

QUALITY ASSURANCE MANUAL

Revision 15
Date 6/15/94

UNCONTROLLED
UNCONTROLLED

SECTION I: ORGANIZATION

A. REQUIREMENT

Golden Gate Switchboard Co. employees shall be responsible for the establishment and execution of the Quality Assurance program. Golden Gate Switchboard Co. may delegate to other organizations the work of establishing and executing the Quality Assurance Program, or any part thereof, but shall retain responsibility therefore. The authority and duties of persons and organizations performing Quality Assurance functions shall be clearly established and delineated in writing. Such persons and organizations shall have sufficient authority and organizational freedom to identify quality problems; to initiate, recommend, or provide solutions; and to verify implementation of solutions. In general, assurance of quality requires management measures which provide that the individual or group assigned the responsibility for checking, auditing, inspecting, or otherwise verifying that an activity has been correctly performed is independent of the individual or group directly responsible for performing the specific activity.

B. SCOPE

A documented organizational structure shall be maintained indicating lines of responsibility relative to the Quality Assurance Program.

C. ORGANIZATION CHART

The organization chart is attached to this section of the Quality Assurance Manual.

D. RESPONSIBILITIES RELATIVE TO THE QUALITY ASSURANCE PROGRAM

1. The Chief Engineer, or designee, shall be responsible for all technical matters. Specific duties of the Chief Engineer include:
 - a. Establish all standards of acceptance
 - b. Issue design documents, drawings, bills of material, and manufacturing and test procedures
 - c. Administer the Qualification Test Program
 - d. Identify project organization, as necessary, and corresponding responsibilities
 - e. Review all Quality Procedures.

QUALITY ASSURANCE MANUAL

Revision 15
Date 6/15/94

UNCONTROLLED

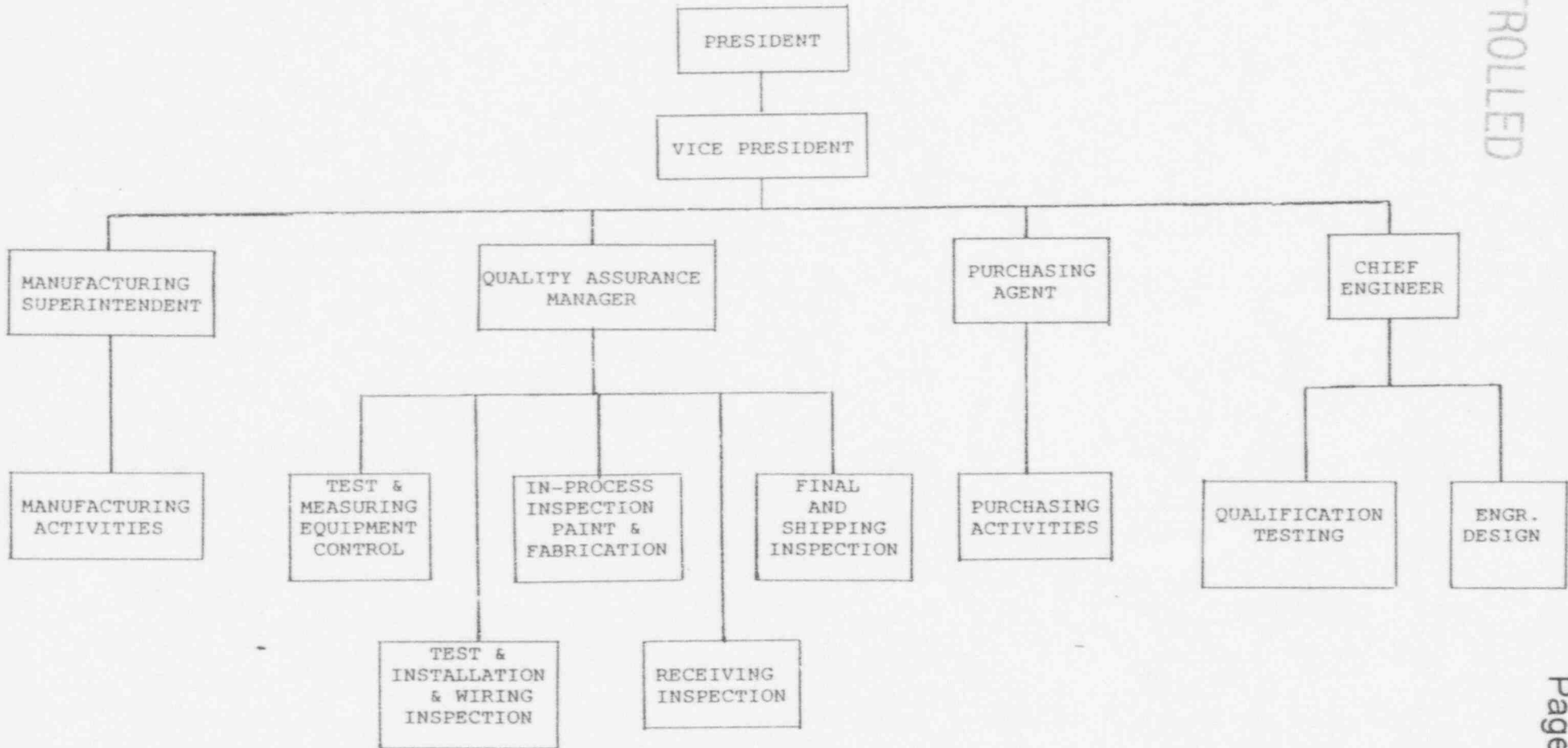
2. The Manufacturing Superintendent, or designee, shall be responsible for manufacturing related activities. Specific duties of the Manufacturing Superintendent include:
 - a. Supervise and coordinate manufacturing activities
 - b. Supervise shipping, handling, and storage activities
 - c. Review procedures of manufacturing processes
 - d. Promote effective implementation and adherence to manufacturing drawings and procedures.

