

4

QUALITY MANAGEMENT SYSTEM

GENERAL POLICY

Top Management is ultimately responsible for establishing, documenting, implementing, maintaining, and continually improving the effectiveness of the quality management system in accordance with ISO 9001:2008. Specific responsibilities comprise: formulating the quality policy, defining the organizational structure, assigning authorities and responsibilities, appointing the management representative, periodically reviewing the quality system, and making available the resources and personnel necessary to maintain the system.

PROCEDURAL POLICIES

4.1 General Requirements

- 1.1 Solon Manufacturing Company has developed documented procedures that
- a) determines the processes needed for the quality management system and their application throughout the organization, (specific methods used are referenced in procedures such as P-TM Top Management). Reference Procedure/Process List and Owners.
 - b) determines the sequence and interaction of these processes, (specific methods used are referenced in procedures such as P-TM Top Management and the process interaction diagram at the end of this section)
 - c) determines criteria and methods needed to ensure that both the operation and control of these processes are effective, (P-TM Top Management.)
 - d) ensures the availability of resources and information necessary to support the operation and monitoring of these processes. (P-TM Top Management)
 - e) monitors, measures where applicable, and analyzes these processes, (P-TM Top Management D82301 Process Monitoring and Measurement) and
 - f) implements actions necessary to achieve planned results and continual improvement of these processes (P-8.2.2 Internal Audit, P-8.5.2 Corrective Action, P-8.5.3 Preventive Action and P-TM Top Management).
- 1.2 These processes are managed by Solon Manufacturing Company in accordance with the requirements of ISO 9001:2008.
- 1.3 When Solon Manufacturing Company chooses to outsource any process that affects product conformity to requirements, Solon Manufacturing Company ensures control over these processes. The type and extent of control to be applied to these outsourced processes is defined within P-PUR Purchasing and P-MFG Manufacturing.

4.2 Documentation Requirements

1.1 The quality management system documentation, as outlined in P-4.2.3 Control of Documents includes

- a) documented statements of a quality policy and quality objectives,
- b) a quality manual,
- c) documented procedures and records required by ISO 9001:2008,
- d) documents, including records, determined by Solon Manufacturing Company to be necessary to ensure the effective planning, operation and control of our processes, (as outlined in P-4.2.4 Control of Records)

4.2.2 Quality Manual

1.1 Solon Manufacturing Company has established and maintains a quality manual that includes

- a) the scope of the quality management system, including details of and justification for any exclusions (noted on the Introduction and Scope and the Contents & Revision Summary)
- b) a reference to the documented procedures established for the quality management system, and
- c) a description of the interaction between the processes of the quality management system (reference process map at the end of this section)

4.2.3 Control of Documents

1.1 Documents required by the quality management system are controlled. Reference P-4.2.3, Control of Documents for methods used to control each category of documents. Records are a special type of document and are controlled as outlined in P-4.2.4 Control of Records.

1.2 P-4.2.3 Control of Documents defines the controls needed

- a) to approve documents for adequacy prior to issue,
- b) to review and update as necessary and re-approve documents,
- c) to ensure that changes and the current revision status of documents are identified,
- d) to ensure that relevant versions of applicable documents are available at points of use,
- e) to ensure that documents remain legible and readily identifiable,
- f) to ensure that documents of external origin determined by Solon Manufacturing Company to be necessary for the planning and operation of the Quality Management System are identified and their distribution controlled, and
- g) to prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

