ISO9001/2008 Compliant

QUALITY MANAGEMENT SYSTEM

MANUAL

REVISION 2 - 2016

The contents of this on-line Quality Management System Manual are controlled documents, maintained on the Iowa Aluminum Inc. server and backed up daily. Any printed, faxed, scanned, or otherwise replicated documents are for historical and informational purposes only.
Prior to utilizing any replicated document, please reference the on-line manual or contact Iowa Aluminum Inc Quality for the most recent revision.

COMPANY OVERVIEW

IOWA ALUMINUM, INC.

Iowa Aluminum, Inc. develops and manufactures large, highly quality, precision aluminum extrusions for the commercial industry.

Iowa Aluminum, Inc. operates from one facility, which is located at:
10 – 27th Avenue East – Albia, IA 52531

QUALITY POLICY STATEMENT

Iowa Aluminum is committed to providing high quality products which meet or exceed our customer's expectations.

Top Management is committed to maintaining and monitoring a Quality Management System that involves employees at all levels of the organization in continual improvement of quality processes.

QUALITY OBJECTIVE

Iowa Aluminum's objective is to continue meeting world class standards for the mutual benefit of our customers and employees.

SCOPE

This QMS **(QMS)** Manual describes the Management System implemented at Iowa Aluminum, Inc.

The objective of the QMS is to prevent non-conformances throughout the sales cycle and provide for prompt detection of non-conformances and for the provision of timely and effective corrective and preventive action.

It is Iowa Aluminum's policy to provide full compliance with the QMS requirements throughout all phases of the sales cycle and thus ensure that only acceptable products are delivered to the customer.

The manual is written to comply with ISO 9001/2008

EXCLUSIONS

The QMS described within this QMS Manual establishes the total Iowa Aluminum, Inc. Quality policy. This QMS Manual, as written, addresses the requirements of ISO9001:2008, except for the exclusion indicated, with justification, below.

Exclusion: ISO9001:2008) Section 7.3, Design and/or Development, including all subsections.

Justification: Iowa Aluminum, Inc. does not design, nor develop products. All principle product design and characteristics are specified by our customers, or their specific customers and consultants. Our AutoCAD and engineering activities are limited to

developing methods and means meeting production requirements, improving efficiencies, and defining inspection criteria required to meet customer requirements.

