evidence of quality characteristics inspected shall accompany each shipment. The inspection data will indicate by actual measurements those characteristics inspected by the seller that must meet all the drawings or specifications and revision levels as shown on the purchase order. Acceptance of articles on this purchase order will not be made if said documents are not enclosed with each shipment.

11. " **AIM, INC., FURNISHED MATERIAL:** The seller shall make a statement on its certificate of compliance that materials on this order were those supplied by AIM, INC.

12. " **AIM SOURCE INSPECTION:** AIM Inc., shall be allowed in suppliers facility to conduct source inspection and testing review as required to insure that articles conform strictly to drawings or specifications. The supplier is responsible for providing products in accordance with stated requirements and shall acquire AIM Inc's advanced approval , prior to shipping known nonconforming material/products.

13. " **ELASTOMERIC / CURE DATE & SHELF LIFE ITEMS:** The seller is required to include on its certification the actual cure date or manufacture date for each separate item of purchase with each shipment to AIM, INC. Materials will not be accepted with less than 80% of shelf life remaining upon receipt at AIM, INC. " **Material Safety Data Sheets** {MSDS} must be supplied with each shipment.

14. " **SUBCONTRACTED WORK:** The supplier shall invoke the requirements of this purchase order on all subcontracting parties. The supplier must assure subcontractor quality systems are capable of meeting the intent of Supplier P.O. and drawing requirements. Supplier shall maintain records to verify inspection and/or test requirements are available for review and confirmation of product performance records.

15. " **CONTROL OF DESIGN CHANGES:** Any design changes or material substitutions initiated by the supplier relative to items on this purchase order shall be properly reported to AIM, INC., for review and approval prior to delivery of the articles. Material Review Board (MRB) acceptance approval is not delegated for this order.

QPF-01-01

QUALITY PROCEDURES		NO. QP-002
		REV: A
TITLE: PAINTED SURFACES - INSPECTION		DATE: 12/94
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: CHUCK FULLER		

REF: MIL-I-45208A PARA. 3.12: RECEIVING INSPECTION

SUBCONTRACTED OR PURCHASED SUPPLIES SHALL BE SUBJECTED TO INSPECTION AFTER RECEIPT, AS NECESSARY, TO ASSURE CONFORMANCE TO CONTRACT REQUIREMENTS. THE CONTRACTOR SHALL REPORT TO THE GOVERNMENT REPRESENTATIVE ANY NON-CONFORMANCE FOUND ON GOVERNMENT SOURCE-INSPECTED SUPPLIES AND SHALL REQUIRE HIS SUPPLIER TO COORDINATE WITH HIS GOVERNMENT REPRESENTATIVE ON CORRECTIVE ACTION.

1. SPECIAL INSTRUCTIONS:

IF ANY FINISH IS CONTROLLED BY A QUALIFIED PRODUCER'S LIST, ORDER CURRENT QPL FOR ALL PAINTS PRIOR TO PROCUREMENT ACTIVITIES.

2. COLOR:

COMPARE WITH SPECIFIED FED-STD-595 COLOR SAMPLE, UNDER NATURAL DAYLIGHT LIGHTING CONDITIONS, IF POSSIBLE.

3. APPLICATION:

CHECK THAT APPLICATION IS NOT EXCESSIVE, INSUFFICIENT, FISHEYED, INCOMPLETE, OR STREAKED, AND IS APPLIED ONLY WHERE REQUIRED.

- A. WHEN DRAWING REQUIRES DRY FILM PAINT THICKNESS, CHECK THAT THE THICKNESS REQUIREMENT HAS BEEN MET USING THE ELCOMETER 300 COATING THICKNESS GAUGE.**

4. FINISH:

DETERMINE THAT FINISH IS FLAT, SEMI-GLOSS, OR GLOSS, AS SPECIFIED.

5. SURFACE CONDITION AND CLEANLINESS:

CHECK THAT SURFACE IS SMOOTH OR ROUGH, AS SPECIFIED, CLEAN, AND DOES NOT CONTAIN FOREIGN MATTER.

6. DAMAGE:

DETERMINE THAT FINISH IS NOT SCRATCHED, CHIPPED, CUT, MARKED, OR FLAKING.

7. PROTECTION:

PROTECT SURFACES IN ACCORDANCE WITH AIM INC. QP-011.

8. DOCUMENTATION:

THE APPLICABLE DRAWING AND/OR SPECIFICATION SHALL ALWAYS BE USED TO DETERMINE THE REQUIREMENTS AND APPLICABILITY OF EACH CHARACTERISTIC.

- A. CHECK TO DETERMINE IF PAINT AND/OR PRIMER ARE QPL MATERIAL. PROVIDE COPIES OF CURRENT QPL TO PAINTING CONTRACTOR.
- B. REQUEST CERTIFICATIONS (AND TEST REPORTS WHEN REQUIRED BY P.O. OR CONTRACT) FOR ALL MATERIALS AND PROCESSES USED.

		QUALITY PROCEDURES		NO. QP-003
				REV: A
TITLE: PLATING - INSPECTION				DATE: 3/99
				PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY: DANIEL HILBERT				

REF: MIL-I-45208A PARA. 3.12: RECEIVING INSPECTION

SUBCONTRACTED OR PURCHASED SUPPLIES SHALL BE SUBJECTED TO INSPECTION AFTER RECEIPT, AS NECESSARY, TO ASSURE CONFORMANCE TO CONTRACT REQUIREMENTS. THE CONTRACTOR SHALL REPORT TO THE GOVERNMENT REPRESENTATIVE ANY NON-CONFORMANCE FOUND ON GOVERNMENT SOURCE-INSPECTED SUPPLIES AND SHALL REQUIRE HIS SUPPLIER TO COORDINATE WITH HIS GOVERNMENT REPRESENTATIVE ON CORRECTIVE ACTION.

1. TYPE:

REVIEW DRAWING AND SPECIFICATION INFORMATION TO DETERMINE PROPER PLATING, THICKNESS, AND FINISH CONDITIONS.

2. APPLICATION:

CHECK THAT PLATING IS WITHIN TOLERANCE USING THE ELCOMETER 300 PLATING AND COATING THICKNESS GAUGE. RECORD ACCEPTANCE/REJECTION RESULTS ON AIM, INC.'S PROCESS SHEET.

3. SURFACE CONDITION AND CLEANLINESS:

CHECK THAT SURFACE IS SMOOTH, CLEAN, AND DOES NOT CONTAIN FOREIGN MATTER.

4. DAMAGE:

DETERMINE THAT FINISH IS NOT SCRATCHED, CUT, MARRED, BURNED, AND FREE OF VOIDS FROM BUBBLE ENTRAPMENT OR HANGER MARKS.

5. PROTECTION:

PROTECT SURFACES IN ACCORDANCE WITH AIM INC. QP-011.

		QUALITY PROCEDURES		NO. QP-004
				REV: -
TITLE: WELDING AND BRAZING		DATE: 8/92		PAGE 1 OF 2
		WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS
REVISED BY:				

REF: MIL-I-45208A PARA. 3.4: PROCESS CONTROLS

PROCESS CONTROL PROCEDURES SHALL BE AN INTEGRAL PART OF THE INSPECTION SYSTEM WHEN SUCH INSPECTIONS ARE A PART OF THE SPECIFICATION OR THE CONTRACT.

1. WELDING (FUSION):

USING A MAGNIFICATION/INSPECTION LAMP OR EQUIVALENT, CHECK THAT WELDING IS SMOOTH AND UNIFORM AND IS NOT EXCESSIVE, INSUFFICIENT, OR INCOMPLETE. CHECK THAT WELD PENETRATION IS CORRECT AND THAT WELDS CONTAIN NO VISIBLE CRACKS, BURN THROUGH, UNDERCUTS, SLAG POCKETS, GAS HOLES, CRATERS, POROSITY, INCLUSIONS, OVERLAPS, ETC. IN EXCESS OF SPECIFICATION LIMITS.

2. WELDING (SPOT):

USING A MAGNIFICATION LAMP OR EQUIVALENT, CHECK THAT WELDS ARE SMOOTH AND UNIFORM AND CONTAIN NO VISIBLE CRACKS, PITS, HOLES, BLOW SPOTS, ETC. IN EXCESS OF SPECIFICATION LIMITS. CHECK FOR PARENT TO BASE METAL ADHESIONS.

3. BRAZING:

USING A MAGNIFICATION INSPECTION LAMP OR EQUIVALENT, CHECK THAT BRAZING IS SMOOTH AND UNIFORM, IS APPLIED ONLY WHERE REQUIRED, AND IS NOT EXCESSIVE, INSUFFICIENT OR INCOMPLETE. ALSO CHECK THAT

ASSEMBLIES CONTAIN NO SALTS OR OTHER PROCESS RESIDUE.

4. FINISH:

CHECK THAT FINISH IS CORRECT AND THAT SURFACES ARE NOT RUSTED OR CORRODED.

5. DIMENSIONS:

USING STANDARD MEASURING INSTRUMENTS, VERIFY:

- 5.1 OVERALL SIZE.
- 5.2 SPOTWELD LOCATION AND SPACING.
- 5.3 FILLET LENGTH AND SPACING.

SPECIAL INSTRUCTIONS

1. VERIFY THAT ALL CERTIFIED WELDING WAS PERFORMED BY CURRENTLY CERTIFIED WELDERS USING VENDOR CERTIFIED SUPPLIES IN ACCORDANCE WITH DOCUMENTATION REQUESTED BY PURCHASE ORDER, A.I.M. INC. SOURCE INSPECTION REPORT OR OTHER SUITABLE MEANS.
2. THE APPLICABLE DRAWING AND/OR SPECIFICATION SHALL ALWAYS BE USED TO DETERMINE THE REQUIREMENTS AND APPLICABILITY OF EACH CHARACTERISTIC.

		QUALITY PROCEDURES		NO. QP-005
				REV: -
TITLE: RAW MATERIALS - BAR STOCK, POD, AND SHEET		DATE: 8/92		
		PAGE 1 OF 2		
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

REF: MIL-I-45208A PARA. 3.12: RECEIVING INSPECTION

SUBCONTRACTED OR PURCHASED SUPPLIES SHALL BE SUBJECTED TO INSPECTION AFTER RECEIPT, AS NECESSARY, TO ASSURE CONFORMANCE TO CONTRACT REQUIREMENTS. THE CONTRACTOR SHALL REPORT TO THE GOVERNMENT REPRESENTATIVE ANY NON-CONFORMANCE FOUND ON GOVERNMENT SOURCE-INSPECTED SUPPLIES AND SHALL REQUIRE HIS SUPPLIER TO COORDINATE WITH HIS GOVERNMENT REPRESENTATIVE ON CORRECTIVE ACTION.

1. DOCUMENTATION:

VERIFY "C OF C" TO DRAWING/SPECIFICATION REQUIREMENTS.

2. MATERIAL VERIFICATION:

CHECK VENDOR SUPPLIED DATA WITH P.O. AND MATERIAL MARKINGS. REVIEW CONTRACT REQUIREMENTS TO DETERMINE IF INDEPENDENT CHEMICAL AND PHYSICAL ANALYSIS IS REQUIRED.

3. MARKING AND IDENTIFICATION:

MATERIAL TYPE TO BE MARKED ON ALL MATERIAL AND IDENTIFIED FOR THE SPECIFIC JOB INTENDED.

4. DIMENSIONS:

USE STANDARD MEASURING INSTRUMENTS TO DETERMINE MATERIAL SIZE IS ADEQUATE TO MAKE THE PART. RECORD RESULTS.

5. HARDNESS CHECK:

ON PARTS OR MATERIALS REQUIRING HEAT TREAT, UTILIZE HARDNESS TESTING DEVICE TO DETERMINE PROPER HARDNESS HAS BEEN ACHIEVED AND CERTIFIED. RECORD RESULTS.

6. FINISH:

CHECK FOR CRACKS, SCRATCHES, RUST, CORROSION, CONTAMINATION, AND SHIPPING DAMAGE WHICH MAY ADVERSELY AFFECT FABRICATION OR LIMIT THE QUANTITY OF PARTS WHICH CAN BE MADE.

7. HANDLING AND PROTECTION:

PROCESS IN ACCORDANCE WITH QP-011.

		QUALITY PROCEDURES		NO. QP-006
				REV: -
TITLE: FITTINGS, FASTENERS, AND WASHERS				DATE: 8/92
				PAGE 1 OF 1
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

REF: MIL-I-45208A PARA. 3.12: RECEIVING INSPECTION

SUBCONTRACTED OR PURCHASED SUPPLIES SHALL BE SUBJECTED TO INSPECTION AFTER RECEIPT, AS NECESSARY, TO ASSURE CONFORMANCE TO CONTRACT REQUIREMENTS. THE CONTRACTOR SHALL REPORT TO THE GOVERNMENT REPRESENTATIVE ANY NON-CONFORMANCE FOUND ON GOVERNMENT SOURCE-INSPECTED SUPPLIES AND SHALL REQUIRE HIS SUPPLIER TO COORDINATE WITH HIS GOVERNMENT REPRESENTATIVE ON CORRECTIVE ACTION.

1. HANDLING AND PROTECTION:

INSPECT PER QP-011.

2. MARKING AND IDENTIFICATION:

INSPECT PER QP-008.

3. PLATING:

INSPECT PER QP-003.

4. WORKMANSHIP:

ASSURE THAT HARDWARE EXHIBITS NO BURRS OR CRACKS.

5. DIMENSIONS:

USE SCALES, CALIPERS, AND THREAD GAUGES TO VERIFY DIMENSIONS AND CHARACTERISTICS IN ACCORDANCE WITH THE APPLICABLE DRAWING AND/OR SPECIFICATION.

		QUALITY PROCEDURES		NO. QP-007
				REV: A
TITLE: MACHINED PARTS INSPECTION				DATE: 12/94
				PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY: CHUCK FULLER				

REF: MIL-I-45208A PARA. 3.4: PROCESS CONTROLS

PROCESS CONTROL PROCEDURES SHALL BE AN INTEGRAL PART OF THE INSPECTION SYSTEM WHEN SUCH INSPECTIONS ARE A PART OF THE SPECIFICATION OR THE CONTRACT.

1. HANDLING AND PROTECTION:

INSPECT PER QP-011.

2. MARKING AND IDENTIFICATION:

INSPECT PER QP-008.

3. WORKMANSHIP:

USE MAGNIFYING INSPECTION LAMP OR 10X EYE LOOP, AS APPROPRIATE, TO CHECK FOR BURRS, CRACKS, SCRATCHES, CORROSION, RUST, OR OTHER IMPERFECTIONS.

4. FINISH: (WHEN APPLICABLE)

INSPECT PER QP-002 AND QP-003.

5. DIMENSIONS:

USE CALIBRATED MEASURING INSTRUMENTS FROM A.I.M. INC. INSPECTION LAB IN ACCORDANCE WITH THE DRAWINGS AND/OR SPECIFICATIONS TO DETERMINE THE ACCEPTABILITY OF EACH CHARACTERISTIC.

6. SURFACE ROUGHNESS: (WHEN APPLICABLE)
USE METROSURF SURFACE ROUGHNESS MEASURING SYSTEM TO DETERMINE
ACCEPT/REJECT CRITERIA.
7. HARDNESS: (WHEN APPLICABLE)
USE ENCO HARDNESS TESTING DEVICE TO VERIFY; ROCKWELL HARDNESS
VALUES.

**CAUTION: CONVERSION CHARTS MAY NOT BE
ACCEPTABLE TO THE GOVERNMENT FOR
BRINELL VALUES. CONFIRM STATUS
WITH COGNIZANT DESIGN ENGINEERING
GROUP.**

QUALITY PROCEDURES		NO. QP-008
		REV: A
TITLE: MARKING AND IDENTIFICATION		DATE: 12/94
		PAGE 1 OF 3
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: CHUCK FULLER		

REF: MIL-I-45208A PARA. 3.4: PROCESS CONTROLS

PROCESS CONTROL PROCEDURES SHALL BE AN INTEGRAL PART OF THE INSPECTION SYSTEM WHEN SUCH INSPECTIONS ARE A PART OF THE SPECIFICATION OR THE CONTRACT.

