

WHITEWING SOURCING & LOGISTICS

QUALITY CONTROL MANUAL

WHITEWING SOURCING & LOGISTICS LLC

6740 S. PEWTER WAY

CHANDLER, AZ 85249

PHONE: 602-541-4697

Table of Contents

	Page #
Section I – General	
Introduction	i
Manual Control	ii
Record of Revisions	iii
List of Effective Pages	iv
Section II – Organization	
Housing & Facilities	1-1A
Organization Chart	2
Authority Delegation	3
Quality Assurance Inspector Qualifications	3
Roster of Authorization Inspection Personnel	3
Training	4
Record Tracking System	4
Company Self-Audit & Continuing Surveillance Procedures	4
Section III – Duties & Responsibilities	
Quality Assurance Manager	1
Quality Assurance Inspectors	2
Sales Agents	3
Purchasing Agents	4
Stockroom Supervisor	5
Section IV – Inspection System	
General	1
Inspected Personnel	1
Parts Receiving Inspection	2
Inspection Stamp Control	3
Rejection of Materials Received	3
Material Review Board	3
Quarantine Procedures for Rejected Materials	4
Disposal of Materials Scheduled for Scrap	4
General Storage Procedures	4
Handling of Parts	5

Table of Contents - Page 2 of 2

Section IV - Inspection System (continued)

Page #

Preservation of Parts	5
Deviation Authorization	5
Departmental Responsibility of Documents	5
Vendor Approval Procedures	5
Approved Vendors List	6
Recall Procedures	6
Completed Documents Routing	6
General Packaging Procedures	6
Export Procedures	6
Shelf Life Items	7
Final Inspection Prior to Shipment	7
Tagging Procedures	8
Data Control	8
Life Limited Parts	8
Parts Purchased In Bulk or Lots	8
Problem Resolution and Follow-up	8
Hazardous Materials Handling and Shipment	9

Section V - Forms

Material Certification Form	1-2
Material Review Board Form	3-4
Scrap Order Form	5
Accept/Reject Notification Form	6-7
Receiving Inspection Form	8
Deviation Authorization Form	9-10
Company Internal Audit Form	11-12
Manual Revision Change Form	13
Manual Rapid Action Change Form	14
Employee Training Form	15
Vendor Audit Checklist	16