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Barry Podmore, Inc.

Our Quality Philosophy:

"Where Customer Expectations are exceeded"

This manual is a controlled document. Copies distributed to customers and employees are considered to be "Uncontrolled". For the most current update, contact the company's Quality Department. See over.

Quality Manual	Latest Revision Date 07/31/2000	Revision Number 5
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Welcome to the Quality Manual

About our Company and Our Quality Manual.

Barry Podmore Inc., is a leading manufacturer of screw machine products utilizing the newest techniques in innovative technologies.

The quality system in place at Barry Podmore, Inc. is described within this Quality Manual. Distribution of Quality Manuals to customers is in the form of an uncontrolled copy that we do not keep updated.

If more information is needed, please contact:

Barry Podmore
President
Barry Podmore, Inc.
110 Loudon Rd.
Pittsfield, NH
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Quality Management System

Authorization Signatures	Last Revised: 07/31/2000	Revision Number: 5
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Our company has committed to ISO 9000 as our Quality Management System to better serve our customers through innovative problem solving and continuous improvement.

The following company managers understand and acknowledge this principle and by signing this document show their support to successfully achieve our quality and business goals.

Signature:  _____ President - Barry J. Podmore
Signature:  _____ Manufacturing Manager - Kerry S. Podmore
Signature:  _____ Quality Manager - Karen A. Lavigne

Barry Podmore, Inc. Business Statement

Introduction

This Business Description provides an overview of, and an introduction to the Quality Manual and Quality System in place at Barry Podmore, Inc, Pittsfield, N.H..

The mutual goal of all departments within the company is to continually improve the quality of product, providing an outcome of increased Customer Satisfaction.

Barry Podmore, Inc. is a world wide supplier of screw machine products and offers a full range of screw machine products and support services for our entire customer enterprise.

Barry Podmore, Inc. consists of the President, Administration, Manufacturing, and Quality groups/departments supporting the Customer.

Barry Podmore, Inc. consists of 1 facility located at: 110 Loudon Road, Pittsfield, N.H..

General

Barry Podmore, Inc. provides high volume production for screw machine products.

Barry Podmore, Inc. employs over 12 people and occupies over 16,000 square feet in 1 facility located in Pittsfield, N.H.. Barry Podmore, Inc. consists of a 2 shift, 24 hours per day, 5 days per week operation.

The major operation within Barry Podmore, Inc. is Escomatic Production.

Latest Revision Date: 07/31/2000 Revision Number: 2

4.1 Management Responsibility

Policy Statement	Last Revised: 06/16/99	Revision Number: 2
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POLICY:

QUALITY POLICY:

It is the policy at Barry Podmore, Inc. to maintain a system where quality, technology and service are continually improved to assure that the manufactured results will meet or exceed the expectation of the customer.

This commitment to quality begins with top management and extends throughout all levels of the organization. The quality outcome of employees is essential in maintaining the overall quality system.

_____ Date __/__/__

The above policy has been formulated by the President of Barry Podmore, Inc. It is explained and discussed to all new and existing employees at the time of orientation training. It is also posted throughout the company in conspicuous locations.

PURPOSE:

The purpose of the Quality Policy is to ensure that it is understood by our customers and employees that the management of Barry Podmore, Inc, is actively involved and participates in the Quality Management System.

RESPONSIBILITIES:

Documentation exists for extending the proper authority and responsibility to personnel who perform, manage and verify work affecting quality. These responsibilities are defined within the individual job descriptions located in the Employee Training Data Base.

DESCRIPTION:

Resources

Resource requirements are identified and adequate resources are provided, which include assignment of properly trained personnel, for management, work performance and verification activities including internal quality audits.

Management Representative

The head of the Quality Assurance organization has been appointed as the Management Representative for Barry Podmore, Inc. He or she has been granted the authority and responsibility to ensure that the established quality system has been implemented and will be maintained in accordance with the requirements of the ISO 9002 standard.

Performance of the quality system is reported by the Management Representative to the company's President for review. This report is used as a tool in the continuous improvement efforts of the company.