1.0 MARKING REQUIREMENTS:

MARKING OR IDENTIFICATION USUALLY REQUIRES SERIAL NUMBER (WHEN SPECIFIED BY CONTRACT), PART NUMBER AND REVISION LEVEL, REFERENCE DESIGNATOR, MANUFACTURER'S CAGE CODE, (A.I.M. IS "MFR 9T525"). REFER TO CONTRACT/P.O. AND DRAWING FOR SPECIFIC INFORMATION REQUIRED

1.1 WHEN MARKING IDENTIFICATION IS REQUIRED, PERFORM THE APPLICABLE INSPECTION AS STATED BELOW.

2.0 MARKING METHODS:

2.1 RUBBER STAMP/SILK SCREEN/STENCIL:

2.1.1 MARKING:

MARKING IS CORRECT AND IS SPECIFIED TYPE, SIZE, STYLE, INK TYPE, AND COLOR.

2.1.2 LOCATION AND APPLICATION:

LOCATION IS CORRECT AND APPLICATION IS LEGIBLE, NOT BLURRED, SMEARED, OR SMUDGED.

2.1.3 PERMANENCY:

APPLICATION IS CORRECT AND DOES NOT RUB OFF OR SMEAR.

2.2 METAL STAMP:**2.2.1 STAMPING:**

STAMPING IS CORRECT AND IS SPECIFIED SIZE AND STYLE.

2.2.2 LOCATION AND APPLICATION:

LOCATION IS CORRECT AND ALL CHARACTERS ARE IN LINE, EVENLY SPACED, AND UNIFORM IN THICKNESS AND DEPTH.

2.3 ELECTRO ETCH:**2.3.1 MARKING:**

STENCIL IS SPECIFIED TYPE AND SIZE.

2.3.2 ENTRY OF INFORMATION:

BEFORE MARKING, VERIFY INFORMATION ENTERED ON STENCIL IS CORRECT, APPLIED WHERE REQUIRED AND THE PROPER METHOD IS USED.

2.3.3 LOCATION AND APPLICATION:

LOCATION IS CORRECT AND IS SPECIFIED SIZE AND STYLE.

2.4 BAG AND TAG:**2.4.1 TYPE:**

SELECTED BAG OR TAG IS APPROPRIATE TYPE, SIZE, & COLOR.

2.4.2 ENTRY OF INFORMATION:

VERIFY THAT REQUIRED IDENTIFYING INFORMATION IS PRINTED DIRECTLY ONTO BAG OR TAG WITH PERMANENT MARKER OR TYPED PERMANENT LABEL HAS BEEN APPLIED TO BAG OR TAG.

3.0 PROTECTIVE COATING: (WHEN APPLICABLE)

VERIFY MATERIAL SHELF LIFE HAS NOT EXPIRED (REF QP-025).

PROTECTIVE COATING IS SPECIFIED TYPE, (VERIFY COPY OF CERT IS IN SHELF LIFE RECORD FILE), APPLIED ONLY WHERE REQUIRED AND IS NOT EXCESSIVE OR INSUFFICIENT, AND HAS NOT SMEARED, OR STREAKED THE INK BEING OVERCOATED.

		QUALITY PROCEDURES		NO. QP-009
				REV: -
TITLE: FABRICATED ASSEMBLIES		DATE: 8/92		
		PAGE 1 OF 2		
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

REF: MIL-I-45208A PARA. 3.4: PROCESS CONTROLS

PROCESS CONTROL PROCEDURES SHALL BE AN INTEGRAL PART OF THE INSPECTION SYSTEM WHEN SUCH INSPECTIONS ARE A PART OF THE SPECIFICATION OR THE CONTRACT.

1. HANDLING AND PROTECTION:
INSPECT PER QP-011.

2. CONFIGURATION:
CHECK THAT CONFIGURATION IS SPECIFIED LEVEL AND THAT ALL APPLICABLE REVISION NOTICES HAVE BEEN INCORPORATED.

3. MARKING AND IDENTIFICATION:
INSPECT PER QP-008.

4. PARTS, COMPONENTS, AND SUBASSEMBLIES:
CHECK THAT ALL PARTS, COMPONENTS, AND SUBASSEMBLIES ARE SPECIFIED TYPE, SIZE, AND STYLE, ARE INSTALLED PROPERLY AND NOT OUT OF POSITION, LOOSE, DAMAGED, MISSING, OR LOCATED IN A MANNER THAT WOULD ALLOW UNDESIRABLE CONTACT OR RESTRICT REQUIRED MOVEMENT OR OPERATION.

5. FITTINGS, FASTENERS, AND LOCKING DEVICES:

CHECK THAT ALL FITTINGS, FASTENERS, AND LOCKING DEVICES ARE SPECIFIED TYPE, SIZE, AND STYLE, ARE INSTALLED PROPERLY AND NOT MISLOCATED, MISSING, LOOSE, OR DAMAGED.

6. FINISH:

CHECK PER QP-002 AND QP-003 THAT FINISH IS SPECIFIED TYPE AND COLOR, IS APPLIED PROPERLY, IS NOT EXCESSIVE, INSUFFICIENT, OR INCOMPLETE, AND IS APPLIED ONLY WHERE REQUIRED.

7. DIMENSIONS:

USE STANDARD MEASURING INSTRUMENTS.

8. CORROSION AND RUST:

CHECK THAT ASSEMBLY IS NOT CORRODED OR RUSTED OR STAINED.

9. CONTAMINATION:

CHECK THAT ALL SURFACES ARE CLEAN AND DO NOT CONTAIN DIRT, PROCESS RESIDUE, OIL, GREASE, OR OTHER FOREIGN MATTER.

10. WELDING AND BRAZING:

INSPECT PER QP-004.

SPECIAL INSTRUCTIONS

1. THE APPLICABLE DRAWING AND/OR SPECIFICATION SHALL ALWAYS BE USED TO DETERMINE THE REQUIREMENTS AND APPLICABILITY OF EACH CHARACTERISTIC.

		QUALITY PROCEDURES		NO. QP-010
				REV: -
TITLE: MECHANICAL HARDWARE				DATE: 8/92
				PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

REF: MIL-I-45208A PARA. 3.12: RECEIVING INSPECTION

SUBCONTRACTED OR PURCHASED SUPPLIES SHALL BE SUBJECTED TO INSPECTION AFTER RECEIPT, AS NECESSARY, TO ASSURE CONFORMANCE TO CONTRACT REQUIREMENTS. THE CONTRACTOR SHALL REPORT TO THE GOVERNMENT REPRESENTATIVE ANY NON-CONFORMANCE FOUND ON GOVERNMENT SOURCE-INSPECTED SUPPLIES AND SHALL REQUIRE HIS SUPPLIER TO COORDINATE WITH HIS GOVERNMENT REPRESENTATIVE ON CORRECTIVE ACTION.

NOTE

THIS PROCEDURE DETAILS INSTRUCTIONS FOR THE FOLLOWING PARTS: BOLTS, BRACKETS, FERRULES, NUTS, SCREWS, SHIMS, SPACERS, STUDS, WASHERS, AND OTHER SIMILAR MECHANICAL HARDWARE.

1. HANDLING AND PROTECTION:
VERIFY COUNT AND INSPECT PER QP-011.
2. MARKING AND IDENTIFICATION:
VERIFY CERTIFICATE OF COMPLIANCE AND INSPECT PER QP-008.
3. PLATING:
INSPECT PER QP-003.

4. WORKMANSHIP:

PARTS MUST BE FREE FROM KNICKS, BURRS, SCRATCHES, STAINS, OR BLEMISHES.

5. DIMENSIONS:

USE SCALE, CALIPERS, GAUGES, FIT TO MATING PARTS, OR OTHER SUITABLE METHOD.

SPECIAL INSTRUCTIONS

- 1. THE APPLICABLE DRAWING AND/OR SPECIFICATION SHALL ALWAYS BE USED TO DETERMINE THE REQUIREMENTS AND APPLICABILITY OF EACH CHARACTERISTIC.**

		QUALITY PROCEDURES		NO. QP-011
				REV: -
TITLE: MATERIAL HANDLING AND PROTECTION				DATE: 8/92
				PAGE 1 OF 3
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

REF: MIL-I-45208A PARA. 3.4: PROCESS CONTROLS

PROCESS CONTROL PROCEDURES SHALL BE AN INTEGRAL PART OF THE INSPECTION SYSTEM WHEN SUCH INSPECTIONS ARE A PART OF THE SPECIFICATION OR THE CONTRACT.

1. SHEET STOCK:

MATERIAL SHALL BE KEPT FLAT, WHEN POSSIBLE, AND PROTECTED FROM SCRATCHES AND EDGE DAMAGE.

2. BAR STOCK AND EXTRUSION MATERIAL:

MATERIAL SHALL BE KEPT IN ORIGINAL PACKAGE, IF ADEQUATE. SMALL DIAMETER MATERIAL THAT EASILY BENDS/KINKS SHALL BE KEPT ON SOLID SHELF RACKS OR TAPED TO WOODEN BOARDS.

3. IRIDITED OR PLATED PARTS:

ITEMS SHALL BE PACKED TO AVOID CONTACT WITH OTHER PARTS OR METAL OBJECTS. PARTS SHALL BE INDIVIDUALLY WRAPPED WITH TISSUE OR KRAFT PAPER OR PLACED IN PLASTIC BAGS OR OTHER PROTECTIVE CONTAINERS.

4. PAINTED PARTS:

ITEMS SHALL BE PACKED TO AVOID CONTACT WITH OTHER PARTS OR METAL OBJECTS. PARTS SHALL BE INDIVIDUALLY WRAPPED WITH

TISSUE OR KRAFT PAPER OR PLACED IN PLASTIC BAGS OR OTHER CONTAINERS. AVOID PUTTING MASKING TAPE ON PAINTED SURFACES.

5. CASTING AND MACHINE PARTS:

PARTS SHALL BE WRAPPED INDIVIDUALLY OR ADEQUATELY PROTECTED TO PREVENT NICKS, SCRATCHES, OR OTHER DAMAGE.

6. MISCELLANEOUS HARDWARE:

CONTAINER SHALL BE SUFFICIENT TO PROTECT ITEMS. WRAP, AS NECESSARY, TO AVOID HANDLING DAMAGE OR LOSS.

7. MISCELLANEOUS MACHINE PARTS AND ASSEMBLIES:

KEEP IN ORIGINAL PACKAGE, IF ADEQUATE. ASSURE THAT ITEMS AVOID CONTACT WITH OTHER PARTS OR METAL OBJECTS. PROVIDE ADEQUATE PROTECTION BETWEEN ASSEMBLIES, AS NECESSARY.

8. PRECISION ASSEMBLIES:

ASSEMBLIES SHALL BE REPACKED IN MANUFACTURER'S ORIGINAL PACK AFTER INSPECTION/TEST. ASSURE THAT PAINTED/PLATED PARTS ARE PROTECTED ADEQUATELY TO AVOID CONTACT WITH OTHER PARTS OR METAL OBJECTS.

9. MISCELLANEOUS ELECTRICAL DEVICES (TERMINALS, STANDOFFS, ETC.):

KEEP IN ORIGINAL PACKAGE, IF ADEQUATE. PROTECT PARTS AND FINISH OF COMPONENTS, AS NECESSARY.

SPECIAL INSTRUCTIONS

1. THE DRAWING AND/OR SPECIFICATION SHALL ALWAYS BE USED TO DETERMINE THE REQUIREMENTS OF EACH COMMODITY.
2. WHENEVER POSSIBLE, ALL PROCURED COMMODITIES SHALL BE MAINTAINED IN ORIGINAL PROTECTIVE PACKAGING MATERIAL OR PLACED IN ACCEPTABLE CONTAINER AFTER INSPECTION AND/OR TEST.
3. ALL ITEMS SHALL SHOW NO EVIDENCE OF DAMAGE OR OTHER ABNORMAL CONDITIONS ACQUIRED DURING MANUFACTURE OR SHIPMENT TO AIM INC.

		QUALITY PROCEDURES		NO. QP-012
				REV: -
TITLE: PACKAGING AND SHIPPING				DATE: 8/92
				PAGE 1 OF 3
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

REF: MIL-I-45208A PARA. 3.4: PROCESS CONTROLS

PROCESS CONTROL PROCEDURES SHALL BE AN INTEGRAL PART OF THE INSPECTION SYSTEM WHEN SUCH INSPECTIONS ARE A PART OF THE SPECIFICATION OR THE CONTRACT.

1. IN-PLANT PACKAGING:

1.1 HANDLING AND PROTECTION:

PARTS SHALL BE HANDLED AND PROTECTED AS REQUIRED TO PREVENT DAMAGE AND/OR CONTAMINATION WHILE IN PROCESS.

1.2 MARKING AND IDENTIFICATION:

MARKING/IDENTIFICATION, AS APPLICABLE, SHALL BE APPLIED, IAW MIL-STD-129 AND MIL-STD-130 ON PARTS AND LABELS INCLUDING IDENTIFICATION OF MAGNETIC AND/OR HAZARDOUS MATERIAL.

1.3 PROOF OF INSPECTION:

PARTS SHALL HAVE BEEN PREVIOUSLY INSPECTED AND ACCEPTED AND SHALL BE ACCOMPANIED BY APPROPRIATE DOCUMENTATION AND CERTIFICATION.

2. UNIT/INTERMEDIATE PACKAGING:

2.1 IDENTIFICATION:

SHIPPING DOCUMENT AND MATERIAL SHALL AGREE, MATERIAL COUNT IS

CORRECT AND PREVIOUS OPERATIONS SHALL HAVE BEEN INSPECTED, STAMPED, AND DATED.

2.2 HANDLING AND PROTECTION:

PARTS SHALL BE HANDLED AND PROTECTED AS REQUIRED TO PREVENT DAMAGE AND/OR CONTAMINATION.

2.3 PACKAGING METHOD:

MATERIAL SHALL BE PACKAGED IN ACCORDANCE WITH CONTRACT PACKAGING INSTRUCTIONS. CHECK THE APPLICATION AND LOCATION OF ANY SPECIAL PACKAGING LABELS, I.E., FRAGILE, MAGNETIC, METHOD II, HAZARDOUS MATERIAL, WARRANTY, ETC.

3. FINAL PACKING:

3.1 PACKING METHOD:

MATERIAL SHALL BE PACKED IN ACCORDANCE WITH CONTRACT PACKAGING INSTRUCTIONS. PACKING LEVEL BLOCKING/BRACING/DUNNAGE SHALL BE ADEQUATE AND CORRECT MATERIAL USED IN THE PACKING.

3.2 IDENTIFICATION:

CONTAINER(S) AND SHIPPING DOCUMENT SHALL AGREE WITH RESPECT TO MARKING REQUIREMENTS; I.E., CLASSIFIED MATERIAL, PRIORITY, HAZARDOUS MATERIAL, OR ANY SPECIAL NOTES, AS APPLICABLE.

3.3 SHIPPING DOCUMENT:

INFORMATION ON THE SHIPPING DOCUMENT SHALL CORRELATE WITH THE CONTRACT AND OTHER APPLICABLE DOCUMENTS.

