

Control special processes through qualified conditions and records

Connect a job to applicable scope, qualified conditions and retained run evidence, and route deviations through the authorized process.



The final test cannot recreate the missing process record

Fictional case: a special-process job J204 has a traveller naming procedure revision R6, but the retained run record references R5. Coordinator Sam must determine whether the job was performed under the applicable approved conditions. The core lesson retains the three evidence links - job identity, approved process revision and recorded run - with no technical recipe values.

Your role and the reference condition

Special-process coordinator with responsible engineering and quality

Normal: Applicable customer/program scope, procedure, personnel, equipment and run evidence are connected to the actual job; deviations have defined authority.

Gap: The team proposes accepting the job because the finished surface looks good, without resolving the procedure-revision mismatch.

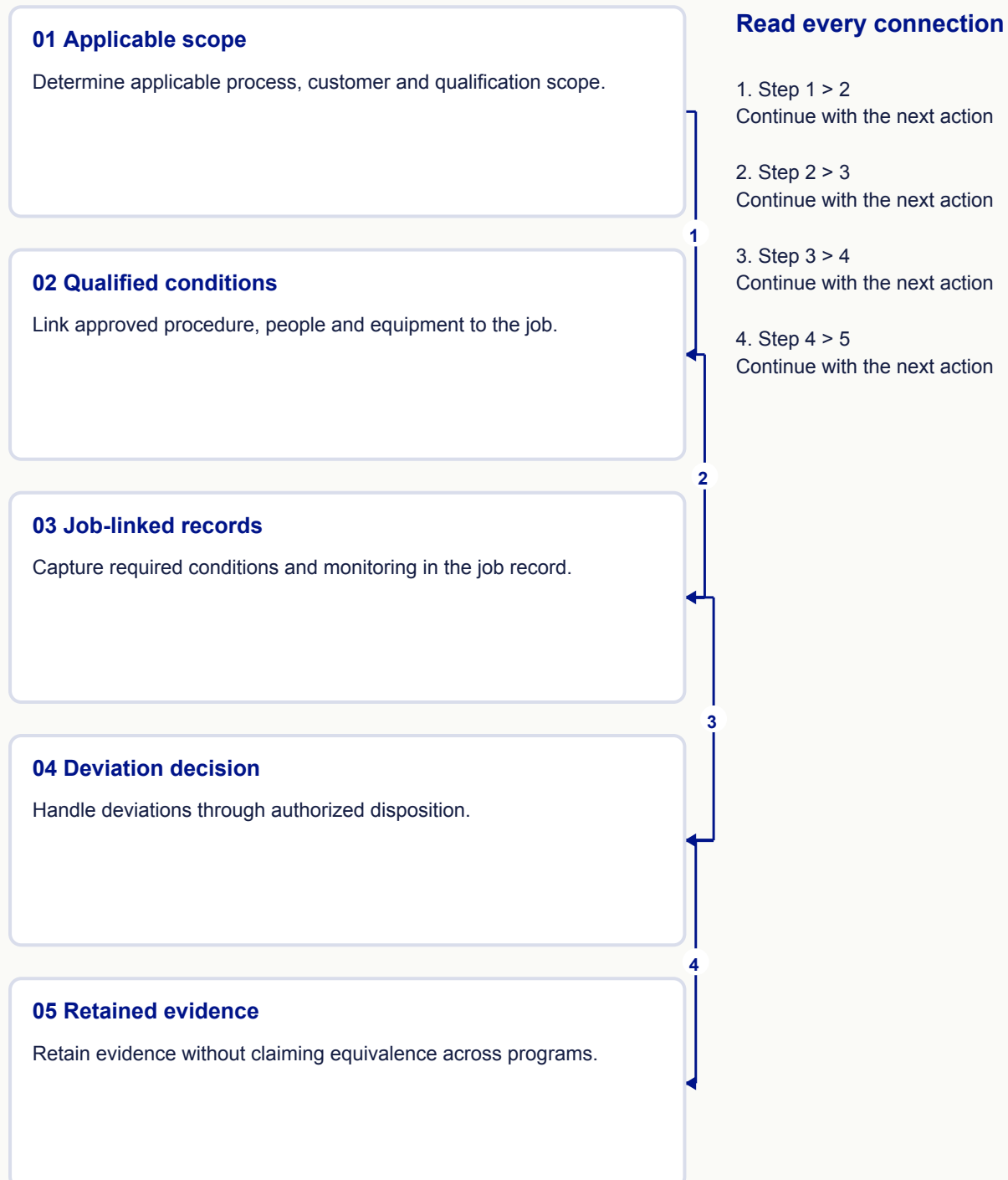
Work within these conditions

1. No temperature, time, chemistry, pressure or machine-setting prescription is provided.
2. Automotive CQI assessments and Nadcap accreditation have different applicability and are not interchangeable.

Fictional teaching case. Supplied observations support the exercise; proposed actions are not verified customer results.

See how the method works

Special-process control links the job to qualified conditions and objective records. Determine the relevant process, customer and scope requirements before deciding which qualifications or assessments apply. Connect approved procedures, competent personnel, equipment status and required monitoring to the actual job identity. When conditions deviate, preserve the evidence and use the authorized disposition route instead of assuming final appearance proves acceptability. Automotive special-process assessments and aerospace Nadcap accreditation are distinct programs with their own applicability. This lesson teaches the evidence chain only. It deliberately provides no furnace recipe, chemical limit, welding parameter or claim that one generic checklist satisfies every special process.



Method exhibit: Applicable scope, Qualified conditions, Job-linked records, Deviation decision, Retained evidence.

Follow the evidence and decisions

Inspect the supplied case inputs

Evidence link	Supplied status
Job identity	J204 traveller
Approved procedure reference	R6 on traveller
Run record reference	R5 recorded
