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1.0 PURPOSE

To ensure that the design and development of products including design changes, is controlled through planning, implementation, review, verification and validation.

2.0 SCOPE

All products developed by EMCO ELECTRONICS for manufacturing

3.0 REFERENCES

- DD00 - 401 Format - "Design Plan"
- DD00 - 402 Format - "Design Change Record"
- DD00 - 403 Format - "Design Review Redord"
- DD00 - 404 Format - "Summary of Design Measures"
- DD00 - 501 Format - "Check list for Design Input Adequacy"
- DD00 - 502 Format - "List of Design Outputs"
- DC00 - 403 Format - "Masterlist of Documents (Internal)"
- ITXX - 402 Format - "Test Reports"
- PD00 - 201 Procedure - "Procedure for Production"
- MK00 - 201 Procedure - "Procedure for Contract Review"
- DC00 - 201 Procedure - "Procedure for Document and Data Control"

4.0 ANNEXURES :

- Annexure A - Process Maps & Flow-Charts
- Annexure B - Records Table



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Annexure A - PROCESS MAPS & FLOW-CHARTS

Process Owner : <ul style="list-style-type: none"> • Head Design 	Process Controls : <p style="text-align: center;">---</p>	Process Performance Targets : <ul style="list-style-type: none"> • Completion as per plan • Actual cost not exceeding 5% of planned cost
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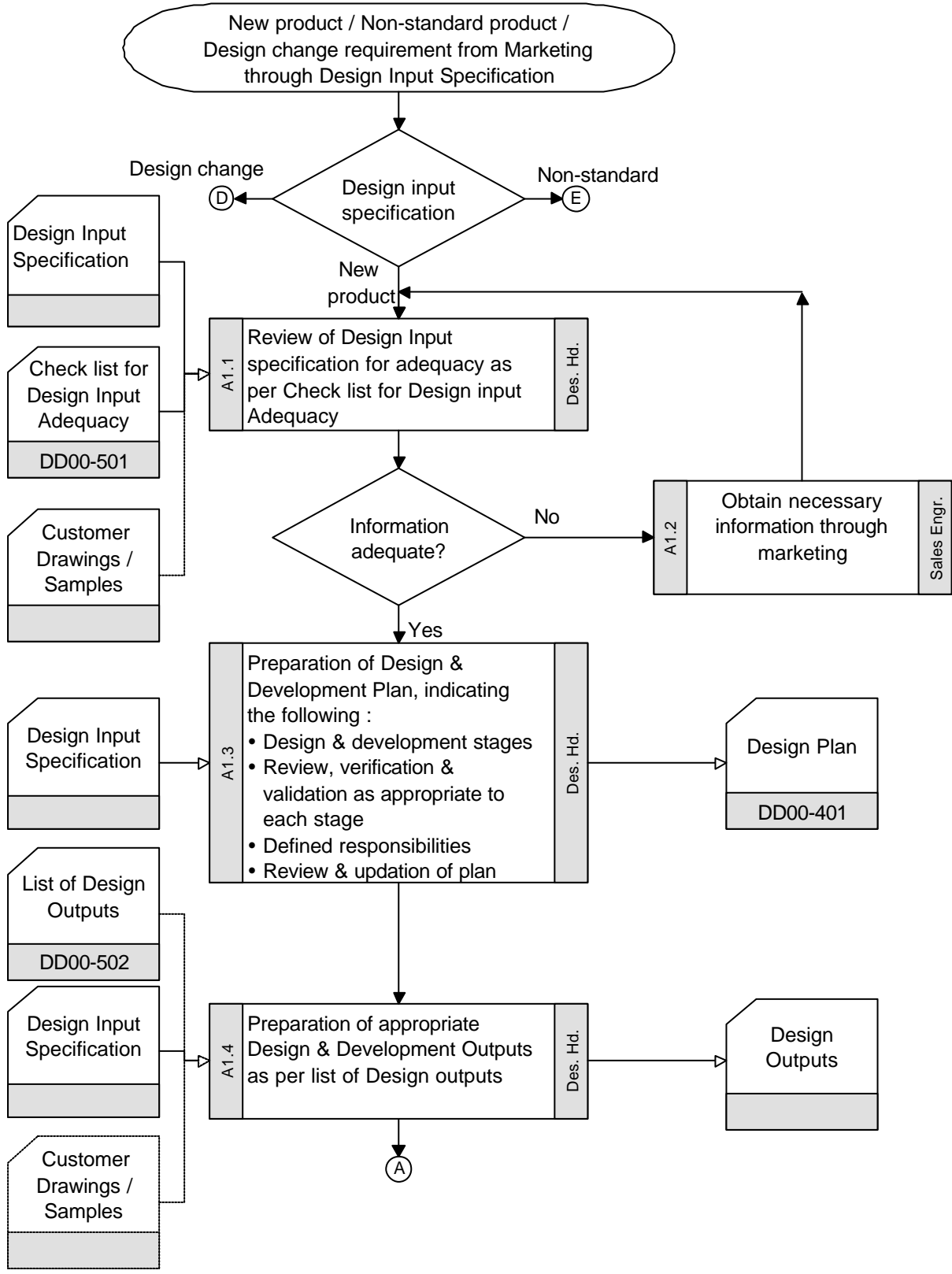
Process Inputs : <ul style="list-style-type: none"> • Specific Customer requirement • Customer Feedback 	Process Name : <p style="text-align: center;">Design and Development</p>	Process Outputs : <ul style="list-style-type: none"> • Design Plan • Design Verification Records • Design Validation Records • Design Review Records • Design Change Records
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Process Verification : <ul style="list-style-type: none"> • Through Auditing and Process Performance Measures 	Process Resources (Means): <ul style="list-style-type: none"> • Availability of softwares 	Process Measures (Metrics) : <ul style="list-style-type: none"> • % Delay in implementation. (DD00-404) • % Actual cost : Planned cost (DD00-404)
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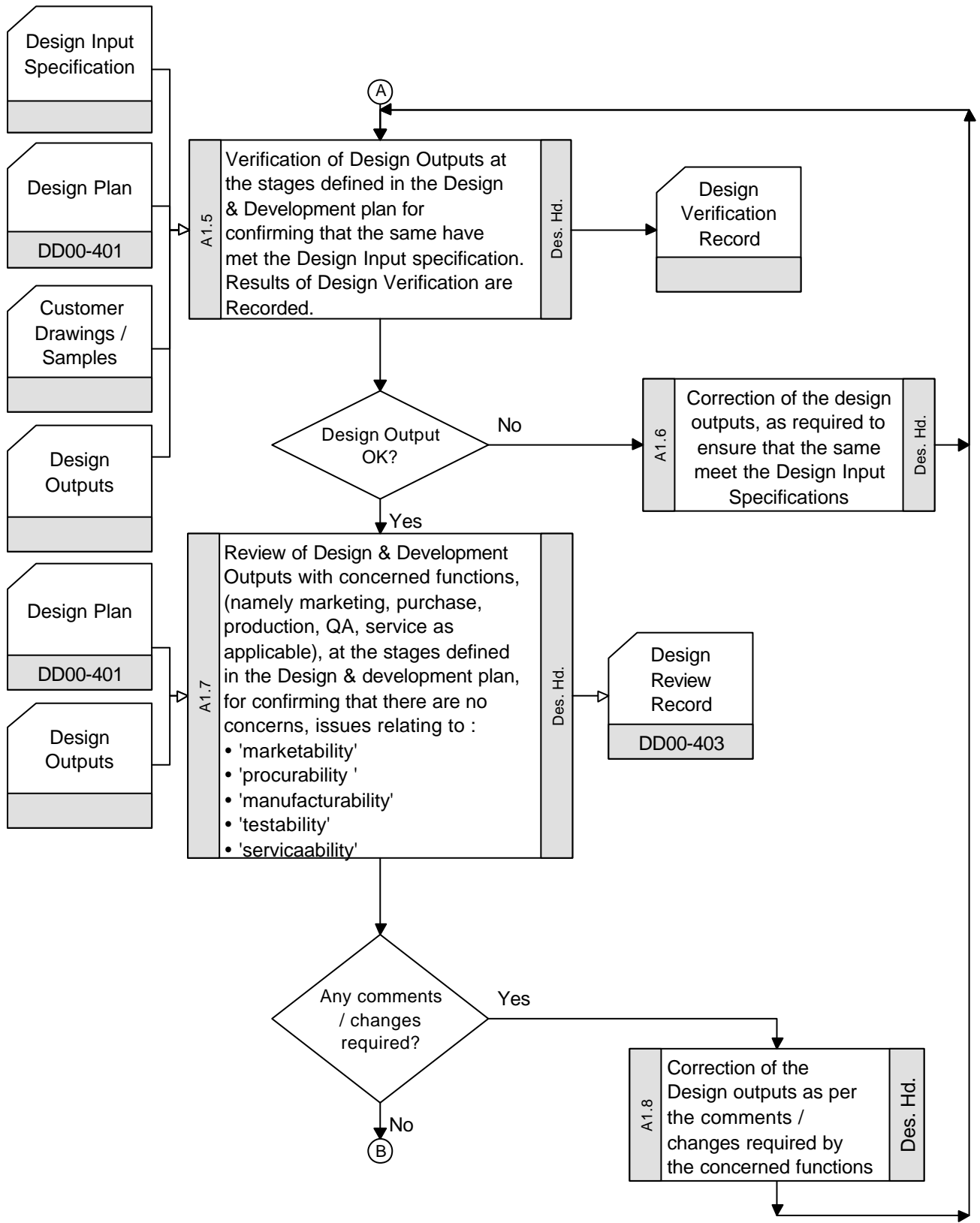
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Design and Development Process:



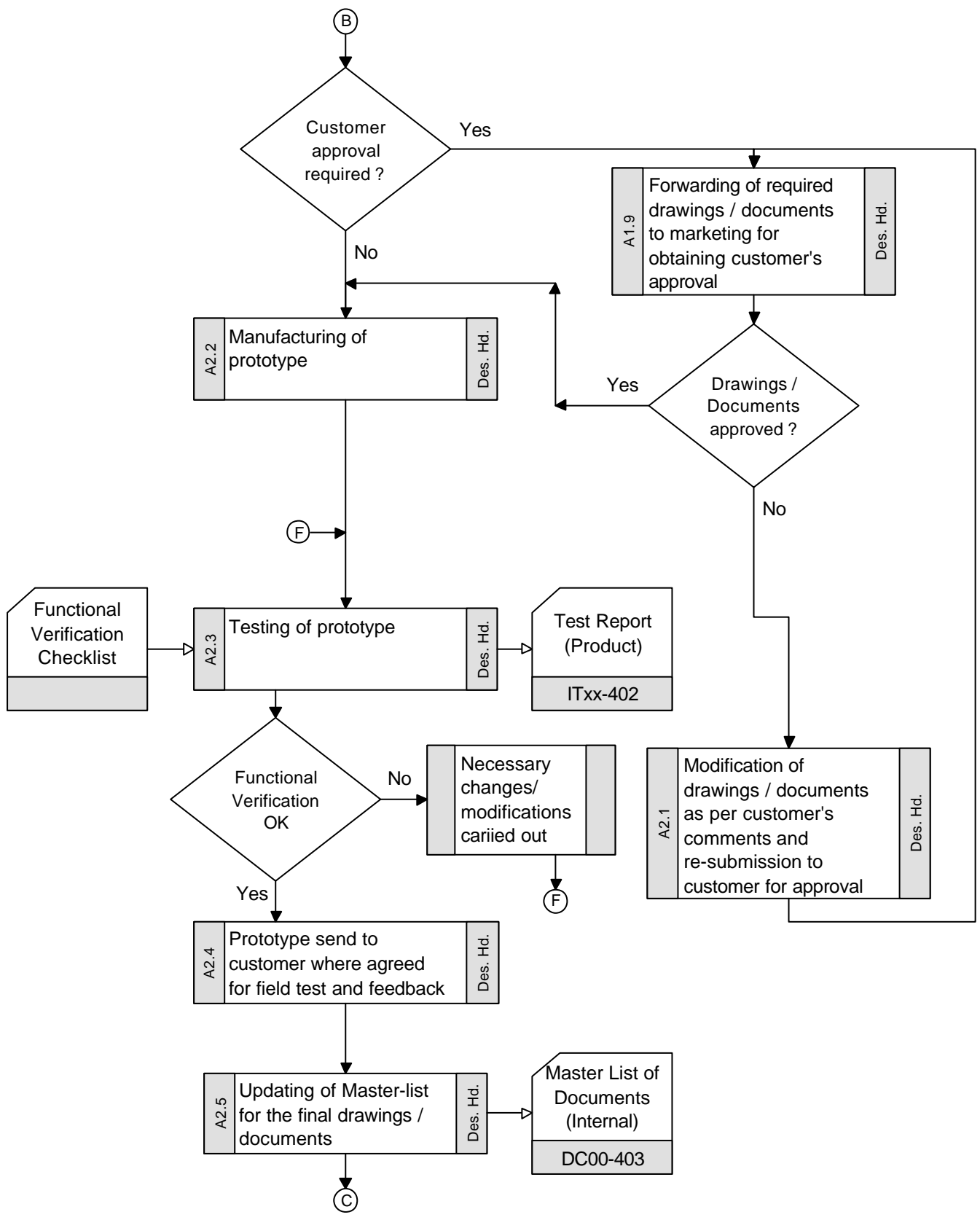