3. The Quality Assurance Manager shall be responsible for defining, documenting and implementing the Quality Assurance Program. The Quality Assurance Manager shall be independent of production pressures and bias. Specific duties of the Quality Assurance Manager are:
 - a. Interpretation and enforcement of quality requirements
 - b. Review of customer specifications for quality requirements
 - c. Review of Golden Gate Switchboard Co. drawings, bills of material, procurement documents, quality program related procedures, and vendor documentation
 - d. Review of test and weld procedures and establishment of witness points
 - e. Final review of in process inspection and test reports
 - f. Maintenance and control for Quality Assurance records
 - g. Training of inspection, test and auditing personnel, and maintenance of training records
 - h. Administration of the internal auditing program
 - i. Maintenance of welder qualification records
 - j. Administratively and functionally supervise testers and inspectors
 - k. Reject any part or component which is found in non-compliance and participate in disposition decisions
 - l. Maintenance of measurement and test equipment, (MTE) program.

The Quality Assurance Manager may delegate signature/approval authority.

UNCONTROLLED

ORGANIZATION CHART



UNCONTROLLED

Revision 7
Date 6/13/94
Page 1 of 4

GOLDEN GATE SWITCHBOARD CO.

QP 2008

IN PROCESS INSPECTION PROCEDURE

I. SCOPE

This procedure shall describe the process for conducting in process inspections.

II. QUALIFICATION

Only persons holding inspector qualifications are authorized to perform in process inspections. Inspector qualifications shall be in accordance with Inspector Qualification Procedure (QP 2004).

III. PROCEDURE

1. In process inspections shall be conducted at two points: at the conclusion of metal fabrication and at the conclusion of painting. Final inspection shall be conducted concurrent with or at the conclusion of production testing, (see QP 2009, Final Inspection). (Note: Undercoating of the bases of outdoor boards shall be inspected before the unit is placed in its upright position. Doors on outdoor boards shall be fitted before release to paint.)
2. In the event of partial fabrication, separate In Process Inspection Reports shall be completed for each fabricated lot.
3. Metal fabricated loose parts shall be tagged with the item's part number and shall be inspected using sample sizes in accordance with Attachment A.
4. The cubicle number from customer drawings shall be metal stamped or engraved on the structure and the front door. The inspector shall verify this identification.
5. FABRICATION
 - a. Fabrication shall not begin until the Quality Assurance Manager has initiated the Traveller Document Checklist, form QF 1006-12, which shall become part of the Pouch. This form is used to indicate the status of the work associated with the Pouch as described below. After completion, it provides a historical record of completed inspections and accepted/rejected parts.