

# APAC Scaffold

## Quality Manual

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### Section 1: System Description

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## **1.1 Scope**

- (a) APAC Scaffold has developed a quality system following the requirement of international standard ISO 9001-2000 that describes the structures, procedures and processes of the scaffolding manufacturing.
- (b) prevent non-conformance and to continuously improve the performance of products and processes.

## **1.2 Quality Policy**

APAC Scaffold will:

Deliver defect-free products and services on time  
Emphasize prevention of problems and establish a quality management system  
Select and develop suppliers based on their ability to satisfy requirements.  
Establish interactive communication processes both internally and externally  
Measure progress against market and employee expectations.

Approved by  
The Directors  
Sep.,2014

## **1.3 Organization and responsibility**

- (a) APAC scaffold Company directors are ultimately responsible for product and process quality. They are the owners of the quality management system.
- (b) Employees shall be responsible for reporting any non-conformance to their immediate supervisor and to the quality manager.

### **1.3.1 Quality Manager**

- (a) Ensures that the quality system is implemented and maintained.
- (b) Report to the APAC Scaffold directors on the performance of the system
- (c) Promotes awareness of customer requirement throughout the organization.

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## **1.4 Quality System**

- (a) APAC Scaffold has established and documented a Quality Management System in accordance with the ISO 9001:2000 Quality Standard
- (b) The Quality Management System is administered through written policy, procedures, instruction and verification.
- (c) The Quality Manual details the scope and field of application of the system, provides quality management policy, structure and a description of the quality Management System
- (d) Procedures are developed for activities impact quality.
- (e) Records generated during day to day activities provide objective evidence of quality system compliance and measure the effectiveness of the system.

## **1.5 Quality Manual:**

- (a) The Quality Manual (QM) is a controlled document which describes the following,
  - The Quality System
  - The Company Quality Policy
  - The interaction of processes and continuous improvement at APAC Scaffold.
- (b) APAC Scaffold company has established the following Quality Assurance Procedures
  - QAP1-Product Manufacturing
  - QAP2-Document Requirements and Control
  - QAP3-Control of Nonconforming Product
  - QAP4-Measurement, analysis and improvement
  - QAP5-Management Responsibility

## **1.6 Quality Documents**

- (a) The Quality Documents shall be amended to reflect any changes in the Quality Management System
- (b) The revision level is recorded on the cover Page of all documents.

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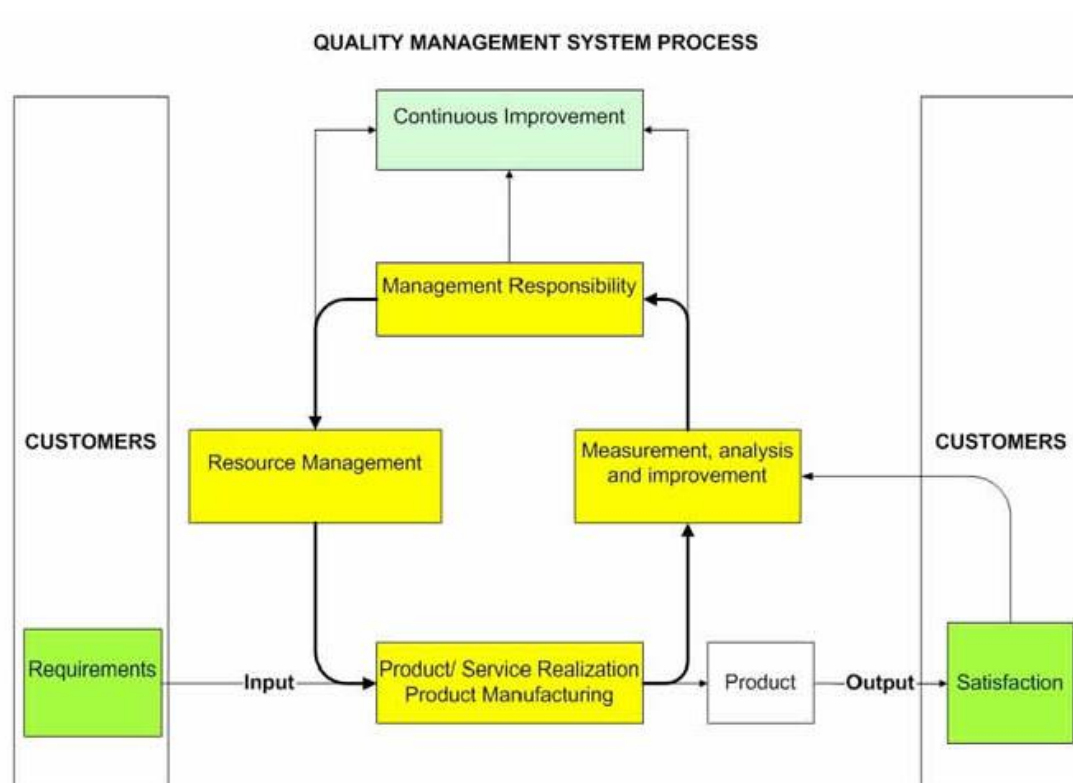
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## 1.7 Human Resources And Motivation

