

**Seals & Packings, Inc.**

# **QUALITY MANUAL**

**QAM-00-001**

**ISO 9001:2008**



**Richardson Texas  
Houston, Texas  
Atlanta, Georgia  
Tulsa Oklahoma  
USA**

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**The Internal Electronic Version will be considered Controlled / Latest Revision**

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**DOCUMENT NUMBER: QAM-00-001**

**REVISION: H**

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# Seals & Packings, Inc.

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# Seals & Packings, Inc.

## 1.0 PURPOSE/SCOPE

The purpose of the Quality Manual is to document the Quality Management System used by Seals & Packings, Inc. to assure the quality of its products.

The scope of the Quality Management System provides general policies and procedures for the distribution of Seals & Packings, Inc. products under the requirements of ISO 9001:2008.

### EXCLUSIONS:

7.3, Design and Development

## 2.0 NORMATIVE REFERENCE

ISO 9000:2000, Quality Management Systems – Fundamentals and Vocabulary.

## 3.0 TERMS AND DEFINITIONS

The terms and definitions used within ISO 9000:2008 apply. The following diagram and terms are used describe the supply chain:



**Supplier** – organization or person that provides a product.

**Organization** – group of people and facilities with an orderly arrangement of responsibilities, authorities and relationship.

**Customer** – organization or person that receives a product, can be internal or external.

## 4.0 Quality Management System

### 4.1 General Requirements

Seals & Packings, Inc. establishes, implements and maintains a Quality Management System that continually improves its effectiveness in accordance with the requirements of ISO 9001:2008

Seals & Packings, Inc. shall:

- identify the processes needed for the Quality Management System and their application throughout Seals & Packings, Inc.,
- determine the sequence and interaction of the processes,
- determine criteria and methods needed to ensure that both the operation and control of these processes are effective,
- ensure the availability of resources and information necessary to support the operation and monitoring of these processes,
- monitor, measure and analyze these processes,
- implement actions necessary to achieve planned results and continual improvement of these processes.

Where Seals & Packings, Inc. chooses to outsource any process that affects product conformity with requirements, we shall ensure control over such processes. Control of such outsourced processes shall be identified within the Quality Management System as noted on Purchase Order.

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## 4.2 Documentation Requirements

### 4.2.1 General

The Quality Management System documentation consists of the Quality Policy, the Quality Manual, Quality Procedures, Work Instructions and Records. Supplemental to these documents is the Visual Aides and methods.

Documented statements of a Quality Policy and Quality Objectives.

Quality Policy – a documented policy statement.

Quality Manual – established requirements and guidelines for the overall Quality System objectives.

These requirements and guidelines are applicable to operations at Seals & Packings, Inc.

Quality Procedures – a collections of Quality Operating Procedures (QOP's), which are documented in conformance with, and support the Quality Manual's requirements and guidelines. The Quality procedures detail the implementation of requirements and guidelines for the operation.

Work Instructions – are documented as necessary to support each applicable Quality Operating Procedure. They detail specific quality or inspection information and specific instructions for performance of individual tasks.

Records – provide the objective evidence of compliance to the International Standard.

### 4.2.2 Quality Manual

Seals & Packings, Inc. shall establish and maintain a Quality Manual that includes:

the scope of the Quality Management System, including details of and justification for any exclusions, the documented procedures established for the Quality Management System or reference to them.

A description of the interaction between the processes of the Quality Management System.

See sequence and interaction of internal processes flow diagram.

Top Management of Seals & Packings, Inc. has delegated the preparation, distribution and the maintenance of the Quality Manual to the Quality Manager.

Assigned Managers are responsible for the communication/training required by the most recent revision of the Quality Manual.

Initial Review/Approval – the Quality Manager approves the Quality Manual. Top Management approves the Quality Policy.

Review/Approval of Revisions – revisions to the Quality Manual are subject to the same review and approval as the original.

Revisions are subject to the following:

manual revisions are controlled by revision level (i.e. Rev. A),

revision levels are assigned in alphabetical order, starting with "A" for the original issue and increasing by one with each revision.

