

### 1.0 Scope

This Work Instruction defines the general usage of the stamps located online in the documentation stamp library.

This WI is not intended for use with controlled inspection stamps as defined in the QAM.

### 2.0 Purpose

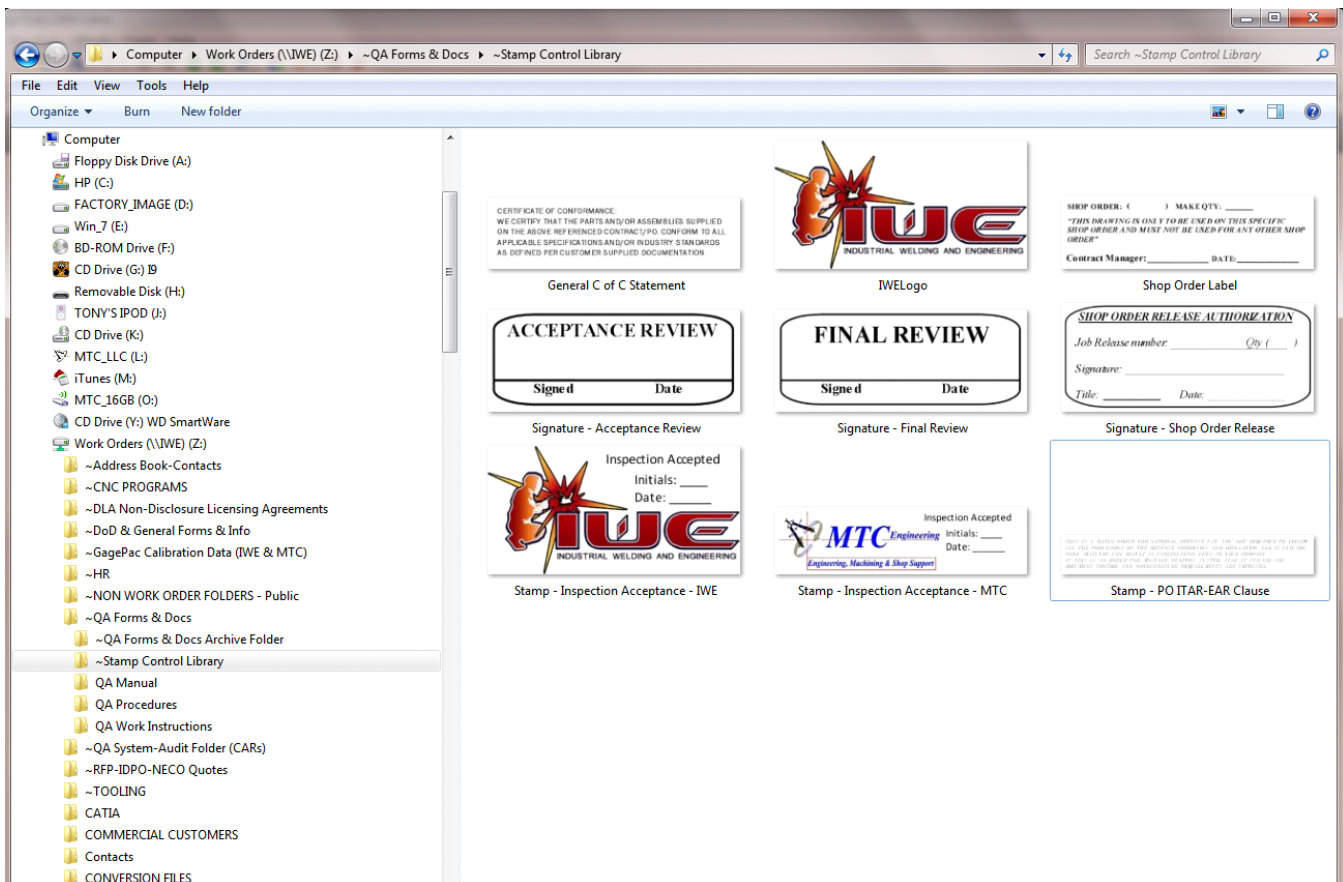
To establish a general overview of the stamp control library and each stamps intended use.

### 3.0 Process and Documentation

The QA/Engineering Manager, Project Manager or designee creates and maintains this document and such stamps in the online ~QA Forms & docs folder.

There are four QMS stamp areas for use:

1. General C of C for Commercial contract acceptance.
2. General PO/Contract Non-disclosure clause.
3. General contract review and shop order release.
4. Final Review of Inspection Data Package review/acceptance and final acceptance confirmation.



### 3.1 General C of C for Commercial contract acceptance.

- ✓ The purpose of this stamp is to certify compliance to all PO/contract requirements
- ✓ This stamp is only to be used for commercial, non government contracts and/or orders.
- ✓ In lieu of using this stamp, the QA Master Job File located online in the ~QA Forms & Docs folder, has a “Commercial” C of C form with packing list.

### 3.2 General PO/Contract Non-disclosure clause.

- ✓ The purpose of this stamp is to notify potential suppliers of unique non-disclosure PO/contract requirements and that the subject supplier is required to adhere to all said requirements.
- ✓ This stamp is only to be used for government contracts and/or orders where ITAR or EAR and export control requirements exist.
- ✓ This stamp is located online in the ~QA Forms & Docs folder.
- ✓ The Manual Form of the RFQ-PO form located online in the ~General Forms Folder has this stamp embedded in to the file and is an automatic applied stamp.
- ✓ For all online/web-based RFQ’s and PO’s, the stamp must be applied.
- ✓ Upon received of an issued PO, the selected supplier is required to acknowledge the receipt and acceptance of the terms and conditions implied with this stamps stated requirements.

### 3.3 General contract review and shop order release.

- ✓ The acceptance review stamp is used to verify that a complete review of all PO/contract requirements has been identified and noted and said requirements have been accepted prior to shop order release and can be used both internal and externally.
- ✓ The shop order release stamps are used for document/job control throughout the manufacturing process.
- ✓ The shop order release stamps identify the Project Manager; Quantity to produce; Job Number; and date of shop order release for manufactured components and limits the document use to a specific PO/contract. Once the job has been completed, the shop copy is destroyed to maintain configuration control as noted in QAP 5.0

### 3.4 Final Review of Inspection Data Package review/acceptance and final acceptance confirmation.

- ✓ The purpose of the Final Review stamp is for verification that all PO/contract requirements have been adhered to and documented as noted in QAP 5.0
- ✓ The Final Acceptance stamps are optional stamps use in cases of secondary reviews or special in-process requirements which are required to be documented and/or witnessed. Inspection initials are acceptable evidence of the like.

**4.0**      **Related Documents**

QAM

QAP 5.0

QA Master Job File