Management Review Minutes

Date: <u>8/27/18</u> Location: <u>Corporate</u>

Attendees: <u>Pete Heinke, Dave Pratt, Gary Jantonio, Tina Bradt, Craig Mathiason, Randy Richards</u> (Phone), Robert Heinke, Bryan Schach, Joe Ross Merritt, Rick Rowland.

Inputs	Outputs (Comments, Attachments, Action Items)
Inputs Status of Actions from Previous Mgmt Reviews	Outputs (Comments, Attachments, Action Items) 1. In 2018 DPPMs will be reported separately for DEC & GAD vs the combined DPPMs method of previous years (R. Rowland). This was put in place in January 2018 and has been reported this way all year. 2. DEC surface issues improvement activities will continue. (F. Sides, R. Rowland). Bottom side surface inspection camera project hit difficulties with connectivity and general knowledge about lenses, focal lengths etc. However, with the focus on the BEST project, we have a revitalized effort to implement the camera system capability with the lab project and now the installation on the GAD Rowe. We will likely be able to implement this system in DEC in Q4 2018. 3. In 2018 we will track and report OTD separately for DEC & GAD as well as separately for fabrication vs "normal" service center shipments. (R. Rowland, M. Bradford). We are tracking Fab vs "normal" in our reporting. However, the BEST project programming priority has prevented the separation of DEC & GAD for now. 4. In 2018, GAD & DEC % of revenue devaluations (internal DPPMs) will be tracked separately. They were already tracked separately in dollars, but we will now have revenue separated. (R. Rowland, M. Bradford, G. Jantonio). DEC HRPO surface critical improvement is ongoing. We will likely change the terminology from devaluations to DPPMs. Changes made, Jan 2018, for GAD & DEC % of revenue tracking separately and change to Internal DPPMs. Surface improvements are ongoing. 5. CLV QA is currently Vacant. Need to determine whether to replace (R. Rowland, C. Mathiason, D. Pratt). Currently being covered by P. Macias and R. Rowland with increased travel. CLV DPPMs are the best in the
Changes in External & Internal issues that are relevant to the QMS.	 company at 1,145 DPPMs vs goal of <3,900. We will continue to evaluate this. 6. Online gauge calibration system would be a nice to have. (R. Rowland). This project has been reassigned to Brian Smith to evaluate. Should have a decision by end of 2018. ISO 9001: 2008 is set to expire on September 14, 2018 and the new standard (ISO 9001: 2015) will take its place. All organizations are required to transition or have their ISO certifications expire. Jemison Metals will have our Registration Audit to ISO 9001:2015 the week of September 3rd at all locations. Section 232 tariff's have increased pricing and reduced imports. Demand remains strong. Truck availability and freight rates are challenging. Unemployment at historical lows.

Customer Satisfaction & Feedback from relevant interested parties	Customer feedback via formal corrective action requests was reviewed, by plant location. 17 requests were made, which is at a run rate slightly lower than in 2017, but on pace with 2016.
particip	Since the last management review, 17 new CA's were initiated, 17 were closed with 6 remaining open. (See slide 16)
	<u>DPPMs</u> – DPPM performance, Jan-July 2018, was reviewed for all branches and total company. The YTD DPPM performance, against the new goal of 3,900 or less goal is as follows and includes pricing errors: (CLV 1,358, DEC 2,424, GAD 1,916, LYN 3,564, SMT 2,597, Total Company 1,822). DPPMs calculated by weight were also reviewed. We are tracking this way in 2018 just to see how they compare.
	Historical DPPM performance was reviewed. 2018 is crushing goal! Historical chart is phenomenal (per Craig Mathiason, COO). 2018 is on track to outperform last year's best performance at 3,561. Increased communication of issues to the plant floor to drive accountability is believed to have contributed to this trend.
	Pareto analysis of the top rejection causes was reviewed. Surface quality was our #1 cause in 2017 and remained so in 2018. The run rate of 2018 surface quality rejections is approximately 1/3 of 2017.
	Surface Inspection System, as part of the BEST/Machine Intelligence project should help with detection of surface issues. Sept. 2018 will see installation in Gadsden and hopefully in Q4 2018 we can implement in Decatur. (R. Rowland)
	<u>On Time Delivery</u> – On Time Delivery (OTD) performance was reviewed. YTD OTD performance is as follows: (CLV 99.0%, GAD 93.9%, LYN 9.57%, SMT 96.9%, Total Company 96.3%). Fabrication has been the main drag on company OTD performance. We began reporting GAD & LYN-Fab separately in Q4 to better understand what's happening. Causes, challenges, and actions were reviewed. Pete Heinke also mentioned that Fabrication scheduling, and the added visibility associated with it, is one of the top priorities of the BEST Project. Additionally, our Fabrication customers are generally satisfied with our delivery performance (per our territory managers).
	Continue to monitor Fab Actions to evaluate effectiveness and make changes/adjust course if necessary. (R. Heinke)

