



QUALITY MANUAL

SKYCOAT, LLC

QUALITY CONTROL MANUAL

Rev. 4

Rev. 2 1
Revised by Lacey Traynor

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Revision History				
Change	Revision	Date	Section	Approved by
Appendix A was renamed Table 1.	0	6/1/14	4.1	Lacey Traynor
Change verbiage in SOP 8: Appendix A was renamed Table 1.	0	6/1/14	SOP 8	Lacey Traynor
Document A-2 was correctly renamed to A-4	0	6/1/14	5.2	Lacey Traynor
Organization Chart Update	0	6/1/14	1.1	Lacey Traynor
Updated Business Process Interaction	1	7/15/14	1.2.1	Lacey Traynor
Update Table 1	1	7/15/14	4.1	Lacey Traynor
Edited quality objective for clarification	1	7/15/14	5.4.1	Lacey Traynor
Edited Organizational Chart	2	7/31/14	1.1	Lacey Traynor
Edited Organizational Chart	3	2/3/15	1.1	Michelle Stockwell

1.0 INTRODUCTION TO SKYCOAT, LLC

SKYCOAT, LLC was established in 2012 in response to a market based need for high quality and consistent product delivery of conversion coatings, surface preparation, powder coating, and spray coatings. SKYCOAT receives unfinished customer provided components, performs customer specified surface finishing, and shipping of finished products. A secondary market driven service offered by SKYCOAT is Express Service processing, which allows SKYCOAT to deliver finished product on an expedited schedule much more quickly than competitors.

SKYCOAT, LLC specializes in pretreatments and finishes on: aluminum, magnesium, and steel parts. The scope of services includes private and government sector customers in the following areas:

Conversion Coating – SKYCOAT, LLC performs application of Alodine 5200, Alodine 5900, or Metalast coatings to customer supplied components.

Surface preparation – SKYCOAT, LLC performs Media Blasting, Deburring, Masking and Polishing of customer supplied components.

Powder Coating – SKYCOAT, LLC performs application of powder coating on Aluminum, Brass, Bronze, Copper, Steel, Titanium, and Plastic of customer supplied components

Spray Coating – SKYCOAT, LLC performs application of spray coatings to metal and plastic customer supplied components.

1.1 SKYCOAT ORGANIZATION

VISION STATEMENT

Our vision is to consistently deliver high quality coating services. We will continue to achieve this goal by utilizing organizational agility and expedited service, which distinguishes us from the competition as we continually strive for improvement.

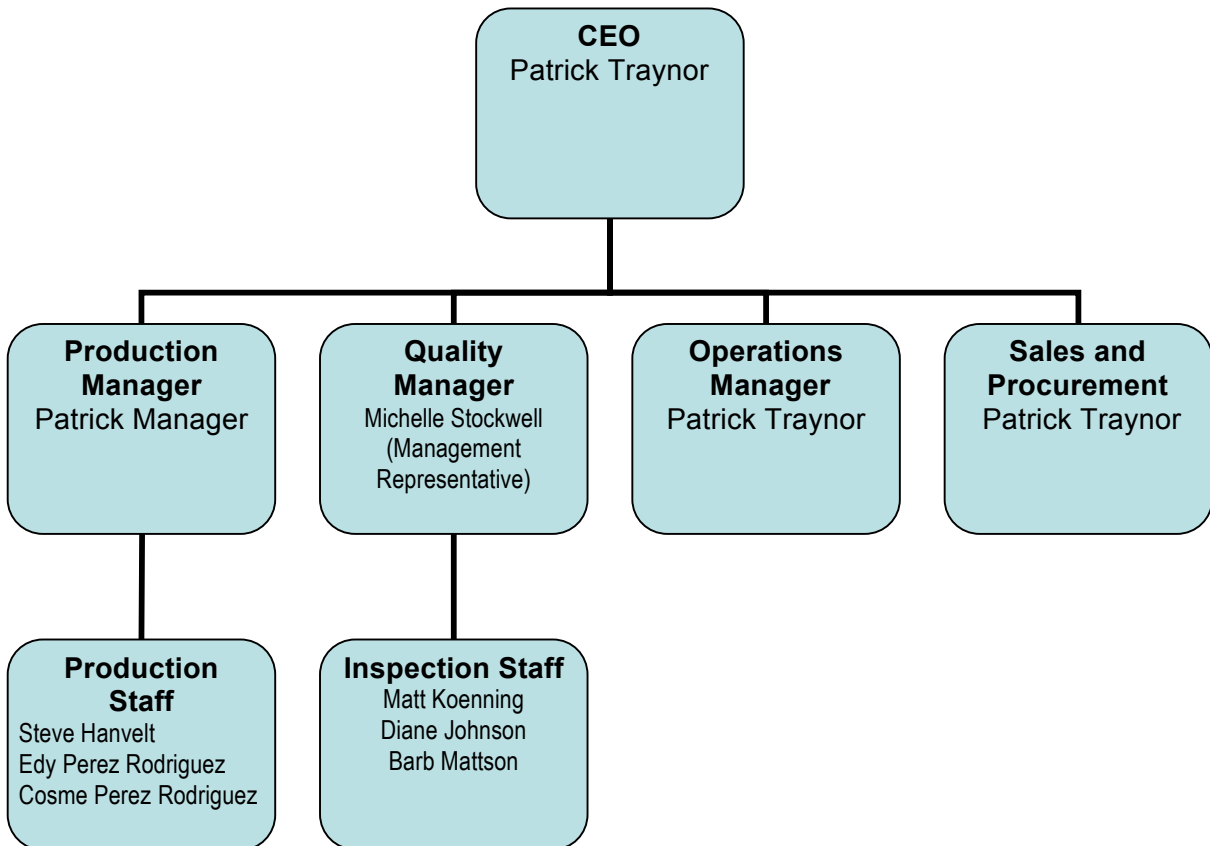
MISSION STATEMENT

The SKYCOAT mission is to deliver the latest manufacturing technology in powder and conversion coatings at the quality and delivery levels that our customers demand.

