



4. Process Engineer (Finishing) maintains a file of issued Customer Reports, in accordance with OP16.0, Control of Quality and Environmental Records.

## **Company Electronics**

1. Quality Inspector/Programmer or Designee prepares a Customer Report in accordance with the requirements defined by the customer for the manufactured product.

2. The Customer Reports follow a free format for both types of requested reports, unless Company Electronics specifies a different format. Modifications to Customer Reports (i.e., additions and deletions of special characteristics) are reviewed, using the internal Customer Specification Review process (Refer to SOP05-03, Completing a Customer Specification Review Form (CSR)).

2.1 Quality Inspector/Programmer or Designee provides statistical analysis that follows the guidelines established in the Statistical Process Control reference manual.

2.2 Process Capability indices are evaluated in accordance with the requirements established by Company Electronics.

3 Quality Inspector/Programmer or Designee performs SPC analysis that is issued to the Quality Process Manager at the end of each month for the 5-row and 8-row products. The following parameters are included: Length, Camber, Contact Gap, EON Seal off, Eye C/L, Fork Seal Off, C/L of Fork Seal Off, Contact Gap C/L, Width of Retention C, C/L Gap A to C/L Gap A, Pilot Diameter, Planarity, Width of EON Seal off, Eye Width.

4 Customer Reports that the customer requests corrective action activity (e.g., do not meet Cpk capability requirements or documentation errors) follow the requirements defined in OP14.0, Corrective and Preventive Action.

5 Quality Process Manager maintains a file of issued Customer Reports, in accordance with OP16.0, Control of Quality and Environmental Records.

## **Other Customers**

1. The Customer Report follows a free format, unless a specified format is requested by customer (e.g., data interval, issue date, parameters, etc.).

2. Customers requesting ABC Company to supply additional reports or supplied data are internally reviewed, using the internal Customer Specification Review process (Refer to SOP05-03, Completing a Customer Specification Review Form (CSR)).

3. Customer Reports that require corrective action (i.e., Do not meet capability requirements) follow the requirements defined in OP14.0, Corrective and Preventive Action.

4. Process Engineer (Finishing) or Designee maintains a file of issued Customer Reports, in accordance with OP16.0, Control of Quality and Environmental Records.

# Hipaa New Employee Training Manual

**TD Snyder**



## **Hipaa New Employee Training Manual:**

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