

# **ARIZONA SEALING DEVICES**

**QUALITY CONTROL MANUAL**

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## INFORMATION PAGE

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Document Title: Quality Policy Manual  
Approved By: Liisa Hamelin  
Revision Date: 19  
Organization: Arizona Sealing Devices  
Organization Abbreviation: ASD  
Address: 150 E. Alamo Drive Suite 4  
Chandler, Arizona 85225

## Revision Log

EFFECTIVE DATE	SECTION	COMMENTS
5/5/1989	Section 15	Added to corrective action section
1/1/1990	N/A	No Revisions
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1/1/1996	N/A	No Revisions
1/15/1997	N/A	No Revisions
5/8/1998	Fig I-3 and I-4	Page 10 and 12 Changed
12/1/1998	Entire QC Manual	Changed format - list as sections
3/26/1999	Section 13	Changed format of Inspection section
3/26/1999	Section 15	Changed the format of Rejections section
3/26/1999	Section 15	Changed the format of Corrective Action section
3/1/2000	Section 13	Inspection stamp review changed for figure I-4
3/1/2000	Section 18	Updated Supplier Performance section
3/1/2000	Section 15	Updated Rejections section
4/25/2000	Section 15	Changed rejection and inspection section
3/2/2001	Section 13	Changed inspector reviewed stamps
5/29/2001	Section 18	Added contract review
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6/1/2003	N/A	No Revisions
6/1/2004	N/A	No Revisions
1/9/2005	N/A	No Revisions
1/4/2006	N/A	No Revisions
1/4/2007	Section 11	Changed calibration company to Washington Calibration
1/4/2008	N/A	No Revisions
1/6/2009	N/A	No Revisions
1/6/2010	N/A	No Revisions
1/6/2011	N/A	No Revisions
10/15/2012	Entire QC Manual	Changed format and numbering of sections
02/13/2013	Section 15.0	Made changes to section 15.0, added figure I-10 along with new text

## 1.0 INTRODUCTION

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This manual contains the policies and practices of efficient operation of the quality control systems of Arizona Sealing Devices, Inc. It is established under the basic provisions of military quality control specifications such as MIL-I-45208A.

The quality control department is assigned the responsibility for maintaining a high standard and reliability of all products supplied to commercial or military use. Any information contained in this manual which is contradictory to current military directives will be amended or revised as required.

We recognize that the true measure of performance is customer satisfaction and that we must meet our customers' expectations for:

- **Excellent Quality and Reliability**
- **On Time Delivery**
- **Consistent Performance**