Our goal is to provide our customers with a trusted source of quality and service that will help them become the leaders in their industries.

The SKYCOAT organizational structure is designed to efficiently address all business process needs by having the right management and staff positions. The structure determined to best meet our present need is shown. Operations Management and Sales Management are performed under the President role.

SKYCOAT, LLC ORGANIZATIONAL STRUCTURE



1.2 SCOPE

SKYCOAT is committed to customer satisfaction and continuous improvement. The organization demonstrates this commitment by operating under the internally developed and implemented Quality Management System that complies with the requirements set forth by ISO 9001:2008.

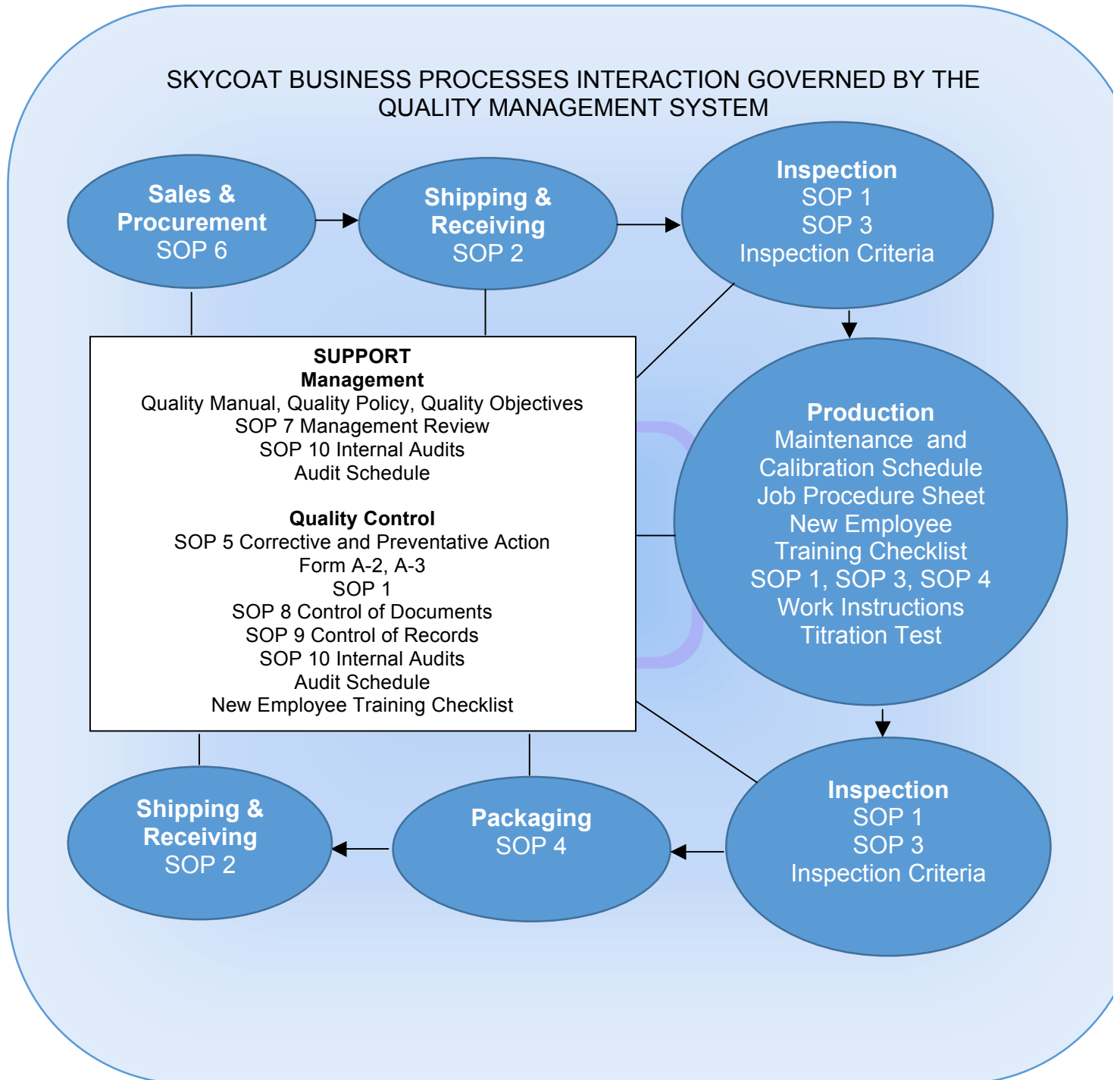
The purpose of this manual is to define the Quality Management System under which SKYCOAT operates:

- a) consistently provide products that meet customer and applicable statutory and regulatory requirements.
- b) enhance customer satisfaction through effective application of the QMS, including processes for continual improvement of the QMS and the assurance of conformity to customer and applicable statutory and regulatory requirements.

