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1.0 POLICY/PURPOSE

SBAR maintains documented procedures for inspection and testing at each appropriate phase to ensure that the customer's specified product requirements are met. This procedure establishes inspection and testing requirements for incoming products and services, in-process inspection and testing activities, and the final inspection and testing of our products and services prior to delivery to our customers.

2.0 SCOPE

This procedure applies to all SBAR operating units.

3.0 **REFERENCES AND DEFINITIONS**

3.1 References

ISO 9001: Quality Management Systems-Requirements, Third Edition (2000-12-15)

- ISO 9001 Element 7.1 (Planning of Product Realization)
- ISO 9001 Element 7.4..3 (Verification of Purchased Product)
- ISO 9001 Element 7.5.3 (Identification and Traceability)
- ISO 9001 Element 8.1 (Measurement, Analysis, and Improvement: General)
- ISO 9001 Element 8.2.4 (Monitoring and Measurement of Product)

SBAR Procedures

- Customer Property (CP-00-9007)
- Product Identification and Traceability (CP-00-9008)
- Control of Nonconforming Product and Services/Corrective and Preventive Action (CP-00-9013/14)
- *Control of Quality Records* (CP-00-9016)
- Purchasing Procedure (CP-00-4000)

3.2 Definitions

Because testing is involved in all aspects of producing a product and performing a service, the position "titles" used in this procedure are functional descriptions rather than job titles. In many cases, one person acts in several roles.

<u>**Causal Input:**</u> The test input that causes a predetermined response, e.g. pushing button causes horn to sound.

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<u>Conformity:</u> Fulfillment of a requirement (e.g., a contract, regulatory requirement, Work Instruction, etc.).

Design Engineer: For this procedure, a design engineer is defined as the person knowing the requirements and/or specifications of a product or service, or having access to the design requirements/specifications. The design engineer is the point of contact (POC) for clarifying the requirements.

<u>**In-Process Inspection**</u>: Inspections performed on a product at SBAR while in the process of being transformed into goods and services.

Inspection: An evaluation by observation and judgment; accompanied as appropriate by measurement, testing, and/or gauging; to determine conformity. Qualified personnel conduct inspections that do not typically require a special procedure, but do require the identification of the attributes to be verified.

Inspection, Measuring, and Test Equipment (IMTE): Any designated item that is used to verify that products and services meet specified requirements in order to establish whether or not conformity is achieved. IMTE includes, but is not limited to, multimeters, confined space meters, torque wrenches, oscilloscopes, amprobes, Simpson meters, test software, etc.

Nonconformity: Nonfulfillment of a specified requirement.

<u>**Outside Source:**</u> A manufacturer, provider, reseller, or other vendor of products/services that is external to the SBAR organization.

Positive Recall Procedures: Methods to identify and return nonconforming products or services that were released to the field without the successful completion of the specified inspection and testing activity(s) taking place. Positive recall activities are documented, i.e., who, what, when, where, and why.

<u>Product</u>: Result of activities or processes. A product may include services, software, hardware, processed materials, or a combination thereof. A product can be tangible (e.g., assemblies or processed materials) or intangible (e.g., knowledge or concepts), or a combination thereof.

<u>Product Manager</u>: For this procedure, a product manager is defined as the person responsible for all aspects of a product or service.

<u>**Quality Assurance Officer/Office (QAO) :**</u> An individual or section assigned to manage the quality program for a specific SBAR contract, workplace, etc.

<u>Receiving Inspection Clerk</u>: The person accepting a shipment from a shipper, manufacturer, or other provider.

<u>Service</u>: Service is the result of at least one activity performed at the interface between SBAR and a customer. Service includes actions taken by SBAR after delivery of the product, in accordance with the contract statement of work (SOW).

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<u>**Test:</u>** The determination of one or more characteristics according to a procedure. Tests are performed to verify conforming function of a product. Tests are generally performed in accordance with a customer's written requirement or a Work Instruction (WI) that verifies that a product or service conforms to contract and/or design requirements.</u>

<u>**Test Case:**</u> A specific test (e.g., customer requirement or WI) with one objective that verifies one requirement.

Test Classification: A grouping of tests by similar objectives.

<u>**Test Level**</u>: Test levels are used to indicate functional requirements on a system basis. Test Level I may be a component functional test, Test Level V would indicate full systems level testing.

