

# **Audit Review and Evaluations of JEMISON METALS**

**3001 Hickory Street  
Gadsden, AL 35954**

Dates of Audit: 11/15/19  
Date of Submittal: 11/15/19

Auditors: Brian P. Smith – Quality Manager-Central Region

## 1.0 Summary

This internal audit review provided an evaluation of Jemison's current level of conformance to the ISO 9001:2015, against the current internal audit schedule. The audit measured how effectively the quality management system is implemented in conformance with the applicable requirements and standards. **Based upon our review, the QMS is effectively implemented.**

### Audit Detail/Observations/Findings

#### 7.5 – Documented Information

The following forms and documents were verified during the audit:

GAD009 9.18.17 Rev Level 2 in Receiving, JDM200 Quality Policy 7.21.18 Rev-1, GAD-VA-009 5.24.19 Rev 0 at laser, GAD020 9.3.15 Rev 1 at laser, Jemison created part print Z3942 9.17.18 Rev A. SAF 063 12.12.12 Rev Level 3 in receiving. Electronic GAD-VA-008 4.5.19 Rev 0 in shipping.

- Observation 1: Quality Policy posting is noted on quality intranet as being in three locations. Plasma and breakroom were confirmed however the main office posting was removed and not replaced.
- Observation 2: Visual Aid GAD-VA-009 5.24.19 Rev 0 is not currently available on Quality intranet.

#### 7 Support

Employees appeared competent and well trained. Adequate resources (gauges, safety equipment, operating equipment, and environment) were observed during the audit.

#### 7.2 Competence

Spoke with Rivelino Mondesir in receiving. He is not the full time receiver and is classified as “in training” on the training status matrix (JDM-F-014 11.26.18 Rev 0). He was able to complete inspections and correctly fill out the inbound inspection report. However he was not completely trained on step 4 of the receiving procedure “**Enter all information into Stelplan including chemistries and physicals, if available.**” At this point of the receiving procedure he took his information to a competent employee (Mark Clough) who entered the required information into Stelplan and printed the tag to be applied to the coil for Rivelino. Rivelino was successfully able to pull up quality intranet navigate to procedures and the inbound inspection report.

Brandon Aderholt was interviewed as the operator at laser 3 as well as Scott Houk in shipping department. All were clearly identified on the Gadsden training status matrix.

#### 8.2 Requirements for products and services

Heil PO# 24217731 was sent on 11.15.19 with a due date of 11.19.19 to Vicki Fontcuberta. Sales order 92389 was entered by Vicki and was shipped the same day on 11.15.19 on BOL 80429.

#### 8.4 Control of externally provided processes, products and services

Coil 3710730.000 was received by Rivelino with the aid of Mark Clough under receiver number 48702 from Gadsden PO number 16125. The bucket in FIT POC/8L/SS36TP/56.3450 met customer requirements.

#### 8.5-Production & Service Provisions

Production job number 106285 for tarter fab was observed on the GL3. Quality checks were being performed and documented in accordance with the requirements of the Jemison part print and laser operator procedure GAD-LA-001. Parts met all dimensional requirements.

BOL 90429 for Heil fab was reviewed in shipping during shipment preparations. Part number 113-0683-008 had to be referenced back to visual aid GAD-VA-008 4.5.19 Rev 0 to lookup the correct color coding required by customer.

- Observation 3: BOL has notation at the bottom that states "Tarp Material". This should be removed if customer does not require tarped loads.

#### 7.1.3 Infrastructure

Preventive Maintenance: Wayne Angle and Chris Ellis are the Maintenance team. We specifically looked into the PM records for laser 3. Documented records provided met the weekly schedule and forms were filled out in entirety.

- Observation 4: Records had not been scanned and saved to the Maintenance folder on the public drive some were completed in February 2019.

#### 7.1.5 Monitoring and Measuring Resources

The following gauges were verified to be calibrated in compliance with calibration records:

Receiving:

Micrometer serial number 2088 January 2019 calibration due January 2020

Tape Measure serial number T3060 March 2019 due March 2020

Laser 3:

Micrometer serial number 2098 January 2019 calibration due January 2020

Tape Measure serial number T3069 October 2019 calibration due October 2020

Caliper serial number 1214 January 2019 calibration due January 2020

#### 8.7 Control of Nonconforming Product

Nonconforming area was cluttered but identified with tags that had descriptions in the comments about the defect.

## 10.2 Nonconformity and Corrective Action

Corrective Actions 16867 and 16980 reviewed and confirmed visual aid postings at Lasers 1 through 6 and press brakes 1, 2, and 3.

Corrective Action 16633 reviewed. Jonathan Mathis at press brake 2 was able to perform and describe the permanent actions that were implemented for prevention of the issue.

## 10. Improvement

Absorb training software implementation in process.

GAGetrak calibration management software to be completed and implemented Q4 2019.

Finished good organization by customer which utilizes part labels for easy identification.