SPECIAL INSTRUCTIONS

- 1. THE APPLICABLE DRAWING AND/OR SPECIFICATION SHALL ALWAYS BE USED TO DETERMINE THE REQUIREMENTS AND APPLICABILITY OF EACH CHARACTERISTIC.**



Floor Traveler

Quantity 725.00

Job # 03579-0000

Customer Po # PFM3360-0

Due Date 03/15/1999

Part Number P442-070

Sales Order 001946

Description : 2 1/2" OD X 6" LONG ALUM CONTAINER

Customer ENVIRONMENTAL TECHNOLOGIES

First Piece Inspection	Operation No.	Work Center	Operation Comp.
<input type="checkbox"/>	10	005	<input type="checkbox"/>
	<u>RECVING/INSPECT</u> 2 1/2" OD X .049 WALL 6061 ALUM TUBING (NEED 400 FT.) - 1/16" THICK X 3" WIDE 6061 ALUM SHEET, NEED 25 STRIPS 8 FT LONG		Quantity
<input type="checkbox"/>	20	30	<input type="checkbox"/>
	<u>MANUAL LATHE</u> C/O TUBING 6.000 LONG - DO NOT DENT OR SCRATCH TUBING - START 740 PCS. - KEEP ENDS SQUARE & SMOOTH - DEBURR		Quantity
<input type="checkbox"/>	30	50	<input type="checkbox"/>
	<u>MANUAL MILL</u> CLAMP STRIP DOWN & TREPAN DISCS TO PRESS FIT IN ID, .003 PRESS, INSTALL 1ST PIECE BEFORE CONTINUING PRODUCTION.		Quantity
<input type="checkbox"/>	40	120	<input type="checkbox"/>
	<u>ASSEMBLY</u> PRESS DISC INTO TUBE, DISC SHOULD BE CONCAVE, LIKE PREVIUOS RUN.		Quantity
<input type="checkbox"/>	50	80	<input type="checkbox"/>
	<u>FINAL INSPECTION</u> PACK IN CARDBOARD CRATE IN LAYERS, SHIP OUR TRUCK.		Quantity

QUALITY PROCEDURES		NO. QP-013
		REV: B
TITLE: INSPECTION AND TESTING		DATE: 06/96
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: CHUCK FULLER		

REF: MIL-I-45208A PARA. 3.2.1: INSPECTION & TESTING DOCUMENTATION

INSPECTION AND TESTING SHALL BE PRESCRIBED BY CLEAR, COMPLETE AND CURRENT INSTRUCTIONS. THE INSTRUCTIONS SHALL ASSURE INSPECTION AND TEST OF MATERIALS, WORK IN PROCESS AND COMPLETED ARTICLES AS REQUIRED BY THE ITEM SPECIFICATION AND THE CONTRACT. IN ADDITION, CRITERIA FOR APPROVAL AND REJECTION OF PRODUCT SHALL BE INCLUDED.

1. PROCESSING DOCUMENT:

EACH JOB RELEASED FOR FABRICATION SHALL BE COVERED BY AN AIM INC. "PROCESS SHEET" DOCUMENT. THIS DOCUMENT DEFINES THE SEQUENCE OF THE VARIOUS OPERATIONS AND THE REQUIRED INSPECTION POINTS.

2. PREPARATION:

THE PROCESSING SHEET SHALL BE PREPARED BY THE MANUFACTURING SUPERVISOR AND THE INSPECTION POINTS ARE SELECTED AND ENTERED ON THE DOCUMENT BY QUALITY ASSURANCE. PROCESS SHEETS ARE FILED BY QUALITY ASSURANCE AS OBJECTIVE EVIDENCE OF INSPECTION, AND RETAINED FOR THREE YEARS.

**2.1 ADDITIONAL CONTROLS FOR MILITARY/DOD TYPE PURCHASE ORDERS WITH MANDATORY INSPECTION SYSTEM REQUIREMENTS.
(i.e. MIL-I-45208)**

2.2 PRE-RELEASE REVIEW:

PRIOR TO RELEASING THE PROCESS SHEET QUALITY CONTROL WILL REVIEW THE APPLICABLE P.O./CONTRACT REQUIREMENTS TO VERIFY THE PROCESS SHEET PROVIDES FOR ALL CUSTOMER REQUIREMENTS. THE JOB REQUIREMENTS FORM NO. QPF-013-01 SHALL BE USED TO SUMMARIZE THE REQUIREMENTS. SPECIAL ATTENTION SHALL BE GIVEN TO REVIEW SPECIAL PROCESS REQUIREMENTS; i.e. PLATING,

FINISHING, HEAT TREATING, MARKING, NON DESTRUCTIVE TESTING, ETC. THE QUALITY REPRESENTATIVE APPROVING THE PROCESS SHEET SHALL INDICATE APPROVAL BY SIGNING AND DATING THE HEADING AREA; i.e. "QC APPROVED - 06/29/96 - C. FULLER".

2.3 REVISION CONTROL:

THE ORIGINAL PROCESS SHEET AND SUBSEQUENT REVISIONS SHALL BE KEPT IN A "MASTER PROCESS SHEET FILE" IN THE PRODUCTION CONTROL OFFICE. ANY REVISIONS MADE TO THE MASTER SHALL BE IDENTIFIED WITH THE REVISION DATE. REVISIONS SHALL BE APPROVED BY QC. REVISIONS THAT DO NOT AFFECT SPECIAL PROCESSES OR INSPECTION REQUIREMENTS MAY BE MADE AS REQUIRED WITHOUT CHANGING THE MASTER. FLOOR CHANGES MADE DURING PRODUCTION SHALL BE DATED AND SIGNED.

3. APPLICATION:

THE OPERATIONS SHALL BE PERFORMED UP TO THE INSPECTION POINT AND THEN PRESENTED FOR INSPECTION BEFORE PROCEEDING TO THE NEXT OPERATION.

4. INSPECTION APPROVAL:

AS EACH OPERATION IS COMPLETED AND FOUND TO BE ACCEPTABLE, AN INSPECTION STAMP SHALL BE PLACED IN THE APPROPRIATE SPACE ON THE PROCESSING SHEET.

5. INSPECTION REJECTION:

ANY NON-CONFORMING PARTS SHALL BE RETAINED BY QUALITY ASSURANCE UNTIL MANUFACTURING SUPERVISOR AND QUALITY ASSURANCE PERSONNEL DETERMINE ITS DISPOSITION: REWORK, SCRAP, USABLE AS WITH A CUSTOMER APPROVED WAIVER OR REPAIR. PARTS SHALL BE IDENTIFIED WITH APPROPRIATE TAG: REJECTED, REPAIRABLE, OR REWORK.

6. REWORK/REPAIR:

REWORK THAT MEETS ALL REQUIREMENTS OF THE DRAWING IS PERMISSIBLE AT ANY POINT IN THE PROCESS. REFER TO QP-027.

REPAIRS MAY NOT BE PERFORMED WITHOUT EXPRESS WRITTEN CONSENT OF THE CUSTOMER AND AN APPROVED REPAIR PROCEDURE. REFER TO QP-026.

QUALITY PROCEDURES		NO. QP-014
		REV: B
TITLE: DOCUMENTATION AND RECORDS		DATE: 03/99
		PAGE 1 OF 3
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT		

REF: MIL-I-45208A PARA. 3.2.1: INSPECTION & TESTING DOCUMENTATION

INSPECTION AND TESTING SHALL BE PRESCRIBED BY CLEAR, COMPLETE AND CURRENT INSTRUCTIONS. THE INSTRUCTIONS SHALL ASSURE INSPECTION AND TEST OF MATERIALS, WORK IN PROCESS AND COMPLETED ARTICLES AS REQUIRED BY THE ITEM SPECIFICATION AND THE CONTRACT. IN ADDITION, CRITERIA FOR APPROVAL AND REJECTION OF PRODUCT SHALL BE INCLUDED.

REF: MIL-I-45208A PARA. 3.2.2: RECORDS

THE CONTRACTOR SHALL MAINTAIN ADEQUATE RECORDS OF ALL INSPECTIONS AND TEST. THE RECORDS SHALL INDICATE THE NATURE AND NUMBER OF OBSERVATIONS MADE, THE NUMBER AND TYPE OF DEFICIENCIES FOUND, THE QUANTITIES APPROVED AND REJECTED AND THE NATURE OF CORRECTIVE ACTION TAKEN AS APPROPRIATE.

1. DOCUMENTATION:

ALL INSPECTION AND TESTING OPERATIONS SHALL BE PERFORMED IN ACCORDANCE WITH DRAWING AND CONTRACT REQUIREMENTS. RESULTS SHALL BE RECORDED ON THE APPROPRIATE INSPECTION FORM. DOCUMENTATION OF INSPECTION RESULTS INCLUDES RECEIVING INSPECTION OF MATERIALS, WORK IN PROCESS, AND FINISHED ARTICLE INSPECTION RECORDS.

2. RECORDS:

QUALITY ASSURANCE MAINTAINS INDIVIDUAL PART FILES. THESE FILES

INCLUDE PROCESS SHEETS AND INSPECTION RECORDS OF ALL INSPECTIONS AND TESTS, QUANTITIES APPROVED AND REJECTED, TYPE OF DEFICIENCIES FOUND, NATURE OF OBSERVATIONS, AND REFERENCE TO CORRECTIVE ACTION IF REQUIRED. WHEN THE CUSTOMER DOES NOT REQUIRE A DETAILED INSPECTION REPORT, THE INSPECTION DATA REFERENCED ABOVE SHALL BE DOCUMENTED ON THE PROCESS SHEET INSPECTION RECORD (QPF-14-02).

3. FILING AND RETENTION:

QUALITY RELATED RECORDS AND DOCUMENTATION IS FILED BY QUALITY ASSURANCE. THE RECORDS ARE RETAINED ON FILE FOR THE TIME SPECIFIED IN THE CONTRACT OR FIVE (5) YEARS, WHICHEVER IS LONGER.

3.1 COPIES OF THE FOLLOWING DOCUMENTS SHALL BE KEPT ON FILE LOCATED AS INDICATED.

- 3.1.1 QUALITY MANAGEMENT APPROVED PURCHASE ORDERS FOR PARTS, MATERIALS, AND SUBCONTRACT ORDERS. (QC PO FILE)
- 3.1.2 MATERIAL CERTIFICATIONS AND TEST REPORTS. (OFFICE JOB FILE)
- 3.1.3 SUBCONTRACTED INSPECTION REPORTS. (OFFICE JOB FILE) *QC*
- 3.1.4 A.I.M. MANUFACTURING PROCESS SHEETS AND IN-PROCESS INSPECTION RECORDS. (QC JOB FILE)
- 3.1.5 A.I.M. INSPECTION REPORTS. (OFFICE JOB FILE) *QC*
- 3.1.6 DD250 GOVERNMENT INSPECTION REPORTS. (OFFICE JOB FILE) *QC*
- 3.1.7 DATA PACKAGES DELIVERED TO THE CUSTOMER. (OFFICE JOB FILE)
- 3.1.8 SUPPLIER/SUBCONTRACT SURVEYS. (QC VENDOR SURVEY FILES)
- 3.1.9 CUSTOMER REJECT NOTICES. (QC CUSTOMER DEFICIENCY FILES) *OFF*
- 3.1.10 CUSTOMER DRAWING WAIVERS AND DEVIATIONS. (QC WAIVER AND DEVIATION FILE) *OFF*
- 3.1.11 DCMC SOURCE INSPECTION NOTIFICATION FORMS. (QC DCMC FILE)

- 3.1.12 SUPPLIER AND IN-HOUSE CORRECTIVE ACTION REQUEST.
(QC CORRECTIVE ACTION FILE)
- 3.1.13 INSPECTION EQUIPMENT CALIBRATION HISTORY. (QC CALIBRATION FILE)
- 3.1.14 NON-CONFORMING REPORTS. (QC REJECT REPORT FILE)

QUALITY PROCEDURES		NO. QP-015
		REV: C
TITLE: CORRECTIVE ACTION		DATE: 06/96
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: CHUCK FULLER		

REF: MIL-I-45208A PARA. 3.2.3: CORRECTIVE ACTION

THE CONTRACTOR SHALL TAKE PROMPT ACTION TO CORRECT ASSIGNABLE CONDITIONS WHICH HAVE RESULTED OR COULD RESULT IN THE SUBMISSION TO THE GOVERNMENT OF SUPPLIES AND SERVICES WHICH DO NOT CONFORM TO (1) THE QUALITY ASSURANCE PROVISIONS OF THE ITEM SPECIFICATION, (2) INSPECTIONS AND TESTS REQUIRED BY THE CONTRACT, AND (3) OTHER INSPECTIONS AND TESTS REQUIRED TO SUBSTANTIATE PRODUCT CONFORMANCE.

1. CORRECTIVE ACTION:

A CORRECTIVE ACTION SYSTEM SHALL BE USED TO DOCUMENT UNSATISFACTORY CONDITIONS THAT HAVE CAUSED, OR COULD CAUSE THE DELIVERY OF DEFECTIVE OR NON-CONFORMING SUPPLIES OR SERVICES.

1.1 ALL DISCREPANT ITEMS REPORTED ON A NON-CONFORMING REPORT (NCR), FORM QPF-021-05, SHALL SHOW AN INITIAL CAUSE AND CORRECTIVE ACTION ON THE FORM.

1.2 WHEN A FORMAL RESPONSE OR ADDITIONAL CORRECTIVE ACTION IS REQUIRED, A "SCAR" OR A "CAR" SHALL BE USED TO DOCUMENT THE FINDINGS.

2. CORRECTIVE ACTION REPORT PREPARATION:

WHEN NON-CONFORMING MATERIAL IS RECEIVED FROM A SUPPLIER THAT REQUIRES A FORMAL RESPONSE, A "SUPPLIER CORRECTIVE ACTION REPORT" (SCAR) IS PREPARED BY QUALITY ASSURANCE DESCRIBING THE UNSATISFACTORY CONDITIONS AND TRANSMITTED TO THE SUPPLIER OF THE PURCHASED ITEM OR SERVICE. AN IN-HOUSE "CORRECTIVE ACTION REPORT" (CAR) SHALL BE USED IF THE CONDITION WAS CAUSED BY A.I.M. AND A FORMAL INVESTIGATION OF THE CAUSE AND CORRECTIVE ACTION IS DETERMINED TO BE NECESSARY.

3. ACTION REQUIRED:

THE "CAR" DESCRIBES THE UNSATISFACTORY CONDITIONS AND REQUESTS "CORRECTIVE ACTION" BY THE RESPONSIBLE PARTY WITHIN A GIVEN TIME PERIOD. QUALITY ASSURANCE MONITORS THE PROCESSING OF "SCAR's" AND "CAR's" AND FOLLOWS UP ON "CAR" ACTIONS.

4. FOLLOW-UP:

QUALITY ASSURANCE REVIEWS THE "CORRECTIVE ACTION" AND DETERMINES IF IT IS ADEQUATE. IF THE ANSWER IS ACCEPTABLE, QUALITY ASSURANCE SIGNS THE APPROVAL BLOCK AND FILES THE REPORT. IF THE ANSWER IS NOT ACCEPTABLE, QUALITY ASSURANCE CONTACTS THE RESPONSIBLE PARTY AND REQUESTS FURTHER CORRECTIVE ACTION.

5. UNANSWERED SCAR:

WHEN THE REQUEST FOR C/A BY SUPPLIERS IS NOT ANSWERED IN WRITING WITHIN 2 WEEKS, AIM'S QUALITY MANAGER SHALL CONTACT THE SUPPLIER BY "TELECON". A VERBAL RESPONSE SHALL BE DOCUMENTED AND ATTACHED TO THE SCAR USING FROM NO. QPF-30-04.

QUALITY PROCEDURES		NO. QP-016
		REV: D
TITLE: DRAWINGS AND CHANGES		DATE: 06/96
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT	I	

REF: MIL-I-45208A PARA. 3.2.4: DRAWINGS AND CHANGES

THE CONTRACTOR'S INSPECTION SYSTEM SHALL PROVIDE FOR PROCEDURES WHICH 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.

1. REVISION LEVELS:

REVISION LEVELS OF DRAWINGS ARE ESTABLISHED BY THE CUSTOMER'S CONTRACTS OR PURCHASE ORDERS. THESE LEVELS SHALL BE LISTED ON THE PROCESSING SHEETS AND VERIFIED BY QUALITY ASSURANCE.

ANY CHANGES TO DRAWINGS, SPECIFICATIONS, OR CONTRACT INSTRUCTIONS RECEIVED AT AIM SHALL BE IMMEDIATELY TAKEN TO QUALITY ASSURANCE AND THE MANUFACTURING SUPERVISOR, VERIFIED, AND INCORPORATED INTO THE FABRICATION, INSPECTION, AND TESTING OPERATIONS. PROCESS SHEET CHANGES AND REVISIONS ARE REVIEWED BY QUALITY ASSURANCE AT THE TIME THEY ARE ISSUED AND PROCESS SHEETS ARE STAMPED BY QUALITY ASSURANCE. CHANGES TO DRAWINGS, SPECIFICATIONS, AND CONTRACT INSTRUCTIONS AFFECTING SUBCONTRACTORS AND/OR VENDORS SHALL BE TRANSMITTED IMMEDIATELY AND CONFIRMED BY QUALITY ASSURANCE.

