

## QUALITY MANUAL for Steel Fabricator

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Abstract:

This document describes the Company's quality management system.

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Paragraphs 5.7.3 is "value added" content.



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## 1.0 Purpose

The purpose of the Quality Management System is to confirm to our Customers and the Construction Industry that [REDACTED]

## 2.0 Scope

The Company's quality management system applies to all employees within all functional areas of the Company's business operation. The Company's **AISC Certification** should not be understood as a product inspection of steel products. This Quality Management System includes all functions to provide steel products from receipt of contract through final delivery.

### 2.1 Exclusions

The Company cites no exclusions to the AISC standard. (revise as required)

## 3.0 References

The latest editions of the following documents and standards are required:

- a) **AISC Steel Construction Manual**, which includes the following specifications, codes and standards:
  - I. **AISC Specification for Structural Steel Buildings (AISC 360-10)**
  - II. **AISC Code of Standard Practice for Steel Buildings and Bridges (AISC 303-10)**
  - III. **RCSC Specification for Structural Joints Using ASTM A325 or A490 Bolts**
- b) **ANSI/AWS D1.1/D.1.1M Structural Welding Code - Steel**
- c) **ANSI/AWS D1.5 Bridge Welding Code**
- d) **AISC 503 Selected ASTM Standards for Structural Steel Fabrication**
- e) **ASTM/AASHTO Standards required for verification purposes**
- f) **AWS A2.4 Symbols**
- g) **AWS A3.0M/A3.0 Terms and Definitions**
- h) **SSPC - The Society for Protective Coatings**
  - I. **SSPC-PA 1 "Shop, Field and Maintenance Painting of Steel"**
  - II. **SSPC-PA 2 "Measurement of Dry Coating Thickness with Magnetic Gages"**
  - III. **SSPC-VIS 1 "Guide and Reference Photographs for Steel Surfaces prepared by Dry Abrasive Blast Cleaning"**

## 4.0 Definitions

See **QMS-16 Definitions and Abbreviations Procedure** for more details.

Subordinate or external documentation is referenced in **Bold Italics**.

## 5.0 Management Responsibility

The Company is committed to [REDACTED]

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[Redacted]

**5.1 Policy for Quality and Quality Goals**

The Company's quality policy defines [Redacted]

**CUSTOMER FOCUS:** [Redacted]

**EMPOWERMENT:** [Redacted]

**INTELLIGENT MANAGEMENT:** [Redacted]

**WORKPLACE EXCELLENCE:** [Redacted]

Left blank intentionally



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**COMPANY VISION**

To continually improve our construction, services and processes to meet our Customers' requirements, allowing us to prosper as a business and to produce a reasonable return on capital investment.

**QUALITY POLICY**

[Redacted]

**ENVIRONMENTAL POLICY**

[Redacted]

**PRACTICAL STEPS TO SUPPORT POLICIES**

**Customer Focus:** [Redacted]

**Workplace Excellence:** [Redacted]

**Empowerment:** [Redacted]

**Intelligent Management:** [Redacted]

**5.2 Periodic Management Review**

Review meetings are held by all managers two times each year to [Redacted]

[Redacted] The controls for management review are defined in the **QMS-04 Management Procedure**, which [Redacted]

Management review meeting reports are posted to the network or intranet to communicate the performance of the quality system to employees. Internal quality audits are conducted according to the **QMS-12 Internal Auditing Procedure** to [Redacted]

[Redacted]



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**5.3 Responsible Quality Personnel**

The individual designated as Quality Manager (QM) understands all of the Company's quality procedures and has the authority to [REDACTED]

[REDACTED]

**5.4 Resource Management**

The Company has the resources necessary to [REDACTED]

[REDACTED]

**5.4.1 Personnel**

Personnel performing assigned functions have qualifications that [REDACTED]

[REDACTED] Qualified personnel are assigned to manage the following functions: (revise as required)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

[REDACTED]

**5.4.2 Buildings, Workspace, Equipment and Associated Utilities**

The facility consists of areas and buildings that provide space for [REDACTED]

[REDACTED]

The fabrication facility includes [REDACTED]

[REDACTED]



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Equipment includes [REDACTED]

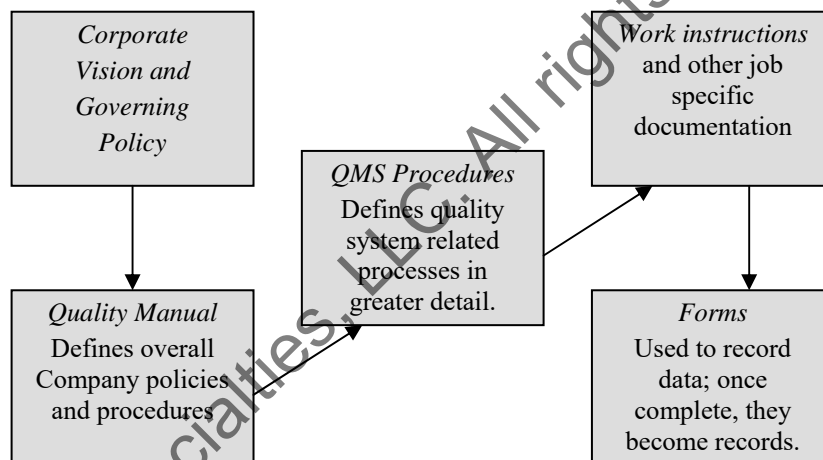
The facility also provides [REDACTED]

### 5.4.3 Fabrication Process Equipment (Hardware & Software)

The Company has under its control the equipment [REDACTED]

## 5.5 Quality Management System

The Company maintains all required documentation to [REDACTED]. The quality system documentation is comprised of a hierarchy of documents that flow from this Quality Manual.



## 5.6 Internal Communication

To ensure proper communication between and throughout all levels of employees within the Company, [REDACTED]

Management periodically communicates with [REDACTED]

Employees are encouraged [REDACTED]

## 5.7 Quality Manual

The primary purpose of the Quality Manual and QMS Procedures [REDACTED]

