

Quality Manual

ADVANTAGE MACHINE AND MANUFACTURING

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This document is approved for use _____

ADVANTAGE MACHINE AND MANUFACTURING

Copy Holder

Copy Holder: ISO/AS Representative

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This Quality Manual Covers the activities and functions performed by operating areas included in the service scope definition :

Advantage Machine and Manufacturing produces precision-machined parts for a variety of industries.

The Quality Management System is designed to meet the requirements of

ISO 9001: 2000 and AS 9100

With the permissible exclusion of 7.3 Design and Development

Certificate Number:
ISO 9001 US2855

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Amendments

All copies of this Quality Manual must be kept under strict control to prevent the System from becoming unreliable. The following Procedures will ensure that the system remains current and valid.

- 1) All copies of the manual will be clearly numbered and the Holder recorded.
- 2) Each page in the manual will carry its own number.
- 3) The Quality Representative will be responsible for all revisions and additions being recorded.
- 4) Changes can be suggested by any Employee but must receive signed approval before being entered into the Manual.
- 5) All changes must be recorded on the Amendments List (QM 04, Page 07) and appropriate pages in each Manual changed.

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Organization Profile

Founded January 1st 1997, in Plano, Texas by Greg & Cari Manderscheid. Our size and commitment to quality allow us to work very closely with our customers in order to satisfy their needs. We use the latest innovation in equipment and tooling to provide superior products at a value price. Our processes include; milling, turning, and finishing to customers' specifications. We service a variety of industries including; military, communications, semiconductor, energy and industrial markets.

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Quality Policy

Advantage Machine and Manufacturing recognises that the disciplines of quality, health and safety are an integral part of its management function. The company views these as a primary responsibility and key to good business in adopting appropriate Quality standards.

The Company Quality policy calls for continuous improvement in its Quality management activities and business will be conducted according to the following principals:

We will:

- Comply with all applicable laws and regulations
- Follow a concept of continuous improvement and make best use of its management resources in all Quality matters
- Communicate its Quality objectives and its performance against these objectives throughout the company and to interested parties
- Take due care to ensure that activities are safe for employees, associates and subcontractors and others who come into contact with our work
- Work closely with our customers and suppliers to establish the highest Quality standards.
- Adopt a forward-looking view on future business decisions that may have Quality impacts.
- Train our staff in the needs and responsibilities of Quality management

To assist the company in achieving its Quality requirements it is committed to operating in a manner that sustains registration to the International Quality Standards ISO 9001:2000 and AS 9100.

It is the Company's belief that, in operating to these standards, it will meet the requirements of its Customers and the Industry.

Signed :

Date :

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Organizational Chart

President
Accounting, Human Resources &
Administration
ISO AS Representative

Vice President
Quality, Purchasing, Estimating &
Planning

Shop Supervisor
Production

Machinists

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QMS Requirements**4 Quality Management System****4.1 General**

ADVANTAGE MACHINE AND MANUFACTURING is committed to maintaining an effective quality management system.

This manual has been prepared to satisfy the requirements of ISO 9001:2000 for Quality Management Systems and AS 9100 Quality Systems Aerospace for the activities carried out at the site.

Wherever possible, Quality controls have been integrated into existing systems (environment, health and safety) and cross-referenced for ease of interpretation.

The effective implementation of the Quality management system will be verified by regular inspections, reviews and audits which will compare management practice against the requirements of the written procedures on Quality management system standards. Corrective action will be taken where necessary and will be subsequently reviewed for effectiveness.