This manual is intended for use by customers, Management, employees, and authorized external organizations as the primary reference for understanding SKYCOAT's Quality Management System and the methodology implemented to ensure compliance with customer, statutory, and regulatory requirements. This manual along with contents of the appendices shall be used by all employees as the primary reference governing execution of work activities described within the scope of this manual.

1.2.1 Scope Description

SKYCOAT performs numerous business processes. The business processes wholly or partially governed by the Quality Management System are: Sales and Procurement, Shipping and Receiving, Inspection, Production, and Packaging. All other business processes are excluded from and executed outside the Quality Management System.



Revised by Lacey Traynor

The scope of this manual includes the following in accordance with ISO 9001:2008:

- A description of the SKYCOAT Quality Management System (QMS)
- Management Responsibility
- Resource Management
- Product Realization
- Measurement, Analysis, and Improvement
- Standard Operating Procedures(SOPs)
- Inspection Criteria
- Job Procedure Sheets
- Test Procedures
- Employee Training Forms
- Preventative and Corrective Action Form
- Maintenance Schedules

1.2.2 Scope Exclusions

The SKYCOAT Quality Management System and the scope of this Manual excludes the following requirements of ISO 9001:2008:

- ISO 9001:2008 Section 7.3 Design and Development

SKYCOAT services are performed to customer specifications on customer provided components. This exclusion does not relieve any responsibility to provide product compliant with customer requirements and applicable statutory and regulatory requirements.

2.0 Normative Reference

The following referenced documents were indispensable in preparation of this manual:

ISO 9001:2008(E) American National Standard Quality Management Systems – Requirements

3.0 Terms and Definitions

For the purposes of this document, the terms and definitions given in ISO 9000 apply.

4.0 Quality Management System(QMS)

4.1 General Requirements

SKYCOAT has established, documented, implemented, and maintains a QMS and continually improves its effectiveness in accordance with the requirements of ISO 9001:2008. This Manual defines and documents the SKYCOAT QMS. Procedures and Work Instructions describe the processes and methods through which the QMS is implemented and maintained. The QMS also includes procedures which facilitate self-assessment, corrective action, and document management in order to continually improve overall effectiveness in accordance with the requirements of ISO 9000.

Several processes have been determined necessary to consistently provide product that meets customer and applicable statutory and regulatory requirements. A list of procedures governed under the QMS is shown in Table 1 below, which represents the processes, sequencing, and interactions of the processes.

Table 1

Procedures	Management Responsibility
SOP 1 Non-Conforming Product or Process-Internal	Production, Inspection, Quality
SOP 2 Receiving Control	Shipping & Receiving
SOP 3 Control of Manufacturing & Packaging	Shipping & Receiving, Production
SOP 4 Handling, Packaging, Storage, Delivery	Shipping & Receiving, Production
SOP 5 Preventative and Corrective Action	All
SOP 6 Supplier Control	Sales and Procurement
SOP 7 Management Review	Management,Quality
SOP 8 Control of Documents	Quality
SOP 9 Control of Records	Quality
SOP 10 Internal Audits	Management,Quality
Work Instructions	
WI-3-1 Job Procedure Sheet	Production/Quality
WI-3-2 Production Process	Production/Quality
WI-3-3 Production Process	Production/Quality
WI-3-4 Production Process	Production/Quality
WI-3-5 Production Process	Production/Quality
Forms/Logs/Checklists	
A-1 Employee Training Completion	Quality/Production
A-2 Titration Test Checklist	Production
A-3 Inspection Criteria Class A, B, C	Production/Inspection
A-4 Maintenance & Calibration Schedule	Production
A-5 Internal Audit Schedule	Quality
F-1-1 Preventative Action Form	Quality/Production
F-1-2 Nonconformance Corrective Action Form	Quality/Production
F-1-3 NCR Log	Quality/Production
F-3-1 Job Procedure Sheet	Quality/Production
F-8-1 Document Change Request Form	All
F-10-1 Internal Audit Checklist	Quality

To ensure effective operation and control of the processes governed under the QMS, criteria and methodology have been established for each of the four areas described within the SKYCOAT scope of services: Conversion Coating, Surface Preparation, Powder Coating, and Spray Coating. The criteria are measured upon completion of the applicable procedures through inspection methods defined by inspection procedures listed in Table 1 above.

The management team holds overall accountability for operational compliance with the QMS. It is the responsibility of management to ensure the availability of resources and information necessary to support the operation and monitoring of the processes within the scope of the QMS. The resource plan is discussed in Section 6.0 Resource Management. Information availability to support operation and monitoring of the QMS is addressed through workforce training and document management controls. Section 6.2 Human Resources further discusses competence, training, and awareness for human resources. All outsourced processes are monitored and controlled administratively to ensure vendor conformance with either the SKYCOAT QMS as set forth by this manual or the vendor's ISO 9000 compliant Quality Management System.

4.2 Documentation Requirements

4.2.1 General Requirements

The Quality Management System documentation consists of five tiers. The first tier is the documented statements of the Quality Policy and Quality Objectives. The second tier is consists of this Quality Manual and Appendices. The third tier documents consist of the standard operating procedures that identify purpose, functional responsibility, and applicable documents for each determined process. They also outline the flow of information and interaction among processes. The fourth tier documents consistency of Work Instructions, where applicable, that detail tasks and responsibilities to be performed in a manner consistent with our quality policy and objectives, and forms that are revision-controlled. The fifth tier is the evidence and records that show the performance of the quality management system, management review, and audit results. Specifically, the quality management system documentation includes:

- Documented statements of a quality policy and quality objectives
- Quality Manual
- Standard Operating Procedures
- Work Instructions
- Forms
- Records of internal audits
- Records of nonconforming product
- Records of Preventive and Corrective Action

4.2.2 Quality Manual Requirements

This Quality Manual was developed to comply with the requirements set forth by ISO 9001:2008. Specifically the scope and exclusions of the QMS are defined by Section 1.2 Scope of this Manual. A list of documented procedures established for the QMS is provided in Section 4.1 Table 1. The sequencing and interaction among procedures is documented in the flow chart in section 1.2.1 of this Manual.