Controlled/Uncontrolled Copies:

the Quality Manager issues only controlled copies of the Quality Manual,

controlled copies are of electronic medium only,

obsolete copies are not used,

only controlled copies of the Quality Manual are used by Seals & Packings, Inc. personnel,

uncontrolled copies are maintained with subsequent revisions.

# Seals & Packings, Inc.

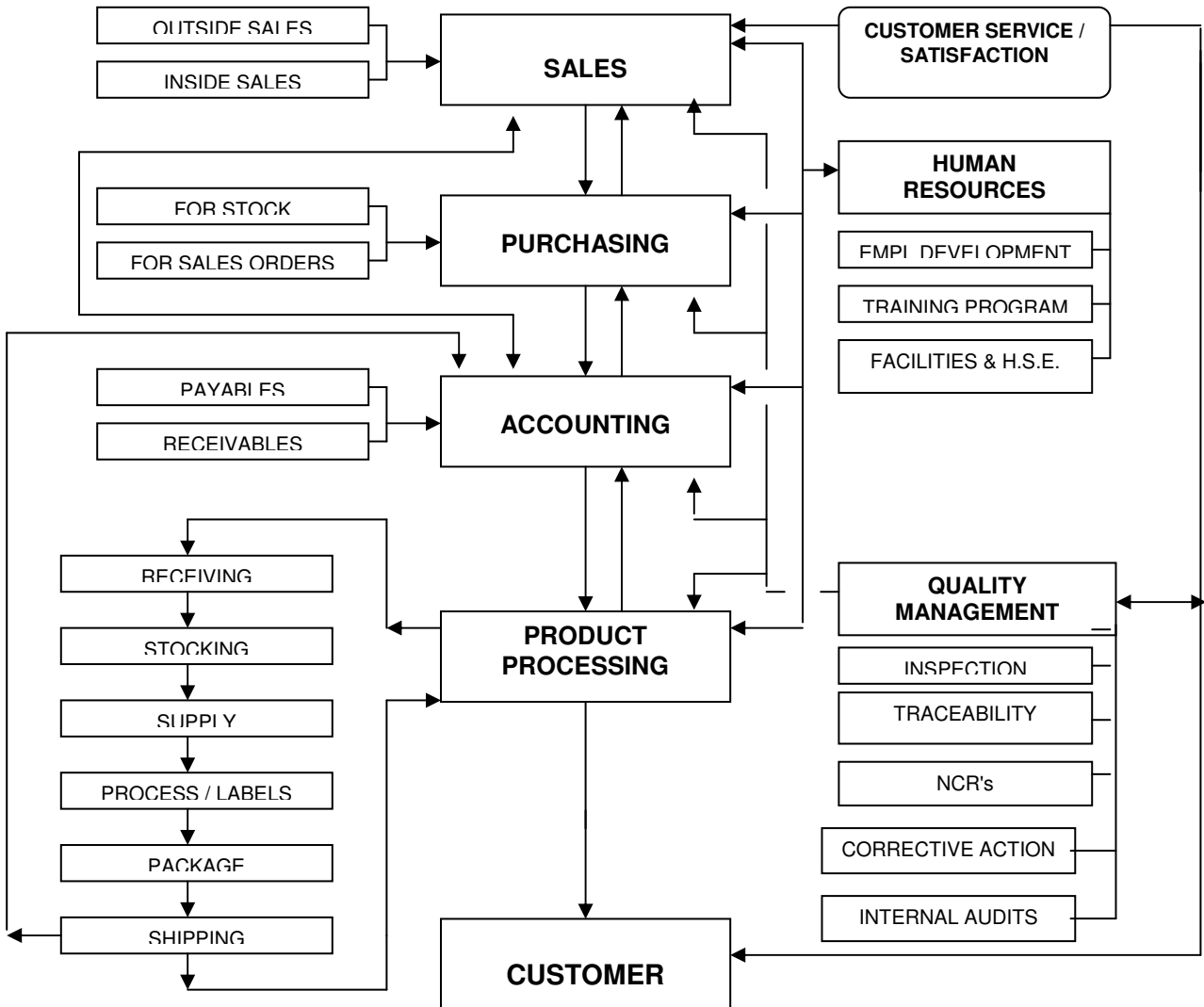
Revision Distribution: the Quality Manager revises all copies of the Quality Manual and distributes as required.