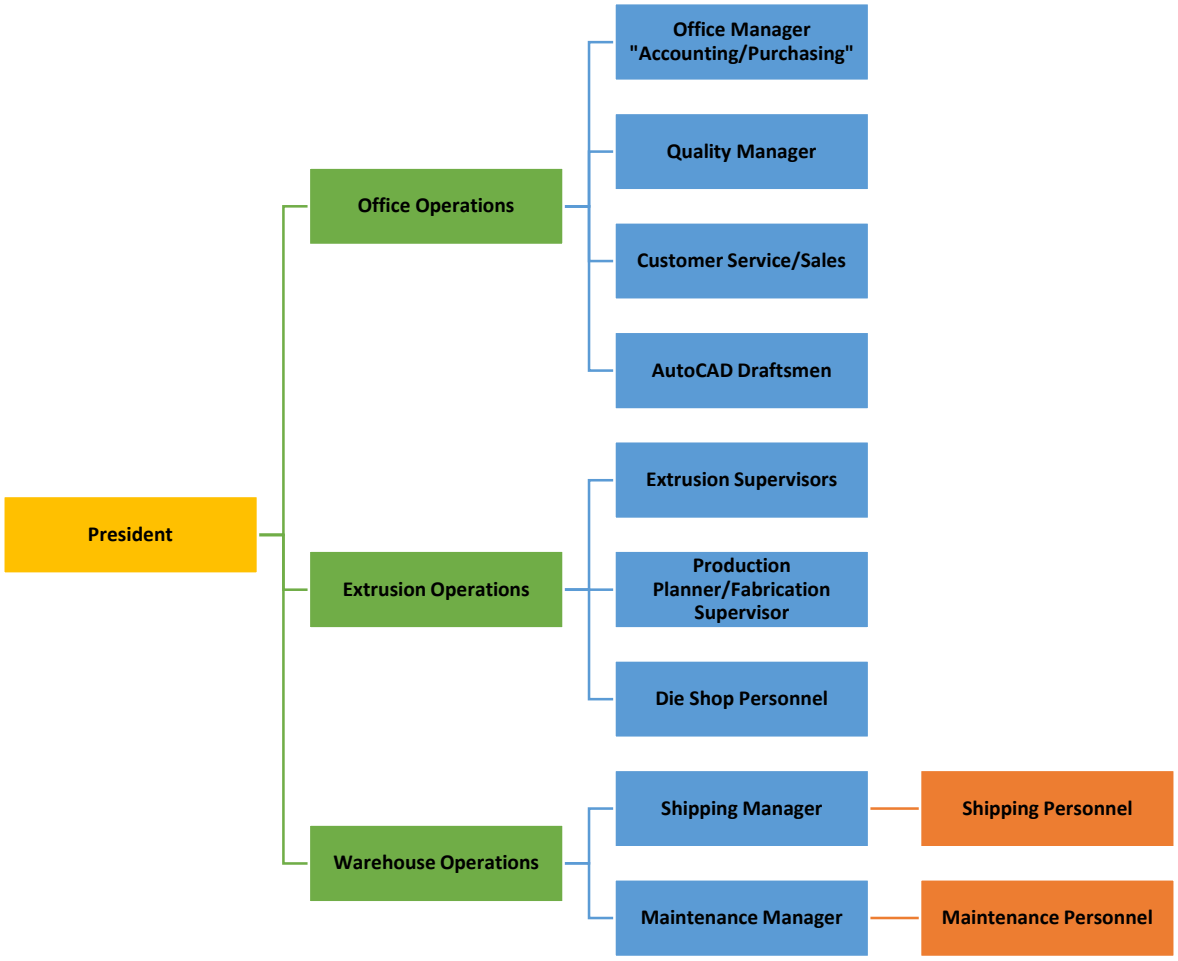
This QMS manual also serves to direct users from the policy statements to the procedures required to support and implement the policy.

COMPANY

Iowa Aluminum, Inc. operates from one facility encompassing about 80,000 sq. ft.

The facility houses administration and sales offices, AutoCAD engineering, quality testing laboratory, aluminum extrusion, heat treating and packaging operations, secondary operations such as precision saw cutting, hole punching, die shop and maintenance areas, raw material and finished goods storage areas.

IOWA ALUMINUM ORGANIZATIONAL CHART



TERMS AND DEFINITIONS

Throughout this Quality Policy Manual, the term “organization” refers to Iowa Aluminum Inc.

QMS

GENERAL REQUIREMENTS

Iowa Aluminum, Inc has established, documented, implemented, and currently maintains a QMS. We continually improve its effectiveness in accordance with the requirements of ISO 9001.

