	<b>QMS Procedure</b> MTS Systems Corporation – MTS Test	Document Number: N/A	Rev: A
	Title: <b>Landmark (370) CAD File Control</b>		Page #: 1 of 4
Procedure Owner(s) – list functions: <b>Engineering Management; CAD Management</b>		Revision's Training Requirements – select one (per section #): Awareness    Formal <input checked="" type="checkbox"/>	

## Table of Contents


Section	Page
1 Purpose	1
2 Scope	1
3 Definitions	2
4 Graphic	2
5 Responsibilities by Function	2
6 Procedure	3
7 Associated Quality Records	3
8 Forms / Templates	3
9 Revision Training Requirements	3
10 Revision History & Approval	4

## 1 Purpose

- 1.1 Controlled CAD files enables communication of intent and consistency of action. Generation of controlled CAD files will support key business processes and will not be an end in itself.
- 1.2 MTS Test realizes benefits from control of CAD files when:
  - 1.2.1 Employees do have awareness of a CAD file's existence and location.
  - 1.2.2 Employees do have appropriate access to accurate CAD files when necessary to do their job.
  - 1.2.3 Employees do not inadvertently change controlled CAD files.
- 1.3 This procedure explains how we fulfill these business objectives and simultaneously meet the CAD file control requirements specified in our Quality Manual.

## 2 Scope

- 2.1 This procedure applies to all CAD files required to manufacture, build and assemble LandMark 370.xx load frames
- 2.2 The MTS Test QMS is made up of a Web Site and of Documents which are linked to from the Web Site.

	<b>QMS Procedure</b> MTS Systems Corporation – MTS Test	Document Number: N/A	Rev.: A
	Title: <b>Landmark (370) CAD File Control</b>	Page #: 2 of 4	
Procedure Owner(s) – list functions: <b>Engineering Management; CAD Management</b>		Revision & Training Requirements – select one (per section #9): Awareness    Formal <input checked="" type="checkbox"/>	

### 3 Definitions and Acronyms

- 3.1 Masking: A method to control CAD files from being inadvertently modified
- 3.2 CAD: Computer Aided Design
- 3.3 Responsible Engineer: Person who authorizes when a CAD file should be masked (This person is identified by the following link under Model 370.02, 370.xx responsible engineer standard product)  
<http://groups.mts.com/mt dengnew/Product%20Responsibilities%20Feb%202015.xlsx>
- 3.4 LFM: Load Frame Modularity

### 4 Graphic

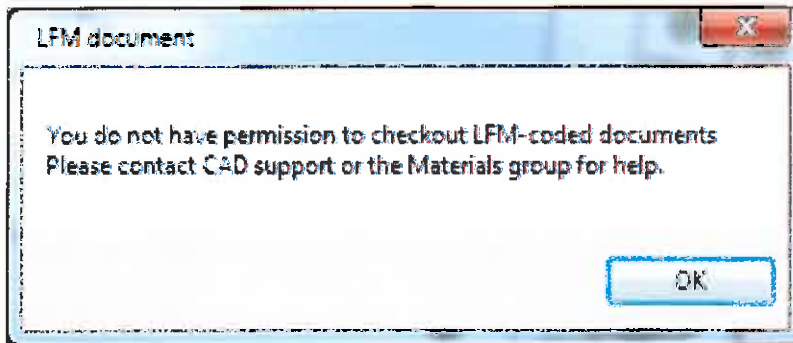



Figure 1

### 5 Responsibilities

- 5.1 Engineering
  - 5.1.1 Ensures appropriate CAD model files are placed under Masking control
  - 5.1.2 Co-ordinates CAD file Masking control with CAD Management Administration
- 5.2 Designer (Drafter)
  - 5.2.1 Maintains integrity of CAD file
- 5.3 CAD Management
  - 5.3.1 Maintains controls/permissions for CAD file Masking

	<b>QMS Procedure</b> MTS Systems Corporation – MTS Test	Document Number N/A	Rev A
	Title <b>Landmark (370) CAD File Control</b>	Page # <b>3 of 4</b>	
Procedure Owner(s) – list functions: <b>Engineering Management; CAD Management</b>		Revision & Training Requirements – select one (per section #9): Awareness    Formal <input checked="" type="checkbox"/>	

## 6 Procedure

### 6.1 New engineering CAD files:

- 6.1.1 All new CAD files created are reviewed by the responsible engineer to determine if Masking is required.
- 6.1.2 If determined Masking is required; CAD administration will be notified to Mask the file and attach the graphic above (Figure 1).

### 6.2 Accessing or modifying existing engineering CAD files:

- 6.2.1 When accessing a file and the graphic (Figure 1) appears, determine the need
  - 6.2.1.1 Is the need for reference only?
    - 6.2.1.1.1 Copy file for new application
  - 6.2.1.2 Is the need for revising the file?
    - 6.2.1.2.1 Contact CAD Administration to access file

### 6.3 Review existing engineering CAD files for control:

- 6.3.1 Engineering Management will ensure (Minimum once per year) all (Landmark 370) files are reviewed for either continued masking or adding masking to the file.

## 7 Associated Quality Records - AS STATED IN THE QUALITY RECORDS LIST


Required Record
N/A

## 8 Reference Forms/Templates/Documents

Form / Template / Document Title	Location
N/A	

## 9 Current Revision's Training Requirements




Awareness training to be communicated to QMS Web system owners.

	<b>QMS Procedure</b> MTS Systems Corporation – MTS Test	Document Number: N/A	Rev: A
	Title: <b>Landmark (370) CAD File Control</b>	Page #: 4 of 4	
Procedure Owner(s) – list functions: <b>Engineering Management; CAD Management</b>		Revision's Training Requirements – select one (per section #9): Awareness    Formal <input checked="" type="checkbox"/>	

Select One (mark X)	Training Type	Training Definition
	Awareness	Awareness training is conducted by communication, which sent/delivered the approver/author/owner of the document to the affected employees/groups.
X	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

### 10 Revision History & Approval

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Placed into control	D. Jacobson	07-28-2015

APPROVAL OF CURRENT REVISION		
Required	Signature	Date
Scott Firman Director of Hardware Standard Products & Materials Engineering		7/28/2015
Tom Kilinski Manager of CAD Administration		7/28/2015
Dennis Jacobson Manager of Materials Mechanical Engineering		7-28-15