<u>**Test Conductor**</u>: A test conductor is defined as any person performing a test procedure (Work Instruction) on a component, subassembly, or final product.

<u>**Test Director**</u>: For this procedure, a test director is defined as the person coordinating the execution of one or more test procedure(s) for a product or service. The test director is responsible for the final report.

Test Engineer: For this procedure, a test engineer is defined as the person who knows how to develop test procedures to safely verify the requirements and/or specifications of a product or service. Test Engineers are responsible for generating and clarifying test procedures, including specification of the proper equipment to measure the specified function(s).

Traveler: A production/inspection/test traveler is a routing sheet (paper or electronic) attached to a product in process at SBAR that lists the sequential production work, inspections, and tests to be performed on the piece in question. The traveler accompanies the product/piece throughout the production process. The traveler is generated by the Design Engineer or Product Manager and forwarded to the Receiving Inspection Clerk for attachment to the part. Once the product/piece is turned over to the customer, SBAR maintains a copy of the traveler.

Work Instruction: Written details that, when appropriate, state what shall be done and by whom; when, where, and how it shall be done; what materials, equipment, and documents shall be used; and how it shall be controlled and recorded. WIs are normally used to implement corporate procedures and/or specific contractual requirements.

<u>Work Station</u>: A workstation is an activity center within SBAR such as engineering, manufacturing, inspection, purchasing, or testing. A product may have to pass through a number of work stations before being complete, and may have to recycle through some work stations to either repair an identified nonconformance or as a natural order of production.

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4.0 **RESPONSIBILITIES**

4.1 Corporate Quality Manager

The Corporate Quality Manager is responsible for developing and implementing this procedure.

4.2 Product Manager/Project Lead

The Product Manager/Project Lead coordinates the test development and execution; and ensures that the product or service (including incoming material), is adequately tested.

4.3 Design Engineer

The Design Engineer defines the physical attributes, function, and inspection and testing that is required, to verify compliance with design and customer requirements The Design Engineer:

- Provides product/service requirements, including definition of conforming performance
- Provides access to any required design document
- If necessary, trains testers on the product's operation or servicing methodology
- If necessary, assists in defining the test setup or test-bed

4.4 Test Engineer

The Test Engineer is responsible for defining the test(s) for the product or service. The Test Engineer:

- Provides a test plan that, at a minimum, documents the equipment required to conduct the test, test setup, test inputs, expected results, acceptance criteria, and any other customer required information
- Provides test procedures in sufficient detail for a knowledgeable person to safely set up and perform each test
- Provides a form or record for documenting significant test results
- Clarifies any test or test documentation for the test conductor

In most cases, the Design Engineer is also the Test Engineer, unless otherwise specified by the customer. Services, such as maintenance and research, have appropriate checks incorporated into their procedures.

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4.5 Test Director

The Test Director is responsible for safely performing the test(s) for the product and, if required, reporting the results. The Test Director:

- Arranges for the use of the equipment required to conduct the test
- Coordinates the execution of all tests
- Gathers and stores the test forms/records in accordance with SBAR *Control of Quality Records Procedure(CP-00-9016)*
- Compiles and evaluates the test results
- When applicable, reports the acceptance/rejection of the product, that at a minimum:
 - \checkmark Identifies the product
 - ✓ States the acceptance or rejection decision
 - ✓ Provides any customer-required information

In many cases, the Test Engineer is also the Test Director, unless otherwise specified by the customer.

4.6 Test Conductor

Each Test Conductor is responsible for performing the test case(s) for the product/service in accordance with the test plan and test procedures. The Test Conductor:

- Verifies that all test equipment is calibrated
- Executes the test procedures as written, except when an unsafe condition exists
- Records requested information and test results
- Documents any deviation from the Test Lan
- Seeks clarification if a test procedure is not understood
- Provides the Test Director with all test forms/records and deviations

These responsibilities may be allocated among one or more people. In some cases, the Test Director is also the Test Conductor, unless otherwise specified by the customer.

