

EAST WEST TECHNOLOGY CORP

ISSUED: 1/19/83


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QUALITY ASSURANCE MANUAL

EAST WEST TECHNOLOGY CORPORATION
119 CABOT STREET
WEST BABYLON, NEW YORK

FOIA-84-863 (F2)

APPROVALS:


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QUALITY ASSURANCE MANAGER


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VICE PRESIDENT

MANUAL NUMBER: _____

ASSIGNED TO: Uncontrolled

NAME: _____

ADDRESS: _____

DATE: _____

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REVISIONS

X = PAGE CHANGED
THIS REVISION

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CROSS REFERENCE TO 10 CFR 50/APPENDIX B

E.W.T. Q.A. MANUAL SECTION

10 CFR 50/APP. B
CRITERIA NO.

1.	QUALITY ASSURANCE PROGRAM	I, II
2.	TEST CONTROL AND INSPECTION PROGRAM	X, XI
3.	NUCLEAR ENVIR. QUAL. ENG. ANAL., Q.A. REQMTS.	III, X
4.	DOCUMENT CONTROL	III, IV, VI
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INTRODUCTION

This Quality Assurance Manual establishes basic operating procedures and guidelines to govern all quality related activities at East West Technology Corporation, in accordance with MIL-Q-9858A, 10 CFR 50/Appendix B and ANSI Standard N 45.2.

The programs outlined in this manual, function under the direction and guidance of the Quality Assurance Manager. The effectiveness of the overall program is enhanced by the authority granted to the Quality Assurance Manager to suspend any activity or reject any materials that do not meet the requirements established herein, without influence or consideration of budgetary responsibilities or project schedules.

This Quality Assurance Manual is not ordinarily distributed to customers. However, authorized recipients or representatives of a duly authorized agency, have access to any or all portions of this document.

SUPPLEMENT I

TERMS AND DEFINITIONS

1.0 GENERAL

This supplement contains definitions of certain quality related terms used in this manual.

2.0 TERMS AND DEFINITIONS

ACCEPTANCE CRITERIA. Specified limits placed on an item, process, or service defined in codes, or other requirement documents.

AUDIT. A planned and documented activity performed to determine by investigation, examination and evaluation of objective evidence, compliance with established procedures, instructions, drawings and other applicable documents.

CERTIFICATION. The act of determining, verifying and attesting in writing to the qualifications of personnel, processes, procedures, or items in accordance with specified requirements.

CORRECTIVE ACTION. Measures taken to rectify conditions adverse to quality and to preclude repetition.

DEVIATION. A departure from specified requirements.

DOCUMENT. Any written or pictorial information describing, defining, specifying, reporting or certifying activities, requirements, procedures or results. Any written record is not considered a document until it has been approved as such by the Quality Assurance Manager.

EXTERNAL AUDIT. An audit of another organizations Quality Assurance Program not under the direct control or within the organizational structure of East West Technology Corporation.

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EXTERNAL AUDIT. An audit of another organizations Quality Assurance Program not under the direct control or within the organizational structure of East West Technology Corporation.

GUIDELINE. A suggested practice that is not mandatory in programs intended to comply with a standard. The word "should" denotes a guideline; the word "shall" denotes a requirement.

INSPECTOR. A person who performs inspection activities to verify conformance to specific requirements.

INSPECTION. Examination or measurement to verify whether an item or activity conforms to specified requirements.

INTERNAL AUDIT. An audit of an organizations Quality Assurance Program, retained under it's direct control and within it's organizational structure.

ITEM. An all inclusive term used in place of any of the following: appurtenance, assembly, component, equipment, material, module, part, structure, subassembly, subsystem, system or unit.

MEASURING AND TEST EQUIPMENT. Devices or systems used to calibrate, measure, gage, test or inspect, in order to control or to acquire data to verify conformance to specified requirements.

NONCONFORMANCE. A deficiency in characteristic, documentation, or procedure that renders the quality of an item or activity unacceptable or indeterminate.

PROCEDURE. A document that specifies or describes how an activity is to be performed.

QUALIFICATION. The certification of an item gained through required testing, documenting the items's ability to function as measured against established performance requirements.

QUALITY ASSURANCE. All those planned and systematic actions necessary to provide adequate confidence that an item or activity perform it's intended function satisfactorily.

SURVEILLANCE. The act of monitoring or observing to verify whether an item or activity conforms to specified requirements.

TESTING. An element of verification for the determination of the capability of an item to meet specified requirements by subjecting the item to physical, environmental or operating conditions.

TRACEABILITY. The ability to trace the history, application, or location of an item and like items or activities by means of recorded identification.

VERIFICATION. The act of reviewing, inspecting, testing, checking, auditing, or otherwise determining and documenting whether items, processes, services, or documents conform to specified requirements.

SECTION I

QUALITY ASSURANCE PROGRAM

1.0 PURPOSE

To establish procedures, policies and management structure for the maintenance and execution of the Quality Assurance Program, East West Technology Corporation.

2.0 SCOPE

The Quality Assurance Program outlined herein is applicable to all personnel employed by East West Technology Corporation.

3.0 PROCEDURES

3.1 ORGANIZATION/STRUCTURE

3.1.1 East West Technology Corporation is organized as illustrated in Figure I. The Quality Assurance Department organization is illustrated in Figure II. This structural format is strictly maintained to insure independent evaluation and efficient interdepartmental communication

3.2 QUALITY ASSURANCE DOCUMENTATION

3.2.1 The Quality Assurance function, in regard to written manuals and procedures, provides guidelines and policies for all quality related activities.

3.2.2 Quality related correspondence and instructions such as Memoranda and Corrective Action Reports may be issued by the Quality Assurance Manager to institute corrective action as a result of program deficiencies.

3.2.3 All quality related activities such as test plans/reports, test inspection points, interpretation of purchase order requirements and implementation of corrective action, depend on formal approval from the Quality Assurance Manager in order to assure that these activities comply with the procedures and guidelines established herein.

3.3 AUTHORITY/RESPONSIBILITY

3.3.1 The obligation to maintain quality at East West Technology is not applicable only to one individual or group in so far as that Quality Assurance encompasses many functions and extends from top management to all employees throughout the organization. Certain quality functions are best performed by specialists. These specialists function as an extension of the Quality Assurance Department; e.g. Calibration control is performed by the Calibration Manager, Seismic/Vibration analysis is performed by the Vibration Systems Manager. Responsibility for maintaining quality lies with the Quality Assurance Manager. Close communication is maintained between each Department Manager and the Quality Assurance Manager.

3.3.2 The Quality Assurance Manager shall have the responsibility and authority for ensuring that the Quality Assurance Program is implemented and reviewed in accordance with the requirements outlined herein. The Quality Assurance Manager shall:

- 1) Be located within the organizational structure such that the Quality Assurance function can be independently directed.
- 2) Have access to responsible management on a level where appropriate action can be taken.
- 3) Have authority to terminate any activity or reject any material which is not in compliance with Quality Assurance Procedures.
- 4) Issue and maintain the Quality Assurance Manual. This entails periodic review to insure that the manual is updated in accordance with the latest revisions of the applicable specifications, regulations and codes.
- 5) Evaluate the effectiveness of the Quality Assurance function on a continuing basis.
- 6) Perform and document all Quality Assurance Department Inspections.
- 7) Perform internal and external Quality Audits.
- 8) Shall be the only individual within E.W.T. to use and have access to the Q.A. stamp.