2. FINAL INSPECTION:

REVISION LEVELS SHALL BE VERIFIED BY QUALITY ASSURANCE DURING FINAL INSPECTION AND ACCEPTANCE. THIS ASSURES INCORPORATION OF ANY CHANGES THAT MAY HAVE BEEN ADDED TO ORIGINAL REVISION LEVELS.

3. DRAWING CHANGE CONTROL:

CHANGES TO DRAWINGS AND SPECIFICATION SHALL BE REVIEWED AND VERIFIED BY AIM INC. CONTRACT/PROJECT REPRESENTATIVES. PROCESSING SHEETS SHALL BE CHANGED AS NECESSARY. OBSOLETE DRAWINGS SHALL BE REMOVED FROM ALL AREAS OF USE BY THE PROJECT REPRESENTATIVE AND GIVEN TO QUALITY ASSURANCE FOR DESTRUCTION.

4. AIM'S SPECIFICATION LIBRARY (ASL):

WHEN CONTRACT DRAWING OR P.O. SPECIFICATIONS REQUIRE MIL SPECS AND ASTM STANDARDS, THE CONTRACT/PROJECT REPRESENTATIVE SHALL OBTAIN THE REQUIRED DOCUMENT AND FILE IT IN NUMERICAL ORDER IN THE ASL FILE. IF THE CUSTOMER DOES NOT SUPPLY THE SPECS THEY SHALL BE OBTAINED REQUESTING THE LATEST REVISION LEVEL. QUALITY CONTROL SHALL AUDIT THE FILES TO VERIFY THE NEWEST REVISION IS ON FILE.

A REVISION LEVEL AUDIT WILL BE PERFORMED ANNUALLY; BUT THE FILES WILL BE UPDATED AS NEW REVISIONS ARE RELEASED BY THE CUSTOMIZED UPDATE SERVICE PROVIDED BY ASTM AND THE SUBSCRIPTION ORDERING SERVICE PROVIDED BY THE DODSSP BY FEDERAL SUPPLY CLASS (FSC).

SUPPLIER CORRECTIVE REQUEST	SCAR NO. _____	PAGE _____ OF _____
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TO:

PURCHASE ORDER NUMBER _____
 SHIPPER NUMBER _____
 PART NUMBER _____
 NOMENCLATURE _____
 NON CONFORMING REPORT NO _____
 AIM JOB NO. _____

THE MATERIAL RECEIVED ON THIS REPORT WAS FOUND TO CONTAIN THE DISCREPANCIES LISTED BELOW. IT IS REQUESTED THAT POSITIVE CORRECTIVE ACTION & A REPORT OF YOUR FINDINGS & INTENTIONS BE MADE TO THE MANAGER OF QUALITY WITHIN TWO WEEKS AFTER RECEIPT OF REQUEST.

DISCREPANCIES:

ORIGINATOR	DATE	QA MANAGER	DATE	PURCHASING MANAGER	DATE
------------	------	------------	------	--------------------	------

SUPPLIER COMPLETE THIS SECTION
EXPLANATION OF CAUSE OF DISCREPANCIES & CORRECTION ACTION TAKEN TO PREVENT RECURRENCE:

EFFECTIVITY

AUTHORIZED SIGNATURE	TITLE	DATE
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DISTRIBUTION	CORRECTIVE ACTION IS ACCEPTABLE <input type="checkbox"/> UNACCEPTABLE <input type="checkbox"/> QA MGR _____ DATE _____
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CORRECTIVE ACTION REQUEST	QPF NO. 010
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CORRECTIVE ACTION REQUEST			
TO:	DEPT	DATE	NO.
PROCESS/PRINT/OPERATION/PART AFFECTED			
NAME	NUMBER	SERIAL NUMBER	
REASON FOR CORRECTIVE ACTION (LIST APPLICABLE DOCUMENTS)			
DESCRIPTION OF CONDITION			
SIGNED	QE MANAGER	DATE	
THIS CORRECTIVE ACTION REQUEST MUST BE ANSWERED WITHIN ONE WEEK.			
CAUSE			
CORRECTIVE ACTION TAKEN			
EFFECTIVITY	SIGNED	DATE	
DISAPPROVED <input type="checkbox"/>		ACTION TAKEN	
APPROVED <input type="checkbox"/>			
		SIGNED	
		QE MANAGER	DATE

QUALITY PROCEDURES		NO. QP-017
		REV: E
TITLE: CALIBRATION OF MEASURING DEVICES (REF: MIL-STD-45662A)		DATE: 07/99
		PAGE 1 OF 8
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT		

1. CALIBRATION AND MEASURING OF TEST EQUIPMENT:

SUITABLE GAUGES, MEASURING AND TEST EQUIPMENTS SHALL BE MAINTAINED FOR INSPECTION TO CHECK COMPONENTS AND ASSEMBLIES FOR CONFORMANCE TO CONTRACT REQUIREMENTS. TO ENSURE THAT THESE INSPECTION MEDIA ARE MAINTAINED IN CALIBRATION AND ACCEPTABLE WORKING CONDITION AT ALL TIMES, THE FOLLOWING DESCRIBED CALIBRATION AND MAINTENANCE PROCEDURES SHALL BE ESTABLISHED:

- 1.1 EACH PIECE OF INSPECTION EQUIPMENT SHALL BE CATALOGED AND SERIALIZED. A LABEL SHALL BE AFFIXED TO EACH PART OR CONTAINER LISTING DATE (DAY, MONTH, YEAR) OF LAST CALIBRATION AND DATE DUE FOR CALIBRATION.
- 1.2 RECORDS OF CALIBRATION SHALL BE MAINTAINED ON EQUIPMENT HISTORY CARDS. BASIC INFORMATION LISTED INCLUDES AN INSTRUMENT DESCRIPTION, SIZE, AIM INC. SERIAL NUMBER, MANUFACTURER, MANUFACTURER'S SERIAL NUMBER, DATE OF PURCHASE, USAGE LOCATION, CALIBRATION RESULTS, REPAIR AND REFURBISHMENT ACTIONS TAKEN, CALIBRATION PROCEDURE USED AND CALIBRATION INTERVAL. IDENTIFICATION OF CALIBRATION SOURCE FOR M&TE SHALL BE IDENTIFIED IN THE SPECIFIC CALIBRATION PROCEDURE. SCHEDULED CALIBRATION INFORMATION INCLUDES DATE OF CALIBRATION, (DAY, MONTH, YEAR), CALIBRATION INTERVAL, CONDITION OF THE TOOL, BY WHOM IT WAS INSPECTED/CALIBRATED, THE DATE OF THE NEXT INSPECTION/CALIBRATION, AND REMARKS (RESULTS). UNDER "RESULTS", THE ACTUAL

INSTRUMENT VARIATION FROM NOMINAL, THE AMOUNT OF ADJUSTMENT OR "NO ADJUSTMENT" SHALL BE NOTED. EQUIPMENT CALIBRATED BY AN APPROVED OUTSIDE LABORATORY SHALL BE SO NOTED BY DATE, LABORATORY, NEXT INSPECTION DATE, AND REPORT OR CERTIFICATE NUMBER. ALL GAGES ARE ENTERED INTO A COMPUTER PROGRAM BY THEIR IDENTIFICATION NUMBER AND DUE DATE FOR THE PURPOSES OF BEING ABLE TO PRINT OUT A MONTHLY RECALL LIST.

- 1.3 EQUIPMENT HISTORY CARDS SHALL BE FILED BY MONTH CALIBRATION IS DUE FOR RECALL. IF M&TE IS NEEDED FOR A JOB-IN-PROGRESS, A TEMPORARY EXTENSION MAY BE GRANTED BY THE QUALITY ASSURANCE MANAGER, IN WRITING, ON A CASE BY CASE BASIS.
- 1.4 MEASURING AND TEST EQUIPMENT (SHOP AIDS) WHICH IS NOT CALIBRATED SHALL DISPLAY A LABEL STATING: **"NOT CALIBRATED, DO NOT USE FOR ACCEPTANCE"**. INACTIVE, OR OBSOLETE EQUIPMENT, IN ADDITION TO LABELING, MUST BE SEGREGATED FROM AREAS WHERE CALIBRATED EQUIPMENT IS IN USE. SUCH EQUIPMENT SHALL BE "RED TAGGED" OR SECURED IN THE "OUT OF CALIBRATION" TOOL BOX.

2. SUBCONTRACTORS AND VENDORS:

SUPPLIERS OF PRODUCTS REQUIRING THE USE OF MEASURING DEVICES SHALL BE REQUIRED BY PURCHASE ORDER TO MEET CALIBRATION AS DEFINED IN MIL-STD-45662A.

3. OUT-OF-TOLERANCE CONDITIONS:

WHEN AN INSTRUMENT IS FOUND TO BE "SIGNIFICANTLY" OUT OF MANUFACTURER'S TOLERANCE, A "REPORT OF OUT OF TOLERANCE MEASURING EQUIPMENT" FORM (QPF-017-04) SHALL BE INITIATED. THE QUALITY ASSURANCE MANAGER WILL TAKE THE ACTION NECESSARY TO REVIEW THE STATUS OF PRODUCTS THAT MAY HAVE BEEN MEASURED AND ACCEPTED UTILIZING THAT

MEASURING DEVICE.

ALL IN-HOUSE PARTS DETERMINED TO BE AFFECTED WILL BE RECHECKED. A.I.M. MANAGEMENT WILL CONTACT CUSTOMERS WHO MAY RECEIVED PARTS MEASURED WITH THE DEFECTIVE INSTRUMENT. THE ACTION TAKEN SHALL BE DOCUMENTED ON THE QPF-017-04 FORM.

4. DEFECTIVE INSTRUMENTS:

INSTRUMENTS THAT ARE FOUND DEFECTIVE AND CANNOT BE REPAIRED DURING CALIBRATION SHALL BE PLACED IN THE "OUT OF CALIBRATION" TOOL BOX, SEPARATED FROM GOOD INSTRUMENTS, AND REMOVED FROM SERVICE UNTIL FINAL DISPOSITION IS DETERMINED. TOOLS WHICH CANNOT MAINTAIN RELIABILITY BETWEEN INTERVALS SHALL BE RETURNED TO MANUFACTURER FOR REPAIR OR REPLACEMENT.

5. CALIBRATION INTERVALS:

CALIBRATION INTERVALS SHALL BE ESTABLISHED FOR EACH INSTRUMENT BASED ON THE TYPE OF GAUGE, THE ACCURACY LIMITS, THE FREQUENCY OF USE, AND PAST HISTORY OF GAUGE PERFORMANCE. THESE INTERVALS MAY BE CHANGED BY QUALITY ASSURANCE WHEN HISTORICAL RECORDS INDICATE THAT THE INTERVALS SHOULD BE SHORTENED OR LENGTHENED.

6. M&TE CALIBRATION:

EQUIPMENT SHALL BE CALIBRATED USING SPECIFIC PROCEDURES WHICH ARE REFERENCED ON THE INDIVIDUAL EQUIPMENT HISTORY CARD. METHODS OF MEASUREMENTS AND INSPECTIONS SHALL BE FOLLOWED TO ASSURE MAINTENANCE OF REQUIRED ACCURACIES.

7. STORAGE HANDLING AND ENVIRONMENTAL CONTROLS:

ALL MEASURING DEVICES USED FOR INSPECTION ACCEPTANCE SHALL BE LOCATED IN THE INSPECTION LABORATORY. THIS LABORATORY SHALL BE A LIMITED ACCESS AREA FREE OF VIBRATIONS WITH CLEANLINESS MAINTAINED

AND THE INSTRUMENTS SHALL BE ADEQUATELY PROTECTED. THE LABORATORY SHALL BE AIR CONDITIONED AND A CALIBRATED THERMOMETER SHALL BE USED TO INDICATE THE TEMPERATURE DURING CALIBRATIONS. TEMPERATURE LIMITS SHALL BE CONTROLLED AT 58 - 75 DEG'S F TO MATCH SHOP CONDITIONS THAT PARTS AND MATERIALS ARE EXPOSED TO. ANY M&TE WHICH MUST BE TRANSPORTED SHALL BE SHIPPED IN IT'S ORIGINAL CONTAINER WHENEVER POSSIBLE AND PACKED TO PROTECT AND PRESERVE THE INSTRUMENT FROM PHYSICAL DAMAGE. GAGES SUSPECTED OF MISHANDLING, OR HAVING BEEN DROPPED, SHALL BE GIVEN DIRECTLY TO THE CALIBRATION TECHNICIAN FOR RE-CALIBRATION.

8. CALIBRATION SYSTEM EVALUATION:

AN EVALUATION OF THE CALIBRATION SYSTEM SHALL BE PERFORMED ON AN ON-GOING BASIS BY QUALITY ASSURANCE. THE EQUIPMENT HISTORY CARDS SHALL BE MONITORED FOR TRENDS OR WEAK AREAS. OUTSIDE CALIBRATION HOUSES SHALL BE SURVEYED EVERY TWO YEARS.

9. IN-HOUSE CALIBRATION STANDARDS:

A SET OF GAUGE BLOCKS (GRADE A PLUS) SHALL BE USED FOR ALL IN-HOUSE CALIBRATIONS. THIS SET SHALL BE USED ONLY FOR CALIBRATIONS AND SHALL BE KEPT IN A SECURE AREA. THE SET SHALL BE CALIBRATED ONCE A YEAR BY A QUALIFIED LABORATORY WITH TRACEABILITY TO NIST ACCURACY. THE COLLECTIVE UNCERTAINTY OF THE MEASUREMENT STANDARDS SHALL NOT EXCEED 25 PERCENT OF THE ACCEPTABLE TOLERANCE FOR EACH CHARACTERISTIC BEING CALIBRATED; ANY DEVIATIONS SHALL BE DOCUMENTED AND SUBMITTED TO THE GOVERNMENT FOR APPROVAL PRIOR TO USE.

10. PRODUCTION TOOLING:

PRODUCTION TOOLING SUCH AS JIGS, FIXTURES, AND PATTERNS USED AS A MEDIA OF IN-PROCESS INSPECTION, SHALL BE TESTED FOR ACCURACY AT ESTABLISHED INTERVALS. THIS TOOLING IS A "SHOP AID" ONLY AND SHALL NOT BE USED FOR FINAL ACCEPTANCE.

11. CALIBRATION INTEGRITY:

TAMPER PROOF SEALS INDICATING CALIBRATION INTEGRITY HAS NOT BEEN VIOLATED SHALL BE VERIFIED. IF A TOOL IS FOUND WITH A SEAL MISSING OR BROKEN, THE TOOL SHALL BE RETURNED TO THE INSPECTION LAB IMMEDIATELY AND RE-CALIBRATED.

12. M&TE FOR GOVERNMENT SOURCE INSPECTION:

AIM INC. SHALL PROVIDE CALIBRATED INSPECTION TOOLING, AND AN OPERATOR IF NECESSARY, TO ASSIST THE GOVERNMENT DURING FINAL ACCEPTANCE.

13. PARTIAL CALIBRATION:

ANY MT&E TOOLING FOUND TO BE PARTIALLY CERTIFIABLE AND USABLE SHALL DISPLAY A NORMAL CALIBRATION LABEL WITH A RED LINE DRAWN DIAGONALLY THROUGH IT. A SPECIAL LABEL DEFINING THE LIMITS OF ITS ACCEPTABILITY SHALL BE APPLIED DIRECTLY ON THE TOOL, CONTAINER, OR TAG.

14.