4.2 Documentation (ISO 9001:2000/AS 9100. Clause 4.2)

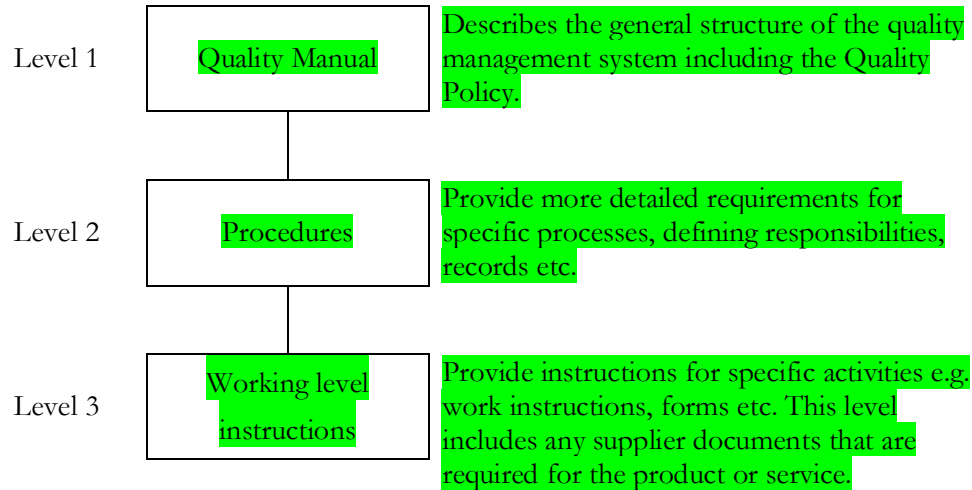
- 4.2.1 Advantage Machine and Manufacturing has written in its quality manual, a quality policy and procedures as appropriate to its size, type and complexity and it is available to all employees.
- 4.2.2 Advantage Machine and Manufacturing has prepared and maintains a controlled quality manual that defines the scope of its activities and justifies any exclusions supported by referenced documented procedures and how the procedures operate. Records are maintained.
- 4.2.3 A documented procedure ensures that all relevant quality documentation is controlled and adequate and is reviewed, updated and approved as necessary. The status of the documents is identified and they are legible and retrievable and located where required within the Organization. Where documents originate from outside Advantage Machine and Manufacturing they are identified and their distribution controlled and obsolete documents are clearly identified to prevent unintended use.

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QMS Requirements**4.2 Documentation (continued)**

4.2.4 The document structure is as follows;



4.2.5 Procedures are in place for the identification, storage, retrieval, protection, retention time and disposition of quality records.

4.2.6 The relevant clause of the standard are referenced in brackets in the Quality Manual and Procedures e.g. (ISO 9001:2000/AS 9100. Clause 7.6)

4.3 Configuration Management Process**4.3.1 General**

The activities that are performed within the configuration management process are described below. It is essential that these activities be coordinated for this process to be effective.

The configuration management process should focus on customer requirements for the product and should take into account the context in which it will be performed. The configuration management process should be detailed in a configuration management plan. This should describe any project-specific procedures and the extent of their application during the life cycle of the product.

4.3.2 Configuration management planning

Configuration management planning is the foundation for the configuration management process. Effective planning coordinates configuration management activities in a specific context over the product life cycles. The output of configuration management planning is the configuration management plan.

The configuration management plan for a specific product should

___ be documents and approved,

___ be controlled,

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QMS Requirements**4.3 Configuration management process (continued)**

- ___ identify the configuration management procedures to be used,
- ___ make reference to relevant procedures of the organization wherever possible, and
- ___ describe the responsibilities and authorities for carrying out configuration management throughout the life cycle of the product.

The configuration management plan may be a stand-alone document, or a part of another document, or composed of several documents.

In some situations, the organization will need to require a supplier to provide a configuration management plan. The organization may wish to retain such plans either as stand-alone documents or to incorporate them into its own configuration management plan.

Annex A describes a potential structure and content for a configuration management plan.

Configuration identification**4.4.1 Product structure and selection of configuration items**

The selection of configuration items and their inter-relationships should describe the product structure.

Configuration items should be identified using established selection criteria. Configuration items should be selected whose functional and physical characteristics can be managed separately to achieve the overall end-use performance of the item.

Selection criteria should consider

- ___ statutory and regulatory requirements,
- ___ criticality in terms of risks and safety,
- ___ interfaces with other configuration items,
- ___ procurement conditions, and
- ___ support and service.

The number of configuration items selected should optimize the ability to control the product. The selection of configuration items should be initiated as early as possible in the product life cycle. The configuration items should be reviewed as the product evolves.

4.4.2 Product configuration information

Product configuration information comprises both product definition and product operational information. This typically includes requirements, specifications, design drawings, parts lists, software documents and listings, models, test specifications, maintenance and operating handbooks.

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QMS Requirements**Configuration management process (continued)**

Product configuration information should be relevant and traceable. Numbering conventions should be established that are unique and ensure proper control of configuration items. These should take into consideration the existing numbering conventions of the organization and the change control information, such as revision status.

4.4.3 Configuration baselines

A configuration baseline consists of the approved product configuration information that represents the definition of the product. Configuration baselines, plus approved changes to those baselines, represent the current approved configuration.

Configuration baselines should be established whenever it is necessary in the product life cycle to define a reference for further activities.

The level of detail to which the product is defined in a configuration baseline depends on the degree of control needed to process a proposed change or concession.

4.5 Change Control**4.5.1 General**

After the initial release of product configuration information, all changes should be controlled. The potential impact of a change, customer requirements and the configuration baseline will affect the degree of control needed to process a proposed change or concession.