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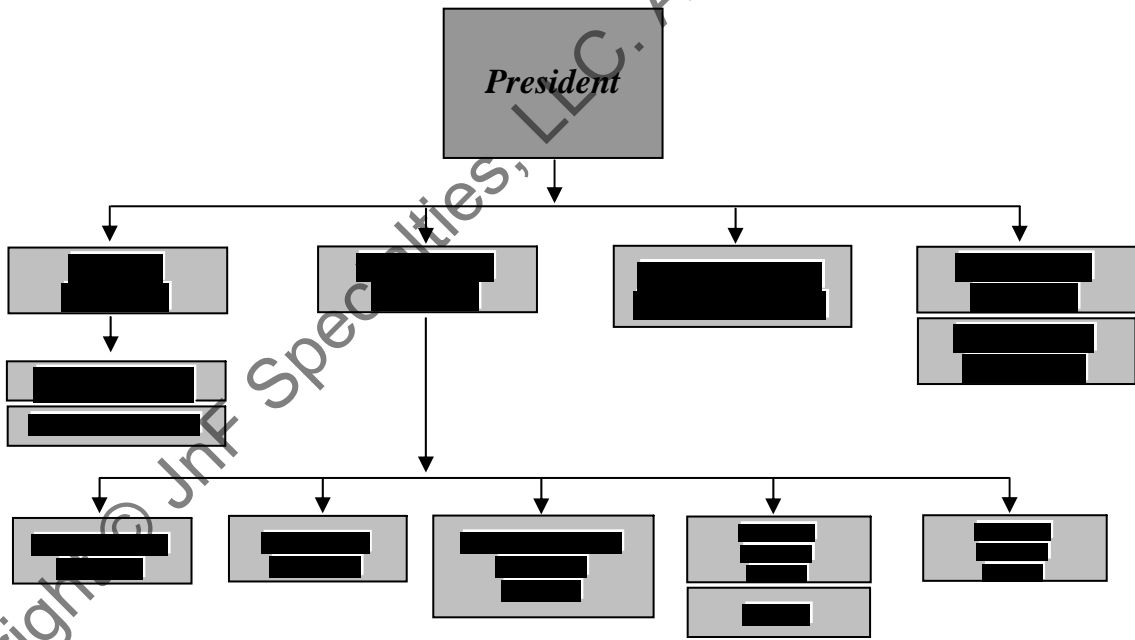


**5.7.1 Organization**

The organizational chart below defines the basic management structure of the Company. In all cases, [redacted] which are further defined in the *QMS-05 Responsibilities and Authorities Procedure*.

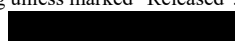
The qualifications of key personnel and managers listed in paragraph 5.4.1 are [redacted]

- [redacted]
- [redacted]



**5.7.2 Approval**

This manual is issued under the authority of [redacted]  
 [redacted] Management ensures the QMS



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[REDACTED]

**5.7.3 Order of Precedence** Value-Added

The order of precedence of order-specific documentation is as follows unless otherwise directed by Customer or government requirements:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

**6.0 Construction Document Review and Communication**

The Company performs contract and project specification review according to the **QMS-07 Proposal Development and Contract Review Procedure**. The review [REDACTED]

[REDACTED]

The Company communicates [REDACTED] which includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Decisions made in the process of these communications [REDACTED]

Contract review records may include [REDACTED]

Project requirements are distributed to responsible authorities in the Company. [REDACTED]

[REDACTED] The controls for contract review are defined in the **QMS-07 Proposal Development and Contract Review Procedure**.

[REDACTED]

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Communications with the Authorities having Jurisdiction (AHJ) [REDACTED]

A number is assigned [REDACTED] the following:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]

### 6.1 Customer Requirements

The Company captures all contractual [REDACTED] as part of the **Proposal Development & Contract Review** process. Once contractual [REDACTED]

[REDACTED]

The Company

determines their capability to meet Customer requirements [REDACTED] which is defined in the **QMS-07 Proposal Development & Contract Review Procedure**.

## 7.0 Detailing

### 7.1 Detailing Standards

The Company utilizes detailing standards [REDACTED]

The standards describe [REDACTED]

The standards describe [REDACTED]



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The standards include

### 7.1.1 Preparation of Shop Drawings (also see 7.8)

The Company has prepared and implemented a documented procedure for preparation of shop detail and project specific drawings and material ordering specifications to

Detailing procedures are defined in the *QMS-17 Detailing Procedure*.

### 7.2 Checking of Shop Drawings

The Company has prepared and implemented a procedure to provide for checking of all shop drawings to

Detailing procedures are defined in the *QMS-17 Detailing Procedure*.

### 7.3 Approval of Approval Documents and Release for Fabrication

The *QMS-21 Approval of Approval Documents Procedure* describes The methods include

### 7.4 Shop Drawings Supplied by Others

Shop drawings received from the Owner/Buyer are

### 7.5 Management of Detailing

Detailing Management Connection Consultation and other detailing functions may

Personnel performing Detailing Management are responsible for

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[REDACTED]

- [REDACTED]
- [REDACTED]

## 7.6 Detailing Functions

Personnel that detail and/or check shop drawings have [REDACTED]

[REDACTED]

### 7.6.1 References (required library)

[REDACTED] Detailing procedures are defined in the **QMS-17 Detailing Procedure**.

### 7.6.2 Connection Consultation

Personnel directing Detailers performing connection detailing are qualified by one or more of the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]

## 7.7 Subcontract Services

In lieu of employed staff personnel, subcontract services [REDACTED]

[REDACTED] The Company defines and documents the qualification and selection process for choosing subcontract detailers according to **QMS-08 Purchasing Procedure**.

## 7.8 Design Procedure

The Company's design and development process ensures [REDACTED] which includes policies for:

- A. [REDACTED]

[REDACTED]

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- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]

**7.9 Design for Standard Services**

The controls for standard services are [REDACTED]

**7.10 Design for Non-standard Services**

The controls for non-standard services are [REDACTED]

**8.0 Control of Management System Documents and Project Documents**

**8.1 Management System Documents**

[REDACTED] The controls are defined in the *QMS-01 Control of Documented Information Procedure* and *QMS-02 Configuration Management Procedure*.

**8.1.1 Quality Management System Documents**

The Quality System ensures [REDACTED]

[REDACTED]

The System is structured from top-down using this Quality Manual, Safety Manual, Supporting Documents, Work Instructions and Quality Records (also see 5.5).

**8.1.2 Review and Approval of Quality Management System Documents**

Internal documents that affect quality are [REDACTED]

[REDACTED]

Revision controls are defined in the *QMS-02 Configuration Management Procedure*.

**8.1.3 Revision Control of Quality Management System Documents**

Controlled management system documents [REDACTED]

[REDACTED]



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[Redacted]

Documents are controlled so that the information on them [Redacted]

The controls for document control and configuration management are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

### 8.1.4 Access to Quality Management System Documents

Relevant and current [Redacted] controls are defined in the **QMS-10 Steel Fabrication Procedure**.

### 8.1.5 Communication of Changes and Revisions to Quality Management System Documents

Changes and revisions to quality management system documents are [Redacted] according to the **QMS-02 Configuration Management Procedure** and applicable **Change Order(s)**.

## 8.2 Project Documents

A method has been established [Redacted] The controls are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

### 8.2.1 Tracking Project Documents

A **Transmittal Register** and **Contract Log** have been established [Redacted]

### 8.2.2 Revision Control of Project Documents

Controlled project documents [Redacted]





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[Redacted]

The controls for document control and configuration management are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

### 8.2.3 Access to Project Documents

Relevant and current procedures and policies [Redacted]  
 [Redacted] The controls are defined in the **QMS-10 Steel Fabrication Procedure**.

## 9.0 Maintenance of Quality Records

Records are retained and maintained [Redacted]  
 [Redacted]

All quality records are [Redacted]  
 [Redacted]

### 9.1 Retention of Quality Records

The control of records is defined in the **QMS-01 Control of Documented Information Procedure**.

