PRESSMARK PRESSINGS

QUALITY MANUAL

Scope

ISO/TS 16949: 2009

ISO 9001 2008

Included Within:-

Core Process Overview Map - QMS

Organisation Chart & Responsibilities

Core Process Flow Diagrams

Support Process Flow Diagrams

Issue No: 11.1

Issued by: A.Robinson

Date: 01/06/15

Authorised by: M.Carter

PRESSMARK PRESSINGS LIMITED

QUALITY MANUAL - *TS16949*

Quality Manual Control

CONTROLLED COPIES

A Register of the Holders of Controlled Copies of this Quality Manual is retained within all quality manuals and are issued to personnel by title only they shall then eglagement sign the manuals.

The Nominated Individual is responsible for the safekeeping of his / her respective copy and for ensuring its availability to departmental staff.

Amendments or additions are incorporated in each controlled copy of this Quality Manual and recorded in the Amendments / Revision Table within Section each Quality Manual.

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The issue of Uncontrolled copies of this Quality Manual shall not be recorded as they are issued on the understanding that such copies will not be updated. All such documents issued, shall be endorsed by the Quality manager with the words "UNCONTROLLED COPY"

QUALITY MANUAL

INDEX

Other reference manuals:-
Master Form file (QA dept)
SFS Manual (QA dept)

PRESSMARK PRESSINGS LIMITED

QUALITY MANUAL - *TS16949* SECTION F

**** All previous amendment records prior to 26/01/2000 are retained in the 'Systems Revisions' by the QM.***

Revision Table

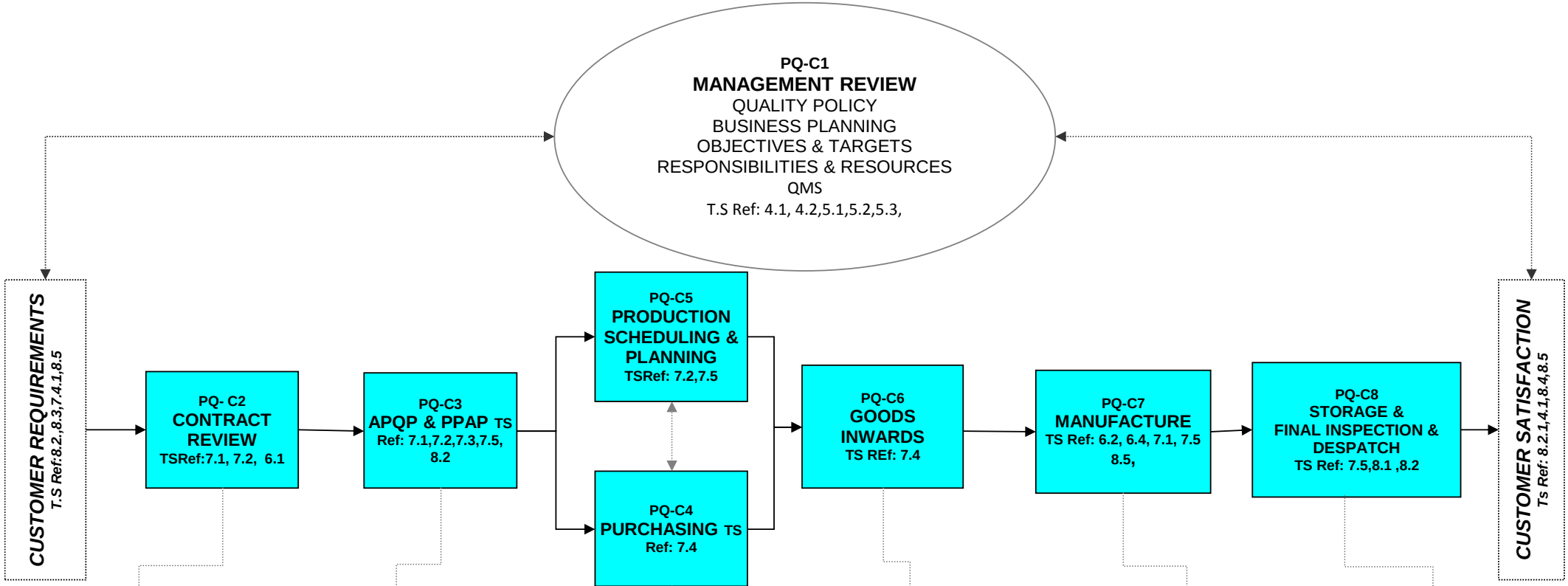
Quality Manual Section	Previous Issue No	New Issue No	Details of Change	Date	Sign as Receipt
Entire Quality Manual	8	10	Harmonisation of issue levels, KM's edited, management review PQ-C1 amended,Goods inwards PQ-c6 material specoification added to flow chart, layout inspection referenced in PQ-C3	24.1.12	Front sheet
Index	10	10 -1	Other ref manuals amended	27/7/12	
Core process map	10	10 -1	TS Ref added	27/7/12	Front sheet
PQ-C1-8	10	10 -1	KM's and KPI's now stated	27/7/12	
PQ-S1-11	10	10 -1 10 -1	within the management review PQ-S2a temporary counter measure added		
PQ-C2a	10-1	10-2	Cost estimate sheet referanced in proceedure for costs and rates	09/10/2012	Front sheet
PQ-C6, PQ-C8	10-1	10-2	Customer packaging inventory added	09/10/2012	Front sheet
PQ-S4	10	10-1	PQ-S4B added for development of non TS16949	08/10/12	Front sheet
Index	10-1	10-2	PQ-S4B added to supplier developme3nt	09/10/12	Front Sheet
Entire Manual	10-2	11	Updated entire manual to reflect New Managing Director and New Technical Sales Director roles Organisation chart and Quality Policy.	01/03/13	Front Sheet
PQ-S11a/b	11	11.1	Updated following TS audit	30/08/13	
PQ-S1	11	11.1	Updated following TS audit	30/08/13	Front Sheet
PQ-S3	11	11.1	Updated following TS audit	30/08/13	
PQ-C6	11	11.1	Updated - Goods Inwards label	31/10/13	Front sheet
PQ-S9	11	11.1	Updated process for M'gt review	01/04/15	
PQ-C1	11	11.1	Updated clause item 5 (should be 6)	01/04/15	Front sheet
PQ-C4 A	11	11.1	Pink copy of order now obsolete as per M.Carter	01/06/15	Front Sheet
PQ-C3	11	11.1	Updated following TS audit	18/08/2015	Front sheet
PQ-S1	11.1	11.2	Updated following TS audit	05/08/2015	Front sheet
PQ-S6	11	11.1	Updated following TS audit	05/08/2015	Front sheet
PQ-C1	11.1	11.2	Clause 5.1 changed to clause 6	04/04/16	Front sheet