## 2.0 ORGANIZATION:

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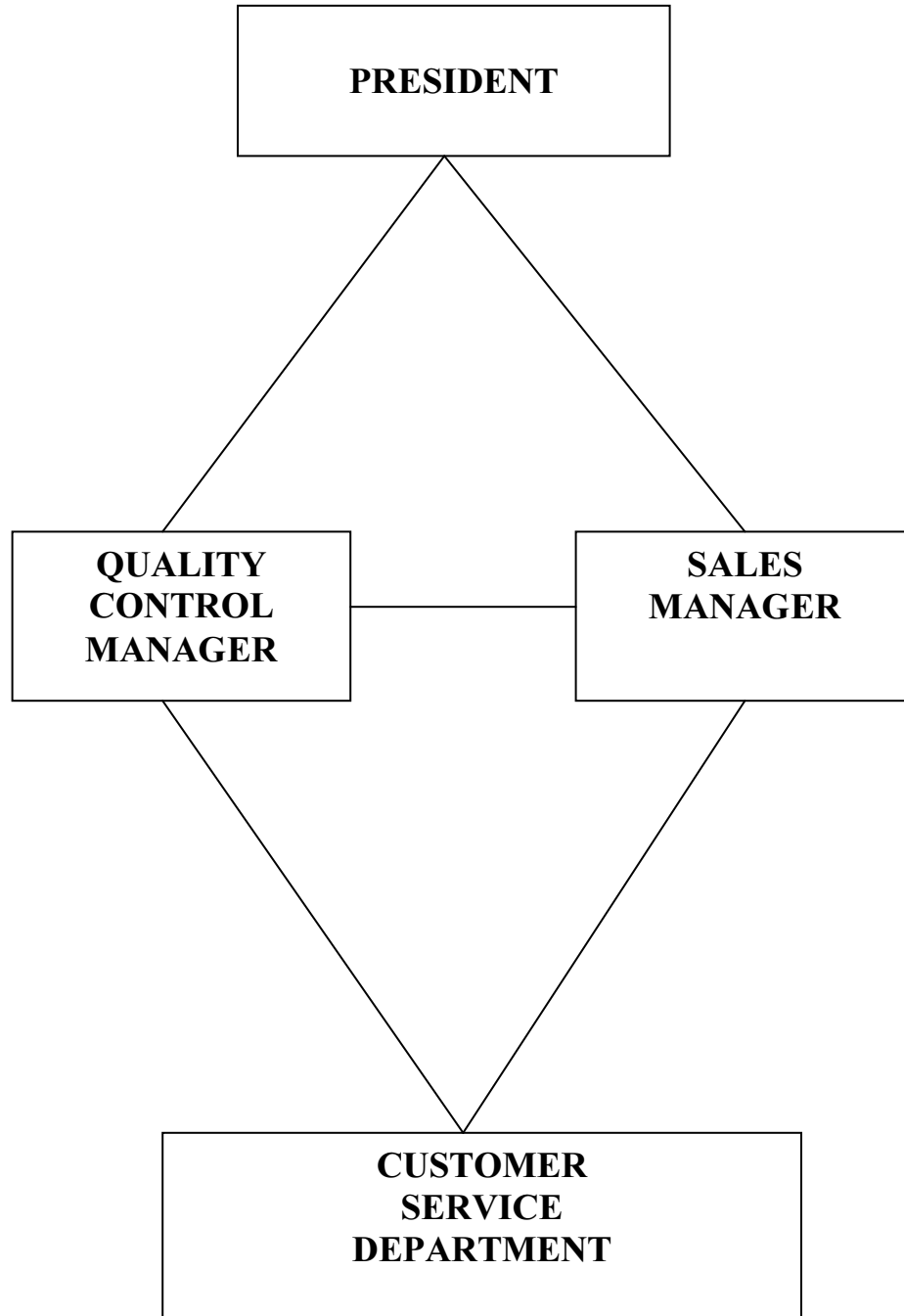
The name of the organization is Arizona Sealing Devices, Inc.

It is located at: 150 E. Alamo Drive Suite 4  
Chandler, Arizona 85225  
(480) 892-7325 Phone  
(480) 892-7388 Fax

Arizona Sealing Devices, Inc. is a distributor of o-rings, seals, gaskets, caps, plugs, washers, sheeting, teflon, and custom molded products.

The company was founded in January 1989 and employs four full time employees

3.0 ORGANIZATION CHART



## 4.0 QUALITY POLICY OBJECTIVES

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This quality manual describes the policies and company-wide control systems for the quality management system of Arizona Sealing Devices, Inc.

The Quality Systems Meet:

MIL-I-45208A	Inspection System Requirements
MIL-STD-45662	Calibration System
MIL-STD-105E	Sampling Procedures and Tables for Inspection
MIL-STD-413C	O-rings

## 5.0 ISSUING AND REVISING MANUAL

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### 5.1 Purpose

5.1.1 The purpose of this manual is to outline the procedure to be followed when issuing and revising the manual.

### 5.2 Procedure

5.2.1 The Quality Control Manager will issue evaluation copies of the quality control manual unless a controlled copy is specifically requested.

- All procedural changes relating to quality control will be incorporated in the manual.
- All officers and the Quality Control Manager will review the manual yearly.
- The Quality Control Manager will document all revisions to the manual in the appendix.