It is the responsibility of Top Management and the Quality Manager to implement and maintain the Quality Management System defined in the Quality Manual.

The Quality Manager is responsible for the issuance and control of the Quality Manual.

Manuals are either controlled or uncontrolled issues, Seals & Packings, Inc. personnel use only controlled copies.

## SEQUENCE & INTERACTION OF INTERNAL PROCESSES



# Seals & Packings, Inc.

## 4.2.3 Control of Documents

Seals & Packings, Inc. establishes, implements and maintains a documented procedure to control all documentation and data that relate to Quality Management System requirements, to include documents of external origin.

It is the responsibility of the Quality Manager and the assigned Managers of Quality System documents to maintain the Quality System documentation.

Documents and data are reviewed and approved for adequacy by the Quality Manager and the appropriate department as per the documented procedures. These controls ensure that:

- all documents, instructions and procedures are adequate for their intended purpose prior to issue,
- correct documents, instructions and procedures are available and accessible to appropriate personnel,
- obsolete documents are promptly removed from all points of use to prevent unintended use and to apply suitable identification to them if they are retained for any purpose,
- revision levels of documents are legible and readily identified.

Revised documents are subject to:

- approval – revision to documents are reviewed and approved by the same approval process as the original,
- revision identification – revised documents reflect the nature of change.

**NOTE:** Reference documented procedure: QOP-01-001

## 4.2.4 Control of Records

Seals & Packings, Inc. establishes, implements and maintains a documented procedure for the identification, storage protection, retrieval, retention time and disposition of quality records. Records shall remain legible, readily identifiable and retrievable.

The Quality Manager is responsible for the control of quality records.

Department/Branch Managers are also responsible for documentation and maintenance of quality records.

**NOTE:** Reference documented procedure: QOP-02-001

## 5.0 MANAGEMENT RESPONSIBILITY

### 5.1 Management Commitment

Seals & Packings, Inc. implements a Quality Management System that is continuously maintained for effectiveness and process improvements in accordance with the requirements of ISO 9001:2008 and all other statutory or regulatory requirements as appropriate.

# Seals & Packings, Inc.

## 5.2 Customer Focus

Seals & Packings, Inc. establishes, implements and maintains a documented method for contract review and for the coordination of related activities including the aim of enhancing customer satisfaction.

It is the responsibility of the Sales Department to review all contracts.

Customer quotations, inquiries, orders and contracts are reviewed to ensure customer requirements are adequately defined and documented.

Any changes or amendments to the contract are reviewed according to the methods established by the Sales Department.

## 5.3 Quality Policy

Seals & Packings, Inc. defines and documents its Quality Policy, which provides the overall objectives for an effective Quality Management System. The Company Policy is relevant to the company's objectives and the expectations of its customers.

Seals & Packings, Inc. is a distributor of products with sales in various markets.  
Our Company Policy is:

To continually improve our QMS and provide our customers with quality products and services that meet or exceed customer expectations and conform to all statutory and regulatory requirements.

Approved: Gerald L. Faulconer Date: July 2, 200  
Top Management

Seals & Packings, Inc. employees and management are committed to assuring that this policy is implemented, communicated, understood, maintained and reviewed for continuing suitability at all levels of the organization.

## 5.4 Planning

### 5.4.1 Quality Objectives

Top Management is responsible for the quality objectives, including those needed to meet requirements for product, are established at relevant functions and levels within the organization. The quality objectives are measurable and consistent with the quality policy.

### 5.4.2 Quality Management System Planning

Seals & Packings, Inc. Top Management reviews the appropriate resource requirements for planning, provides adequate resources and assigns trained personnel to execute all functions of the Quality Management System.

Quality Management System Changes – as changes are implemented and responsibilities are defined (or newly created), it is the responsibility of Top Management to assure the timely revision of associated documentation and the proper training of associated personnel.

