



AMPLUS Global Associates, Inc.
Audit Record

Certification Stage 1: [Review of Documentation (4), Management Commitment (5), Resources (6) and Measurement and Analysis (8)]

**Jemison Metals, Inc. 3800 Colonnade Parkway, Birmingham, AL 35243, 8100 Aetna Road, Cleveland, OH 44105,
1255 North Gate Drive, Sumter, SC 29154, 3001 Hickory St. Gadsden, AL 35902, 914 Maero St. NW, Decatur, AL 35673
188Enterprise Drive Madison Heights, VA 24572**

Standard: ISO 9001:2008

Visit date: 9/20/16

Auditor(s): Tony Franceschini, Lead Auditor

Expert (if applicable): N/A

Scope of assessment: Processing and Distribution of Ferrous and Non-Ferrous Sheet Products, including Plasma and Laser Cutting, Slitting, Cut to Length, Blanking, and Shearing Operations.

The purpose of this Stage 1 audit: <ul style="list-style-type: none">❑ Compliance of the Management System Documentation.❑ Determination of the status and understanding of the requirements of the Standard, in particular with respect to the Management System.❑ Evaluate and ensure that Management Review and Internal Audits have been planned and conducted effectively.❑ Ensure and evaluate the Corrective/Preventive Action processes, in particular with respect to customer complaints.❑ To review the planned arrangements for Stage 2 audit.	
	Copy left with QMR at the end of Stage 1.
Lead Auditor: Tony Franceschini Date of Audit Record: 9/20/2016	Support Auditor/Expert (if applicable): Michael Franceschini

Clause	Requirement	Reviewed	OBSERVATION/O/I NONCONFORMITY COMPLIANT	Applicable Procedure / Flow Chart / WI / Quality Manual etc.	Area of organization Status & Comments <i>Note: Any Stage 1 Observation should include the description of the Issue in this column. Any Stage 1 Nonconformity shall also be described in this column. Any identified Non Conformity shall be addressed using the Organization's Corrective/Preventative Action process documentation and shall be closed by the Lead Auditor prior to the Stage 2 audit</i>
	Confirm the scope of the assessment	X	COMPLIANT	Quality Manual	Scope has been changed to reflect ferrous and non-ferrous sheet products (see above).
	Review of third year report	X	COMPLIANT		N/A
	Are there any previous NC's? If yes, define if they have been reviewed and closed out.	X			N/A
	Have there been any complaints, disputes or appeals If Yes define	X			N/A
	Compliance with the ISO9001:2008 standard. Record how the customer complies.	X	COMPLIANT	Quality Manual QMP 8.2 MOP-01	Fully implemented processes and documentation with supporting records (Internal audits, Management Review).
4.1	QMS – General Requirements Is there any new or amended legislation requirements	X	COMPLIANT	Quality Manual	The organization is complaint with any customer requirements regarding ROHS materials.
4.2.1	Documentation Requirements Are there any changes to the procedures If yes define	X	COMPLIANT	Quality Manual	Quality policy reviewed, quality objectives reviewed. Quality manual reviewed (see documentation audit). The following required procedures were reviewed: QMP 4.1 Document and Data Control 11/16/15 QMP 4.2 Control of Quality Records 11/16/15 QMP 8.2 Internal Auditing 8/6/10 QMP 8.3 Control of Nonconforming Product 8/6/10 QMP 8.11 Corrective and Preventive Action 10/9/12
4.2.2	Are there any changes to the	X	OBS-01	Quality Manual	Reviewed Quality Manual, last revised 12/3/15 to update scope to add