The process for controlling the change should be documented, and should include the following:

- ___ a description of, justification for, and record of, the change;
- ___ a categorization of the change, in terms of complexity, resources and scheduling;
- ___ an evaluation of the consequences of the change;
- ___ details of how the change should be dispositioned;
- ___ details of how the change should be implemented and verified.

4.5.2 Initiation, identification and documentation of the need for change

A change may be initiated by the organization, by a customer, or by a supplier. Prior to submission for evaluation to the dispositioning authority (see 4.2), all change proposals should be identified and documented.

Change proposals should typically include the following information:

- ___ configuration item(s) and related information to be changed, including details of their title(s) and current revision status;
- ___ a description of the proposed change;
- ___ details of other configuration items or information that may be affected by the change;

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QMS Requirements**Configuration management process (continued)**

- ___ the interested party preparing the proposal, and the date it was prepared;
- ___ the reason for the change;
- ___ the category of the change.

The status of change processing, the related decisions and the dispositions should be documented. A typical method for documenting change may be the use of a standard form that is given a unique identification number for ease of identification and traceability.

4.5.3 Evaluation of change

4.5.3.1 Evaluations concerning the proposed change should be performed and documented. The extent of any evaluation should be based on the complexity of the product, the category of the change, and should include the following:

- ___ the technical merits of the proposed change;
- ___ the risks associated with the change;
- ___ the potential impact on contract, schedule and costs.

4.5.3.2 In determining the impact, the following factors should also be considered:

- ___ the relevant statutory and regulatory requirements;
- ___ the interchangeability of configuration items and the need for their re-identification;
- ___ the interfaces between configuration items;
- ___ the manufacturing, test and inspection methods;
- ___ inventory and purchases;
- ___ delivery activities;
- ___ customer support requirements.

4.6 Disposition of change

A process should be established for the disposition of change that identifies the dispositioning authority (see 4.2) for each proposed change. This should take into account the category of the proposed change.

After a proposed change has been evaluated, the dispositioning authority should review the evaluation and should decide upon the disposition of the change.

The disposition should be recorded. Notice of the disposition should be circulated to relevant interested parties within and outside the organization.

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QMS Requirements**Configuration management process (continued)****4.6.1 Implementation and verification of change**

The implementation of an approved change normally includes

- ___ changes to the product configuration information being released to relevant interested parties, and
- ___ actions being taken by relevant interested parties (both within and outside the organization) that are affected by the change.

After implementation, compliance with the approved change should be verified. This verification should be recorded to allow traceability.

4.7 Configuration status accounting**4.7.1 General**

The configuration status accounting activity results in records and reports that relate to a product and its product configuration information.

The organization should perform configuration status accounting activities throughout the life cycle of the product in order to support and enable an efficient configuration management process.

4.7.2 Records

4.7.2.1 During the configuration identification and change control activities, configuration status accounting records will be created. These records allow for visibility and traceability and for the efficient management of the evolving configuration. They typically include details of

- ___ the product configuration information (such as identification number, title, effective dates, revision status, change history and its inclusion in any baseline),
- ___ the product's configuration (such as part numbers, product design or build status),
- ___ the status of release of new product configuration information, and
- ___ the processing of changes.

4.7.2.2 The evolving product configuration information should be recorded in a manner that identifies the cross-references and interrelationships necessary to provide the required reports (see 5.5.3).

4.7.2.3 To protect the integrity of the product configuration information and to provide a basis for the control of change, it is recommended that configuration items and related information be held in an environment

- ___ that is commensurate with the conditions required (.e.g for computer hardware, software, data, documents, drawings),
- ___ that provides protection from corruption or unauthorized change,
- ___ that provides means for disaster recovery.

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QMS Requirements**Configuration management process (continued)****4.7.3 Reports**

Reports of varying types will be needed for configuration management purposes. Such reports may cover individual configuration items or the complete product.

Typical reports include

- ___ a list of product configuration information included in a specific configuration baseline,
- ___ a list of configuration items and their configuration baselines,
- ___ details of the current revision status and change history,
- ___ status reports on changes and concessions, and
- ___ details of the status of delivered and maintained products concerning part and traceability numbers and their revision status.

4.8 Configuration audit

Configuration audits should be performed in accordance with documentation procedures to determine whether a product conforms to its requirements and product configuration information.

Normally there are two types of configuration audits:

- ___ a functional configuration audit; this is a formal examination to verify that a configuration item has achieved the functional and performance characteristics specified in its product configuration information;
- ___ a physical configuration audit; this is a formal examination to verify that a configuration item has achieved the physical characteristics specified in its product configuration information.

