

RDSI Quality Assurance Manual Rev (C)

SECTION 1

INTRODUCTION

1.0 Quality Management System Policy and Objectives

1.1 Policy – Research and Development Solutions, Inc. (RDSI) has established and maintained a documented set of manuals and procedures to ensure that the requirements of contracts awarded and government quality standards for government work are met.

1.2 Objectives – RDSI intends to meet the requirements of the contracts awarded in the most efficient, cost effective and technically correct manner to deliver products and services on schedule. Management is committed to the quality management system and to its continual improvement. Consequently, RDSI will:

- a.** Seek to continually improve the quality management system based on customer feedback and analysis of the data gathered.
- b.** Monitor products and services through meetings, reports and briefings.
- c.** Analyze audit results to ensure that the best technical information is used in our Process Instructions and procedures.
- d.** Analyze individual tasks to ensure that we are incorporating “lessons learned” into our processes and procedures.
- e.** Analyze the data gathered to ensure that we are meeting our customers’ needs.
- f.** Analyze cost returns to improve cost effectiveness.

1.3 PURPOSE OF THE RDSI QUALITY ASSURANCE MANUAL

1.3.1 This manual describes the Quality Assurance System for RDSI. It is for the use of our employees and valued customers. This manual, along with our Process Instructions, NDT Procedures, Welding Procedures, and QA Memorandum, contributes to the overall RDSI Quality Management System. It applies to the items we produce and the services we provide as well as those items and services we acquire from our suppliers.

1.3.2 The complexity of product design, manufacturing techniques and customer requirements may dictate more specific written procedures to implement the policies set forth in this manual.

- 1.3.3** No changes may be made to this manual or any Quality System document with the approval of the Executive Vice President.
- 1.3.4** The purpose of this manual is to establish written procedures for a quality program compliance with the requirements of contracts as required by, and in accordance with, reference (a).
- 1.3.5** Distribution of this manual is controlled and copies of all revisions shall be supplied to all necessary personnel in accordance with QAP-1002.
- 1.3.6** If any inconsistency exists between the QA Manual and the general provisions of the contract, or the contract schedule, the contract general provisions and/or schedule shall take precedence.
- 1.3.7** This manual sets forth the responsibilities and functions associated with implementing and executing a Quality Management System with policies and procedures that are in compliance with reference (a), (b), and (c).
- 1.3.8** The Quality Management System applies to all supplies and services furnished by RDSI, and are applicable as directed in each section pertaining to these, to all RDSI personnel. Compliance with the provisions of this manual is mandatory. The program shall apply to all suppliers, including equipment, systems and sub-systems, or services when referenced in the item specification, contract or order. This program shall apply to contracts, orders or specifications for which a Quality program or inspection is not specified by the customer, to the extent that management may direct these requirements.
- 1.3.9** All work on US Navy ships will be performed in accordance with a Controlled Work Package (CWP) or a Formal Work Package (FWP), and testing, an integral part of a CWP or FWP, will be performed using a Test and Inspection Plan (TIP). CWPs, FWPs and TIPs will be constructed in a manner compliant with the process instructions of reference (f).
- 1.3.10** The sections of this manual are as follows:
- a. Section 1 - Introduction
 - b. Section 2 - Organization and Responsibilities
 - c. Section 3 - Quality Assurance Requirements
 - d. Section 4 - Quality Assurance Forms
 - e. Section 5 - Glossary, Abbreviations and Acronyms, and Index

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REFERENCES

- a. AMERICAN NATIONAL STANDARD QUALITY MANAGEMENT SYSTEMS/Requirements – ANSI/ISO/ASQ – Q9001-2000
- b. NAVSEA STANDARD ITEMS
- c. COMFLTFORCOMINST 4790.3, Joint Fleet Maintenance Manual
- d. RDSI Policy and Procedures Manual (most current revision)
- e. NAVSSESINST 4720.2D – Process and Policy for Shipboard Industrial Work
- f. NSTS 9090-310D – Technical Specification Alterations to Ships Accomplished by Alteration Installation (AIT)
- g. RDSI Process Instructions (most current revision)

1. QA Organization	QAP-1001
2. QA Manual and Procedures Issue and Control	QAP-1002
3. QA Documentation, Records, and Reports	QAP-1003
4. Statistical Sampling Plans	QAP-1004
5. QA Inspection/Test Stamps	QAP-1005
6. Indication of Inspection Status	QAP-1006
7. Internal Quality Assurance Audits	QAP-1007
8. QA Audits of Subcontractors and Vendors	QAP-1008
9. Alternative Inspection Provisions	QAP-1009
10. Contract Quality Requirements Analysis, New or Pending	QAP-2001
11. Contract Review and Quality Planning	QAP-2002
12. QA Review and Approval of Work Instructions	QAP-3001
13. QA Product Design Review	QAP-3002
14. Drawing and Product Change Control	QAP-3003
15. QA Engineering Review of Drawings	QAP-3004
16. Non-Conforming Material Reporting and Control	QAP-4001
17. Material Review Board (MRB) Action	QAP-4002

18. Corrective Action	QAP-4003
19. Government (Customer) Returns and Complaints	QAP-4004
20. Inspection at Subcontractor or Vendor Facilities, Government (Customer)	QAP-4005
21. Control of Suppliers and Purchases	QAP-5001
22. Vendor Survey Procedures	QAP-5002
23. Receiving Inspection	QAP-5003
24. Limited Shelf Life Items and Bulk Raw Materials	QAP-5004
25. Inspection of Bare Printed Wiring Boards (PWB)	QAP-5005
26. Receiving and In-Process Visual Inspection of Printed	QAP-5006
27. Wiring Assembly (PWA) Modules	
28. Receiving and In-Process Visual Inspection of Wiring	QAP-5007
29. In-Process Inspection	QAP-6001
30. Final Product Acceptance	QAP-7001
31. Packaging, Handling, Shipping, and Transportation (PHS&T)	QAP-7002
32. Calibration of Test and Measuring Equipment	QAP-8001
33. Electrostatic Discharge Protection Check Sheet and History Log	QAP-8002
34. Qualification and Testing of Non-Destructive Testing Inspectors	RDSI-NDT-001
35. Visual Inspection	RDSI-NDT-002
36. Liquid Penetrant Inspection	RDSI-NDT-003
37. Magnetic Particle Inspection	RDSI-NDT-004
38. Cleanliness Controls	RDSI-PI-001
39. Reduced Contamination Procedures for Non-Nuclear Piping Systems	RDSI-PI-002
40. Harness and Cable Assemblies	
41. Electrical Multi-Pin, Co-axial and Fiber Optic Connector Fabrication	RDSI-PI-003
42. Testing Requirements	RDSI-PI-004
43. Torque Requirements	RDSI-PI-005
44. Technical Work Document Development	RDSI-PI-006
45. Mechanical Joint Make-Up	RDSI-PI-007
46. Seals	RDSI-PI-008
47. Hydrostatic Testing	RDSI-PI-009
48. Personnel Training and Qualifications	RDSI-PI-010
49. Inspections	RDSI-PI-011
50. Audits and Surveillance	RDSI-PI-012
51. Material Identification and Control (MIC) for Level I Material	RDSI-QA-001

