***DEVIATION PREPARATION PROCEDURES***

I INTRODUCTION

A. Scope

This procedure establishes a method, procedure, and the controls to effectively and efficiently deviate from approved procedural documentation.

B. Application

This procedure is applicable for all SITS and Aircraft Test Procedures, Configuration Checklists, Pre/Post Flight Checklists, and all other similar procedural documentation.

C. Responsibilities

All Pt. Mugu Operations, Functional Departments.

II. GENERAL PROCEDURE

A. Background

Detailed procedures are developed, published and approved for use in order to maintain test discipline, ensure complete and comprehensive instructions to test personnel and to permanently record test results. Once the initial document is approved there exists no official method to make real time corrections, changes or alterations short of a complete revision cycle.This situation is neither efficient nor cost effective.

B. Purpose

This procedure provides the capability and authority for lead test personnel to officially record deviations to test documentation in order to expedite test completion, maintain configuration control of the affected document, and to satisfy [company] and Navy quality requirements.

C. Deviation Preparations Procedures

l. The test conductor/lead engineer will initiate a deviation sheet and associated instructions, whenever the test or functional instruction is deemed by him to be in error or cannot be

accomplished as written.

Note: Deviations are not required for obvious typographical errors or minor "pen/ink"

corrections.

2. The test conductor/lead engineer will "red line" the portion of the procedure to be deleted or modified.

3. [Company] Quality Control will annotate the procedure with the deviation number in the left margin and indicate the step has been performed as modified by affixing his stamp to the deviation sheet in the space provided and in the left margin of the procedure in the near vicinity of the deviation number (back stamp).

4. Navy Quality Control will co‑stamp, as required, the procedure and/or the deviation sheet.

5. [Company] Quality Control will maintain a copy of the deviation sheet(s) with the official as‑run copy of the test document.

6. The test conductor/lead engineer will process the deviation sheet original through review by the document originator and the applicable Project Engineer.

Note: Deviations to procedures not part of an ACCB package can be approved by the Project Engineer and the Engineering Manager/Director.

7. The deviation sheet original is then forwarded to the GACCB chairman for approval and forwarding on to the Navy ACCB for final approval.

Note: GACCB and Navy ACCB review is required only for those documents which are part of an approved ACCB package.

8. Navy ACCB will either approve the deviation or return the document with comments and a disposition.

If the document deviation is approved:

The ACCB will return the original signed deviation to the GACCB chairman for internal [company] distribution.

If the documented deviation is not approved:

The ACCB will return the deviation with appropriate comments to the GACCB chairman for coordination, resolution and re‑submittal.

9. [Company] Quality Control will coordinate with Navy Quality Control the final close‑out of all associated work orders, MAF's, etc. The ACCB approved deviation becomes a permanent part of the official "as‑run" data package.

10. The test document originator will maintain a file of all approved deviations against his procedure. If and when the procedure is updated or revised all permanent deviations will then be incorporated. If the number or magnitude of deviations become excessive this will cause

the originator to generate an update or revision.

11. Data Management will, upon receipt of an ACCB approved deviation, maintain that deviation in the master file attached to the document original.