3.3.3 Responsibility for delegated/subcontract work such as non-destructive testing or equipment calibration performed by another agency, lies with East West Technology Corporation. Quality Assurance requirements are passed to the subcontracting agency on procurement documents as applicable (see Section IV, Document Control).

3.4 TRAINING AND INDOCTRINATION

3.3.4 All employees performing activities affecting quality, shall receive indoctrination and training as necessary to assure a high standard of competence. All training and indoctrination shall be documented and retained in appropriate Quality Assurance Department records. Individuals whose function is quality related shall, as a minimum, receive the following training and indoctrination:

- 1) An individual's employment at E.W.T. shall begin with indoctrination as to the basic Q.A. procedures that are to be followed in the performance of test activities. Included in this indoctrination process, is a briefing as to the reporting procedures specified in 10CFR21.
- 2) Seminars, during working hours, shall be held bi-monthly on the technical objectives and requirements of applicable testing procedures and quality assurance program elements that are to be employed.
- 3) First hand experience as gained through the actual performance of testing activities is emphasized.
- 4) If management wishes to upgrade an individual's function within the organization, a formal, certified education/training program shall be implemented so that the requirements for personnel qualification outlined in the Quality Assurance Manual will be satisfied.

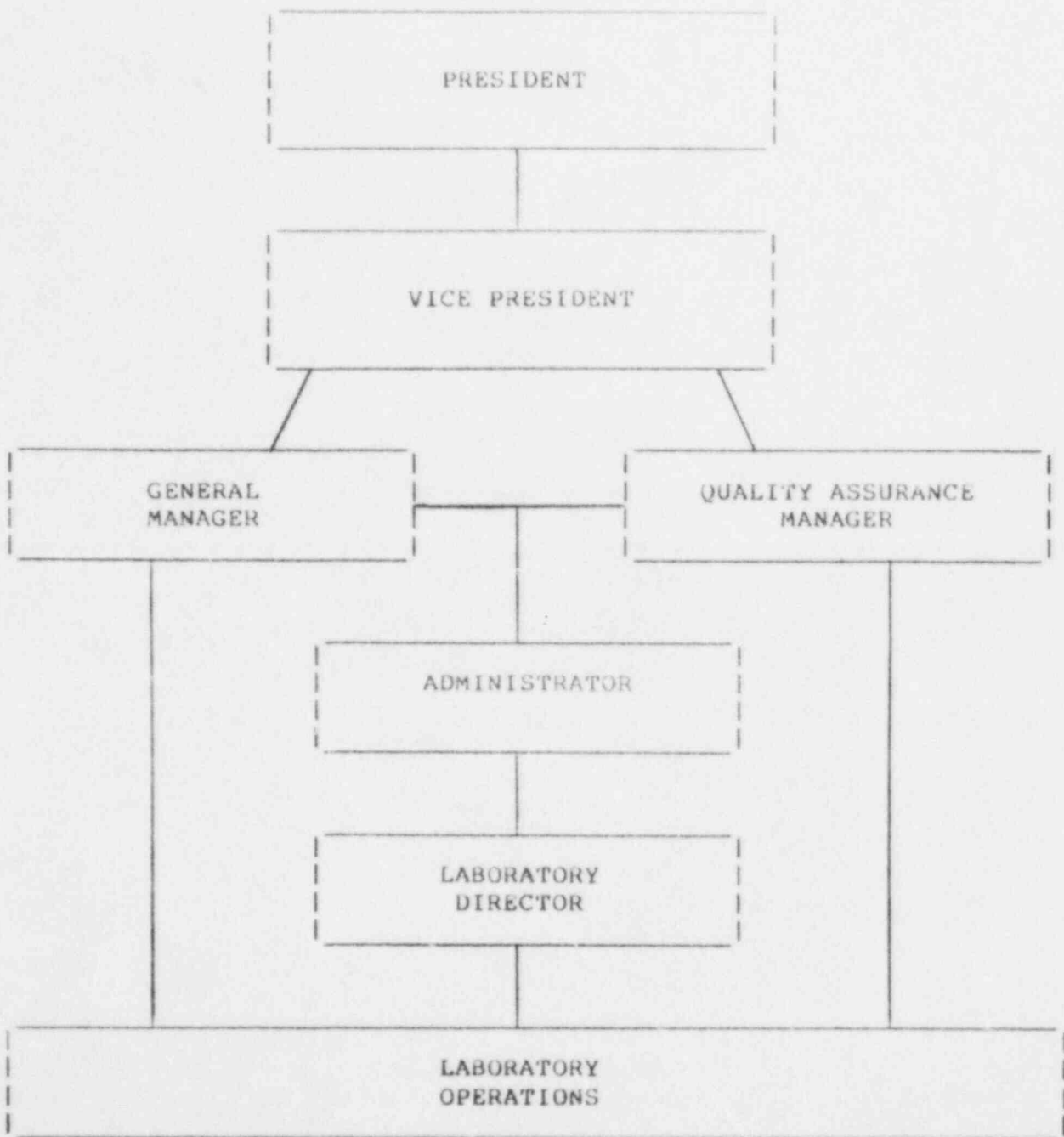
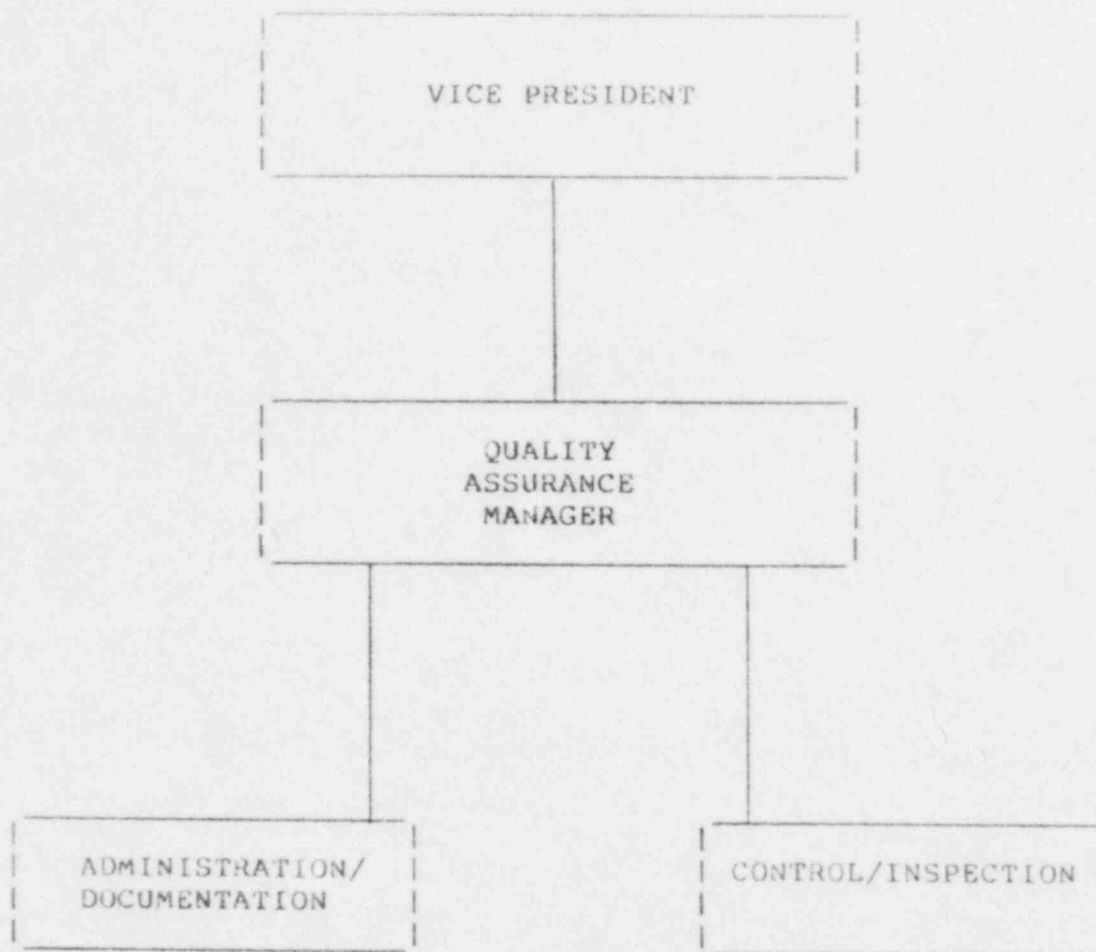


