Procedure: [Equipment Validation Proc. Title]

1. SUMMARY
   1. The purpose of this procedure is to define how the company validates critical equipment tools and software programs prior to use.
   2. The [who?] is responsible for implementation and management of this procedure.
2. REVISION AND APPROVAL

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| **Rev.** | **Date** | **Nature of Changes** | **Approved By** |
| [Rev Number] | [Date of Issue] | Original issue. | [Procedure Approver Name] |
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1. APPLICATION AND EXEMPTIONS
   1. **Application**
      1. This procedure applies to all departments and facilities which develop and design production equipment, test equipment, tooling and CNC software programs.[🡨 MODIFY THIS TO MATCH SCOPE OF COMPANY’S PRODUCTS AND SERVICES]
   2. **Exemptions**
      1. Equipment solely used for supporting the facilities is exempt from this procedure; this includes compressors, vehicles, air handling systems, lighting, etc.
      2. All production equipment, tooling and software in use for at least six months prior to the release of the first version of this procedure in [Date of Issue] is to be considered validated by way of previous use and history, and therefore is exempted from this procedure, unless otherwise marked as nonconforming (see rules below). However, if any significant change is made to legacy equipment, tooling or software, this may trigger a new validation requirement if the change could affect product quality.
      3. CNC software programs used solely for the machining of tooling or anything other than product are exempted from validation.
2. VALIDATION PROCEDURES
   1. **Equipment and Tooling**
      1. In order to validate production equipment and tooling, the items shall be built or installed and put through at least one trial operation; this usually means producing a part using the item or software, and then sending the resulting part to [QC or QA Preferred Term] for an inspection of the dimensions created or impacted by the hardware or software in question; this is typically through a first piece inspection, but could also be a full First Article. In some cases, multiple parts may be manufactured and inspected to ensure validation, or multiple production runs may be required at various settings or over a range of criteria.
      2. If the results of [QC or QA Preferred Term] inspection show the item is not acceptable, the information shall be provided to the appropriate area manager and adjustments to the device made. Another round of production and [QC or QA Preferred Term] inspection is then conducted.
      3. Where appropriate, it may become necessary to work with a device’s manufacturer to assist in making the appropriate adjustment or repairs to get the equipment validated.
      4. Equipment failing validation may not be used [enter any exceptions here], and must be marked visibly with appropriate signage indicating “DO NOT USE” or “AWAITING VALIDATION” or similar language.
      5. Equipment and tooling may be considered to have been validated unless otherwise marked.
   2. **CNC Manufacturing Software**
      1. For CNC programs used in the manufacture of flight or development hardware, a first piece inspection will be made of either one or more parts produced under the CNC program. If the results are within the tolerances indicated on the print, the CNC program is considered validated and may be used for production runs.
      2. If the inspection results show the part fails, the CNC program will be modified, and additional parts run and inspected, until the CNC program produces parts that are within tolerance.
3. MAINTENANCE AND ONGOING VERIFICATION
   1. Ongoing assessments of the validity of validated equipment, tooling and programs are done during internal auditing (see procedure ***[Internal Auditing Proc. Title]***), as well as ongoing inspection of parts during normal production.
   2. Preventive maintenance programs are in place for critical equipment, to ensure proper functioning of such equipment, per the procedure ***[Preventive Maintenance Proc. Title].***