Management Review

A review of the quality system at Barry Podmore, Inc., is conducted by the Management Review Committee a minimum of twice per calender year. The intent is to ensure continued effectiveness of the system, compliance to the ISO 9002 standard and adherence to the Quality Policy. Records of these reviews are maintained.

REFERENCE DOCUMENTATION:

QP-01-01 Management Review Procedure
QP-05-01 Document and Data Control

4.2 Quality System

Policy Statement	Last Revised: 06/04/96	Revision Number: 3
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POLICY:

A documented Quality Management System has been established and continues to be maintained. It was implemented to ensure that products will conform to specified internal and external requirements. The Quality Plan is documented in Procedure QP-02-01. This Quality Plan serves as a roadmap which defines the specific processes, procedures and resources of the Quality System that are necessary to achieve the quality required.

The documentation of the system includes the Quality Manual, procedures, work instructions and any forms that are required.

PURPOSE:

This policy ensures that it is understood by employees and customers that we maintain an updated documented quality system.

RESPONSIBILITIES:

Quality Assurance is responsible for ensuring that the company's quality system meets the requirements of the ISO 9002 standard.

DESCRIPTION:

Our Quality Management System is managed through the use of four documentation levels.

Level	Type	Description
I	Quality Manual	This contains the policies in place to meet the requirements of ISO 9002. It contains a purpose, assigns responsibility and describes the policy.
II	Procedures	Procedures tell what to do to meet the requirements of our quality management system. They support policies stated in the Quality Manual. Form originals reside as a part of their procedure and become a Level 4 document once they have been filled out.
III	Work Instructions	These are the detailed instructions that inform employees how to implement the procedures. They also ensure that employees know how to perform a specific activity, such as equipment operation or product inspection. Form originals reside as a part of their work instruction and become a Level 4 document once they have been filled out.
IV	Forms and Records	These are used to record information or data which results from the application of procedures or work instructions. When a form is used to record information or data, it becomes a record of an activity.

REFERENCE DOCUMENTATION:

QP-02-01 Quality Plan
 QP-05-01 Document and Data Control

4.3 Contract Review

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Prior to acceptance, customer contracts and/or customer orders are reviewed prior to acceptance to ensure that the company has the capability of meeting all requirements as defined by the customer.

PURPOSE:

To ensure that it is understood by customer and the appropriate personnel that contracts and purchase orders are reviewed prior to being entered into the production process.

RESPONSIBILITIES:

The President of the company is responsible for all contract review activities. Other personnel are involved as necessary and appropriate.

DESCRIPTION:

Prior to acceptance, all contracts and/or purchase orders are reviewed to ensure that requirements have been documented and are adequately defined. Where there are no written requirements, it is ensured that order requirements are in agreement by both parties prior to acceptance. It is also ensured that the company has the capacity to meet the defined requirements.

Any differences that exist between the purchase order and those in tender are resolved.

When change orders are received, they are reviewed for the same criteria initial orders

are reviewed for and changes are communicated to all affected personnel.

Records are maintained on all contract reviews that are received.

REFERENCE DOCUMENTATION:

SP-03-01 Contract Review

QP-05-01 Document and Data Control

4.4 Design

Policy Statement	Last Revised: 01/25/96	Revision Number: 1
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POLICY:

It is not necessary for this company to design its own products. Barry Podmore, Inc. relies solely on the customer design, therefore, there is not a formal system in place for this ISO element.

PURPOSE:

N/A

RESPONSIBILITIES:

N/A

DESCRIPTION:

No process currently exists for the design element. If this company should ever begin desingning its own products, a procedure will be developed at that time.

REFERENCE DOCUMENTATION:

4.5 Document and Data Control

Policy Statement	Last Revised: 05/13/96	Revision Number: 2
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POLICY:

Procedures are established and maintained which regulate all documents and data. The system is designed to meet the requirements of ISO 9002 and our own quality management system.

PURPOSE:

To ensure that documentation is controlled, up to date documentation is supplied to personnel and changes are communicated to personnel in a timely manner.

RESPONSIBILITIES:

The head of the Quality Assurance Department is responsible for maintaining and updating the document control system.

DESCRIPTION:

There is a Master List maintained of all documents. This list, as a minimum identifies the current revision level status of each document.