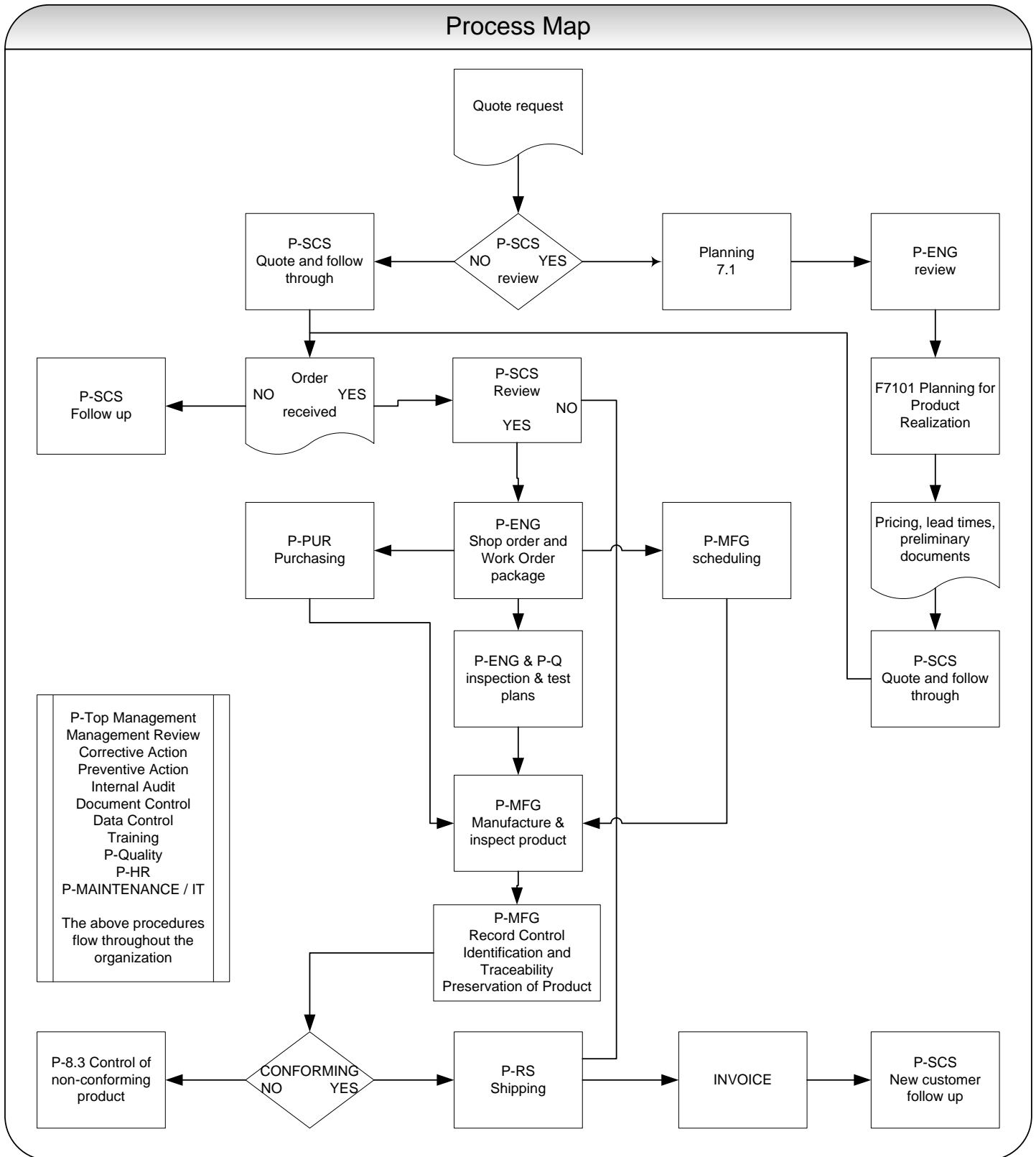
4.2.4 Control of Records

1.1 Records established to provide evidence of conformity to requirements and of the effective operation of the quality management system are controlled.

1.2 Solon Manufacturing Company has established P-4.2.4, Control of Records for definition of the controls needed for the identification, storage, protection, retrieval, retention time and disposition

of records.

1.3 Records remain legible, readily identifiable and retrievable.





DOCUMENTATION AND REFERENCES

- ISO 9001:2008
- P-TM Top Management
- P-PUR Purchasing
- P-MFG Manufacturing
- P-4.2.3 Control of Documents
- P-4.2.4 Control of Records
- P-8.2.2 Internal Audit
- P-8.3 Control of Nonconforming Product
- P-8.5.2 Corrective Action
- P-8.5.3 Preventive Action
- D82301 Process Monitoring and Measurement

CHANGE AND REVISION SUMMARY

Date	Pg	Par.	Summary comments