## 6.0 CUSTOMER PURCHASE ORDER REVIEW

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### 6.1 Purpose

6.1.1 To establish the policy for planning and controlling the processing of incoming customer Purchase orders.

### 6.2 Scope

6.2.1 This policy shall define the controls in place on the design of the product to assure those requirements are met.

### **6.3 ORDER ENTRY**

6.3.1 The sales order department shall review incoming purchase orders for:

- Product description, including revision levels
- Quality
- Quality level
- Packaging requirements
- Certification requirements
- Shipping instructions
- Current prints
- Government or customer source inspection requirements
- All other contract requirements

6.3.2 The quality control department shall maintain the file of customer part prints and specifications.

6.3.3 When discrepancies, typographical errors, or conflicting requirements appear in an incoming purchase order, the sales order department will seek assistance and advice from appropriate persons within Arizona Sealing Devices organization, or request clarification from the customer if the matter cannot be conclusively and positively resolved internally.

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## **7.0 MATERIAL PURCHASING AND RECEIVING CONTROL**

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### **7.1 PURPOSE**

7.1.1 To outline requisition and purchase order review policy for all materials purchased from suppliers and subcontractors.

7.1.2 To provide a receiving inspection policy to assure effective supplier quality management.

### **7.2 SCOPE**

7.2.1 This policy shall apply to all purchased materials or services.

### **7.3 REQUISITION CONTROL**

7.3.1 Requisition for purchased items shall consist of:

- Clear, concise, description of item
- Brand name, where applicable
- Manufacturer's lot number
- Requirements for certification

7.3.2 Specification controlled materials shall only be purchased from suppliers on the approved supplier list for material.



## 8.0 FINAL INSPECTION AND QUALITY AUDIT

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### 8.1 PURPOSE

8.1.1 To sort out all unacceptable parts which do not meet requirements outlined by quality control.

8.1.2 To assure parts meet all applicable quality standards.

### 8.2 SCOPE

8.2.1 This policy shall include all final inspection (sorting) of parts.

### 8.3 INSPECTION

8.3.1 Quality control person must follow receiving inspection report (Figure I-4) when inspecting parts.

8.3.2 Quality control persona shall visually inspect for discrepancies.

- Standard O-rings shall be inspected per MIL-STD-413 (Figure I-1).
- Custom parts shall be inspected per customers print.
- Quality control shall inspect each lot using MIL-STD-105 sample plans (Figure I-2), or customer's inspection plans when specified by contract.
- MIL-STD-105 inspection shall be level II normal inspection, 2.5 AQL unless otherwise noted.

8.3.3 Accepted lots shall be moved to the shipping area to be counted. They shall be stamped with completed stamp (Figure I-2.1) to ensure parts were inspected.

Figure I-2.1 **COMPLETED**

8.3.4 Lots rejected by quality control shall be reworked if necessary, then inspected again prior to re-submittal.

8.3.4.1 If the quality level is not acceptable to customer requirements, the factory shall be notified.

It shall be their option to:

- A. Sort and remove discrepant parts
- B. Return to manufacturer for rework
- C. Scrap parts

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## 9.0 FINISHED GOODS INVENTORY AND SHIPPING

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### 9.1 PURPOSE

9.1.1 To assure finished parts are stored, packaged, and shipped in accordance with all customer requirements preserving material traceability.

### 9.2 SCOPE

9.2.1 All finished parts which have been approved by quality control final inspection.

### 9.3 INVENTORY

9.3.1 Parts for inventory shall be weight counted and stored with their original tag from manufacturer firmly attached. Batches of parts shall be kept separate.

### 9.4 SHIPPING

9.4.1 Parts for shipping shall be drawn for inventory with manufacturers' tag.

9.4.1.1 The batch number on each tag shall be recorded on the shipping document.

9.4.1.2 Each batch number shall be identified and packaged separately.

9.4.2 Each item requiring certifications (Figure I-8) shall be marked at the time the order is received. The quality control manager or appointed personnel shall print out the certifications and attach with order.

### 9.5 PACKAGING

9.5.1 Each order shall be packaged in accordance with customer requirements.

9.5.1.1 Individual packaging per MIL-P-4816C (Figure I-7).

9.5.2 All markings shall be legible including full identification of product and destination.

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## 10.0 FIRST ARTICLE INSPECTION

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### 10.1 PURPOSE

10.1.1 To assure the first production from new tooling or modified tooling produces parts which meet all drawing requirements.