Prior to issuing a document, authorized personnel are responsible for reviewing the document for adequacy and submitting approval or disapproval. Any changes made to documents are reviewed and approved by the same functions as the originally issued documents. Authorized personnel are granted access to any necessary background information needed in which to base their review or approval decision upon.

All changes made to documents are identified.

Controlled copies of documents are made accessible to the appropriate personnel. Documents used at these points are identified and removed as they become invalid, obsolete or unintended for use. Customer drawings are also kept up to date and made accessible.

Data which is backed-up or stored is performed and controlled according to written documentation.

REFERENCE DOCUMENTATION:

QP-05-01 Document and Data Control

4.6 Purchasing

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Material and services purchased from suppliers must meet the requirements set forth by the company. This is controlled with careful supplier selection, process control and receiving inspection and testing.

PURPOSE:

To ensure that the product or service supplied is qualified and that contractual requirements agreed upon are fulfilled and maintained.

RESPONSIBILITIES:

The President of the company is responsible for the selection of suppliers. Quality Assurance is responsible for ensuring that adequate inspection of product is in place and effective and that history records are maintained on each supplier.

DESCRIPTION:

Suppliers are selected based on their ability to meet contract and quality requirements. A master list of approved suppliers is maintained.

When capabilities are proven inadequate, suppliers are asked to implement corrective action. If inadequacy is never resolved, supplier is removed from the approved list.

Purchase documents are meant to describe products for purchase in a clear and concise manner. They are to include any precise information concerning the product, a referenced specification or drawing, and any other relevant data. All purchase documents are

reviewed by the President prior to release.

Purchased product is inspected according to the Purchased Material Inspection Procedure. However, material is received with the understanding that rejection can occur at any time it is found to be non-conforming.

REFERENCE DOCUMENTATION:

PP-06-01 Purchasing
QP-05-01 Document and Data Control
QP-10-01 Receiving
QP-13-01 Control of Nonconforming Product

4.7 Customer Supplied Product

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Product supplied to the company by the customer is handled using requirements set forth by the customer and Barry Podmore, Inc.

PURPOSE:

To ensure that employees understand and follow the procedures for handling customer supplied product.

RESPONSIBILITIES:

The President of the company is responsible for establishing the procedures for this element. Material Handling is responsible for ensuring the proper procedures are followed.

DESCRIPTION:

Customer supplied product is received and verified. Product is handled, stored and maintained using documented procedures. If special handling techniques are required by the customer, this will take precedence over the standard handling procedures set forth by Barry Podmore, Inc.

Excess material is stored until used at a later date.

If any customer supplied product is found to be discrepant, it is recorded and reported to the customer.

REFERENCE DOCUMENTATION:

SP-07-02 Handling Customer Supplied Product
QP-05-01 Document and Data Control

4.8 Product Identification and Traceability

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Material and product is identified from the time it is received to the time it is packaged for delivery.

PURPOSE:

To ensure that material used to manufacture product is traceable from our Customer P.O. number back to the origin of product, process and supplier.

RESPONSIBILITIES:

Material Handling is responsible for maintaining the system by ensuring that material is properly identified from receiving through production and as a finished product.

DESCRIPTION:

Documented procedures are established and maintained for identifying product.

REFERENCE DOCUMENTATION:

MP-08-01 Product Identification and Traceability
QP-05-01 Document and Data Control

4.9 Process Control

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

The quality of the manufactured product is controlled through the use of documented procedures, inspection, training, and employee awareness.

PURPOSE:

To ensure that the manufacturing process is carried out in a manner that is controlled.

RESPONSIBILITIES:

The President's responsibility is to define processes, material and equipment utilization.

Manufacturing is responsible for training personnel, executing documented procedures within the quality standards, maintaining equipment and qualifying processes.

Quality Assurance is responsible for auditing the manufacturing process and performing inspections per documented procedures.

DESCRIPTION:

The processes used in manufacturing are identified in the quality plan which meets the requirements of the ISO 9002 standard.

Up-to-date procedures, work instructions and workmanship standards are available in each production area. Where necessary, illustrations are provided to amplify workmanship criteria. During the manufacturing process, product characteristics are monitored to assure conformance to documented workmanship standards.

