

# Procedure Request for Quote P7.2-1 Rev. H

**Approved By:** Keith Gibson, President

**Purpose:** To document the process for quoting and planning for production.

**Scope:** All new quotes.

**Authority:** The President and Quality Management Rep have the authority to change or modify this procedure.

## Reference Documents and Records

- Policy Element 7.2 Customer related processes
- Quality Records Procedure P4.2.4
- Coiler Data Checklist (O-PRJT-1)
- Project Manager Assignment Sheet
- Pricing Work Instruction (OFF-004)
- RFQ Master Quote Form
- Quotes
- No Quotes

## Change History

<b>Date</b>	<b>Change</b>	<b>Rev</b>	<b>By</b>
06/13/96	Rewrote procedure in it's entirety to reflect current practices.	B	MO
12/10/96	Corrected type errors	C	MO
12/10/96	Revised entirely	D	MO
06/13/96	Rewrote procedure in it's entirety to reflect current practices.	E	MO
10/10/02	Flowcharted the procedure and updated how feasibility is determined.	F	MO
8/27/03	Corrected work instruction reference from OFF-004 to OFF-008.	G	MO
9/27/08	Removed reference to Coil Data Checklist form and work instruction OFF008. Clarified.	H	CW

# Request for Quote (RFQ) P7.2-1 Rev H

Office Staff

Project Manager

Forward RFQ to appropriate Project Manager. Reference the Assignment Sheet. A print is required for all requests for quote.

All RFQ's are reviewed for feasibility to current manufacturing processes. Feasibility includes

- a) requirements specified by the customer, including the requirements for delivery and post-delivery activities,
- b) requirements not stated by the customer but necessary for specified or intended use, where known,
- c) statutory and regulatory requirements related to the product, and
- d) any additional requirements determined by the organization.
- f) QCI has the processes and capabilities to meet the customer requirements.

YES

Feasible?

NO

RFQ's that are feasible for manufacturing are then quoted in the database. Costs are obtained for materials, labor, equipment and outside services.

If job is not feasible then have the Secretary type a "No Quote" and attach a copy of the No Quote to the RFQ, send a copy to the customer.

When pricing is complete give part number, revision level, order quantity and price to secretary on RFQ Master Quote Form.

Type quote using the RFQ Master Form or standard form from ERP software.

Quotes shall be sent to the customer preferably faxed or emailed and then followed by postal mail.

File according to P4.2.4

End