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Configuration Management

Purpose

This procedure describes the coordinated activities to direct and control configuration (AS7.1.1)].

Scope

INSCO does not design or produce our own products so configuration management of products is the responsibility of our customers. INSCO maintains customer drawings to ensure that correct revision of specifications are used in production and supply operations.

Quality Documents:

INSCO QMS documents are managed through our Quality Web intranet (<http://insco.local/quality-web>)

Definitions

Configuration (ISO 10007:2003[E]) - Interrelated function and physical characteristics defined in product configuration information.

EDMS - Electronic Document Management System

Product - Product, in relation to tooling and equipment suppliers, refers to the end item produced (e.g., machine, tool, die).

Product Configuration Information (ISO 10007:2003[E]) - Requirements for product design, realization, verification, operation and support

Quality Web Insulation Supply's quality-centric intranet. The URL is <http://insco.local/quality-web>.

Responsibilities

Customer Buyer of the products we sell. Also, internal customers are those whose process inputs are the output of someone else's process.

Supplier Seller of products, tooling, supplies or services.

COO Chief Operations Officer

ISR Inside Sales Representative

PROD PLNR Production Planner (This is a job function, not necessarily a job title.) **QUAL**

INSP Quality Inspector

Procedures

1. Customer Manages Configuration of Production Product Documents

Product design, realization, verification, operation and support of customer specified end-product is managed by the customer. We maintain their documents as provided to us. See Document Control - External Documents QSP-4.2.102.

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2. Supplier Manages Configuration Information of INSCO's Resale Products

Suppliers are responsible for maintaining product configuration information for the products we distribute. At one time Insulation Supply Company assigned unique internal part (catalog) numbers for each variation - color, size, etc. - of stocked product. These numbers were carried forward during system upgrades but are no longer maintained. We have the ability to, upon request, create customer part numbers that correlate to our supplier's part numbers. It is the responsibility of our customer to notify us of any changes to these cross reference part numbers.

3. COO Maintains Control of QMS Revisions

Level I and level II documents are issued with relevant alpha release numbers and dates via our EDMS. Documents created or revised after 9-20-2008 use an alpha designator to designate revision changes. Level III documents are maintained more informally but may optionally use the above described schema. All QMS policies, procedures and work instructions are cataloged and maintained on our intranet (<http://insco.local/quality-web>). Displayed documents on Quality Web are assumed to be current. Printed versions are assumed to be uncontrolled and must be checked for currency prior to each use. It is preferred that documents are used directly from the screen,

4. ISR Enters Revision Data on Sales Order

The ISR enters the part number and revision when supplied by the Customer. This data shows is included on system generated Certificates of Conformance.

5. PROD PLNR Maintains Customer Part Number and Revision on Bill of Material

The part number and revision (when used by customer) is entered into the Bill of Materials section of a value-added inventory item when a new production part is created in the system, as shown in the work instruction "Cutting and Marking Order Processing". This information displays on the Work Order (a.k.a. Traveler). When the customer changes the revision, the Production Planner changes the B.O.M. to reflect this change. Operators assure they are making the correct part by matching the drawing revision to the revision referenced on the Work Order.

6. QUAL INSP Lists Specification Revision

Upon final inspection the Quality Inspector assures the revision designation for the specification used for production is listed on the Certificate of Conformance either by confirming its existence, if computer generated, or by entering it on a manually generated version of our C of C.

Records

Cut And Mark/Production Package - Retain for 7 years

Revision Notes

- Rev. A - Format changed from Powerway to Word and saved as PDF.
- Reference to form QF-46 was removed as the form is now obsolete.
- Reference to procedure "Document Control - External Documents" was changed from QSP-4.05.102 to QSP-4.2.102 to more closely match numbering in AS9100B.
- Added Quality Web to the definitions section
- Re-worded step 2 of procedures to include customer-assigned part numbers.

- Rev. B - Changed name from QSP-4.3.101 Rev D to QSP-7.1.3 Rev. A to make it better match AS9101 in order to simplify audits.

- Rev. C – Changed reference to AS 7.1.3 to AS 7.1.1 to match AS 9120.

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