### 10.2 SCOPE

10.2.1 This policy applies to first customer designed products produced from new tooling or modified tooling.

### 10.3 INSPECTION

10.3.1 The production parts shall be inspected for conformance to all blue print requirements.

10.3.2 For each dimension, the required and actual value shall be documented.

10.3.3 The completed first article report form (Figure I-3) shall include part number, compound, customer part number including revision level and quantity inspected.

10.3.4 Discrepancies shall be flagged and corrective action listed.

10.3.4.1 Discrepant parts may be submitted to the customer for evaluation and deviation approval.

10.3.4.2 Customer rejected first article samples shall require rework or replacement of tooling.

10.3.5 The completed report shall be reviewed by quality control.

10.3.6 Production shall not begin until approval by the customer, unless the customer elects to waive first article inspection.

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## 11.0 GAUGE CALIBRATION

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### 11.1 PURPOSE

11.1.1 To establish policy for assurance that the inspection gauges and scales used for calibration, certification and inspection of dimensional, or other measurable characteristics are maintained within the specified tolerances of accuracy, and meet all MIL-STD-45662, calibration standards.

### 11.2 SCOPE

11.2.1 This policy shall apply to all tools being used for final inspection.

### 11.3 IDENTIFICATION INTERVAL

11.3.1 All equipment shall be calibrated by outside sources.

- Calipers shall be calibrated by Washington Calibration, Tempe Arizona
- Scales shall be calibrated by Accurate Scale, Mesa Arizona

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## 12.0 SOURCE INSPECTION

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### 12.1 PURPOSE

12.1.1 To accommodate customers requiring government source inspection and individual source inspection.

### 12.2 SCOPE

12.1.1 This policy shall cover all operations required to assure compliance with customers' source inspection requirements.

### 12.3 CONTROL

12.3.1 The sales department shall indicate the need for source inspection on the shipper.

12.3.2 The shipping department shall bring parts requiring source inspection to the Quality Control Manager.

12.3.3 All inspection and test required by the customer contract is to be completed. All dimensions listed on the print are to be documented (Figure I-4).

12.3.4 After all tests and paperwork are completed the quality control manager shall call the source inspector.

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## **13.0 INSPECTION STAMPS**

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### **13.1 PURPOSE**

13.1.1 To define policies regarding issuance and use of inspection stamps.

### **13.2 SCOPE**

13.2.1 The issuance of stamps shall be confined to Quality Control Manager engaged in determining the quality of completed products.

### **13.3 STAMP CONTROL**

13.3.1 The issuance of all inspected stamps, and records of such stamps, shall be under surveillance of the Quality Control Manager.

13.3.2 Each inspection stamp issued shall be lettered to identify the inspector to whom it was issued.

13.3.2.1 Each inspector is responsible for the stamp issued to her/him and the manner in which they are used.

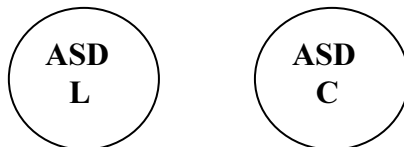
13.3.2.2 Stamps that are returned due to reassignment or termination will be placed on the inactive status for a period of six months.

13.3.2.3 Stamps that have been lost will be immediately reported by inspector to his supervisor. The remaining stamps of that set will be impounded for a period of six months.

### **13.4 TYPES OF STAMPS AND THEIR USES**

13.4.1 The final inspection stamp indicates that parts have passed sample inspection for all dimensional and visual requirements. This is the last process before shipping occurs (Figure I-5).

Figure I-5



### **13.5 INSPECTION STAMPS RELEASED**

13.5.1 Final inspection stamps

- Liisa Hamelin – issued 4/22/98
- Carrie Barno – issued 6/1/01

## 14.0 CORRECTIVE ACTION

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### 14.1 PURPOSE

14.1.1 To establish corrective action procedures (internal) for the control of parts that has chronic or recurrent defects.

### 14.2 SCOPE

14.2.1 This section applies to all parts and compounds.

14.2.2 Rejections to which this section applies may originate as:

- In-plant rejections
- Rejections from customers

### 14.3 IN-PLANT REJECTIONS

14.3.1 Inspection lots of parts which exhibit an unusually high percentage of rejection and/or a preponderance of a particular type of defect shall be reported to the Quality Control Manager, who shall determine whether to sort or reject the lot. Initials of manager shall be on form (Figure I-4).