INDEX OF TOOL CALIBRATION PROCEDURES

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>REVISION</u>
QP-017-001	MICROMETER, OUTSIDE MECHANICAL INCH/ METRIC	-
QP-017-002	VERNIER CALIPER, DIAL CALIPER	-
QP-017-003	INSIDE MICROMETER	-
QP-017-004	PLAIN CYLINDRICAL PLUG GAGES & DELTRONICS	-
QP-017-005	MICROMETER DEPTH GAGE	-
QP-017-006	DIAL BORE GAGES, METRIC & DECIMAL	-
QP-017-007	ELCOMETER, PLATING THICKNESS GAGE	-
QP-017-008	HEIGHT GAGE, DIGITAL READOUT LAB & PORTABLE	-
QP-017-009	FLEXIBLE STEEL MEASURING TAPE METRIC, FRACTION	-
QP-017-010	SURFACE INDICATOR	-
QP-017-011	OPTICAL COMPARATOR, SCHERR-TUMICO	-
QP-017-012	COORDINATE, MEASURING MACHINE, MITUTOYO	-
QP-017-013	GRANITE SURFACE PLATES	-
QP-017-014	(ROCKWELL) HARDNESS TESTING MACHINE, ENCO	-
QP-017-015	GAGE BLOCKS, A.I.M. LAB WORKING MASTERS	-
QP-017-016	GROOVE MICROMETER, INTERNAL	-
QP-017-017	MICROMETER END MEASURING RODS	-
QP-017-018	V-BLOCKS	-
QP-017-019	THREAD MEASURING WIRES (INSPECTION)	-
QP-017-020	THREAD RING GAGES	-
QP-017-021	PARALLELS AND BOX PARALLELS	-
QP-017-022	SCALES, WEIGHT AND COUNTING	-

<u>NUMBER</u>	<u>DESCRIPTION</u>	<u>REVISION</u>
QP-017-023	MICROMETER, PITCH	-
QP-017-024	MICROMETER, MULTI ANVIL INCH/METRIC	-
QP-017-025	MICROMETER, OUTSIDE BLADE INCH/METRIC	-
QP-017-026	INDICATOR, DIAL	-
QP-017-027	RADIUS GAGE, NON-PRECISION	-
QP-017-028	THREAD PLUG GAGES	-
QP-017-029	FLOW METERS	-
QP-017-030	WELDER, MILLER	-
QP-017-031	THERMOMETER	-
QP-017-032	HYDRAULIC PRESSURE GAGE	-

15. TOOL RECALL SYSTEM:

THE CALIBRATION TECHNICIAN SHALL PULL ALL TOOLS DUE FOR CALIBRATION ON THE DAY PRIOR TO THE DUE DATE. TOOLS DUE FOR CALIBRATION SHALL BE ISOLATED FOR A MINIMUM OF 12 HOURS BEFORE THE TECHNICIAN HAS PERFORMED CALIBRATION AND VERIFIED TOOL IS QUALIFIED FOR ACTIVE SERVICE. ANY OVERDUE EQUIPMENT WHICH IS TOO LARGE TO REMOVE FROM THE PRODUCTION/INSPECTION FLOOR SHALL BE RED TAGGED UNTIL IT HAS BEEN SERVICED.

15.1 AT THE BEGINNING OF EACH MONTH THE TECHNICIAN WILL REVIEW THE CALIBRATION DUE DATES ON THE EQUIPMENT HISTORY CARDS FOR M&TE DUE FOR THAT MONTH AND PLACE THE CARDS IN ORDER BY DUE DATES. THE ITEMS WILL BE PULLED IN SUFFICIENT TIME TO COMPLETE CALIBRATION PRIOR TO THE DUE DATE.

15.2 FOR THE THREAD PLUG AND RING GUAGES THAT ARE "SENT OUT" FOR CALIBRATION, THEY ARE TO BE COLLECTED ON OR ABOUT THE 15TH OF THE MONTH AND SENT OUT TOGETHER. THE OUTSIDE SERVICE SHALL BE SCHEDULED TO HAVE THE ITEMS COMPLETED BEFORE THE END OF THE MONTH.

16. EMPLOYEE OWNED INSPECTION TOOLS:

INSPECTION TOOLS USED TO MEASURE NON-COMMERCIAL WORK OWNED BY EMPLOYEES SHALL BE IDENTIFIED WITH A CALIBRATION LABEL AND A TOOL ID LABEL. THE ID NUMBER ASSIGNED WILL BE THE EMPLOYEE CLOCK NO. AND A CONSECUTIVE DASH NUMBER; i.e. 395-01. THE CARD FILE INFORMATION WILL BE KEPT IN A LOOSE LEAF BINDER CONTAINING ALL EMPLOYEE OWNED TOOLS FILED IN NUMERICAL ORDER BY CLOCK NO. TOOLS FOUND TO BE OUT OF CALIBRATION THAT CAN NOT BE ADJUSTED SHALL BE TAGGED "OUT OF CALIBRATION". ALL OTHER ASPECTS OF QP-017 (CALIBRATION OF MEASURING DEVICES) SHALL BE THE SAME.

QUALITY PROCEDURES		NO. QP-018
		REV: A
TITLE: SPECIAL PROCESS CONTROLS		DATE: 03/99
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT		

REF: MIL-I-45208A PARA. 3.4: PROCESS CONTROLS

PROCESS CONTROL PROCEDURES SHALL BE AN INTEGRAL PART OF THE INSPECTION SYSTEM WHEN SUCH INSPECTIONS ARE A PART OF THE SPECIFICATION OR THE CONTRACT.

1. PROCESS CONTROL PROCEDURES:

THESE CONTROLS SHALL BE PERFORMED BY VENDORS AND SUBCONTRACTORS. QUALITY ASSURANCE SHALL SURVEY SUPPLIERS FACILITIES TO ASSURE THAT THE SUPPLIERS ARE QUALIFIED AND CERTIFIED AS NECESSARY TO PERFORM IN ACCORDANCE WITH THE SPECIFICATIONS AND THE CONTRACT.

2. SURVEY OF SUPPLIERS:

VENDOR SURVEY REPORTS SHALL BE PREPARED BY QUALITY ASSURANCE OR PROJECT MANAGERS. HISTORY OF PERFORMANCE MAY BE UTILIZED AS PART OF SURVEYS.

3. RECORDS OF SURVEYS:

RECORDS OF SURVEYS SHALL BE FILED BY QUALITY ASSURANCE AND USED IN VENDOR EVALUATIONS.

4. CERTIFICATION:

WHEN POSSIBLE, SPECIAL PROCESSES SHALL BE PERFORMED AT AIM INC. BY QUALIFIED AND CERTIFIED OPERATORS ONLY.

5. VENDOR CONTROL:

VENDOR PRODUCTS ARE MONITORED BY THE REJECTION RATE RECORDED ON THE RECEIVING INSPECTION HISTORY CARD AND THE "SCAR" LOG. AS LONG AS THE REJECTION RATE REMAINS ACCEPTABLE, NOT REOCCURRING, AND ANY "SCAR" FORM IS SATISFACTORILY ANSWERED, A RESURVEY OF THE SUPPLIER WILL NOT BE REQUIRED.

QUALITY PROCEDURES		NO. QP-019
		REV: B
TITLE: INSPECTION STATUS INDICATION		DATE: 03/99
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT		

REF: MIL-I-45208A PARA. 3.5: INDICATION OF INSPECTION STATUS

THE CONTRACTOR SHALL MAINTAIN A POSITIVE SYSTEM FOR IDENTIFYING THE INSPECTION STATUS OF SUPPLIERS. IDENTIFICATION MAY BE ACCOMPLISHED BY MEANS OF STAMPS, TAGS, ROUTING CARDS, MOVE TICKETS, TOTE BOX CARDS, OR OTHER CONTROL DEVICES. SUCH CONTROLS SHALL BE OF A DESIGN DISTINCTLY DIFFERENT FROM GOVERNMENT INSPECTION IDENTIFICATION.

1. RECEIVING INSPECTION:

INCOMING MATERIAL SHALL BE IDENTIFIED WITH THE APPLICABLE PROCESS SHEET AND JOB JACKET WHICH SHALL BE ATTACHED TO SHIPMENTS THAT ARE AWAITING RECEIVING INSPECTION. WHEN INSPECTED, THE PROCESS SHEET IS STAMPED TO DOCUMENT ACCEPTANCE/REJECTION OF MATERIAL. COMMERCIAL WORK MATERIAL NEEDS ONLY TO HAVE THE PROCESS SHEET "RECEIVING INSPECTION" OPERATION #005 COMPLETED.

2. PROCESS SHEETS:

INSPECTION POINTS LISTED ON THE PROCESS SHEETS SHALL BE STAMPED BY INSPECTION TO SHOW THAT EACH OPERATION HAS BEEN INSPECTED AND ACCEPTED.

3. COMPLETED PARTS:

AN A.I.M. PROCESS SHEET REMAINS ATTACHED TO EACH LOT OF COMPLETED

QUALITY PROCEDURES	NO: QP-019	REV: B	PAGE 2 OF 2
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PARTS THAT ARE ACCEPTED. AN INSPECTION STAMP ON THIS SHEET SHOWS THAT LOT IS ACCEPTED AND READY TO PRESENT TO THE DCMC QAR OR SHIP TO THE CUSTOMER.

QUALITY PROCEDURES		NO. QP-019
		REV: B
TITLE: INSPECTION STATUS INDICATION		DATE: 03/99
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT		

REF: MIL-I-45208A PARA. 3.5: INDICATION OF INSPECTION STATUS

THE CONTRACTOR SHALL MAINTAIN A POSITIVE SYSTEM FOR IDENTIFYING THE INSPECTION STATUS OF SUPPLIERS. IDENTIFICATION MAY BE ACCOMPLISHED BY MEANS OF STAMPS, TAGS, ROUTING CARDS, MOVE TICKETS, TOTE BOX CARDS, OR OTHER CONTROL DEVICES. SUCH CONTROLS SHALL BE OF A DESIGN DISTINCTLY DIFFERENT FROM GOVERNMENT INSPECTION IDENTIFICATION.

1. RECEIVING INSPECTION:

INCOMING MATERIAL SHALL BE IDENTIFIED WITH THE APPLICABLE PROCESS SHEET AND JOB JACKET WHICH SHALL BE ATTACHED TO SHIPMENTS THAT ARE AWAITING RECEIVING INSPECTION. WHEN INSPECTED, A RECEIVING INSPECTION RECORD CARD IS COMPLETED AND THE PROCESS SHEET IS STAMPED TO DOCUMENT ACCEPTANCE/REJECTION OF MATERIAL. COMMERCIAL WORK MATERIAL NEEDS ONLY TO HAVE THE PROCESS SHEET "RECEIVING/INSPECTION' OPERATION #005 COMPLETED.

2. PROCESS SHEETS:

INSPECTION POINTS LISTED ON THE PROCESS SHEETS SHALL BE STAMPED BY INSPECTION TO SHOW THAT EACH OPERATION HAS BEEN INSPECTED AND ACCEPTED.

3. COMPLETED PARTS:

AN A.I.M. PROCESS SHEET REMAINS ATTACHED TO EACH LOT OF COMPLETED

QUALITY PROCEDURES	NO: QP-019	REV: B	PAGE 2 OF 2
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PARTS THAT ARE ACCEPTED. AN INSPECTION STAMP ON THIS SHEET SHOWS THAT LOT IS ACCEPTED AND READY TO PRESENT TO THE DCMC QAR OR SHIP TO THE CUSTOMER.

		QUALITY PROCEDURES		NO. QP-020
				REV: -
TITLE: GOVERNMENT/CUSTOMER FURNISHED MATERIAL				DATE: 8/92
				PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

REF: MIL-I-45208A PARA. 3.6: GOVERNMENT FURNISHED MATERIAL

WHEN MATERIAL IS FURNISHED BY THE GOVERNMENT, THE CONTRACTOR'S PROCEDURES SHALL INCLUDE AS A MINIMUM THE FOLLOWING:

- A. EXAMINATION UPON RECEIPT, CONSISTENT WITH PRACTICALITY, TO DETECT DAMAGE IN TRANSIT.
- B. INSPECTION FOR COMPLETENESS AND PROPER TYPE.
- C. PERIODIC INSPECTION AND PRECAUTIONS TO ASSURE ADEQUATE STORAGE CONDITIONS AND TO GUARD AGAINST DAMAGE FROM HANDLING AND DETERIORATION DURING STORAGE.
- D. FUNCTIONAL TESTING, EITHER PRIOR TO OR AFTER INSTALLATION, OR BOTH, AS REQUIRED BY CONTRACT TO DETERMINE SATISFACTORY OPERATION.
- E. IDENTIFICATION AND PROTECTION FROM IMPROPER USE OR DISPOSITION.
- F. VERIFICATION OF QUANTITY.

1. INSPECTION:

GOVERNMENT FURNISHED MATERIAL (GFM) SHALL BE INSPECTED WHEN RECEIVED AND CHECKED FOR DAMAGE IN TRANSIT. COMPLETENESS, QUANTITY, PROPER TYPE, AND DOCUMENTATION SHALL BE VERIFIED.

2. IDENTIFICATION:

AN AIM PROCESS SHEET SHALL BE PREPARED AND ATTACHED TO THE MATERIAL OR TO THE CONTAINER WITH THE "MATERIAL" DESCRIPTION NOTATED TO INDICATE THAT THIS IS "GOVERNMENT FURNISHED MATERIAL".

3. TESTING:

FUNCTIONAL TESTING IS PERFORMED WHEN REQUIRED BY THE CONTRACT.

4. STORAGE AND PROTECTION:

MATERIAL IS STORED AND INSPECTED ANNUALLY DURING STORAGE TO ASSURE ADEQUATE PROTECTION AND CONTROLS, FORM # .

5. DAMAGE OR MALFUNCTION:

MATERIAL FOUND DAMAGED OR UNFIT FOR USE SHALL BE IDENTIFIED WITH A "RED REJECT TAG" SEGREGATED, AND HELD FOR REVIEW. THE GOVERNMENT REPRESENTATIVE SHALL BE NOTIFIED AND DISPOSITION ACTION TAKEN AS NECESSARY.

6. PROBABLE CAUSE:

A.I.M. INC. QUALITY ASSURANCE SHALL DETERMINE THE PROBABLE CAUSE AND RECORD THE REASON FOR WITHHOLDING THE MATERIAL FROM USE ON THE "RED TAG". SUPPLYING GOVERNMENT AGENCY SHALL BE NOTIFIED AND DISPOSITION INSTRUCTIONS REQUESTED.

QUALITY PROCEDURES		NO. QP-021
		REV: B
TITLE: NONCONFORMING MATERIAL		DATE: 8/95
		PAGE 1 OF 3
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: CHUCK FULLER		

REF: MIL-I-45208A PARA. 3.7: NONCONFORMING MATERIAL

THE CONTRACTOR SHALL ESTABLISH AND MAINTAIN AN EFFECTIVE AND POSITIVE SYSTEM FOR CONTROLLING NONCONFORMING MATERIAL, INCLUDING PROCEDURES FOR THE IDENTIFICATION, SEGREGATION, PRESENTATION AND DISPOSITION OF REWORKED OR REPAIRED SUPPLIES. REPAIR OF NONCONFORMING SUPPLIES SHALL BE IN ACCORDANCE WITH DOCUMENTED PROCEDURES ACCEPTABLE TO THE GOVERNMENT. THE ACCEPTANCE OF NONCONFORMING SUPPLIES IS THE PREROGATIVE OF AND SHALL BE AS PRESCRIBED BY THE GOVERNMENT. ALL NONCONFORMING SUPPLIES SHALL BE POSITIVELY IDENTIFIED TO PREVENT USE, SHIPMENT, AND INTERMINGLING WITH CONFORMING SUPPLIES. HOLDING AREAS, MUTUALLY AGREEABLE TO THE CONTRACTOR AND THE GOVERNMENT REPRESENTATIVE, SHALL BE PROVIDED BY THE CONTRACTOR.

1. IDENTIFICATION AND SEGREGATION:

MATERIAL FOUND TO BE NONCONFORMING SHALL BE DOCUMENTED ON A NONCONFORMING REPORT (NCR), FORM QPF-021-05. THE REJECTED MATERIAL SHALL BE IDENTIFIED BY A "RED REJECTION TAG" WITH THE NCR TAG NO. REFERENCED ON THE RED TAG. A SECURED HOLDING AREA SHALL BE USED TO SEGREGATE NONCONFORMING ITEMS. NONCONFORMING ITEMS THAT ARE TOO LARGE TO MOVE MAY NOT BE PUT IN THIS AREA, BUT SHALL BE TAGGED TO SHOW THAT MATERIAL IS NONCONFORMING.

2. REVIEW AND DISPOSITION:

REVIEW OF NONCONFORMING MATERIAL SHALL BE ACCOMPLISHED BY THE GENERAL MANAGER AND THE QUALITY ASSURANCE MANAGER AND, IF NECESSARY, A CUSTOMER REPRESENTATIVE.