FIGURE I
ORGANIZATION CHART, EAST WEST TECHNOLOGY CORPORATION



- * POLICIES/PROCEDURES/GUIDELINES
- * QUALITY ASSURANCE MANUAL
- * RECORDS CONTROL:
 - MASTER JOB FILE
 - SPECIFICATION/REGULATIONS/CODES
 - PURCHASE ORDERS
 - CORRECTIVE ACTION REPORTS
 - INTERNAL FORMS
 - PERSONNEL QUALIFICATION
 - CALIBRATION DOCUMENTATION
 - TEST REPORTS

- * PURCHASE ORDER REVIEW
- * TEST PROCEDURE/PLAN REVIEW
- * TEST SPECIMEN INSPECTION
- * CORRECTIVE ACTION REVIEW
- * TEST MONITORING EFFECTIVENESS
- * TEST CONDUCT INSPECTION
- * PERSONNEL QUALIFICATION REVIEW
- * TEST REPORT REVIEW
- * APPROVAL OF ABOVE ACTIVITIES

FIGURE II

QUALITY ASSURANCE ORGANIZATION FLOW CHART

TEST CONTROL AND INSPECTION PROGRAM

1.0 PURPOSE

To establish procedures to maintain control and quality of all test projects initiated at East West Technology and to assure close and precise surveillance of all activities thereto.

2.0 SCOPE

This procedure applies to all test programs conducted at East west technology and all personnel who are involved in the performance, inspection and documentation of such programs.

3.0 PROCEDURES

3.1 RECEIPT OF PURCHASE ORDER CONTRACT

3.1.1 The purchase order shall be recieved by the Administration Department. The P.O. shall be logged in the P.O. Log Book as to the customer name, dollar value, date of reciept, G.S.I. (Government Source Inspection) requirements and P.O. number. At this point, an East West Technology Job Number shall be assigned to the P.O. and also logged in the P.O. Log Book. Specifications, drawings and other documents recieved with the P.O. shall be stamped recieved and controlled in accordance with Section IV, Document Control. The Administration Department shall create a Master Job File by placing the recieved documents in an appropriately labeled folder.

3.1.2 If a purchaser specifies "Government Source Inspection Required", the DCAS/QAR who normally services E st West Technology shall be verbally notified immediately by the Quality Assurance Manager. All related documents such as purchase orders and letters of delegation shall be submitted to the DCAS/QAR. The DCAS/QAR shall be notified by the Quality Assurance Manager as to all test schedules. The DCAS/QAR shall have access to the Quality Assurance Manual and may request Corrective Action. The DCAS/QAR shall review and approve the final Test Report.

3.2 PROJECT INITIATION

3.2.1 The Administration Department shall forward the Master Job File to the Quality Assurance Manager who shall verify that the P.O and related documents have been properly recieved, stamped and logged in accordance with the requirements of the Quality Assurance Manual.

- 3.2.2 The Master Job File shall be controlled in accordance with Section IV, Document Control.
- 3.2.3 The Project Engineer or assignee shall create a Job Folder in accordance with Section IV, Document Control. Contained in the Job Folder shall be all required specifications, drawings etc., along with any special instructions pertinent to the execution of the test program, including handling and storage instructions, equipment operation, test condition tolerances and mandatory inspection/monitoring points.
- 3.2.4 The Job Folder shall then be submitted to the Quality Assurance Manager for review, modification/revision and approval. The approved Job Folder shall be forwarded to the Project Engineer and the test project commenced in accordance with customer direction.
- 3.2.5 It is the responsibility of the Project Engineer to insure that all test conditions are controlled and maintained in accordance with the specified documents and that each mandatory inspection/monitoring point is properly performed, witnessed and documented.
- 3.2.6 The Quality Assurance Manager shall randomly review and inspect test performance and inspection and verify that the test activities are conducted in accordance with customer specification and the Quality Assurance Manual. In addition, the Quality Assurance Manager shall perform inspection/reviews at regularly scheduled times throughout the test program as deemed necessary to insure proper performance and control of the test program activities.

3.2.7 The information entered into the Job Folder during the course of testing shall include, as a minimum, the following:

- 1) Start date and time.
- 2) Environmental conditions.
- 3) Initials of Project Engineer and Q.A. Manager for any activity performed by each.
- 4) Name of test technician(s).
- 5) "Remarks" as to the occurrence of any significant event.
- 6) Hourly logging of environmental conditions (where applicable).
- 7) Name of customer, P.O. and Job numbers.
- 8) Photographs of each phase of test.
- 9) Logging of Mandatory Inspection/Monitoring Points, including date, time, measurement, initials - performed by, initials - witnessed by.
- 10) Dialogue as to test conduct.
- 11) Disposition of test specimen.
- 12) Test Equipment List.

3.2.8 If any deviation from the procedures outlined in the required specification occurs at any time during the course of testing, the Project Engineer and the Quality Assurance Manager shall be immediately notified and the appropriate action shall be implemented and documented in accordance with Section VI (Corrective Action) of the Quality Assurance Manual.

CUSTOMER _____ DATE _____

JOB NO. _____ TECHNICIAN _____ TEST _____

EQUIPMENT LIST

ITEM USED _____	ITEM USED _____
MFG. BY _____	MFG. BY _____
MODEL # _____	MODEL # _____
SERIAL # _____	SERIAL # _____
EWT # _____	EWT # _____
LAST CALIBRATION _____	LAST CALIBRATION _____
NEXT CALIBRATION _____	NEXT CALIBRATION _____

ITEM USED _____	ITEM USED _____
MFG. BY _____	MFG. BY _____
MODEL # _____	MODEL # _____
SERIAL # _____	SERIAL # _____
EWT # _____	EWT # _____
LAST CALIBRATION _____	LAST CALIBRATION _____
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ITEM USED _____	ITEM USED _____
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MODEL # _____	MODEL # _____
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ITEM USED _____	ITEM USED _____
MFG. BY _____	MFG. BY _____
MODEL # _____	MODEL # _____
SERIAL # _____	SERIAL # _____
EWT # _____	EWT # _____
LAST CALIBRATION _____	LAST CALIBRATION _____
NEXT CALIBRATION _____	NEXT CALIBRATION _____

ITEM USED _____	ITEM USED _____
MFG. BY _____	MFG. BY _____
MODEL # _____	MODEL # _____
SERIAL # _____	SERIAL # _____
EWT # _____	EWT # _____
LAST CALIBRATION _____	LAST CALIBRATION _____
NEXT CALIBRATION _____	NEXT CALIBRATION _____

ITEM USED _____	ITEM USED _____
MFG. BY _____	MFG. BY _____
MODEL # _____	MODEL # _____
SERIAL # _____	SERIAL # _____
EWT # _____	EWT # _____
LAST CALIBRATION _____	LAST CALIBRATION _____
NEXT CALIBRATION _____	NEXT CALIBRATION _____

TEST DATA LOG

CUSTOMER	PART NAME
1	1
2	2
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8	8
9	9
10	10
11	11
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Q.A. DEPT. INSP.