### SRI audit registration notes:

1. Caliper Calibration - 4 measuring uses, but we're only calibrating the main jaws. We need to create a new caliper calibration sheet. Don't have to do multiple checks on each of the 4, just multiple checks on the main jaws and 1 check on the other 3 to ensure they match up. Complete 4.10.19 new document live 4.25.19
2. When calibrating height gauges, all items used should be documented (i.e. blocks, surface plate, ring gauges etc). Complete 1.16.2019
3. OSHA Requirement re: use of Man Door vs Roll-up door? Verify with Larry. The thought here is that the roll-up doors should not be used to walk through for safety reasons. Should this be posted? Could apply to all other plants also. Signs already received in CLV, SMT, LYN. Signs ordered for DEC and GAD
4. White out on calibration form. There should never be white out on calibration forms. Line through it only or get a new form. Applies to all other plants too. Brian to communicate this to others, or maybe we add it onto the forms (No White Out on calibration forms). Communicated through all plants. Completed 1.16.19.
5. Steel Rule - if kept in the office, change frequency to infinity, but do annual verification of no damage (recorded/documented). Brian to communicate this to other plants.
6. Gauge Blocks. Used only for calibration and stored in office, change to 5 year calibration frequency and purchase new blocks every 5 years. This will likely save money. Jo-Blocks in the plant may need to continue being sent out. Brian to work with Patrick to accomplish this in other plants also. Some instruments have stickers, some do not. Should we go all one way or not? Maybe the difference is outside calibration vs inside calibration? Is this even feasible? We should review and discuss. In progress, purchase new blocks when calibration date due (Sumter due 5.19.2020, LYN 2021, DEC done, GAD 2020).

7. For items sent out for calibration, we should be getting the back-up pages showing how far out the instrument is so that we can review (and initial as a record) the distance from nominal and determine if any of our calibrations are suspect. Complete 1.16.19.
8. Forklift OJT - Refresher. Need to include Revision or Date & Name of training checklist that Larry used/uses. Complete 5.2.19.
9. John Cordell making copies of GAD009. Apparently he didn't have a FIT login and therefore couldn't access the quality intranet. I believe this has been resolved. Please verify. Complete 1.17.19.
10. Lockout Station on maintenance building is empty and doesn't look like its being used. Verify and fix if needed. 5.8.19 completed.
11. Heil Color Chart, for zip ties, should be a controlled visual aid. This was in shipping and they prefer it in excel so that they can search it properly. If PDF they could also search it. Complete 4.10.19.
12. Shipping area has pieces taken off for exact piece counts. These parts were laying on a table unidentified. They need to be re-tagged and put back into inventory. Complete 1.15.19.
13. Kevin Luck was walking under a sheet lifter (not loaded). Complete 3.8.19.
14. 3 gas cylinders behind laser 1 were not chained. Operator put the chain on when asked about it. Anchors secured to plywood. Should be more secure. Laser 2 and 3 had better anchoring system, but they could've easily been anchored to the rail on the wall. Re-visit this for safety reasons and make it consistent. Complete 3.8.19.
15. Exit door in shipping blocked by dunnage and exit wouldn't open. Complete 1.15.19.
16. Preventive Maintenance on Laser 3, four or five items consistently left blank. Complete 4.22.19.
17. Surface plate at the Press Brakes was not calibrated. Fixed during the audit. However, we need to have Cody clean the surface plate on a regular schedule (weekly or twice weekly?) Complete 1.15.19 - weekly schedule.
18. Fabrication OTD expectation from customers. Is 98% realistic? Can we find this information? Per John and James 95% is industry standard.

## 2.0 Overview

### 2.1 Personnel Interviewed (Audit evidence found in the Audit Worksheets)

Brandon Aderholt – Laser 3 Operator Scott Houk – Shipping Rivelino Mondesir - Receiver	Wayne Angle – Maintenance Chris Ellis – Maintenance Vicki Fontcuberta – Inside Sales
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### 2.2 Audited Requirements

<b>4 Context of the Organization</b> 4.4 Quality Management System and its processes <b>5 Leadership</b> 5.1 Leadership and commitment 5.1.2 Customer Focus 5.2 Policy 5.6 Management review <b>6 Planning</b> <b>7 Support</b> 7.1.1 General 7.2 Competence 7.1.3 Infrastructure 7.1.4 Environment for the operation of processes 7.1.5 Monitoring and measuring resources 7.5 Documented information	<b>8 Operation</b> 8.1 Operational planning and control 8.2 Requirements for products and services 8.3 Design and development of products and services (N/A) 8.4 Control of externally provided processes, products and services 8.5 Production and service provision 8.7 Control of nonconforming outputs <b>9 Performance evaluation</b> 9.1 Monitoring, measurement, analysis and evaluation 9.1.1 General 9.1.3 Analysis and evaluation <b>10 Improvement</b> 10.2 Nonconformity and corrective action
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### 2.3 APPROVAL/SIGN-OFF

Report Prepared by Brian P. Smith

Date 11.15.19

Nonconforming Corrective Action Report (CAR) for Jemison Metals

<b>CAR #</b>	<b>ISO 9001: 2015 Clause / Sub-Clause</b>	<b>Findings/Requirements</b>	<b>Observation</b>	<b>Minor</b>	<b>Major</b>
NA	7.5	Quality Policy posting is noted on quality intranet as being in three locations. Plasma and breakroom were confirmed however the main office posting was removed and not replaced.	X		
NA	7.5	Visual Aid GAD-VA-009 5.24.19 Rev 0 is not currently available on Quality intranet.	X		
NA	8.5	BOL has notation at the bottom that that states "Tarp Material". This should be removed if customer does not require tarped loads.	X		
NA	7.1.3	Records had not been scanned and saved to the Maintenance folder on the public drive some were completed in February 2019.	X		