



ROSEWOOD MACHINE AND TOOL CO.	QMSP-1003 Requirements Review / Contract Review.		
Not controlled in hard copy	Rev. 1.0	Date: 7/30/2018	Page 1 of 2

4 Purpose

The purpose of this procedure is to ensure that customer product requirements are reviewed prior to the organization's commitment to supply a product to the customer. Sample Company ensures that product requirements are defined, including statutory and regulatory requirements, contract or order requirements differing from those previously expressed are resolved, and the organization has the ability to meet the defined requirements.

5 General

This procedure covers the method utilized to record the results of the product requirements review. It is the responsibility of anyone performing Order Entry in the E2 Shop System prior to production to complete this procedure. At the point of requirements review, which is when the external documents arrive at the company, all appropriate documents are assemble and reviewed, the review is finalized by signing the quotation form prior to quotation submission. Examples of appropriate documents are drawings, customer purchase orders, specifications and any requested data.

Contract Review

Contract review is performed when a quotation is created in the E2 Shop System. The creation of a quotation addresses all aspects of requirements review, special requirements, applicable statutory and regulatory requirements, suitability of monitoring and measuring equipment, the criteria for acceptance, requirements for delivery and post-delivery activities, and any additional customer requirements. When the quotation is completed, indicating that the contract review process has been performed, all relevant documents are attached to the quotation and made available to appropriate personnel. Prior to distribution to the production floor, job travelers and associated documentation are reviewed with job travelers being stamped and /or signed indication contract review.



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6 Procedure for Review of Requirements

Per *QMSM-1009 Order Entry*, while reviewing the customer's purchase order, the person entering the order checks with the foreman on the ability to produce to the specification that the customer is asking for as well as the ability to meet their delivery date. These details are noted on the purchase order. For repeat jobs, the foremen need not be consulted regarding the ability to produce and will only be consulted if the required delivery date is not close to or within our normal lead-time.