A suitable working environment is maintained through monitoring of processes and employee feedback. The equipment supplied is suitable for use for its intended purpose.

The President of the company establishes control for approving any new processes and/or equipment. New processes may require record keeping and approvals. All new equipment requires a maintenance plan.

Special processes are controlled by a procedure or work instruction that identifies equipment, process, operator qualification and the results to be recorded.

REFERENCE DOCUMENTATION:

QP-05-01 Document and Data Control
QP-10-02 In-Process Inspection
QWI-10-01 Workmanship Standards
MP-09-01 Process Control
QP-13-01 Control of Nonconforming Product

4.10 Inspection and Testing

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Inspections are performed on material and product according to documented procedures to assure compliance to defined specifications.

PURPOSE:

To ensure that when product is received by the customer, it meets all of their requirements.

RESPONSIBILITIES:

Quality Assurance and Manufacturing are responsible for verifying product in accordance with documented procedures.

DESCRIPTION:

Receiving Inspection

Received product awaiting inspection is segregated. Material is automatically moved to its appropriate stock location. Verification of material is in accordance with documented procedures.

Where possible, the supplier shall provide evidence of conformance from their facility. These reports are made available for comparison by the receiving inspector.

Rejected material is segregated and held for disposition.

Inspection may be by-passed in the event that it is urgently needed by production. The necessary traceability information is recorded and it is noted that this product's inspection was waived due to urgency.

In-process Inspection

In-process inspections and audits are performed by Quality Assurance in accordance with documented inspection procedures. The procedures identify inspection parameters. Inspection criteria is documented in the Workmanship Standards document and specified on customer prints.

Product is not moved to the next operation until it has been verified.

Final Inspection

A final inspection of all product manufactured by the company is performed according to documented procedures. This is to verify that all inspections and tests have been performed and the items conform to all customer requirements.

Inspection and Test Records

Records are maintained which provide evidence that proper inspections and tests have been performed. Records are maintained in accordance to the Quality Record procedure.

REFERENCE DOCUMENTATION:

QP-05-01	Document and Data Control
QP-10-01	Receiving Inspection
QP-10-02	In-Process Inspection
QP-10-03	Final Inspection
QWI-10-01	Workmanship Standards
QP-16-01	Quality Records

4.11 Inspection, Measuring and Test Equipment

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Measuring and test equipment that is used for verifying the conformity of product is required to be calibrated using standards which are traceable to NIST and are scheduled to be rechecked at perscribed intervals.

PURPOSE:

To ensure that all equipment used for verification is maintained under controlled conditions and performs as intended.

RESPONSIBILITIES:

The General Operations Manager has the responsibility of the calibration program.

DESCRIPTION:

Procedures to control, calibrate and maintain inspection, measuring and test equipment have been established and are maintained. The inspection, measuring and test equipment is used in such a manner that the measurement uncertainty is known and is consistent with the required measurement capability.

All inspection, measuring and test equipment (including comparative hardware) is verified as being capable of obtaining the required precision of the measured process. The equipment is monitored to ensure that the results produced by the measuring equipment is at low risk of providing unacceptable measuring results.

All inspection, test and measuring equipment used for verifying conformity of product is identified and labeled with the current calibration status. At prescribed intervals, these pieces of equipment are calibrated and adjusted according to documented procedures and using standard traceable to NIST. Whenever possible, the calibration label is placed in a location that would void the calibration label had the equipment been adjusted or physically opened.

If a piece of test equipment is found to be out of tolerance when it is submitted for calibration, it will be recorded in the equipment history file. If test equipment cannot be calibrated within specifications it will be repaired before returning to service.

Calibration records are maintained on all inspection, measuring and test equipment. There is a master calibration list maintained and constantly updated which shows the current status of all equipment. Where it is required by the customer, data and records are made available to verify measuring equipment is functionally adequate.

If a piece of equipment is found in an out of tolerance condition, it's effect on the process will be determined. Corrective actions will be implemented if the results of the investigation determine a need for one.

