

QUALITY PROCEDURE

QM 4-2

DOCUMENTATION REQUIREMENTS

The system is in four parts: -

- 1) QUALITY MANUAL
- 2) PROCEDURES
- 3) INSTRUCTIONS
- 4) APPENDIX

PART 1 - MANUAL

This lays out in general terms the steps and actions the Company takes towards fulfilling their identified Quality needs and the requirements of BS EN ISO 9001:2000. It includes our Quality Policy and objectives.

PART 2 -PROCEDURES

These are the more detailed actions taken to fulfil and support the statements in the Manual. Included in this section is Quality Planning.

The documents required to achieve our quality objectives are indicated in the procedures, as are the necessary documents and records as required by the standard and the controls that are applied to them.

There may be included at the Company's discretion additional procedures not related to the Quality system.

PART 3

These are the more specific instructions that describe in greater detail the manner in which procedures or parts of procedures are carried out.

PART 4

This section includes copies of Quality forms in use and possibly others that are not Quality related.

Also included may be other company documents not recorded elsewhere.

NOTE: - The contents of each section are indexed at the start of the section.

All of the above are in support of our registration scope
i.e. **The Manufacture of Precision Engineered Components.**

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APPROVED

ORIGINATOR

DATE

ISSUE **C2**