

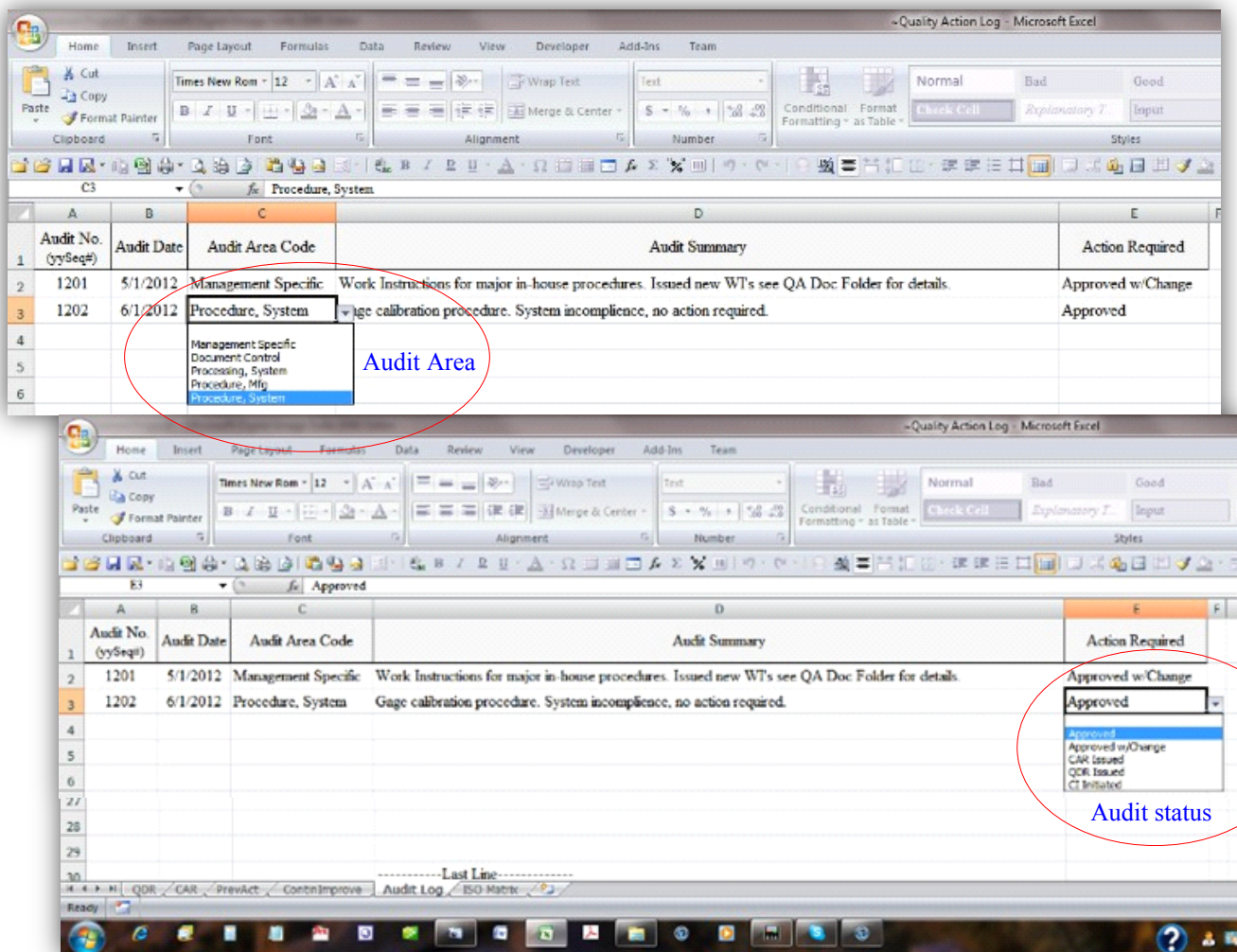
1.0 Scope & Purpose

This Work Instruction (WI) briefly defines the basics of initiating and performing an Internal Quality Audit and is intended to standardize the data entry format and minimum information required to be documented per QAP 17.0 and the QAM.