To demonstrate compliance with ISO 9001:2008 Section 4.2 Documentation Requirements, a reference document mapping requirements back to the applicable section of this Manual has been included in Appendix C Quality Management System Index.

4.2.3 Control of Documents

SOP 8 has been implemented to ensure control of documents within the scope of the QMS. Records are a special type of document and shall be controlled in accordance with Section 4.2.4 of this Manual. SKYCOAT will review and approve documents before they are printed in the SKYCOAT Quality Manual. Documents from outside the organization will be reviewed for relevancy and controlled. Quality Control will ensure that current documents are available in the master copy.

4.2.4 Control of Records

SOP 9 has been implemented to ensure control of records established to provide evidence of conformity to the requirements and of effective operation of the QMS. These records are controlled, clearly identified, and readily available.

5.0 Management Responsibility

5.1 Management Commitment

SKYCOAT management is committed to customer satisfaction and will fulfill that commitment through implementation and maintenance of an effective Quality Management System. This Manual serves as the guide by which SKYCOAT will attain the goals of the Quality Policy and achieve its stated Quality Objectives. The QMS will support continual improvement through application of self assessment, corrective action, and preventative action methods. Periodic management reviews and internal audits will be conducted through self assessment to ensure the actions of the organizations are in compliance with the QMS requirements and that quality objectives are being met. The staffing plan discussed in Section 6.2 Human Resources, of this Manual, demonstrates our understanding, planning, and resource commitment for achieving effective execution of the QMS.

5.2 Customer Focus

SKYCOAT is committed to customer satisfaction. The approach chosen to ensure customer satisfaction involves effective collection of requirements, requirements management, and customer fulfillment. The strategy for accurate requirements determination and delivery are discussed in Section 7.2 Customer Related Processes and Section 8.2 Monitoring and Measurement, of this Manual.

5.3 Quality Policy

“SKYCOAT and its employees are dedicated to meeting customer expectations through the utilization of an effective Quality Management System. SKYCOAT will collaborate with clients and vendors to meet all specifications and promote continual improvement.”

The Quality Policy has been specifically developed by management for the scope of services offered by SKYCOAT, LLC and will review the Quality Policy for ongoing suitability. The quality policy reflects a commitment to identify and comply with customer requirements and continually improve the effectiveness of the QMS through utilization of the corrective action process.

The quality policy serves as the foundation upon which quality objectives are based and provides the framework for reviewing the quality objectives. The Quality Policy and Quality Objectives are reviewed in accordance with the audit schedule set forth within the Quality Policy.

SKYCOAT is committed to initial and continued communication of the Quality Policy through training. Training will be conducted for all updates and changes to the QMS and with all new employees having responsibilities within the scope of the QMS as defined by this Manual.

5.4 Quality Planning

5.4.1 Quality Objectives

The quality objectives are consistent with the quality policy and are the fundamental measures of QMS effectiveness. Quality planning activities consist of determining and providing all resources necessary to ensure progress toward meeting these objectives:

- Maintain part yield at 95% or above
- Sustain and improve customer satisfaction

All quality objectives are measurable and used as key performance indicators to promote continual improvement. The parts yield and delivery status for each job is recorded and tracked in the client inventory, which directly correlates to process performance. The customer satisfaction survey is used as a method of measuring our customer approval or need for improvement.

5.4.2 Quality management system planning

The quality planning and objectives of the QMS are executed in accordance with section 4.1. of ISO 9001:2008 (E). Any changes to the QMS are identified, reviewed, and approved in the document change process on Form A-4 if identified outside of the auditing process. Once changes are approved they are implemented into the master copy by quality personnel to preserve the integrity of the QMS.

5.5 Responsibility, Authority, and Communication

We believe each employee throughout the organization has a key role in accomplishing the goals of the QMS. The responsibilities and authority of each employee are defined by the Standard Operating Procedure. To ensure the responsibilities and authority are understood, each employee will be trained on the procedures determined pertinent to their position.

Management determines and communicates the level of authority and responsibility concerning the quality policy to each employee as well as the interrelationship of the different roles. Although authority is defined in the SKYCOAT Organization Chart, emphasis is placed on communicating to employees their individual responsibility and authority to ensure customer satisfaction, statutory and regulatory requirements and adherence to quality management system guidelines. Internal communication for the quality management system processes consists of but is not limited to, reviews, meetings (management and employees), memos, and emails.

5.6 Management Review

A management review will be performed annually to ensure the effectiveness and continued adequacy of the quality management system and the status of the quality objectives. Inputs to the review process include:

- Internal and External Audit results
- Documented complaints
- Process Performance Information
- Product conformity information
- Status of preventive and corrective actions
- Follow-up actions from previous management reviews
- Information on any changes that could affect the QMS
- Recommendations for improvement

The management review process shall produce the following outputs:

- Record of findings
- Actions and decisions to improve the QMS
- Actions and decisions to improve product per customer requirements
- Resource Needs
- Non-Conformities within the QMS

6.0 Resource Management

SKYCOAT Management continuously assesses the organizational resource needs to satisfy present staffing requirements and projected staffing requirements. Several factors are

considered: current staffing, QMS staffing requirements, current work commitments, projected work commitments, present and future production capability, training needs, customer satisfaction as a function of meeting customer requirements.

