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# THE BOTTA-BOOM REQUIREMENTS

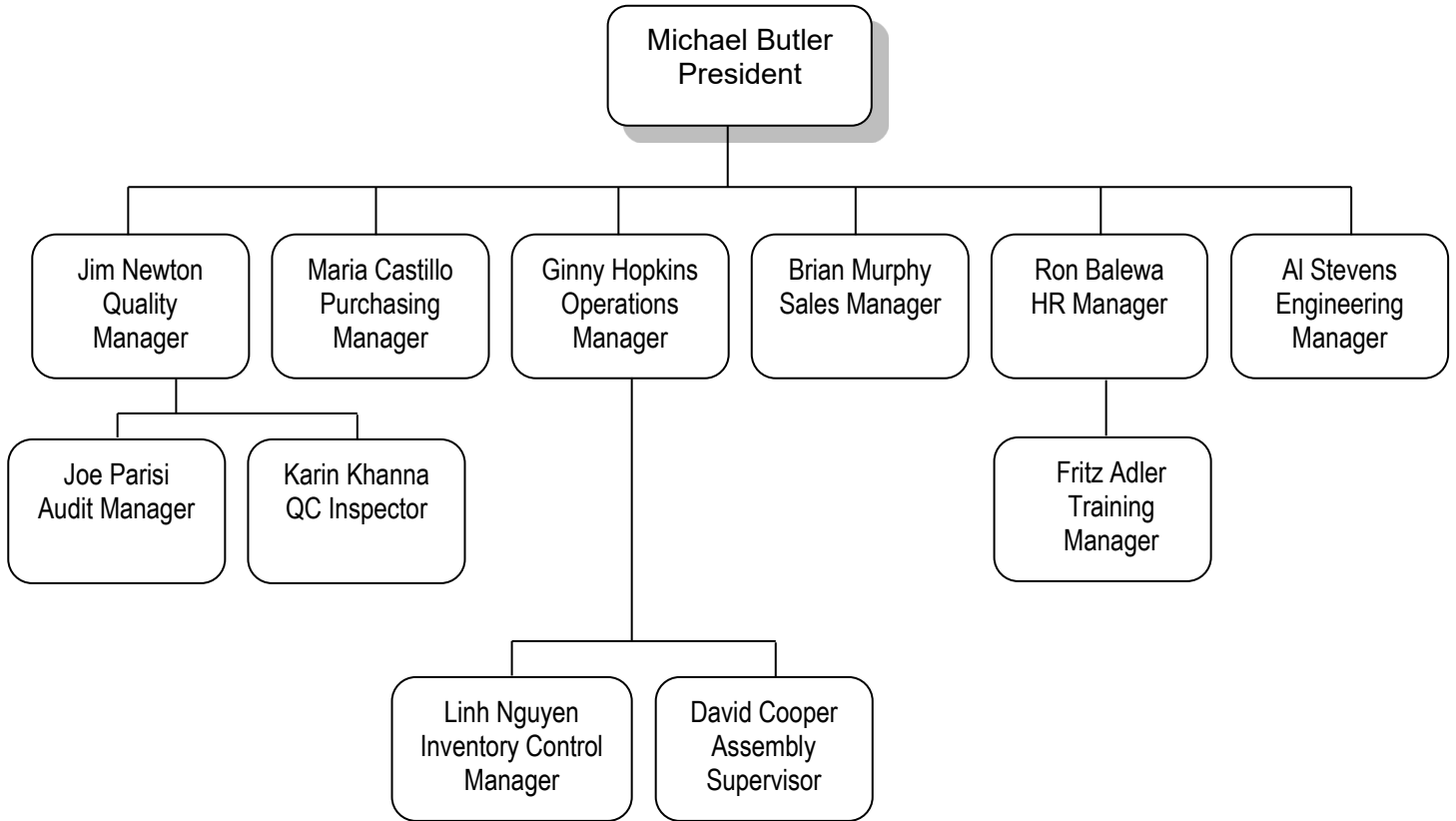
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The following documents are the “rules” we’ll audit by for Botta-Boom



Exhibit A: Organization Chart

Botta-Boom, Inc.