SHEET _____ OF _____

SECTION II, PAGE 10 OF 49

FORM #CTL-D011

TEST PROCEDURE

JOB NO. _____ TEST _____

CUSTOMER _____ PART NAME _____

PART NO. _____ SERIAL NO. _____

NUMBER OF UNITS _____ SPECIFICATION _____

PHOTOGRAPHIC REQUIREMENTS: POLAROID _____ 35 MM _____

DESCRIPTION OF TEST UNIT: _____

FUNCTIONAL TESTS SHALL BE PERFORMED BY: _____

NOTES

DATE ISSUED _____

Q.A. APPROVAL _____

SHEET _____ OF _____

SECTION 11, PAGE 11 OF 49

FORM #CTL-D012

TEST DATA SHEET

CUSTOMER NAME: _____ ENGINEER: _____

JOB NUMBER: _____ UNIT PART NO.: _____

TEST: _____ UNIT SERIAL NO.: _____

TEST TECHNICIAN: _____ PART NAME: _____

DATE START: _____ DATE END: _____

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SHEET OF

TEST PROGRAM OUTLINE

JOB NO. _____ DATE ISSUED _____

CUSTOMER _____ PURCHASE ORDER # _____

PART NAME _____ PART NO. _____

SERIAL NO. _____ NUMBER OF UNITS _____

SPECIFICATION _____ TEST ENGINEER _____

PHOTOGRAPHIC REQUIREMENTS: POLAROID _____ 35MM _____

TESTS TO BE PERFORMED:

1) _____ 6) _____

2) _____ 7) _____

3) _____ 8) _____

4) _____ 9) _____

5) _____ 10) _____

11) _____ 12) _____

DESCRIPTION OF TEST SPECIMEN: _____

FUNCTIONAL TEST DESCRIPTION: _____

Q.C. DEPT. APPROVAL: _____

SHEET _____ OF _____

SECTION 11, PAGE 13 OF 44

SECTION III

NUCLEAR ENVIRONMENTAL QUALIFICATION

ENGINEERING ANALYSIS QUALITY ASSURANCE REQUIREMENTS

1.0 PURPOSE

To establish the quality assurance requirements to be used in the Nuclear Engineering Analysis of safety related components and systems for Nuclear Power Plants.

2.0 SCOPE

This procedure is applicable to all East west Technology Corporation employees whose duties include any facet of the nuclear engineering test and analysis process.

3.0 PROCEDURES

3.1 NUCLEAR QUALIFICATION TEST MONITOR

3.1.1 Upon notification from the Administration Dept. that a program is to be conducted, the Project Engineer or assignee shall prepare Forms CTL-D011, CTL-D013. Multiple forms may be necessary depending upon the depth and complexity of the program. The forms shall then be submitted to the Quality Assurance Manager for approval. the Quality Assurance Manager shall then review the forms for adequate coverage of program requirements. Mandatory check points may be modified/revised as necessary to insure adequate coverage. Approval shall be indicated by the Q.A. Manager's signature and stamp on Forms CTL-D011, CTL-D013.

3.1.2 A Nuclear Qualification Test Monitor shall then be appointed by the Project Engineer, based on the complexity and scope of the program and the past work performance of the individual.

3.1.3 The Nuclear Qualification Test Monitor shall then be responsible for witness/verification and documentation of all mandatory checkpoints throughout the program. In the course of inspection, the following instructions apply:

- 1) As each mandatory checkpoint is completed, the Nuclear Qualification Test Monitor shall initial and date the Test Data Log (Form CTL-D009).
- 2) "Remarks" shall be entered as necessary to document significant events.
- 3) If any deviation from the required specification was noted, proper corrective action shall be implemented and documented in accordance with the Quality Assurance Manual.
- 4) All data, calculations and assumptions made by the Project Engineer in the performance of analysis shall be verified to be properly documented.
- 5) No deviation from the approved test plan shall be permitted unless written approval is granted by the Quality Assurance Manager and the Project Engineer.

SECTION IV

DOCUMENT CONTROL

1.0 PURPOSE

To establish requirements for the control and distribution of job related documents.

2.0 SCOPE

This procedure is applicable to all personnel whose function is related to the creation or utilization of job related documents.

3.0 DEFINITION

3.1 DOCUMENT

3.1.1 The types of documents that shall be controlled and distributed in accordance with this procedure are as follows:

- 1) Incoming Purchase Orders
- 2) Statements of Work
- 3) Specifications
- 4) Drawings
- 5) Test Reports
- 6) Test Procedures/Plans
- 7) Outgoing Purchase Orders

3.2 CONTROLLED DOCUMENT

3.2.1 A controlled document is any document described above, which is subject to the control procedures specified herein.

4.0 RESPONSIBILITIES

4.1 DEPARTMENT MANAGERS

4.1.1 Each Department Manager is responsible for ensuring that all personnel comply with the procedures outlined herein.

4.1.2 The Quality Assurance Manager is responsible for ensuring that all incoming/outgoing documents are controlled and distributed in accordance with the procedures outlined herein.

5.0 PROCEDURES

5.1 CONTROL AND DISTRIBUTION OF INCOMING DOCUMENTS

5.1.1 All incoming documents shall be received by the Administration Department, stamped "received" and entered into the Incoming Document Log (P.O.'s shall be entered in the P.O. Log Book). The document shall then be forwarded to the Quality Assurance Manager to be approved and distributed. The Quality Assurance Manager shall ensure that the word "void" is stamped in red ink on the original and all copies of the previous issue of all controlled documents that have been revised; and that "controlled document" is stamped, on each copy of the document to be distributed. The Quality Assurance Manager shall sign the Incoming Document Log. The documents shall then be forwarded to the Project Engineer.

5.1.2 The Project Engineer or assignee shall then create a Job Folder containing all information necessary to perform the function intended by the document. The Project Engineer shall sign the Incoming Document Log. The Job Folder shall contain the following forms:

- 1) Test program Outline, Form CTL-D013
- 2) Test Procedure, Form CTL-D011
- 3) Test Data Log, Form CTL-D009
- 4) Test Data Sheet, Form CTL-D012
- 5) Notice of Document Revision, Form CTL-D017 (if applicable)
- 6) Equipment List, Form CTL-D007

5.1.3 The Job Folder shall then be submitted to the Quality Assurance Manager for review, modification/revision and approval. The Job Folder shall be approved prior to the commencement of any of the subject document related activities.

5.2 CONTROL AND DISTRIBUTION OF OUTGOING DOCUMENTS

5.2.1 Internally generated documents, such as Test Reports or Test Procedures/Plans, shall be reviewed, approved and distributed in a controlled manner (ref: Section V, Test Reports/Procedures/Plans).

5.2.2 Procurement documents such as purchase order contracts for equipment calibration or non-destructive testing shall be submitted to the Quality Assurance Manager for review and approval. The Quality Assurance Manager shall assure that the requirements of applicable specifications, regulations and codes are clearly outlined on the document; and that the supplier/vendor has been satisfactorily audited (ref: Section XIII, Quality Audits). Approval of these documents shall be signified by the Quality Assurance Manager's signature and stamp.