PRESSMARK PRESSINGS LIMITED

QUALITY MANUAL

CORE PROCESS MAP

QM Issue Level: 11
Scope:-
TS16949:2009
ISO9001:2008



Support Processes - ***bold indicates a separate process map***

Sales & Marketing PQC2
Receipt of Enquires PQ C2
Feasibility Review PQC2
Order Review PQ C2
H&S / Stat Considerations PQC2 & PQS8
Resources PQC1 & C2
Responsibilities PQ C1
Capacity PQ C1 & C2
Quotations PQC2
Engineering Change PQ 2b
Training PQS7
Customer Specifics PQS10
Customer Satisfaction PQ-S9
Internal Audits PQS1Ts Ref:8.2

PPAP PQC3
FMEA PQ C3
Control Plans PQ C3
Warrant Approval PQ C3
Calibration PQS3 TS Ref: 7.6,8.1
Measuring Equipment PQS3
Document & Issue Control PQS11 TS Ref: 4.2
(Drawings / Standards / Master Samples)

Customer Schedules PQC5
Receipt of Orders PQC5
Approved Suppliers PQS4
Accounts PQC2, PQC4
Tooling PQS5 TS Ref: 7.5, 8.5
Packaging PQC5, PQC8
Supplier Development PQS4 TS Ref:7.4,8.5

Inspection & Test PQC6, C7, C8
Sampling Plans PQC6
Supplier Performance PQC4, C6
Product Identification PQ C6,C7,C8
Control of NC Product
Corrective & Preventative Actions PQS2
Calibration PQS3 TS Ref 7.6, 8.1

Production Schedule PQC5, C7
Ist & Last off Inspection PQC7
In process Insp & Test PQC7
Maintenance PQS5 TS Ref: 6.3, 7.5,8.5
Product Identification PQC7
Customer Tooling PQS5
Tooling Maintenance PQS5 TS Ref:6.3, 7.5, 8.5
Control of NC Product TS Ref:8.1, 8.3,8.5
Corrective & Preventative Actions PQS2
Calibration PQS3
Critical Spares PQS5
On job Training TS Ref: 4.2,6.1,6.3, 6.4,7.4
PPE & H&S Equipment
Induction PQS8

