|  |  |
| --- | --- |
|  |  |
|  |

**Quality Report** ORDER #

CUSTOMER NAME

**Manufacturing Record Book**

**PO #**

**SN #**

**Abstract**

This report presents the manufacturing records required for this scope of work of the parts identified herein. The requirements are determined within the project Quality plan and subsequent Inspection Test Plans or as specifically called out in the industry design specification and sales order.

**The information contained in this report is of a proprietary nature. It may not be copied, duplicated, or otherwise communicated without written authorization from Baker Hughes.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Names | Signatures | Rev. |
| Prepared By |  |  | NC |
| Reviewed By |  |  | NC |
| Approved By |  |  | NC |
| Date |  |  |  |

# Revision History

**REV DESCRIPTION**

NC Initial Release

# Introduction

**Purpose**

This Manufacturing Record Book is provided with a detailed reference to the records that are supporting the compliance of the referenced products to the applicable standards and specifications. The original supporting records are not included here. Supporting records are retained by Baker Hughes and are available for a period-of-time that is at least ten years from the date of manufacture.

This com pact format is provided for the convenience of all parties reviewing and storing the required records. The format does not indicate any reduction in the number of steps actually performed during manufacturing or any reduction in the availability for the supporting records.

Every effort has been made to provide accurate information in this manual, according to the applicable Sales Order instructions at the time of shipment. Any modifications made under subsequent Sales Order instructions will be documented separately according to the then applicable Sales Order number.

This Manufacturing Record Book, and all information disclosed herein, is the confidential property of Baker Hughes, and may not be reproduced, used, disclosed or in an y manner made public without the written permission of Baker Hughes.

If there are an y questions regarding the information contained in this notice or the accompanying Manufacturing Record Book, please contact your Baker Hughes representative for assistance, or mail to:

Baker Hughes

12221 N. Houston Rosslyn Rd. Houston, Texas 77086

U.S.A.

Attention: Quality Assurance

# A. Certificate of Conformance

This attached certificate identifies the components covered by this data book and adherence as declared therein. Some orders may be processed to have the COC as part of the

completed, signed Sales Order.

# B. Sales Order

This attached Sales Order identifies the contract information and deliverable parts covered by this data book. The sales order m ay identify complete or partial quantities of a given order, or even line item, shipped for that order, and identified herein. The balance of that order will have rolled to a back order and would be subject to other deliveries and Data books.

# C. Inspection and Test Plans (ITPs)

This attached ITP outlines the work process undertaken for the components covered by this data book and the documents to be herein. Should this work not be conducted via an ITP, the sales order/industry requirements shall identify the documents within this record book.

### **Description**

### **Part #**

### **SO #**

### **Log #**

### **PO #**

### **SN #**

### **HT #**