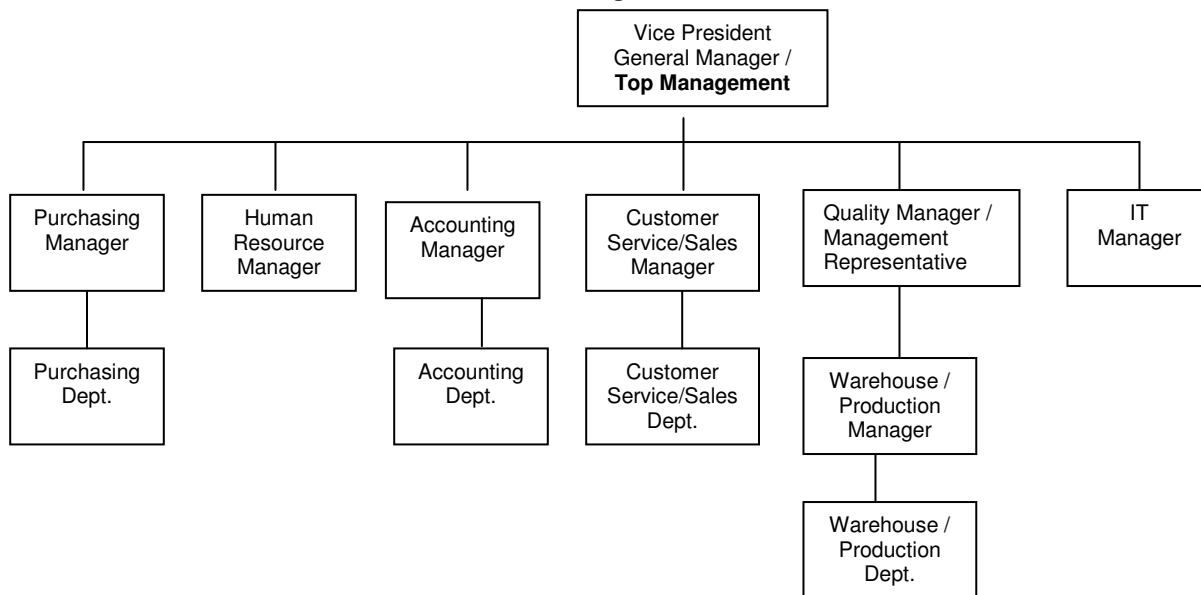
# Seals & Packings, Inc.

## 5.5 Responsibility, Authority and Communication

### 5.5.1 Responsibility and Authority

Seals & Packings, Inc. Top Management is responsible for the review of the appropriate resource requirements, providing adequate resources and assigning trained personnel to communicate and execute all functions of the Quality Management System within the organization as defined in the organizational chart.

**Organization Chart**



Approved: Gerald L. Faulconer Date: May 03, 2009  
Top Management

### 5.5.2 Management Representative

The Quality Manager at Seals & Packings, Inc. is the Management Representative and is responsible for reporting to Top Management the progress and implementation of the provisions outlined in the Quality Manual in accordance with the international standard ISO 9001:2008.

The Management Representative is responsible for assuring that the Quality Management System is implemented at all levels of the organization. The Management Representative is a member of the management team with the necessary authority required to accomplish implementation and ensure the promotion of awareness of customer requirements throughout the organization. The Management Representative also acts as the liaison for third party auditors.

# Seals & Packings, Inc.

## 5.5.3 Internal Communication

Seals & Packings, Inc. Top Management ensures that appropriate communication processes are established within the organization and that communication takes place regarding the effectiveness of the Quality Management System.

Communication methods include:

- management review meeting,
- department meetings and briefing by supervisors/managers are held regularly – where supervisors/managers and their teams meet to pass on key information and receive feedback from their personnel,
- internal training program,
- bulletin boards.

## 5.6 Management Review

### 5.6.1 General

Seals & Packings, Inc. establishes, implements and maintains a documented method to ensure that the requirements of management review is met.

Top Management shall review the organization's Quality Management System, annually, to ensure its continuing suitability, adequacy and effectiveness. This review shall include assessing opportunities for improvement and the need for changes to the Quality Management System, including the quality policy and quality objectives.

The Quality Manager records/documents a summary (minutes), of each management review.

### 5.6.2 Review Input

At a minimum, Top Management and Quality Manager review all appropriate Quality Management System documentation.

The input to management review shall include information on the following.

