



Control Requirements for “Outsourced Special Processes”

F-P-115-02
Rev 3
10/4/2017

Sub-contractor _____

Contact _____

Special Process Performed _____

As a sub-contractor of a service that is considered to be a “special process”, we must ensure that your processes are validated and are controlled. Please answer the questions below and return to Actron Engineering, 13089 60th St. North, Clearwater FL 33760.

- 1) If your organization is ISO9001-2000 registered, please provide the following information:

Date of registration _____

Registrar _____

Registration Certificate Number _____

- 2) Please check-off the appropriate control methods you employ to validate your the special process identified above:

- Defined/documented criteria for review and approval of the process
- Approval of equipment used in the process
- Certification of personnel performing the process
- Use of specific (documented) methods, practices or procedures to perform the process
- Retention of records for the control methods checked-off above
- Other _____

How often is the process revalidated (re-certified)? _____

If you have any questions, feel free to call.

Actron Engineering
13089 60th St. North
Clearwater FL 33760
727.531.5871 (office)
727.531.0433 (FAX)

- Approved Sub-contractor of Special Processes
- Not Approved

Materials Manager _____ Date _____
Management Rep _____ Date _____