A configuration audit may be required before the formal acceptance of a configuration item. It is not intended to replace other forms of verification, review, test or inspection, but will be affected by the results of these activities.

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QMS Requirements**5 Management Responsibility****5.1 Commitment** (ISO 9001:2000/AS 9100. Clause 5.1)

Top management of Advantage Machine and Manufacturing ensure that all employees are aware of the need to meet customer and regulatory requirements and that the necessary resources are available. The currency of quality policy and objectives are maintained by regular management review.

5.2 Customer Focus (ISO 9001:2000/AS 9100. Clause 5.2)

Customer needs and expectations are determined, and fulfilled to meet customer satisfaction. Due consideration is given to product, service regulatory and legal requirements.

5.3 Policy (ISO 9001:2000/AS 9100. Clause 5.3)

Advantage Machine and Manufacturing has established, through its quality policy, the need to meet requirements and continually improve its products and services. Quality objectives are reviewed for continuing suitability and communicated as appropriate throughout the Organization.

5.4 Planning (ISO 9001:2000/AS 9100. Clause 5.4)

Advantage Machine and Manufacturing has established that all relevant functions and levels within Advantage Machine and Manufacturing have clear, measurable quality objectives that are consistent with the Advantage Machine and Manufacturing quality policy and product requirements. Adequate resources are available and output is planned in a controlled manner as is required by its quality management system, being mindful of the process and the need for continual improvement.

5.5 Responsibility, Authority and Communication (ISO 9001:2000/AS 9100 Clause 5.5)

- 5.5.1 Elements of the quality management system have been defined and communicated wherever quality is effected.
- 5.5.2 Representatives have been appointed who have the authority and responsibility to ensure that the quality management system is established and maintained and that reports on the performance of the system and any needs for improvement are made available to the quality representative. The significance of meeting customer requirements is understood. (ISO 9001:2000/AS 9100. Clause 5.5.2)
- 5.5.3 Communication between all levels and functions are set to ensure the effectiveness of the processes of the quality management systems. (ISO 9001:2000/AS 9100. Clause 5.5.3)

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QMS Requirements**5.6 Management Review** (ISO 9001:2000/AS 9100. Clause 5.6)

- 5.6.1 The complete quality management system is reviewed at planned intervals to ensure its continuing suitability, adequacy and effectiveness to evaluate the need for change.
- 5.6.2 The review includes the evaluation of current performance and improvement opportunities related to audits, customer feedback, process and product performance, follow up from previous meetings, and any changes that could effect product or service quality.
- 5.6.3 The results of activity arising from review meetings where resources, the quality management system and its processes and improvements to products related to customer requirements would be an essential part of the review process. All results of management review activity are recorded.

6 Resource Management**6.1 Provision of Resources** (ISO 9001:2000/AS 9100. Clause 6.1)

Advantage Machine and Manufacturing has ensured that the necessary resources needed to implement and improve the quality management system and to address customer satisfaction are available.

6.2 Human Resources (ISO 9001:2000/AS 9100. Clause 6.2)

- 6.2.1 Where personnel are assigned quality responsibilities, Advantage Machine and Manufacturing has ensured that they are competent on the basis of applicable education, training, skills and experience.
- 6.2.2 Advantage Machine and Manufacturing has identified the training needs for quality related activities and provides training to satisfy these needs. Performance is evaluated and appropriate training records are maintained.

6.3 Facilities (ISO 9001:2000/AS 9100. Clause 6.3)

Suitably equipped workplaces with appropriate hardware and software with supporting services are provided.

6.4 Work Environment (ISO 9001:2000/AS 9100. Clause 6.4)

All aspects of the human and physical factors of the working environment that effect conformity of product or service have been identified and are managed.

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QMS Requirements**7 Product Realization****7.1 Planning of Realization Process (ISO 9001:2000/AS 9100. Clause 7.1)**

The production process for Advantage Machine and Manufacturing's products and services is planned and documented as defined in the quality management system. Quality objectives, resources, processes and documentation needs are defined and acceptable criteria for verification and validation. Records appropriate to the level of confidence required for the process and the product or service is maintained.

7.2 Customer Related Processes (ISO 9001:2000/AS 9100. Clause 7.2)

7.2.1 The needs of the customer in respect of availability, delivery, support are considered against the products intended use and regulatory and legal requirements are determined and implemented.

7.2.2 The customer is kept informed of product information, inquiries, order changes or amendments and progress on customer complaints. 7.2.3 Customer Communication: The organization shall determine and implement effective arrangements for communicating with customers in relation to

- a) product information,
- b) inquiries, contracts or order handling, including amendments
- c) customer feedback, including customer complaints.

