

# Preston Machine and Fabrication LLC

Quality Procedure

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Approvals			
Department	Name	Approval Signature	Date
President	Walter Preston		04/01/15

Change Control			
Rev	Effective Date	Description of Change	Author
00		Initial Release	D. Letteri

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## **1.0 Company Profile**

Preston Machine and Fabrication, LLC was established in 2012. Located in Newark, OH, we are a privately-held general machine and fabrication shop. We primarily serve the energy, testing, recreational products and motorsports industries.

## **2.0 Scope**

The purpose of this manual is to describe the procedures of Preston Machine and Fabrication LLC, relating to its Quality System. These policies are the guiding principles that authorize and govern all other related activities at its Newark OH facility. These policies are established to ensure that the requirements of our customers are met. The Preston Machine and Fabrication Quality System excludes Design and Development, as those activities are outside the scope of the business and are not performed.

## **3.0 Document References**

N/A

## **4.0 Quality Management System**

### **4.1 General**

Preston Machine and Fabrication has established, implemented, and maintains a quality management system. The effectiveness is continually improved through daily reviewing and adjusting of production for meeting customer specifications and for being on time.

The sequence and interaction of the processes needed for the quality management system have been determined, and are described in Appendix 1.

Resources are available to support these processes. Processes are monitored and measured to assure that planned results are achieved.

If any processes are outsourced, Preston Machine and Fabrication ensures control over those processes. Such processes may include, for example, heat treatment and anodizing.

### **4.2 Documentation**

Quality management system documentation includes this Quality Manual, a Quality Policy, Quality Objectives, and any records deemed necessary to ensure the effectiveness of the quality management system.

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This Quality Manual includes the scope of the quality management system, including exclusions (see Sec 2.0, "Scope"), established procedures, and the interaction of processes.

Documents and records required by the quality management system are controlled to ensure that:

- Documents are reviewed and approved prior to use
- Documents are updated as necessary
- Current revision status is identified
- Applicable documents are available at the points of use
- Documents remain legible
- Obsolete documents are prevented from being used

## **5.0 Management Responsibility**

### **5.1 Management Commitment**

Top management demonstrates its commitment to the development and implementation of the quality management system by communicating customer requirements throughout the organization, establishing the quality policy, establishing objectives, and ensuring the availability of resources.

### **5.2 Customer Focus**

Top management ensures that customer requirements are determined and met by reviewing inspection reports, delivery dates, feedback from our customers, field reports and outside sales reports.

### **5.3 Quality Policy**

*Preston Machine and Fabrication is committed to meeting customer expectations for quality and on-time delivery of our products. We will accomplish this by implementing and continually improving the quality management system, by establishing and reviewing objectives, and by ensuring that all employees understand that the quality management system is everyone's responsibility.*

### **5.4 Planning**

Top management has established Objectives for Quality and On-Time Delivery.

The quality management system is established as outlined in this Quality Manual. Any changes to the quality management system are reviewed by the President to ensure that the integrity of the system is maintained.

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## 5.5 Responsibility, Authority, and Communication

Responsibilities and authorities are defined through job descriptions, documented procedures and training documents, and communicated to affected employees.

Top management communicates with the organization regarding the effectiveness of the quality management system through daily meetings with all employees.

## 6.0 Resource Management

### 6.1 Provision of Resources

Resource requirements will be determined by the President. Sufficient resources are provided to ensure that the quality management system is implemented and maintained, and that customer requirements are met.

### 6.2 Human Resources

Preston Machine and Fabrication will ensure that personnel performing work that directly affects the quality of product will be competent based on appropriate education, training, skills, or experience.

Training is carried out online through the SME ToolingU program, plus machine and task specific training as required. Competency is ensured through online testing from SME and task specific testing. Records of training and competency are maintained.

### 6.3 Infrastructure

Preston Machine and Fabrication will determine, provide, and maintain the infrastructure necessary to ensure that customer requirements are met. This includes buildings, utilities, machine tools, computers and software, etc.

### 6.4 Work Environment

Preston Machine and Fabrication will ensure that the work environment is maintained that is needed to meet customer expectations. This includes controlling factors such as noise, temperature, humidity, lighting, etc.

## 7.0 Product Realization

### 7.1 Planning of Product Realization

Preston Machine and Fabrication will plan and develop processes needed for product realization. This planning will include, as appropriate:

- Quality objectives required for the product (via specifications)
- Documents and resources required

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- Required verification, monitoring, and measuring activities (via inspection plans)
- Records required to demonstrate that the product meets requirements

The output of this planning will be routers and inspection plans.

## **7.2 Customer-related Processes**

Preston Machine and Fabrication will determine that the requirements specified by the customer are well-defined and understood. We will also determine any statutory and regulatory requirements which are applicable, and any additional requirements that we consider necessary.