- results of audits,
- customer feedback,
- process performance and product conformity,
- status of preventive and corrective actions,
- follow-up actions from previous management reviews,
- changes that could affect the quality management system, and
- recommendations for improvement.

### 5.6.3 Review Output

At a minimum, Top Management and Quality Manager provide an official outline of the Quality Management System objectives as a result of the Management Review.

The output from the management review shall include any decisions and actions related to the following.

- improvement of the effectiveness of the quality management system and its processes,
- improvement of product related to customer requirements, and
- resource needs.

# Seals & Packings, Inc.

## 6.0 RESOURCE MANAGEMENT

### 6.1 Provision of Resources

Seals & Packings, Inc. Top Management is responsible for determining the appropriate resource requirements and providing adequate resources for the organization. This includes, assigning trained personnel to implement and maintain the Quality Management System and continually improve its effectiveness in regards to customer satisfaction and customer requirements.

### 6.2 Human Resources

#### 6.2.1 General

Seals & Packings, Inc. develops and implements suitable methods for identifying training needs and for ensuring that personnel performing work affecting product quality are competent on the basis of appropriate education, training, skills and experience.

#### 6.2.2 Competence, Awareness and Training

Managers are responsible for evaluating personnel competency levels and ensuring that the appropriate personnel are trained, evaluated for effectiveness and aware of their role affecting product quality. Management may perform observation verifications. The Department Managers or Facility Manager is responsible for keeping employee training records and competence evaluation matrix.

### 6.3 Infrastructure

Seals & Packings, Inc. establishes and maintains the buildings, workspace, utilities and all associated hardware, software and supporting services needed to achieve product quality.

### 6.4 Work Environment

Seals & Packings, Inc. establishes and maintains the appropriate work environment needed to achieve product quality requirements.

## 7.0 PRODUCT REALIZATION

### 7.1 Planning of Product Realization

Seals & Packings, Inc. shall plan and develop the processes needed for Product Realization in accordance with the requirements of other processes of the Quality Management System.

The following is determined with suitable output in a form according to standard methods of operations:  
quality objectives and requirements for the product,  
the need to establish processes, documents and provide resource specific to the product,  
requirement verification, validation, monitoring, inspection and test activities specific to the criteria for product acceptance,  
records needed to provide evidence that the realization processes and resulting product meet necessary requirements.

# Seals & Packings, Inc.

## 7.2 Customer – Related Processes

### 7.2.1 Determination of Requirements Related to the Product

Seals & Packings, Inc. shall determine:  
requirements specified by the customer, including the requirements for delivery activities,  
requirements not stated by the customer but necessary for specified or intended use, where known,  
statutory and regulatory requirements related to the product,  
any additional requirements determined by Seals & Packings, Inc.

### 7.2.2 Review of Requirements Related to the Product

Seals & Packings, Inc. reviews the requirements related to the product. This review shall be conducted prior to Seals & Packings, Inc. commitment to supply a product to the customer and shall ensure that:

product requirements are defined,  
contract or order requirements differing from those previously expressed are resolved,  
the defined requirements can be achieved.

Seals & Packings, Inc. maintains records of the results of reviews and actions arising from the review.

Seals & Packings, Inc. confirms product requirements with the customer when no documented statement is provided and ensures that relevant documents are amended and relevant personnel are notified of any changes or modifications.

### 7.2.3 Customer Communication

Seals & Packings, Inc. establishes and implements suitable methods of communicating with customers in relation to product information, inquiries, contracts or order handling, including amendments and customer feedback, including customer complaints.

## 7.3 Design and Development

Exclusion – Seals & Packings, Inc. does not design or develop products. Customers specify all product characteristics.

## 7.4 Purchasing

### 7.4.1 Purchasing Process

Seals & Packings, Inc. establishes, implements and maintains a documented method to ensure that products purchased from suppliers conform to specified requirements.

Seals & Packings, Inc. evaluates and selects suppliers based on their ability to supply product in accordance with our requirements. Criteria for selection, evaluation and re-evaluation have been established. Records of the results of evaluations are maintained.

# Seals & Packings, Inc.

## 7.4.2 Purchasing Information

Seals & Packings, Inc. ensures that specified purchase requirements are adequate prior to being communicated to the supplier and that they describe the product, to include:  
requirements for approval of product, methods, processes and equipment,  
requirement for qualifications of personnel,  
quality management system requirement.