4.7 Receiving Inspection Clerk (Receiving Clerk)

The person receiving the shipment from an outside source is responsible for verifying that the contents of the shipment match the shipping documents and the SBAR Purchase Order (PO) (including all specified documentation) prior to accepting the shipment. The receiving clerk is not responsible for verifying the technical quality of the product, or subassemblies. For example, if the shipment contains a computer with a specified CPU, memory, sound card,

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graphics card, etc., the receiving clerk is responsible for verifying that the shipment contains a computer.

The receiving clerk is responsible for notifying the person placing the purchase order or person designated to receive the shipment in a timely manner. The receiving clerk is also responsible for attaching product identification and production travelers/work instructions, and moving the received items to their next manufacturing, inspection, or test station.

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5.0 REQUIREMENTS/PROCEDURES





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5.1 General

All products and services received, processed, and delivered by SBAR are inspected and tested to verify conformance to SBAR and customer requirements. Inspection and Testing are performed in three phases, each with its own processes and objectives. The three phases are:

- Receiving Inspection
- In-Process Inspection
- Testing

5.2 Receiving Inspection

Receiving Inspection is the starting point for the production process, including completion of the purchasing function, initiation of the product identification (ID) and traceability process, and initiation of the production process. Receiving Inspection is responsible for the following functions, as applicable:

- (a) Verifying that the received goods agree with shipping documents. This typically includes verifying quantity, configuration, and other attributes that can be verified by visual inspection. In many instances, it will be necessary to route the goods to in-process inspection and testing to verify additional attributes (such as dimensions).
- (b) Verifying that the shipment agrees with all requirements of the SBAR purchase order (PO), including quantities, configuration, and other attributes that can be verified by visual inspection. This includes supporting documentation such as mill test reports, technical manuals, and certificates of conformance. After inspection, Receiving Inspection returns a signed copy of the PO (or locally approved document) annotating any discrepancies, or allowing payment if the shipment conforms to the PO in all respects. If the shipment is found to be nonconforming, then a nonconformance/corrective action report (NCAR), if appropriate, is issued via the PAR Database. Depending upon the circumstances and customer wishes, the product may be released under positive recall procedures.
- (c) Attaching the SBAR part number, if applicable, to the goods in question. Product identification is made in accordance with SBAR *Product Identification and Traceability Procedure* (CP-00-9008).
- (d) If the shipment contains customer-supplied product, then SBAR *Customer Property Procedure* (CP-00-9007) is followed to correctly identify and segregate the goods.
- (e) Attaching a *Production/Test/Inspection Traveler (Form CP-00-9008-A)* routing sheet (or customer approved form) that describes the production, in-process

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inspection, assembly, and test steps that the part must follow before being complete and ready to ship. The Design Engineer provides the traveler routing sheet.

(f) Forwarding all goods to the appropriate workstation within SBAR for execution of the next step in the production/inspection/testing process.

In some cases, the Receiving Inspection may be separate from the shipping clerk who physically receives the goods. In such cases, the goods, shipping documents, and other documentation are bundled and delivered to the Receiving Inspection group to maintain traceability of the part within SBAR.

Some goods, such as office supplies and inspection, measuring, and test equipment (IMTE), are internally consumed items and therefore not subject to steps (c) through (f) above. Such goods are inspected for conformance to shipping and ordering documents, and then delivered to the user.

Figure 1 illustrates the Receiving Inspection process.

5.3 In-Process Inspection

In-Process Inspection is the function that verifies product physical attributes at predetermined points in the production process. In-Process Inspection points are called out on the *Production/Inspection/Test Traveler*. In most cases, inspections do not require a separate procedure, but do require identification of the physical attributes to be inspected. For a bolt, this may be length from head to end and thread type. For a machined part, the inspection may be a verification of all dimensions on the manufacturing drawing. If the In-Process Inspection group does not have the proper calibrated equipment to measure the part, it may be necessary to outsource some or all of the inspection. The functional operation of the In-Process Inspection group is shown in Figure 2, and summarized below:

- (a) Verify that the part has completed its preceding production step by verifying that the responsible party for the previous step has signed the traveler.
- (b) Review the inspection instructions for completeness, definition of standards of conformance, and clarity. The Design Engineer solicits additional information, if required.
- (c) Determine whether the available calibrated IMTE is sufficient to perform the inspection. If not, the required IMTE must be obtained or the part must be sent out for inspection to a qualified inspection house. In the case of the latter, the inspector originates a PO to have the inspection performed.