	Quality Manual If yes define				laser, forming and machining processes. The Manual contains Scope, Justifications for Exclusions, Process Interaction Flow, and Listing of Procedures and Process Maps. OBS-01: The organization should ensure corporate QMS scope reflects current conditions pertaining to Lynchburg facility.
4.2.3	Control of Documents Computerized copies / hard copies Are documents being controlled? Define how and who is responsible	X	COMPLIANT	QMP 4.2.3	Required QMS documentation is referenced in Quality Manual and in Electronic Master List of Controlled Documents (FM 401), and specific master lists to each site. Reviewed QMP 4.1 Document and Data Control (rev 11/16/15). Reviewed Document Change Request for FM-LYN-F-001 CTL QA Form, approved by Randy Richards 7/15/16 to include master coil width field, uploaded by R. Rowland.
4.2.4	Control of Records Computer copies / hard copies. Are records controlled? Define how soft copies are protected. (back up procedure)	X	COMPLIANT	QMP 4.2.4	Reviewed QMP 4.2 Control of Quality Records (rev 11/16/15). Required Records are maintained and listed in Master List of Controlled Documents (FM401), computerized list of QMS documents that are included in company intranet. Master copies are electronic, password protected and controlled by QMR/designed authority. Records kept with process owners in designated areas. Reviewed back-up system at Cleveland and Sumter. All site-specific data in FIT System and Stel-Plan is backed up on cloud-based server, as well as on a local server every 24 hours.
5.1	Management Commitment	X	COMPLIANT	Quality Manual	Reviewed commitment with management team, which included Operations Manager, Quality Manager-Eastern Division, Corporate QMR (William Huffman/Patrick Macias/Rick Rowland).
5.2	Customer Focus	X	COMPLIANT	Quality Manual	Customer focus demonstrated through establishment of QMS, development of customer feedback goals, and customer audits, as appropriate.
5.3	Quality Policy	X	COMPLIANT	Quality Manual	Quality Policy reviewed. Quality Policy is displayed and approved. .
5.4.1	Quality Objectives NOTE (how objectives are measured and is the company reaching its targets)	X	COMPLIANT	Quality Manual	2016 Quality Goals and Objectives established by Top Management and discussed at Management Review.
5.4.2	QMS Planning	X	COMPLIANT	Quality Manual	All aspects of QMS planned and reviewed at least annually at Management Review.
5.5.1	Responsibility & Authority NOTE (Managements responsibility for the company's policies must be	X	COMPLIANT	Quality Manual	Reviewed Organizational Chart, revised 4/21/15. Clearly indicates Quality Management Representative and other functional areas of responsibilities.

	included in the assessment)				
5.5.2	Management Representative Record name and position Do they address standard requirements	X	COMPLIANT	Quality Manual	QMR activities described in Quality Manual, and agree with ISO 9001:2008 requirements. Rick Rowland is Corporate QMR.
5.5.3	Internal Communication	X	COMPLIANT	Quality Manual	Communication via postings, Management Review, and Operations Mgr. conduct daily walk-through and daily "Shipping" call with corporate regarding customer requirements. Monthly all employee luncheons conducted to assist with communication.
5.6.1	Management Review	X	COMPLIANT	MOP-01	All Top Management in attendance, including regional sales & facility directors. Management Review is conducted at least on an annual basis.
5.6.2	Review Input Define	X	OBS-02	MOP-01	Top Management is in attendance for meeting held 9/20/16. Agenda includes all requirements listed as: Customer feedback/satisfaction, Audit results, Process/Product performance (Quality Objectives), Supplier performance, Status of Corrective/Preventive actions, Quality Policy, Resources Needs, Continual Improvement Projects, Follow-up actions, QMS Changes, and Recommendations for improvement. OBS-02: The organization should finalize meeting minutes for Lynchburg Management Review.
5.6.3	Review Output Define	X	COMPLIANT	MOP-01	Management Review meeting minutes dated 9/20/16.
6.1	Provision of Resources	X	COMPLIANT	Quality Manual SOP-01	Reviewed Quality Manual and SOP-1, training conducted for orientation, safety/ancillary, OJT. Evaluations conducted to review competence.
6.2	Human Resources	X	COMPLIANT	Quality Manual SOP-01	Reviewed Quality Manual and SOP-1, training conducted for orientation, safety/ancillary, OJT. Evaluations conducted to review competence.
6.3	Infrastructure	X	COMPLIANT	Quality Manual	Toured all areas of the facility with the QMR. PM in place.
6.4	Work Environment	X	COMPLIANT	Quality Manual	Well managed and organized; excellent work environment.
8.1	Measuring, Analysis & Improvement – General	X	COMPLIANT	Quality Manual	All QMS data analyzed at Management Review meetings.
8.2.1	Customer Satisfaction	X	COMPLIANT	Quality Manual	Reviewed customer Feedback / Complaints discussed at Management Review.
8.2.2	Internal Audits Record a sample of audits conducted.	X	COMPLIANT	QMP 8.2	Reviewed QMP 8.2 Internal Auditing (rev 8/6/10). Reviewed 2016 Audit Schedule and Status Log. Reviewed 2016 schedule which was complete, including 9/1/16.
8.2.3	Monitoring & Measurement of	X	COMPLIANT	Quality Manual	Processes reviewed through Internal Auditing, Management Review,

