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Malone Industrial Machine

Custom & Production

Metal Fabrication Company

Quality Assurance Manual

Malone Industrial Machine Metal Fabrication Facility Deer Park Plant

Quality Assurance Manual

EDITION: 1

DATE: 01 June 03

SECTION: I

REVISION: NONE

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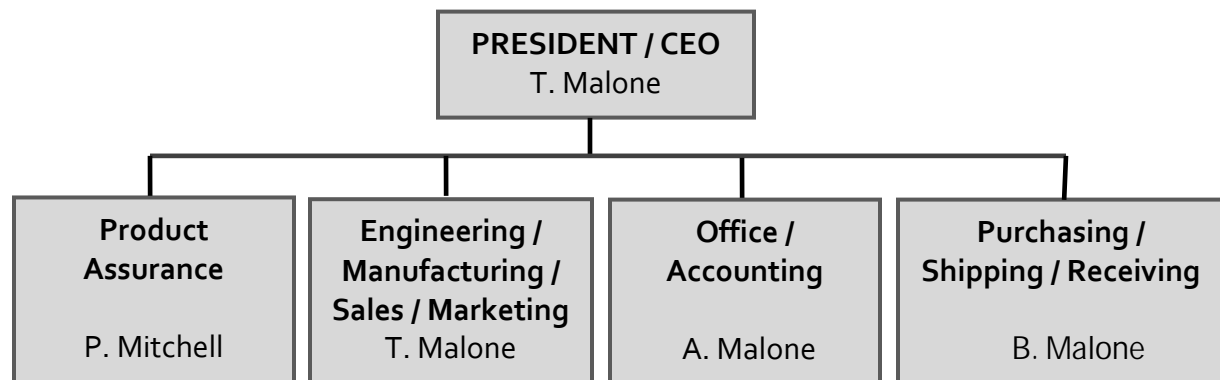
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QUALITY POLICY

Malone Industrial Machine, LLC is committed to providing quality products and services, which meet or exceed customer requirements. The quality commitment is achieved through the active participation of all employees. Employees have the responsibility and authority to maintain the requirements of the quality system and to provide the necessary input for continuous improvement of the quality of the product and services provided to our customers.

ORGANIZATIONAL CHART OF MANAGEMENT RESPONSIBILITY



These individuals represent the Steering Committee responsible for guiding and improving the Quality Management System (QMS) of products manufactured by Malone Industrial Machine. The procedures associated with their respective responsibilities are indicated within their organizational boxes.

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MANUAL CONTROL AND DISTRIBUTION

This manual describes the quality management system in place at Malone Industrial Machine's plant located at 2902 E. Pasadena Blvd. Deer Park, Texas 77536.

This manual sets forth how Malone Industrial Machine intends to ensure that its quality policy is understood, implemented, and maintained at all levels in the company.

III.1 Manual Control

Control procedures for this manual are outlined in the current revision of the company's Document Design and Control Procedure.

III.2 Manual Distribution - Internal

Only one controlled copy of this manual exists. The master controlled copy is located at the main offices of Malone Industrial Machine and is under control of the Quality Assurance Manager. ALL OTHER COPIES ARE CONSIDERED UNCONTROLLED THE DAY THEY ARE DISTRIBUTED.

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The Quality Assurance Manager is responsible for distributing both controlled and non-controlled copies of this manual to interested parties.

III.3 Manual Distribution - External

While only uncontrolled copies are distributed to external users, the copies they receive are current as of the date the documents are sent.

Additionally, we maintain a distribution list of customers who have requested to be sent copies of changes to our quality manual as they occur.

This policy is necessary to prevent inadvertent reliance on superseded documents marked "Controlled" when, in fact, Malone Industrial Machine cannot ensure effective control outside of our company.

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MANAGEMENT RESPONSIBILITY

1.1 PURPOSE

This section establishes management's role in defining and documenting the company's quality policy and its commitment to quality.

1.2 QUALITY POLICY

The President has established a written quality policy outlining the company's commitment to quality and sets quality objectives.

