

## 1.0 Purpose

To establish the responsibility and commitment of company management to implementing and maintaining the quality assurance program and quality system implementation.

## 2.0 Policy

The management of **Industrial Welding & Engineering (IWE) and MTC Engineering (MTC)** are dedicated and committed to reaching the quality objectives and goals set forth in the Quality manual. Management retains the overall responsibility to insure that its company quality policy is understood, implemented and maintained.

## 3.0 Responsibilities and Procedures

### 3.1 General

- While the President/Chief Executive Officer of **IWE and MTC** has delegated the authority to administer and implement the quality system to the QA/Engineering Manager, the CEO retains overall responsibility. The QA/Engineering Manager shall report directly to the CEO.
- The QA/Engineering Department of IWE and MTC is a primary unit of the company and is on the same organizational level as Marketing, Engineering, Manufacturing, Purchasing and Human Resources.
- The QA/Engineering Manager or Designee shall report on an as need basis to the CEO on the overall effectiveness of the quality management program and quality system.
- The QA/Engineering Manager or Designee shall conduct meetings on an as needed basis with all other Department Managers to review and address quality problems and formulate strategies for continuous improvement.
- The QA/Engineering Manager or Designee can designate authority to the contract/PO Project Manager as QA designee to oversee all quality related issues and interface with suppliers and customers as required.

### 3.2 Quality Policy

- IWE and MTC have stated a clearly defined quality policy in the QA Manual that must be adhered to by all personnel. All Managers are responsible for ensuring that all personnel in their department understand the stated quality policy and that all aspects relevant to their department's functions are implemented and maintained.
- The QA/Engineering Manager or Designee shall conduct annual internal random system audits to determine if all work (including such activities as purchasing, handling, machining, assembling,

fabricating, processing, inspecting, testing, storing, and installing) affecting the quality of products manufactured by IWE and MTC are in compliance with the quality policies and procedures in the QA Manual. Results of these internal audits, as well as corrective actions shall be documented and reported to the CEO as well as archived on the company on-line management system in the Government QA Folder.

- Control procedures shall be evaluated annually by management to measure the degree of compliance with the quality policy.

### **3.3 Quality Objectives**

- It is the responsibility of all levels of management to define objectives pertaining to essential elements of quality such as fitness for use, performance, safety and reliability. Management shall define, as appropriate, special quality objectives consistent with other corporate objectives.
- It is the responsibility of management to provide the entire organization with clear guidelines and resources that will enable them to perform their function in a cost-effective manner while reaching quality goals and objectives for both the company and its customers.

### **3.4 Quality System**

- The quality system is the organizational structure implementing the quality management objectives and assignment of responsibilities.
- The quality system defined in the QA Manual is the means by which management's stated objectives and policies are implemented and is the tool by which management determines if products and services offered satisfy customer expectations as well as comply with all contractual requirements.
- The emphasis of the quality system is to establish a path of continuous improvement and defect prevention rather than focus on detection after occurrence.

## **4.0 Reference Documents**

QA 001 – Corrective Action Report

QA 002 – Internal Audit Report