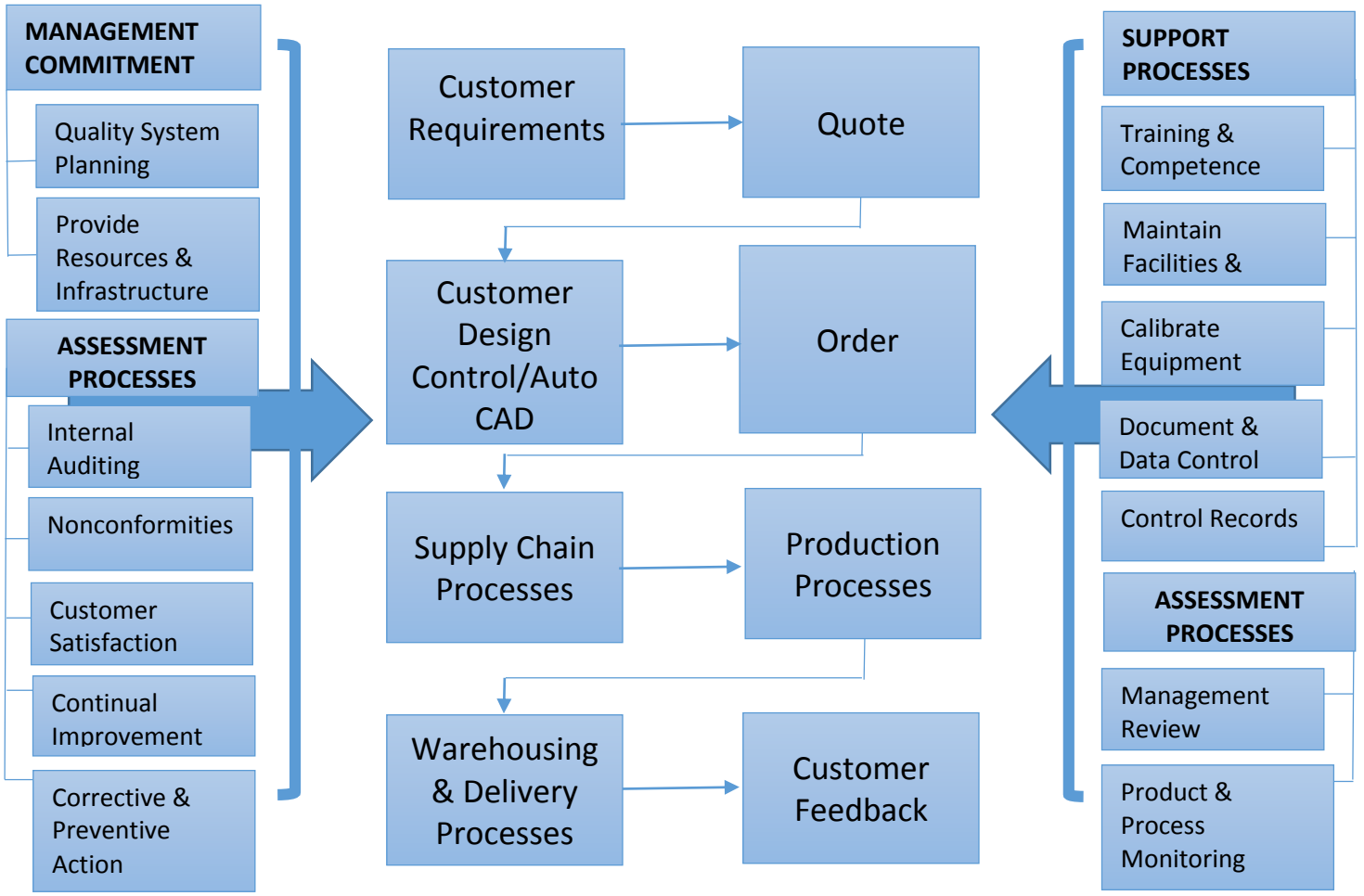
The organization:

- has determined the processes needed for the QMS and their application throughout the organization
- determined the sequence and interaction of these processes
- determined criteria and methods needed to ensure that both the operation and control of these processes are effective
- ensures the availability of resources and information necessary to support the operation and monitoring of these processes
- monitors, measures where applicable, and analyzes these processes
- implements actions necessary to achieve planned results and continual improvement of these processes

These processes are managed by the organization in accordance with the requirements of ISO 9001/2008.

Where the organization chooses to outsource any process that affects product conformity to requirements, the organization ensures control over such processes. The type and extent of control to be applied to these outsourced processes are defined in supply chain procedures utilized for approval of product and service providers.

PROCESS INTERACTION MAP



DOCUMENTATION REQUIREMENTS

GENERAL

The QMS documentation includes:

- documented statements of a quality policy and quality objectives
- a quality manual
- documented procedures and records required by ISO 9001, including Document Control, Record Control, Internal Audit, Control of Non-conforming Product, Corrective and Preventive Action
- documents, including records, determined by the organization to be necessary to ensure the effective planning, operation, and control of its processes

QUALITY MANUAL

The organization has established and currently maintains a quality manual that includes:

- the scope of the QMS, including details of and justification for any exclusions
- the documented procedures established for the QMS, or reference to them
- a description of the interaction between the processes of the QMS

The Quality Department is responsible for maintaining the quality manual

DOCUMENT CONTROL

Documents required by the QMS are controlled. Records are a special type of document and are controlled according to the requirements described in the International Standard.

