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Quality Manual

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Approved By:

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Title: Quality Manager

Section: A

Quality Manual Revision Status

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Section A

Table of Contents

Section: 1

1.0 Scope

This manual describes Sunrise Machine and Tools' Quality System Policies and Procedures. These policies and procedures control all activities from Supplier procurement to customer shipment of articles.

1.1 Policy

The quality program is developed to assure customer satisfaction by providing quality products. We will perform all activities in a manner, which meets or exceeds the expectations of our customers.

1.2 Application

The quality System described herein is mandatory for all activities performed at Sunrise Machine and Tool to assure product conformance to the applicable drawing, catalog item specification and/or contract requirement.

1.3 Exclusion

SMT Health Systems is a separate entity that shares resources with Sunrise Machine and Tool. SMT Health Systems has its own procedures to meet or exceed the expectation of their customers. This manual is not applicable to SMT Health Systems products or procedures.

Section: 2

2.0 Amendments and Revisions to the Quality Manual

2.1 Revision Control

This manual will be revised by Quality Assurance as required. Whenever revisions occur, all holders of controlled copies will be distributed copies of the application revised pages, including a new revision page describing the changes.

2.2 Reviews

Management reviews of operations are continuous and any problems indicated with the Quality Program or its implementation will be addressed and corrected as directed by Management.

Section: 3

3.0 Organization

3.1 Quality Manager

The Quality Manager reports directly to the President and is delegated authority and organizational freedom to identify and evaluate quality problems and to initiate, recommend, or provide solutions.

3.2 Responsibilities

The Quality Manager is responsible for:

a. Update and distribution control of the Quality Manual as required.

b. Planning to meet customer's quality requirements.

c. Determining inspection points within the system.

d. Approval of quality work instructions.

e. Directing inspection activities.

f. Surveillance of procurement documents.

a. Monitoring procedures to assure compliance

b. Reviewing and maintaining Quality Records.

c. Calibration of Measuring and Test Equipment.

j. Control of Nonconforming Product

k. Corrective action coordination

Section: 4

4.0 Quality Program

4.1 Documentation

The Quality Program is documented within this manual and may be supported at any point by work instructions that may be selected to increase control of a quality function. Work instructions affecting Quality shall be approved by a member of management.

4.2 Planning

The Quality Program is planned to control products from the requirements of a customer order to include procurement practices, receipt of material, receipt inspection of supplier material, handling and storage to the eventual shipment of an article to our customer.

4.3 Training

Employees are trained, as necessary, to assure that suitable proficiency is achieved and maintained throughout our operation systems. Training is performed as "On the Job Training" under the direct supervision of management. Procedural changes are implemented by training of any individual(s) affected by the change.

Section:5

5.0 Procurement Document Control

5.1 System of Procurement

Procurement documents are generated from the system and appropriate technical and quality requirements are attached or noted. When a customer has special requirements, such as a Certified Material Test Report, specific notes are added to the Purchase Order.

5.2 Changes to Documents

Changes to procurement documents are subject to the same level of control as in preparation of the original document.

Section: 6

6.0 Instructions and Drawings

6.1 Work Instructions

Work instructions are utilized in support of this Quality Manual to improve the control of a specific operation or evaluation, but in no circumstances, shall these documents supersede or change the requirements of this manual.

6.2 Drawings

Drawings, specifications and/or catalog criteria shall be used to control the technical requirements of products offered to our customers.

Section: 7

7.0 Document Control

7.1 Current Issues

The latest issue of drawings, specifications, catalogs, work instructions and Customer orders will be utilized to control articles throughout the operations system.

7.2 Modification or Design Changes

Obsolete documents caused by modification or design change will be identified as such and removed from use.

Section: 8

8.0 Control of Purchased Items

8.1 Incoming Articles

Receipt of purchased articles is documented electronically per the purchase order. The requirements of the Purchase Order are attached to electronically to provide the inspection function with criteria for evaluation of the receipt.

