

# Positive Recall



## 1.0 Scope and Objectives

- 1.1 This procedure defines the activities required for establishing and maintaining the positive recall process for the QMS.
- 1.2 The objective of the positive recall procedure shall be to ensure that the positive recall system is in use when material or product is released to production under the condition that the material or product may need to be captured and isolated at a later time.
- 1.3 The result of the positive recall process shall be the ability to track and capture material and product in the event specific material and product needs to be recovered for any reason. Following this procedure will allow SVM personnel to improve product quality and improve the overall effectiveness of the QMS.

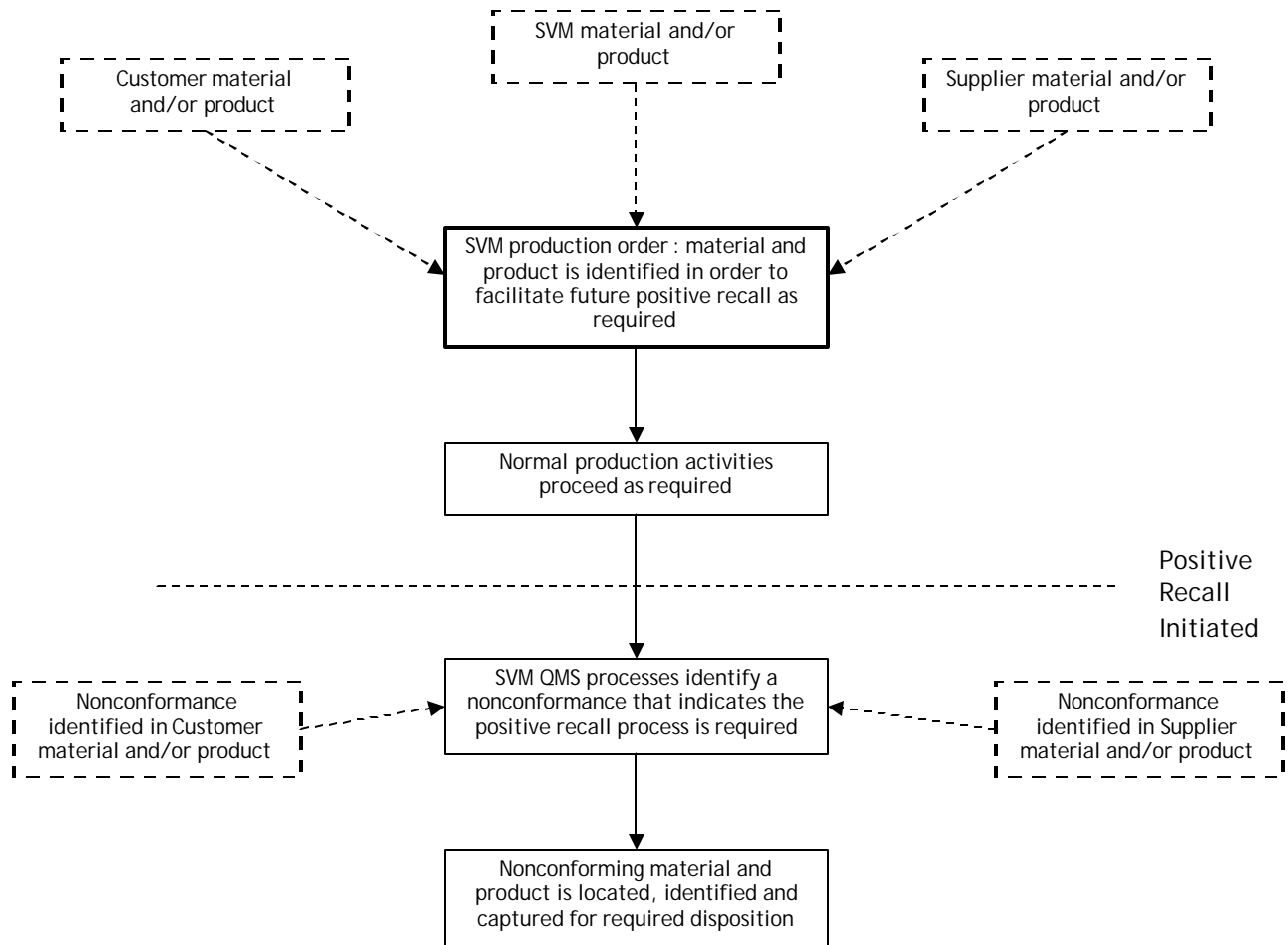
## 2.0 Applicability

- 2.1 This procedure applies internally to:
  - 2.1.1 all SVM personnel
  - 2.1.2 all material identified as needing special tracking for positive recall
  - 2.1.3 all product identified as needing special tracking for positive recall
- 2.2 This procedure applies externally to:
  - 2.2.1 suppliers providing material and product identified as needing special tracking for positive recall
  - 2.2.1 customers providing material and product identified as needing special tracking for positive recall
- 2.3 Material and product that is released for production before it has been verified as meeting specification in order to meet production driven requirements.