### 9.2 Storage of Quality Records

Records are controlled [Redacted]  
 [Redacted] according to the **QMS-01 Control of Documented Information Procedure**.

### 9.3 Retrieval of Quality Records

Proprietary records are [Redacted]  
 [Redacted] non-proprietary records are [Redacted]

## 10.0 Purchasing

Purchasing is treated as a process within the Company's quality system according to **QMS-08 Purchasing Procedure**. The Company accepts [Redacted]  
 [Redacted]



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### 10.1 Purchasing Data

Purchase documents clearly define [REDACTED]

[REDACTED] documents contain the following information:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The purchasing process is fully defined in the *QMS-08 Purchasing Procedure*.

### 10.2 Selection of Subcontractors and Suppliers

The purchasing process ensures the Company [REDACTED]

[REDACTED] The supplier evaluation process is fully defined in the *QMS-08 Purchasing Procedure*.

#### 10.2.1 Fabrication Subcontractors

When required by contract, the Company uses Fabricator Subcontractors that are AISC certified [REDACTED]

#### 10.2.2 Detailing Subcontractors

The Company performs [REDACTED] according to the *QMS-08 Purchasing Procedure*.

### 10.3 Verification of Purchased Product, Materials and Services

The responsibility for quality of subcontracted products remains with the Company. [REDACTED]

[REDACTED] The methods used for verification of purchased items are defined in the *QMS-09 Receiving Procedure for Steel Fabricator*.

Materials received [REDACTED]

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[Redacted]

Deliveries are checked [Redacted]

[Redacted]

The methods for performing receiving inspections are defined in the **QMS-09 Receiving Procedure for Steel Fabricator**.

**10.3.1 Customer Verification of Fabricated Product**

If specified in the Customer's purchase contract, the Customer [Redacted]

[Redacted]

The methods used for the control of Customer verification are defined in the **QMS-08 Purchasing Procedure**.

**10.4 Control of Customer-Furnished Material**

A negotiated agreement [Redacted]

[Redacted]

The methods for the control of supplied materials are defined in the **QMS-10 Steel Fabrication Procedure**.

**11.0 Material Identification**

A documented procedure has been established and maintained for identifying deliverable items by suitable means. [Redacted]

[Redacted]

The methods for the control of supplied materials and identification of deliverable items are defined in the **QMS-10 Steel Fabrication Procedure**.

**12.0 Process Controls**

[Redacted]



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[Redacted]

Procedures and records are maintained that demonstrate care and control of [Redacted]

[Redacted]

Effective implementation of the following documented procedures is required as a minimum:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

The methods for the control of the fabrication process are defined in the **QMS-10 Steel Fabrication Procedure**.

**12.1 Welding**

The Company's welding procedures address [Redacted] and include:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**12.2 Bolt Installation**

The Company's bolting procedure is [Redacted] and includes:

- [Redacted]



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- [REDACTED]
- [REDACTED]
- [REDACTED]

### 12.3 Material Preparation for Application of Coatings

The Company's prepares material for coating application [REDACTED]

### 12.4 Coating Application

The Company applies and cures coatings [REDACTED]

### 12.5 Equipment Maintenance

A documented preventive maintenance program is implemented [REDACTED]

It is acceptable to operate equipment [REDACTED]

### 12.6 Laydown/Assembly

The Company's documented procedure for shop assembly of field connections includes the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 13.0 Inspection and Testing

To ensure conformance to requirements of deliverable items, monitoring and measurement [REDACTED]

The methods for the control of the inspection and testing process are defined in the **QMS-10 Steel Fabrication Procedure**. Nonconforming items are controlled according to the **QMS-14 Control of Nonconformances Procedure**.

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### 13.1 Assignment of QC Inspections and Monitoring

QC inspectors are [REDACTED]  
[REDACTED] under the following conditions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 13.2 In-Process Inspection

The Company retains and maintains in-process inspection [REDACTED]  
[REDACTED]

In-process inspections are [REDACTED]  
[REDACTED]

In-process inspections are [REDACTED]

The following inspections are described in the **QMS-10 Steel Fabrication Procedure**: (revise as required, here and in QMS-10)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 13.3 Final Inspection

Qualified inspectors perform final inspection [REDACTED]  
[REDACTED]



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### 13.4 Inspection Records

Inspection records provide [REDACTED] according to the *QMS-01 Control of Documented Information Procedure*.

### 14.0 Calibration of Inspection, Measuring and Test Equipment

All measuring and test equipment instruments and devices used to determine an item's conformance to specified requirements [REDACTED]. The controls for such equipment and calibration activities are defined in the *QMS-15 Calibration Procedure*.

### 15.0 Control of Nonconformances

Nonconformances are identified [REDACTED]. Nonconformances are controlled according to the *QMS-14 Control of Nonconformances Procedure*.

#### 15.1 Nonconformance with Management Systems

The Company conducts internal audits [REDACTED] according to the *QMS-12 Internal Auditing Procedure*.

#### 15.2 Nonconforming Product and Work

When a nonconformance occurs, [REDACTED] according to the *QMS-13 Corrective Action Procedure* and *QMS-14 Control of Nonconformances Procedure*.

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## 16.0 Corrective Action

The Company has implemented and maintains [REDACTED]

Such reports result in [REDACTED]

The Company determines [REDACTED]

defined in the **QMS-**

**13 Corrective Action Procedure.**

## 17.0 Handling, Storage and Delivery of Product and Materials

According to contractual directives, instructions are detailed in the applicable job documentation [REDACTED]

General rules are

defined in the **QMS-10 Steel Fabrication Procedure.**

The handling and shipping process is defined in the **QMS-11 Shipping Procedure.**

## 18.0 Training

All Company personnel are hired [REDACTED]

The Company has implemented a training program that:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



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[REDACTED] The training program is defined in the *QMS-06 Training Procedure*.

## 19.0 Internal Audit

Internal quality audits [REDACTED]  
 [REDACTED] The internal audit process is defined in the *QMS-12 Internal Auditing Procedure*.

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# QUALITY MANUAL for STRUCTURAL STEEL ERECTOR

Origination Date: (month year)

Date Authorized:

Document Identifier: QMS-00 Quality Manual for Structural Steel Erector

Date: Latest Revision Date

Signature:

Project: Customer, Unique ID, Part Number

Document Status: Draft, Redline, Released, Obsolete

Company Location: (your address, city, state, zip)

Abstract:

This document describes the Company's quality management system.

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Paragraph 5.7.3 is "value added" content.

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## 1.0 Scope

The Company's quality management system applies to all employees within all functional areas of the Company's business operation. The Company's **AISC Certification** should not be understood as a product inspection of Structural Steel. This Quality Management System includes all functions to provide Structural Steel Erection from receipt of contract through final delivery.