**Exhibit B: Excerpt from Document Master List**

<b>Document Number</b>	<b>Document Name</b>	<b>Approved By:</b>	<b>Current Revision:</b>
QM 001	BB Quality Manual	J. Newton, M. Butler	C
OP 4.2.3	OP – Control of Documents	J. Newton	A
OP 4.2.4	OP – Control of Records	J. Newton	E
OP 6.2	OP – Training	R. Balewa	A
OP 7.3	OP – Design and Development	A. Stevens	C
OP 7.3.1	OP – Engineering Change Orders	A. Stevens	D
OP 7.4	OP - Purchasing	Maria Castillo	D
OP 7.5.4	OP – Preservation of Product	G. Hopkins	B
OP 7.6	OP - Control of Monitoring and Measuring Devices	J. Newton	New
OP 8.2.2	OP - Internal Quality Audits	J. Newton	D
OP 8.2.3	OP – Monitoring and Measurement of Processes	J. Newton	C
OP 8.2.4	OP – Monitoring and Measurement of Product	J. Newton	A
OP 8.3	OP – Control of Nonconforming Product	G. Hopkins	A
OP 8.5.2	OP - Corrective Action	J. Newton	C
OP 8.5.3	OP - Preventive Action	J. Newton	C
WI 7.3.5	WI - Design Verification	A. Stevens	C
WI 7.5.1-1	WI - Equipment Maintenance	D. Cooper	B
WI 7.5.5	WI - Inventory Control	K. Nguyen	B
WI 7.6	WI – Calibration and Verification	K. Khanna	D
WI 8.2.4-1	WI - Receiving Inspection	K. Khanna	C
WI 8.2.4-2	WI - Final Inspection	J. Newton	G

**Exhibit C: Excerpt from Quality Records List**

<b>Record Name:</b>	<b>Responsible Party:</b>	<b>Retention time: (minimum)</b>
Audit reports on potential suppliers	Quality Manager	5 years
Calibration data	QC Inspector	5 years
CAPAs	Quality Manager	3 years
Customer complaint forms	Sales Manager	2 years
Design file	Engineering Manager	5 years
Final Inspection reports	QC Inspector	3 years
Internal Audit reports	Audit Manager	3 years
Job files	Assembly Supervisor	2 years
Management Review minutes	Quality Manager	2 years
NCP log	QC Inspector	2 years
Preventive Maintenance records	Operations Manager	2 years
Purchase Orders	Purchasing Manager	2 years
Receiving Inspection reports	QC Inspector	1 year
Traceability certificates for calibration standards	Quality Manager	5 years
Training records	Training Manager	Term of employment + 1 year
Sales file (contract review records – including changes to orders)	Sales Manager	3 years

**Exhibit D: Corrective Action Form**

**Corrective/Preventive Action Request**

CAPA Number: CAPA - 12 Date: 7/13/18  Corrective Action  Preventive

Initiated by: Kevin Watson Department: Sales

**Description of problem:**

Changes requested by customers after they have already made an order are not always incorporated into the product. Sales transfers the information to Assembly, but sometimes they don't find out about the change at all, and other times they find out too late.

Customer complaint forms numbered 12, 17, 26, 35, and 42 are all related to this type of problem.

Assigned to: Brian Murphy, Sales Manager

**Corrective Action:**

Most of these errors happened because we didn't have time to get the information to Assembly. I worked with David Cooper to determine a method to correct this problem. When a customer requests a change, we immediately send David a message over company email. Before he prints any new work orders, he will check his email for updates.

We keep a copy of the email message in the sales file for that order.

Date Completed: 7/18/18 Signature of manager: *Brian Murphy*

**Corrective/Preventive Action Verification:**  Accepted  Not Accepted

Audited change process and found new process being followed.

Date Closed: 7/20/18 Signature of Quality Manager: *Jim Newton*

**Exhibit E: Excerpt from Internal Audit Database****Audit Schedule: Jan - Jun, 2018**

	January	February	March	April	May	June
Purchasing	x				x	
Assembly	x				x	
Sales			x			x
Engineering		x			x	
Inspection				x		
Human Resources		x				x
Shipping		x				
Management			x			x
Inventory Control				x		

**Audit Findings for completed audits: Jan - Jun, 2018**

<b>audit finding</b>	<b>element</b>	<b>department</b>	<b>auditor</b>	<b>audit date</b>	<b>date closed</b>
7	7.5	Assembly	D. Cooper	1/9/18	2/16/18
8	7.5	Assembly	K. Nguyen	1/11/18	2/22/18
9	7.4	Purchasing	K. Nguyen	1/17/18	3/12/18
10	7.3	Engineering	J. Parisi	2/15/18	
11	7.3	Engineering	J. Parisi	2/15/18	
12	7.5.1 & 7.5.5	Shipping	J. Parisi	2/27/18	4/2/18
13	7.2	Sales	D. Cooper	3/15/18	5/10/18
14	5	Management	J. Parisi	3/28/18	4/16/18
15	8.2	Receiving Insp.	K. Nguyen	4/4/18	5/21/18
16	8.2	Inspection	J. Parisi	4/10/18	6/6/18
17	7.5	Assembly	K. Nguyen	5/8/18	5/31/18
18	7.5	Assembly	D. Cooper	5/16/18	6/19/18
19	6.2	Human Resources	D. Cooper	6/20/18	7/24/18