	Processes				and Quality Objectives.
8.4	Analysis of Data	X	COMPLIANT	MOP 3	All QMS data reviewed at Management Review meetings.
8.5.2	Corrective Action	X	COMPLIANT	QMP 8.11	Corrective/Preventive Action(s) status discussed at Management Review meetings.
8.5.3	Preventive Action	X	COMPLIANT	QMP 8.11	Corrective/Preventive Action(s) status discussed at Management Review meetings.

All Observations corrected and reviewed for effectiveness as of 9/20/16.

No further Corrective Action needed. The Stage 1 audit demonstrates that the company is ready for the Stage 2 audit.



AMPLUS Global Associates, Inc.



Audit Record

Stage 2 ISO 9001 Certification / Re- Certification / Surveillance / Transfer Checklist

**Jemison Metals, Inc. 3800 Colonnade Parkway, Birmingham, AL 35243, 8100 Aetna Road, Cleveland, OH 44105,
1255 North Gate Drive, Sumter, SC 29154, 3001 Hickory St. Gadsden, AL 35902, 914 Maero St. NW, Decatur, AL 35673
188Enterprise Drive Madison Heights, VA 24572**

Standard: ISO 9001:2008

Visit date: 9/20-21/16

Auditor(s): Tony Franceschini, Lead Auditor

Expert (if applicable): N/A

Scope of assessment: Processing and Distribution of Ferrous and Non-Ferrous Sheet Products, including Plasma and Laser Cutting, Slitting, Cut to Length, Blanking, and Shearing Operations.

<p>The purpose of this audit is to ensure clients are fully compliant with the requirements of the standard regarding:</p> <ul style="list-style-type: none"><input type="checkbox"/> Determination of processes needed for the QMS and their application throughout the organization.<input type="checkbox"/> Determination of sequence and interaction of the QMS processes.<input type="checkbox"/> Determination of criteria and methods needed to ensure both the operation and control of these processes are effective.<input type="checkbox"/> Ensure availability of resources and information necessary to support the operation and monitoring of these processes.<input type="checkbox"/> Monitoring, measurement and analysis of these processes, as applicable.<input type="checkbox"/> Implement actions necessary to achieve planned results and continual improvement of these processes.	Accepted by QMR:
	Support Auditor/Expert (if applicable): Michael Franceschini
Lead Auditor: Tony Franceschini Date of Audit Record: 9/21/2016	

