Analysis of Data
Procedure
1.0 PURPOSE AND SCOPE

1.1 Purpose
1.1.1 The purpose of this instruction is to define methods for Analysis of Data at our Company.

1.2 Scope
1.2.1 The scope of this procedure is applicable to personnel performing the activities described in this document and where a customer requires the activities to be performed.

2.0 APPLICABLE DOCUMENTS

The following documents are applicable to the extent as specified here in:

Industrial/Commercial/Government Documents
ISO 9001:2008 Quality Management System Requirements

SATS
Document(s)
ATS-HRP-1001 Training and Certification
ATS-HPG-3001 Receiving Inspection
ATS-QAP-1004 Quality Records
ATS-QAP-1006 Corrective Action(s) System
ATS-QAP-1008 Internal Audits
ATS-QAP-1009 Management Review

Form(s)
None

3.0 RESPONSIBILITIES

3.1 General
3.1.1 Quality Assurance - shall be responsible for preparing, complying and maintaining this document.

3.1.2 Other Functions – are responsible for complying with the requirements stated in this document.

3.1.3 Quality Assurance - shall ensure this process is audited as scheduled per QAP-1008, Internal Audits.
4.0 **PROCEDURE**

4.1 **Analysis of Data**
4.1.1 Our Quality Assurance Department analyzes data, as appropriate (see Management Review), to determine trends relating to:
   a) customer satisfaction (see ATS-SGP-1002, Customer Satisfaction)
   b) conformity to product requirements using Defect Reports forms
   c) characteristics and trends of processes and products including opportunities for preventive action (i.e. analyze Defect Reports and process control data) and
   d) suppliers (see ATS-PGP-3001, Receiving Inspection)

4.1.1.1 As needed, Business Operations shall support the analysis review process.

4.1.2 As warranted, Quality Assurance initiates corrective action as defined per ATS-QAP-1006, Corrective Action(s) System. The intent is to identify probable trends and take prompt preventive action to prevent issues from occurring (i.e. proactive versus reactive.).

4.1.3 Quality Assurance reviews the analysis data and corrective action as necessary during the Management Review meeting per ATS-QAP-1009, Management Review.

4.1.4 Analysis of Data reports shall be traceable to the date when and person who prepared the documentation.

5.0 **QUALITY ASSURANCE**

5.1 **General**
5.1.1 Quality Assurance shall ensure this process is audited as scheduled per AST-QAP-1008, Internal Audits.