A documented procedure has been established to define the controls needed:

- to approve documents for adequacy prior to issue
- to review and update as necessary and re-approve documents
- to ensure that changes and the current revision status of documents are identified
- to ensure that relevant versions of applicable documents are available at points of use
- to ensure that documents remain legible and readily identifiable
- to ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the QMS are identified and their distribution controlled
- to prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose

The Document Controller is responsible to maintain the Document Control Procedure, to ensure that relevant versions are available at points of use, to remove obsolete documents, and to control external documents. Documents are reviewed and approved, including re-approval as required, by the appropriate functional manager along with Quality.

CONTROL OF RECORDS

Records established to provide evidence of conformity to requirements and of the effective operation of the QMS shall be controlled.

A documented procedure has been established to define the controls needed for the identification, storage, protection, retrieval, retention, and disposition of records.

Records are legible, readily identifiable and retrievable.

The Document Controller is responsible to maintain the Records Control Procedure.

MANAGEMENT RESPONSIBILITY

MANAGEMENT COMMITMENT

Top management provides evidence of its commitment to the development and implementation of the QMS and continually improves its effectiveness by:

- communicating to the organization the importance of meeting customer as well as statutory and regulatory requirements
- establishing the quality policy
- ensuring that quality objectives are established
- conducting management reviews
- ensuring the availability of resources

Top management is considered to be the Quality Steering Team, which includes the following members:

- President
- Quality Manager
- Manager of Production Operations and Planning
- Warehouse Leadership
- Sales Leadership
- Resource Management Leadership
- Maintenance Leadership

CUSTOMER FOCUS

Top management ensures that customer requirements are determined and are met with the aim of enhancing customer satisfaction.

QUALITY POLICY

Top management ensures that the quality policy:

- is appropriate to the purpose of the organization
- includes a commitment to comply with requirements and continually improve, the effectiveness of the QMS
- provides a framework for establishing and reviewing quality objectives,
- is communicated and understood within the organization
- is reviewed for continuing suitability

The Quality Manager is responsible for ensuring the quality policy is reviewed during the Management Review process.

The stated quality policy is as follows:

Iowa Aluminum is committed to providing high quality products which meet or exceed our customer's expectations.

Top Management is committed to maintaining and monitoring a Quality Management System that involves employees at all levels of the organization in continual improvement of quality processes.

PLANNING

QUALITY OBJECTIVES

Top management ensures that quality objectives, including those needed to meet requirements for product, are established at relevant functions and levels within the organization. The quality objectives are measurable and consistent with the quality policy.

The Quality Steering Team is responsible for establishing and maintaining the quality objectives.

Our goal is to provide our customers the best value proposition in our market in terms of Quality, and Service. To meet this goal, Iowa Aluminum, Inc. is committed to:

- Management Commitment in meeting established responsibilities to the QMS
- Maintaining Vendor Performance Evaluation
- Addressing Corrective and Preventive Action items
- Maintaining Internal Audits of the QMS

Quality objectives are measured through data collection for:

- Customer Feedback Process
- Document Control
- Corrective & Preventive Actions
- Performance Metrics
- Internal Audit Process
- Employee Training and Records
- Vendor Performance

QMS PLANNING

Top management ensures that:

- the planning of the QMS is carried out in order to meet the requirements given in the General Requirements section and the quality objectives of Iowa Aluminum and our customer
- the integrity of the QMS is maintained when changes to the QMS are planned and implemented

RESPONSIBILITY, AUTHORITY, AND COMMUNICATION

Top management ensures that responsibilities and authorities are defined and communicated within the organization.

MANAGEMENT REPRESENTATIVE

Top management has appointed a member of management who, irrespective of other responsibilities, has responsibility and authority that includes:

- ensuring that processes needed for the QMS are established, implemented, and maintained
- reporting to Top management on the performance of the QMS and any need for improvement
- ensuring the promotion of awareness of customer requirements throughout the organization

The appointed management representative is the Quality Manager. They serve as the liaison to external parties on matters relating to the quality system.

