



Document # QP-06

PLANNING	
Procedure Title	PLANNING
Document Number	QP-06
Standard	AS 9100 D:2016
Scope	6.1, 6.2, 6.3
Process Owner	Hasten Applied CNC PLANNING
Related Forms/Records	<ul style="list-style-type: none">F- 620-003, F-620-004 Int & Ext RiskF-620-002 Quality Objectives Records retention min 7 years.
Related Work Instructions	Referenced within the body of the clause
Related Procedures	

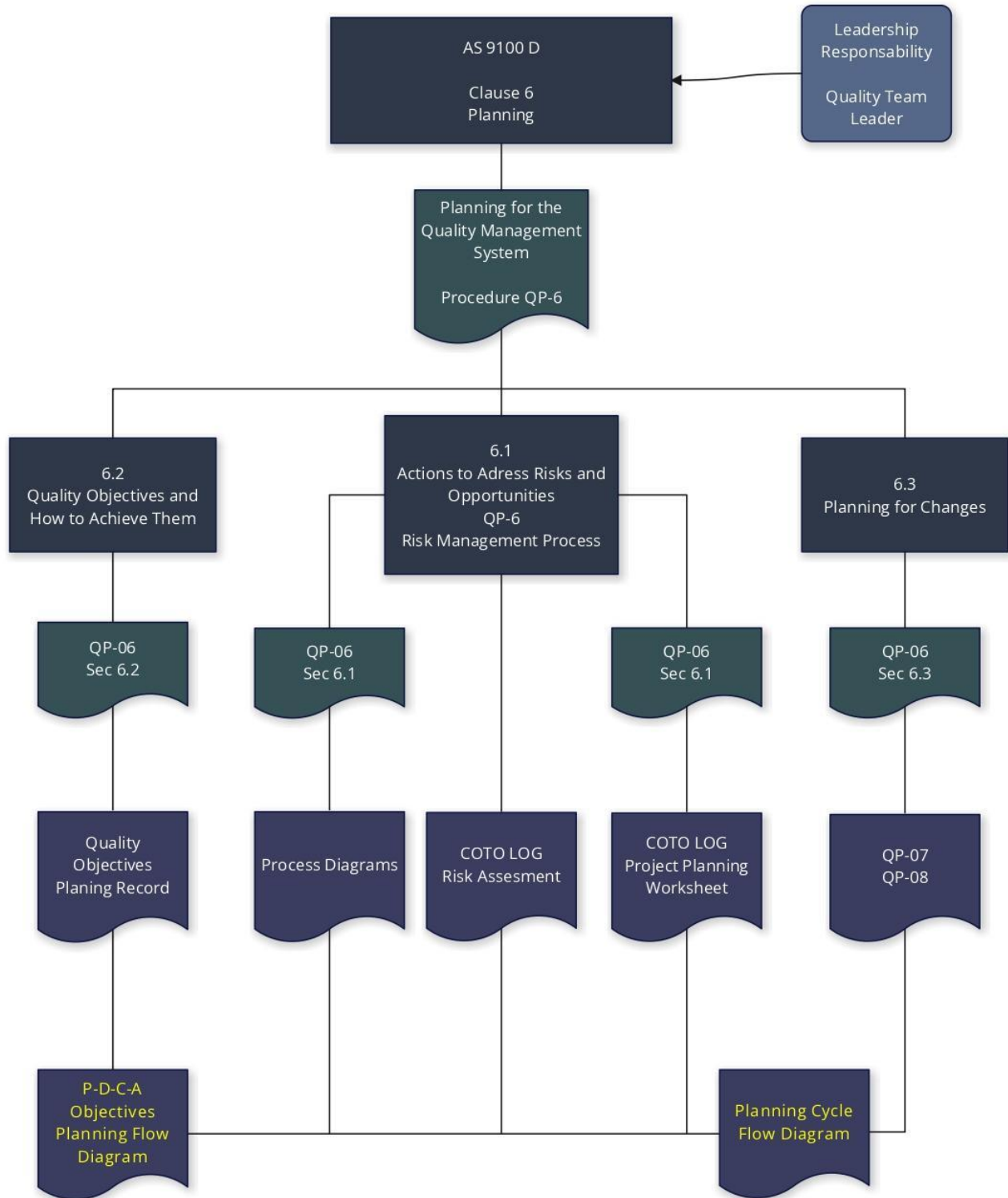
APPROVAL AND REVISION HISTORY			
DATE	REVISION	DESCRIPTION	APPROVED BY
01/26/22	A	Planning procedure	R.H.