8.2 Inspection

Articles are inspected in accordance with the requirements of the receiving documents. As a minimum, all articles are inspected for count, identification and damage.

8.3 Certifications

Certifications and Certified Material Test Reports are verified for receipt as required by procurement documents.

8.4 Rejected Articles

Rejected articles will be documented as nonconforming on the Receiver to prevent inadvertent use or further processing. A member of Management will approve final disposition.

8.5 Acceptance

Acceptance of the receipt will be documented on the Receiver as accepted and the identity of the inspector will be electronically documented through the system.

Section: 9

9.0 Identification and control of Items

The Original Equipment Manufacturer (OEM) articles will retain their identity through our receipt, stocking and delivery functions, traceable to the procurement and receipt documents containing acceptance status.

9.1 Customer Supplied Material or Products.

9.1.1 Customer supplied material shall be marked and identifiable in the system from other material.

Section: 10

10.0 Inspection

10.1 Stock

Stock re-inspection will be implemented on specific articles in storage as a result of a customer complaint or any suspected Quality problem concerning an article. Rejected articles will be identified or segregated and disposition in accordance with control of nonconforming material. Accepted articles will be returned to the stock location.

10.2 Final Inspection

Inspection of articles to be delivered to a customer will be accomplished prior to packaging for identification, damage and in accordance with the shipping document. The customer ordered requirements are included with the shipping document. Rejected articles will be identified or segregated and disposition in accordance with control of nonconforming material. Accepted articles will be identified on the shipping document as accepted by signature or initials.

10.3 Shipping Inspection

Inspection of the packaging will include evaluation to determine adequacy to preclude damage during delivery and any special requirements directed by the customer order. Customer requirements for Certifications and/or Certified Material Test Reports will be included with the articles.

Section: 11

11.0 Control of Measuring and Test Equipment

11.1 Commercial Equipment

Calibration of normal commercial equipment (i.e., rulers, tape measures, levels, and other similar devices) is not required. It is the responsibility of the user to report worn or damaged equipment to management to prevent inadvertent use.

11.2 Hand Tools

Calibration of hand tools (i.e., calipers, protractors, and other similar devices) will be performed and maintained at prescribed intervals in accordance with SMT Calibration Schedule. Calibrations will be performed in accordance to work instructions internally by qualified personnel.

11.2 Special Devices

Calibration will be performed and maintained at prescribed intervals in accordance with SMT Calibration Schedule. An Outside Calibration Laboratory is contracted to supply this service. The supplier is certified and performs calibrations traceable to recognized national Standards.

11.3 Identification of Equipment

Each item is identified with current status of calibration and the user is responsible to verify an item is serviceable. Items too small to be identified are serialized, and calibration status is maintained by a traceable record supporting a calibration log system.

Section: 12

12.0 Control of Nonconforming Product

12.1 Disposition

All nonconforming articles are reviewed to determine disposition; the disposition is documented on the accompanying paperwork or in the operating system.

12.2 Approval of Dispositions

A. Management approves all dispositions of nonconforming articles as follows:

1. Return to Supplier
2. Rework to Specification
3. Scrap
4. Use as Is

B. Approval of the following dispositions shall be requested prior to delivery of articles:

1. Use as Is
2. Repair to a Useable Condition

12.3 Reworked Items

Reworked and repaired items are re-inspected and/or tested in accordance with disposition instructions.

Section: 13

13.0 Corrective Action

Out of specification conditions shall be promptly identified and corrected. In the case of significant deviation from specification, the cause of the condition shall be determined and action planned to correct and prevent additional nonconformances.

13.1 Customer Complaints

Customer complaints will be documented in the system. Responses to Customer complaints will be documented by letter, SMT form, or on forms required by the customer. Responses will be documented in the system under the specific RMA number.

Section: 14

14.0 Quality Records

14.1 Retention

Quality records traceable to an article or lot of articles will be stored by the identifying part number. Quality records traceable to a Customer will be stored by the Customer's Order Number. The retention of Quality records is a minimum of three years or as otherwise directed by a Customer Order Requirements