6.1 Provision of Resources

Resource adequacy is continuously under consideration in conjunction with client requirements while striving to achieve the overall goal of increased customer satisfaction in addition to maintaining and continually improving the effectiveness of the QMS.

6.2 Human Resources, Competence, Training, and Awareness

SKYCOAT will have trained associates who perform work affecting conformity to product requirements with the necessary training and expertise to undertake self-checking and checking of others as may be specified in the operating procedures and work instruction.

To ensure the ability of all employees to fulfill their responsibility, SKYCOAT will provide each individual worker with the procedures and work instructions required, and will provide on the job training to achieve the required competence. Each employee must have completed the Training Completion Form A-1 as evidence of worker qualification. We will ensure employees are aware of the importance of their activities and how they contribute to the achievement of the quality objectives. Appropriate records of education, training, skills and experience will be maintained in accordance with paragraph 4.2.4 of this manual.

6.3 Infrastructure

SKYCOAT determines, provides, and maintains the facilities, utilities, and all associated hardware, software and support services, including information systems, needed to achieve product quality.

6.4 Work Environment

SKYCOAT shall establish and maintain the appropriate work environment needed to achieve product quality requirements. The work environment includes production areas, office areas, and storage areas are relates to conditions under which work is performed.

7.0 Product Realization

7.1 Planning of Product Realization

SKYCOAT ensures that all customer product requirements are satisfied through planning and adherence to the quality management system sequence and process overview. In addition, planning includes providing for the required verification, validation, monitoring, measurement, inspection, and test activities specific to the product and the criteria for product acceptance, where required. Records are maintained in accordance with Section 4.2.4 to provide evidence that the realization processes and resulting product meet requirements.

7.2 Customer Related Processes

SKYCOAT provides services to customer supplied components. The customer specifies the coating and requirements. It is SKYCOAT's responsibility to ensure a clear understanding of customer requirements and any statutory or regulatory requirements applicable to the product. We will determine our ability to meet those requirements, including delivery, product verification,

and validation. Adequate understanding of customer requirements is achieved through meetings, drawings, test product, specifications, and any other means necessary.

Management will also ensure that changes to the product or customer requirements are reviewed, accepted, communicated to the relevant personnel, and documented.

The company shall determine and implement effective arrangements for communicating with customers regarding product information. Communication is reviewed and evidenced by email, written correspondence, contract documents, fax, shipping and inventory reports, and liaison visits.

SKYCOAT ensures that customer supplied product is controlled and any product unsuitable for use is reported to the customer in a timely manner.

7.3 Design and Development

The requirements set forth under ISO 9001:2008 Section 7.3 Design and Development are excluded.

7.4 Purchasing Process, Information, and Verification

SKYCOAT, LLC only purchases products from approved manufacturing distributors. SKYCOAT is responsible for product conformance to customer specifications, except in the case of customer supplied products or components. Where product application is critical, test product may be requested and approved by the customer. All incoming shipments from customers are visually inspected for damage before releasing to production.

7.5 Production and Service Provision

7.5.1 Control of Production and service provision

All production procedures are controlled. Product specifications are stored in the customer's folder. Production personnel follow established work instructions and use suitable monitoring and measuring equipment for each job to ensure consistency in product quality. Measurements are taken as specified by procedures, and all product information is recorded on the Job Procedure sheet. Product is inspected before delivery and is returned to the client with clear identification information on the packing slip. **SOP 1** describes the responsibilities and procedures for reporting non-conforming product, processes, and non-compliances.

7.5.2 Validation of processes for production and service provision

All processes for production will be reviewed and approved before implementation. Test material will be used to test and establish the effectiveness of a new procedure. If processes need to be changed due to undesirable outputs or performance of final product after delivery, the process will be reviewed by management and reapproved only once it meets the desired expectations. A preventative/corrective action form will be used to document any needed changes to currently established procedures. Only appropriate equipment and personnel who have completed training on the respective procedure will be permitted to complete the processes documented in the work instructions and job procedure sheets. Employee training records are kept on file as well as job procedure sheets in order to facilitate continued process validation.

7.5.3 Identification and Traceability

All parts are traced and identified by the job procedure sheet. This document accompanies each job from receiving to delivery. Upon completion, job procedure sheets are stored in hard copy and electronically. The electronic copy serves as the official copy.

7.5.4 Customer Property

Customer property is not used at SKYCOAT, LLC.

7.5.5 Preservation of Product

Product is preserved during internal processes and delivery in order to ensure requirements conformance. An identifying job procedure sheet provides details on handling, packaging, storage, and protection where applicable; and accompanies each job.

7.6 Control of monitoring and measuring equipment

Measurement and calibration records are established and recorded on the maintenance schedule. Maintenance schedules are stored in hard copy and electronically. Measurements are completed in accordance with national measurement standards. Each piece of equipment is clearly identified in the maintenance schedule and adjusted when necessary. Measurement equipment is safeguarded from improper adjustments, damage, and deterioration during handling, maintenance and storage. If equipment is found to not conform to measurements or calibration standards, any jobs processed using this equipment completed during this time will be reviewed and corrective action will be taken if products were affected.

