



Quality Work Instruction

VAFB-0001-0006

Approved: **Jerried Brown**

Date:
01 Sep 2010

Title: 576th Launch Support Services, Quality, Safety, and Scheduling Services

Rev
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Quality—Safety—Scheduler

PWS Paragraph 1.19

1.19. Provide an established plan to develop, document, implement, and maintain a quality system that ensures product and services conform to specified contract technical requirements.

SDS Performance Objective pertaining to PWS

Provide and maintain an inspection system acceptable to the Government covering the services under this contract. The employee will develop and implement procedures to identify and prevent defective services from recurring.

SDS Performance Threshold pertaining to PWS

The employee will develop quality control procedures that address the areas identified in the Service Delivery Summary in Section 2. The employee will adhere to the Quality Plan that describes the quality system that will encompass all contract aspects

PWS PARAGRAPH STATEMENT:

Governing Directives:

Equipment Required:

Supplies Required:

Work Performance To Meet Contract Requirements:

Detailed Procedures:

1.19. Quality

AFI 21-202v1_AFGSCSUP

Computer with Integrated Maintenance Data System (IMDS) database, printer

Coveralls, hard hat, flashlight, pens, paper, notepads

Employee maintains an inspection system to ensure quality products and services and maximum customer satisfaction.

1. Perform timely observations IAW the SBAR Quality, Management Plan (QMP) VAFB-0001-2000 and QMP Attachment 1, LSS Observation Checklists.



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	<p>2. Continuously observe procedures/processes to identify and implement more efficient/economical methods in conjunction with the SBAR Quality Management Plan (G:SBAR\SBAR-LSS Primary Folder\SBAR LSS Contract Plans)</p> <p>3. Document and analyze all defective trends/procedures to swiftly correct and resolve to prevent any defective products/services from reoccurring.</p> <p>4. Initiate, submit and track AFTO 22's to correct TO deficiencies as required.</p>
PWS Paragraph 1.18	Comply with the latest applicable federal and state laws, regulations, management plans and requirements regarding occupational safety and health.
SDS Performance Objective pertaining to PWS paragraph 1.18 – 18.3	Provide and maintain a safety program acceptable to the Government covering the services under this contract. The employee will develop and maintain procedures to identify and prevent safety mishaps; additionally, develop and implement procedures to identify and prevent mishaps from recurring.
Performance Threshold pertaining to PWS paragraph 18.1 – 18.3	The employee will adhere to safety procedures that address the areas identified in the PWS.
PWS PARAGRAPH STATEMENT:	1.18.1 Appoint safety representative to act as liaison with 30th SW safety office and POC for all employees to contact in the event of any safety discrepancies or mishaps.
Governing Directives:	AFI 21-202V1_AFGSCSUP
Equipment Required:	Computer with Integrated Maintenance Data System (IMDS) database, printer
Supplies Required:	Coveralls, hard hat, flashlight, pens, paper, notepads



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Work Performance To Meet Contract Requirements:	Comply with the latest applicable federal and state laws, regulations, management plans and requirements regarding occupational safety and health.
Detailed Procedures:	<ol style="list-style-type: none">1. Employee will ensure all tasks comply with the SBAR Safety Plan (G: SBAR-LSS Primary Folder\ SBAR LSS Contract Plans) as well as all pertinent OSHA and Air Force safety directives.2. Employee will be the safety representative and act as liaison with 30th SW safety offices and act as the POC for all employees to notify of any safety discrepancies.
Scheduling	
Governing Directives:	AFI 21-202V1_AFGSCSUP
Equipment Required:	Computer with Integrated Maintenance Data System (IMDS) database, printer
Supplies Required:	Office supplies
Work Performance To Meet Contract Requirements:	Coordinate work assignments with government centralized plans and scheduling office. Participate in all daily/weekly scheduling meetings, Recon and squadron FDE meetings.
Detailed Procedures:	<ol style="list-style-type: none">1. Employee will receive inputs to create, coordinate and submit the next week's weekly schedule to the squadron scheduling section NLT each Tuesday by noon. Inputs include:<ul style="list-style-type: none">- Refurb maintenance schedule- Periodic equipment inspections- CCT monthly site treatment tasks and annual inspections



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2. Attend Daily maintenance scheduling meeting (10:30am MMOC conference room), to confirm and or change the next day's scheduled maintenance. Any changes to the daily schedule after the meeting will be coordinated through the MMOC.
3. Employee will review / update the WRF prior to attending weekly Recon meeting to ensure write ups are current and accurate.
4. Attend FDE and daily production meetings as required

Preparation, Review, and Approval Officials

Prepared By:

Reviewed By:

William T. Curtis
Quality/Safety/Scheduling (QSS) Manager

Jerried R. Brown, Jr.
LSS Program Manager

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