

[Organization logo]

[Organization name]

QUALITY MANUAL

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Table of Contents

ABOUT THE ORGANIZATION2
 ORGANIZATIONAL STRUCTURE (EXAMPLE OF A FUNCTIONAL ORGANIZATIONAL CHART)2
PURPOSE, SCOPE AND USERS2
PURPOSE, SCOPE AND USERS4
REFERENCE DOCUMENTS4
PRODUCTION PART APPROVAL PROCESS (PPAP).....4
 INITIATE PROCESS.....4
PURPOSE, SCOPE AND USERS6

1. About the Organization

1.1. Organizational Structure (Example of a Functional Organizational Chart)



Figure 1: Organizational Chart

2. Purpose, Scope and Users

The Quality Manual documents the management system of [organization name] and demonstrates the capability of [organization name] to co

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PRODUCTION PART APPROVAL PROCESS PROCEDURE

Code:	
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Table of Contents

ABOUT THE ORGANIZATION2
 ORGANIZATIONAL STRUCTURE (EXAMPLE OF A FUNCTIONAL ORGANIZATIONAL CHART)2
PURPOSE, SCOPE AND USERS2
 PURPOSE, SCOPE AND USERS4
REFERENCE DOCUMENTS4
PRODUCTION PART APPROVAL PROCESS (PPAP).....4
 INITIATE PROCESS4
PURPOSE, SCOPE AND USERS6

3. Purpose, Scope and Users

The purpose of this procedure is to define the approval process of part production. The approval process is a series of activities that provide deliverables as evidence for correct design and development of products and processes. The evidence is submitted to the customer, who approves the Production Part Approval Process (PPAP) Documentation start of production. This procedure applies to production validation activities.

This procedure is applied by all employees involved in product and process validation.

4. Reference documents

- IATF 16949:2016, clauses 8.3.4.4; 8.3.6; 8.6.3
- ISO 9001:2015

5. Production Part Approval Process (PPAP)

5.1. Initiate Process

PPAP process is initiated by [job title], if:

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PROCEDURE FOR PURCHASING AND EVALUATION OF SUPPLIERS

Document Name:	
Revision:	0
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Date of Revision:	
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				Date	Signature

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	0	GEC-BTS	Basic document outline

Table of Contents

ABOUT THE ORGANIZATION	2
ORGANIZATIONAL STRUCTURE (EXAMPLE OF A FUNCTIONAL ORGANIZATIONAL CHART) 2	
PURPOSE, SCOPE AND USERS	2
PURPOSE, SCOPE AND USERS	4
REFERENCE DOCUMENTS	4
PRODUCTION PART APPROVAL PROCESS (PPAP).....	4
INITIATE PROCESS 4	
PURPOSE, SCOPE AND USERS	6

1. Purpose, Scope and Users

The purpose of this procedure is to describe the process of evaluation and selection of suppliers (external providers of processes, products, and services) and the purchasing process to conform to specified purchase requirements.

This procedure is applied to all processes and/or areas (parts of organization) within the QMS.

This purchasing process includes, but is not limited to: contractors used for sub-assembly or other activities related to production, sequencing, rework (if



[organization name]

Second Party Supplier Audit Checklist

QMS Certificate		[standard],[certification body],[certificate expiration date]	
Occupational Health and Safety Certificate		[standard],[certification body],[certificate expiration date]	
Environmental Certificate		[standard],[certification body],[certificate expiration date]	
Ranking System			
Rank	Description		
10	Requirements fully complied with		
8	Majority of requirements complied with; minor deviations		
6	Some of the requirements complied with; major deviations		
4	Requirements unsatisfactorily complied with; serious deviations		
0	Requirements are not met		
Development Capability			
No.	Requirement	Rank	Remarks
1	Are the customer requirements available?		