INTERNAL COMMUNICATIONS

Top management ensures that appropriate communication processes are established within the organization and that communication takes place regarding the effectiveness of the QMS.

MANAGEMENT REVIEW

Top management reviews the organization's QMS, at planned intervals, to ensure its continuing suitability, adequacy, and effectiveness. This review includes assessing opportunities for improvement and the need for changes to the QMS, including the quality policy and quality objectives.

Records from management reviews are maintained by the Quality Manager.
The input to management review includes information on:

- results of audits
- customer feedback
- process performance and product conformity
- status of preventive and corrective actions
- follow-up actions from previous management reviews
- changes that could affect the QMS
- recommendations for improvement

The output from the management review includes:

- any decisions and actions related to improvement of the effectiveness of the QMS and its processes
- improvement of product related to customer requirements
- resource needs

The following individuals attend Management Reviews:

- President
- Quality Manager
- Manager of Production Operations and Planning
- Purchasing Manager-Inventory Logistics Manager
- Sales Leadership
- Resource Management Leadership

RESOURCES MANAGEMENT

PROVISION OF RESOURCES

The organization determines and provides the resources needed to implement and maintain the QMS and continually improve its effectiveness and to enhance customer satisfaction by meeting customer requirements.

HUMAN RESOURCES

GENERAL

Personnel performing work affecting conformity to product requirements are deemed competent on the basis of appropriate education, training, skills, and experience. The individual department heads are responsible for assessing competence.

COMPETENCE, TRAINING, AND AWARENESS

The organization:

- determines the necessary competence for personnel performing work affecting conformity to product requirements
- where applicable, provides training or takes other actions to achieve the necessary competence
- evaluates the effectiveness of the actions taken
- ensures that personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives
- maintains appropriate records of education, training, skills, and experience

The individual department leaders are responsible to determine competency requirements, to oversee the training process, and to maintain the appropriate records of education, training, skills, and experience.

INFRASTRUCTURE

The organization determines, provides and maintains the infrastructure needed to achieve conformity to product requirements.

Infrastructure includes, as applicable:

- buildings, workspace and associated utilities
- process equipment (both hardware and software)
- supporting services (such as transport, communication or information systems)

WORK ENVIRONMENT

The organization determines and manages the work environment needed to achieve conformity to product requirements. Department Managers or Supervisors are responsible to identify and control work environment requirements.

PRODUCT REALIZATION

PLANNING OF PRODUCT REALIZATION

The organization plans and develops the processes needed for product realization.

Planning of product realization is consistent with the requirements of the other processes of the QMS.

In planning product realization, the organization determines the following, as appropriate:

- quality objectives and requirements for the product
- the need to establish processes and documents, and to provide resources specific to the product
- required verification, validation, monitoring, measurement, inspection, and test activities, specific to the product and the criteria for product acceptance
- records needed to provide evidence that the realization processes and resulting product meet requirements

The output of this planning is in a form suitable for the organization's method of operations.

The Production Department is responsible for planning production or service provision and for maintaining associated records.

CUSTOMER RELATED PROCESS

DETERMINATION OF REQUIREMENTS RELATED TO THE PRODUCT

The organization determines:

- requirements specified by the customer, including the requirements for delivery and post-delivery activities
- requirements not stated by the customer but necessary for specified or intended use, where known
- statutory and regulatory requirements applicable to the product

- any additional requirements considered necessary by the organization

The Sales Department is generally responsible for determining all customer requirements, whether specified; not stated, but necessary; or statutory and regulatory. This determination and communication may include the involvement of subject matter experts from other departments.

REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT

The organization reviews the requirements related to the product. This review is conducted prior to the organization's commitment to supply a product to the customer (e.g. submission of tenders, acceptance of contracts or orders, acceptance of changes to contracts or orders) and ensures that:

- product requirements are defined
- contract or order requirements differing from those previously expressed are resolved
- the organization has the ability to meet the defined requirements

Records of the results of the review and actions arising from the review are maintained. The Sales Department is responsible for the review and for maintaining the records.