5.2.3 The Administration Department Manager shall initiate processing and distribution of documents approved and authorized for release. The Administration Department Manager shall:

- 1) Enter all outgoing documents in the Outgoing Document Log.
- 2) Stamp "Controlled Document" as applicable.
- 3) Stamp "void" on the original and all copies of the previous issue of the document that has been revised.

5.3 DOCUMENT REVISION

5.3.1 Documents that have been revised shall be reviewed, approved and released in the same manner as the original.

5.3.2 Obsolete documents shall be stamped "void" in red ink and retained in the Master Job File.

5.3.3 Form D017, Notice of Document Revision, shall be prepared by the Project Engineer or assignee and reviewed and approved by the Quality Assurance Manager. Form D017 shall be maintained in the Master Job File.

5.3.4 The Quality Assurance Manager shall insure that all applicable personnel have been notified of any document revision.

5.4 MASTER JOB FILE

5.4.1 The Master Job File is a folder(s) where Purchase Orders and all related procurement documents are retained. When a project is completed, all contents of the Job Folder shall be filed and retained in the Master Job Folder.

FORM ECTL-D017

NOTICE OF DOCUMENT REVISION

DOCUMENT NAME: _____

COMPANY NAME: _____

DOCUMENT NUMBER: _____ CONTROL NO.: _____

DATE OF CHANGE: _____ NEW REV. LETTER: _____

RELATED JOB NO.: _____ P.O. NO.: _____

PREPARED BY: _____ APPROVED BY: _____

DESCRIPTION OF REVISION(S):

Q.A. DEPT. APPROVAL: _____

SECTION V

TEST SPECIMEN CONTROL

1.0 PURPOSE

To establish procedures to assure that the receiving, handling, storage and shipping of test specimens is in accordance with applicable, nuclear, commercial, military and customer requirements.

2.0 SCOPE

This procedure is applicable to all personnel whose function is related to the shipping, receiving and handling of test specimens entering East west Technology Corporation. This includes all personnel involved in test performance and inspections.

3.0 PROCEDURES

3.1 RECEIVING

3.1.1 Receiving personnel shall immediately notify the Project Engineer and the Quality Assurance Manager upon receipt of test specimens. The following instructions shall apply:

- 1) The Project Engineer shall inspect the test specimen for evidence of damage or deterioration that may have been caused by shipping or handling.
- 2) The Project Engineer shall prepare Form CTL-0005, Inspection of Test Specimen.
- 3) If the test specimen exhibits damage that may have been caused by shipping, the Project Engineer and the Quality Assurance Manager shall be notified.
- 4) The test specimen shall be tagged as to customer, model no., serial no., part name, test(s) to be performed and E.W.T. job number. The tag shall be stamped and signed by the Quality Assurance Manager.
- 5) Upon completion of these receipt instructions, the test specimen shall be stored in accordance with para. 3.3 below.

3.2 HANDLING

3.2.1 Test specimen handling shall be supervised by the Project Engineer or Assignee in accordance with customer's specific requirements when applicable. Care shall be exercised by all personnel to avoid any damage to the test specimen.

3.2.2 If any damage does occur during the course of handling test specimens, The Project Engineer and the Quality Assurance Manager shall be immediately notified. The Project Engineer shall prepare Form CTL-D010, Corrective Action, and submit it to the Quality Assurance Manager.

2.3 STORAGE

3.3.1 Test specimens shall be stored in accordance with specific customer requirements. If no specific procedures are requested by the customer, the test specimen shall, as a minimum, be stored at room ambient conditions, away from laboratory traffic and clearly marked as to its disposition and as required by para. 3.1.1, Item 4, herein.

3.3.2 The Project Engineer shall periodically inspect the test specimen to insure that proper storage is being maintained.

3.3.3 Removal from the storage area shall be performed in accordance with para. 3.2 above.

3.4 SHIPPING

3.4.1 Prior to shipping, the shipping personnel packing the specimen, shall obtain and complete Form D005. All items shall be checked for completeness and proper packaging.

3.4.2 The Project Engineer shall sign the completed Form D005 and ensure that all items are accounted for and properly packed.

FORM #CTL-D005

INSPECTION OF TEST SPECIMEN

CUSTOMER _____ PART NAME _____

JOB NO. _____ TECHNICIAN _____

DESCRIPTION OF TEST SPECIMEN: _____

_____RECIEVING

DATE RECIEVED _____ RECIEVED BY _____

CONDITION RECIEVED: _____

_____HANDLING/STORAGESPECIAL HANDLING/STORAGE INSTRUCTIONS _____

HANDLING #SUPERVISED BY _____ CONDUCTED BY _____

SHIPPING

PACKED BY _____ CONDITION SHIPPED _____

DATE SHIPPED _____ SHIPPED VIA _____

ITEM(S) CHECKED BY _____ SHIPPED TO _____

SPECIAL SHIPPING INSTRUCTIONS: _____

PROJECT ENG. INSP. _____

Q.A. DEPT. INSP. _____

SECTION VI
CORRECTIVE ACTION

1.0 PURPOSE

To establish procedures for the identification, documentation and correction of discrepancies affecting the compliance and performance of any quality related activity.

2.0 SCOPE

This procedure is applicable to all personnel whose function requires quality performance and compliance.

3.0 PROCEDURES

3.1 DISCREPANCY

3.1.1 When a discrepancy occurs, the Department Manager shall promptly notify the Quality Assurance Manager. The Q.A. Manager shall then determine if any specific activity should be immediately suspended, based on the nature and severity of the discrepancy.

3.1.2 The Responsible Department Manager or the Project Engineer (as applicable) shall then prepare Form CTL-D010, Corrective Action Report. Include on this form shall be the following information.

- 1) The discrepancy that was noted.
- 2) The date of discrepancy.
- 3) The individual who reported the discrepancy.
- 4) The cause of the discrepancy.
- 5) The corrective action taken.
- 6) The date corrective action was taken.
- 7) The disposition of the subject discrepancy.
- 8) The individual who implemented corrective action.

- 3.1.3 In addition, the responsible Department Manager or Project Engineer shall enter into the Corrective Action Report, the action taken to prevent repetition of the discrepancy. Corrective Action as to the cause of any discrepancy shall be thoroughly implemented and documented.
- 3.1.4 The completed and signed Form shall then be submitted to the Quality Assurance Manager for review and approval. The approved Form shall be maintained in the Q.A. Department records and, the customer shall be notified as specified by contractual requirements.

FORM #CTL-D010

CORRECTIVE ACTION REPORT

TG: _____ DATE: _____

FROM: _____ JOB NO.: _____

CORRECTIVE ACTION IS REQUIRED IN LIEU OF THE FOLLOWING
DISCREPANCY: _____

REPORTED BY: _____

DEPARTMENT: _____

CORRECTIVE ACTION TAKEN: _____

_____DISPOSITION: _____

PERFORMED BY: _____

DEPARTMENT: _____

DATE OF DISCREPANCY: _____ PROJECT ENG.: _____

DATE OF CORRECTIVE ACTION: _____ Q.A. MANAGER: _____

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SECTION VII

QUALITY ASSURANCE POLICIES AND PROCEDURES

MANUAL MANAGEMENT

1.0 PURPOSE

To establish procedures for the maintenance of the Quality Assurance Manual and the procedures, guidelines and policies therein.

2.0 SCOPE

This procedure is applicable to the Quality Assurance Department and all personnel involved in the Quality Assurance function. Guidelines are also set forth for customers requesting copies of the Quality Assurance Manual.