Customer Satisfaction & Feedback from relevant interested parties (continued)	 <u>Devaluations</u> – Devaluation performance was reviewed. YTD Devaluation performance is as follows, against the goal of 0.50% of revenue: (CLV 0.17%, DEC 0.45%, GAD 0.34%, LYN 0.34%, SMT 0.37%, Total Company 0.35%). Additionally, Operations was at 0.27% of revenue against a goal of <0.15% and sales was at 0.03% of revenue against a goal of <0.10%. DEC's miss is related to surface quality related issues. We continue to work on ways to improve HRPO surface quality through detection and other methods. See action item above, in DPPMs, regarding camera surface inspection system. <u>Audit Results (External)</u> – Customer audits and Amplus audits were reviewed. Amplus results resulted in continued registration in January (LYN, CLV, SMT). September 2018 will be a full registration audit to ISO 9001: 2015. <u>Audit Results (Internal)</u> – 2018 internal audits met the audit plan requirements. 2018 process audits met plan except in Decatur (we have addressed this miscommunication issue) and in Cleveland (a challenge without a local quality person). We had 38 YTD process audits and 6 internal audits.
	<u>Performance of External Providers</u> – Supplier ratings, for our top mill suppliers, was reviewed. Nucor Berkeley, Nucor Decatur, Nucor Gallatin, Metal One and NLMK were rated in Q2 2018. NLMK scored Green, while the other 4 scored yellow. YTD mill claims rate is at 1.17%, which is historically good performance since we began supplier ratings.
Other	 A lot of time spent discussing the changes with the new standard (see slide 5 (Summary of Major Changes ISO9001:2015). Tina asked if the new training software could cover safety training. Great comment and yes, it should also be able to address this area. Craig Mathiason asked about the IATF mandate for ISO9001:2015 registrars being accredited by accreditation bodies on the IATF list. This issue currently relates to CBF, but his question was how many other customers will be asking this same question in the near future? Good question, no current answers. We will investigate cost of registrars that are accredited by accreditation bodies on the IATF listing. (R. Rowland Action in Q3/Q4 2018).
Quality Policy	The quality policy and vision was reviewed and determined to be appropriate and suitable.

Adequacy of	• Training Software (Assignment to Zach Delp). Zach to report his
Resources	research end of Sept. 2018, with goal of implementation at LYN by end
	of 2018. If we like the implementation, we may roll out to all facilities
	in 2019.
	• Maintenance Software. (Assignment to Zach Delp). Zach to research
	this after implementation of training software in LYN. LYN to be the
	pilot facility for maintenance software to determine cost/benefit. Target
	Implementation in LYN in Q1/Q2 2019.
	• Online Gauge Calibration System. (Assigned to Brian Smith). Target is
	Q4 2018 – Q1 2019 for calibration software for all locations.
Effectiveness of	Actions to Address Risks/Opportunities (From risk scoring matrix)
Actions to Address	1. BEST Project/Machine Intelligence/Camera Surface Visualization -
Risks and	Long-term project to address opportunities in Quotation, Award,
Opportunties	Contract Management, Production. (P. Heinke + Team
	[Programming, IT, QA, Technical])
	2. Training Software – Review of software solutions + planned initial
	implementation in LYN by end of 2018. Z. Delp Lead on this
	project.
	3. Maintenance Software Evaluation – Review of software solutions &
	cost/benefit analysis. Z. Delp to research options and report out by
	end of 2018. Potential first implementation in LYN to trial a solution in Q1/Q2 2019. Z. Delp Lead on this project with input
	from operations management.
	 Calibration Software – Review of software solutions to assist in
	control of monitoring and measuring resources. B. Smith lead on
	this project. Target implementation company-wide (assuming we
	find a cost-effective alternative) is Q4-2018/Q1-2019.
	• The main method of evaluating business risk is twofold: 1) The model
	is used for quotation and capability, while 2) Customer contract
	management reviews are held to assess ongoing business risk. Both of
	these activities have allowed Jemison to grow profitably over time.
Opportunities for	• Actions highlighted in blue, above, list many of the opportunities for
Improvement	improvement at Jemison.
	• Jemison is ~4 months into a full ERP re-write that is expected to take 2-
	3 years. This new ERP system is expected to greatly improve efficiency

