

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 copies (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. IN ADDITION, 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:

COPY #1	PRESIDENT	(GWH)
COPY #2	PRODUCTION	(TLS)
COPY #3	INVENTORY CONTROL	(RB)
COPY #4	PURCHASING	(LAS)
COPY #5	MARKETING	(KWS)

G. W. Henry  
Configuration Manager