The purpose of the Quality Management System is to confirm to our Customers and the Construction Industry that [REDACTED]

## 2.0 Exclusions

The Company cites no exclusions to the AISC standard. (revise as required)

## 3.0 References

The latest editions of the following documents and standards are required: (revise as required)

- **AISC Detailing for Steel Construction**
- **AISC 503 Selected ASTM Standards for Structural Steel Fabrication**
- **AISC Steel Construction Manual**, which includes the following specifications, codes and standards:
  - **AISC 303 Code of Standard Practice for Steel Buildings and Bridges**
  - **AISC 360-10 Specification for Structural Steel Buildings**
  - **RCSC Specification for Structural Joints Using High Strength Bolts**
- **ANSI/ASSE A10.13 Safety Requirements for Steel Erection**
- **ANSI/SDI QA/QC Standard for Quality Control and Quality Assurance for Installation of Steel Deck**
- **AWS D1.1/D1.1M Structural Welding Code - Steel**
- **AWS D1.3 Structural Welding Code - Sheet Steel**
- **AWS D1.5 Structural Welding Code - Bridge Welding Code**
- **AWS A2.4 Symbols**
- **AWS A3.0M/A3.0 Terms and Definitions**
- **OSHA Part 1926 Safety and Health Regulations for Construction**
- **SSPC - The Society for Protective Coatings**
  - **SSPC-PA 1 Shop, Field and Maintenance Painting of Steel**
  - **SSPC-PA 2 Measurement of Dry Coating Thickness with Magnetic Gages**
  - **SSPC-VIS 1 Guide and Reference Photographs for Steel Surfaces prepared by Dry Abrasive Blast Cleaning**

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### 3.1 Seismic Erection

For the erection of structures requiring the use of **ANSI/AISC 341 Seismic Provisions for Structural Steel Buildings**, the Company [REDACTED] meet the requirements of:

- [REDACTED]
- [REDACTED]

### 3.2 Metal Deck Installation

When work includes the installation of metal deck, the Company has available and demonstrates the ability [REDACTED]

(a) [REDACTED]

### 3.3 Bridge Erection

For the erection of bridges, the Company [REDACTED] meet the requirements of:

- [REDACTED]
- [REDACTED]

### 3.4 Safety

Employees and others that perform work for the Company are [REDACTED] which also includes [REDACTED]

## 4.0 Definitions

See **QMS-16 Definitions and Abbreviations Procedure** for more details. Subordinate or external documentation is referenced in ***Bold Italics***.

## 5.0 Management Responsibility

The Company is committed to safety, continuous improvement and [REDACTED]

### 5.1 Policy for Quality and Quality Goals

The Company's quality policy defines [REDACTED]

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**CUSTOMER FOCUS:** [REDACTED]

**EMPOWERMENT:** [REDACTED]

**INTELLIGENT MANAGEMENT:** [REDACTED]

**WORKPLACE EXCELLENCE:** [REDACTED]

**COMPANY VISION**  
 To continually improve our construction, services and processes to meet our Customers' requirements, allowing us to prosper as a business and to produce a reasonable return on capital investment.

**QUALITY POLICY**  
 [REDACTED]

**ENVIRONMENTAL POLICY**  
 [REDACTED]

**PRACTICAL STEPS TO SUPPORT POLICIES**

**Customer Focus:** [REDACTED]

**Workplace Excellence:** [REDACTED]

**Empowerment:** [REDACTED]

**Intelligent Management:** [REDACTED]





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## 5.2 Periodic Management Review

Review meetings are held by all managers two times each year to [REDACTED]. The controls for management review are defined in the **QMS-04 Management Procedure**, which [REDACTED].

Management review meeting reports are posted to the network or intranet to communicate the performance of the quality and safety systems to employees. Internal quality audits are conducted according to the **QMS-12 Internal Auditing Procedure** to [REDACTED].

Responsible Authorities also perform an annual review of the safety management system, which includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 5.3 Responsible Quality Personnel

The individuals designated as Quality (QM) and/or Safety Manager (SM) understand all of the Company's quality and safety procedures and have the authority to [REDACTED].

[REDACTED]



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## 5.4 Resource Management

The Company has the resources necessary to [REDACTED]

### 5.4.1 Personnel

Personnel performing assigned functions have qualifications that [REDACTED]

[REDACTED] Qualified personnel are assigned to manage the following functions: (revise as required)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 5.4.2 Buildings, Workspace, Equipment and Associated Utilities

The facility consists of areas and buildings that provide space to [REDACTED]

Adequate space is provided for [REDACTED]

Ambient conditions are [REDACTED]

### 5.4.3 Erection Tools and Equipment

The Company has under its control the equipment [REDACTED]

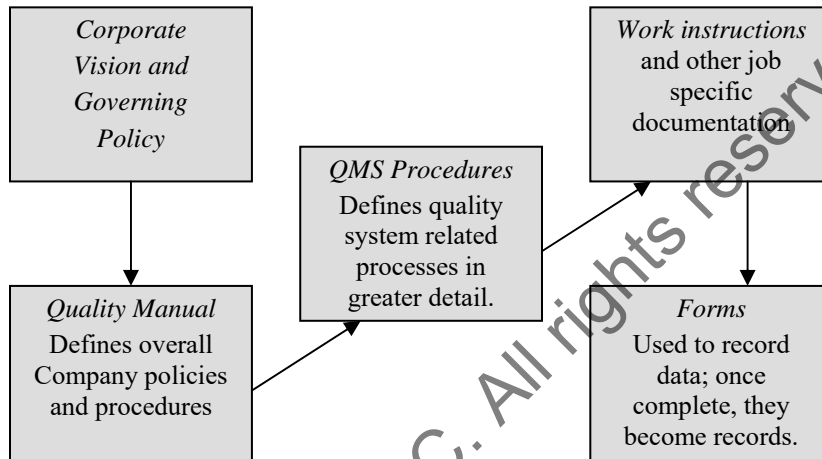
## 5.5 Quality Management System

The Quality System ensures that necessary procedures and instructions [REDACTED]

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[REDACTED]

The Company maintains all required documentation [REDACTED]. The quality system documentation is comprised of a hierarchy of documents that flow from this Quality Manual.