We will review the requirements related to the product, prior to committing to supply the product to the customer. This will ensure that the product requirements are defined, that any requirements differing from those previously communicated are resolved, and that we have the ability to meet the requirements. Generation of an order acknowledgement will be the record that the review has been completed.

If product requirements change, those changes will be communicated to the rest of the organization during staff meetings and through ERP documentation.

Communication with customers in relation to product information, enquiries, order handling, changes, and customer feedback, will take place through the President.

## **7.3 Design and Development**

This section is excluded from the Preston Machine and Fabrication quality management system.

## **7.4 Purchasing**

Preston Machine and Fabrication ensures that purchased product conforms to purchase requirements through incoming inspection. Suppliers are selected based on their ability to supply product based on our needs.

Purchasing information appears on the Purchase Order. This information describes the product to be purchased, and any additional information or specifications required.

Receiving inspection activities are implemented in order to ensure that purchase product meets requirements. Record of Receiving Inspection is maintained through an Inspection stamp on the Packing List, which is filed with other certifications.

## **7.5 Production and Service Provision**

Preston Machine and Fabrication carries out production under controlled conditions, which includes, as applicable:

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- Availability of information that describes the characteristics of the product
- Availability of work instructions, if required
- Use of suitable equipment
- Availability and use of measuring and monitoring equipment
- Implementation of product release activities

Where appropriate, product will be identified throughout the product realization process. This identification will be carried out through the use of tags attached to pallets or to the parts themselves.

Product will be also be identified with regards to the status of monitoring and measuring requirements. This identification will be carried out through the use of sign-offs on routers and inspection plans

Traceability is maintained by serial numbering, where applicable. These serial numbers are traceable back to the original PO and material heats.

Customer property is tracked using an Excel spreadsheet, with traceability maintained to finished-product serial numbers.

Product is preserved during processing and delivery in order to maintain conformity to requirements. Preservation is accomplished during processing through the use of appropriate palleting of product, and during delivery through the use of custom-made crating or commercially-acceptable packaging.

## 7.6 Control of Monitoring and Measuring Equipment

Preston Machine and Fabrication will determine the monitoring and measuring activities that are required, and the monitoring and measuring equipment required, to ensure product conformity to determined requirements.

Measuring equipment is calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards that are traceable to national or international measurement standards.

Calibration is carried out by a qualified subcontractor. All equipment is identified with a tag to indicate its calibration status and calibration date. A calibration schedule and calibration records are maintained.

Micrometers and calipers are checked daily using gage blocks or micrometer trees, as appropriate, in order to ensure that calibration has not been compromised.

If a piece of equipment is found to be out of calibration, the validity of previous measuring results will be verified, and appropriate action will be taken.

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## 8.0 Measurement, Analysis and Improvement

### 8.1 General

Preston Machine and Fabrication plans and implements monitoring, measurement, analysis, and improvement processes to demonstrate conformity to product requirements, and to continually improve the effectiveness of the quality management system.

### 8.2 Monitoring and Measurement

Preston Machine and Fabrication monitors information relating to customer perception as to whether we have met their requirements. This information is obtained by formal and informal customer feedback.

Preston Machine and Fabrication applies suitable methods for measurement and monitoring of quality management system processes. This includes evaluation of whether product met customer requirements, whether product was delivered on time, and whether any corrective actions were necessary. Performance reports from customers are also monitored.

We also monitor and measure product to ensure that requirements have been met. This monitoring and measurement normally takes the form of inspection - receiving, in-process, and final. Records of these inspections are maintained. Inspection records also indicate the person authorizing product for release for delivery.

### 8.3 Nonconforming Product

If product is found to be nonconforming, it is identified by marking the part, and the product is controlled/segregated to prevent its unintended use or delivery.

Preston Machine and Fabrication may handle nonconforming product in any of the following ways, as applicable:

- By scrapping the nonconforming product, or reworking it to original specifications
- By accepting the product under concession/deviation from the customer
- By notifying the customer, if the nonconformance is detected subsequent to delivery

If nonconforming product is reworked, it will be re-inspected to all original requirements.

Records of nonconformances, scrap, rework, and concessions/deviations are maintained. These records are maintained in the ERP system or in customer files.

### 8.4 Analysis of Data

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Preston Machine and Fabrication collects and analyzes appropriate data at regular intervals quarterly to ensure the ongoing suitability and effectiveness of the quality management system. This data includes, but is not limited to, inspection data, supplier performance, and customer feedback. This analysis may take the form of quantitative or qualitative reviews. Records of this analysis are maintained.

## **8.5 Improvement**

Preston Machine and Fabrication will continually improve the quality management system through use of the Quality Policy, Quality Objectives, analysis of data, and corrective and preventive actions (CAPA).