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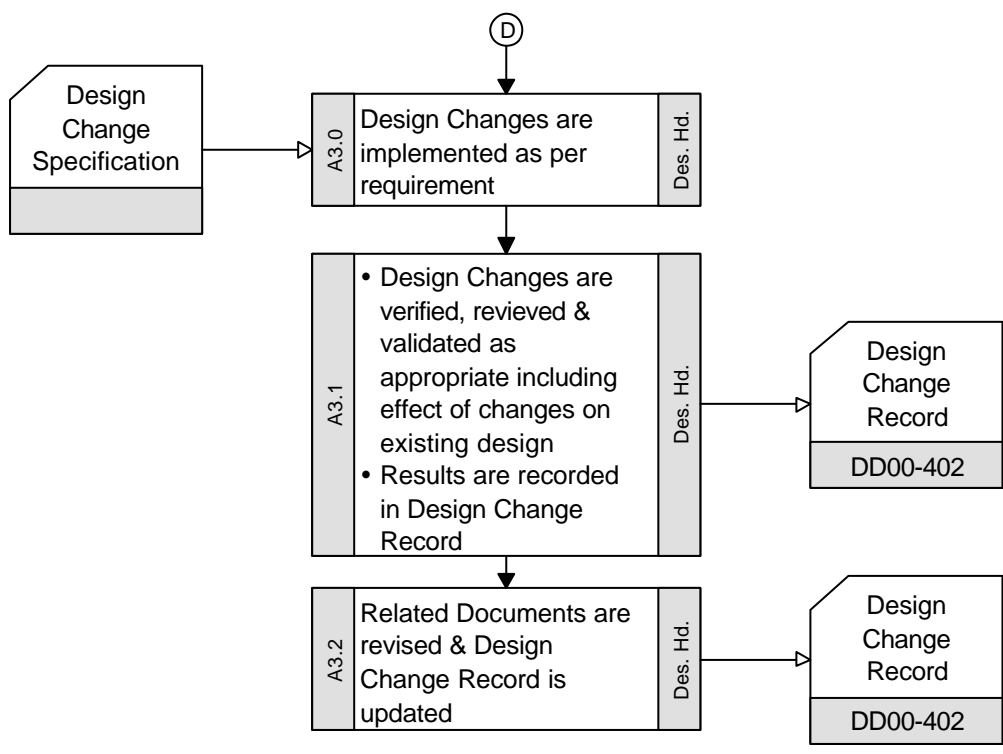