Clause	Requirement	Reviewed	OBSERVATION NONCONFORMANCE COMPLIANT	Applicable Procedure / Flow Chart / WI / Quality Manual etc. if changes have been made	Area of organization & / Comments
	Confirm the scope of the assessment	X	C	Quality Manual	Scope has been changed to reflect addition of Ferrous and Non-Ferrous Sheets (reviewed and confirmed in Quality Manual Introduction section - see above).
	Review of third year report	X	C		N/A
	Are there any previous NC's? If yes, define if they have been reviewed and closed out.	X			N/A
	Have there been any complaints, disputes or appeals If Yes define	X			N/A
	Compliance with the ISO9001:2008 standard. Record how the customer complies.	X	C	Quality Manual QMP 8.2 MOP 1	Fully implemented processes and documentation with supporting records, includes Management Review and Internal Audit Program.
4.1	QMS – General Requirements Is there any new or amended legislation requirements	X	C	Quality Manual	The organization is complaint with any customer requirements regarding ROHS materials.
4.2.1	Documentation Requirements Are there any changes to the procedures If yes define	X	C	Quality Manual	Quality policy reviewed, quality objectives reviewed. Quality manual reviewed (see documentation audit). The following required procedures were reviewed: QMP 4.1 Document and Data Control 11/16/15 QMP 4.2 Control of Quality Records 11/16/15 QMP 8.2 Internal Auditing 8/6/10 QMP 8.3 Control of Nonconforming Product 8/6/10 QMP 8.11 Corrective and Preventive Action 10/9/12

4.2.2	Are there any changes to the Quality Manual If yes define	X	C	Quality Manual	Reviewed Quality Manual, last revised 12/3/15 to update scope to add laser, forming and machining processes. The Manual contains Scope, Justifications for Exclusions, Process Interaction Flow, and Listing of Procedures and Process Maps.
4.2.3	Control of Documents Computerized copies / hard copies Are documents being controlled? Define how and who is responsible	X	C	QMP4.1	Required QMS documentation is referenced in Quality Manual and in Electronic Master List of Controlled Documents (FM 401), and specific master lists to each site. Reviewed QMP 4.1 Document and Data Control (rev 11/16/15). Reviewed Document Change Request for FM-LYN-F-001 CTL QA Form, approved by Randy Richards 7/15/16 to include master coil width field, uploaded by R. Rowland.
4.2.4	Control of Records Computer copies / hard copies. Are records controlled? Define how soft copies are protected. (back up procedure)	X	C	QMP4.2	Reviewed QMP 4.2 Control of Quality Records (rev 11/16/15). Required Records are maintained and listed in Master List of Controlled Documents (FM401), computerized list of QMS documents that are included in company intranet. Master copies are electronic, password protected and controlled by QMR/designed authority. Records kept with process owners in designated areas. All site-specific data in FIT System and Stel-Plan is backed up on cloud-based server, as well as on a local server every 24 hours.
5.1	Management Commitment	X	C	Quality Manual	Reviewed commitment with management team, which included Corporate QMR (Rick Rowland), VP of Operations Eastern Region (Randy Richards), Eastern Division Quality Manager (Patrick Macias), and Operations Manager (Bill Huffman).
5.2	Customer Focus	X	C	Quality Manual	QMR maintains customer feedback folder, which is populated with all customer related comments from sales visits, scorecards, and direct feedback. This folder is utilized to analyse potential actions and improve customer relations. Central repository for all customer feedback is Birmingham Corporate facility.
5.3	Quality Policy	X	C	Quality Manual	Quality Policy has not changed from 5/15/10. Quality Policy is posted throughout facilities and website. Reviewed with all employees during New Employee Orientation (see 6.2.2).
5.4.1	Quality Objectives NOTE (how objectives are measured and is the company reaching its targets)	X	C	Quality Manual	Reviewed established Quality Goals and Objectives YTD as follows: OTD Goal = 98%, actual = 95.8%; DPPM Goal = <4,000, actual = 5,021; Devaluations Goal = <.5% revenue, actual = 0.34%;
5.4.2	QMS Planning	X	C	Quality Manual	All aspects of QMS planned and reviewed annually at Management Review.
5.5.1	Responsibility & Authority	X	OBS-01	Quality Manual	Reviewed Organizational Chart (Rev 4/21/15). Clearly indicates QMR