## 3.0 Related Documents

- 3.1 QM-001, Quality Manual, Section 7.4.3 Verification of Purchased Product
- 3.2 QM-001, Quality Manual, Section 8.2.4 Monitoring and Measurement of Product
- 3.3 QMS-009, Purchasing Critical Materials, Section 5.47
- 3.4 SVM-028, Revision B, Work Order
- 3.5 SVM-039, Revision C, SVM Job Traveler
- 3.6 Supplier Documentation, as appropriate
- 3.7 Customer Documentation, as appropriate

4.0 Process Flow Chart



## 5.0 Procedure

- 5.1 In accordance with SAE AS9100, Section 7.4.3 and Section 8.2.4, St. Vrain Manufacturing recognizes the importance of the positive recall process and has implemented a process that assures positive recall can be performed as required.
- 5.2 Positive recall may be required for the following reasons:
  - 5.2.1 material has not been verified prior to use
  - 5.2.2 product has not been verified prior to use
  - 5.2.3 a previously undetected problem has been identified
- 5.3 Un-verified material and product may be placed in production when approved by the customer, typically due to time constraints.
- 5.4 Under the above conditions, material and product is placed in a positive recall process.
- 5.5 Raw material is permanently marked by stamping and engraving before going on to the machine center.
- 5.6 Product is segregated by placement in marked containers.
- 5.7 Manufacturing personnel will process verified material and product first when possible. Un-verified material and product will be held back and processed last.
- 5.8 Finished product that has passed dimensional inspection is identified by tags with material lot information.
- 5.9 Verified and un-verified material and product will not be mixed when delivered to the customer.
- 5.10 If product is delivered to the customer before the verification problem is resolved, the lot information is documented to facilitate sorting at the customer's facility, should the need arise.

## 6.0 Responsibilities

- 6.1 Suppliers
  - 6.1.1 notify SVM when material and product is not verified and subject to the positive recall process
- 6.2 Customer
  - 6.2.1 notify SVM when material and product is not verified and subject to the positive recall process
- 6.3 St. Vrain Manufacturing Personnel
  - 6.3.1 identify un-verified material and product and keep separated

6.4 Quality manager

6.4.1 review quality records

6.4.2 issue and control documents, as appropriate

6.4.3 ensure documents are regularly reviewed and updated

6.4.4 ensure that regular internal audits, that address the continued applicability of this document, are scheduled and completed

**7.0 Record Retention**

7.1 All documentation associated with un-verified material and product will be maintained in the job folder.

7.2 This controlled QMS procedure shall be maintained on the server indefinitely.

7.3 Any hardcopy of this controlled document shall be valid for one day after printing.

7.3.1 after one day has elapsed the document shall be used only as a reference document

7.3.2 reference documents must be verified for revision level prior to use

7.4 Obsolete documents shall be removed from area of use and disposed of as appropriate.

7.5 As appropriate, all quality records associated with this document are available for customer or regulatory agency review.

**8.0 Document Control**

8.1 Custodian: Quality Manager

8.2 Review Activity Quality Manager  
President  
Operations Manager

8.3 Approval Authority: Quality Manager  
President  
Operations Manager

9.0 QMS Training Matrix

	Position	President	Operations Manager	Office Manager	Shop Manager	Shipping/Receiving Manager	Quality Manager	Process Planner	Office Personnel	Production Personnel			
Procedure													
QM 001	Quality Management System Manual	X	X	X	X	X	X	X	X	X			
QM 001	Quality Policy	X	X	X	X	X	X	X	X	X			
QM 001	Glossary	X	X				X						
QM 001	Job Descriptions	X	X	X	X		X						
QMS 002	Document Control	X	X	X	X	X	X	X	X	X			
QMS 003	Record Control	X	X	X	X	X	X	X	X	X			
QMS 004	Internal Audits	X	X				X						
QMS 005	Control of Nonconforming Product	X	X		X	X	X			X			
QMS 006	Corrective Action	X	X		X	X	X						
QMS 007	Preventive Action	X	X	X	X	X	X	X	X	X			
QMS 008	Product Realization	X	X	X	X	X	X	X	X	X			
QMS 009	Purchasing Critical Materials	X	X	X	X	X	X						
QMS 010	Production Provision	X	X				X						
QMS 011	Calibration	X	X	X	X	X	X	X	X	X			
QMS-012	Configuration Management	X	X	X	X	X	X	X					
QMS-013	First Article Inspection	X	X		X		X	X		X			
QMS-014	In Process Inspection	X	X		X		X	X		X			
QMS-015	Receiving Inspection	X	X		X		X	X		X			
QMS-016	Training	X	X	X	X	X	X	X	X	X			