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TITLE : Special processes validation procedure											
Summary : This procedure describes the principles adopted in order to achieve the validation of "special processes".											
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1 SCOPE

This procedure describes the principles adopted in order to achieve the validation of “special processes”.

2 DEFINITION

“Special processes” are those for which post-inspections cannot provide a sufficient guarantee of the result of the process application.

Non -Destructive Tests (NDT) are included in the “special processes”.

3 VALIDATION AND CONTROL PROCESS

Partner Companies or Suppliers shall apply or subcontract a “special process” in serial production only once it has been validated by the design responsible who has defined and validated first the special process.

This validation shall be according to the applicable procedure ensuring the repeatability of the results.

The procedure shall state the criteria for validating the resources and, if necessary, the personnel through a certification procedure.

It also shall define the significant operations and parameters to be controlled in order to maintain the validation.

Any change to the validated parameters shall go through the validation process.

The steps necessary to validate special process are:

3.1 STEP 1: PREPARATION OF THE VALIDATION PROGRAMME AND PROCEDURE,

3.2 STEP 2: EXECUTION OF THIS VALIDATION PROGRAMME,

3.3 STEP 3: EVALUATION OF RESULTS,

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3.4 STEP 4: PREPARATION OF A VALIDATION REPORT,

The validation report shall contain, at least:

- a detailed description of tools or facilities,
- a detailed description of the work sequence,
- the result of the validation tests,
- and, if necessary, applicable limitations.

3.5 STEP 5: PREPARATION OF AN INSPECTION PLAN TO BE CARRIED OUT PERIODICALLY.