### 5.6 Internal Communication

To ensure proper communication between and throughout all levels of employees within the Company, [REDACTED]

Management periodically communicates with [REDACTED]

Employees are encouraged [REDACTED]

### 5.7 Quality Manual

The primary purpose of the Quality Manual and QMS Procedures [REDACTED]

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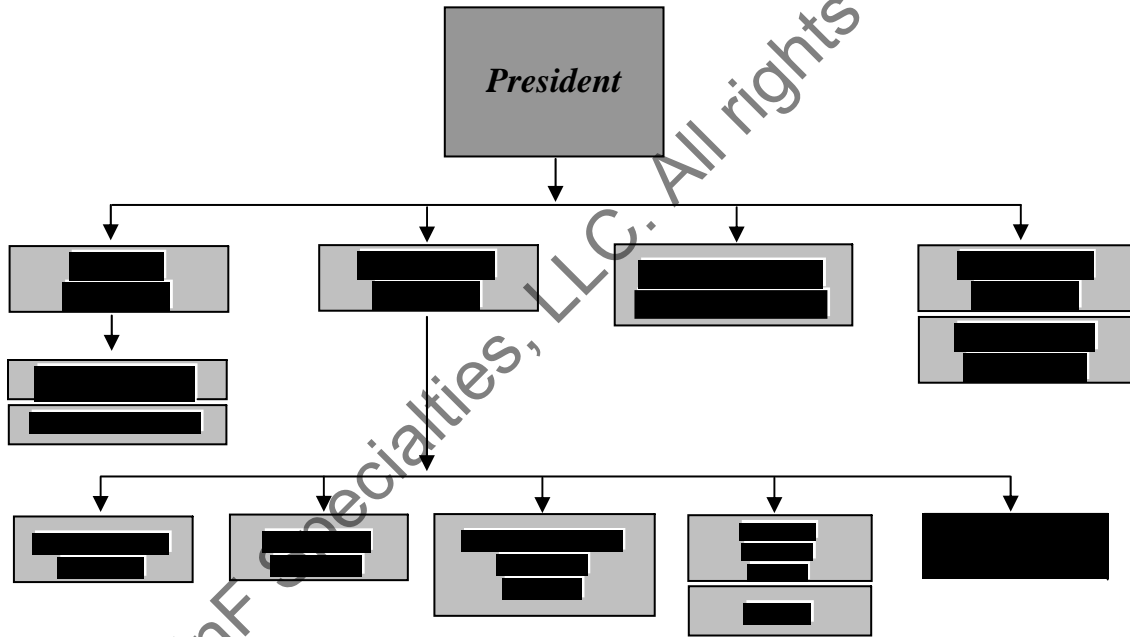
### 5.7.1 Organization

Review meetings are held by all managers [REDACTED]. The controls for management review are defined in the **QMS-04 Management Procedure**.

The organizational chart below defines the basic management structure of the Company. In all cases, [REDACTED] which are further defined in the **QMS-05 Responsibilities and Authorities Procedure**.

The qualifications of key personnel and managers listed in paragraph 5.4.1 are [REDACTED]

- [REDACTED]
- [REDACTED]



### 5.7.2 Approval

This manual is issued under the authority of [REDACTED]. Management ensures the QMS [REDACTED]

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**5.7.3 Order of Precedence** Value-Added

The order of precedence of order-specific documentation is as follows unless otherwise directed by Customer or government requirements:

1. [Redacted]
2. [Redacted]
3. [Redacted]
4. [Redacted]
5. [Redacted]

**5.8 Safety Manual**

The Company ensures Employees [Redacted]

The highest ranking member of executive management [Redacted] which contains the following information:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**5.9 Policy for Safety**

Executive management is responsible for [Redacted]  
[Redacted] The policy for safety includes:

- [Redacted]
- [Redacted]
- [Redacted]

Executive management [Redacted]

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### 5.10 Responsible Safety Personnel

Executive management designates [REDACTED]

[REDACTED] The designated management representative(s) has the ability, responsibility and authority to:

- [REDACTED]
- [REDACTED]
- [REDACTED]

### 6.0 Construction Document Review and Communication

The Company performs contract and project specification review according to the **QMS-07 Proposal Development and Contract Review Procedure**. The review [REDACTED]

The Company communicates [REDACTED] which includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Decisions made in the process of these communications [REDACTED]

Contract review records may include [REDACTED]

Project requirements are distributed to responsible authorities in the Company. [REDACTED]

[REDACTED] The controls for contract review are defined in the **QMS-07 Proposal Development and Contract Review Procedure**.

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Communications with Authorities Having Jurisdiction (AHJ) [REDACTED]

A number is assigned [REDACTED] the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 6.1 Customer Requirements

The Company captures all contractual [REDACTED] as part of the **Proposal Development & Contract Review** process. Once contractual [REDACTED]

[REDACTED] The Company determines their capability to meet Customer requirements [REDACTED] which is defined in the **QMS-07 Proposal Development & Contract Review Procedure**.

## 8.0 Control of Management System Documents and Project Documents

### 8.1.1 Quality Management System Documents

The Quality System ensures [REDACTED] The System is structured from top-down using this Quality Manual, Safety Manual, Supporting Documents, Work Instructions and Quality Records (also see 5.5).

### 8.1.2 Review and Approval of Quality Management System Documents

Internal documents that affect quality [REDACTED]

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[REDACTED]

Revision controls are defined in the **QMS-02 Configuration Management Procedure**.

### 8.1.3 Revision Control of Quality Management System Documents

Controlled management system documents [REDACTED]

[REDACTED]

Documents are controlled so that the information on them [REDACTED]

[REDACTED]

The controls for document control and configuration management are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

### 8.1.4 Access to Quality Management System Documents

Relevant and current [REDACTED]

[REDACTED] controls are defined in the **QMS-10 Structural Steel Erection Procedure**.

### 8.1.5 Communication of Changes and Revisions to Quality Management System Documents

Changes and revisions to applicable Company policies, [REDACTED]

[REDACTED] according to the **QMS-02 Configuration Management Procedure** and applicable **Change Order(s)**.

## 8.2 Project Documents

A method has been established [REDACTED]

[REDACTED] The controls are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

### 8.2.1 Tracking Project Documents

A **Transmittal Register** and **Contract Log** have been established [REDACTED]

[REDACTED]

[REDACTED]



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## 8.2.2 Revision Control of Project Documents

Controlled project documents [REDACTED]

The controls for document control and configuration management are defined in the **QMS-01 Control of Documented Information Procedure** and the **QMS-02 Configuration Management Procedure**.

## 8.2.3 Access to Project Documents

Relevant and current procedures and policies [REDACTED]

The controls are defined in the **QMS-10 Structural Steel Erection Procedure**.

## 9.0 Maintenance of Quality Records

Records are retained and maintained [REDACTED]

All quality records are [REDACTED]

### 9.1 Retention of Quality Records

The control of records is defined in the **QMS-01 Control of Documented Information Procedure**.

### 9.2 Storage of Quality Records

Records are controlled [REDACTED]

[REDACTED] according to the **QMS-01 Control of Documented Information Procedure**.

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### 9.3 Retrieval of Quality Records

Proprietary records are [REDACTED]  
 [REDACTED] non-proprietary records are [REDACTED]

## 10.0 Purchasing

Purchasing is treated as a process within the Company's quality system. The Company accepts [REDACTED]

### 10.1 Purchasing Data

Purchase documents clearly define [REDACTED]

Purchasing documents contain the following information:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The purchasing process is fully defined in the **QMS-08 Purchasing Procedure**.

### 10.2 Selection and Evaluation of Subcontractors

The purchasing process ensures the Company [REDACTED]  
 [REDACTED] The supplier evaluation process is fully defined in the **QMS-08 Purchasing Procedure**.