Where the customer provides no documented statement of requirement, the customer requirements are confirmed by the organization before acceptance.

Where product requirements are changed, the organization ensures that relevant documents are amended and that relevant personnel are made aware of the changed requirements.

CUSTOMER COMMUNICATIONS

The organization determines and implements effective arrangements for communicating with customers in relation to:

- product information
- enquiries, contracts or order handling, including amendments
- customer feedback, including customer complaints

PROCESSS AND INSPECTION CRITERIA DEVELOPMENT

PLANNING

The organization plans and controls the development of production and operational process including inspection criteria. The Steering Committee is responsible for controlling all stages of process development and for maintaining the appropriate records.

During the process development planning, the organization determines:

- the process development stages
- the review, verification, and validation that are appropriate to each process development stage
- the responsibilities and authorities for process development

The organization manages the interfaces between different groups involved in process development to ensure effective communication and clear assignment of responsibility.

Planning output is updated, as appropriate, as the process development progresses.

PROCESS DEVELOPMENT INPUTS

Inputs relating to product requirements are determined and records maintained. These inputs include:

- functional and performance requirements
- applicable statutory and regulatory requirements
- where applicable, information derived from previous similar processes
- other requirements essential for meeting product requirements

The inputs are reviewed for adequacy. Requirements are complete, unambiguous, and not in conflict with each other.

PROCESS DEVELOPMENT OUTPUTS

The outputs of process development are in a form suitable for verification against the process development input and are approved prior to release.

Process development outputs:

- meet the input requirements for process development
- provide appropriate information for purchasing, production and service provision
- contain or reference product acceptance criteria
- specify the characteristics of the product that are essential for its safe and proper use

PROCESS DEVELOPMENT REVIEW

At suitable stages, systematic reviews of process development are performed in accordance with planned arrangements:

- to evaluate the ability of the results of the process development to meet requirements
- to identify any problems and propose necessary actions

Participants in such reviews include representatives of functions concerned with the process development stage(s) being reviewed. Records of the results of the reviews and any necessary actions are maintained.

PROCESS DEVELOPMENT VERIFICATION

Verification is performed in accordance with planned arrangements to ensure that the process development outputs have met the process development input requirements. Records of the results of the verification and any necessary actions are maintained.

PROCESS DEVELOPMENT VALIDATION

Process development validation is performed in accordance with planned arrangements to ensure that the resulting product is capable of meeting the requirements for the

specified application or intended use, where known. Wherever practicable, validation is completed prior to the delivery or implementation of the product. Records of the results of validation and any necessary actions are maintained.

PROCESS DEVELOPMENT CHANGES

Process development changes are identified and records maintained. The changes are reviewed, verified and validated, as appropriate, and approved before implementation. The review of design and development changes includes evaluation of the effect of the changes on constituent parts and product already delivered. Records of the results of the review of changes and any necessary actions are to be maintained.

PURCHASING

PURCHASING PROCESS

The organization ensures that purchased product conforms to specified purchase requirements. The type and extent of control applied to the supplier and the purchased product is dependent upon the effect of the purchased product on subsequent product realization or the final product.

The organization evaluates and selects suppliers based on their ability to supply product in accordance with the organization's requirements. Criteria for selection, evaluation and reevaluation are established. Records of the results of evaluations and any necessary actions arising from the evaluation are maintained. The Quality Department is responsible Vendor Evaluation and Qualification.

PURCHASING INFORMATION

Purchasing information describes the product to be purchased, including where appropriate:

- requirements for approval of product, procedures, processes, and equipment
- requirements for qualification of personnel
- QMS requirements

The organization ensures the adequacy of specified purchase requirements prior to communication to the supplier.

VERIFICATION OF PURCHASED PRODUCT

The organization establishes and implements the inspection or other activities necessary for ensuring that purchased product meets specified purchase requirements.

Where the organization or its customer intends to perform verification at the supplier's premises, the organization states the intended verification arrangements and method of product release in the purchasing information.