8.0 Measurement, Analysis and Improvement

8.1 General

SKYCOAT, LLC has established processes that conform to product requirements, the QMS, and continually strives to improve the QMS.

8.2 Monitoring and Measurement

8.2.1 Customer Satisfaction

SKYCOAT, LLC monitors customer perception as a measurement of the QMS. Customer satisfaction surveys are sent out yearly to clients to receive feedback.

8.2.2 Internal Audit

Internal audits are planned annually and outlined in the audit schedule.

SOP 10 has been established to identify responsibilities and requirements for planning and conducting audits, maintaining records, and recording results to promote continuous improvement. The audit is conducted per SKYCOAT Standard Operating Procedure 10. The scope of the internal audit is to verify that the QMS complies with ISO 9001:2008, which includes a review of the entire SKYCOAT Quality Management System as defined in Section 1.2 of the SKYCOAT Quality Control Manual. The Quality Manual, Standard Operating Procedures, Inspection Criteria Documents, Job Procedure Sheets, Work Instructions, Employee Training Records, Preventative and Corrective Action Documents, Customer Satisfaction Surveys, and Maintenance Schedules are reviewed in the audit process.

All auditors are adequately trained and are familiar with both ISO 9001:2008 and the SKYCOAT QMS. Internal audits may be performed by SKYCOAT personnel or outsourced. Auditors cannot audit their own work. Auditors performing internal audits will be qualified based on having one of the following:

1. Training in the ISO 9001 standard
2. External training or recognized certification in auditing techniques

Records and results from internal audits are stored. Management in charge of the area being audited shall verify the implementation of corrective actions as soon as possible to eliminate nonconformities and their causes.

8.2.3 Monitoring & Measurement of Processes and Products

SKYCOAT employs appropriate techniques for monitoring and measuring the QMS processes where applicable. These methods monitor, document, and validate that the established processes are followed. Product is not released to for shipping until the job procedure sheet is complete, validating that the requirements of the established process were followed and parts were inspected to meet these specifications.

8.3 Control of Nonconforming Product

Materials/supplies are inspected for nonconformities and defects. Accepted materials/supplies are moved into the production area once acceptance is granted through incoming inspection. Parts identified as non-conforming are segregated and sent for rework. If parts are unable to be reworked to meet acceptable requirements, they are placed in the designated discrepant part area for disposal where they are returned to the client. A final inspection is done on all parts and recorded on the job procedure sheet.

8.4 Analysis of Data

SKYCOAT collects and analyzes data to validate the effectiveness of the QMS and identifies where areas of continual improvements can be made to the QMS. Measurements are taken and recorded on the job procedure sheets to ensure conformance to product requirements, and Customer Satisfaction Surveys are sent out annually to evaluate feedback. Data recorded on corrective and preventative action forms is reviewed to monitor trends and identify areas for improvement.

8.5 Improvement

8.5.1 Continual Improvement

SKYCOAT strives to improve the effectiveness of the QMS by utilizing the quality policy, quality objectives, audit results, analysis of data, corrective and preventative actions, and management review.

8.5.2 Corrective Action

The Quality Department purports to eliminate the causes of nonconformities to prevent recurrence and determine that the corrective actions are appropriate to the effects of the nonconformities encountered. **SOP 5** has been established to outline requirements for identifying nonconformities and their root causes, determining the necessity of action to eliminate

nonconformities, deciding and implementing needed action, verifying result of actions taken, and reviewing the effectiveness of the preventative action taken.

8.5.3 Preventative Action

The Quality Department decides upon action to avoid potential nonconformities through identification of their causes. SOP 5 has been established to define requirements to pinpoint potential nonconformities and their causes, determine the need for action to prevent nonconformity occurrences, evaluate and implement pertinent actions, record results of the action taken, and verify the effectiveness of the preventative action taken.

1

SKYCOAT, LLC.		Procedure No: SOP-1		
Standard Operating Procedure		Revision: 1		
Title: Non-Conforming Product or Process- Internal		Revised by: Lacey Traynor		
		Title: Quality Control		
		Date: 08/1/14		
Revision History				
Change	Revision	Page	Section(s)	Approved by
Added Internal to title	0	1	Header	Lacey Traynor
Removed last sentence in paragraph.	0	1	1.0	Lacey Traynor

1.0 Purpose

This Standard Operating Procedure (SOP) describes the responsibilities, procedures, and documentation for reporting non-conforming product and processes.

2.0 Responsibility

All SKYCOAT employees are responsible for the quality of the product, process, or service they provide as well as the prevention and correction of non-conforming product, processes, and non-compliances.

3.0 Procedures Non-Conforming Product or Process

SKYCOAT employees are authorized to identify a non-conformance or potential non-conformance in a product or process and report the issue to Quality Control.

SKYCOAT employees record any potential non-conformities on the Preventative Action Form A-2. Identified non-conformities are recorded on a numbered Nonconformance/Corrective Action Form A-3 (NCR) where the root cause, what is being done immediately to fix the issue, and how this non-conformity will be avoided in the future is recorded. The purpose of the NCR is to display the basic plan of action needed to prevent the reoccurrence of the original fault. Once the non-conformity is documented, the recorded corrective action is planned and implemented.