3.0 RESPONSIBILITIES

3.1 The Quality Assurance Manager is responsible for maintaining the Quality Assurance Manual. This includes insuring that it reflects the latest codes, regulations and current corporate procedures and policies. All other Department Managers shall be kept up to date of the latest revision of the manual and shall have the latest approved copy of the manual in their possession. The Quality Assurance Department shall maintain the official record copy; issue controlled/uncontrolled copies; and maintain records of controlled manual issues.

3.2 Controlled manual recipients are responsible for maintaining their assigned manual. This includes posting revisions as received and complying with the control procedures outlined herein.

4.0 PROCEDURES

4.1 APPROVAL

4.1.1 The Quality Assurance Manual and all revisions thereto is approved by the Quality Assurance Manager.

4.2 CONTROL

4.2.1 The Quality Assurance Manual shall be classified as either controlled or uncontrolled. All controlled Manuals shall be serial numbered and accounted for in Quality Assurance Department records. Form CTL-D006 shall be prepared by any party, employee or customer who requests a controlled copy of the manual.

4.2.2 When an employee of East West Technology is issued a copy of the manual, Form CTL-D006 must be completed and returned to the Quality Assurance Department for filing. This form shall be prepared for each revision of the manual that is issued. All internally distributed copies of The Quality Assurance Manual shall be controlled.

4.2.3 When a customer is issued a controlled copy of the manual, Form CTL-D006 shall be prepared and returned to East West Technology Corporation, Q.A. Department for filing. This form shall be prepared for each revision of the manual that is issued. Failure to submit Form CTL-D006 shall cause the manual to be classified as uncontrolled and the recipient shall be notified thereto in writing by the Quality Assurance Manager.

4.2.4 Requests for a copy of the Quality Assurance Manual shall be submitted to the Quality Assurance Manager. If issued, the copy shall be classified as either controlled or uncontrolled.

4.3 DISTRIBUTION

4.3.1 Controlled copies of the Quality Assurance Manual shall be distributed to the following personnel at East West Technology:

- 1) Vice President
- 2) Project/Test Engineers
- 3) Department Managers

FORM #CTL-D006

ISSUANCE OF QUALITY ASSURANCE MANUAL,
EAST WEST TECHNOLOGY CORP.

COMPANY NAME: _____ DATE OF ISSUANCE: _____

NAME OF INDIVIDUAL: _____ TITLE: _____

MANUAL CONTROL NO.: _____ REVISION LETTER: _____

DATE OF LAST REVISION: _____ REC'D. BY: _____

THIS COPY IS; CONTROLLED _____ UNCONTROLLED _____

NOTE: ANY PARTY RECEIVING A CONTROLLED COPY OF THE QUALITY ASSURANCE MANUAL, EAST WEST TECHNOLOGY CORP., IS OBLIGATED TO MAINTAIN THE MANUAL IN ACCORDANCE WITH THE DISTRIBUTION AND CONTROL PROCEDURES THEREIN. THIS INCLUDES POSTING ALL ISSUED REVISIONS AT THE TIME OF RECEIPT. UPON RECEIPT OF THE MANUAL, THIS FORM SHALL BE COMPLETED AND RETURNED TO EAST WEST WITHIN 30 DAYS. FAILURE TO RETURN THIS ACKNOWLEDGEMENT, SHALL CAUSE THE SUBJECT ISSUED COPY OF THE MANUAL TO BE RE-CLASSIFIED AS "UNCONTROLLED".

ISSUANCE OF MANUAL APPROVED BY: _____
QUALITY ASSURANCE MANAGER
EAST WEST TECHNOLOGY CORP.

MANUAL RECEIVED BY: _____ TITLE: _____

SECTION VIII

TEST REPORTS/PROCEDURES/PLANS

1.0 PURPOSE

To establish basic requirements and procedures for the preparation and approval of test reports, procedures and plans issued by East West Technology Corporation.

2.0 SCOPE

This procedure is applicable to all reports, procedures and plans generated in response to contractual requirements.

3.0 GENERAL REQUIREMENTS

3.1 Copy shall be written on high quality bond with East West Technology identifiers.

3.2 Handwritten data shall be written in ink.

3.3 Photographs shall be identified as to the item or applicable test shown.

3.4 Formats shall provide for inclusion of sufficient information relative to the complexity of the subject. Formats shall be coordinated with the Quality Assurance Manager.

4.0 PROCEDURES/PLANS

4.1 A test procedure/plan shall contain all information necessary to perform the activities described. Test procedures shall contain as a minimum, the following items:

- 1) Description of all activities to be performed.
- 2) A listing of all referenced documents.
- 3) The order in which tests are to be performed.
- 4) Environmental conditions.

- 5) Required inspection points.
- 6) List of test equipment to be used.
- 7) A description of the specimen to be tested.
- 8) Acceptance/rejection criteria as applicable.

4.2 APPROVAL

4.2.1 The Project Engineer shall prepare the data to be presented, sign the cover page and submit the procedure/plan to the General Manager or the Vice President for review and approval of the technical calculations and assumptions made by the Project Engineer.

4.2.2 Upon review, incorporation of required changes and approval of the procedure/plan by the General Manager or the Vice President, the document shall then be submitted to the Quality Assurance Manager for review and approval. The approved procedure/plan shall be forwarded to the Administration Department for reproduction and transmittal for customer approval.

4.3 REVISIONS/CHANGES

4.3.1 For the issuance of a revised procedure/plan, the document shall be subjected to channels of approval outlined in para. 4.2 above.

4.3.2 Revisions to a procedure/plan for a test already in progress shall be made in ink by the Project Engineer. A single line shall be drawn through the material to be changed and initialled. Form CTL-D017 (Notice of Document Revision) shall then be prepared by the Project Engineer and conspicuously attached to the document to be revised. The procedure/plan shall then be resubmitted for approval. Approval shall be signified by the Quality Assurance Manager's signature and stamp on Form D017. The Project Engineer shall attach Form D017 to all copies of the procedure/plan to be revised. The procedure/plan shall be formally revised, prior to the release of the final test report.

4.3.3 Revisions to a procedure/plan for a test not yet initiated, shall be proposed by the Project Engineer by preparing Form D017. The proposed revisions shall be reviewed and approved by the Quality Assurance Manager. The procedure/plan (original and all copies) that has been superseded shall be stamped "void" in red ink. The revised procedure/plan shall then be forwarded to the Administrative Department transmittal and customer approval.

5.0 TEST REPORTS

5.1 PROCEDURE

5.1.1 The test report shall contain as a minimum, the following information:

- 1) List of tests performed in sequence.
- 2) Description of test specimen.
- 3) Test procedures.
- 4) Test results, including pertinent data and documentation of all significant events.
- 5) Test equipment used during testing.
- 6) Photographs of the test set-up.
- 7) Applicable documents referenced.

5.2 APPROVAL

5.2.1 The final test report shall be submitted by the Project Engineer for review and approval in accordance with para. 4.2 herein.

5.2.2 After the test report has been reviewed and approved, the Quality Assurance Manager shall submit it to the Administration Department for reproduction and transmittal to the customer.

5.3 REVISIONS/CHANGES

5.3.1 Revisions to a report shall be issued when the information reported is found to be incomplete or erroneous; or when required by a customer and approved by the Quality Assurance Manager; or for any other reason deemed adequate by the General Manager or the Quality Assurance Manager.

