Procedure
Standards Control P4.2.3-6
Rev. E

Approved By: Mike Orsini, Quality Manager

Purpose: To control External Standards.
Scope: All sectional standards.
Authority: The Quality Manager has the authority to change or modify this procedure.

Reference Documents and Records

- Policy Element 4.2.3 Document control
- Quality Records Procedure 4.2.4

Change History

Date	Change	Rev	By
12/10/96	Initial release after corrections of typos	B	MO
10/21/02	Updated procedure to ISO 9001:2000 and Flowcharted	C	MO
5/17/06	Revised to include the use of electronic and/or online standards use.	D	MO
9/27/08	Update to reflect the current electronic control.	E	CW

Quality Manager	Project Managers

External Standards from agencies such as ASTM, NASA, UL, etc. that are required will be obtained from the appropriate source. Customer Specifications that control manufacturing practices will be treated as Customer Prints and reviewed and filed according. New External Standards will be given to the Quality Manager.

File the standard electronically within the Standards master folder on the QCI network. Hard copies may be scanned. All file names shall include the name or number of the standard and its revision. The Quality Manager is responsible for maintaining the standards.

Standards are generally verified prior to use particularly during contract review. If deemed as required during contract review or by QM, IM, or VP, then the latest revision to the standards shall be ordered.

For standards that directly pertain to work that is done by QCI, the standards will be updated to latest revision.

Supervisors, IE,EM, PM, Quality Department personnel, CFO, VP, and President may access the electronic standards library. Copies may be made or printed but no files should be removed from the folder. Control of the rights to the folder may be set by the QM/ISM.

End