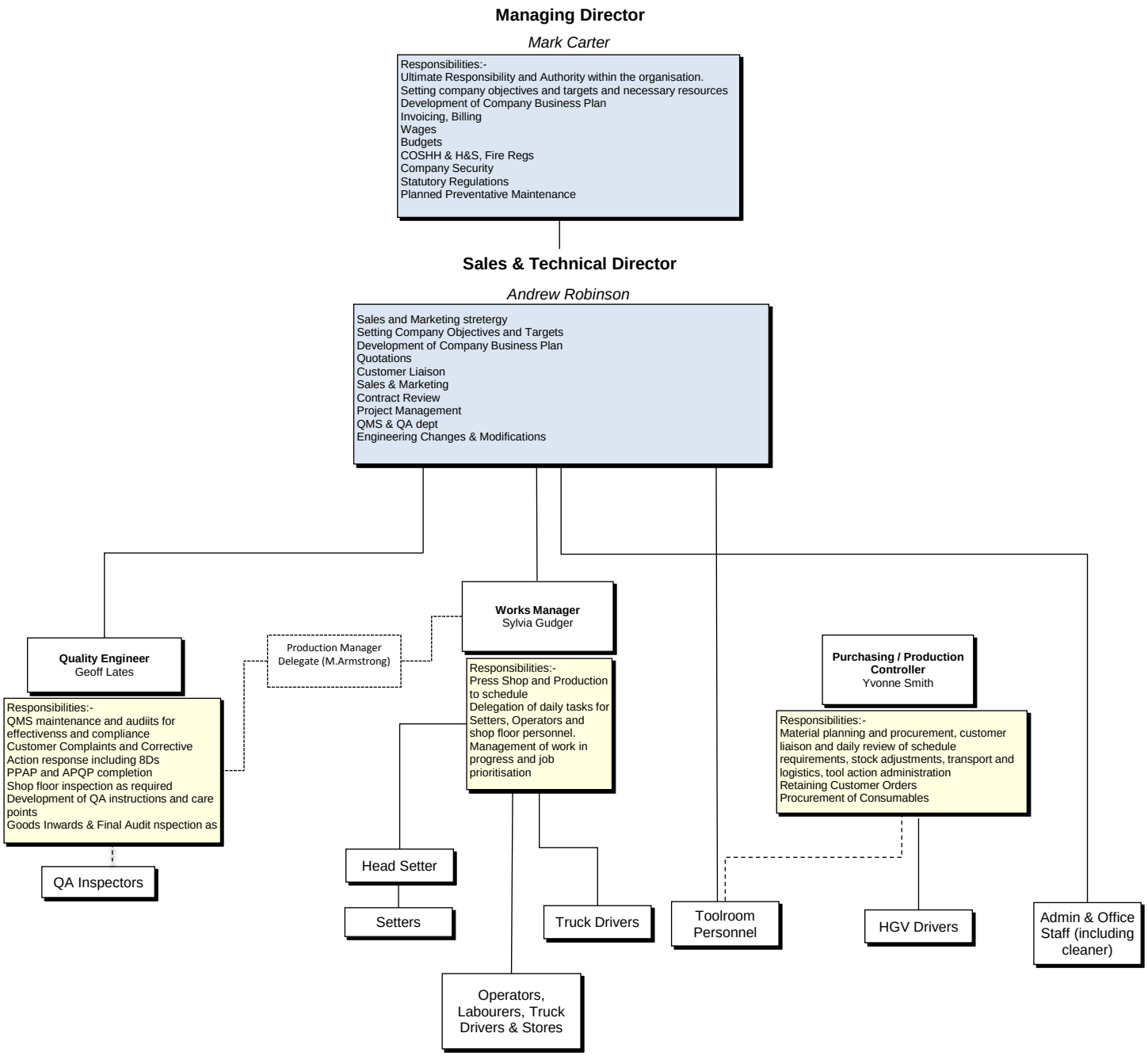
Sampling Plans PQC6, C8
Stock deterioration PQS1, PQC8
Handling & Storage PQC8
Transport PQC8
Premium Freight PQC8, PQC5
Invoicing & Accounts PQC8
Labelling PQC8, C7
Control of NC Product
Corrective & Preventative Actions PQS2
Calibration PQS3
Internal Audits PQS1

PRESSMARK PRESSINGS LIMITED

Organisation Chart & Key Responsibilities

QM Issue Level: 11

Scope:-
TS16949:2009
ISO9001:2008



QUALITY POLICY

Pressmark Pressings specialises in the manufacture of tandem metal stampings, assemblies and welded assemblies for the automotive and white goods industries.

Due to the nature of our business we place utmost importance on the safety of all our workforce and anyone who may come into contact with our processes or product.

The Quality Management system adopted by Pressmark Pressings shall meet the requirements of ISO/TS16949:2009 and ISO9001:2008 and any Customer Specific Requirements.
It is our aim to continually review our processes in order to meet, and where feasible surpass our customers expectations regarding performance, quality, reliability and cost.

Documented within this Quality Manual and supporting instructions are the policies, objectives, responsibilities and requirements designed to ensure that all technical, administrative and human factors affecting the quality of our products are maintained in a state of review and control.

We shall ensure that Management, Technical and Production Personnel are aware and understand the companies objectives through internal communication and training designed for all levels of the organisation, thus striving for continual improvement and customer satisfaction whilst adhering to environmental, statutory and regulatory obligations.

Pressmark Pressings Management Team are fully committed to meeting the requirements of ISO/TS16949:2009 and ISO9001:2008 as reflected in the processes outlined within this manual.

The Quality Management System shall be continually reviewed for its effectiveness and suitability to the nature of the business.

The Quality Policy shall be communicated to all new and existing employees through training and company notice boards.

Signed

Mark Carter
Managing Director

PRESSMARK PRESSINGS

QUALITY MANUAL PQ-C1

This Quality manual has been produced to enable Pressmark Pressings achieve and maintain certification to TS16949 and BS 9001. To ensure compliance with customer specific requirements and our commitment to the continuous improvement of quality, cost, delivery and customer satisfaction.
Permitted exclusion product design and development.

