Quality System Procedure



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QSP 8.2 Subject: Contract Analysis

- 1.0 <u>Purpose</u>
- 2.0 <u>Scope</u>

3.0 <u>Responsibility and Authority</u>

- 4.0 <u>Contract Analysis Procedure</u>
- 4.1 General
- 4.2 Determining the requirements for products (services)
- 4.3 Analysis and ensuring of compliance with the requirements for products (services)
- 4.4 Changes of requirements for products and services
- 4.5 Contract Execution

5.0 Criteria and Risks of 'Contract Analysis' Process

5.1. Criteria of 'Contract Analysis ' Process

5.2 Addressing the risks and opportunities of the 'Contract Analysis' process

6.0 **Documented information of 'Contract Analysis' Process**

7.0 <u>Revision History</u>

4.0 Contract Analysis Procedure

4.1 General

'Contract Analysis' Process model is displayed on Fig. 1.

Fig.1 'Design and Development' Process Model

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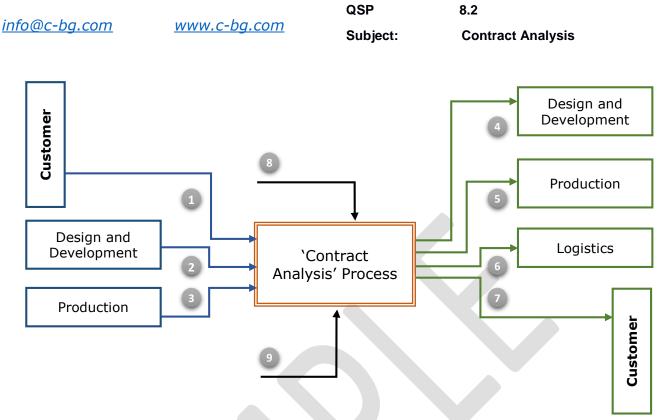


Fig.1 'Contract Analysis' Process Model

'Contract Analysis' Process Model Flows

Inputs

- Customer requests;
 - Information about design possibilities;
 - Conclusions on the customer requests for a 'custom product (service)' analysis results;
 - Information on production opportunities;
 - Information on post-delivery activity completion;

Outputs

- Customer requests for a 'custom product (service)';
- Copies of contracts for 'custom product (service)' delivery;
- Copies of contracts for product (service) delivery;
- Request for post-delivery activity;
- Request for product delivery;
- Commercial offers
 - Contract for product (service) delivery;

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- Accompanying documents for products (services);
- QSP 8.2-02 Contract analysis;
- Documented information of external original, including Consumer protection laws;
- Sales department resources;
 - Corporate information system.

4.2 Determining the requirements for products (services) includes:

• Creation of a catalog of products (provided services) with the description and characteristics;

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- working with customer requests;
- Development of the commercial offer;

Development of the contract draft.



Other ISO 9001:2015 Documents and Templates