Equipment is stored in areas where the environmental conditions will cause no damage. If necessary, equipment will be cleaned and preserved during calibration.

Internal standards which are not traceable to NIST are developed and maintained in procedures.

REFERENCE DOCUMENTATION:

QP-11-01 Calibration Procedure
QP-05-01 Document and Data Control

4.12 Inspection and Test Status

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

The status of material is identified throughout the manufacturing cycle.

PURPOSE:

To ensure that product at every stage of manufacturing is identified with its current status.

RESPONSIBILITIES:

Material Handling are responsible for identifying product status.

DESCRIPTION:

The identification status is maintained by segregating and labeling product.

REFERENCE DOCUMENTATION:

QP-05-01 Document and Data Control
MP-12-01 Inspection and Test Status
QP-13-01 Control of Nonconforming Product

4.13 Control of Nonconforming Product

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Procedures are established and maintained to prevent nonconforming material or product from being used.

PURPOSE:

To ensure that nonconforming products are properly disposed of.

RESPONSIBILITIES:

Quality Assurance is responsible for maintaining the Control Of Nonconforming Product.

DESCRIPTION:

Nonconforming product is documented and segregated. The product is dispositioned according to the Control of Nonconforming Product Procedure.

When product does not meet customer requirements, even after rework, the customer is notified to either accept or reject the nonconformity.

All product that has been reworked is subject to reinspection as documented in the Control Of Nonconforming Product Procedure.

REFERENCE DOCUMENTATION:

QP-05-01 Document and Data Control
QP-13-01 Control of Nonconforming Product
MP-12-01 Inspection and Test Status

4.14 Corrective and Preventive Action

Policy Statement	Last Revised: 05/29/97	Revision Number: 2
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POLICY:

A program for corrective and preventive action is established and documented to promptly identify adverse conditions affecting quality and determine their causes and the steps taken to prevent recurrence. Problems are addressed depending on the risks associated, but top priority is always given to safety issues.

PURPOSE:

To ensure a cycle of continuous improvement within the manufacturing process.

RESPONSIBILITIES:

Corrective actions can be initiated by all employees. However, only management can authorize implementation.

DESCRIPTION:

Corrective Action

Nonconformities related to product, process or the Quality System that have been reported by either employees or customers are investigated and their root cause documented. The corrective action is determined, implemented and tracked to ensure its effectiveness.

Preventive Action

Information from audit results, customer complaints, quality records, etc. are analyzed

and any potential causes of nonconformities are eliminated thru initiation of a preventive action. It is recorded for management review and tracked to ensure its effectiveness.

REFERENCE DOCUMENTATION:

QP-14-01 Corrective and Preventive Action
QP-05-01 Document and Data Control

4.15 Handling, Storage, Packaging, Preservation and Delivery

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

All material and product is handled, stored, packaged, preserved and delivered in such a way that unauthorized use and the quality of the product is controlled and protected.

PURPOSE:

To ensure that material is handled, stored, preserved, packaged and delivered in such a manner that the product maintains conformance to stated requirements.

RESPONSIBILITIES:

Material Handling personnel are responsible for assuring adherence to this policy.

DESCRIPTION:

Handling and Preservation

Product and material is handled and preserved in a manner that prevents damage and deterioration.

Storage

Storage of product is performed in a manner that protects product and material from damage pending use and delivery.

Periodically, stock is assessed for damage and deterioration.

Packaging and Delivery

Product is packed and packaged for delivery in a manner that protects the quality of the product right through the delivery process.

REFERENCE DOCUMENTATION:

MP-15-01 Handling, Storage, Packaging, Preservation and Delivery
QP-05-01 Document and Data Control

4.16 Quality Records

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Quality records are stored in such a way that they are easily accessible and available for customer evaluation where it is deemed necessary.

PURPOSE:

To ensure that Quality Records are collected, identified, filed, stored, and maintained in a legible manner and that they are disposed of after a specified period of time.

RESPONSIBILITIES:

Personnel are responsible for maintenance and storage of records applicable to their department, including any sub-contractor records.

DESCRIPTION:

The retention times and form of storage is established and documented in the Quality Records Procedure.

