

KAPLUN TOOL & DIE, INC.

- Precision Parts & Components Mfg. • CNC Machining •
- Tool Design • Precision Grinding • Turnkey Product •
- From Prototype to High Volume Production •

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Quality Management System Manual

Effective: January 01, 2001
Corporate Policy No. 0001
Subject to change upon production expansion, ISO 9001, QS

- 1. Each incoming job receives its unique identification number and an assigned job bag. Each job bag contains the following:**
 - (a) Original RFQ
 - (b) Approved Quote
 - (c) Current revision drawing/print
 - (d) Internal manufacturing request to production department
- 2. Completion of manufacturing request**
- 3. Manufacturing Request contains the following:**
 - (a) Job/Part Name
 - (b) Job Number
 - (c) Quantity per job
 - (d) Anticipated due date
 - (e) List of material(s)/component(s) purchased from approved vendors
 - (f) Set-Up person's name/clock number
 - (g) Operator's name/clock number
 - (h) Quantity of inspected parts during the set-up process (identified number of pass/fail)
 - (i) Critical area identification and applicable gauge(s)/device(s)
 - (j) Quality Check Point
 - (k) Final Inspection Section: contains
 - (i) quantity pass/fail
 - (ii) internally certified inspector's sign-off
 - (k) Customer satisfaction feedback section (must be completed by customer and received)
- 3. Customer quality report notification system**
 - (a) Customer receives finished part(s) accompanied by a copy of completed "Manufacturing Request"

4. Customer Satisfaction Review

- (a) Based on the data collected per the section 2(k) of the Quality Management System Manual a review conducted on a monthly basis by President/General Manager/Quality System Manager.

5. Failure Analysis

- (a) Implement form "Five Steps of Elimination of Non-conformances". The Form must contain:
 - (i) identified failure/ non-conformance
 - (ii) failure cause
 - (iii) immediate solution
 - (iv) long-term prevention/assurance
 - (v) followup/remedy

NOTE: ALL MANUFACTURING REQUESTS REQUIRE ONE YEAR RETENTION TIME

Approved:

Felix Kaplun

President

December 15, 2000