Qualified scope and resources	Must be checked against applicable authority
Final appearance	Looks acceptable; does not resolve process evidence gap

01 / Determine the applicable scope

Sam identifies the actual process, site, customer and program requirements. He checks which qualification or assessment framework applies rather than borrowing another commodity's checklist.

Why: A broad company certificate cannot establish every special-process scope. Applicability precedes evidence evaluation.

Evidence / check: The review names the relevant process scope and authorized requirement source.

02 / Bind the job to approved conditions

He matches J204 to the controlled procedure, required personnel/equipment status and applicable revision. The teaching record points to those authorities without supplying technical settings.

Why: The job must be traceable to the conditions that were actually approved for it. A generic "qualified" label omits the scope and time of that status.

Evidence / check: The evidence map identifies procedure and resource-status records.

03 / Reconcile the actual run record

Sam compares R6 on the traveller with R5 in the run evidence and retrieves controlled change and execution records. He preserves both original references.

Why: A revision mismatch may reflect recording error, wrong execution or a change that needs technical assessment. Rewriting the run reference before investigation would erase that distinction.

Evidence / check: The gap is logged as unresolved, with source records retained.

04 / Route the deviation for authorized assessment

Responsible engineering and quality determine the necessary evidence, product status and disposition under the applicable requirements. Sam does not infer acceptance from appearance or invent a reprocessing recipe.

Why: Some process characteristics cannot be fully verified by later inspection alone. The correct response depends on the actual process and requirement authority.

Evidence / check: The deviation record names the decision owner and required technical review.

05 / Close and prevent the record mismatch

After an actual decision, the team retains its basis, corrects records through controlled amendments and addresses the revision-selection weakness. A subsequent job checks the improved linkage.

Why: A tidy folder is not enough; the underlying job-to-procedure-to-run relationship must be reliable. Closure distinguishes product disposition from the system action.

Evidence / check: The follow-up verifies a later job using the intended controlled revision.