MANAGEMENT REVIEW
INCLUDING: BUSINESS PLAN, OBJECTIVES & TARGETS RESPONSIBILITIES & RESOURCES

TS Ref:-
5.1,5.11, 5.2, 5.3, 5.4.1, 5.6, 5.6.2, 5.6.2.1, 8.2.1.1, 8.2.2, 8.4, 8.5.1 ,5.5,4.1,4.2

Objective
To ensure periodical Managerial Review of QMS, Trends, Objectives and Targets to the Business Plan

0.1 TECHNICAL SALES DIRECTOR INSTIGATES MANAGEMENT REVIEW MEETINGS CHAIRED BY MD. (Minimum once yearly)

Support Activities:-
Customer Projects
Yearly Budgets
Sales Forecasts
Trend Analysis
Customer Satisfaction feedback and Vendor Ratings

0.2 QUALITY ENGINEER QMS DATA
Q A Engineer provides all necessary QA trend analysis for Management review i.e. Quality Audits, Trend Analysis, Non-Conformities, Cost of Quality, Supplier Development, Corrective and Preventative Actions.

Also see PQ-S9 Customer Satisfaction.

The Quality Engineer shall compile graphs and analytical data to demonstrate the effectiveness of the QMS

0.3 Managing Director MANAGEMENT DATA
Managing Director provides data for Management Review i.e. H&S PPE , Down Time, Objective & Target's and any Statutory, Regulatory Regulations including Environmental issues

The MD shall document any latest H&S PPE requirements or Statutory requirements for management review.

Key Responsibilities
1. Tech Sales Dir
2. MD
3. Quality Engineer
4. Works Manager
5. Purchase Controller

0.4 MANAGEMENT REVIEW MEETING
The Meeting shall consist of all the Management Team and chaired by the MD using the management review agenda. Objectives, Targets & KPI's (including Quality) are reviewed and set

The Management Team shall review responsibilities and resources required to meet objective and targets. The Quality policy shall also be reviewed for validity.

Objectives And Targets shall be reviewed at a frequency determined at the management review meeting. The Technical Sales Dir Collating all KPI Data and presenting to the management. Copies of Objectives & target tracker are issued to managers & QA department.

0.5 MEETING MINUTES
The Tech Sales Dir. shall record all relevant discussed minutes for MD approval prior to issue, detailing any required actions and responsibilities.

0.6 OBJECTIVE & TARGETS COMMUNICATED
The Tech Sales Dir. shall communicate a general overview of objectives and targets via the Company Notice Board,.
Distribute copies of meeting.
The Managing Director shall Update quality objectives and targets in the Business plan.

Data Collection & Monitoring, including QMS audits

Reference QMS Instruction 4.0.1.0

CONTRACT REVIEW

TS Ref:-
7.1, 7.2, 7.2.2, 7.2.2.1,7.2.2.2, 7.2.3, 6.1

Objective
To ensure a formal review of customer requirements

Support Activities:-
Customer supplied - documentation
Business Planning
Sales & Marketing
Customer Satisfaction

Key Responsibilities
1. Technical Sales Director
2. Management Team
3. Purchase / Production Controller
4.Quality Engineer

The Tech Sales Director obtain feedback from all new source enquires on how the company became aware of Pressmark Pressings facilities

0.1 RECEIPT OF INITIAL ENQUIRY
To Technical Sales Director who enters details in the enquiry log QC20 and creates a pink enquiry file

Initial Overview by T/Sales Director to assess validity

0.2 FEASIBILITY REVIEW
Form QC 72
Input from all Managers
Verified By MD
(The review will also take the form of risk assessment , tolerance , customer specifics , capability & training needs)

Decline - Tech / Sales Director Contacts Prospective Customer

Accept

0.3 QUOTATION
Technical Sales Director shall complete estimate sheet form QC21 including costs/rates prior to submitting quotation in customer desired format. Documented & Retained

Declined
Tech / Sales Director Contacts Customer to Resolve & Requote

Accepted By Customer

0.4 RECEIPT OF ORDER & ORDER REVIEW
Technical Sales Director creates a yellow product sales file.
PM number allocated by Production

Problem with order
Tech /Sales Dir .
Resolve with customer & requote

Accepted By Pressmark

0.5 ORDER STAMPED
CONTRACT REVIEW
(INDICATES ACCEPTED)
By Technical Sales Director

Stamped Copy to Purchase Production Controller

0.6 SCHEDULE GENERATED
By Purchase / production Controller.
Customer requirements added to Sage system

APQP
Production Planning
Purchase of Materials

Reference QMS Instruction 7.0-1.0

TS Ref:-
7.1.4, 7.1, 7.2, 7.2.2, 7.2.2.1,7.2.2.2, 7.2.3,

Support Activities:-
Customer supplied - documentation
Business Planning
Sales & Marketing
Customer Satisfaction

CONTRACT REVIEW
Engineering Changes & Modifications

Objective
To ensure a formal review of customer engineering change requirements and tooling project management

0.1 RECEIPT OF ENGINEERING CHANGE ENQUIRY
Technical Sales Director enters details in the Mod / Tooling Book QC24 and creates a blue tooling file

Initial Overview by the Tech Sales Director shall prompt the Purchasing Controller and Works Manager of potential engineering change

Key Responsibilities
1. Technical Sales Director
2. Management Team
3. Purchase / Production Controller
4. Toolroom / Approved Toolmakers

0.2 FEASIBILITY REVIEW
(if tool / process cost)
Form QC 72
Input from all Managers
Verified By MD, In-house toolmaker or approved toolmaker shall be approached to cost work involved and provide lead time

Decline - Tech / Sales Director Contacts Customer to discuss

Accept

0.3 QUOTATION
Documented & Retained
Technical Sales Director

Accepted By Customer

Problem with order
Tech /Sales Dir
Resolve with customer & requote

0.4 RECEIPT OF ORDER & ORDER REVIEW
Technical Sales Director
Shall review the order and if ok forward one copy to accounts and retain a copy in the blue tooling file.
If required a timing plan taking into account key stages, bank stock rotation and PPAP dates shall be generated.