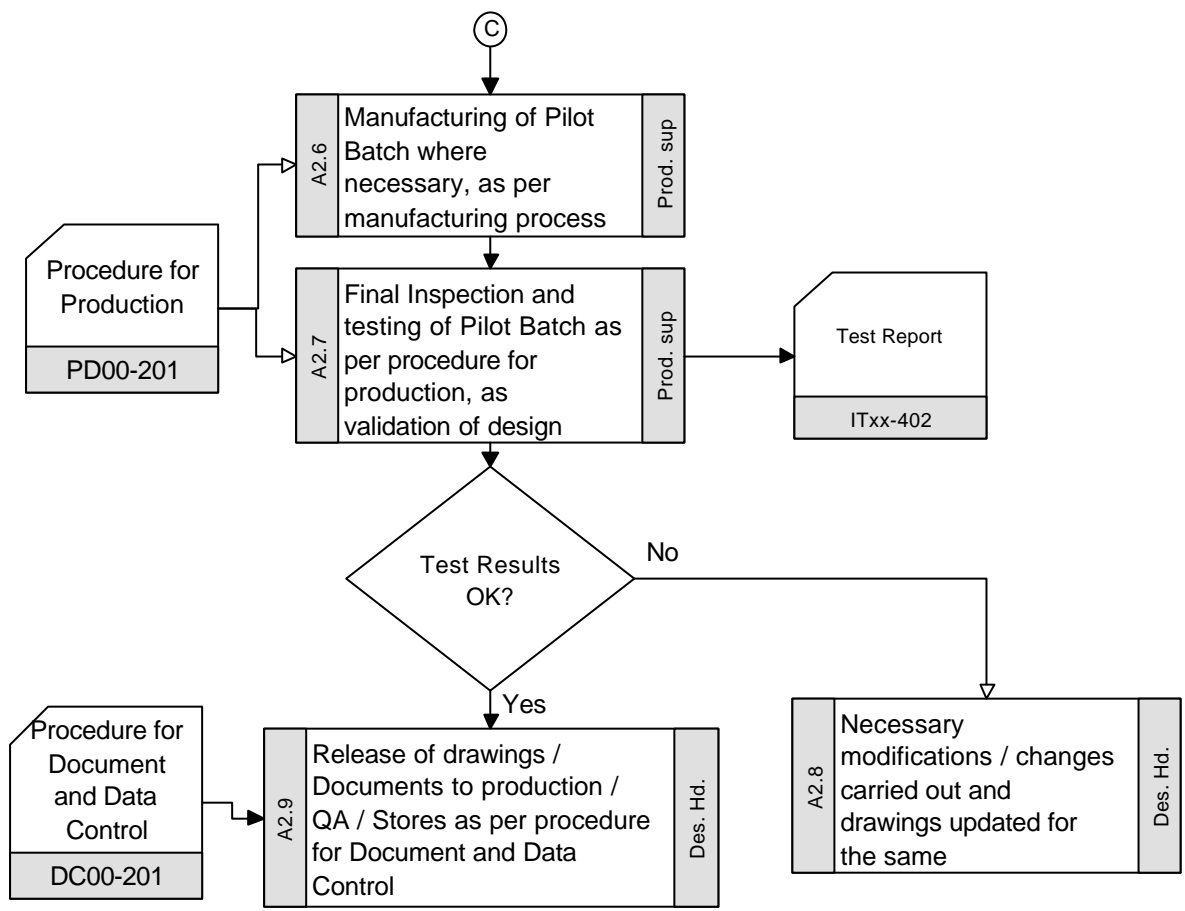