6 Planning

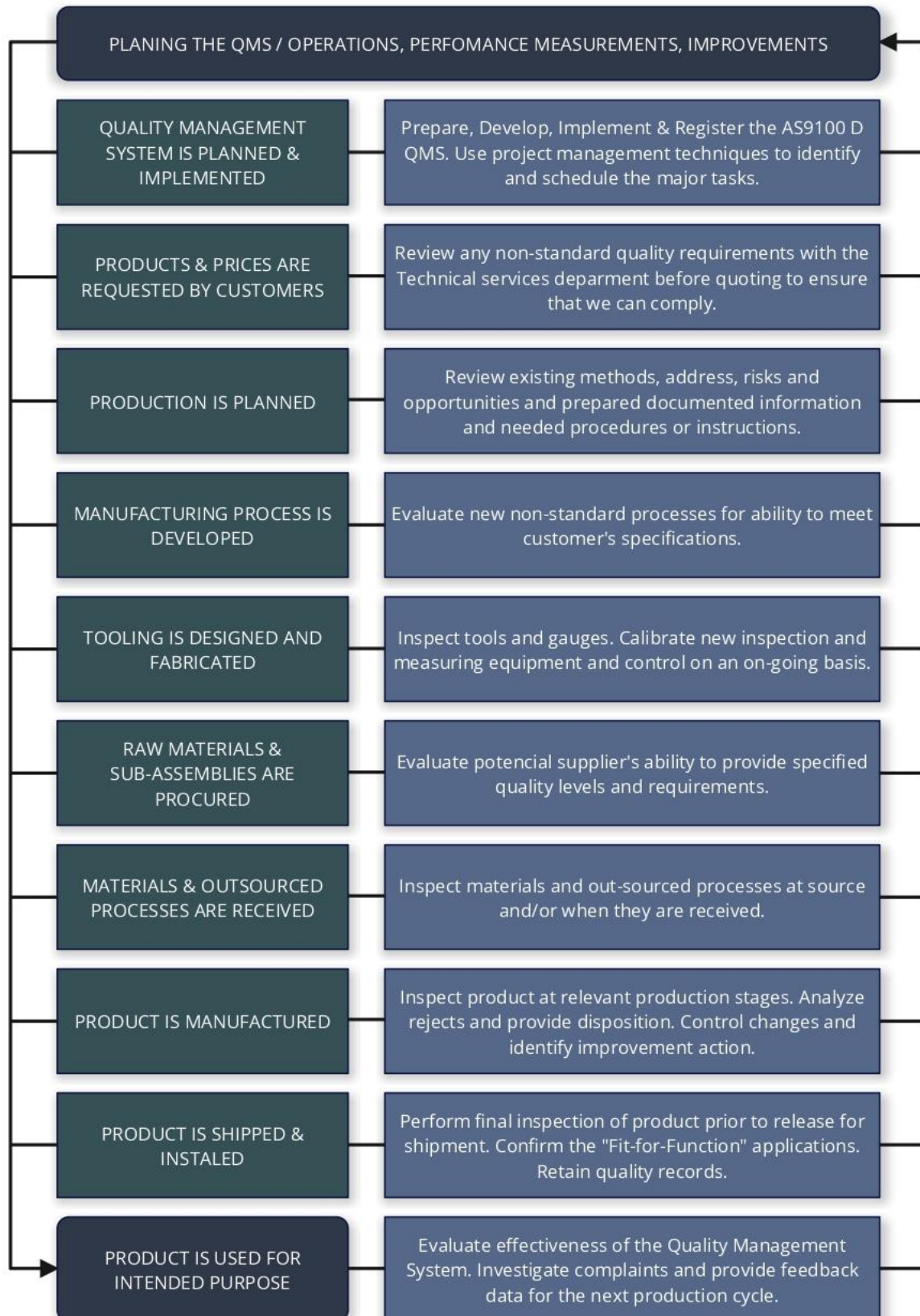
QUALITY MANAGEMENT SYSTEM

CLAUSE 6 – PLANNING



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PLANING CYCLE – FLOW DIAGRAM