The Tech Sales Dir shall be responsible for tracking the timing plan and notifying the customer of progress or any problems

0.5 ORDER STAMPED
CONTRACT REVIEW
(INDICATES ACCEPTED)
By Technical Sales Director

The Quality Eng shall ensure that all old level parts are stock rotated and new level parts are identified as such

0.6 NEW SCHEDULE
Updated by customer and internally by Purchase production Controller showing new level production, PM number amended if required

APQP / PPAP
Production Planning
Purchase of Materials

Reference QMS Instruction 7.0-1.0

TS Ref:-
7.5.1.1, 7.5.1.2, 8.2.4.1,/2
7.1, 7.1.4, 7.2.2, 7.2.3, 7.3.1.1,

APQP & PPAP

Support Activities:-
Customer supplied - documentation & Samples

Objective
To ensure Advanced Quality Planning is carried out to customer requirements

0.1 NOTIFICATION OF NEW PART

The Technical Sales Director issues Customer Standards, Drawings, CAD Data, Relevant Historical customer QA Information, Samples (If available) Delivery Date already obtained so that Control Plans & APQP can commence.

The Quality Engineer shall ensure that any drawings obtained are stamped Controlled by the Tech Sales Dir. and booked into Register QC03 or Uncontrolled For Reference only

Key Responsibilities
1. QA Engineer
2. Tech/Sales Director
3. Purchase / Production Controller
4. QA Insp

0.2 APQP DOCUMENT GENERATION

A QA file shall be generated for the new part. The APQP file should include FMEA, Control Plans (including layout inspection), Insp Report, Final Audit, QC10 and issue log documentation
Note: Control plans will be used as a top tier document to state gauges and any changes to process that may occur.
Processes & controls identified in FMEA shall appear on control plan.
The QC10 work instruction shall be consistent with the control plan

The QA Engineer is responsible for ensuring that he acquires any required customer master samples, customer care points and relevant historical customer QA information,

0.4 PPAP -INSPECTION REPORT WARRANT & SAMPLE SUBMISSION

Initial sample documentation including 1st off panels (if required) shall be Submitted to the customer in accordance with the customers order requirements.

The QA Engineer shall ensure that he acquires all approved supplier material details from the Purchase Controller and requests material certification with first batch.

REJECTION
Should the part or Inspection report be rejected for any reason then the QA Engineer shall ensure that any samples are contained, the problem resolved i.e. re-set and re-submission of report / samples carried out ASAP

0.5 PRODUCT APPROVAL

warrant approval or approved signed sample shall be obtained from the customer prior to production .

Production Planning & Purchasing

Reference QMS Instruction 7.0-1.0-0.59….

PURCHASING MAP A

TS Ref:- 7.4,7.4.1.1/2/3 7.4.2, 7.4.3.1/2

Objective -to ensure the effective order of material and planning to customer requirements.

0.1 RECEIPT OF ORDER / ENQUIRY "SPOT BUY" LOWER VOLUME NON-CONTRACT SUPPLIERS eg- prev customer - RW TYPE

0.2 CONTACT APPROVED SUPPLIERS
The Purchase Controller shall contact approved suppliers with specified requirements to obtain best price, lead time

0.3 ORDER DETAILS
For new suppliers the Purchasing dept shall enter contact details onto the MRP sage system. Enter customer specific requirements onto Sage system

0.4 RAISE ORDER
Once price and lead time are agreed with the supplier the PPC shall enter required delivery dates and quantities into the Sage system, generating a Purchase order number and initiating production planning with details of new part and required delivery dates shown on the 8 week schedule (print out - QC33)

0.5 ORDER CIRCULATION
The generated 2 part order shall be printed off the Sage system and signed by the Purchase Controller. White copy to supplier, Yellow copy to the wages purchase ledger clerk

The PPC shall ensure That the supplier is acceptable status on the Approved supplier list.
PQ-S4

Any foreseen problems meeting customers requirements shall be brought to the customers attention with a view to resolve by the Purchasing Controller

0.1 RECEIPT OF ORDER / ENQUIRY "OPEN ORDER"

0.2 CONTACT APPROVED SUPPLIERS
The Purchase Controller shall forward schedule requirement details to contracted / approved suppliers, confirming quantity / lead time and price, Any price increases the TSD will be notified and this will be resolved with the customer

0.3 ROLLING ORDER PROVIDING NO NOTIFICATION OF PRICE OR SPECIFICATION CHANGE
The Purchase Controller shall ensure that there are no price change notifications and that there are no changes to customer forward schedules

0.4 ORDER RAISED
Rolling orders will be automatically generated on the Sage system, providing there are no notified changes to price, specification or quantity

0.5 ORDER CIRCULATION
The generated 2 part order shall be printed off the Sage system and signed by the Purchase Controller. White copy to supplier, Yellow copy to the wages purchase ledger clerk

Key Responsibilities
1. Purchase Controller
2. WPL Clerk
3. M.D.

