



1.0 Purpose

- 1.1 This procedure describes the process for controlling the design and development of product *or services* needed to achieve conformity to the Quality management system.
- 1.2 This procedure describes the process for controlling the design and development of product *or services* needed to achieve conformity to the Environmental management system.
- 1.3 This procedure therefore describes the process for controlling the design and development of product *or services* needed to achieve conformity to the integrated Quality and Environmental management system at *your company*.

2.0 Scope

- 2.1 This procedure applies to the design & development activities where environment-friendly materials and products are used and legal and regulatory requirements incorporated.
- 2.2 This procedure applies to the new and innovative research, development, and design activities such as with the *Scientific Research & Experimental Development (SR & ED) projects*.
- 2.3 This procedure does not cover the routine design and development modifications associated with the adaptation of existing designs. Such projects are reviewed at the contract review stages of procedure SP-720 for customer related processes.
- 2.4 This procedure applies to the design and development activities where operational controls, per the EMS procedure MP-446, enhance environmental controls with the use of environment-friendly materials and products in the final products.

3.0 Responsibilities

- 3.1 *The R&D Manager* is responsible for assigning a project manager and project numbers.
- 3.2 *The project manager* is responsible for initiating the design plan, getting appropriate approvals and holding design reviews.
- 3.3 *Project engineers are responsible for maintaining programs that assist and control design. (If you have computer design programs, or other software controlling your design and development activities, the programs must be controlled.)*

4.0 Definitions

- 4.1 Design Verification: determination that the product meets requirements.
- 4.2 Design Validation: determination of the product's ability to meet user needs.
- 4.3 Design Changes: changes made to the inputs or plan during design and development activities.

5.0 Equipment/Software

- 5.1 As listed in the software inventory spreadsheet F-423-002.

6.0 Procedures

- 6.1 Design and development projects are initiated for new product or process development. The need for a new product or process may arise based on customer requests, market conditions, new product or process ideas, new equipment or other situation.

