![MTS]	QMS Procedure MTS Systems Corporation – MTS Test	Document Number: SPD33	REV. F
Title:	Hardware Development Process for Stage 3D Stage 4 Request	Page #: 1 of 3	
	Procedure Owner: Hardware Development	Revision's Training Requirements – select one (per section #9): **Awareness X Formal X**	

Table of Contents

1   Purpose

1.1   The purpose of Stage 3D – Prepare for Stage 4 is to complete tasks associated with the preparation to enter Stage 4 – Complete Design.

2   Scope – *applies to where & when the procedure is used*

2.1   This process applies to all North American based R&D programs for MTS Test.

3   Definitions and Acronyms

4   Graphic (if needed)

Stage 3D Stage 4
Request Rev F.pdf

5   Responsibilities

5.1   See graphic section

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6 Procedure

6.1 Update Stage 4 Program Plan

The Program Leader updates the Stage 4 Program Plan containing the estimates of the required resources (people, time, and budget) to complete Stage 4.

Output: Stage 4 Program Plan (Quality Record 7.1)

Template: Stage 4 Program Plan Template

6.2 Ensure Product Compliance Process is Complete for Stage 3

The Program Leader ensures the Product Compliance Process is complete for Stage 3.

Output: None

Template: None

6.3 Create Stage 4 Request

The Program Leader generates a Stage 4 Request that contains the estimates of the required resources (people, time, and budget) to complete Stage 4.

Output: Stage 4 Request (Quality Record 7.3)

Template: Stage 4 Request Template

7 Associated Quality Records – as stated in the Quality Records List

	Required Record
7.1	Stage 4 Program Plan
7.3	Stage 4 Request

8 Reference Forms / Templates / Documents

Form / Template / Document Title	Location

	QMS Procedure **MTS Systems Corporation – MTS Test**	**Document Number: SPD33**	**REV. F**
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9   Current Revision's Training Requirements

Training requirements are determined by the document owner – either awareness or formal.

Select One (mark X)	Training Type	Training Definition
X (general)	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
Hardware Development Team	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**
F	Created Stage 3D at Revision F for consistency	S. Firman	11-20-2015

**APPROVAL OF CURRENT REVISION**		
Name / Function	**Signature**	**Date**
Scott Firman, Director of Solutions Engineering		