1.3 ORGANIZATION

The responsibility, authority, and relationships between personnel involved in the quality function are established through written job descriptions and an organization chart.

Every critical production process which affects quality has a written Standard Operating Procedure outlining the quality verification requirements.

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Quality system audits are performed by persons independent of the work being audited.

1.4 MANAGEMENT REPRESENTATIVE

The Quality Assurance Manager functions as the management representative for the quality management system and has the authority and responsibility to ensure that the requirements of this manual are implemented and maintained.

1.5 TEMPORARY ASSIGNMENTS

Anytime a quality responsibility is unfulfilled because of temporary job vacancy, the president will assign another person to fill that quality function until the job vacancy is filled.

1.6 MANAGEMENT REVIEW

The president periodically reviews the continuing suitability and effectiveness of the quality system.

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QUALITY SYSTEM

2.0 PURPOSE

This section establishes the central features of our quality system.

2.1 CENTRAL FEATURES

Our quality system

- Is controlled by this manual and its resulting written and verbal procedures and instructions;
- Has control, inspection, test, and instrumentation features sufficient to provide conformance to our customers' specified requirements; and
- Generates records supporting effective implementation.

2.2 QUALITY PLANS

Quality Plans are developed for contracts which call for processes not normally provided by the company.

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CONTRACT REVIEW

3.0 PURPOSE

This section describes how we review and reconcile each order before releasing it to production.

3.1 REVIEW

3.1.1 Each order is reviewed to ensure that customer requirements are defined and documented.

3.1.2 Any special requirements are resolved with the customer before processing begins.

3.1.3 Order entry and review responsibilities are documented and any questions concerning our ability to meet the customer's requirements are reconciled with appropriate personnel.

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REVISION: NONE

DOCUMENT CONTROL

4.0 PURPOSE

This section describes how we establish and maintain procedures to control quality documents and data that ensure product / service quality.

4.1 RESPONSIBILITY

The Quality Manager is responsible for establishing and maintaining control procedures over all company quality documents. Quality data control is the responsibility of the manager or supervisor whose responsibility is established within the written procedures and work instructions calling for the generation of quality data.

4.2 DOCUMENT DESIGN AND CONTROL PROCEDURE

The company maintains written procedures which establish the minimum requirements for issuing, revising, distributing and otherwise controlling all quality documents. Elements covered in the procedure include, but are not limited to,

- Format control
- Issue, revision (change), review and writing responsibilities and control

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- Document availability & obsolescence
- Re-issue control

4.3 QUALITY DOCUMENT MASTER LIST

The company maintains a list of all current revisions of quality documents and establishes where pertinent controlled copies of those documents can be found.

4.4 QUALITY DOCUMENT APPROVAL & REVIEW LIST

The company maintains a list of the revision approval, review, and writing responsibilities of each quality document listed in the master list.

4.5 CHANGE IDENTIFICATION

Each controlled quality document indicates the nature of the changes of its latest revision. A record of all changes made to the current edition of each quality document is also kept.

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PURCHASING

5.0 PURPOSE

This section contains our purchasing policies which are employed to ensure that purchased product conforms to our specified requirements.

5.1 SUPPLIER SELECTION

5.1.1 The process of supplier selection is controlled and includes elements which consider the supplier's past history of meeting our quality requirements.

5.1.2 We maintain a list of approved suppliers from which all supplies and services which affect quality are purchased.

PURCHASING DATA

Our purchasing documents contain data which clearly describe the supplies ordered and reference appropriate specifications, drawings, process requirements, and relevant technical data to ensure purchased material or services meet our specified requirements.

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5.3 VERIFICATION OF PURCHASED PRODUCTS

5.3.1 The quality of incoming supplier product is controlled by establishing and maintaining adequate records of actual performance and process results. Corrective Action Requests to suppliers are reviewed during the periodic Management Review (See Section 1.0, para 1.6 of this manual) and enter into decisions on whether or not to retain any approved vendor.

5.3.2 Our customers have the right to verify that our supplies meet specified requirements at their source. We consider such verification to be in addition to, rather than a substitute for, effective quality control by our suppliers and Malone Industrial Machine.

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