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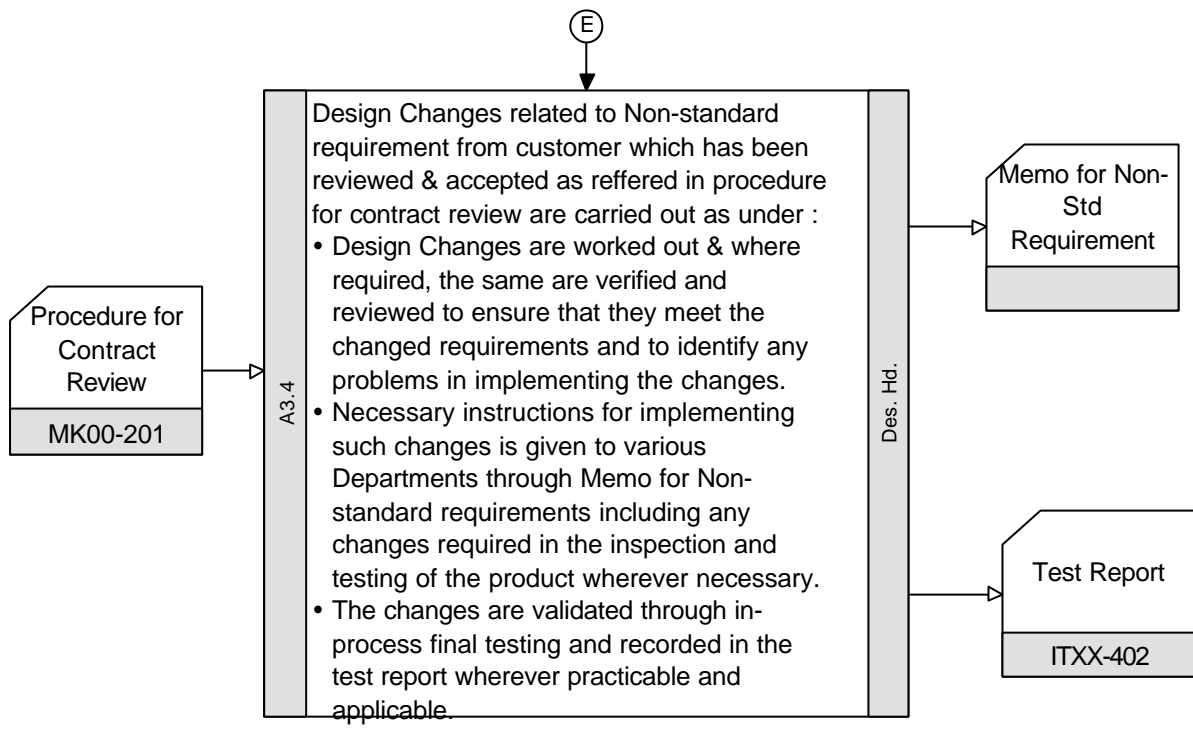


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RECORDS TABLE

Sr. No.	FILE REFERENCE	FILE DESCRIPTION	LOCATION	MAINTAINED BY	RETENTION PERIOD
1.	DD 00 - 801 (Product)	"Design Record File" . -Design Plan (DD00 - 401) -Design Review Record (DD00 - 403) -Design Verification / Validation Record	R & D Department	R & D Head	3Years
2.	DD 00 - 802	"Design Change File" . -Design Changes -Design Change Record (DD00 - 402) -Design Change Verification / Validation Record	R & D Department	R & D Head	3 Years