14.3.2 The quality control inspector shall originate a corrective action form (Figure I-6) and forward the form to Quality Control Manager.

14.3.3 Parts shall then be marked with a red pen/marker stating rejected on the label of the bag and all rejection paperwork will be put on the back shelf marked "non-conforming" awaiting a return authorization from the manufacturer.

14.3.4 Parts shall be sent back to manufacturer for rework or new parts.

14.3.5 Manufacturer will identify problem to be corrected and forward to us the corrective action to be taken.

14.3.6 Product then will be replaced and sent back to us for inspection.

### 14.4 REJECTION FROM CUSTOMERS

14.4.1 Upon receipt, rejected parts shall be inspected to verify reason for rejection. Parts shall be marked with a red pen/marker stating rejected then sent back to be reworked or new parts.

14.4.2 Manufacturer will identify the problem to be corrected and forward to us the corrective action taken by them.

14.4.3 Any documents requiring a reply to the customer will be prepared by the Quality Control Department following their receipt of the corrective action.

14.4.4 The Quality Control Department shall perform tightened inspection on reworked or replacement parts, to assure the corrective action measures taken are adequate.

## 15.0 PLANT AUDITS

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### 15.1 PURPOSE

15.1.1 To establish periodic auditing of quality control.

### 15.2 SCOPE

15.2.2 This policy shall provide for a yearly audit of quality control.

### 15.3 QUALITY CONTROL AUDIT

15.3.1 The audit shall be conducted yearly by the Quality Control Manager (Figure I-9).

15.3.2 The audit shall include, but not be limited to, final inspection, records, calibration and change control.

15.3.3 Obsolete prints shall be stamped with an obsolete stamp (figure I-10) to ensure they are no longer referred to during inspection and filed accordingly.

Figure I-10 **OBSOLETE**

15.3.3 The completed audit with corrective actions shall be filed in the Quality Control office.

## 16.0 TRAINING

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### 16.1 PURPOSE

16.1.1 To establish training guidelines for each new employee to do the best job they can do.

16.1.2 New employees shall be trained with personnel that are qualified in a particular area.

## 17.0 CONTRACT REVIEW

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17.1 All Military O-rings shall be purchased from QPL suppliers

17.1.1 Parco, Inc. – they are a manufacturer of military O-rings.

17.1.2 International Seal Co. – they are a manufacturer of military O-rings.

17.1.3 Parker Seal – they are a manufacturer of military O-rings

These O-rings shall be purchased from supplier listed

- McCoy Sales Corporation
- Eriks/West

17.2 To ensure that products purchased are on the QPL listing - refer to prints located in the military specs manual or call the manufacturer and have them send over the QPL Listing that they are on. Keep these on file in the military specs manual.

17.3 Each manufacturer shall be evaluated at the end of the year for overall delivery, quality and pricing. Listed below is the form that shall be required to each supplier.

Name:  
Address:  
Phone:  
Fax:  
Contact(s):

Rank each on a 1-10 scale, 10 being best and 1 being worst.

1.) Overall Delivery:

    Date Promised:

    Actually Delivery:

2.) Overall Quality:

    Rejections handled quickly and accurately:

3.) Pricing:

    Consistent on Pricing:

    Mistakes made by contact on pricing:

This report will be completed by Liisa Hamelin or Carrie Barno at the end of each year.

FIGURE I-1

TABLE II. Quantitative classification of imperfections, maximum acceptable dimensions in inches.