	NOTE (Managements responsibility for the company's policies must be included in the assessment)				(VP Quality and Technical Services – Rick Rowland) and Backup QMR positions. Additionally, functional responsibilities regarding QMS are outlined in Quality Manual.
5.5.2	Management Representative Record name and position Do they address standard requirements	X	C	Quality Manual	QMR duties are listed in Quality Manual. All standard requirements addressed. Each Divisional Quality Manager is considered back-up to QMR.
5.5.3	Internal Communication	X	C	Quality Manual	Communication conducted closed circuit video monitor, monthly lunches, communication boards, facility production meetings, Quality Alerts (as appropriate) and other pertinent company information. Each facility has an Employee Advisory Board / Plant Action Teams, which provide employees the ability to communicate improvement of the overall business. Monthly posting of Quality Goals and Objectives.
5.6.1	Management Review	X	C	MOP 1	All Top Management in attendance, including regional sales & facility directors. Management Review is conducted at least on an annual basis.
5.6.2	Review Input Define	X	OBS-03	MOP 1	Top Management is in attendance for meeting held 9/20/16. Agenda includes all requirements listed as: Customer feedback/satisfaction, Audit results, Process/Product performance (Quality Objectives), Supplier performance, Status of Corrective/Preventive actions, Quality Policy, Resources Needs, Continual Improvement Projects, Follow-up actions, QMS Changes, and Recommendations for improvement.
5.6.3	Review Output Define	X	C	MOP 1	Management Review meeting minutes dated 9/20/16.
6.1	Provision of Resources	X	C	Quality Manual	Resource requirements are consistently reviewed throughout the facilities and documented on Management Review meeting minutes.
6.2.1	Human Resources	X	C	Quality Manual	Resource requirements are consistently reviewed throughout the facilities and documented on Management Review meeting minutes.
6.2.2	Competence, Training & Awareness Review training programmes and records	X	C	SOP 1	New Employee Orientation involves new PowerPoint presentation, which includes overview of Quality Policy. Training program monitored by Corporate HR (Tina Bradt), and all records are submitted to Birmingham. Reviewed New employee Orientation for Jeremy Ramsey (Packaging), dated 8/22/16, regarding benefits, health and safety, and ISO QMS. Reviewed OJT training for all employees when facility came under Jemison ownership that included benefits, health and safety, and ISO QMS for Nick Torrents (Roll Operator), dated 1/7/16.
6.3	Infrastructure	X	OBS-06 OBS-07	Quality Manual	Facility with good lighting and synchronous flow from Receiving to Shipping.

					Reviewed PM performed weekly on Rowe Cut-to-Length, 8/16-9/16, as follows: Fluid levels, hydraulic leaks, electrical, greasing. Reviewed 9/16 checklist for Red-Bud line, completed by AR. Reviewed daily crane inspections for 9/16, and annual OSHA crane inspections by Kone Crane, 7/23/16
6.4	Work Environment	X	OBS-04	Quality Manual	Well maintained and organized facility, with a dedicated focus on health and safety. This includes a well identified storage of Lock-Out/Tag-Out equipment and Defibrillator (this initiative has been standardized throughout each facility). Jemison Metals provides safety shoes, safety glasses, ear plugs, and gloves throughout each facility. Office area is extremely well furnished and is supported by Corporate IT to ensure all software conforms to Jemison requirements. Work environment conducive to quality workmanship. Lunch Room provided for production and office employees.
7.1	Planning of Product Realization Required documentation	X	C	Quality Manual	Advanced Quality Planning: QMR and Staff are responsible to review, revise and maintain QMS that ensures product quality will be achieved. Currently, cross-functional team [Sales, (Inside and Outside) Quality, Operations, Purchasing, and Alliance Group, as appropriate] review customer contracts and requirements. This includes use of the new in-house software "The Model", which captures Quotations, Purchase Plans and Production Plans to maximize efficiency and reduce waste.
7.2	Determination of Product Requirements. Contract/customer purchase orders	X	C	COP 2 QMP 7.1	Reviewed P.O. #9921941, dated 9/6/16, from Met Fab International for 30 Sheets (2 skids) of CR Steel 4X10.120 delivered by 9/7/16. Reviewed BOL #2661, shipped on 9/7/16.
7.2.2	Review of Product Requirements Quotations etc.	X	C	COP 2 QMP 7.1	Reviewed P.O. #9921941, dated 9/6/16, from Met Fab International for 30 Sheets (2 skids) of CR Steel 4X10.120 delivered by 9/7/16. Reviewed BOL #2661, shipped on 9/7/16.
7.2.3	Customer Communication	X	C	Quality Manual	Jemison utilizes Email, Telephone, Customer Visits and Fax to communicate with customers.
7.3.1	Design & Development Planning	X		N/A	Jemison excludes Design and Development from its QMS in the Quality Manual, as it utilizes customer-specific requirements to manufacture and provide products to meet those requirements.
7.3.2	Design & Development Inputs	X		N/A	Jemison excludes Design and Development from its QMS in the Quality Manual, as it utilizes customer-specific requirements to manufacture and provide products to meet those requirements.
7.3.3	Design & Development Outputs	X		N/A	Jemison excludes Design and Development from its QMS in the Quality Manual, as it utilizes customer-specific requirements to manufacture and provide products to meet those requirements.

