文件类别： File Category:	程序文件 Program files	文件编号： File Number:	LTK-QC-022
文件名称： File Name:	**品质标准客户确认流程** **Production process control procedures**	版本号： Version Number:	A/0
发行部门： Issuing Department:	品质部 Quality Department	生效日期： Effective Date:	2022.09.22

修订履历/Revise your curriculum vitae.

修订日期 Revision date	发行版次 Releases	修订版次 Revisions	修改摘要 Modify the content	制定/修改 Make/Modify	审核 Audit
2022.09.022	A	0	新制定/Newly formulated	Green	Tom

备注/Remark：

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1 目的/Objective.

在打样与报价前与客户确认好我司的品质检验标准，避免量产阶段与客户出现品质标准争议，造成物料损失和客户不满。

Confirm our company's quality inspection standards with customers before proofing and quotation to avoid quality standards disputes with customers during mass production, resulting in material loss and customer dissatisfaction

2 范围/Scope of application.

适用于本公司所有产品和客户（辅料除外）。

Applicable to all the company's products and customers (except accessories).

3 职责/Duties and responsibilities.

3.1 品质部：负责编制专用于客户确认的品质标准，并与相关部门宣导标准内容和注意事项。

Quality Department: Responsible for compiling quality standards for customer confirmation, and publicizing the standard content and precautions with relevant departments.

3.2 研发部：负责将品质标准加入规格书中。

R&D Department: Responsible for embedding quality standards into specifications.

3.3 业务部：负责将规格书或品质标准发送给客户确认签字，有异议反馈到品质部。

Business Department: Responsible for sending specifications or quality standards to customers for confirmation and signature, and feedback to the Quality Department if there are any objections.

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4 流程/Process.

4.1 确认时间/Verify the time：

品质标准确认需要在最终报价前完成，业务员在与客户确认规格书或图纸时，同时完成标准标准的确认。

The quality standard confirmation needs to be completed before the final quotation. When the salesman confirms the specifications or drawings with the customer, he completes the standard standard confirmation at the same time.

4.2 文件制作/Document production：

由品质部制作专用于与客户确认的品质标准，并输送到相关部门，宣导标准内容与注意事项。

The quality standard is produced by the quality department for confirmation with customers, and sent to the relevant departments to publicize the standard content and precautions.

4.3 确认方式/Confirmation method：

4.3.1 针对在样品阶段有规格书的项目，由研发部在制作规格书时加入相对应的品质标准文件，再交于业务部给到客户确认；

For projects with specifications in the sample stage, the R&D department will add the corresponding quality standard documents when making the specifications, and then submit them to the business department for confirmation by the customer;

4.3.2 针对在样品阶段有图纸但无规格书的项目，由业务员将图纸与相对应的品质标准文件一同发送给客户确认。

For projects with drawings but no specifications in the sample stage, the salesman will send the drawings together with the quality standard documents to the customer for confirmation.

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4.4 注意事项/Precautions：

4.4.1 一定要在客户确认品质标准无异议后再进行报价和批量生产；

The quotation and mass production must be made after the customer confirms that there is no objection to the quality standard;

4.4.2 一定要注意三份品质标准文件所对应的产品尺寸范围，以免弄错。

Be sure to pay attention to the product size range corresponding to the three quality standard documents to avoid mistakes.

5 品质标准文件/Quality standard document.