0.6 PURCHASE ORDER RECORD BOOK QC32
The Wages Purchase Ledger Clerk shall enter P/O details into QC32, including order number, date raised, supplier name.

Any Problem with orders, copies returned to WPL who shall resolve any discrepancy

0.7 MD APPROVAL
The WPL clerk shall forward Yellow copiy of the order to the MD for review, who, (if acceptable) shall stamp both copies with date and "Verified by MC.

0.8 PURCHASE ORDER COMPLETION
The WPL clerk shall place the Yellow copy on file for invoice clearance and retention.

8 week Internal Schedule & Production Planning

Reference QMS Instruction 7.0-3.0 & 7.0-6.0

PURCHASING MAP B

TS Ref:-
7.4,7.4.1.1/2/3 7.4.2, 7.4.3.1/2

Objective -to ensure the effective order of material and planning to customer requirements.

Customer non Erma

THE PURCHASE CONTROLLER SHALL RAISE INDIVIDUAL ORDERS WITH CONTRACTED STEEL SUPPLIER FOR EACH RUN, BASED ON SERTEC SCHEDULE REQUIREMENTS

ORDERS WILL BE THEN PROCESSED IN THE USUAL WAY AND INVOICE WILL BE FORWARDED FROM THE CONTRACTED STEEL SUPPLIER

Customer erma

FOLLOWING REVIEW OF THE LATEST SCHEDULE, THE PURCHASE CONTROLLER SHALL GENERATE AND FORWARD SCHEDULE REQUIREMENTS FOR ALL eRMA MATERIAL TO THE CONTRACTED STEEL SUPPLIER

NO PURCHASE ORDERS SHALL BE RAISED TO THE STEEL SUPPLIER. AS THIS IS DONE BY MATERIAL SCHEDULING

AN INVOICE FOR eRMA MATERIAL DELIVERY IS ISSUED TO PRESSMARK BY SERTEC

INTERNAL ORDERS FOR THIS PROCESS ARE RETAINED BY THE PURCHASE PRODUCTION CONTROLLER FOR MATERIAL USAGE / STOCK TRACKING ONLY

SCHEDULE REQUIREMENTS FOR ERMA ITEMS DETAILING MATERIAL REQUIREMENTS SHALL BE SENT TO THE RELEVANT SUPPLIER (STEEL & ALLOY & NOVELIS) ON A SPREADSHEET FORMAT DETAILING QUANTITY AND ANY SPECIFIC QUALITY ASSURANCE REQUIREMENTS.

Key Responsibilities
1. Purchase Controller
2. M.D.
3. WPL Clerk

8 week Internal Schedule & Production Planning

Reference QMS Instruction 7.0-3.0 & 7.0-6.0

PURCHASING MAP C

TS Ref:- 7.4,7.4.1.1/2/3 7.4.2, 7.4.3.1/2

Objective -to ensure the effective order of material and planning to customer requirements.

CUSTOMER SUPPLIED BLANKS

FOLLOWING REVIEW OF THE LATEST SCHEDULE REQUIREMENTS CHE PURCHASE CONTROLLER SHALL GENERATE A SCHEDULE FOR WIP AND BLANKS REQUIRED DIRECTLY FROM SERTEC. THIS SHALL BE FAXED OR EMAILED TO THE CUSTOMER

ORDERS WILL BE THEN PROCESSED IN THE USUAL WAY AND INVOICE WILL BE FORWARDED FROM SERTEC FOLLOWING MATERIAL RECEIVED FROM SERTEC.

DELIVERY NOTES AND ADVISED QUANTITIES FOR THIS SCENARIO IS CUSTOMER DRIVEN

Key Responsibilities
1. Purchase Controller
2. M.D.
3. WPL Clerk

8 week Internal Schedule & Production Planning

Reference QMS Instruction 7.0-3.0 & 7.0-6.0

PRODUCTION SCHEDULING & PLANNING

TS Ref:-
7.5.1.6, 7.2.3

Support Activities
Receipt of Orders
Accounts
Tooling / Capacity
Contract Review

Objective
To ensure an effective method of planning customer requirements into production

0.1 RECEIPT OF CUSTOMER SCHEDULE
Purchase / Production Controller

0.2 REVIEW OF CUSTOMER SCHEDULE
The Purchase / Production Controller reviews the latest customer schedule entering any updated information onto the Sage MRP system

Key Responsibilities
1. Purchase / Production controller

2. Works Manager

The Purchase / Production Controller shall provide direct feedback to the Customer of any foreseen problems in meeting scheduled requirements the MD and works manager shall also be made aware

0.3 VERIFICATION & RETENTION OF CUSTOMER SCHEDULE
Following review of the latest customer schedule the Purchase / Production Controller will stamp the schedule with "Posted" & Date Stamp. Filed for retention.

0.4 WEEKLY ISSUE OF INTERNAL 8 WEEK PRODUCTION SCHEDULE
The Purchase / Production Controller shall issue an updated hard copy 8 week internal production schedule to all Managers on a weekly basis.

