

Procedure

Pre-production Samples P7.1-1

Rev. G

Approved By: Keith Gibson, President

Purpose: To document the process for planning and production of samples.

Scope: All pre-production samples

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

Reference Documents and Records

- Policy Element 7.1 Planning for Product Realization
- BOM (Methods Master)
- Pricing Work Instruction (OFF-004)
- Sample Log
- Work Instruction EE01
- Quality Records Procedure P4.2.4

Change History

Date	Change	Rev	By
06/13/96	Change procedure entirely to match current methods – changed name of procedure from Project Planning to Pre-Production Samples	B	MO
12/10/96	Steps revised and clarified due to pre-assessment audit.	C	MO
01/02/97	Revised entirely	D	MO
10/12/01	Removed original paragraph 3 was redundant in explaining samples BOM development. Removed ref. To CLC system.	E	MO
10/8/02	Flowcharted	F	MO
05/2/06	Removed references to work instructions that are no longer used. Added use of Verbal order form. General modified procedure to reflect current practices.	G	MO

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