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- (d) Perform the inspection and document the results. If the part is found to be conforming, an inspection report is prepared and attached to the Traveler. In many cases, the inspection report consists of as-built dimensions written on the manufacturing drawing.
- (e) If the part is found to be in conformance, the traveler is signed and the goods are forwarded to the next workstation. If the part is found to be nonconforming and if appropriate, a *Process Action Report (PAR)* is prepared in accordance with SBAR *Control of Nonconforming Product/Corrective and Preventive Action* procedure (CP-00-9013/14), and/or the part is held in suspense until the nonconformance is resolved or the product is released under positive recall procedures.

5.4 Testing

Testing may be prescribed at any point in the production process, from the component level to final assembly/customer acceptance. Testing is differentiated from inspection in that it verifies function or performance, and is performed in accordance with a Test Plan. Tests are performed at the points indicated on the traveler that accompanies the product, component, or software in connection. The testing process is illustrated in Figure 3, and consists of the following steps:

- (a) Verify that all required preceding steps have been accomplished by reviewing the production/inspection/test traveler.
- (b) Obtain and review the required test plan for completeness, definition of conformance, and clarity.
- (c) Verify that all equipment, product(s), and IMTE are available to perform the test.
- (d) Schedule the test and notify all test team members, including customer and certifying authority representatives.
- (e) Execute the test in strict accordance with the Test Plan.
- (f) If the product is found to be in conformance with all requirements, prepare a test report and obtain all required witnessing signatures.
- (g) If the product is found to be nonconforming, prepare an NCAR in accordance with SBAR *Control of Nonconforming Product/Corrective and Preventive Action* procedure (CP-00-9013/14), and hold the product and test stand in suspense until the NCAR is resolved or release the product under positive recall procedures.
- (h) Upon successful completion of final testing, the product is forwarded to shipping for disposition, installed, accepted by the customer, etc. All documentation as required in the Test Plan or Traveler is retained in accordance with SBAR *Control of Quality Records* (CP-00-9016).

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5.4.1 Test Plans

Test Plans are required for all functional and performance testing on SBAR products. Separate plans are required for each test step identified on the product traveler. See Form CP-00-9010-A for a sample test plan. Test Plans identify what is to be tested, who will do the testing, what functional/performance attributes are to be verified, what the standards of conformance are, what test equipment is required, and what records are to be generated. (NOTE: One WI can contain all Test Plans for a particular product.)

5.4.2 Test Performance

The Test Plan identifies who must attend and support the test. More complicated tests may require a Test Director to coordinate a number of test cases, one or more Test Conductors to perform the test, the Design Engineer to explain equipment operation and provide design information, and the Test Engineer who developed the plan. Test Plans also indicate whether attendance is required by representatives of the customer or other certifying authorities, such as the American Bureau of Shipping.

5.4.3 Equipment Required

The Test Plan clearly identifies what equipment and IMTE are required to perform the test. Physical equipment may include a foundation bed and hydraulic plant, and handling equipment if the product in question is too heavy to be handled by personnel. Software testing may require certain computer hardware.

5.4.4 Attributes to be Tested

The Test Plan must identify the test objectives (i.e., what functions or performance parameters are to be tested), and the associated acceptance criteria. The plan must also provide the detailed steps to be followed to test each attribute. A typical format is to list the causal action (such as "turn the power button on") and the required equipment response (such as "power indicator light comes on and internal fan starts rotating). The detailed instructions include Notes, Cautions, and Warnings at the appropriate test steps.

5.5 Test Records

The Test Plan indicates what data is to be recorded, either by special instrumentation or hand-written by the test conductor. Test plans/reports typically include a checklist (see Figure 4, Form CP-00-9010) that identifies what function was tested, what the acceptance criteria were, and the actual results. The Test Plan also indicates the required witnessing signatures, such as Test Director, Customer Representative, and Certifying Authority Representative. The Test Plan indicates who will be on distribution for the test report. Finally, all records are maintained in accordance with SBAR *Control of Quality Records Procedure* (CP-00-9016).