#### 10.2.1 Fabrication/Erection Subcontractors

When required by contract, the Company uses Fabricator/Erector Subcontractors that are AISC certified [REDACTED]

### 10.3 Verification of Purchased Product, Materials and Services

The responsibility for quality of subcontracted products remains with the Company. [REDACTED]

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[REDACTED]

The methods used for verification of purchased items are defined in the **QMS-09 Receiving Procedure for Structural Steel Erector**.

### 10.4 Customer Verification of Product

If specified in the Customer's purchase contract, the Customer [REDACTED]

[REDACTED] The methods used for the control of Customer verification are defined in the **QMS-08 Purchasing Procedure**.

### 10.5 Control of Supplied Material

A negotiated agreement [REDACTED]

[REDACTED] The methods for the control of supplied materials are defined in the **QMS-10 Structural Steel Erection Procedure**.

### 11.0 Material Identification

A documented procedure has been established and maintained for identifying deliverable items by suitable means [REDACTED]

[REDACTED] The methods for the control of supplied materials and identification of deliverable items are defined in the **QMS-10 Structural Steel Erection Procedure**.

### 12.0 Erection Process Control

[REDACTED]

Procedures and records are maintained that demonstrate care and control of [REDACTED]

[REDACTED]

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Effective implementation of the following documented procedures is required as a minimum:  
 (revise as required)

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The methods for the control of the erection process are defined in the **QMS-10 Structural Steel Erection Procedure**.

### 12.1 Welding

The Company's welding procedures include [REDACTED]

### 12.2 Bolt Installation

The Company's bolting procedure includes [REDACTED]

### 12.3 Material Preparation for Application of Coatings

The Company's prepares material for coating application [REDACTED]

### 12.4 Equipment Maintenance

A documented preventive maintenance program is implemented [REDACTED]

[REDACTED]

[REDACTED] It is acceptable to operate equipment [REDACTED]

## 13.0 Inspection and Testing

To ensure conformance to requirements of the applicable erection project, monitoring and measurement [REDACTED]

[REDACTED]

[REDACTED] The methods for the control of the inspection and testing [REDACTED]

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process are defined in the **QMS-10 Structural Steel Erection Procedure**. Nonconforming items are controlled according to the **QMS-14 Control of Nonconformances Procedure**.

### 13.1 Assignment of QC Inspections and Monitoring

QC inspectors are [REDACTED] Construction personnel are assigned to inspection duties under the following conditions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 13.2 Inspection Procedures

#### 13.2.1 Material Receipt Inspection

Materials received [REDACTED]

Deliveries are checked [REDACTED]

The methods for performing receiving inspections are defined in the **QMS-09 Receiving Procedure for Structural Steel Erector**.

#### 13.2.2 In-Process Inspection

In-process inspections are conducted [REDACTED]

#### 13.2.3 Final Inspection

The Company examines completed work [REDACTED]



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## 14.0 Calibration of Inspection, Measuring and Test Equipment

All measuring and test equipment instruments and devices used to determine an item's conformance to specified requirements [REDACTED]

[REDACTED] The controls for such equipment and calibration activities are defined in the **QMS-15 Calibration Procedure**.

## 15.0 Control of Nonconformances

Nonconformances are identified [REDACTED]

[REDACTED] Nonconformances are controlled according to the **QMS-14 Control of Nonconformances Procedure**.

### 15.1 Nonconforming Quality Management System

The Company conducts internal audits [REDACTED]

[REDACTED] according to the **QMS-12 Internal Auditing Procedure**.

### 15.2 Nonconforming Work

When a nonconformance occurs, [REDACTED]

[REDACTED] according to the **QMS-13 Corrective Action Procedure** and **QMS-14 Control of Nonconformances Procedure**.

The Company retains and maintains records [REDACTED]

[REDACTED] according to the **QMS-01 Control of Documented Information Procedure**.

## 16.0 Corrective Action

The Company has implemented and maintains [REDACTED]

[REDACTED] Such reports result in [REDACTED]

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Corrective actions are [REDACTED]

Corrective action is applied when:

- [REDACTED]
- [REDACTED]

The Company determines if additional nonconformances exist [REDACTED]

The corrective action process is defined in the **QMS-13 Corrective Action Procedure**.

## 17.0 Handling, Storage and Delivery of Product and Materials

According to contractual directives, instructions are detailed in the applicable job documentation [REDACTED]. General rules are defined in the **QMS-10 Structural Steel Erection Procedure**.

The handling and shipping process is defined in the **QMS-11 Shipping Procedure**.

## 18.0 Training

All Company personnel are hired [REDACTED]

The Company has implemented a training program that:

- [REDACTED]
- [REDACTED]
- Includes: [REDACTED]

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

[Redacted] The training program is defined in the **QMS-06 Training Program**.

## 19.0 Internal Audit

Internal quality audits [Redacted] The internal audit process is defined in the **QMS-12 Internal Auditing Procedure**.

## 20.0 Erection Plan

The Company prepares an erection plan for every project. The erection plan, [Redacted] includes the following information as appropriate for the project:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

The erection plan is [Redacted]

[Redacted]

[Redacted]

**21.0 Safety Plan**

The Company prepares a safety plan for every project.

The safety plan [Redacted]

[Redacted]

A safety plan considers [Redacted]

[Redacted]

The safety plan includes the following information as appropriate for the project:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



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- [Redacted]

The safety plan [Redacted]

[Redacted]

[Redacted]

## 22.0 Other Project-Specific Requirements

Prior to the start of the erection project, the Company [Redacted]

[Redacted]

According to the *AISC Code of Standard Practice* and contract documents, the Company [Redacted]

[Redacted]

## 23.0 Safety Management System

### 23.1 Documentation Requirements

The *QMS-03 Safety Program* contains the following information:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

### 23.2 Safety Training

Safety training includes [Redacted]

[Redacted]

Safety training includes [Redacted]

The safety plan [Redacted]

The Company provides training according to the following *OSHA Subparts*: (revise as required)

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]



## MANAGEMENT PROCESS

Origination Date: XXXX

Document Identifier:	Management Process
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document describes the management review process.

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CAGE: xxxxx		Rev: Orig

**REVISION LOG**

Issue	Date	Comment	Author
0-0			

**DOCUMENT CHANGE RECORD**

Issue	Item	Reason for Change

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## 1.0 PURPOSE

This document defines the Management process, including or making reference to procedures for the various activities within the Management process.

## 2.0 THEORY

The Company believes in "intelligent management," which enables the Company to make decisions based on facts, data and verifiable evidence. Intelligent management reduces the need to make decisions based on personal opinion, whims or mood and ensures results of decisions are measurable.

## 3.0 MANAGING AS A PROCESS

The Company recognizes that it has to manage processes identified in the quality manual; however, management itself must also be treated as a process. This means that management activities must have inputs, outputs, controls and reaction plans (when things do not work out as expected.) The Company must consider the results of analyses and evaluations and the outputs from management reviews to determine if there are needs or opportunities to be addressed as part of continual improvement.

The process map in the Appendix identifies how Management is treated as a process and provides an overview of how management is performed.

