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Quality systems

Part 4. Guide to the use of BS 5750 : Part 1
'Specification for design, manufacture and installation'

Systemes relatifs à la qualité

Partie 4. Guide pour l'usage de BS 5750 : Partie 1 'Spécification de la conception, de la fabrication et de l'installation'

Qualitätssysteme

Teil 4. Anleitung zur Verwendung von BS 5750 : Teil 1 'Spezifikation für Konstruktion, Herstellung und Einbau'

Contents

	Page		Page
Foreword	Inside front cover	4.9 Documentation and change control	6
Cooperating organizations	Back cover	4.10 Control of inspection, measuring and test equipment	7
Guide		4.11 Control of purchased material and services	7
1. Scope	1	4.12 Manufacturing control	8
2. References	1	4.13 Purchaser supplied material	9
3. Definitions	1	4.14 Completed item inspection and test	10
4. Requirements and guidance	1	4.15 Sampling procedures	10
4.1 Quality system	1	4.16 Control of non-conforming material	10
4.2 Organization	1	4.17 Indication of inspection status	11
4.3 Review of the quality system	2	4.18 Protection and preservation of product quality	11
4.4 Planning	2	4.19 Training	12
4.5 Work instructions	3	Appendix	
4.6 Records	3	A. Typical questions	13
4.7 Corrective action	4		
4.8 Design control	4		

Foreword

Following the review of comprehensive comments submitted on the draft revisions of BS 5179 in 1978, the decision was taken to concentrate initially on issuing a series of quality systems specifications containing only requirements, leaving for separate consideration the guidance material i.e. review of requirements, evaluation guidance and typical questions.

Subsequently the quality system specifications were published in October 1979 as BS 5750 : Parts 1, 2 and 3. Work then commenced on the further development of guides for the use of these system specifications.

It has now been agreed that the explanatory guides to the system specifications should be published as additional Parts of BS 5750. The guidance for Part 1 is Part 4, that for Part 2 is Part 5 and that for Part 3 is Part 6.

Whereas BS 5750 : Part 1 may be invoked in a contract to specify the quality system requirements appropriate to the particular material or service, it is emphasized that this Part 4 guide is not intended to have contractual significance and should not be invoked contractually or otherwise used to impose mandatory requirements.

This guide supersedes BS 5179 : Part 3 : 1974 which is therefore withdrawn.

British Standard

Quality systems

Part 4. Guide to the use of BS 5750 : Part 1 'Specification for design, manufacture and installation'

1. Scope

This Part of BS 5750 provides guidance on the implementation of BS 5750 : Part 1. It is aimed at affording a better understanding of the specification itself as well as assistance in its use, either in implementing or in evaluating such a system. The guidance given is not intended to be exhaustive, but to highlight important aspects to which attention should be given.

NOTE. This standard replaces BS 5179 : Part 3 in which guidance was given under three headings.

- (a) Review of recommendation,
- (b) Evaluation guidance,
- (c) Typical questions.

In this standard (a) and (b) have been combined under 'Guidance'. 'Typical questions' have been listed in appendix A.

2. References

The titles of the standards publications referred to in this standard are listed on the inside back cover.

3. Definitions

For the purposes of this standard the definitions given in BS 4778 apply together with the following

3.1 specified requirements. Either:

- (a) requirements prescribed by the purchaser in a contract for material or services;
- (b) requirements prescribed by the supplier that are not subject to direct specification by the purchaser.

3.2 materiel. Equipment, tools, supplies and spares that form the subject of a contract.

NOTE 1. This definition is given in BS 4778 and is repeated here because of its frequent use.

NOTE 2. This generic term is often used for large scale procurement purposes.

4. Requirements and guidance

4.1 Quality system

4.1.1 Requirement of BS 5750 : Part 1. The supplier shall establish, document and maintain an effective and economical quality system to ensure and demonstrate that materiel or services conform to the specified requirements. The documented quality system shall include quality management objectives, policies, organization and procedures to demonstrate compliance with the requirements of this standard.

4.1.2 Guidance. Quality is the responsibility of management. To attain the required quality, management has to specify its objectives, establish policies and a system of procedures to accomplish them, assign duties, delegate

authority, set up adequate methods and standards of performance and evaluate results objectively. (In this respect BS 6143 may be found useful.) This requirement identifies the need for a supplier to have a formal system to manage his activities, states the objectives and scope of the system and indicates that data have to be presented in a documented form to substantiate compliance with the requirements of BS 5750 : Part 1.

The documentation of the supplier's quality management system may be presented as a quality manual, or in a formal manner that adequately describes the systems of control, e.g. as a quality programme or as a controlled and documented system. For further information on quality manuals see 11.5 of BS 4891 : 1972.

4.2 Organization

4.2.1 Personnel responsible for functions affecting quality

4.2.1.1 Requirement of BS 5750 : Part 1. The supplier shall delegate, to all personnel responsible for functions affecting quality, both the defined responsibility and the authority to identify and evaluate quality problems and to initiate, recommend and provide effective solutions.

4.2.1.2 Guidance. Practically all suppliers have quality control and/or inspection departments that are concerned solely with quality matters, but these departments alone cannot satisfy all the requirements. Most other departments of a supplier's organization are responsible for the achievement of quality. To establish a quality system that meets the requirements of BS 5750 : Part 1, suppliers have to identify the functions and activities that directly affect quality and delegate to the personnel responsible for those functions specific authority to discharge that responsibility.

4.2.2 Management representative

4.2.2.1 Requirement of BS 5750 : Part 1. The supplier shall appoint a management representative, preferably independent of other functions, who shall have the necessary authority and the responsibility for ensuring that the requirements of this standard are implemented and maintained.

4.2.2.2 Guidance. The significant point of the requirement is that there will be one individual acting as a focal point on behalf of top management to implement and maintain the requirements of BS 5750 : Part 1. 'Implement and maintain' means:

- (a) the co-ordination and monitoring of the quality system;
- (b) the resolution of any non-conformance in the system;