0.5 PRODUCTION PLANNING

The Works Manager shall liaise with the P/Production Controller for expected material and BOP delivery dates to plan customer schedule requirements into available press capacity

The Works Manager shall report any foreseen problems with meeting schedule requirements to the P/Production Controller and Managing Director

(Goods Inwards) & Manufacture

Reference QMS Instruction 7.0-6.0

PRESSMARK PRESSINGS

QUALITY MANUAL PQ-C6

GOODS INWARDS

TS Ref:-
7.4.3, 7.4.3.1,/2

Support Activities:-
Supplier Development
Customer supplied - documentation and specifications
Sampling Plans

Objective
To ensure all received product conforms to customer requirements

0.1 DELIVERY OF GOODS
Goods are off-loaded into the goods receiving bonded area with all delivery notes signed and stamped "not counted" using QC59 stamp. The M number shall be written on the material by GI, together with the delivery date. The Delivery notes then forwarded to Purchase Controller

Purchase Controller informed of delivery asap

(GRN) = Goods Received Number

Key Responsibilities
1. Goods Inwards Inspector
2. Purchase / Production Controller
3. Tech / Sales Director

0.2 GRN NUMBER ALLOCATION
The Purchase Controller shall enter delivery note details into the Sage system thus generating a GRN note QC35 which is stamped "posted" and dated by the PC (QC36 Stamp).

0.3 GOODS INWARDS INSPECTION
The PC shall forward the GRN note to the Goods Inwards Inspector who shall inspect parts in accordance with QC09 goods inwards instruction, checking material label details as minimum i.e pack appearance, specification, stated label quantities and size details.

Once the inspector is happy with the delivery a Green "Goods Inwards Ok for Production" label shall be attached to the checked delivery.

IF PROBLEM WITH GOODS THE GI SHALL INFORM THE PC, AND SUPPLIER AND QUARANTINE GOODS PENDING ACTION AND AFFIX HOLD LABEL

GOODS INWARDS OK FOR PRODUCTION

Accepted By Pressmark

0.4 GOODS APPROVED
Once Goods have been checked ok to order requirements and identified as such, the GI shall sign and date the GRN before returning to the PC with details of any sample quantities for BOP to be recorded by the PC on the QC60 Goods Inwards Record Card.

IF PROBLEM WITH QUALITY OR QUANTITY THE PC SHALL RAISE A SUPPLIER REJECTION NOTE QC30 CIRCULATING TO SUPPLIER QA, ACCOUNTS

Received Customer owned packaging to be recorded in customer packaging inventory spread sheet by Production

0.5 GOODS STORED
Once approved the Goods may be moved to the appropriate storage area, material into steel stores and BOP on racks, i.e. nuts etc.

MANUFACTURE 7.5

Reference QMS Instruction 7.0-3.0 & 8.0.1.0-0.26

MANUFACTURE

TS Ref:-
7.5, 7.1, 6.4.2, 7.5, 7.5.1.6, 7.5.5.1, 8.5.1.2,6.2

Support Activities:-
Customer Schedules
Purchasing
Goods Inwards
QA Inspection
Tooling & Setting

Objective
To ensure all received product conforms to customer requirements

0.1 WEEKLY SCHEDULE
Issued by the PPCshowing 8 week schedule. The Works Manager liaises with the Purchase Controller for expected material delivery dates in order to plan capacity and setting requirements

Key Responsibilities
1. Works Manager
2. Setters
3. QA Engineer
4. Purchase Production Controller
5. QA Inspector

0.2 SETTING REQUIREMENTS
The Works manager shall prioritised setting requirements with setters. The Setters shall obtain the relevant tools from tool storage areas, referring to setting cards QC13 for past setting arrangements for relevant presses.

FOR NEW JOBS THE SETTERS WILL COMPLETE A NEW QC13 AND RECORD BASIC TOOL LAYOUT FOR A PARTICULAR PRSS, THIS WILL BE A PROVISIONAL LAYOUT CARD AND ONLY UPDATED WITH SIZES AND TECHNICAL INFORMATION WHEN / IF THE TOOLS ARE TAKEN OUT OF THE PRESS

0.3 MATERIAL
Once tools are initially set the setters or truck drivers shall obtain the correct material from the material stores using oldest stock first

0.4 1st OFF SUBMISSION
Once set the setters shall submit a 1st off sample to QA for approval who shall check the part referring to QC10 process instruction and retained master panels. If OK then QA sign and date the 1st off Label attached to part and enter details into the 1st off record book QC61 and onto the requested Run Card QC53 from the PPC. (first off samples for long running jobs shall be reviewed at time of revalidation)

IF NOK, QA SHALL INFORM SETTERS AND WORKS MANAGER OF REASONS, SCRAP SUBMITTED PARTS AND REQUEST RE-SUBMISSION

Accepted

0.5 RUN CARD QC53
The run card shall be placed on the work station along with QC 10 instruction sheet and updated with produced quantities by the works manager throughout the production run

See page 2 of 2

Reference QMS Instruction 7.0-6.0

MANUFACTURE

TS Ref:-
7.5, 7.1, 6.4.2, 7.5, 7.5.1.6, 7.5.5.1, 8.5.1.2, 6.2

Support Activities:-
Customer Schedules
Purchasing
Goods Inwards
QA Inspection
Tooling & Setting

Objective
To ensure all received product conforms to customer requirements

0.6 PRODUCTION
The works manager shall place the required operators on the work station. Prior to starting production the works manager and QA shall ensure that operators are safe and competent with "on the job training" and are aware of all QA aspects via QC10 instruction.