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See Form CP-00-9010-A Test Plan (Sample)						
QAO (Name, Date, & Sign)		Test Conductor (Name, Date, & Sign)				Test Director (Name, Date, & Sign)
1.0 Device/Panel/Unit	Г	Manufacturer's Performance Allowance/Margin	Te (C	st Results Check 🖌)		Findings/Comments
1. Leak test chilled water coil piping (phase 1)	 Cloval Val Pre Choose of the solution of t	ose chilled water coil supply and return lves essurize coil with dry nitrogen to 80 PSI leck for leaks using oxygen leak detection lution	PASS	NO TEST	FAIL	
2. Leak test chilled water coil piping (phase 2)	1) Ma 2) Rec for	aintain pressure in coils at 80 PSI. check for leaks after pressure is maintained 2 hours	PASS	NO TEST	FAIL	
3. Leak test main chilled water lines (phase1)	1) Op 2) Pro 3) Ch sol	pen all valves in main lines essurize lines to 60 PSI with dry nitrogen heck for leaks using oxygen leak detection lution	PASS	NO TEST	FAIL	
4. Leak test main chilled water lines (phase2)	1) Ma 2) Red for	aintain pressure in lines at 60 PSI check for leaks after pressure is maintained 2 hours	PASS	NO TEST	FAIL	
5. Pneumatic valve operation	1)Swmodel2)Accordintervention3)AccordCordcord	witch pressure transducer to the manual ode djust branch pressure to 3PSI; valve will go to bypass mode djust branch line to 15PSI; valve will go to bil fed mode	PASS	NO TEST	FAIL	

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6. Electric heater operation	 Switch heater DDC relay to on position Heater contactor and LED will energize 	PASS	NO TEST	FAIL
7. Coil water flow adjustment	 Adjust circuit setter to required GPM settings from drawings using water flow measurement instrument Verify GPM after 1 hour using water flow measurement instrument 	PASS	NO TEST	FAIL
8. Pump flow adjustment	 3) Adjust circuit setter to required GPM settings from drawings using water flow measurement instrument 4) Verify GPM after 1 hour using water flow measurement instrument 	PASS	NO TEST	FAIL
9. Check chiller and pumps voltage imbalance	 Measure voltage phases AB, AC, BC Find the average voltage among the 3 readings Find the voltage reading furthest from the average voltage Divide furthest voltage by average voltage and multiply by 100 Voltage imbalance must be no more than 2% 	PASS	NO TEST	FAIL
10. Check chiller and pumps current imbalance	Same procedures as checking voltage imbalance except instead of measuring voltage, measure current	PASS	NO TEST	FAIL
11. Verify chiller phasing	Use phase meter to determine phases are set up for proper compressor and fan rotation		NO TEST	FAIL
12. Verify chilled water pump interlock operation	 With chilled water pump #1 or #2 and chiller operating, turn off chilled water pump. Chiller must shut down and send a fault code to 1U1 chiller module 	PASS	NO TEST	FAIL
13. Chiller start up	Verify proper operation of: compressor, condenser fan, expansion valves, load/unload solenoids, excessive vibration, water flow, water temperature setpoint, refrigerant charge, suction and discharge pressures, super heat, subcooling, voltage drop	PASS	NO TEST	FAIL

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	across magnetic contacts, current of compressors and condenser fans, control voltage and microprocessors			
14. Electrical connections	Verify all electrical connections are tight	PASS	NO TEST	FAIL
15. DDC control system	 Verify supply and return air sensors are sending correct temperatures to DDC central control. Verify with digital thermometer Verify heater relays energize when control send command call for heat Verify pneumatic valves modulate as commanded by DDC control Verify chilled water pumps 1-4 cycle as commanded by DDC control Verify heat exchanger pneumatic valve operation Verify wiring is correct and connections are tight Verify set points can be changed using in- place deck top computer Verify LSI operation Verify chilled water supply and return sensors 		NO TEST	FAIL
16. Chiller switch	Verify chiller shuts down 20 seconds after switch is turned to the Stop/Reset position	PASS	NO TEST	FAIL
17. DIP switch settings	Verify DDC and chiller DIP switch settings	PASS	NO TEST	FAIL
18. And No Others				
Disposition	ACCEPT REJECT Test Conductor Initials:	Da	te:	

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Deviations or Comments:	

(Test Conductor Signature)	(Test Director Signature)	(Customer Initials)	(QAO Initials)

Figure 4 – Sample Test Plan, Test Procedure, Record, and Report Form



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