We will take actions to eliminate the causes of nonconformities in order to prevent recurrence. These corrective actions will be appropriate to the effects of the nonconformities. Management will:

- Review nonconformities, including customer complaints
- Determine the cause of the nonconformity
- Evaluate the need for formal corrective action
- Determine what that action should be, and implement it
- Record the results
- Review the effectiveness of the corrective action

Records of corrective action are maintained in the ERP system.

We will also determine actions to eliminate the causes of potential nonconformities. Management will:

- Determine potential nonconformities and their causes
- Evaluate the need for formal preventive action
- Determine what that action should be, and implement it
- Record the results
- Review the effectiveness of the corrective action

Records of preventive action are maintained in the ERP system.

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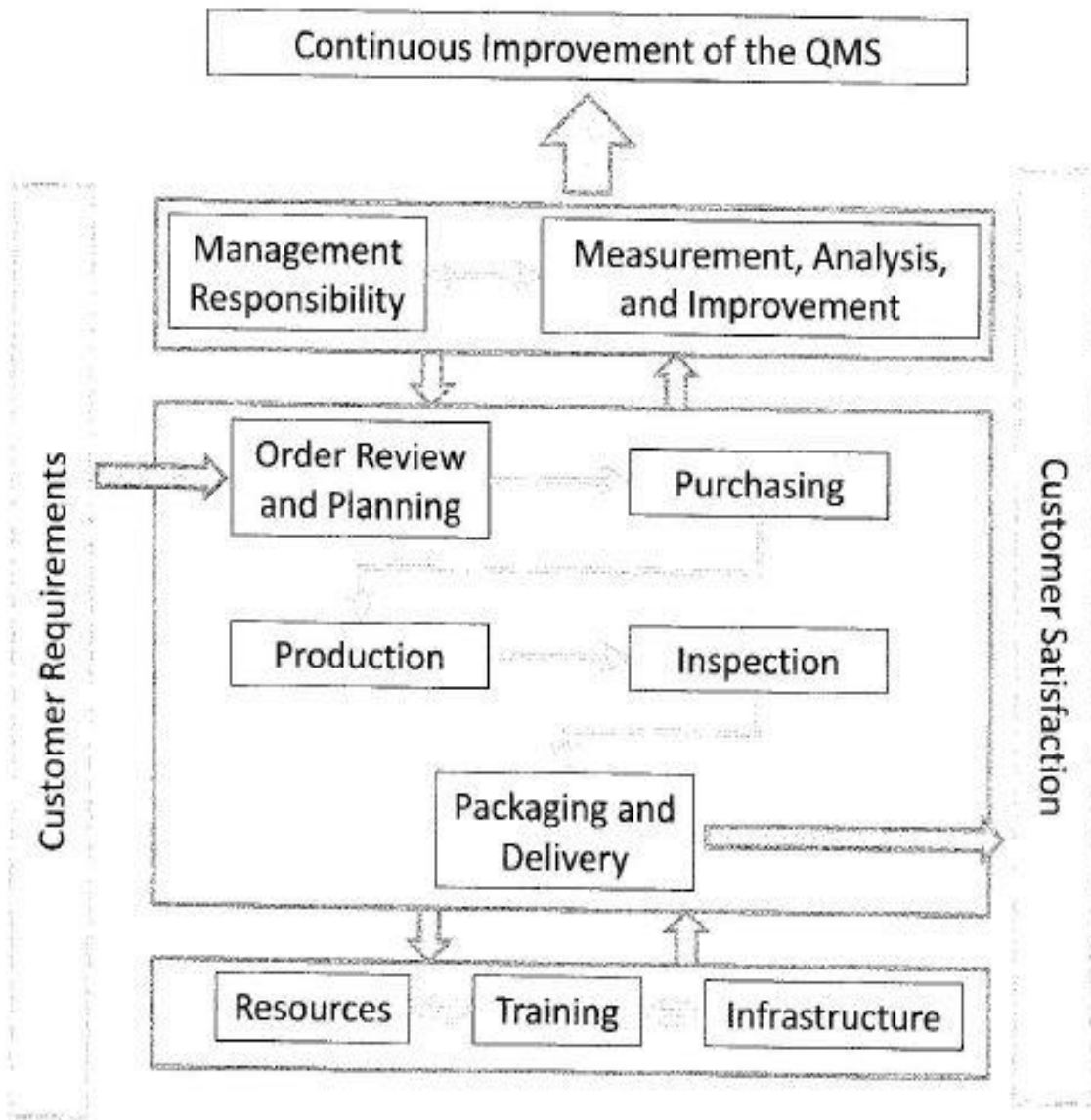
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Appendix 1



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