- 2.1 INITIAL DISPOSITION SHALL BE MADE TO DISCREPANT PARTS BY MANUFACTURING MANAGEMENT.
- 2.2 CAUSE AND CORRECTIVE (C/A) SHALL BE DOCUMENTED ON THE NCR BY MANUFACTURING MANAGEMENT.
- 2.3 C/A APPROVAL SHALL BE MADE BY QA MANAGER. IF C/A IS UNSATISFACTORY OR ADDITIONAL C/A IS REQUIRED A SCAR OR CAR SHALL BE INITIATED BY THE QA MANAGER (REFERENCE QP-15).
- 2.4 FINAL DISPOSITION OF THE PARTS SHALL BE VERIFIED BY QC AND DOCUMENTED ON THE NCR AND THE PROCESS SHEET. THE QC INSPECTOR SHALL STAMP THE FINAL DISPOSITION "BY AIM QC" BLOCK ONLY AFTER THE NCR HAS BEEN COMPLETELY FILLED OUT.
3. MATERIAL REVIEW BOARD (MRB):
A FORMAL MRB SHALL BE CONVENED ONLY IF AIM INC. IS AUTHORIZED TO FORM AN MRB BY CONTRACT. A PRELIMINARY MATERIAL REVIEW BOARD (PMRB) INCLUDING QUALITY ASSURANCE, GOVERNMENT/CUSTOMER REPRESENTATIVES, PRODUCTION, AND AIM MANAGEMENT FAMILIAR WITH THE PRODUCT SHALL REVIEW THE PROBLEM AND DETERMINE THE DISPOSITION OF THE MATERIALS. THIS IS AN INFORMAL BOARD WHICH CAN DIRECT DISCREPANT MATERIALS TO BE REWORKED, SCRAPPED OR SUBMITTED FOR "USE AS IS" ONLY THROUGH AN APPROVED WAIVER PREPARED IN ACCORDANCE WITH CUSTOMER REQUIREMENTS.
4. SCRAP MATERIAL AND PARTS:
MATERIAL, WORK-IN-PROGRESS, AND FINISHED PARTS DETERMINED TO BE "SCRAP" SHALL BE DISPOSED OF IMMEDIATELY BY PLACING IN SCRAP BARRELS AND ULTIMATELY REMOVED FROM BUILDING. PARTS DISPOSITIONED

AS "SCRAP" THAT CAN BE USED AS "SET-UP" PIECES SHALL BE METAL STAMPED (CIRCLED "S") AND MAY BE KEPT AT THE WORK CENTER, OR SENT TO SPECIAL PROCESS VENDORS FOR ESTIMATES AND PROCESS EVALUATION.

5. SET-UP PIECES:

NON-CONFORMING PARTS WHICH CAN BE USED TO SET-UP SUBSEQUENT MACHINING OPERATIONS SHALL BE MARKED "SET-UP" WITH PERMANENT MARKER AND METAL STAMPED PER PARAGRAPH #4 ABOVE.

QUALITY PROCEDURES		NO. QP-022
		REV: -
TITLE: QUALIFIED PRODUCTS LIST (QPL)		DATE: 8/92
		PAGE 1 OF 1
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY:		

REF: MIL-I-45208A PARA. 3.8: QUALIFIED PRODUCTS

THE INCLUSION OF A PRODUCT ON THE QUALIFIED PRODUCTS LIST ONLY SIGNIFIES THAT AT ONE TIME THE MANUFACTURER MADE A PRODUCT WHICH MET SPECIFICATION REQUIREMENTS. IT DOES NOT RELIEVE THE CONTRACTOR OF HIS RESPONSIBILITY FOR FURNISHING SUPPLIES THAT MEET ALL SPECIFICATION REQUIREMENTS OR FOR PERFORMING SPECIFIED INSPECTIONS AND TESTS FOR SUCH MATERIAL.

1. ORDER CURRENT REVISION OF QPL FROM NAVPUBS, PHILADELPHIA.

2. INSPECTION AND PROCESSING:

MATERIALS PROCURED FROM A QUALIFIED PRODUCTS LIST (QPL) ARE PROCESSED THROUGH RECEIVING INSPECTION TO ASSURE THAT THEY MEET THE REQUIREMENTS OF THE APPLICABLE SPECIFICATIONS.

QUALITY PROCEDURES		NO. QP-023
		REV: B
TITLE: SAMPLING PLANS		DATE: 3/99
		PAGE 1 OF 3
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT		

REF: MIL-I-45208A PARA. 3.9: SAMPLING INSPECTION

SAMPLING INSPECTION PROCEDURES USED BY THE CONTRACTOR TO DETERMINE QUALITY CONFORMANCE OF SUPPLIES SHALL BE AS STATED IN THE CONTRACT OR SHALL BE SUBJECT TO APPROVAL BY THE GOVERNMENT.

1. APPLICATION:

IF NOT SPECIFIED BY CONTRACT, AIM QUALITY ASSURANCE SAMPLING INSPECTION IS PERFORMED IN ACCORDANCE WITH MIL-STD-105E. THE AQL IS 1.0 NORMAL INSPECTION, LEVEL II EXCEPT WHERE THE CONTRACT SPECIFIES A DIFFERENT AQL. WHEN THE AQL IS SPECIFIED IN THE CONTRACT, IT WILL BE ADHERED TO ON THAT PROGRAM.

2. CHANGES IN AQL:

WHEN THE AQL IS NOT GOVERNED BY CONTRACT, CHANGES REQUIRED IN THE AQL ARE MADE IN ACCORDANCE WITH MIL-STD105E (REDUCED AND TIGHTENED INSPECTION).

3. SAMPLING INSPECTION CONTROLS:

THE AQL OF 1.0, LEVEL II, WILL BE CHANGED ONLY WHEN PERFORMANCE HISTORY INDICATES SIGNIFICANT CHANGES IN THE QUALITY LEVELS.

QUALITY ASSURANCE WILL DETERMINE WHEN SUCH CHANGES ARE NEEDED.

4. NAVAL SURFACE WARFARE CENTER, INDIAN HEAD DIVISION CONTRACTS:

REVIEW CONTRACT TO DETERMINE IF "ZERO BASED SAMPLING PLAN" IS REQUIRED. SEE QP-023, PAGE 3.

5. SAMPLE SELECTION:

FOR ITEMS MACHINED AND CONTROLLED ON CNC EQUIPMENT THE REQUIRED SAMPLE SIZE FOR EACH CHARACTERISTIC TO BE MEASURED MAY BE SATISFIED DURING THE DOCUMENTED IN-PROCESS INSPECTION FUNCTION. THE FINAL INSPECTION OPERATION SHALL INCLUDE VERIFYING THAT SUFFICIENT QUANTITY OF IN-PROCESS INSPECTIONS HAVE BEEN PERFORMED AND THAT THEY WERE INSPECTED THROUGHOUT THE FULL MANUFACTURING CYCLE.

ZERO-BASED ACCEPTANCE SAMPLING PLAN
QUALITY RISK LEVEL

LOT SIZE	QUALITY RISK LEVEL																
	.010%	.015%	.025%	.040%	.065%	.10%	.15%	.25%	.40%	.65%	1.0%	1.5%	2.5%	4.0%	6.5%	10.6%	
	SAMPLE SIZE (Acceptance number in all cases is zero. "A" indicates the entire lot must be inspected.)																
1-8	A	A	A	A	A	A	A	A	A	A	A	A	A	5	3	2	2
9-15	A	A	A	A	A	A	A	A	A	A	13	8	5	3	2	2	2
16-25	A	A	A	A	A	A	A	A	A	20	13	8	5	3	3	2	2
26-50	A	A	A	A	A	A	A	A	32	20	13	8	5	5	5	2	2
51-90	A	A	A	A	A	A	80	50	32	20	13	8	7	6	5	4	4
91-150	A	A	A	A	A	125	80	50	32	20	13	12	11	7	6	5	5
151-280	A	A	A	A	200	125	80	50	32	20	20	19	13	10	7	6	6
281-500	A	A	A	315	200	125	80	50	48	47	29	21	16	11	9	7	7
500-1200	A	800	500	315	200	125	80	75	73	47	34	27	19	15	11	8	8
1201-3200	1250	800	500	315	200	125	120	116	73	53	42	35	23	18	13	9	9
3201-10,000	1250	800	500	315	200	192	189	116	86	68	50	38	29	22	15	9	9
10,001-35,000	1250	800	500	315	300	294	189	135	108	77	60	46	35	29	15	9	9
35,001-150,000	1250	800	500	490	476	294	218	170	123	96	74	56	40	29	15	9	9
150,001-500,000	1250	800	750	715	476	345	270	200	156	119	90	64	40	29	15	9	9
500,001 & OVER	1250	1200	1112	715	556	435	303	244	189	143	102	64	40	29	15	9	9

QUALITY PROCEDURES		NO. QP-024
		REV: -
TITLE: ALTERNATIVE INSPECTION PROCEDURES		DATE: 8/92
		PAGE 1 OF 1
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY:		

REF: MIL-I-45208A PARA 3.10: INSPECTION PROVISIONS

ALTERNATIVE INSPECTION PROCEDURES AND INSPECTION EQUIPMENT MAY BE USED BY THE CONTRACTOR WHEN SUCH PROCEDURES AND EQUIPMENT PROVIDE, AS A MINIMUM, THE QUALITY ASSURANCE REQUIRED IN THE CONTRACTUAL DOCUMENTS. PRIOR TO APPLYING SUCH ALTERNATIVE INSPECTION PROCEDURES AND INSPECTION EQUIPMENT, THE CONTRACTOR SHALL DESCRIBE THEM IN A WRITTEN PROPOSAL AND SHALL DEMONSTRATE FOR THE APPROVAL OF THE GOVERNMENT REPRESENTATIVE THAT THEIR EFFECTIVENESS IS EQUAL TO OR BETTER THAN THE CONTRACTUAL QUALITY ASSURANCE PROCEDURE. IN CASES OF DISPUTE AS TO WHETHER CERTAIN PROCEDURES OF THE CONTRACTOR'S INSPECTION SYSTEM PROVIDE EQUAL ASSURANCE, THE PROCEDURES OF THIS SPECIFICATION, THE ITEM SPECIFICATION AND OTHER CONTRACTUAL DOCUMENTS SHALL APPLY.

1. SCOPE:

OCCASIONALLY, A PART MAY EXCEED THE METROLOGY CAPABILITIES OF AIM INC. QUALITY ASSURANCE. WHEN THIS HAPPENS, AIM WILL PURCHASE OR BORROW THE PROPER TOOLING TO PERFORM AN INSPECTION. IF TOOLING IS NOT READILY AVAILABLE, ALTERNATIVE METHODS WILL BE DEvised.

2. APPLICATION:

ALTERNATIVE INSPECTION PROCEDURES WILL BE DOCUMENTED IN A WRITTEN PROPOSAL TO THE GOVERNMENT REPRESENTATIVE. THESE PROCEDURES WILL BE DEMONSTRATED TO PROVE THEIR QUALITY EFFECTIVENESS. THEY WILL NOT BE USED UNTIL APPROVED BY THE GOVERNMENT REPRESENTATIVE.

QUALITY PROCEDURES		NO. QP-025
		REV: A
TITLE: A.I.M. SHELF LIFE CONTROL PROGRAM		DATE: 12/94
		PAGE 1 OF 2
WRITTEN BY: ARTHUR ROSSBACH	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY CHUCK FULLER		

A. WHEN PREPARING ORDER:

1. ORDER MIL-SPEC FOR MATERIAL. VERIFY WHETHER OR NOT QPL MATERIAL.
2. IDENTIFY SUPPLIER, ATTACH COPY OF MIL-SPEC AND DRAWING REQUIREMENTS TO PURCHASE ORDER.
3. PREPARE QA PROVISIONS ATTACHMENT.
4. CHECK OFF "CONTROL OF ELASTOMERIC/S" INDICATING 80% MINIMUM SHELF LIFE REMAINING UPON RECEIPT AT A.I.M.

B. UPON RECEIPT:

1. VERIFY "C OF C" AND MATERIAL SAFETY DATA SHEET (MSDS) RECEIVED FOR PRODUCT.
2. COMPUTE REMAINING SHELF LIFE TO CONFIRM 80% FACTOR.
3. ENTER DATA ON A.I.M. SHELF LIFE CONTROL LABEL AS REQUIRED. AFFIX LABEL TO PROMINENT PLACE ON CAN WITHOUT OBSCURING MANUFACTURER'S INFORMATION. STAMP LABEL IN "INSPECTION AREA" PREFERABLY OVERLAPPING CAN LABEL. COVER LABEL WITH CLEAR TAPE TO PRESERVE DATA. SEE PARAGRAPH 6 FOR LABEL DATA REQUIREMENTS.
4. PUT COPY OF MSDS AND ORIGINAL "C OF C" IN SHELF LIFE FILE FOR INCORPORATION INTO OTHER JOBS REQUIRING SAME MATERIAL.

5. RELEASE MATERIAL TO SHOP, MONITOR SHELF LIFE DURING PATROL INSPECTIONS.

6.

******* A.I.M. SHELF LIFE CONTROL *******

MIL-SPEC: _____

EXPIRES: _____ **P.O.:** _____

INSPECTION: _____ **DATE:** _____

		QUALITY PROCEDURES	NO. QP-026
			REV: -
TITLE: A.I.M. REPAIR APPROVAL PROCEDURE			DATE: 8/92
			PAGE 1 OF 4
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS	
REVISED BY:			

1. PURPOSE:

1.1 THIS PROCEDURE PROVIDES SPECIFIC INSTRUCTIONS FOR THE INITIATION, ISSUANCE, REVISION, AND CONTROL OF REPAIRS.

2. SCOPE:

2.1 THIS PROCEDURE APPLIES TO ALL REPAIRS DETERMINED BY THE A.I.M. PRE-MATERIAL REVIEW BOARD TEAM TO ADDRESS PROBLEMS THAT ARE CORRECTABLE BY SPECIFIC MEANS SO AS NOT TO IMPAIR PRODUCT QUALITY. ALL REPAIRS SHALL REQUIRE APPROVAL BY THE CUSTOMER OR THE GOVERNMENT.

3. DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION:

3.1 QUALITY ASSURANCE.

4. GENERAL:

4.1 A REPAIR PROVIDES A PREDETERMINED, APPROVED METHOD OF REPAIR FOR A SPECIFIC DEFECT. IT IS DEVELOPED BY THE A.I.M. PRE-MATERIAL REVIEW BOARD WHEN A DEFECT OCCURS AND A METHOD CAN BE DEFINED FOR RELIABLY RENDERING THE UNIT FUNCTIONAL.

4.2 PRELIMINARY REPAIR METHODS ARE INITIATED BY QUALITY ENGINEERING, APPROVED BY MANUFACTURING, DOCUMENTED BY THE PRELIMINARY MATERIAL REVIEW BOARD AND SUBMITTED TO THE CUSTOMER OR GOVERN-

MENT FOR APPROVAL.

- 4.3 THE PROPOSED REPAIR PROCEDURE INCLUDES A STEP-BY-STEP LISTING OF METHODS, TOOLS, MATERIAL, AND INSPECTION CRITERIA DEFINED IN DETAIL, WITH PHOTOGRAPHS, SKETCHES, OR OTHER INSTRUCTION AIDS IF APPROPRIATE.

5. PROCEDURE:

RESPONSIBILITY:

ACTION:

5.1 A.I.M. PRE-MATERIAL
REVIEW BOARD

A. REVIEWS MATERIAL DISCREPANCY REPORTS AND DETERMINES THE REPAIRS THAT NEED TO BE MADE TO SALVAGE A PRODUCT.

B. VERIFIES SPECIFIC REPAIR CONDITIONS AND ESTABLISHES SPECIFIC REPAIR METHODS.

5.2 QUALITY ASSURANCE
AND MANUFACTURING
SUPERVISOR

A. INITIATE AND DOCUMENT REPAIR METHODS, TOOLS, MATERIALS, AND INSPECTION CRITERIA.

B. OBTAIN SUPPORTING PHOTOGRAPHS AND SKETCHES, AS APPLICABLE.

5.3 QUALITY ASSURANCE

A. OBTAINS CUSTOMER OR GOVERNMENT APPROVAL AS REQUIRED BY CONTRACT.

B. RELEASES APPROVED REPAIR PROCEDURES TO THE SHOP.

C. RELEASES REPAIRABLE ITEMS FROM MRB CAGE.

5.4 INSPECTION

A. INSPECTS ITEMS IN ACCORDANCE WITH THE APPLICABLE DRAWINGS, SPECIFICATIONS, PROCESS SHEET, AND APPROVED REPAIR PROCEDURE.