REFERENCE DOCUMENTATION:

QP-16-01 Quality Records
QP-05-01 Document and Data Control

4.17 Internal Quality Audits

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

In order to verify the effectiveness of the quality system, Internal Quality Audits are periodically performed.

PURPOSE:

To ensure the ISO requirements are met and the quality system remains effective.

RESPONSIBILITIES:

The Lead Auditor is responsible for scheduling audits, reporting the results and initiating corrective actions.

DESCRIPTION:

Each activity is scheduled to be audited internally a minimum of once per year, with the areas of greater importance audited more frequently. Personnel auditing activities are totally independent of having any responsibility of that function.

Audit results are recorded and reported to the responsible personnel.

Corrective Actions are taken on deficiencies found during the audits. Follow-up audits are performed to verify the effectiveness of a corrective action.

REFERENCE DOCUMENTATION:

- QP-17-01 Internal Audit Procedure
 - QP-14-01 Corrective and Preventive Action
 - QP-05-01 Document and Data Control
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4.18 Training

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Identification of training needs is determined and the proper training is performed.

PURPOSE:

To ensure that personnel are trained and qualified to perform their functions.

RESPONSIBILITIES:

The Production Manager is responsible for maintaining training requirements and records.

DESCRIPTION:

Training needs are identified for all activities performed. Personnel receive the proper training according to the documented needs and the training is recorded.

ISO Awareness Training and Safety Training are received by all employees.

REFERENCE DOCUMENTATION:

MP-18-01 Training Procedure
QP-05-01 Document and Data Control

4.19 Servicing

Policy Statement	Last Revised: 01/25/96	Revision Number: 1
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POLICY:

It is not necessary for this company to service product after shipment to customer.

PURPOSE:

To document that service is not required on the products manufactured.

RESPONSIBILITIES:

N/A

DESCRIPTION:

No process currently exists for the service element. If this company should ever manufacture a product requiring service, a procedure will be developed at that time.

REFERENCE DOCUMENTATION:

4.20 Statistical Techniques

Policy Statement	Last Revised: 05/13/96	Revision Number: 1
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POLICY:

Statistical techniques are used to monitor process capability and reports are sent to customers reporting product characteristics.

PURPOSE:

To ensure that statistical techniques are used in the control process.

RESPONSIBILITIES:

Quality Assurance is responsible for maintaining the statistical control system.

DESCRIPTION:

Statistical results are generated from data gathered at various points throughout the facility.

REFERENCE DOCUMENTATION:

QP-20-01 Statistical Techniques
QP-05-01 Document and Data Control



Quality Manual Revision History

All	04/02/96	1	KAREN A. HUARD
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Document Control		3	.
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Authorization Signatures		2	Karen A. Lavigne
Quality System	7/31/00	5	Karen A. Lavigne
Cover Page		2	.

Authorization Signatures			
Corrective And Preventative Action			
Cover page, Authorization			
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Business Statement			

Changes Made:

Rev. 1 -- Original Issue of Quality Manual
 Rev. 2 -- Added Management Representative to Organizational Chart.
 -- Added location of job descriptions to responsibilities section on pg. 9.
 (Management Responsibility)
 -- Added Quality Plan to policy of Quality System. Added to documentation section that forms are part of procedures and work instructions until they are filled out, then they become level 4 documentation.
 -- Changed title of Document Control to Document and Data Control and added a statement referring to the control of Data.
 -- Re-issue Cover Page
 -- Re-issue Authorization Signatures to approve above changes.
 Rev. 3 -- Added to Quality System a better explanation of the Quality Plan
 -- Re-issue Cover Page
 -- Re-issue Authorization Signatures to approve above changes.
 Rev. 4 -- Updated the Responsibility section in 4.14 Corrective and Preventative Action to state that all employees can initiate a Corrective Action but only management can implement one, instead of the President of the company being the only one implementing them.
 -- Re-issue Cover Page
 -- Re-issue Authorization Signatures to approve above changes.
 Rev. 5 - Cover Page - Changed company address.
 - Authorization Page - Remove the General Operations Manager
 - Business Statement - Change company address; Update building specs. and number of employees.

Latest Revision date: 07/31/2000 Revision Number: 5