

			<h2>Special Characteristics</h2>
QMS PQ19	Rev A	Date 10-02-17	<b>Procedure Authority: Quality Manager</b>

**Purpose:** The purpose of this procedure is to describe and direct activities associated with special characteristics.

**Scope:** This procedure applies to special characteristics denoted by our customers, as well as internally designated special characteristics.

**Responsibility:** The Quality Manager is responsible for administering this procedure.

**Definitions:**

Special characteristic, (SC) = A product or process characteristic that can significantly impact safety, compliance, fit, function, performance, requirements, or subsequent processing.

**Reference Documents:** NA

**Procedure:**

1. As part of process design, special characteristics (SC), will be considered and addresses as appropriate.
2. A multidiscipline team, facilitated by the quality manager, will review product and process characteristics and address any with known, or anticipated to have, significant impact on safety, compliance, fit, function, performance, requirements, or subsequent processing.
3. The SC concern will be documented for appropriate communication throughout the organization in various production and inspection records, work instructions, etc.

**Note:** *For automotive customers*, safety, compliance, fit, function, performance, requirements, or subsequent processing. *SC's will be properly notated in various APQP documents, i.e. PFMEA and Control Plans.*

4. A method of control and monitoring strategy will be chosen and implemented as appropriate.

### **AMENDMENT RECORD**

Revision	Date	Details	Authority
A	10-02-17	Originated	Ed Ide