- 5.3.2 All revisions shall be reviewed and approved by the Quality Assurance Manager. Form D017 (Notice of Document Revision) shall be prepared by the Project Engineer and attached to the test report to be revised. The proposed revisions shall be reviewed and approved by the Quality Assurance Manager. After the test report has been revised, the Quality Assurance Manager shall submit the approved report to the Administrative Department for transmittal and customer approval. The test report (original and all copies) that has been superseded shall be stamped "void" in red ink and retained in Master Job File for five (5) years.

SECTION IX

QUALIFICATION OF INSPECTION AND TEST TECHNICIANS

1.0 PURPOSE

To insure adequate competence of personnel who are involved in the performance and inspection of quality related functions.

2.0 SCOPE

Minimum technical standards are established for those individuals whose responsibility entails the performance, monitoring and inspection of test activities.

3.0 PROCEDURES

3.1 MINIMUM REQUIREMENTS

3.1.1 Personnel selected for performing test activities shall have the experience, training, and technical skills commensurate with the scope, complexity and special nature of their assigned project.

3.1.2 A Personnel Qualification Test shall be given to all technicians employed by East West Technology Corp., at least once every three (3) years. The results of this test shall be reviewed, approved and documented by the Quality Assurance Manager.

3.1.3 An eye test shall be given to all technicians employed by East West Technology Corp., at least once every three (3) years. The results of this test shall be reviewed, approved and documented by the Quality Assurance Manager.

3.1.4 Training and Indoctrination shall be provided in accordance with Section I, Quality Assurance Program.,

3.1.5 A file shall be maintained on all technicians employed by East West Technology Corp. and shall include all qualification documentation. This file shall be retained for at least five (5) years after an individual's employment has been terminated.

SECTION X

CONTROL OF MEASURING AND TEST EQUIPMENT

1.0 PURPOSE

To establish procedures to assure that tools, gages, instruments and other testing and measuring devices affecting quality are properly controlled, calibrated and adjusted to maintain accuracy within specified limits.

2.0 SCOPE

2.1 This procedure is applicable to all Departments utilizing any test or measuring equipment. Calibration procedures and services shall be in accordance with the following documents:

- 1) MIL-STD-45662
- 2) MIL-Q-9858A
- 3) ANSI N 45.2
- 4) 10 CFR 50/APP. B

2.2 This procedure applies to all instrumentation used at East West Technology Corporation.

3.0 PROCEDURES

3.1 LABORATORY ENVIRONMENTAL CONTROLS

3.1.1 Test and measuring equipment which are calibrated at East West Technology, will be done so in an environment controlled to the extent necessary to assure continued measurements of required accuracy. Corrections will be used when the environment deviates from that of standard ambient conditions.

3.2 INSTRUMENTATION RECALL SYSTEM

3.2.1 The Calibration Department Manager is responsible for the maintenance of the calibration recall system. The following recall file shall be maintained: Calibration cards representing all active equipment shall be filed according to re-calibration date. This file shall be maintained such that the Calibration Manager may readily determine when each instrument is due for calibration. The Calibration Manager or assignee shall examine this recall file daily.

3.2.3 In addition to the calibration card file, the Calibration Department Manager shall assure that the computer data bank is complete and up to date. The computer data bank shall provide the following options:

- 1) View calibration data for a specific piece of equipment.
- 2) Update calibration data for a specific piece of equipment.
- 3) Enter a new piece of equipment into the file.
- 4) View equipment due for calibration for entire month.
- 5) View equipment due for calibration on a specific date.
- 6) View entire list of equipment on file.
- 7) Delete a piece of equipment from file.

The Calibration Department Manager or assignee shall consult and update the computer data bank daily. In addition, the Cal. Dept. Manager shall conduct bi-weekly tours of the facility to assure that all test and measuring equipment is properly stickered.

3.2.4 The Quality Assurance Manager shall periodically review all test areas to assure that all instrumentation which is past due for calibration has been removed or stickered. If instrumentation is found with calibration past due and is not properly stickered or is found to be out of it's specified tolerance, a Corrective Action Report shall be prepared by the responsible Department Manager. If the equipment was being used in a test program in progress, the Quality Assurance Manager shall determine whether the activity should be immediately stopped or be permitted to continue. In any case, the equipment shall be traceable to determine if it had been past due or inaccurate and used in other test programs.

3.2.5 Equipment shall be calibrated in accordance with the following sequence:

- 1) Calibration Department is cognizant of pending re-calibration.
- 2) The equipment is calibrated in accordance with it's specified calibration procedure.
- 3) The personnel performing the calibration shall prepare Form CTL-D015 and CTL-D016 (Equipment Calibration Data Sheet and Test Equipment Used in Calibration). The forms shall be forwarded to the Quality Assurance Manager for review and approval.
- 4) The Quality Assurance Manager shall review and approve the above Forms by signing and stamping the completed Forms.
- 5) The approved Forms shall then be returned to the Calibration Department Manager and he shall update the computer data bank and file the equipment calibration cards in the recall file.
- 6) The Calibration Department Manager shall then file the approved Forms in the individual equipment data file for permanent record.
- 7) A calibration sticker shall be affixed to the equipment and the equipment shall be re-circulated for use in the facility.

3.3 CALIBRATION SOURCE AND ACCURACY

- 3.3.1 Test equipment standards to be used in the calibration of instruments shall have been calibrated by a commercial facility utilizing reference standards whose calibration has been certified as being traceable to the National Bureau of Standards. Furthermore, standards by which equipment at E.W.T. is calibrated shall have as a minimum, a 4 to 1 greater accuracy than the equipment being calibrated. Any commercial facility which performs calibration service for E.W.T. shall be subjected to an external audit by the Quality Assurance Manager in accordance with Section XIII, Quality Audits herein to insure that calibration is performed in accordance with MIL-STD-45662.
- 3.3.2 An external commercial facility that performs calibration services for internally utilized standards shall notify the Quality Assurance Manager at East West Technology Corp. immediately upon noting any indication that a piece of equipment exhibits measurements which are significantly out of the range required by its specified calibration procedure to the extent that the equipment requires repair or adjustment beyond that of normal calibration. If the subject equipment was utilized in a past project(s), its affect on the data recorded during the project(s) shall be evaluated by the Quality Assurance Manager and applicable Project Engineers. Corrective Action shall be implemented in accordance with Section VI, herein.
- 3.3.3 All referenced standards utilized in the above calibration system shall be supported by certificates, reports and data sheets attesting to date and accuracy. All subordinate standards shall be supported by like certificates and data.
- 3.3.4 The frequency at which a piece of equipment is required to be calibrated, shall be determined by the following factors:
1. Frequency of use.
 2. History of repairs and adjustments that were documented in past calibrations.
 3. Manufacturer's specified requirements.

3.4 CALIBRATION RECORDS

- 3.4.1 Calibration records shall be maintained for all equipment owned by East West Technology requiring periodic calibration and maintenance. The individual equipment file shall contain required calibration interval, history of calibrations, repair histories, adjustments made, date of last calibration and due date, standards used for calibration and identification numbers.