O-ring cross-sectional width "W"	Backrind		Parting line indentations		Foreign material		Parting line projection and excessive flash		Non-fill		Mold deposit indentations		Flow marks		Off-register and/or mismatch	O-ring cross-sectional width "W"
	Depth	Width	Depth	Width	Depth	Width	Max. Ht.	Depth	Width	Depth	Width	Depth	Width	Depth		
Less than 0.100	0	0	0.003	0.010	0	0	0.003	0	0	0	0.003	0.010	0.002	0.060	0.003	Less than 0.100
0.100 to 0.134	0.003	0.005	0.003	0.015	0.003	0.005	0.003	0.003	0.002	0.010	0.003	0.015	0.002	0.060	0.004	0.100 to 0.134
0.135 to 0.204	0.004	0.006	0.004	0.020	0.004	0.007	0.004	0.004	0.003	0.015	0.004	0.020	0.002	0.180	0.005	0.135 to 0.204
0.205 to 0.268	0.004	0.006	0.005	0.025	0.005	0.010	0.005	0.005	0.003	0.025	0.004	0.025	0.002	0.180	0.006	0.205 to 0.268
0.269 and over	0.005	0.010	0.006	0.030	0.006	0.015	0.006	0.006	0.003	0.040	0.005	0.030	0.002	0.180	0.006	0.269 and over

Dimensions of imperfections are acceptable unless they exceed the values specified in the table.

NOTE: Length and width of an imperfection are synonymous except for backrind, parting line projection, excessive flash and flow marks.



# MIL-STD-105E

## Inspection Standard:

ANSI / ASQC Z1.4 / MIL-STD-105E / BS 6001 / DIN 40080 / ISO 2859 / NFX 06-022

TABLE I: SAMPLE SIZE SODE LETTERS

Lot or batch size	Special Inspection Levels				General Inspection Levels		
	S-1	S-2	S-3	S-4	I	II	III
2 ~ 8	A	A	A	A	A	A	B
9 ~ 15	A	A	A	A	A	B	C
16 ~ 25	A	A	B	B	B	C	D
26 ~ 50	A	B	B	B	C	D	E
51 ~ 90	B	B	C	C	C	E	F
91 ~ 150	B	B	C	D	D	F	G
151 ~ 280	B	C	D	E	E	G	H
281 ~ 500	B	C	D	E	F	H	J
501 ~ 1200	C	C	E	F	F	G	K
1201 ~ 3200	C	D	E	G	H	K	L
3201 ~ 10000	C	D	F	G	J	L	M
10001 ~ 35000	C	D	F	H	K	M	N
35001 ~ 150000	D	E	G	J	L	N	P
150001 ~ 500000	D	E	G	J	M	P	Q
500001 and over	D	E	H	K	N	Q	R

TABLE II SINGLE SAMPLING PLANS FOR NORMAL INSPECTION

Sample size code letter	Sample size	Acceptable Quality Levels (normal inspection)																											
		0.010	0.015	0.025	0.040	0.065	0.10	0.15	0.25	0.40	0.65	1.0	1.5	2.5	4.0	6.5	10	15	25	40	65	100	150	250	400	650	1000		
		Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re	Ac	Re
A	2																												
B	3																												
C	5																												
D	8																												
E	13																												
F	20																												
G	32																												
H	50																												
J	80																												
K	125																												
L	200																												
M	315																												
N	500																												
P	800																												
Q	1250																												
R	2000																												

↓ = Use first sampling plan below arrow. If sample size equals, or exceeds lot or batch size, do 100 percent inspection  
 ↑ = Use first sampling plan above arrow.  
 Ac = Acceptable number  
 Re = Rejection number

FIGURE I-2

**ARIZONA SEALING DEVICES, INC.**

150 E. ALAMO DRIVE, SUITE 4  
CHANDLER AZ, 85225  
P.480-892-7325 Fax 480-892-7388

**PARTS APPROVAL**

Customer: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ P.O.#: \_\_\_\_\_

We are pleased to submit the following for approval:

CUSTOMER PART NO.	QTY	DESCRIPTION

Please approve the dimensions, material, and style of the part(s) you ordered. These have been made to your specifications. Please be aware production is pending for approval. The production will not be started until this form is signed and returned.

Parts for approval: \_\_\_\_\_ Yes \_\_\_\_\_ No

Please check one: \_\_\_\_\_ Approved \_\_\_\_\_ Rejected

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Please return your response to: Liisa Hamelin via fax (480-892-7388) or e-mail (liisa@azseal.com).

Thank you for your attention to this matter. Your immediate response will be appreciated.