7.3.4	Design & Development Review	X		N/A	Jemison excludes Design and Development from its QMS in the Quality Manual, as it utilizes customer-specific requirements to manufacture and provide products to meet those requirements.
7.3.5	Design & Development Verification	X		N/A	Jemison excludes Design and Development from its QMS in the Quality Manual, as it utilizes customer-specific requirements to manufacture and provide products to meet those requirements.
7.3.6	Design & Development Validation	X		N/A	Jemison excludes Design and Development from its QMS in the Quality Manual, as it utilizes customer-specific requirements to manufacture and provide products to meet those requirements.
7.3.7	Design & Development Changes	X		N/A	Jemison excludes Design and Development from its QMS in the Quality Manual, as it utilizes customer-specific requirements to manufacture and provide products to meet those requirements.
7.4.1	Purchasing Process	X	OBS-08	SOP 2	Reviewed Corporate ASL for the following suppliers, which service all facilities: NLMK PA, Tauton Metals, RM Metals, Tool & Gage House, and Kone Cranes. All suppliers in system have excellent performance records to date.
7.4.2	Purchasing Information	X	C	SOP 2	Reviewed PO#LYN-609, to NLMK-PA dated 7/5/16 by BNM, for 45K lbs GVC A-653 CS-B60, 25D .0232x48.000 with certifications for mill analysis, and tensile, yield and elongation as required.
7.4.3	Verification of Purchased Product	X	C	SOP 2	Reviewed receipt of P.O. # LYN-609, on 9/20/16 by SG, which included visual inspection for documents and damage. BoL #10168447 stamped for correct destination and weight. Reviewed CoC for heat #NLK1660764, dated 9/19/16. Tag #'s DU1696, DU1697 attached to coils. Received into Stel-Plan by DDH.
7.5.1	Control of PDN & Service Provision Procedures, work instruction, inspection reports, etc.	X	C	COP 3	Reviewed production work order #LYN1835 for Met Fab International, on Red Bud, dated 9/20/16. The order was for P/N 3032-GVSCB90CD11X48X9. First Article Inspection output as follows: Width spec. 48 +/- 3/16, actual = 48 1/16"; Thickness spec. .114/.132", actual = .115". Square (diagonal) spec. 107 +/- .039", actual = 107.312" Material used was Heat# NUB2612789 - .1114 min X 48.000 Grade CB90CD from Nucor Berkley. Reviewed WO #LYN1821, for customer GE. Required material: tag #1450, SSC/22/240-304, .0300x48.000. Customer requirements noted for Heat-treated JD6 skid. Reviewed inspection WI LYN-LCT-001 for set-up and inspection activities. Reviewed 1 st piece/last piece of 1 st bundle inspection on Production Report, by CT 9/21/16:

					Gage .0300 (+/- .002), actual: .0300. Width 48.000 -0, +.25, actual: 48.000. Length 98.000 -0, +.125, actual: 98.000. Wave/bow checked through visual inspection.
7.5.2	Validation of Processes	X	C	COP 3	Reviewed production work order #LYN1835 for Met Fab International, on Red Bud, dated 9/20/16. The order was for P/N 3032-GVSCB90CD11X48X9. First Article Inspection output as follows: Width spec. 48 +/- 3/16, actual = 48 1/16"; Thickness spec. .114/.132", actual = .115". Square (diagonal) spec. 107 +/- .039", actual = 107.312" Material used was Heat# NUB2612789 - .1114 min X 48.000 Grade CB90CD from Nucor Berkley. Reviewed WO #LYN1821, for customer GE. Required material: tag #1450, SSC/22/240-304, .0300x48.000. Customer requirements noted for Heat-treated JD6 skid. Reviewed inspection WI LYN-LCT-001 for set-up and inspection activities. Reviewed 1 st piece/last piece of 1 st bundle inspection on Production Report, by CT 9/21/16: Gage .0300 (+/- .002), actual: .0300. Width 48.000 -0, +.25, actual: 48.000. Length 98.000 -0, +.125, actual: 98.000. Wave/bow checked through visual inspection.
7.5.3	Identification & Traceability	X	C	COP 3	Traceability includes Master Tag, which includes Mill number and Heat number. This information is compiled into Stel Plan and the information stays with the material along with sub-tags and the Work Orders. This information is with the product from Receiving throughout Shipping. This information is included with the Bill of Lading. This is standard practice across the company.
7.5.4	Customer Property	X	C	COP 3	Customer property is controlled by a letter CO or C (customer-owned) suffix with preceding Facility I.D. (i.e. LYN for Cleveland). This is standard practice across the company.
7.5.5	Preservation of Product Storage/Delivery	X	C	COP 3	Both facilities are well lit and orderly. There is enough storage area so that all material can be stored in the building. Only storage in rear is used pallets.
7.6	Control of Monitoring & Measuring Equipment	X	OBS-05 OFI-01w	SOP 3	Reviewed the following instruments: Tape measures #10 & #04, Micrometers #043 & #039, Scale #SC-01

					(Calibrated by Security Scale Service every 18 months, cert #THO4801897, due 10/27/16), gage block LM-001 (Tool & Gage House). All gages were in calibration to schedule in the
8.1	Measuring, Analysis & Improvement – General	X	C	Quality Manual	Monitoring analysis and improvement is continually reviewed by the organization through real-time analysis provided by FIT and constant communication between Corporate and facility management.
8.2.1	Customer Satisfaction	X	C	Quality Manual	Corporate QMR maintains customer feedback folder, which is populated with all customer related comments from sales visits, scorecards, and direct feedback. This folder is utilized to analyse potential actions and improve customer relations. Reviewed Scorecard from Modine that scored facility as YTD-DPPM = Zero.
8.2.2	Internal Audits Record a sample of audits conducted.	X	C	QMP 8.2	Reviewed QMP 8.2 Internal Auditing (rev 8/6/10). Reviewed 2016 Audit Schedule and Status Log. Reviewed 2016 schedule which was completed by 9/1/16, which included several Process Layered Audits.. Reviewed documented outcome for audits conducted as follows: One Observation was documented reading better identification for N/C Hold Area, which has been corrected and verified on 9/8/16.
8.2.3	Monitoring & Measurement of Processes	X	C	Quality Manual	Processes reviewed through Internal Auditing, Management Review and Quality Objectives.
8.2.4	Monitoring & Measurement of Product	X	C	Quality Manual	Reviewed production work order #LYN1835 for Met Fab International, on Red Bud, dated 9/20/16. The order was for P/N 3032-GVSCB90CD11X48X9. First Article Inspection output as follows: Width spec. 48 +/- 3/16, actual = 48 1/16"; Thickness spec. .114/.132", actual = .115". Square (diagonal) spec. 107 +/- .039", actual = 107.312" Reviewed WO #LYN1821, for customer GE. Required material: tag #1450, SSC/22/240-304, .0300x48.000. Customer requirements noted for Heat-treated JD6 skid. Reviewed inspection WI LYN-LCT-001 for set-up and inspection activities. Reviewed 1 st piece/last piece of 1 st bundle inspection on Production Report, by CT 9/21/16: Gage .0300 (+/- .002), actual: .0300. Width 48.000 -0, +.25, actual: 48.000. Length 98.000 -0, +.125, actual: 98.000. Wave/bow checked through visual inspection.