FORM CTL-D015

EQUIPMENT CALIBRATION DATA SHEET

EAST WEST CONTROL # _____ CALIB. PROCEDURE _____

EQUIP.	NAME	MFG.	BY
--------	------	------	----

MODEL # _____ SERIAL # _____

DATE OF CALIBRATION _____ CALIBRATION CYCLE _____

[illegible]

ADJUSTMENT/REPAIR REQUIRED: NONE MINOR MAJOR

PERFORMED BY _____ AMBIENT TEMPERATURE _____

[illegible]

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FORM CTL-D016

TEST EQUIPMENT USED IN CALIBRATION

EQUIPMENT NAME _____	EQUIPMENT NAME _____
MFG. BY _____	MFG. BY _____
MODEL # _____	MODEL # _____
SERIAL # _____	SERIAL # _____
EWI # _____	EWI # _____
NBS REF. # _____	NBS REF. # _____
ACCURACY _____	ACCURACY _____
CALIBRATION DATE _____	CALIBRATION DATE _____
RE-CALIBRATION DATE _____	RE-CALIBRATION DATE _____

EQUIPMENT NAME _____	EQUIPMENT NAME _____
MFG. BY _____	MFG. BY _____
MODEL # _____	MODEL # _____
SERIAL # _____	SERIAL # _____
EWI # _____	EWI # _____
NBS REF. # _____	NBS REF. # _____
ACCURACY _____	ACCURACY _____
CALIBRATION DATE _____	CALIBRATION DATE _____
RE-CALIBRATION DATE _____	RE-CALIBRATION DATE _____

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CALIBRATION STICKERS

EAST-WEST TECHNOLOGY CORP.

Calib. Date _____ Cont. No. _____

Recalib. Date _____ Mod. No. _____

Accuracy _____ Ser. No. _____

Calib. Cycle _____ Tech. _____

CERTIFIED CALIBRATION INSP

**DO NOT USE
UNTIL
RECALIBRATED**

**REFERENCE USE
ONLY
NO
CALIBRATION
REQUIRED**

**CALIBRATE
BEFORE
USE**

SECTION XI

NONCONFORMING MATERIAL CONTROL

1.0 PURPOSE

To establish procedures for the identification and control of nonconforming materials.

2.0 SCOPE

This procedure is applicable to all personnel whose function is involved in the handling, testing and inspection of parts and components related to contractual projects.

3.0 PROCEDURES

3.1 IDENTIFICATION AND NOTIFICATION

3.1.1 When a nonconformance is noted, the individual first cognizant of the abnormality shall promptly notify the Project Engineer and the Quality Assurance Manager. Documentation shall be prepared by the Project Engineer and reviewed by the Quality Assurance Manager. The Project Engineer shall enter all pertinent details on the Test Data Sheet (Form D012). On this form shall be include all pertinent factors regarding the item's current disposition. The data sheet shall then be reviewed by the Quality Assurance Manager for completeness and the customer shall be notified.

3.1.2 The Project Engineer and the Quality Assurance Manager shall verify the condition of all nonconformances. Quality Assurance shall be responsible for the control and maintenance of tagging, marking and labeling the item to clearly indicate its current disposition. If determined by the Quality Assurance Manager, the item shall be immediately removed from it's test configuration, tagged as to it's disposition and segregated in a seperated holding area until further action is approved and implemented.

3.2 NONCONFORMANCE REVIEW COMMITTEE

3.2.1 A committee made up of the Project Engineer, the Quality Assurance Manager and the Customer shall examine and evaluate all evidence related to the nonconformance and determine a disposition as follows:

- 1) The item cannot be repaired and will be disposed of in accordance with customers direction.
- 2) The item will be repaired by the customer, reinspected and documented.
- 3) The item can be accepted with no corrective action measures taken.

When any of the above decisions are made, documentation will be generated and maintained in the appropriate Job Folder, Q.A. file and Master Job File.

SECTION XII

QUALITY ASSURANCE RECORDS

1.0 PURPOSE

To establish procedures outlining the maintenance of the record control system implemented by the Quality Assurance Department.

2.0 SCOPE

This procedure is applicable to all Departments which utilize quality related documents and the Quality Assurance Department, whose responsibility entails maintaining such documents.

3.0 PROCEDURES

3.1 OFFICIAL QUALITY RELATED RECORDS

3.1.1 The records that are to be controlled by the Quality Assurance Department include the following documentation:

- 1) Personnel Qualification records.
- 2) Inspection and test records and logs.
- 3) Results of reviews, inspections and audits.
- 4) Customer specifications and applicable data.
- 5) Corrective Action Reports.
- 6) Equipment calibration files.

3.1.3 RECORDS RETENTION

- 3.1.3.1 Personnel Qualification records shall be maintained in the Quality Assurance Department during the course of the individuals employment and for a period of five (5) years thereafter.
- 3.1.3.2 Administrative records of general correspondence, expenditures, management, etc., shall be retained for a period of five (5) years.
- 3.1.3.3 All documents and data related to test projects shall be retained for a period of five (5) years.
- 3.1.3.4 Records of Audits, Inspections and test records shall be retained on file for a period of five (5) years.

SECTION XIII

QUALITY AUDITS

1.0 PURPOSE

To establish a system of audit to verify the effectiveness of the Quality Assurance Program at East West Technology Corporation.

2.0 SCOPE

This procedure is applicable to all Departments which perform quality related functions.

3.0 PROCEDURES

3.1 AUDIT SCHEDULING, INTERNAL

3.1.1 Audits covering quality related operations, shall be performed annually. The Q.A. Department shall maintain records detailing coverage of a specific area of audit. Multiple or repeat audits may be conducted at any time. Audits shall be unannounced, thereby determining actual compliance to Quality Assurance Procedures.

3.1.2 The Quality Assurance Manager shall determine auditing schedules, however any Department Manager may request an audit at any time.

3.2 AUDITING ACTIVITIES, INTERNAL

3.2.1 Audits shall be conducted by qualified personnel who have no direct responsibilities in the area(s) to be audited.

- 3.2.2 All quality related functions are subject to audit. A formal documented report shall be prepared by the Auditor and shall contain the following information:
- 1) Date of Audit.
 - 2) Area audited.
 - 3) Name of Auditor, Department Managers and personnel contacted during the course of the Audit.
 - 4) Deficiencies requiring Corrective Action.
 - 5) Time span required for Corrective Action compliance.
 - 6) Rating (Satisfactory/Unsatisfactory/Marginal)
- 3.2.3 Corrective Action in response to deficiency (ies) noted during the course of an audit, shall be implemented within ten (10) days unless otherwise specified by the auditor. The subject area shall then be re-audited.
- 3.2.3 Copies of each Audit Report Shall be distributed as follows:
- 1) Quality Assurance Department
 - 2) Department Manager
 - 3) Vice President
 - 4) Project Engineer (if applicable)
 - 5) Administration Department
- 3.2.4 When Corrective Action is required due to a deficiency noted during the course of an audit, the procedures for Corrective Action, Section VI, herein shall apply, except that the auditor shall be notified (via Form D010) of the Corrective Action implemented and shall review and approve such action. The area in which a discrepancy is noted during the course of an audit, shall be re-audited in ten days from the initial audit.

3.3 AUDIT ACTIVITIES, EXTERNAL (SUPPLIER)

3.3.2 East West Technology Corporation shall audit vendor/suppliers who provide services such as equipment calibration and non-destructive testing. Each supplier/vendor shall be audited at least once every three (3) years. In addition, materials or services provided by vendor/suppliers shall be supported by controlled Test Reports or Certificates. The Quality Assurance Manager shall have the authority to determine if an external audit should be performed at an interval of less than three (3) years.

3.3.3 An External Audit shall be conducted by the Quality Assurance Manager. An external audit shall determine whether a supplier/vendor is capable of complying with the Q.A. procedures outlined herein. The information obtained during the course of an external audit shall be evaluated by the Quality Assurance Manager and applicable Project Engineer/Department Manager.