- (a) Personnel performing work affecting product quality are selected and trained ensuring at the same time, that they are competent to achieve the product and process objectives
- (b) Each supervisor is responsible to ensure that employee have the knowledge, Skill and attitude to perform the assigned task or activity.
- (c) Decisions on process changes, design features and/or deadlines shall be done in close cooperation with employees affected by the changes.
- (d) All employees are encouraged to provide and implement solutions that are good for the company as a whole.

## Section 2: System Description

### 2.1 Interaction Of Processes



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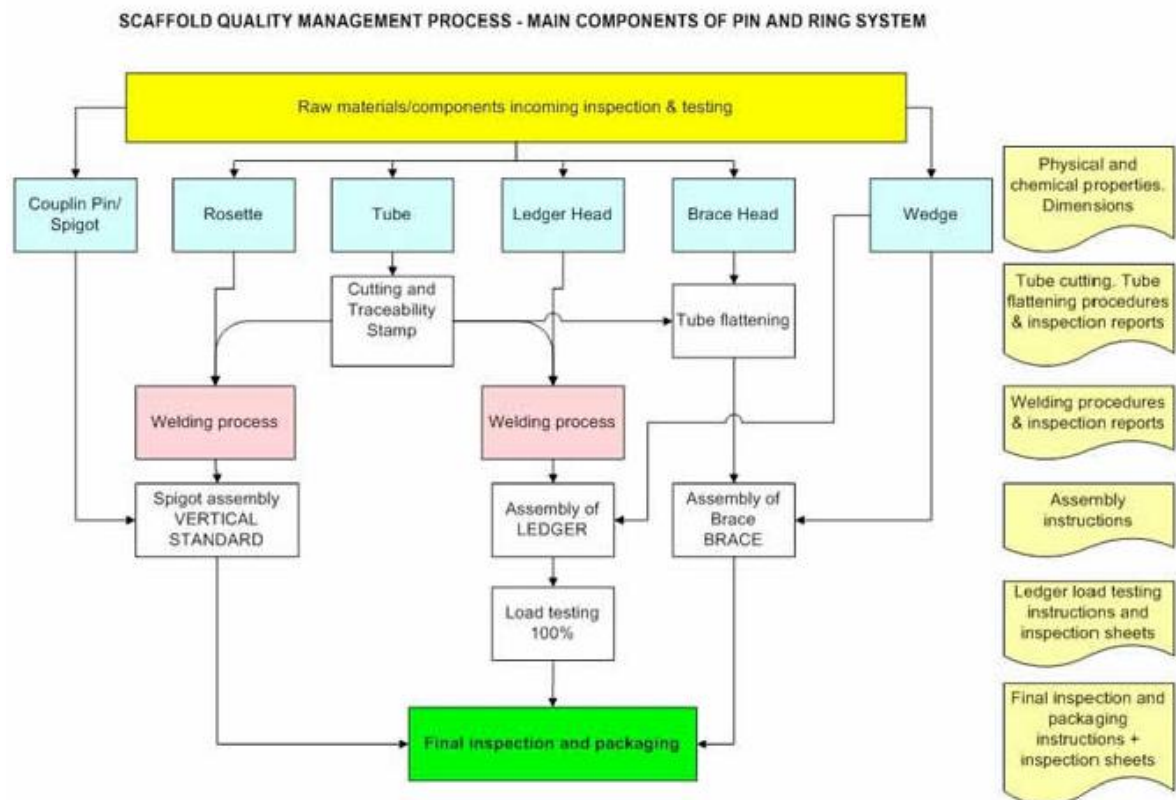
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## 2.2 Quality management System- Process Control



- All activities are planned and results are reviewed for accuracy and completeness.
- Procedures are developed for each step in the process.
- Inspection check lists are used at each step in the process
- All jigs are approved by Quality Manager
- Go-On-Go gauges are used for check various lengths.
- A fail proof load test is applied 100% to all ledgers.
- All components have stamped the month and date of manufacturing + a batch number, which makes them traceable to production conditions.

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