6.1 Actions to address risks and opportunities

6.1.1 When planning for the quality management system, the organization shall consider the issues referred to in 4.1 and the requirements referred to in 4.2 and determine the risks and opportunities that need to be addressed to:

- a) Give assurance that the quality management system can achieve its intended result(s);
- b) enhance desirable effects;
- c) prevent, or reduce, undesired effects;
- d) achieve improvement.
 - Issues and Risks are identified as part of QP-04 Context of the Organization Procedure.
 - This document includes the identification of key risks associated with the defined process.
 - Risks are identified in the COTO Log and Opportunity Plans projected on F-610-001.
 - Hasten Applied CNC managers review for possible risks and analysis where necessary and takes actions to minimize or eliminate them where and when they are identified using the External and Internal Risk Analysis Evaluation F-620-004, or 003.
 - The methods for risk assessments vary but should always include a means of identifying the risk under examination, and a description of the result of the risk assessment.
 - No single method is used for all risk assessments; the tool selected should be the best tool applicable to the risk being analyzed and achieve Improvement.

6.1.2 The organization shall plan

- a) Actions to address these risks and opportunities.
- b) How to:
 - 1) integrate and implement the actions into its quality management system processes (see 4.4);
 - 2) evaluate the effectiveness of these actions
 - Actions to address Risks and Opportunities are defined in QP-04 and in the Risk Process.

6.2 Quality objectives and planning to achieve them

6.2.1 The organization shall establish quality objectives at relevant functions, levels and processes needed for the quality management system.

The quality objectives shall:

- a) Be consistent with the quality policy.
- b) Be measurable.
- c) Take into account applicable requirements.
- d) Be relevant to conformity of products and services and to enhancement of customer satisfaction.
- e) Be monitored.

- f) Be communicated.
- g) Be updated as appropriate. The organization shall maintain documented information on the quality objectives.
 - Senior Management will ensure that the Quality Objectives are established at relevant functions and levels within the organization.
 - The Quality Objectives established have been described as the organization top level measurements, which are measurable and consistent with the Quality Policy.
 - Quality Objectives have been defined and documented and monitored.
 - The Quality Objectives are measured by Quality and reviewed by the management team annually.
 - The Quality Objectives are communicated during training sessions and posted, as necessary.
 - Objectives are reviewed and updated during Management Review meetings held annually or whenever senior management deems it necessary.

6.2.2 When planning how to achieve its quality objectives, the organization shall determine:

- a) what will be done;
- b) what resources will be required;
- c) who will be responsible;
- d) when it will be completed;
- e) how the results will be evaluated.
 - During Manager meetings assignments of responsibilities are provided to relevant Managers to assure quality objectives are achieved.
 - The Management team reviews resources needed and ensures their provision if needed.
 - Goals are set with assigned responsibilities to ensure objectives are met in a timely manner.
 - Results are evaluated during Management and Staff meetings.

6.3 Planning of changes

When the organization determines the need for changes to the quality management system, the changes shall be carried out in a planned manner (see 4.4).

The organization shall consider:

- a) the purpose of the changes and their potential consequences.
- b) the integrity of the quality management system.
- c) the availability of resources.
- d) the allocation or reallocation of responsibilities and authorities.
 - The planning of changes to the quality management system is carried out to meet the requirements listed in the AS 9100 Quality Management System as well as the Quality Objectives.
 - Changes to any processes or procedures are monitored to ensure that the integrity of the Quality Management System is maintained.

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- Quality is responsible for maintaining the integrity of the process until revised documentation is developed, approved, and implemented. Managers ensures that resources are provided and that the allocation and reallocation of responsibilities and authorities are addressed.