Completed special-process evidence-gap record

Link	Evidence	Current decision
J204 > procedure	TravellerR 6 vs runR 5	Mismatch unresolved
Procedure > qualification	Applicable scope/resource status	Retrieve controlled evidence
Run > disposition	Authorized technical assessment	No appearance-based acceptance
System response	Revision-selection control	Verify on a later job

A valid accreditation covers another process

The supplier presents an accreditation record for a different commodity or site.

Decision

Verify the actual accredited scope and applicable customer requirement; do not treat the unrelated record as evidence for J204.

Reasoning

Qualification and accreditation are scope-specific. Similar branding or company ownership does not establish coverage.

What would change the decision?

The review identifies the mismatch and requests the correct scope evidence.

Practise with a changed case

A missing run segment

New fictional job J311 references the correct approved procedure, but a required portion of its run record is missing. An operator remembers that the run was normal.

Evidence	Status
Job/procedure identity	Matches
Run record	Required segment missing
Operator recollection	Normal run recalled
Technical disposition	Not supplied

Your task

1. Identify what is established and what remains missing.
2. Write a bounded escalation without inventing process limits or a disposition.
3. Describe the later system verification needed after the record-capture fix.

Use the next page to record your reasoning before reading the answer.

Your practice worksheet

A missing run segment

Job and scope

Missing evidence

Known product status

Authorized owner

Future verification

Complete your reasoning before turning to the answer. Use the separate learner workbook for group practice.

Check your reasoning and transfer it

1. Correct job/procedure identity does not fill the missing run segment. Preserve existing records and recollection as separately labelled evidence, then use the applicable technical/quality process to determine disposition and any permitted reconstruction.
2. Verify the corrected record-capture control on relevant later jobs. Do not fabricate missing measurements or use a remembered normal run as equivalent to required contemporaneous evidence.

Suggested completed record

Claim	Evidence status	Action
Correct procedure	Established by supplied identity	Retain
Required run conditions	Incomplete evidence	Authorized assessment
System fix	Not yet verified	Check later complete capture

Plausible wrong turns

1. A final visual check cannot automatically replace missing process evidence.
2. One program's approval does not establish another program's scope.

Evidence of a sound answer

1. Preserve original evidence and uncertainty.
2. Respect process-specific authority.
3. Separate disposition from record-system improvement.

Take the learning back to work

Commitment	Agreed follow-through
Owner	Special-process engineering and quality owners
Record	Scoped job/procedure/run evidence and authorized deviation decisions
Review	At each required job review and after controlled changes
Verification evidence	Correct identity, applicable qualification and complete required records
If unresolved	Escalate missing or inconsistent evidence; verify the corrective control on later relevant work.

Help someone else apply the method

Prepare

1. Traveller/run references
2. Scope cards
3. Blank gap record

Minutes	Activity and coaching prompt
5	Define applicability Which process and site are actually covered?
8	Trace the mismatch What different explanations fit R 5/R6?
10	Work the missing segment Which evidence must not be invented?
5	Debrief verification How will the next job prove the capture fix?

Debrief

1. Do not ask learners to provide technical recipe values.
2. Keep current-job disposition separate from future system reliability.

Individual or remote practice

Draw the three evidence links and mark each as established, inconsistent or missing.

Connect the method and check its boundaries

Before application

1. Applicable process and customer scope
2. Authorized qualification and operating requirements

Outside this lesson

1. Invented thermal/chemical/welding recipes
2. Equivalence of automotive and aerospace programs

AIAG: Special process assessments

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Special-process CQI assessments provide process-specific quality disciplines; they are distinct from Nadcap accreditation.

Do not transplant one commodity checklist, process setting or acceptance criterion into another process.

PRI: Nadcap accreditation

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Nadcap is an industry-managed accreditation program for critical processes; process scope and task-group criteria matter.

A company/QMS certificate does not itself establish Nadcap accreditation for a particular process/site.

Open this lesson and its visual aids