Management is responsible for implementation and application of the following QMS requirements:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

## 4.0 PROCEDURE: MANAGEMENT REVIEW

4.1 The management of the Company performs formal management review of the Quality Management System [REDACTED] to ensure [REDACTED]. The minimum attendance for Management Review shall [REDACTED].

[REDACTED]





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• [Redacted text block]

4.7 Management shall determine external issues that affect its ability to achieve intended results, which may include, but are not limited to:

• [Redacted text block]

## 5.0 PROCEDURE: MEASURING AND MONITORING PROCESS OBJECTIVES

5.1 Each process identified in the Quality Management System has at least one objective. The objective is [Redacted]

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5.2 Each process objective must be measurable in some fashion. The means of measurement are called "metrics" and the metrics are defined in the Management Meeting Report.

5.3 Top management will assign goals to each process metric.

5.4 Throughout the year, assigned managers and staff will gather data according to the defined metrics.

5.5 During Management Review, the data will be presented and recorded and an assessment made on whether each process succeeded in meeting its assigned goal.

5.6 When a process does not meet a goal, [REDACTED]

5.7 The current metrics, standings, previous goal and revised goals shall be [REDACTED]

5.8 Over time, management shall assess performance of each process against the goals [REDACTED]

**6.0 PROCEDURE: INTERNAL and EXTERNAL COMMUNICATION**

6.1 Internal communication is an important facet of the way the Company does business. By this we mean that information must be able to flow in all directions, from [REDACTED]

The following methods are used for internal communications:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

6.2 External communications that are relevant to the quality management system must [REDACTED]

6.2.1 Confidential Company Information  
 Company Employees must not reveal Confidential Company Information to External Parties except to the extent such disclosures are necessary [REDACTED]

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[REDACTED]

6.2.1.1 Basic Company Information

Company Employees must not communicate Basic Company Information to External Parties except to the extent that such communication is part of their normal responsibilities. For example, [REDACTED]

[REDACTED]

Only Authorized Responsible Authorities may communicate about the Company or its business, or communicate as a representative of the Company, with any of the following External Parties:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Only Authorized Responsible Authorities may communicate about the Company or its business or communicate as a representative of the Company on [REDACTED]

[REDACTED]

6.2.1.2 Written Company Information

All Written Company Information must conform to guidelines established from time to time.

All Written Company Information must be approved by the appropriate Responsible Authority before it is communicated to any External Party.

With respect to any Written Company Information regarding new business, clients, or other contract counterparties, or other Third Parties with a business relationship with the Company, care must be exercised to

[REDACTED]

Written Company Information regarding [REDACTED] must also be approved by the appropriate Responsible Authority.

**7.0 PROCEDURE: RESOURCE MANAGEMENT**

7.1 The management of resources is a critical component to the management activities of the Company. Resources requiring such management includes:

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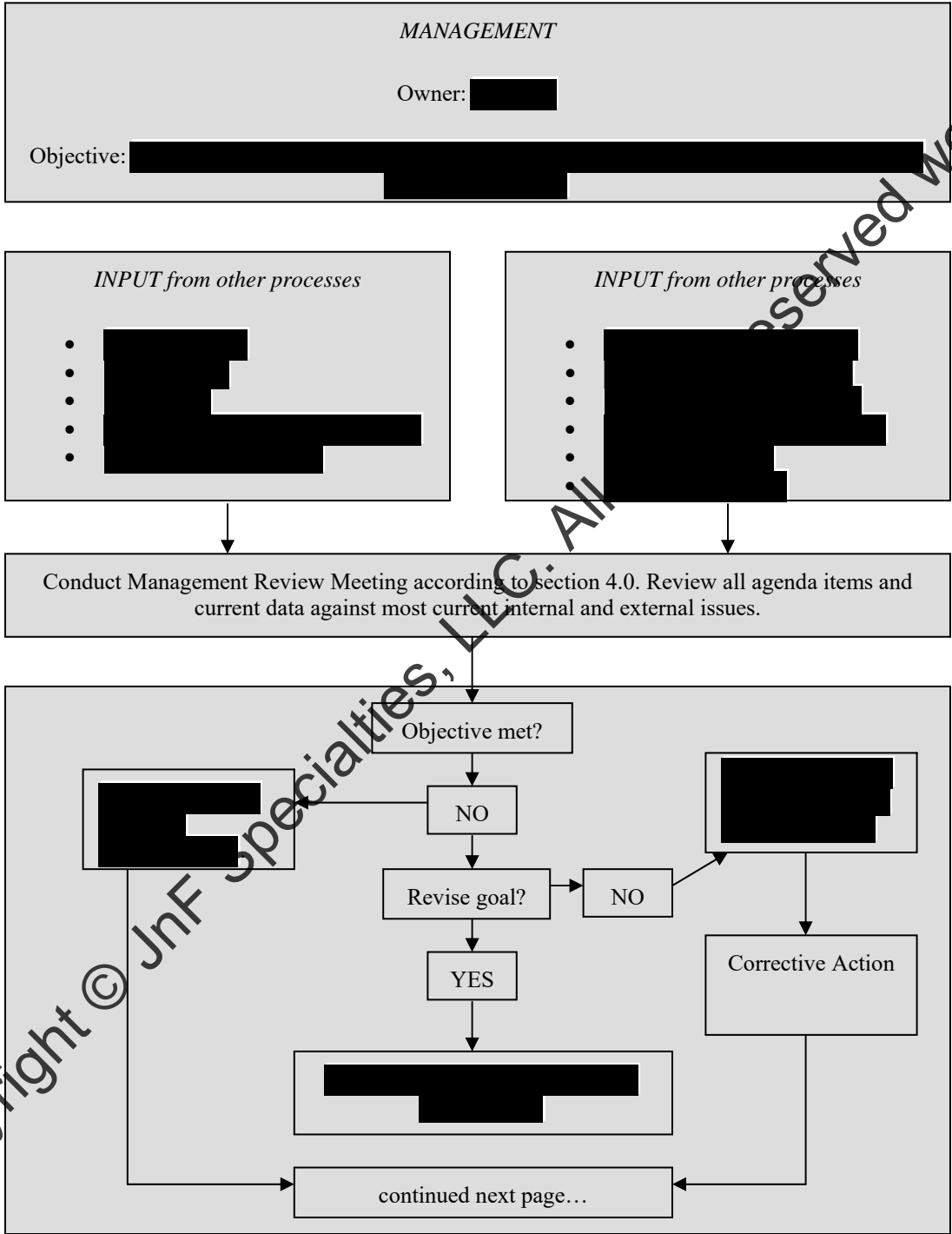
• [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]  
 • [Redacted]

- 7.2 Like other management activities, resource management must [Redacted]
- 7.3 To manage resources, top management must [Redacted]
- 7.4 During Management Review, managers shall [Redacted]
- 7.5 From that data, top management can [Redacted]