2.0 General Overview

As shown below, the QA System-Audit Folder on line is split into 5 major categories that match the Quality Action Log spreadsheet tabs. This WI focuses of the Quality Audit Log tab and the Internal Quality Audit process as defined in the QAM and QAP 17.0.

- Quality Audit Log tab (Folder not shown as this is a summary tab within the spreadsheet.)



3.0 Process and Documentation

The QA/Engineering Manager, Project Manager or designee creates and maintains the Quality Action Log.

The QA/Engineering Manager, Project Manager or designee shall at a minimum, annually perform a sub-system audit review and document audit results and issuance of subsequent actions, if required.

If no actions are required, i.e. system is found to be in compliance, the audit action shall be entered and so noted and closed out as “Compliant”.

3.1 Quality Audit Log TAB

The Quality Audit Log Tab is a critical element of the documentation process as this tab is linked to the CAR tab, Continuous Improvement tab and the Preventative Action tab.

From data entered in the Quality Action Log, any or multiples of the prior sections can be affected and senior management can use the collected data to make future business plan adjustments or course/objective corrections.

The QA/Engineering Manager, Project Manager or designee shall maintain the Internal Quality Audits reports and Quality Audit Log and shall present finding to senior management all Audit findings for final review and disposition, if additional action is required.

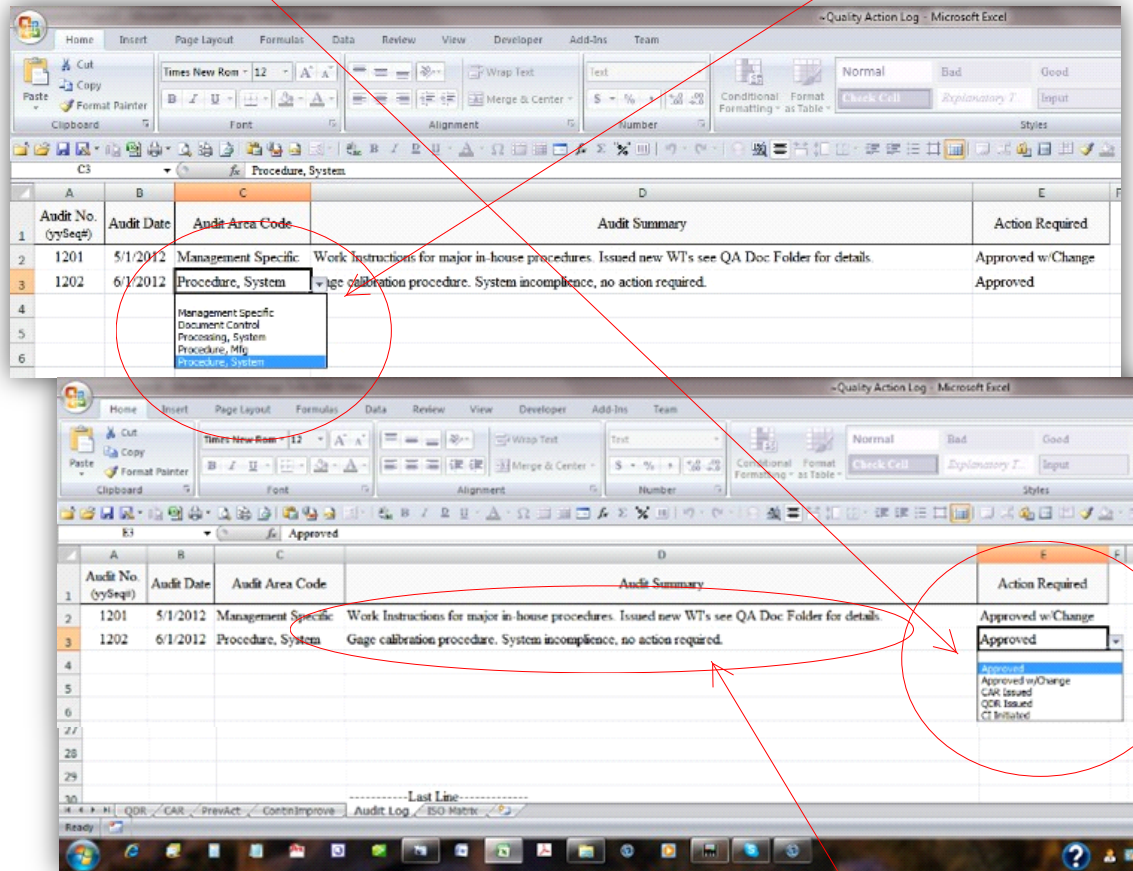
The QA/Engineering Manager, Project Manager or designee shall at a minimum, annually perform a sub-system audit review and document audit results and issuance of subsequent actions when required.