PRODUCTION AND SERVICE PROVISION

CONTROL OF PRODUCTION AND SERVICE PROVISION

The organization plans and carries out production and service provision under controlled conditions. Controlled conditions include, as applicable:

- the availability of information that describes the characteristics of the product
- the availability of work instructions, as necessary
- the use of suitable equipment
- the availability and use of monitoring and measuring equipment
- the implementation of monitoring and measurement
- the implementation of product release, delivery and post-delivery activities

The Production Department is responsible for controlling all phases of product and service provision and for maintaining appropriate records.

VALIDATION OF PROCESSES FOR PRODUCTION AND SERVICE PROVISION

The organization validates any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement and, consequently, deficiencies become apparent only after the product is in use or the service has been delivered. Validation demonstrates the ability of these processes to achieve planned results.

The organization establishes arrangements for these processes including, as applicable:

- defined criteria for review and approval of the processes
- approval of equipment and qualification of personnel
- use of specific methods and procedures
- requirements for records
- revalidation

IDENTIFICATION AND TRACEABILITY

Where appropriate, the organization identifies the product by suitable means throughout product realization.

The organization identifies the product status with respect to monitoring and measurement requirements throughout product realization.

Where traceability is a requirement, Production and Quality Inspection personnel control the unique identification of the product and maintains records.

CUSTOMER PROPERTY

The organization exercises care with customer property while it is under the organization's control or being used by the organization. The organization identifies, verifies, protects, and safeguards customer property provided for use or incorporation into the product. If any customer property is lost, damaged or otherwise found to be unsuitable for use, the organization shall report this to the customer and maintain records. Customer property can include intellectual property and personal data.

The Warehouse and Sales Departments are responsible for controlling and recording customer property. The Sales Department is responsible for all communication with the customer regarding their property.

PRESERVATION OF PRODUCT

The Production Department is responsible for preserving the product during internal processing and delivery to the intended destination in order to maintain conformity to requirements. As applicable, this preservation includes identification, handling, packaging, storage, and protection. Preservation also applies to the constituent parts of a product.

CONTROL OF MONITORING AND MEASURING EQUIPMENT

The organization determines the monitoring and measurement to be undertaken and the monitoring and measuring equipment needed to provide evidence of conformity of product to determined requirements. The organization establishes processes to ensure that monitoring and measurement can be carried out and are carried out in a manner that is consistent with the monitoring and measurement requirements. In the Albia, Iowa plant, the Maintenance Department (reporting to the Operations department) is responsible for all aspects related to the system of controlling monitoring and measurement.

Where necessary to ensure valid results, measuring equipment is:

- calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification is recorded
- adjusted or re-adjusted as necessary
- identified in order to determine its calibration status
- safeguarded from adjustments that would invalidate the measurement result
- protected from damage and deterioration during handling, maintenance, and storage

In addition, the organization assesses and records the validity of the previous measuring results when the equipment is found not to conform to requirements. The organization takes appropriate action on the equipment and any product affected. Records of the results of calibration and verification are be maintained.

When used in the monitoring and measurement of specified requirements, the ability of computer software to satisfy the intended application is confirmed. This is undertaken prior to initial use and reconfirmed as necessary.

MEASUREMENT, ANALYSIS AND IMPROVEMENT

GENERAL

The organization plans and implements the monitoring, measurement, analysis, and improvement processes needed:

- to demonstrate conformity to product requirements
- to ensure conformity of the QMS
- to continually improve the effectiveness of the QMS

This includes determination of applicable methods, including statistical techniques, and the extent of their use. The Quality and Engineering Departments are responsible for systems related to monitoring, measurement, analysis, and improvement.

MONITORING AND MEASUREMENT

CUSTOMER SATISFACTION

As one of the measurements of the performance of the QMS, the organization monitors information relating to customer perception as to whether the organization has met customer requirements. The methods for obtaining and using this information are determined by the Quality Department.

INTERNAL AUDIT

The organization conducts internal audits at planned intervals to determine whether the QMS:

- conforms to the planned arrangements, to the requirements of ISO 9001 and to the QMS requirements established by the organization
- is effectively implemented and maintained

An audit program has been planned, taking into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits. The audit criteria, scope, frequency, and methods are defined. This selection of auditors and conduct of audits ensures objectivity and impartiality of the audit process. Auditors do not audit their own work.

