




Quality Assurance Procedure

CP-00-9011

Approved: 	Date: 4 May 2004	
Title: Control of Inspection, Measuring, and Test Equipment (IMTE) (ISO 9001, 7.6)	Rev N/C	Page 1 of 5

1.0 POLICY/PURPOSE

Santa Barbara Applied Research (SBAR), Inc. products and services are provided to the customer in conformance with specified requirements by maintaining documented procedures to control, calibrate, and maintain inspection, measuring, and testing equipment. Equipment includes test software. This procedure explains how the inspection, measuring, and test equipment used to maintain quality is controlled and calibrated.

2.0 SCOPE

This procedure applies to all Inspection, Measuring, and Test Equipment (IMTE) used by SBAR and its subcontractors.

3.0 REFERENCES AND DEFINITIONS

3.1 References

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

- ISO 9001 Element 7.6 (Control of Monitoring and Measuring Devices)

SBAR Documents

- *Quality Manual (QAP 2000)*
- *Control of Quality Records Procedure (CP-00-9016)*

3.2 Definitions

Customer: Recipient of a product provided by the supplier. A customer may be a commercial firm, an individual, or a government agency. SBAR is the supplier.


Functional Area Manager (FAM): A senior supervisory individual who is responsible for the leadership, direction, and overall success of an area such as procurement, operations and maintenance, specific contracts, logistics, quality, safety, engineering, financial, or other operating unit within the company.

Inspection: The evaluation by observation and judgment that conformity to specified requirements exists. Inspection is often accompanied, as appropriate, by measurement, testing, and/or gauging.



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Inspection, Measuring, and Test Equipment (IMTE): Instrumentation, software, auxiliary apparatus, etc. used to validate a specific quantity, normally within a specified range. IMTE can normally be calibrated or verified accurate. IMTE includes, but is not limited to, multimeters, confined space meters, torque wrenches, oscilloscopes, amprobes, Simpson meters, test software, etc.

Precision Measurement Equipment Laboratory (PMEL): An Air Force facility/operation that calibrates IMTE. (**NOTE:** If PMEL is used, follow the policies and procedures established by the Air Force PMEL.)

Product: 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.

Quality Assurance Office/Officer (QAO): The SBAR agency responsible for managing the quality assurance program at the applicable level within the Company. QAOs are located at the corporate, division, and, when appropriate, the contract level.

Service: 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).

4.0 RESPONSIBILITIES

4.1 Quality Manager

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


4.2 Functional Area Managers (FAMs)

The FAMs of each division, branch, contract, etc., are responsible for developing and implementing the work instructions (WIs) in their respective areas where inspection, measuring, and test equipment is to be utilized.

4.3 Quality Assurance Office/Officer (QAOs)

QAOs are responsible for managing the control of inspection, measuring, and test equipment within their respective areas of responsibility.



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5.1 General

When monitoring and measurement (i.e., the use of IMTE) is required for specific products and services, SBAR work instructions and/or customer documents (e.g., PMEL) define the policies, procedures, and controls that are to be used when IMTE is required.

5.2 Purchase and Control of IMTE

Prior to ordering IMTE, the requestor (e.g., operations and maintenance) coordinates the request with the applicable FAM and QAO. This enables the FAM and QAO to make preparations to control and calibrate the IMTE in accordance with manufacturer/customer requirements after it arrives. Upon arrival and after the item has passed its receiving inspection, the receiving authority releases the item to the QAO.

The appropriate QAO determines if the equipment requires calibration prior to releasing it to the requester. If calibration is required, the IMTE is immediately forwarded to the applicable calibration authority (such as a PMEL or other facility with traceability to recognized standards) with the appropriate calibration information/requirements. The QAO identifies and maintains the following applicable details/records for each piece of IMTE:


- Equipment type (e.g., name, vendor, size)
- Unique identification and one-of-a-kind requirements
- Location of IMTE
- Frequency of checks (i.e., calibration).
- Accuracy required for performing IMTE tests
- Check/calibration method and acceptance criteria.
- Records of the traceability to the international or nationally recognized standard for the equipment used to calibrate/adjust the IMTE.
- Actions necessary when calibration fails (e.g., remove from service all equipment calibrated with the IMTE in question).

The QAO ensures that the calibration status is identified on the IMTE via stickers, labels, tags, markings, etc. When appropriate, the IMTE or its packaging is marked with the most recent and the next required calibration date. Additionally, the QAO (or designee) establishes and maintains a record of the calibration status of each IMTE.



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The following additional control procedures are observed:

- When IMTE is determined to be out of calibration (via manufacturer/customer requirements, WIs, or PMEL, etc.), the QAO and applicable FAM assess and document the validity of previous inspections and testing using the IMTE in question. Depending upon the results of this assessment, previously inspected products and services may have to be recalled, segregated, and/or reinspected/tested with properly calibrated IMTE.
- SBAR follows IMTE manufacturer (or customer) recommendations to ensure that all suitable environmental conditions for calibrations, inspections, measurements, and tests are met.

5.3 Calibration

The QAO ensures that the calibration process is defined. With one exception, IMTE capable of calibration is calibrated according to the appropriate requirement(s). The one exception is for IMTE that does not affect quality; in those cases, the FAM and the QAO document the rationale for not calibrating the IMTE. A label indicating that calibration is not required is affixed to the IMTE.


The QAO (or designee) tracks the status of all IMTE and ensures that equipment is properly calibrated in a timely manner in accordance with applicable requirements. When notified by the QAO (or designee), the FAM arranges for the IMTE to be taken out of service and delivered to the QAO (or designee), who then arranges for the IMTE to be calibrated.

The QAO (or designee) is responsible for maintaining, storing, and preserving the IMTE in an appropriate safe environment according to specified requirements so that accuracy and fitness for use is protected.



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