



Section Operating Procedure

ISO 9001 – ASQ Pittsburgh Section

Document #:

ASQPS-001

Rev.:

0

Title:

Death of a Board Member’s Family Member

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REVISION HISTORY

Rev	Description of Change	Author	Effective Date
0	Initial Release	Cas Welch	1/06/07

REFERENCE DOCUMENTS

Document Number	Document Title
ASQPS-000	ASQ Pittsburgh Section Quality Manual, Section TBD

1. Purpose

This procedure describes the section response to a death of a Board Member’s family member.

2. Definitions and Acronyms

- 2.1 Author Person designated to create or revise a document or Quality System data.
- 2.2 Data Quality System information used to control the process that affects the final product (e.g. reference values, benchmarks).
- 2.3 Document Quality System procedure, work instruction, manual, or associated form which is used to control the processes that affect the quality of the final product.
- 2.4 Master List List which identifies the Quality System documents and data and includes current revision status. This list can be found at...
<http://http://www.asqpgh.org/proced.html>.



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3. Procedure

Upon the notification of the death of one of Pittsburgh section's executive board member's immediate family, an inquiry will be made with that board member to identify what kind of donations he/she would like for the deceased. A standard donation of \$50 will be given to the charity or organization in the name of the deceased. The CHECK REQUEST form will be filled out by an appointed board member, then sent to the Pittsburgh Chair for approval. After approval, the form will be sent to the Treasurer for payment. This procedure will apply to past board members who have been active within the last five years