## 7.4.3 Verification of Purchased Product

Seals & Packings, Inc. ensures that purchased products meet specified purchase requirements in accordance with documented methods. The verification of purchased products is the responsibility of the Receiving personnel.

Where Seals & Packings, Inc. or its customer intends to perform verification at the supplier's premises, Seals & Packings, Inc. shall state the intended verification arrangements and method of product release in the purchasing information.

## 7.5 Production and Service Provision

### 7.5.1 Control of Production and Service Provision

Seals & Packings, Inc. establishes and maintains production provision under controlled conditions to include the following:

- the availability of information that describes the characteristics of the product,
- the availability of work instructions, as necessary,
- the use of suitable equipment,
- the implementation of monitoring and measurement,
- the implementation of release and delivery activities (not applicable – Seals & Packings, Inc. does not provide post delivery services, because the nature of our business).

### 7.5.2 Validation of Processes for Production and Service Provision

Seals & Packings, Inc. validates processes for production provision where the resulting output cannot be verified by subsequent monitoring or measurement, to include processes where deficiencies become apparent only after the product has been delivered. The validation shall demonstrate the ability of these processes to achieve planned results.

Seals & Packings, Inc. establishes arrangements for these processes including, as applicable:  
defined criteria for review and approval of the processes,  
approval of equipment and qualification of personnel,  
use of documented methods,  
requirements for records,  
revalidation.

# Seals & Packings, Inc.

## 7.5.3 Identification and Traceability

Seals & Packings, Inc. establishes and implements suitable methods for Product Identification and Traceability, during all stages of production realization.

Seals & Packings, Inc. shall identify the product status with respect to monitoring and measurement requirements.

The Warehouse Manager is responsible for Product Identification and Traceability. Products are identified during all stages of production.

Traceability is provided when required by contract and when internal requirements specify. Traceability records are maintained for items requiring traceability.

## 7.5.4 Customer Property

Seals & Packings, Inc. establishes and implements suitable methods for the verification of products provided by the customer.

Acceptable customer supplied product is stored and maintained to prevent damage, deterioration or loss. Seals & Packings, Inc. are responsible for the control of customer property. If any customer property lost, damaged or otherwise found to be unsuitable for use with a report to the customer and maintain records, as applicable.

## 7.5.5 Preservation of Product

Seals & Packings, Inc. establishes and implements suitable methods for the preservation of product to include: handling, storage, packaging, protection and delivery of products.

The Warehouse Manager is responsible for handling, storage, packaging protection and delivery of products. Methods are established and implemented to protect products from damage and/or deterioration during handling and shipping.

Secure storage areas are provided to prevent damage and/or deterioration of products. Methods for packing and marking are implemented to ensure protection and identification.

## 7.6 Control of Monitoring and Measuring Devices

Seals & Packings, Inc. determines the monitoring and measurement requirements and establishes and implements suitable methods to control, calibrate and maintain inspection and measuring equipment used to demonstrate the conformance of product to specified requirements.

Seals & Packings, Inc. establishes processes to ensure that monitoring and measurement can be carried out and are carried out in a manner that is consistent with the requirements.

Where necessary to ensure valid results, measuring equipment shall:

- be calibrated or verified at specified intervals, prior to use, against measurement standards traceable to international or national measurement standards; where no such standard exist, the basis used for calibration or verification shall be recorded,
- be adjusted or re-adjusted as necessary,
- be identified to enable the calibration status to be determined,
- be safeguarded from adjustment that would invalidate the measurement result,

# Seals & Packings, Inc.

be protected from damage and deterioration during handling, maintenance and storage.

Seals & Packings, Inc. assesses and records the validity of the previous measuring results when the equipment is found not to conform to requirements. Seals & Packings, Inc. takes appropriate action on the equipment and any product affected. Records are maintained of the results of calibration and verification.

Seals & Packings, Inc. implements and maintains calibration system to ensure adequate control of inspection and measuring equipment and to assess the validity of previous results when the equipment is found not to conform to requirements. Calibration records are maintained for each item of inspection and measuring equipment to provide a documented calibration history. This shall be undertaken prior to initial use and reconfirmed as necessary.