The QA/Engineering Manager, Project Manager or designee has full authority to take action based on the audit finding as specified in the QAM and subsequent QAPs and/or WIs.

If vendor or customer interaction is required, the QA/Engineering Manager, Project Manager or designee may delegate actions to such person or persons required to execute said actions in accordance with the QAM, QAPs and WIs.

When entering data onto the Quality Audit Log Tab, the sequencing is established by year and audit sequence numbering.

There are 2 drop-down lists on the spreadsheet used to identify the audit area or sub-system and the second for action definition.



The Audit Summary section is used to summarize finding and actions.

By checking the QA 002 Audit checkbox, the Audit form will be activated.

~~CAR~~
Close-out
Section

3.2 Internal Quality Audit Form OA002

The following elements are to be recorded prior to starting an Audit:

- Date of Audit
- Sequence number. (Assigned from Log entry, Customer or job QA Data Sheet.)
- Area subject matter. i.e. raw material, receiving inspection.
- Lead Auditor's name/title
- Attendees name, title and department/organization.
- Referenced QAM section, QAP or WI, when available.

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The next section is used to summarize specific finding. i.e. Inspection Gage S/N TC0051 out of calibration.

If area is found in compliance, the bottom section of the audit form can be closed and noted as “Compliant” and so noted in the Quality Action Log.

If a CAR is required, the CAR is issued per QAP 14.0 and logged as required in WI-8.0.

All required actions and/or executed actions are to be logged into the Quality Action Log as required per WI-8.0

3.3 CAR Log TAB

The CAR Tab shall be used to document all CAR activity, both internal and external.

Internal CARs are generated semi-automatically off the online QA Data sheet as one of the tab-selected options on the Table of Content as shown below.

By checking the QA 001 CAR checkbox, the CAR form will be generated with all the basic contract data and general component information pre-entered. Note: The pre-entered data can be overwritten if required.

Additionally, using the Data Input tab will assign a CAR registration number based on the job number and last four digits of the contract. See below, lower left data block.

After the CAR has been created, it is logged into the Quality Action Log-CAR tab. This gives each CAR visibility and full traceability to the job/contract and back.