A documented procedure has been established to define the responsibilities and requirements for planning and conducting audits, establishing records and for reporting results. Records of the audits and their results are maintained. The Quality Department is responsible to oversee the internal auditing system, and for maintaining appropriate records.

The management responsible for the area being audited ensures that any necessary corrections and corrective actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities include the verification of the actions taken and the reporting of verification results.

MONITORING AND MEASUREMENT OF PROCESSES

The organization applies suitable methods for monitoring and, where applicable, measurement of the QMS processes. These methods demonstrate the ability of the processes to achieve planned results and are defined in the process documentation. When planned results are not achieved, correction and corrective action is taken by the appropriate personnel, to ensure conformity of the product.

MONITORING AND MEASUREMENT OF PRODUCT

The organization monitors and measures the characteristics of the product to verify that product requirements have been met. This is carried out at appropriate stages of the product realization process in accordance with the planned arrangements and is defined in the process documentation.

Evidence of conformity with the acceptance criteria is maintained. Records indicate the person(s) authorizing release of product for delivery to the customer.

The release of product and delivery of service to the customer does not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority and, where applicable, by the customer.

CONTROL OF NONCONFORMING PRODUCT

The organization ensures that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery. A documented procedure has been established to define the controls and related responsibilities and authorities for dealing with nonconforming product.

Where applicable, the organization deals with nonconforming product by one or more of the following ways:

- by taking action to eliminate the detected nonconformity
- by authorizing its use, release or acceptance under concession by a relevant authority and, where applicable, by the customer
- by taking action to preclude its original intended use or application
- by taking action appropriate to the effects, or potential effects, of the nonconformity when nonconforming product is detected after delivery or use has started

When nonconforming product is corrected, it is subject to re-verification to demonstrate conformity to the requirements.

Records of the nature of nonconformities and any subsequent actions taken, including concessions obtained, are maintained.

ANALYSIS OF DATA

The organization determines, collects and analyzes appropriate data to demonstrate the suitability and effectiveness of the QMS and to evaluate where continual improvement of the effectiveness of the QMS can be made. This includes data generated as a result of monitoring and measurement, and from other relevant sources.

The analysis of data provides information relating to:

- customer satisfaction
- conformity to product requirements
- characteristics and trends of processes and products including opportunities for preventive action
- suppliers

The Quality and Engineering Departments are responsible for determining the data requirements and for coordinating with other departments to collect and subsequently analyze the data in order to make improvements.

IMPROVEMENT

CONTINUAL IMPROVEMENT

The organization continually improves the effectiveness of the QMS through the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions, and management review.

CORRECTIVE ACTION

The organization takes action to eliminate the cause of nonconformities in order to prevent their recurrence.

Corrective actions are appropriate to the effects of the nonconformities encountered.

A documented procedure has been established that defines requirements for:

- reviewing nonconformities (including customer complaints)
- determining the causes of nonconformities
- evaluating the need for action to ensure that nonconformities do not recur
- determining and implementing action needed
- recording and maintaining records of the results of action taken
- reviewing the effectiveness of the corrective action taken

The Quality Department is responsible for maintaining the procedure and the associated records.

PREVENTIVE ACTION

The organization determines action to eliminate the causes of potential nonconformities in order to prevent their occurrence.

Preventive actions are appropriate to the effects of the potential problems

A documented procedure has been established to define requirements for:

- determining potential nonconformities and their causes
- evaluating the need for action to prevent occurrence of nonconformities
- determining and implementing action needed
- recording and maintaining the results of action taken

- reviewing the effectiveness of the preventive action taken

The Quality Department is responsible for maintaining the procedure and the associated records.

Reference Documents

P0001	Document, Data, & Records Control Procedure
P0002	Control of Nonconforming Product Procedure
P0003	Corrective & Preventive Action Procedure
P0004	Internal Audit Procedure
P0005	Management Review Procedure
P0006	Preventive Maintenance Procedure

Revision History

BY	DATE	REVISION	REASON
M. MARKER	12/2015	2	COMPLETE REVISION