B. DOCUMENTS DISCREPANCIES FOR WHICH A REPAIR HAS BEEN APPROVED ON A REWORK TAG.

RESPONSIBILITY:**5.5 PRODUCTION****ACTION:**

A. SECURES APPROVAL OF INSPECTION OR QUALITY ASSURANCE DIRECTOR BEFORE INITIATING REPAIR.

5.6 INSPECTION

A. INSPECTS REPAIRS ACCORDING TO THE CRITERIA LISTED IN THE REPAIR PROCEDURE.

B. DOCUMENTS INSPECTION ON THE INSPECTION REPORT.

5.7 QUALITY ASSURANCE

A. REVIEWS REPAIRS TO DETERMINE IF CORRECTIVE ACTION IS REQUIRED.

6. ACCEPTANCE:

6.1 REPAIRS ARE ACCEPTED IF THEY MEET ALL CRITERIA DOCUMENTED IN THE APPROVED PROCEDURE AND PROVIDE A PRODUCT THAT MEETS THE ORIGINAL FUNCTIONAL REQUIREMENTS AND EQUALS OR EXCEEDS THE ORIGINAL RELIABILITY REQUIREMENTS.

7. REJECTION:

7.1 ANY REPAIR THAT DOES NOT MEET THE ESTABLISHED CRITERIA DOCUMENTED ON AN INSPECTION REPORT.

8. RECORDS:

8.1 MASTER COPIES OF APPROVED REPAIRS ARE FILED IN QUALITY ASSURANCE AND OFFICE CONTRACT FILE.

8.2 COMPLETED PROCESS SHEETS AND REWORK INSTRUCTIONS ARE FILED IN QUALITY ASSURANCE.

9. FORMS:

9.1 INSPECTION REPORT.

9.2 REPAIRABLE OR REWORK TAG (GREEN).

10. DEFINITIONS:

10.1 REPAIRABLE - A LIMITED NONCONFORMITY THAT CAN BE COMPENSATED FOR BY AN OPERATION WHICH PRODUCES A FUNCTIONAL PART THAT IS NOT TO THE ORIGINAL DRAWING OR SPECIFICATION.

11. REFERENCE DOCUMENTS:

11.1 MIL-Q-9858A PARAGRAPH 6.2.

11.2 MIL-I-45208A, PARAGRAPH 3.2.1.

		QUALITY PROCEDURES		NO. QP-027
				REV: -
TITLE: REWORK TAG			DATE: 1/93	
			PAGE 1 OF 4	
WRITTEN BY: ARTHUR ROSSBACH		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY:				

1. PURPOSE:

1.1 THIS PROCEDURE PROVIDES SPECIFIC INSTRUCTIONS FOR THE PREPARATION AND USE OF THE REWORK TAG.

2. SCOPE:

2.1 THIS PROCEDURE APPLIES TO REWORK TAG INITIATED BY INSPECTION AND SHOP PERSONNEL ASSIGNED TO FABRICATION, ASSEMBLY, AND INSPECTION.

3. DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION:

3.1 QUALITY ASSURANCE

3.2 OPERATIONS

4. GENERAL:

4.1 ALL REWORK WILL BE RECORDED ON A REWORK TAG.

4.2 REWORK TAGS ARE INITIATED BY INSPECTION AND SHOP PERSONNEL.

4.3 WHEN REWORK IS SIGNIFICANT OR COMPLEX OR REQUIRES DETAILED INSTRUCTIONS, MANUFACTURING PLANS THE REWORK ON THE REWORK TAG. QUALITY ASSURANCE FOLLOWS THE REWORK INSTRUCTIONS.

4.4 INSPECTION VERIFIES THAT THE REWORK TAG IS PROPERLY FILLED

OUT AND THAT REWORK HAS BEEN PERFORMED IN ACCORDANCE WITH THE STATED INSTRUCTIONS WHEN SPECIFIED.

4.5 COMPLETED REWORK TAGS ARE REMOVED AFTER THE OPERATION HAS BEEN COMPLETED, ITEM INSPECTED, AND RETURNED TO THE ORIGINAL LOT.

5. PROCEDURE:

RESPONSIBILITY:

5.1 THE INSPECTOR OR
SHOP TECHNICIAN

ACTION:

A. FILLS OUT A REWORK TAG AS FOLLOWS:

1. BLACK OUT "REPAIRABLE".
2. P/N - THE PART NUMBER OF ITEMS TO BE REWORKED (INCLUDING THE DASH NUMBER AND REVISION).
3. PART NAME - THE NAME OF THE ITEMS
4. CUSTOMER
5. JOB NO. - THE SHOP ORDER NUMBER.
6. SERIAL NO. - RECORD THE SERIAL NUMBERS, IF APPLICABLE.
7. DISPOSITION - BRIEF DESCRIPTION OF THE DISCREPANCY REQUIRING REWORK.
8. NO. OF PIECES - THE QUANTITY OF ITEMS TO BE REWORKED.
9. INSPECTOR - SIGNATURE OR STAMP.
10. DATE

5.2 THE PRODUCTION
SUPERVISOR

A. REVIEWS REWORK TAG AND DETERMINES IF REWORK INSTRUCTIONS ARE REQUIRED. TAG AS FOLLOWS:

1. REWORK INSTRUCTION REQUIRED - PREPARES SPECIAL PROCESS SHEET.
2. INSTRUCT OPERATOR.
3. NO SPECIAL INSTRUCTIONS REQUIRED. REPEAT OPERATION.

RESPONSIBILITY:**5.3 THE INSPECTOR****ACTION:****A. COMPLETES REWORK PROCESS AS FOLLOWS:****1. INSPECTION STAMP - INSPECTION STAMP FOR EACH DISCREPANCY INSPECTED AFTER REWORK ON THE PROCESS SHEET.****2. DATE****6. ACCEPTANCE:****6.1 ITEMS THAT MEET THE ORIGINAL ACCEPTANCE CRITERIA AFTER REWORK ARE ACCEPTED.****7. REJECTION:****7.1 ITEMS THAT DO NOT MEET THE ACCEPTANCE CRITERIA AFTER REWORK ARE REROUTED THROUGH THE REWORK PROCESS USING ANOTHER REWORK TAG.****8. RECORDS:****8.1 COMPLETED REWORK TAGS ARE DESTROYED UPON COMPLETION OF OPERATION.****9. FORMS:****9.1 REWORK TAG (GREEN).****10. DEFINITIONS:****10.1 REWORKABLE - NONCONFORMING MATERIAL OR ITEMS THAT CAN CONFORM COMPLETELY TO DRAWING, SPECIFICATION, OR CONTRACT REQUIREMENTS THROUGH REPROCESSING.**

11. REFERENCE DOCUMENTS:

11.1 MIL-Q-9858A, PARAGRAPH 6.5.

11.2 MIL-I-45208A, PARAGRAPH 3.7.

		QUALITY PROCEDURES		NO. QP-028
				REV: A
TITLE: LOT SEPARATION PROCEDURE				DATE: 7/99
				PAGE 1 OF 1
WRITTEN BY: RAYMOND TROMBERO		APPROVED BY: JERRY R. PHILLIPS		
REVISED BY: DAN HILBERT		REF: DCMC VCAR NO. AIM93-02		

1.0 IN THE EVENT THAT IT BECOMES NECESSARY TO SEPARATE ANY LOT (OR LOTS) OF PARTS, AIM'S PROCEDURE IS AS FOLLOWS:

1.1 IF THERE ARE TWO (2) LOTS OR MORE, FOR ANY ONE CONTRACT ITEM, EACH LOT SHALL BE IDENTIFIED AS LOT 1, LOT 3, ETC.

2.0 IF ANY OF THESE LOTS NEED TO BE SEPARATED, A LETTER PREFIX SHALL BE USED SUCH AS LOT 1A, LOT 1B, LOT 1C, ETC.

2.1 ANY FURTHER BREAKDOWN SHALL FOLLOW THE SAME NUMERICAL/ALPHA FORMAT.

3.0 ALL LOTS SHALL BE NOTED ON THE ORIGINAL PROCESS SHEET. EACH LOT SHALL BE IDENTIFIED WITH A NEW PROCESS SHEET AT THE TIME OF SEPARATION. ONCE SEPARATED FROM THE ORIGINAL LOT, PARTS MAY NOT BE RETURNED TO 1 LOT UNLESS ALL ARE INSPECTED AND READY FOR THE NEXT OPERATION. (EXAMPLE: ACCUMULATED MULTIPLE SHIPMENTS FROM HEAT TREATING, BENDING, WELDING, ETC.). IN ADDITION, WHEN ANY PARTS ARE SENT OUT FOR A SUBCONTRACTED OPERATION, THE APPROPRIATE LOT NUMBER WILL BE NOTED ON ALL SHIPPING DOCUMENTS.

		QUALITY PROCEDURES	NO. QP-029
			REV: -
TITLE:		QUALITY PLANNING	DATE: 8/26/94
			PAGE 1 OF 3
WRITTEN BY: CHUCK FULLER		APPROVED BY: JERRY R. PHILLIPS	
REVISED BY:			

1. PURPOSE:

1.1 THIS PROCEDURE PROVIDES SPECIFIC INSTRUCTIONS FOR PLANNING HARDWARE INSPECTION AND TESTING AND FOR PREPARING AND REVIEWING THE DOCUMENTATION NEEDED TO ENSURE COMPLIANCE WITH A.I.M. INC. AND CUSTOMER REQUIREMENTS.

2. SCOPE:

2.1 THIS PROCEDURE APPLIES TO ALL DELIVERABLE PRODUCTS PRODUCED BY A.I.M. INC., WHEN DICTATED BY PRODUCT COMPLEXITY OR PURCHASE ORDER.

3. DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION:

- 3.1 QUALITY ASSURANCE
- 3.2 PROGRAM MANAGER
- 3.3 TEST ENGINEERING

4. GENERAL:

4.1 QUALITY PLANNING ENCOMPASSES THE TOTAL RANGE OF PLANNING ACTIONS NEEDED TO IMPLEMENT THE QUALITY AND TEST PROGRAM FROM DESIGN THROUGH DEVELOPMENT, FABRICATION, ASSEMBLY, TESTING, INSPECTION, AND DELIVERY.

4.2 QUALITY ASSURANCE, TEST ENGINEERING, AND PROGRAM MANAGEMENT PERFORM THE INITIAL QUALITY AND TEST PLANNING DURING THE EARLIEST PRACTICAL PHASE OF THE PURCHASE ORDER AND THE CONTRACT. THE ACTIVITIES ARE COORDINATED SO THAT SPECIFIC QUALITY AND TEST FUNCTIONS CAN BE EFFECTIVELY DIRECTED AND THEIR ACCOMPLISHMENTS AND EFFECTIVENESS MEASURED.

4.3 MANUFACTURING, INSPECTION, AND TEST DOCUMENTS ARE PREPARED AND REGULARLY REVIEWED AND UPDATED TO ENSURE COMPATIBILITY WITH THE PURCHASE ORDER AND CONTRACT REQUIREMENTS.

- 4.4 PLANNING IDENTIFIES AND MAKES TIMELY PROVISIONS FOR SPECIAL CONTROLS, PROCESSES, TEST EQUIPMENT, FIXTURES, TOOLING, TRAINING, SHIPPING, AND LABELING REQUIREMENTS. PLANNING FUNCTIONS PROVIDE FOR THE FOLLOWING:
- A. ORDERLY AND TIMELY INSPECTION AND TESTING.
 - B. THE COORDINATION AND SEQUENCING OF INSPECTION AND TESTING CONDUCTED AT SUCCESSIVE LEVELS OF FABRICATION OR ASSEMBLY TO ENSURE SATISFACTORY COMPLIANCE.
 - C. THE ECONOMICAL AND EFFECTIVE USE OF EQUIPMENT, FACILITIES, AND PERSONNEL.
 - D. THE AVAILABILITY OF CALIBRATED INSPECTION AND TEST EQUIPMENT.
 - E. THE COORDINATION OF SPECIAL INSPECTIONS AND TESTS TO BE CONDUCTED AND WITNESSED BY DESIGNATED CUSTOMER AND GOVERNMENT QUALITY REPRESENTATIVES.
- 4.5 QUALITY PLANNING DOCUMENTS ARE PREPARED AND REVIEWED FOR COMPLIANCE BY QUALITY ASSURANCE, PROGRAM MANAGEMENT, AND TEST ENGINEERING, WHEN APPLICABLE.

THE FINAL DOCUMENTS ARE APPROVED BY QUALITY MANAGEMENT AND PROGRAM MANAGEMENT.

5. PROCEDURE:

RESPONSIBILITY

- 5.1 QUALITY ASSURANCE REQUIREMENTS ARE THE RESPONSIBILITY OF THE QUALITY MANAGER.

ACTION:

- A. REVIEWS CONTRACT QUALITY REQUIREMENTS AND CUSTOMER PURCHASE ORDERS, ENGINEERING DRAWINGS, AND MILITARY SPECIFICATIONS TO DETERMINE GENERAL QUALITY REQUIREMENTS.
- B. REVIEWS THE TASK ASSIGNMENT AND SCHEDULE SHEET FOR SPECIAL REQUIREMENTS.
- C. ENSURES THAT CONTRACT QUALITY REQUIREMENTS ARE INCORPORATED INTO MANUFACTURING, TEST, AND INSPECTION DOCUMENTS INCLUDING OPERATION SHEETS, PURCHASE ORDERS, ETC.
- D. INCORPORATES INSPECTION AND TEST POINTS IN MANUFACTURING OPERATIONS SHEETS.
- E. INITIATES ADDITIONAL INSPECTION INSTRUCTIONS, AS NEEDED.

F. REVIEWS CONTRACT QUALITY REQUIREMENTS AND COORDINATES:

- (1) Special test equipment
- (2) Test procedures
- (3) Data sheet requirements
- (4) Metrology needs

G. REVIEWS FINAL DOCUMENTATION, TEST REPORTS, INSPECTION'S RECORDS AND REPORTS PRIOR TO FILING OR SUPPLYING TO CUSTOMER.

H. INCORPORATES CUSTOMER PASS-DOWN REQUIREMENTS INTO A.I.M. INC. PURCHASE ORDERS TO SUPPLIERS.

5.2 PRODUCTION REQUIREMENTS ARE THE RESPONSIBILITY OF THE PROGRAM MANAGER.

ACTION:

- A. REVIEWS THE PRODUCTION REQUIREMENTS AND INCORPORATES THEM INTO THE PRODUCTION AND INSPECTION WORK PACKAGE ISSUED FOR THAT ORDER.

5.3 MATERIAL CONTROL REQUIREMENTS ARE THE RESPONSIBILITY OF THE PROGRAM MANAGER.

ACTION:

- A. REVIEWS AND INCORPORATES THE SPECIAL REQUIREMENTS INTO WORK ORDER, BUY CARDS, OR PURCHASE REQUISITIONS APPLICABLE TO THE CONTRACT.

5.4 INSPECTION REQUIREMENTS ARE THE RESPONSIBILITY OF THE QUALITY MANAGER.

ACTION:

- A. REVIEWS CONTRACT QUALITY REQUIREMENTS AND FILES THEM IN THE QUALITY PART FILE FOR ACCESS TO INSPECTORS AND TEST TECHNICIANS.

5.5 SPECIAL TEST REQUIREMENTS ARE THE RESPONSIBILITY OF TEST ENGINEERING. "SPECIAL TEST(S)" ARE DEFINED AS ITEMS NOT NORMALLY PERFORMED AT A.I.M. OR REQUIRES THE ACQUISITION OF SPECIALIZED TEST EQUIPMENT OR FACILITIES.

ACTION:

- A. REVIEWS CONTRACT TEST REQUIREMENTS AND WRITES SPECIAL TEST PLANS IN CONJUNCTION WITH THE PRODUCTION FLOW OR FINAL TESTING AS REQUIRED BY THE PROCESS PLAN AND WORK ORDERS.

