

**Corporate Malpractice Statement**

Revision: -

Process Owner: **Administration**

Management:

1. Scope:

This document defines FCP's corporate position on malpractice.

2. General:

Malpractice is willful acts to hide, disguise, or supply any item, material, service, or component which is not in full compliance with the applicable contract, instruction, drawing, and/or specification requirements. Examples of malpractice are outlined in, but not limited to, Section 4.

3. Policy:

FCP's goal is to produce a high quality product, which meets or exceeds our customers' requirements. Documented information, which serves as the objective evidence of quality, is an important part of ascertaining and assuring product quality. Any conditions arising from any commission of malpractice will necessitate a full investigation of the situation to determine cause and impact. All conditions of malpractice and those individuals responsible for causing such will be dealt with appropriately. Compliance to the malpractice policy is a condition of personnel employment.

4. Examples of Malpractice:

- 4.1. Issuing a procedure known to contain an unauthorized deviation from requirements
- 4.2. Knowingly waiving a requirement without authority to do so
- 4.3. Deliberately accepting unsatisfactory work.
- 4.4. Intentionally performing unacceptable work.
- 4.5. Failing to report unsatisfactory conditions in one's own work for resolution.
- 4.6. Verifying by signature that an action was taken, knowing in fact that the action was not taken, or without performing the required checks to assure the action was taken
- 4.7. Verifying action based on hearsay when personal observation was required
- 4.8. Tampering with calibrated instruments in order to avoid rejection of work
- 4.9. Falsifying dates on records to comply with frequency or deadline requirements
- 4.10. Falsifying data in order to have work accepted, thereby avoiding further required work, or to cover up a deviation from a procedure
- 4.11. Substitution, without approval, of material of a size, heat, or type other than that called for on the shop traveler, drawing and/or contract

5. Awareness:

- 5.1. All company employees shall be made aware of this policy. All new employees shall be made aware of this policy at the time of hiring.
- 5.2. Malpractice prevention requirements shall be passed down to sub-vendors.



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Applicable Documents

NA

Applicable AS9100/ISO 9001 Clauses

NA

Previous Documents

SOP-3

Record Requirements

Record I.D.	Document Name	Active Storage Location	In-Active Storage Location	Retention Time (Minimum)	Disposal Method
NA					

Revision History

Training Required?	Rev	Pages or sections affected			Date
		Revised	Added	Removed	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	-		Initial release		10/31/17
YES <input type="checkbox"/> NO <input type="checkbox"/>					
YES <input type="checkbox"/> NO <input type="checkbox"/>					
YES <input type="checkbox"/> NO <input type="checkbox"/>					