JEMISON METALS

MANAGEMENT REVIEW 8-27-18



1

Management Review Requirements (ISO 9001)

"Top management shall review the organization's quality management system (QMS), at planned intervals, to ensure its continuing suitability, adequacy, effectiveness **and alignment with strategic direction of the organization**.

2

Review Inputs

- a) Status of actions from previous Management Reviews
- b) Changes in external & Internal issues that are relevant to the QMS
- c) Information on the performance & effectiveness of the QMS, including trends in:
 - 1) Customer satisfaction & feedback from relevant interested parties
 - 2) The extent to which quality objectives have been met
 - 3) Process performance & conformity of products & services
 - 4) Nonconformities & corrective actions
 - 5) Monitoring & measuring results
 - 6) Audit results
 - 7) The performance of external providers

- d) The adequacy of resources
- e) The effectiveness of actions taken to address risks and opportunities
- f) Opportunities for improvement

Blue highlighted items are changes associated with the ISO 9001: 2015 standard



Management Review Requirements (ISO 9001)

"Top management shall review the organization's quality management system (QMS), at planned intervals, to ensure its continuing suitability, adequacy, effectiveness **and alignment with strategic direction of the organization**.

Review Outputs: The output from the management review shall include any decisions and actions related to:

- a) Opportunities for improvement
- b) Any need for changes to the quality management system
- c) Resource Needs



STATUS OF ACTIONS FROM PREVIOUS MANAGEMENT REVIEWS

From 12/17/18 Management Review

- 1. In 2018 DPPMs will be reported separately for DEC & GAD vs the combined DPPMs method of previous years (R. Rowland). This was put in place in January 2018 and has been reported this way all year.
- 2. DEC surface issues improvement activities will continue. (F. Sides, R. Rowland). Bottom side surface inspection camera project hit difficulties with connectivity and general knowledge about lenses, focal lengths etc. However, with the focus on the BEST project, we have a revitalized effort to implement the camera system capability with the lab project and now the installation on the GAD Rowe. We will likely be able to implement this system in DEC in Q4 2018.
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- 6. Online gauge calibration system would be a nice to have. (R. Rowland). This project has been reassigned to Brian Smith to evaluate. Should have a decision by end of 2018.



SUMMARY OF MAJOR CHANGES ISO9001:2015

- Context of the Organization
 - Includes company vision
 - Internal and External Issues (i.e. External: Market Volatility, Imports, Demand, Capacity, Regulations, Internal: Safety, Staffing, Working Environment, Training)
 - Understanding the Needs & Expectations of "Interested Parties". See interested parties log
- Leadership
 - 5 New Explicit Responsibilities Assigned
 - 1. Ensuring QMS conforms to International Standard Assigned to Head of Quality
 - 2. Ensuring that processes are delivering their intended outputs Assigned to Head of Operations
 - 3. Reporting on Quality System and opportunities for Improvement Assigned to Head of Quality
 - 4. Ensuring the promotion of customer focus Assigned to Head of Sales
 - 5. Ensuring that the Quality System is maintained when changes are planned & implemented Assigned to Head of Quality
- Planning
 - Risk Assessment (Actions to Address Risks and Opportunities) Requirement. See Jemison Business Risk Assessment
 - Planning of changes that affect the Quality System. QMP 6.3 is a new procedure to document this planning
 process to assess and address risk. There is a new form to fill out to track/address.
- Improvement
 - Continual Improvement activities now have to be planned, tracked, and have assigned responsibility.
- Contract Review, is now Award Review. Procedure QMP 8.1 was updated to include Fabrication Awards as well as updated titles of those responsible for certain steps.
- QMP 8.4 New Supplier Evaluation & Approval. This is a new procedure, required by ISO. Developed and approved with D. Pratt.