Key Responsibilities
1. Works Manager
2. Setters
3. QA Inspection
4. Purchase Production Controller

0.7 DOCUMENTATION / RECORDS
The Works manager shall ensure the Run Card is updated on-going with production quantities.
The QA inspector shall undertake periodical checks to QC10 instructions and 1st off panel & record results on QC45

0.8 PRODUCT IDENTIFICATION
The works manager and QA shall ensure that all WIP and finished goods are identified with production labels before moving to stores or next operation. Unidentified or suspect parts shall be treated as non- conforming.

N.B. Parts with unidentified status or suspect shall be identified as non conforming

0.9 LAST OFF SUBMISSION
Once the production run is completed QA shall obtain a last off panel and assess against the 1st off for any deterioration. A CAR QC38 shall be raised should any tooling action be required.

IF NOK, TO CUSTOMER REQUIREMENTS QA SHALL QUARANTINE ALL STOCK AND INFORM CUSTOMER SHOULD PARTS HAVE ALREADY BEEN SHIPPED.

Accepted

1.0 STOCK UPDATE
At the end of the run The run card QC53shall be handed in to the Purchase Production Manager in order to update the Sage system with production stock details. For long runs production quantities shall be taken off the run card by WM and PPM for daily stock updates.

FINAL INSPECTION

Reference QMS Instruction 7.0-6.0

PRODUCT STORAGE, FINAL INSPECTION & DESPATCH

TS Ref:-
7.5.5, 7.5.5.1, 7.5.3, 8.2.1.1, 8.1, 8.2.1.1

Support Activities
Customer schedules, manufacturing, accounts

Objective
To ensure an effective method of storage, packaging and compiling delivery loads to meet customer requirements

0.1 FINISHED GOODS
Shall be labelled with part number and quantity on a White QC46 label prior to being moved to the upper deck stores area

QC46 Responsibility
Production Supervisor
Q.A.
Operators on Final weld operation

The Purchase / Production Controller shall provide direct feedback to the Customer of any foreseen problems in meeting delivery requirements and liaise with the works manager, MD and customer to resolve

0.2 STORES
Unless required for immediate delivery, the parts shall be placed in the stores area by the stores truck driver ensuring the area is dry and free of any contamination

Key Responsibilities
1.Purchase / Production Controller
2. Final audit inspector

0.3 ISSUE OF LOAD SHEET QC62
The Purchase / Production Controller shall issue a daily load sheet to the Stores personnel detailing all customer delivery requirements to be compiled and checked prior to despatch

OK

0.4 COMPILING LOAD
Stores personnel shall take oldest stock first out of stores in order to compile the required load. The FA Inspector /Production controller shall then check each stillage / box for correct packaging and labelling and any QA requirements to QC11 final audit instruction

NOK

The FA inspector shall make the PPC immediately aware of any unforeseen problems i.e. stock loss or QA concerns

OK

0.5 LOAD APPROVAL
Once the final audit inspector is satisfied parts and packaging, he or she will attach the relevant despatch label to the goods as per Final Audit Labelling instruction.
Note: UPUK is completed to UPUK labelling instruction and also stamped with QC47 date stamp.
Parts that have Pressmark internal label only are only stamped with QC47 date stamp following final audit inspection prior to despatch.
Load check to load sheet for correct label to part and quantity of stillages /boxes to be performed by inspection independent of labelling .

NOK

Any QA problems then the FA inspector shall place all suspect parts into quarantine on hold status until 100% verified as ok

NCR 23994 Parts incorrectly labelled

Reference QMS Instruction 7.0.80, 8.0-1.0-0.60

PRODUCT STORAGE, FINAL INSPECTION & DESPATCH

TS Ref:-
7.5.5, 7.5.5.1, 7.5.3, 8.2.1.1, 8.1, 8.2.1.1

Support Activities
Customer schedules, manufacturing, accounts

Objective
To ensure an effective method of storage, packaging and compiling delivery loads to meet customer requirements

Key Responsibilities
1.Purchase / Production Controller
2. Final audit inspector

ASN REQUIRED

YES

ASN Required Advice notes collated and printed

Copy of advice note denoting part numbers, quantity and number of containers issued to PC

The Purchase / Production Controller shall provide direct feedback to the Customer of any foreseen problems in meeting delivery requirements or ASN problems and liaise with the works manager, MD and customer to resolve

NO

Log onto to customer website ASN field and enter part number, quantity and number of containers

Figures checked and printed. Audited for accuracy then sent directly to customer.

Despatched customer owned packaging to be recorded in customer packaging inventory spread sheet by production controller.

0.6 LOAD VEHICLE
Once the final audit inspector has stamped labelling as approved, ASN completed parts are ready to be loaded onto vehicle taking every care to avoid damage or contamination

(Delivery)

Reference QMS Instruction 7.0.80, 8.0-1.0-0.60