QUALITY PROCEDURES		NO. QP-030
		REV: -
TITLE: CONFIGURATION CONTROL/ DOCUMENT & DATA CONTROL		DATE: 8/26/94
		PAGE 1 OF 2
WRITTEN BY: CHUCK FULLER	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY:		

1. PURPOSE:

1.1 THIS PROCEDURE DEFINES THE METHODS AND PRACTICES USED TO CONTROL, VERIFY, AND DOCUMENT THAT DELIVERED HARDWARE AND SOFTWARE (DOCUMENTATION AND DATA) CONFIGURATION HAS BEEN MAINTAINED THROUGHOUT THE PURCHASE ORDER OR CONTRACT.

2. SCOPE:

2.1 THIS PROCEDURE APPLIES TO ALL DOCUMENTS THAT IDENTIFY AND DESCRIBE THE HARDWARE CONFIGURATION AND SPECIFICATIONS THAT FORM PART OF THE CUSTOMER PURCHASE ORDERS. THIS PROCEDURE IS APPLICABLE WHEN REQUIRED SPECIFICALLY BY THE CUSTOMER PURCHASE ORDER OR CONTRACT REQUIREMENTS.

3. DOCUMENTS INCLUDED:

3.1 A DOCUMENT IS ANY MEANS OF CONVEYING TECHNICAL INFORMATION CONCERNING THE PRODUCT HARDWARE OR SOFTWARE.

3.2 DOCUMENTS TO BE CONTROLLED:

- 3.1.1 Purchase Order (P.O.)
- 3.1.2 Statement of Work (SOW)
- 3.1.3 Product Drawings
- 3.1.4 Product Sketches
- 3.1.5 Specifications
- 3.1.6 Procedures
- 3.1.7 Quality Requirements
- 3.1.8 Work Instructions
- 3.1.9 Inspection Instructions

4. MASTER DOCUMENT LIST (MDL):

4.1 THE PROGRAM MANAGER SHALL CREATE AND MAINTAIN MDL AT THE INITIAL RELEASE OF THE ORDER. THE MDL SHALL BE USED TO SHOW THE LATEST CONFIGURATION LEVEL AND REVISION LEVEL OF ALL DOCUMENTS INCLUDED IN CONTRACT REQUIREMENTS OR ANY DOCUMENT THAT CAN EFFECT THE AS BUILT HARDWARE OR SOFTWARE CONFIGURATION.

4.2 MDL REQUIREMENTS SHALL INCLUDE THE FOLLOWING:

- 4.2.1 Document Title or Name
- 4.2.2 Original Issue Revision Level
- 4.2.3 Date of Original Document
- 4.2.4 Revision Level of Changed or Revised Document
- 4.2.5 Date of Revisions
- 4.2.6 Normal Holder or User Department of Document
- 4.2.7 Revision Level of Document when Hardware or Software was Delivered

5. CONFIGURATION LEVEL:

- 5.1 THE CONFIGURATION LEVEL IS DEFINED AS THE REVISION NUMBER OR LETTER ASSOCIATED WITH THE DOCUMENT.
- 5.2 WHEN THE DOCUMENT IS INITIALLY RECEIVED OR CREATED AND DOES NOT HAVE A REVISION LEVEL, THE DOCUMENT AND THE MDL SHALL BE IDENTIFIED AS INITIAL OR NEW OR ORIGINAL.
- 5.3 WHEN A CUSTOMER SUPPLIED DOCUMENT IS CHANGED OR REVISED AND IS RELEASED FOR PRODUCTION AND IT DOES NOT HAVE A REVISION LEVEL OR CHANGE NUMBER, THE DOCUMENT AND THE MDL SHALL BE IDENTIFIED WITH THE REVISION (REV.) DATE AND THE REV. DATE SHALL BE THE ASSIGNED REV. IDENTIFICATION.

QUALITY PROCEDURES		NO. QP-031
		REV: A
TITLE: INTERNAL QUALITY AUDITS		DATE: 07/99
		PAGE 1 OF 1
WRITTEN BY: CHUCK FULLER	APPROVED BY: JERRY R. PHILLIPS	
REVISED BY: DAN HILBERT		

1.0 PURPOSE:

THIS PROCEDURE PROVIDES A METHOD TO VERIFY AND DOCUMENT THAT THE QUALITY SYSTEM IS IN COMPLIANCE WITH EXISTING PROCEDURES CONTAINED IN AIM'S QUALITY MANUAL.

2.0 SCOPE:

THE QUALITY REQUIREMENTS AND PRACTICES BEING FOLLOWED SHALL BE AUDITED TO THE GUIDELINES ESTABLISHED FOR EACH JOB USING PURCHASE ORDER REQUIREMENTS. THE AUDIT SYSTEM IS A SERIES OF CHECK LISTS PREPARED BY THE QUALITY MANAGER. THE AUDIT SERIES ARE DIVIDED IN (4) MAJOR AUDIT CATEGORIES. THEY ARE: PURCHASE ORDER REQUIREMENTS, MANUFACTURING INSTRUCTIONS, CALIBRATION OF GAGES AND DOCUMENTATION INSPECTION PERFORMANCE.

3.0 AUDIT SCHEDULE:

THE AUDITS SHALL BE PERFORMED ANNUALLY OR MORE OFTEN AS DICTATED BY OVERALL PERFORMANCE OF PRODUCT QUALITY. THE QUALITY MANAGER SHALL REVIEW THE CUSTOMER REJECT LOG, CORRECTIVE ACTION LOG, AND OTHER INDICATORS TO EVALUATE PERFORMANCE. AUDITS MAY BE PERFORMED AT ANY TIME AS OFTEN AS NECESSARY TO JUDGE THE STATUS OF ONE OR MORE AUDIT CATEGORIES.

4.0 AUDIT FORMS:

THE (3) MAJOR AUDIT CATEGORIES SHALL EACH HAVE A SEPARATE AUDIT CHECKLIST. THE CHECKLIST SHALL BE MADE UP OF QUESTIONS THAT FORM AN OVERALL EVALUATION OF THE CATEGORY AND DEPARTMENT BEING AUDITED.

5.0 AUDIT PERFORMANCE:

THE AUDIT SHALL BE PERFORMED BY MANAGEMENT OR A DESIGNEE.

6.0 AUDIT RESULTS:

THE RESULTS OF THE AUDITS WILL BE EVALUATED AND TABULATED AS REQUIRED. WHEN REPETITIVE NONCONFORMANCE ITEMS ARE NOTED, THOSE ITEMS WILL BE DOCUMENTED ON A CORRECTIVE ACTION FORM "CAR".

		QUALITY PROCEDURES		NO. QF-032
				REV: -
TITLE: HELECOIL INSTALLATION				DATE: 3/98
				PAGE 1 of 2
WRITTEN BY: DANIEL HILBERT		APPROVED BY: LEROY PHILLIPS		
REVISED BY:				

1. PURPOSE:

1.1 THIS DOCUMENT PROVIDES SPECIFIC INSTRUCTIONS FOR THE PROPER INSTALLATION AND INSPECTION OF HELICOIL INSERTS.

2. SCOPE:

2.1 THIS PROCEDURE APPLIES TO ALL PERSONNEL PERFORMING INSTALLATION AND INSPECTION OF HELICOIL INSERTS.

3. REFERENCE:

MS33537E

4. PROCEDURE:

HELICOIL INSERTS SHALL BE INSTALLED INTO COUNTERSUNK HOLES WITH THE TOP EDGE OF THE INSERT TO BE .75p TO 1.5p BELOW THE TOP SURFACE OF THE TAPPED HOLE WITH $p = 1 / \text{THREADS PER INCH}$. ALSO p WOULD BE EQUAL TO ONE COMPLETE TURN OF THE HELICOIL.

EXAMPLE: IF THREADED HOLE IS 3/8-16 UNC-2B THEN HELICOIL MUST BE (.75) OF (1/16) TO (1.5) OF (1/16) BELOW THE TOP SURFACE OF TAPPED HOLE. CONVERTING TO DECIMALS, THE HELICOIL SHOULD BE .0465 TO .093 BELOW TOP SURFACE OF TAPPED HOLE.

WHEN INSTALLING HELICOIL INSERTS INTO HOLES THAT ARE NOT COUNTER-SUNK, THE TOP EDGE OF THE INSERT WILL BE INSTALLED .25p TO .5p BELOW TOP SURFACE OF TAPPED HOLE USING EXAMPLE MENTIONED ABOVE AS A GUIDELINE.

		QUALITY PROCEDURES	NO. QP-032
			REV: -
TITLE: HELICOIL INSTALLATION			DATE: 3/98
			PAGE 2 of 2
WRITTEN BY: DANIEL HILBERT		APPROVED BY: LEROY PHILLIPS	
REVISED BY:			

TO ENSURE PROPER DEPTH OF THE HELICOIL INSERT, THREAD INSERT TOOL INTO INSERT. MEASURE THE DISTANCE BETWEEN WHERE FIRST THREAD STARTS ON THE HELICOIL AND THE BOTTOM OF THE INSERT TOOL. THIS DISTANCE SHOULD BE BETWEEN THE RANGE THAT HAS BEEN CALCULATED IN THE ABOVE MENTIONED EXAMPLE. THEN LOCK THE STOP OF THE INSERT TOOL. THIS STOP WILL ENSURE THAT THE HELICOIL INSERT HAS BEEN INSTALLED AT THE PROPER DEPTH. AS A DOUBLE CHECK, USE VERNIER CALIPERS OR DEPTH MICROMETERS TO ENSURE PROPER DEPTH OF HELICOIL INSERTS.

FOR PRODUCTION APPLICATIONS IT MAY BE BEST TO MAKE A STEP PLUG GAGE TO CHECK THE DEPTH OF THE HELICOIL. ASK YOUR SUPERVISOR FOR RECOMMENDATION.

QUALITY PROCEDURES		NO. QP-033
		REV: -
TITLE: RECEIPT AND CONTROL OF GOVERNMENT-OWNED PROPERTY		DATE: 4/98
		PAGE 1 of 4
WRITTEN BY: DANIEL HILBERT, QA MGR	APPROVED BY: LEROY PHILLIPS, VP	
REVISED BY:		

PURPOSE:

To maintain control of Government-owned property while in the possession of AIM, Inc. and its subcontractors. It is the policy of this company that all Government Property accountable to the particular contract(s) will be controlled, protected and accounted for in the manner described below.

PROCEDURE:

Section A: Property Management

AIM, Inc. will maintain an adequate property control system for Government property that will meet the guidelines of FAR 45.5 or any specific contractual requirements. The managerial individual responsible for this is the Quality Control Manager. This individual is also responsible for the reporting of any loss, damage or destruction of Government (L,D&D) property. An investigation into any L,D&D of Government property will be accomplished and the results reported within five working days of the incident to the Government Property Administrator. Management will also be responsible for ensuring these procedures are maintained in a current status and all required revisions be submitted to the Government Property Administrator for review.

Section B: Acquisition

All contractual requirements will be adhered to in requesting any items of Government property that is to be furnished by the government.

If any item(s) of Government property is/are to be acquired and the cost thereof is charged as a direct cost to a contract, item(s) will be considered Government property upon receipt.

If any "Facility" item(s) is/are to be acquired through purchase and there is no specific language in the contract authorizing the purchase, written approval will be obtained from the Contracting Officer prior to purchase.

Section C: Receiving

The designated area or individual for receiving Government property is Daniel Hilbert. All incoming Government property will be processed accordingly. A file of incoming documentation as well as a record of receipt verifying the quantity received, condition and other related information regarding the receipt of item(s) will be maintained.

Section D: Identification

All items of Government property will be appropriately identified upon receipt. Any materials to be maintained as a stock item will be labeled to denote Government property. All equipment will be affixed with a tag denoting Government ownership and assigned a control number for record keeping purposes.

QUALITY PROCEDURES		NO. QP-033
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TITLE: RECEIPT AND CONTROL OF GOVERNMENT-OWNED PROPERTY		DATE: 4/98
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WRITTEN BY: DANIEL HILBERT, QA MGR	APPROVED BY: LEROY PHILLIPS, VP	
REVISED BY:		

Section E: Records

If a receipt and issue method of record keeping for materials is deemed adequate, a request for approval will be made to the Government Property Administrator on a contract by contract basis.

All records of Government property will be established and maintained in accordance with FAR 45.505.

Section F: Movement

The proper authority will be obtained and kept on file for the transfer or movement of all Government property. Management will ensure that proper protection is provided during movement, such as packing, covering, skidding and safety techniques.

Section G: Storage

All Government property will be kept segregated from all other contractor inventory unless in use. Adequate housekeeping will be provided and access to property in storage areas will be limited to authorized personnel only.

Section H: Physical Inventory

An annual physical inventory will be performed on all Government property and accomplished no later than September 30 to coincide with the DD Form 1662 reporting requirement. Written results of the inventory will be forwarded to the Government Property Administrator no later than fifteen days from the completion and reconciliation of the inventory. Any material adjustments as a result of the inventory will be forwarded as well as notification of any items not located. Inventories are not generally performed by the individual responsible for maintaining the official records. Approval will be requested from the Government Property Administrator if this individual is the one designated to perform the inventory.

Section I: Reports

It is the responsibility of the Quality Control Manager for the submission of the annually required DD Form 1662 or NASA Form 1018 reports. The financial reports will be prepared with balances as of 30 Sep each calendar year. One will be submitted for each contract. A negative report will be submitted for any contract not having any Government property activity for that year.

Section J: Consumption

Company management will ensure the incorporation of all Government materials into the end item under the terms of the contract. All items determined excess during the contract will be properly controlled and reported as excess to the requiring activity. Documentation will be maintained that reflects the usage of all items issued.

QUALITY PROCEDURES		NO. QP-033
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TITLE: RECEIPT AND CONTROL OF GOVERNMENT-OWNED PROPERTY		DATE: 4/98
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WRITTEN BY: DANIEL HILBERT, QA MGR	APPROVED BY: LEROY PHILLIPS, VP	
REVISED BY:		

Section K: Utilization

Company management will ensure that Government owned equipment is used only for the purpose for which authorized in the contract and only for the contract to which it is accountable. The property will not be diverted for other use unless specific written authorization is obtained from the Contracting Officer. Items no longer needed for the performance of the contract will be reported as excess to the requiring activity.

Section L: Maintenance

Company management will ensure that all property is being properly maintained in accordance with written instructions or sound industrial practice to prevent the occurrence of defects and to detect and correct minor defects before they result in serious breakdown. A request for approval will be obtained from the Contracting Officer prior to making any modifications or repairs unless there is specific language in the accountable contract to perform these functions.

Section M: Subcontractor Controls

In the event Government property is provided to a subcontractor, we as the prime contractor will ensure that the contractual agreement will reflect the subcontractor's requirement to comply with these same provisions for property control.

In the event our prime contract has the limited risk of loss provisions incorporated, written authorization from the Contracting Officer will be obtained prior to the flow down of these provisions into our subcontracts.

The methods of surveillance over the subcontracts will be determined on a contract by contract basis. The criteria used to establish the methods will be based on (1) type of subcontract; (2) amount and type of Government property being purchased on a cost reimbursement basis; (3) amount and type of Government property being furnished and (4) whether the subcontractor has a Government approved property control system.

Section N: Disposition

Inventory schedules will be prepared for all excess items of Government property. The final disposition excess Government property will be accomplished in accordance with contract instructions. If the contract does not provide for final disposition then a written request will be made from the Contracting Officer. If a response is not received within 30 days, a request for disposal instructions will be requested from the Government Plant Clearance Officer as prescribed in the guidelines of FAR 45.6.

Section O: Contract Property Close-out

The Government Property Administrator will be notified once all Government property has been properly disposed on a physically completed contract. The certification of completion will include a statement that all records have been properly closed and that there are no credits due to the Government. A final DD Form 1662 or NASA Form 1018 reflecting zero ending balances will be submitted.

		QUALITY PROCEDURES		NO. QP-033
				REV: -
TITLE: RECEIPT AND CONTROL OF GOVERNMENT-OWNED PROPERTY		DATE: 4/98		PAGE 4 of 4
		WRITTEN BY: DANIEL HILBERT, QA MGR		APPROVED BY: LEROY PHILLIPS, VP
REVISED BY:				

The above is an accurate description of the procedures used by AIM, Inc. for the control of _____ Government property.

Daniel Hilbert
QA Manager

2/12/87