7.3 Design and/or Development (ISO 9001:2000/AS 9100. Clause 7.3)

Advantage Machine and Manufacturing performs no design and development. Product is built to print per customer requirements, therefore Advantage Machine and Manufacturing has excluded 7.3 Design and Development.

7.4 Purchasing (ISO 9001:2000/AS 9100. Clause 7.4)

7.4.1 Advantage Machine and Manufacturing controls its purchasing function to ensure that the purchased product conforms to requirement. Suppliers are selected against defined criteria and are subject to planned review and evaluation. Some of the criteria are: on-time delivery, quality, and meeting specific requirements. The results of evaluations and follow up actions are recorded. All suppliers utilized by Advantage Machine as of 12/21/07 are grandfathered in. All critical suppliers will be reviewed and evaluated at least once per year.

7.4.2 Purchasing documents are reviewed before release for the adequacy of information on product, procedures, processes, equipment and personnel.

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Purchasing (Continued)

7.4.3 Advantage Machine and Manufacturing verifies its purchased products and where verification takes place at the suppliers premises, details of the arrangements and the method of release are specified.

7.5 Production and Service Operations (ISO 9001:2000/AS 9100. Clause 7.5)

7.5.1 Production and services are controlled through product specifications and work instructions. Suitable equipment is used and properly maintained with the use of specified measuring and monitoring devices and activities. Release and post delivery and delivery processes are defined.

7.5.2 Where verification of product or service cannot be ensured during the process by measuring and monitoring, control is exercised by qualification of the process, equipment and personnel through defined methods procedures and records and re-validation if required.

7.5.3 Where appropriate, Advantage Machine and Manufacturing identifies the product throughout the production and service activities and identifies its status with respect to measuring and monitoring activity. Where traceability is required, the unique identification of the product is controlled and recorded.

7.5.4 Where customer property for inclusion in the product comes within Advantage Machine and Manufacturing control, it is identified, verified, maintained and protected with details of adverse condition reported to the customer.

7.5.5 Advantage Machine and Manufacturing preserves the conformity of the product or service from receipt of order to delivery.

7.6 Control of Measuring and Monitoring Devices (ISO 9001:2000/AS 9100. Clause 7.6)

Measuring and monitoring devices are identified throughout Advantage Machine and Manufacturing where quality is effected and the equipment used is controlled to appropriate standards for consistency. The devices are protected against random adjustments, damage and deterioration and the results of calibrations are recorded.

8 Measurement, Analysis and Improvement**8.1 Planning (ISO 9001:2000/AS 9100. Clause 8.1)**

The requirement for defining methods and equipment for measurement and monitoring products and processes, and the method of use has been determined.

8.2 Measurement and Monitoring (ISO 9001:2000/AS 9100. Clause 8.2)

8.2.1 Clear methods have been established to audit customer satisfaction and any failures to meet Organization standards.

8.2.2 Suitably trained personnel conduct periodic independent internal audits on a planned basis. All aspects of internal audits are recorded and reviewed and corrective action taken where necessary.

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QMS Requirements**Measurement & Monitoring (Continued)**

- 8.2.3 Processes effecting customer requirements are periodically reviewed to ensure that the intended purpose is being met.

Measuring and monitoring of the product throughout the process is designed to ensure the finished item meets specification and authorized personnel control its release.

8.3 Control of Nonconformity (ISO 9001:2000/AS 9100. Clause 8.3)

Documented procedures are in place to identify and isolate non-conforming products and before repaired product is returned to the process it is re-checked. In the event of non-conforming product reaching the customer appropriate corrective action is taken.

8.4 Analysis of Data (ISO 9001:2000/AS 9100. Clause 8.4)

Data referring to product quality problems is collected and analyzed and where changes to the quality management system offer improvements, these changes are introduced. Areas for attention are customer complaints, meeting the customers needs, product characteristics and supplier performance.

8.5 Improvements (ISO 9001:2000/AS 9100. Clause 8.5)

- 8.5.1 The quality management system is managed in a manner to offer continual improvement having regard to statements in its quality policy, objectives, audit results, data analysis, corrective and preventive action and management review.
- 8.5.2 Appropriate action is taken to rectify faults and prevent their re-occurrence and the procedure is documented. Requirements for identifying faults and determining their cause with appropriate corrective action is covered and recorded and the results reviewed.
- 8.5.3 Advantage Machine and Manufacturing identifies preventive actions to prevent the recurrence of non-conformities and the results of such actions are recorded and reviewed for effectiveness

QUALITY MANUAL		
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