**FIGURE I-3**

# RECEIVING INSPECTION REPORT

Customer: \_\_\_\_\_ Date: \_\_\_\_\_

Part Number: \_\_\_\_\_ Qty Rec'd: \_\_\_\_\_

Sample Qty: \_\_\_\_\_ Qty Acc.: \_\_\_\_\_ Qty Rej.: \_\_\_\_\_

Customer P.O.: \_\_\_\_\_ ASD P.O.: \_\_\_\_\_

Description: \_\_\_\_\_

Batch: \_\_\_\_\_ Cure Date: \_\_\_\_\_

Parts are: \_\_\_\_\_ Acceptable \_\_\_\_\_ Rejected \_\_\_\_\_ Managers Initials if parts are rejected.

Parts are: \_\_\_\_\_ Acceptable to use \_\_\_\_\_ Return to vendor

## BLUE PRINT DIMENSIONS

## ACTUAL DIMENSIONS

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Reason for rejection: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspector/Q.C. Manager: \_\_\_\_\_

Company stamp: \_\_\_\_\_

FIGURE I-4

**CORRECTIVE ACTION REQUEST**

Report No.: \_\_\_\_\_ Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

P.O. Number: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Date Received: \_\_\_\_\_ Quantity Rejected: \_\_\_\_\_

Quantity Accepted: \_\_\_\_\_ Quantity Rejected: \_\_\_\_\_

Nature of Discrepancy: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Please complete the following corrective action requirements and return to our Quality Control Department to the attention of: \_\_\_\_\_ On or Before: \_\_\_\_\_

1. Root cause of the discrepancy: \_\_\_\_\_

\_\_\_\_\_

2. Action taken to correct the discrepancy: \_\_\_\_\_

\_\_\_\_\_

3. Action taken to correct and prevent recurrence of the root cause: \_\_\_\_\_

\_\_\_\_\_

4. Effective date of identified corrective action: \_\_\_\_\_

\_\_\_\_\_

Inspector/Q.C. Manager: \_\_\_\_\_

**FIGURE I-6**

**PACKAGING PER MIL-P-4816C**

**Stock Number**  
**Part Number**  
**Quantity (units)**  
**Government Contract Number**  
**Packaged (month and year) Per AMS 2817**  
**Cured (date by quarter and year)**  
**Part Number**  
**Manufacturers' Identification and/or Contractor**  
**Material Specification**

**FIGURE I-7**

**Arizona Sealing Devices, Inc.**

150 E. Alamo Drive #4  
Chandler, Arizona 85225  
Phone: 480-892-7325  
Fax: 480-892-7388  
Email: info@azseal.com

**CERTIFICATE OF CONFORMANCE**

**TO:**

-----  
-----  
-----

**CUSTOMER P.O.**

**DATE:**

-----

**CUSTOMER P/N:**

-----

**VENDOR P/N:**

-----

**MATERIAL SPEC:**

-----

**SHELF LIFE:**

-----

**CURE DATE:**

**BATCH#:**

-----

**QTY SHIPPED:**

-----

**WE HEREBY CERTIFY THE ARTICLES SHIPPED TO YOU ON YOUR ABOVE PURCHASE ORDER CONFORM TO ALL THE REQUIREMENTS OF THE DRAWING, PART NUMBER, AND SPECIFICATION TO WHICH THEY WERE ORDERED.**

-----  
**CARRIE BARNO QUALITY CONTROL MANAGER**

-----  
**KELLY KRINGEN QC SECONDARY SIGNATURE**

**No mercury, Mercury compounds, equipment  
Or apparatus which might cause contamination  
has been used in the manufacture of subsequent  
processing of material covered by this order.**

**FIGURE I-8**

### Quality Control Audit Form

	<i>Description</i>	<i>SAT</i>	<i>UNSAT</i>
1.	All stamps used for inspection purposes are current.		
2.	All inspection equipment (i.e.-calipers and scales have been updated and certification is on file.		
3.	Corrective actions for the year have been placed in a corrective action binder and will be kept up to 10 years for reference.		
4.	All inspection reports and certifications have been filled out accurately and filed with each order for reference.		
5.	All prints are current and up to date.		
6.	Obsolete prints have been stamped OBSOLETE and filed accordingly.		
7.	Changes that were found to better the inspection process over the last year are as follows:		

Quality Control Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Figure I-9**