ACTIONS TO ADDRESS RISKS/OPPORTUNITIES, OPPORTUNITIES FOR IMPROVEMENT

Actions to Address Risks/Opportunities (From risk scoring matrix)

- BEST Project/Machine Intelligence/Camera Surface Visualization Long-term project to address opportunities in Quotation, Award, Contract Management, Production. (P. Heinke + Team [Programming, IT, QA, Technical])
- Training Software Review of software solutions + planned initial implementation in LYN by end of 2018. To assist in training/competence & tracking of personnel training and tasks. Z. Delp Lead on this project.
- 3. Maintenance Software Evaluation Review of software solutions & cost/benefit analysis. Z. Delp to research options and report out by end of 2018. Potential first implementation in LYN to trial a solution. Z. Delp Lead on this project with input from operations management.
- 4. Calibration Software Review of software solutions to assist in control of monitoring and measuring resources. B. Smith lead on this project. Target implementation company-wide (assuming we find a cost-effective alternative) is end of Q1 2019.



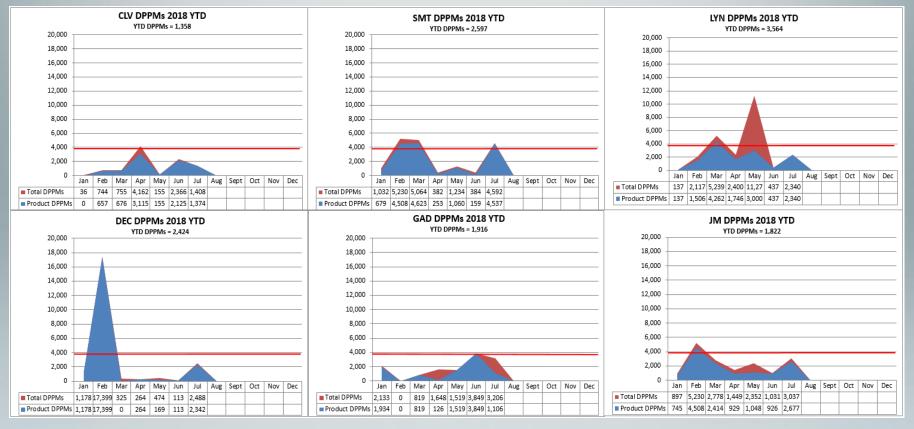
CHANGES IN EXTERNAL & INTERNAL ISSUES THAT ARE RELEVANT TO THE QMS

- ISO 9001: 2008 is set to expire on September 14, 2018 and the new standard (ISO 9001: 2015) will take its place. All organizations are required to transition or have their ISO certifications expire.
- Jemison Metals will have our Registration Audit to ISO 9001:2015 the week of September 3rd at all locations.
- Section 232 tariff's have increased pricing and reduced imports. Demand remains strong. Truck availability and freight rates are challenging. Unemployment at historical lows.



Customer Feedback DPPMs

Jan-Jul 2018



	2018 YTD DPPM's									
	CLV DEC GAD LYN SMT To									
DPPM Goal < 3,900	1,358	2,424	1,916	3,564	2,597	1,822				
DPPM by Weight	666	1,723	1,659	1,652	1,995	1,549				



Customer Feedback DPPMs

10,000 9,000 8,734 8,000 7,000 6,010 6,000 DPPMs 5,000 4,513 4,235 4,225 4,000 4.050 3,626 3,604 3,561 3,000 2,000 1,822 1,000 0 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 thru 7/31 DPPM -Goal

Historic JM Total Co DPPMs



Customer Feedback DPPM Analysis

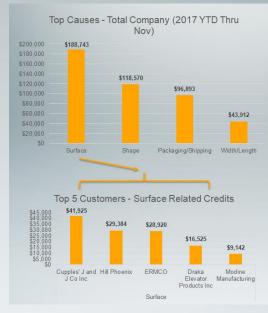


•2017 Data Showed:

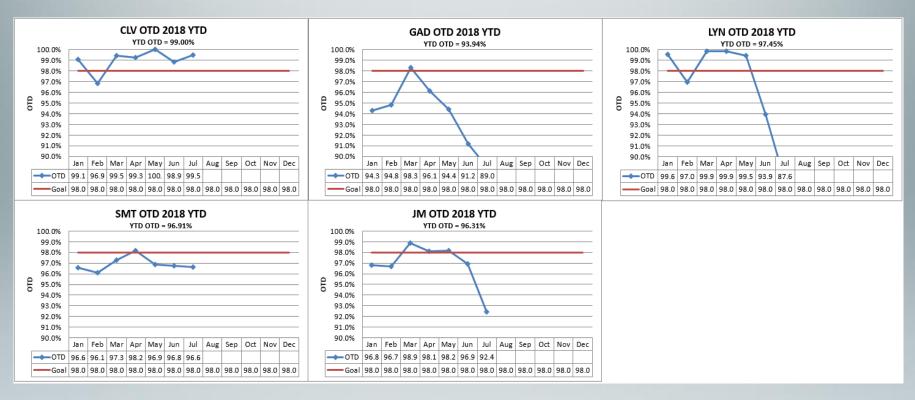
1) Surface \$188k 2) Shape \$118k3) Packaging/Shipping \$97k

•2018 Data shows Surface as #1, with ERMCO rust from lumber, Arneg Stainless Surface Finish, and Versa Fab bottom side scratches. Run rate is favorable vs 2017 for surface issues but still room to improve.

2017 Data



Customer Feedback On-Time Delivery (Jan-Jul 2018)



Fabrication has been the main drag on company OTD performance. We began reporting GAD & LYN-FAB separately in Q4 to better understand what's occuring. We will continue to report/monitor FAB separately, although it is combined into the above reports. The main causes of the low OTD numbers for Fabrication are related to:

1) Capacity Planning/Visibility, 2) Machine Downtime, 3) Strong Fab Growth

Customer Feedback OTD Fabrication OTD Improvement Activities

Heil-Fab has been the single biggest driver of missed deliveries.

Challenges

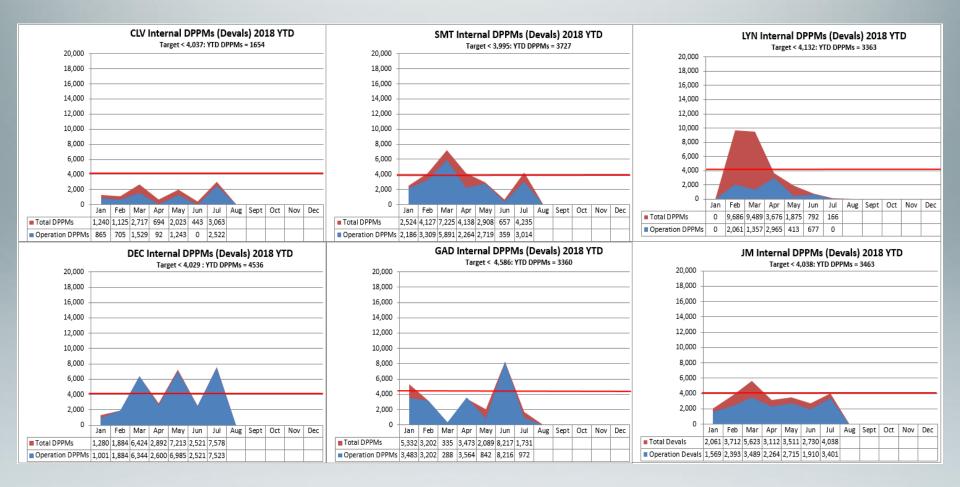
- Customer forecast is not granular enough and is subject to daily change
- Customer sometimes enters duplicate orders
- Customer priorities change daily or even hourly
- Jemison production adjusting schedule and not able to run optimal quantities to meet adjusted needs

Actions

- Jemison vendor manages inventory on-site 2-3 days/week
- Internal Jemison call twice/week to communicate adjusting priorities and needs
- Jemison individual communicates daily with Heil Buyer
- New lasers purchased in GAD and LYN
- Fab Commercial Team Re-Organization (Rob, Jeff, Sarah)
- Q3 2018 Capacity planning documents created and in use on weekly calls for GAD and LYN. Used to determine staffing and overtime needs.
- Mid July 2018, Fab Team is tracking specific reasons for Fab Lates (i.e. Equipment Failure, ISIR, Production Delay, Transit WIP, Transit Mill



Devaluation Tracking (Jan-Jul 2018)



CLV, SMT, LYN, GAD all below DPPM goal. DEC slightly above goal. Total Company below goal.