## **8.0 MEASUREMENT, ANALYSIS AND IMPROVEMENT**

### **8.1 General**

Seals & Packings, Inc. plans the monitoring, measurement, analysis and improvement processes, including methods such as statistical techniques that are needed to:

- demonstrate conformity of the product,
- ensure conformity of the Quality Management System,
- continually improve the effectiveness of the Quality Management System.

### **8.2 Monitoring and Measurement**

#### **8.2.1 Customer Satisfaction**

Seals & Packings, Inc. establishes methods for monitoring, measuring and improving customer satisfaction. This measurement of process performance shall include the analysis of customer perception.

#### **8.2.2 Internal Audit**

Seals & Packings, Inc. establishes, implements and maintains documented procedures for a comprehensive system of internal audits at planned intervals to verify the effectiveness of the Quality Management System.

The Quality Manager is responsible for administering the Internal Audit system per a documented procedure. The audit program shall be planned, taking into consideration the status and importance of the processes and areas to be audited, as well as the previous audit results

Audits are conducted utilizing process approach and/or audit plans. Audit results are documented in audit reports per established procedures. Copies of all audit reports including completed corrective action requests are forwarded to management of the audited area and maintained by the Quality Manager.

Selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work.

Management personnel responsible for the audited area determine and implement timely corrective actions taken and reporting of the results. Follow-up activities shall include the verification of the actions taken and the reporting of results.

**NOTE:** Reference documented procedure: QOP-03-001

# Seals & Packings, Inc.

## 8.2.3 Monitoring and Measurement of Processes

Seals & Packings, Inc. implements and maintains suitable methods for monitoring and measuring the Quality Management System processes, which demonstrate the ability of the processes to achieve planned results, where applicable.

When planned results are not achieved, correction and corrective actions are implemented and monitored for effectiveness.

## 8.2.4 Monitoring and Measurement of Product

Seals & Packings, Inc. implements and maintains suitable methods for monitoring and measuring the characteristics of the product to verify that product requirements are achieved throughout all phases of product realization in accordance with quality requirements.

Evidence of conformity with the acceptance criteria is maintained in the records and indicates the person authorizing the release. Product release and delivery are dependent upon compliance with the appropriate methods, unless otherwise approved by Top Management and/or by the customer.

## 8.3 Control of Nonconforming Product

Seals & Packings, Inc. establishes, implements and maintains a documented procedure to ensure that nonconforming products are prevented from inadvertent use and/or additional processing without review and disposition from authorized personnel.

The Quality Manager is responsible for the Control of Nonconforming Product. Nonconforming products are reviewed in accordance with documented procedures and may be accepted under concession by Top Management and/or by the customer.

Records of the nature of nonconformities and any subsequent actions taken, including concessions obtained are maintained according to documented procedures.

Reworked/repaired items are re-inspected in accordance with the same documented procedures as conforming products to ensure conformance.

When nonconforming product is detected after delivery or use has started, Seals & Packings, Inc. shall take action appropriate to the effects, or potential effects, of the nonconformity.

**NOTE:** Reference documented procedure: QOP-04-001

## 8.4 Analysis of Data

Seals and Packing, Inc. has determined, collected and analyzed appropriate data to demonstrate the suitability and effectiveness of the Quality Management System and to evaluate where continual improvement of the effectiveness of the Quality Management System can be made.

Methods used to generate relevant data reviewed periodically to ensure the information provided relates to:  
customer satisfaction,  
conformity to product requirements,  
characteristics and trends of processes and products including opportunities for preventive action,  
suppliers.

# Seals & Packings, Inc.

## 8.5 Improvement

### 8.5.1 Continual Improvement

Seals & Packings, Inc. continually improves the effectiveness of the Quality Management System through the use of the Quality Policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management reviews.

### 8.5.2 Corrective Action

Seals & Packings, Inc. establishes, implements and maintains a documented procedure to initiate corrective actions to prevent recurrence.