8.3	Control of Nonconforming Product	X	C	QMP 8.3	Reviewed well delineated Hold Area. All product tagged and identified, and reviewed Tag #22972, PO #2806-001, Metal One Americas, Galv G60, .0336x48.000, 4.3K lbs. Coil was lost in system during business transfer and moved to hold area, would have been reviewed during annual inventory.
8.4	Analysis of Data	X	C	MOP 3	All QMS data reviewed at Management Review meetings, including PowerPoint attachments.
8.5.1	Continual Improvement	X	C	MOP 2	Reviewed Continual Improvement Tracking Document, which lists all initiatives in all facilities, and is reviewed and updated periodically during Staff meetings. One common initiative throughout Jemison facilities is the training and documentation of 5S initiative. Additionally, completed YTD initiatives include: Hiring full-time CAD position; Operations communications throughout company where one-point review communications to all production associates are reviewed on a weekly basis; Additional suffix created and added to material Tags to demonstrate ROHS and/or Extra Smooth compliance. Specific to Lynchburg: Purchase and installation of new Red-Bud.
8.5.2	Corrective Action	X	OBS-02	QMP 8.11	Reviewed CAR #11171, dated 4/28/16, initiated by PM for customer Buffalo Air Handling, order 1570 / Inv 1476 for the GV 16GAx48x120,. Sales advised production to send only 35 and that extra were to be pulled off skid, sent 38 anyway. Issue: Customer ordered 35 pcs and 38 were sent Root Cause: Operations did not split bundle prior to shipping as was requested in e-mail from inside sales. Buffalo Air part spec "lost" exact piece count requirement and was produced to max skid weight. Interim C/A: Complaint taken, credit issued by SM 4/25/16. Permanent C/A: Inside sales upon taking order for material that will be split will send e-mail to both Bill & Adam stating: S/O #, tag # to be split, shipping amount, due date and any other special instructions. Adam will put Stelpro shear job in system and schedule for split. All other Buffalo Air part specs(excepting coils) have been verified as having exact piece count requirements, BM and AL 5/2/16.
8.5.3	Preventive Action	X	C	QMP 8.11	Reviewed CAR #11171, dated 4/28/16, initiated by PM for customer Buffalo Air Handling, order 1570 / Inv 1476 for the GV 16GAx48x120, customer ordered 35 pcs and 38 were sent. Sales advised production to send only 35 and that extra were to be pulled off skid, sent 38 anyway.

					Verification of Effectiveness: 5/6/16 PM verified part specs. 7/8/16 Dean to verify e-mails and actions are occurring twice by 7/31/16 and document here. Verified: LYN-2874 7/21/16 GDB LYN-2995 8/9/16 GDB LYN-2770 8/9/16 GDB. To be closed at next management review.
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OBS-01: The organization should review Organizational Chart to ensure current requirements are reflected (Lynchburg).

OBS-02: The organization should ensure problem description in CAR form completely describes issue (CAR #11171).

OBS-03: The organization should ensure Internal Audit results are clearly defined in Management Review meeting minutes (Findings, etc. and status).

OBS-04: The organization should ensure Fire Extinguisher listed in Lunch Room is available for use.

OBS-05: The organization should ensure older Calibration stickers are removed from equipment (scrap scale on ROWE Cut-To-Length).

OBS-06: The organization should review Maintenance Office postings to ensure current conditions are reflected (old crane inspection schedules, equipment, etc.).

OBS-07: The organization should ensure daily crane inspections are consistently signed off.

OBS-08: The organization should review ASL to ensure current requirements are reflected (scales).

OFI-01: The organization should consider using month due dates for calibration instead of specific day (Tape #4).