19 March 1991

To: P. Buck
Re: New Quality Assurance Procedures
     ALL ST-8000A Operations

1. Make three copies of each procedure.

2. Punch all <u>copies</u> (not originals) for 3-hole binder

3. Stamp each page of the copies with "APPROVED MARCH 19 1991".

4. Make three sets of 3-ring binder tabs. Labels:

    Q/A MANUAL
    MODEM BD - A1
    CONTROL BD - A2
    FP DISPLAY - A3A
    FP LOGIC - A3B
    FR PANEL - A3C
    POWER SUPPLY - A4
    CABLES - A5Wx
    PRELIM CAB - A5
    PCB INST - A6A
    FINAL ASBLY - A6B
    ACCESSORIES
    MIL PACKING
    INCOMING INSP
    FLOW-SOLDER

5. Install three copy sets and tabs in 1.5" Binders.

6. Place attached labels on front and edge of binders.

7. Distribute:

    ORIGINALS: Configuration Control (GWH)
    COPY #1:   Configuration Manager (GWH)
    COPY #2:   Quality Assurance   (SH)
    COPY #3:   Engineering   (RD)

8. <u>IN ADDITION</u>, make five more copies of only the Quality Assurance Manual. Punch and stamp each sheet. Put each copy in a 1" 3-ring binder (no tabs, but put card protectors at front & rear). The five Q/A Manual copies go to:

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COPY #1    PRESIDENT          (GWH)
COPY #2    PRODUCTION          (TLS)
COPY #3    INVENTORY CONTROL    (RB)
COPY #4    PURCHASING          (LAS)
COPY #5    MARKETING          (KWS)
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G. W. Henry
Configuration Manager