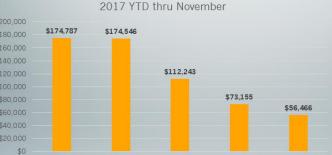
Devaluation Tracking

2018 Devals thru 7-31-18



2017 Data: Machine Malfunction was #1 (\$174k). #2 Operator Error & #3 Finished Goods Inventory.

		Y	YTD Deva	aluation	s	
	GAD	DEC	CLV	LYN	SMT	Total
Actual	\$57,472	\$130,805	\$35,001	\$56,396	\$151,985	\$431,659
Goal	\$61,964	\$109,361	\$81,914	\$64,554	\$146,825	\$464,618
% of revenue	0.34%	0.45%	0.17%	0.34%	0.37%	0.35%
% of revenue goal	0.40%	0.40%	0.40%	0.40%	0.40%	0.40%
Operations (Goal <0.15%)	0.28%	0.44%	0.10%	0.07%	0.30%	0.27%
Sales (Goal <0.10%)						0.03%
Deval DPPM	3,360	4,536	1,654	3,360	3,727	3,462
Deval DPPM Goal	4,586	4,029	4,037	4,132	3,995	4,038



Operator Error

Machine

Malfunction



Finished Goods Mill Claim Denied Material Handling

Corrective and Preventive Actions (CA & PA)

Corrective Actions are the heart of continuous improvement.

- 1. Documented problem or potential problem
- 2. Assigned responsibilities
- 3. Follow-up verification through internal audits



Corrective Action History

Customer Feedback via Corrective Action Requests since Last Management Review

17 Formal Corrective Action Requests 12/18/17 to 7/31/18

CLV 5 CA Requests

1 Lakeside (Belled Edge on G235 Material)

2 Unified Brands (Bow & Width Tolerance)

1 Internal Audit Corrective Action (Calibration Program Not Up to Date)

GAD 3 CA Requests

2 Freudenberg (Rolled Edge/Burr, Scratch in coil)

1 Gorbel (Coils out of width tolerance)

SMT 4 CA Requests

1 FHP (Chem Treat Lines)

1 Eaton Fayetteville (Purple paint transfer from plastic runners)

1 Eaton Greenwood (Edgewave)

1 Eaton Sumter (Late Delivery)

LYN 4 CA Requests

1 Munters Fab (Shipping Damage on Fragile Parts)

1 Munters (White rust from skids during transfer in plant)

1 JB Stamping (Fab washers, hole diameters out of tolerance)

1 ABB Power (DEC packaging issues)

DEC 1 CA Requests

1 CMC Impact (Cut wrong coils due to order entry error)

Corrective Actions 12/18/17 thru 7/31/18											
	CLV SMT LYN GAD DEC BHM Totals										
New	4	4	5	3	1	0	17				
Closed	8	3	4	2	0	0	17				
Open	1	2	1	1	1	0	6				



EXTERNAL AUDIT RESULTS

Since 12/18/17 Management Review

Decatur – None

Lynchburg

- Jan 2018 Amplus Surveillance
 - <u>3 Observations (Nonconformance not specifically addressed in laser procedure, Granite table calibration paperwork not documented with move from CLV, Customer feedback from sales not always forwarded to R. Rowland), 1 Opportunity for Improvement (Calibration System Methodology)</u>

Cleveland

- Jan 2018 Amplus Surveillance
 - <u>7 Observations</u> (JD Logo and name still in use, CA closure not in mgmt. review, ISO Policy training with no QA in CLV, 5S checklist not filled out, Forklift PM forms not up to date, calibration standard not up to date in master list, Steel Rule calibration paperwork not current), <u>1 Opportunity for Improvement</u> (transition to ISO 9001:2015 by end of Q2 2018)
- April 2018 Rittal Full System Audit
 - 2 Findings:
 - No process for control of 1st shipment held until FAI approval is obtained. Completed 4/26/18.
 - Supplier qualification process to be defined by end of Q2 for ISO 9001: 2015 Action Item. Completed 7/9/18.
- March 2018 Carlisle Brake
 - 1 Finding (Registrar is not IATF certified)
 - 6 Observations (no report provided)
 - Determination: ISO "Compliant", but not IATF recognized