Once identified, non-conforming material is labeled and moved out of the immediate work area to the " discrepant materials" area until corrective action is taken. The non-conformity is reviewed and resolved by working with the Quality Control Manager. Once the non-conformity is closed, the resolution is recorded in the verification on the NCR. Each preventative action and NCR is recorded in the NCR log, which is maintained in the Quality

Control folder.

Preventive actions are considered to be long term processes requiring a plan of action based upon analysis of the factors of the root cause.

Quality Control is responsible for assisting in the planning of preventative actions and for implementing the actions according to the defined program. Quality Control is responsible for monitoring the planned actions and for providing concise summaries of the progress of plans.

2

3

SKYCOAT, LLC.	Procedure No: SOP 2
Standard Operating Procedure	Revision: 0
Title: Title: Receiving Control <hr/>	Revised by: Lacey Traynor
	Title: Quality Control
	Date: 04/14/14

1.0 Purpose

This Standard Operating Procedure (SOP) describes the responsibilities, procedures, and documentation for receiving and product control. Additionally, it establishes a uniform method for the receipt of incoming parts and supplies.

2.0 Responsibility

Production is responsible for receiving and control. Incoming material is inspected to include a packing list with the correct purchase order number, lot number, quantities, and part number. For parts received, this information is recorded on the Job Procedure Sheet. For supplies received, packing slip is initialed once items are verified. Additionally, production ensures all necessary material certification is supplied, and contacts vendors or customers with any discrepancies.

3.0 Procedures

Receiving

Any employee trained on the Job Procedure Sheet is authorized to receive shipments of parts and supplies. Shipping documents are checked to verify the number of containers. All packages are checked for obvious damage or contamination. Items listed on the packing slip are verified to be included in the shipment, and any discrepancies in parts received are noted on Job Procedure Sheet; Discrepancies in products received are recorded on packing slip.

In the event that material is damaged in shipment to SKYCOAT, LLC, it will be noted on the job sheet or packing slip. Quality Control Manager will notify client and work out the liability and insurance arrangements with carrier if necessary.

Control

Materials/supplies are inspected for nonconformities and damage according to client specifications.

Accepted materials/supplies are moved into the production or respective storage area once inspected. Materials identified to require corrective action are segregated. Employee works with Quality Control to complete Form A-3 (Corrective Action).

Inspection

Dimensions and type of material are matched to the purchase order and packing list specifications. Raw material is correctly marked and easily identified.

Discrepant materials are moved to the designated Discrepant Materials location, recorded on job sheet, and a nonconformance is logged. Supplier is contacted via phone or email regarding discrepancy.

4

SKYCOAT, LLC.		Procedure No: SOP-3		
Standard Operating Procedure		Revision: 1		
Title: Control of manufacturing and Packing		Revised by: Lacey Traynor		
		Title: Quality Control		
		Date: 07/1/14		
Revision History				
Change	Revision	Page	Section(s)	Approved
Content added to clarify inspection processes.	0	1	2.0-3.3	Lacey T

1.0 Purpose

This procedure outlines activities necessary for the manufacturing and packaging of products. Manufacturing and packaging are planned and controlled to ensure the product adheres to requirements during all stages or processing.

2.0 Responsibility

Production and Inspection are responsible for the overall Quality including incoming inspection and Final Inspection.

3.0 Procedures
3.1 Incoming Visual Inspection All shipments are checked for any obvious damage or non conformities upon arrival.

3.2 In-Process Inspection / Procedures

In-Process Inspection is performed by Production and recorded in the chemical data log on the job procedure sheet. Quality Control and the Production Manager will determine the specifications for inspection and frequency of the in-process inspection. The frequency of inspection will be dependent on the type of part, cycle time, quantity of parts to be processed, and specifications provided by the client.

In the event of a reject during any in-process production, the rejected part(s) will be separated from the normal flow of the in-process materials, sent to the discrepant materials area, and clearly identified.

Rejected part(s) will follow the Non-conforming Product per SOP - 1.

3.3 Final Inspection

Final Inspection will be performed by Production or Inspection using the Inspection criteria listed on the Job procedure Sheet. Parts will be classified as pass or fail and recorded on the Job Procedure Sheet.

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SKYCOAT, LLC.	Procedure No: SOP-4
Standard Operating Procedure	Revision: 0
Title: Handling, Packaging, Storage, and Delivery	Revised by: Lacey Traynor

	Title: Quality Control
	Date: 04/14/14

1.0 Purpose

This standard operating procedure (SOP) provides the general technical requirements and operational guidelines for the proper labeling, packing, and shipping product. These procedures have been developed to reduce the risk of damage.

2.0 Responsibility

The Production Manager is responsible for overall implementation of this procedure and ensuring that it complies with current regulations and standards.

3.0 Procedures
3.1 Handling Handling procedures shall be followed to prevent damage or deterioration of materials and products.

3.2 Storage

Designated areas shall be used to store and protect material and product. Suitable methods for authorizing the receipt and dispatch of items in such areas shall be maintained and enforced. Procedures detailing the identification and control of material shelf life shall be followed to ensure that expired materials or components are not used.

3.3 Packaging

Procedures for packaging and the identifying products shall be followed to ensure compliance to customer requirements. Materials are to remain in the original manufacturer's package when possible.

3.4 Delivery

Packaging materials and containers will be inspected to make sure

that they meet customer specifications. After containers are sealed and before they are shipped, they will be inspected for all applicable marking and correct shipping information on the packing slip.