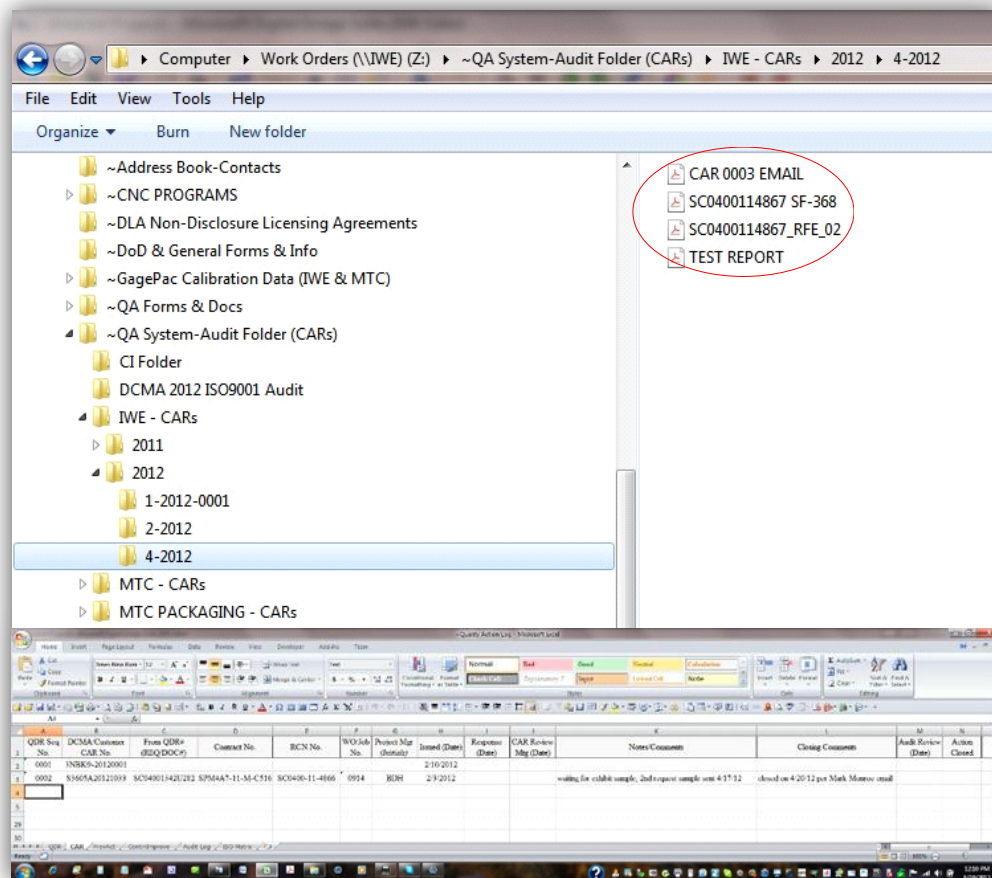
The screenshot displays the 'QA Contract Workbook' interface. The 'Table of Content' on the left lists various tabs, with 'QA 001 CAR' highlighted in red. The 'Job Master Schedule Summary' on the right shows a table with columns for Activity, Date, and Status. The table includes entries for 'FAT: First Part Review', 'Production Start Release', 'MRB Action (if required)', 'Corrective Action Summary (CAR)', and 'QA Final Inspection'. The 'QA 001 CAR' tab is selected, and the 'Job Master Schedule Summary' table is visible.

Activity	Date	Status
Inspector: Project Mgr Name	Tony Canlas	--Project Manager Drop-Down menu
FAT: First Part Review	April 5, 2012	--Fill in @ FAT inspection acceptance.
(Production) Start Release	April 5, 2012	--Fill in AFTER FAT acceptance to authorize production run.
MRB Action (if required)	CAR-QDR #: 1186-8299	--Use DCM4-QAS assigned number or WO-Contract Last 4
	QDR Issue Date: 02/02/12	
	QDR Closed Date:	
Corrective Action Summary (CAR)	CAR Issued:	
	CAR Closed:	
QA Final Inspection:	June 15, 2012	
(Est) Ship Date:	June 15, 2012	

On externally generated CARs, the QA Data Input sheet has the ability to override the default entries and use the source CAR number in lieu of the system generated CAR number.

In either case, the same documentation procedure is to be followed.

Reference the QAM and subsequent procedures/work instructions as required and noted in section 4.0.



4.0 Reference Documents

- QAM
- QAPs 1.0 thru 22.00
- WIs 1.0 thru 8.0
- ~QA (Job-WO) (NSN) Data Entry Workbook
 - Form QA 001
 - Form QA 002