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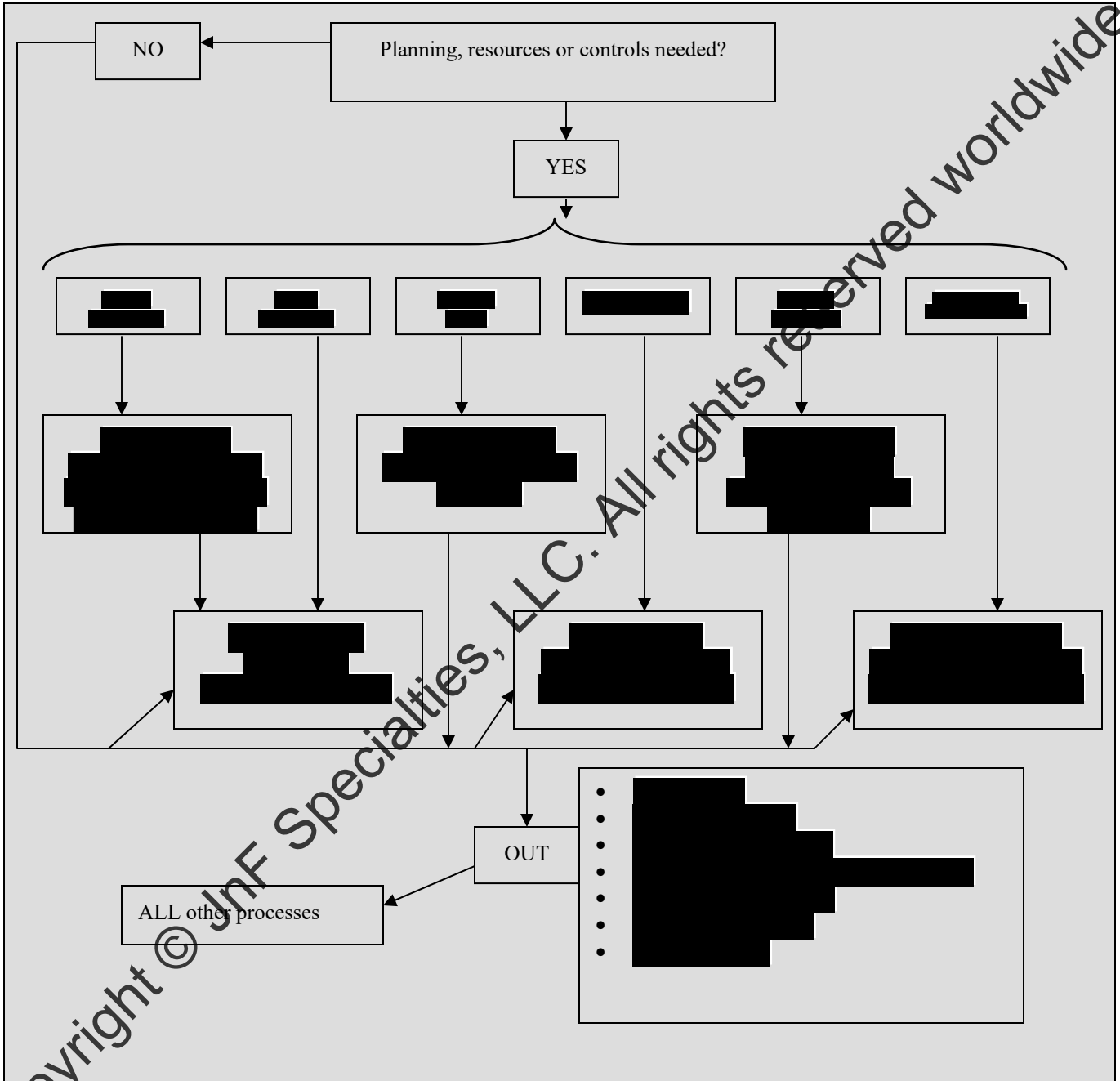
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## Appendix A: Process Map



YES

from previous page...



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# ACTION PLAN

		Page: _____ of _____
		Date: _____
Department:		Responsible Authority:
Team Designation:		


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Your Logo



### Quality System Impact Analysis

Auditor(s):	Procedure Name and # under Audit:	
Date:	Supervisor Affected:	Areas Audited:
Brief Description of Practice:	[Redacted]	
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	[Redacted]
Comments:		

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## MANAGEMENT REVIEW REPORT

Origination Date: XXXX

Document Identifier:	Name, Number, Unique ID
Date:	Latest Revision Date
Document Status:	Draft, Redline, Released, Obsolete
Document Link:	Location on Server (if used)

### Abstract:

This document provides the management review report.

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**CREATION LOG**

Issue	Date	Comment	Author
0-0			

**REVISION RECORD**

Issue	Item	Reason for Change

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Please complete each section - this form may used as the final report or used as a template to type and publish more formal Management Review Meeting records. At all stages, management must consider proper, proactive measures to take to improve the Company and determine where it is necessary to apply corrective action. [REDACTED]

**Date of Review:** \_\_\_\_\_ **Recorded by:** \_\_\_\_\_

**In Attendance:**

NAME	TITLE

**Absent:**

NAME	TITLE

**ITEM 1: Review of the Quality Policy** for current adequacy and the need for changes to it. *Review* [REDACTED]

[REDACTED]

- Quality Policy reviewed and [REDACTED]
- Quality Policy needs revision. Following changes recommended:

**ITEM 2: Internal audit results.** *Report* [REDACTED]

[REDACTED]

**ITEM 3: Status of MR System corrective actions.** *Review* [REDACTED]

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**ITEM 4: Review of resources needed to maintain and improve the effectiveness of the quality management system.**

*Discuss* [REDACTED]  
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**ITEM 5: Review the effectiveness of current training programs and the effectiveness of additional training for designated individuals. *Include*** [REDACTED]

**ITEM 6: Review of Suppliers and Subcontractors. *Discuss*** [REDACTED]  
[REDACTED]

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**ITEM 7: Review of quality objectives, data and goals.** *Review* [Redacted]

Process	Quality Objective	Data Metric	Current Standing	Goal
Management	[Redacted]			
Corrective Action	[Redacted]			
Internal Auditing	[Redacted]			
Proposal Development and Contract Review	[Redacted]			
Purchasing	[Redacted]			
Receiving	[Redacted]			

**ITEM 8: Discuss Customer feedback and complaints not already discussed as part of the NCR system review.** *Develop* [Redacted]

**ITEM 9: Discuss the overall performance of the quality system, any changes to the Company that may affect the quality system or vice-versa.** *Include* [Redacted]

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**ITEM 10: Note other recommendations for management to** [REDACTED]

**ITEM 11. Note follow-up activities from prior Management Review issues.**

**ITEM 12. Set date for next Management Review:**

**ITEM 13. NCR's FILED AT THIS MEETING:**

Line Item	Corrective?	Nature of Issue
1		
2		
3		
4		
5		
6		

**ITEM 14. OTHER ACTION ITEMS ASSIGNED:**

[REDACTED]	[REDACTED]	[REDACTED]

**ITEM 15. ITEMS FOR FOLLOW-UP AT NEXT MEETING:**