Corrective Action Procedure defines the requirements for:

- reviewing nonconformities (including customer complaints),
- determining causes of nonconformities,
- evaluating the need for action to ensure that nonconformities do not recur,
- determining and implementing the action needed,
- records of the results of the action implemented,
- review of corrective action implemented.

The Quality Manager is responsible for the Corrective Actions.

**NOTE:** Reference documented procedure: QOP-05-001

### 8.5.3 Preventative Action

Seals and Packing, Inc. establishes, implements and maintains a documented procedure to determine the appropriate preventive actions required to eliminate the causes of potential nonconformities in order to prevent their occurrence.

Preventive action procedure defines the requirements for:

- determining potential nonconformities and their causes,
- evaluating the need for action to prevent occurrence of nonconformities,
- determining and implementing the action needed,
- records of the results of the action implemented,
- reviewing preventive action implemented.

The Quality Manager is responsible for the Preventive Action.

**NOTE:** Reference documented procedure: QOP-06-001

# Seals & Packings, Inc.

## 9.0 Nature of Change

REV	DATE	QAM SECTION	COMMENTS	ORIGINATOR	APPROVAL AUTHORITY
A	04/28/03	All	Rewrite to comply w/2000	C. Stewart	R. Boydston
B	09/15/03	1.0	Audit 09/08/03 Remove "exclusion to 7.5.1.f Post deliveries activities".	R. Boydston	R. Boydston
B	09/15/03	4.1	Audit 09/08/03 Final paragraph added "as noted on Purchase Order."	R. Boydston	R. Boydston
B	09/15/03	4.2.2	Audit 09/08/03 NCN Issued Third bullet added "See sequence and interaction of internal processes flow diagram".	R. Boydston	R. Boydston
B	09/15/03	4.2.2	Audit 09/08/03 NCN Issued Added sequence and interaction of internal processes flow diagram.	R. Boydston	R. Boydston
B	09/15/03	5.3	Audit 09/08/03 Revised quality policy to include "and conform to applicable statutory and regulatory requirements".	R. Boydston	R. Boydston
B	09/15/03	5.5.1	Audit 09/08/03 Revised organization Chart to remove "Quality Engineering".	R. Boydston	R. Boydston
B	09/15/03	5.6.1	Audit 09/08/03 Management review general. Added "annually" to identify frequency.	R. Boydston	R. Boydston
B	09/15/03	5.6.2	Audit 09/08/03 Management review inputs. Added seven bullets.	R. Boydston	R. Boydston
B	09/15/03	5.6.3	Audit 09/08/03 Management review outputs Added three bullets.00	R. Boydston	R. Boydston
B	09/15/03	6.2.1	Audit 09/08/03 Rewritten for clarification.	R. Boydston	R. Boydston
B	09/15/03	6.2.2	Audit 09/08/03 Added: "Management may perform verifications by observation".	R. Boydston	Ron Boydston
B	09/15/03	7.4.1	Audit 09/08/03 Removed third paragraph.	R. Boydston	R. Boydston
B	09/08/03	7.5.1	Audit 09/08/03 Changed text "exclusion to not applicable"	Ron Boydston	R. Boydston

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# Seals & Packings, Inc.

## 9.0 Nature of Change (continued)

REV	DATE	QAM SECTION	COMMENTS	ORIGINATOR	APPROVAL AUTHORITY
C	09/13/04	Cover	Added Pleasanton California	Ron Boydston	Ron Boydston
D	04/19/07	Org Chart	Changed location of Production Manager / Personnel and added IT Manager	Steve Ashby	Steve Ashby
E	07/24/07	Quality Policy	Changed wording to reflect same statement but shorter and easier for personnel to relate to.	Steve Ashby	Steve Ashby
F	05/01/09	ALL	Changed all reference's of ISO9001:2000 to ISO9001:2008 and organizational chart to reflect change. Also removed California from front cover	<i>Steve Ashby</i>	<i>Steve Ashby</i>
G	01/16/11	Front Cover	Added Tulsa to cover page / Removed Human Resource keeping training records.	<i>Steve Ashby</i>	<i>Steve Ashby</i>
H	06/22/11	6.2.2	Removed Human Resource keeping training records.	<i>Steve Ashby</i>	<i>Steve Ashby</i>

**END OF DOCUMENT Rev. H**