Sumter

- Jan 2018 Amplus Surveillance
 - <u>5 Observations</u> (Top mgmt. in all locations access and review mgmt. review meeting minutes, timely CA activities, customer notification of sorting activities, First Aid kit in lunch room wasn't identified, clarify process for evaluation of new suppliers)

Gadsden – None

Next External Audit (All Locations) – Wk. of 12/3/18, Registration Audit to ISO 9001:2015



PROCESS & INTERNAL AUDITS

	Process Au	dits by Location (1/1/18 thru 7/31/18)		Full Sy	/stem Internal Audits (Q3 2018)
					<u>1 Minor Finding:</u> HR Form, not using latest revision.
					1 Observation: 1 out of 10 sheet items in reject not
CLV	6 Process Audits	1 Observations: PPE	CLV	7/24/2018 by P. Macias	identified properly
		5 Observations: Mis-Tag, Missed procedural check,			
SMT	9 Process Audits	PPE (Log kept in SMT)	SMT	7/26/2018 by P. Macias	1 Observation: Jo Block, I.D. not visible.
					2 Observations: Hardness tester not in service (not needed)
					but not labeled as such; 3 Key Metrics graphs available, but
					only 2 are posted. Need additional sleeve on production
DEC	3 Process Audit	1 Observation (Packaging)	DEC	8/14/2018 by R. Rowland	board.
					1 Minor Finding: No tag on material being used at Plasma.
					1 Observation: Form JDM-F-008 had typo in form number
		4 Observations: Missing Micrometer, Print had bend			in footer.
		but we don't bend, Print had incorrect hole			1 Opportunity for Improvement: No documented receiving
GAD	7 Process Audits	tolerance, Housekeeping)	GAD	8/15/2018 by R. Rowland	procedure.
		4 Observations (Part spec wrong on W/O, Eaton			2 Observations: No supervisor signoff on preventive
		Laser Part mic'd out of tolerance subsequently ok'd			maintenance documentation; PM schedule doesn't show
LYN	13 Process Audits	by sales, Gauge Issue, No W/O at Press Brake)	LYN	8/1/2018 by P. Macias	completion, have to view each record to verify.
		All locations, except Decatur met the process audit			
		requirements. Miscommunication between F. Sides,			2 Observations: Reference to Hardcopy Controlled
		R. Rowland and B. Smith caused the miss in DEC.			Documents is missing "Hardcopy". QMP 6.3 should
Total	38	Should be back on track in Q3 2018 and forward.	внм	8/23/2018 by P. Macias	probably reference QMP 8.4.



Supplier Scorecards

Г	Mill Source	Quality De		very	Service		Overa	I.				
N	ILMK	2.4	0.	.9	0.3		3.6					
N	lucor Gallatin	ucor Gallatin 1.8 1.2		.2 0.4			3.4		Final Rating Scale			
N	lucor-Decatur	2.4	0.	.6	0.4		3.4			3.5-5	Good	
N	Netal One America	2.4	0.	.5	0.3		3.2		2	2.5-3.4	Marginal	
N	lucor-Berkeley	1.8	0.	.6	0.3		2.7			<2.4	Poor	
	Vendor	Weight Cl	Weight Claimed		Weight Received		laims %	Top Clai	m Rea	m Reasons (in order)		
NUC	OR-BERKELEY	1,015,3	1,015,363		68,815,490		1.48%	8% RUST, WHIT		E RUST, CENTER BUCKLE, SCALE		
Nuco	or Gallatin	54,21	.6	4,	400,680		1.23%	PITS	TS			
Nuco	Nucor Decatur 745,903		76,877,253			0.97 %	PITS, SCAL	ITS, SCALE, STAINS/RUST, TIGER STRIPING				
NLM	IK	229,9	89	29	,399,890		0.78%	WHITE RUST, L		ES, GALV B	UILDUP	
MET	TAL ONE AMERI 147,095		26,695,829			0.55%	PITS, STAI	IS, STIC	KERS			
	Total (All Groups	s): 2,192,5	566	206	5,189,142		1.06 %					

2016 = 0.83%2015 = 1.3%2014 = 2.1%

2018 1st Half = 1.06% 2017 = 1.17%

Resource Needs

- Training Software
- Potential Maintenance Software
- Online Gauge Calibration System

Other Business?