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SKYCOAT, LLC.		Procedure No: SOP-5		
Standard Operating Procedure		Revision: 1		
Title: Corrective and Preventative Action		Revised by: Lacey Trayno		
		Title: Quality Control		
		Date: 08/4/14		
Revision History				
Change	Revision	Page	Section(s)	Approved
Added additional Content	0	1	1.0	Lacey T
Added content to address customer complaints.	0	1	3.0	Lacey T

1.0 Purpose

This procedure establishes a system for determining preventative and corrective action for nonconformities in manufactured parts. It also aims to prevent non-compliances within the QMS, address customer complaints, and request improvements to processes.

2.0 Responsibility

Production staff and quality control log preventative actions or nonconformities along with their corrective actions. Such issues are identifiable through employee input, nonconforming products or processes, customer complaints and feedback, audit results, and management review.

3.0 Procedures

When a customer complaint is reported, it is recorded on the customer complaint log. The log includes: date reported, reporter, and a brief description of issue. Once the issue has been analyzed and the complaint has been addressed with the client, a resolution of the complaint and date resolved is entered on the log sheet. If the complaint requires corrective action, it will also be documented in the NCR log and follow the sequence for corrective actions. Once recorded as a corrective action, the NCR number should be recorded on the complaint log.

When an issue requiring preventative action or a nonconformity is identified, the entirety of the issue is logged on Form A-2 (Preventative Action) or Form A-3 (Nonconformance/Corrective Action). The new issue is entered on the log sheet including date opened, status of issue, issue number, reporter, and a brief description of issue.

If the cause or potential cause of the nonconformity is unknown, a root cause analysis is performed. Once the root cause is identified, appropriate action is determined and implemented to ensure product conformity. A record of the action taken is recorded by the reporter and is signed off by quality control in the verification step once the product is brought back into specification. The effectiveness of the action taken is verified by the part conforming to specifications and when possible, identifying the root cause to avoid recurrence. Once product is conformant, the issue is marked as closed on the log along with the closing date.

1.0 Purpose

The purpose of Supplier Control is to provide quality suppliers, which meet all expectations for excellence with the ultimate goal of providing complete customer satisfaction.

2.0 Responsibility

The Quality Control Manager and the Production staff are responsible for providing supplier control.

3.0 Procedures

The supplier's ability to satisfy requirements is reviewed by Quality Control.

The evaluation may include one or more of the following: Ability to meet requirements □ Quality Assurance □ Price

□ Samples Submitted (if applicable) □ Lead Times □ References □ Customer Requirements

NOTE: If the product or service is a customer requirement, no further evaluation is necessary.

Once the supplier is approved, their performance is monitored by Quality Control. If the supplier's performance is satisfactory, they continue to be a vendor. Corrective Action for unsatisfactory suppliers is carried out as follows:

Quality Level

1st Reject

2nd Reject in 12 Month period

3rd reject in 12 Month period

Action Taken

Phone call to supplier noted in supplier's record

Phone Call to Supplier and non-conformance issued.

phone call to supplier non-conformance issued, warning letter sent and supplier reduced to conditional status

Supplier Status

Approved Supplier

Approved Supplier

Conditional Supplier

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SKYCOAT, LLC.	Procedure No: SOP-6
Standard Operating Procedure	Revision: 0
Title: Supplier Control	Revised by: Lacey Traynor
	Title: Quality Control
	Date: 04/28/14

Out-Sourced Processes

Suppliers of out-sourced processes shall:

- Meet specifications
- Perform inspection and testing to verify that the product meets specifications
- Maintain inspection and test records for a period of two (2)

years

- Only ship products that meet specifications
 - Provide SKYCOAT access to the manufacturing, packaging, and testing facilities upon request
- NOTES: 1. Supplier non-conformities are resolved in accordance with the corrective action procedures. 2. A reject is defined as the reject of one (1) line item that does not satisfy quality requirements. 3. Suppliers that have not been used for a period of three (3) years shall be re-evaluated as a new supplier.

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SKYCOAT, LLC.		Procedure No:	
Standard Operating Procedure		Revision: 1	
Title: Management Review		Revised by: Lacey Traynor	
		Title: Quality Control	
		Date: 08/4/14	
Revision History			
Change	Revision	Page	Section
Changed verbiage to clarify responsibility.	0	1	1.3
Changed verbiage to "shall include" and updated Inputs.	0	1	1.4.1

Added Outputs	0	2	1.4.2
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1.1 General

SKYCOAT has established, documented, implemented and maintains this SOP for management reviews. This procedure defines the responsibilities and requirements for the planning, conducting, and reporting of management review, and for maintaining records in compliance with ISO 9001:2008, section 4.2.4.

1.2 Purpose and Scope

The purpose is to ensure the continual suitability of the quality management system. This review includes assessing opportunities for improvement and the need for changes to the quality management system including the quality policy and quality objectives.

1.3 Responsibility

Management and Quality Control are responsible for scheduling and conducting management reviews annually and more often if needed.

1.4 Procedures 1.4.1 Review Meeting Inputs

The inputs to management review shall include:

- Quality Policy and objectives
- Audit Results (Internal and External)
- Customer Feedback

- Process performance and product conformity
- Status of Preventative and Corrective Actions
- Follow up actions from previous management reviews
- Changes that could affect the QMS
- Recommendations for Improvement

1.4.2 Output from Review Meeting

The outputs from the management shall include any decisions and actions related to:

- Improvement of the effectiveness of the quality management system and its processes
- Improvement of product related to customer requirements
- Resource needs
- Human Resources
- Training Needs
- Infrastructure changes needed

1.4.3 Summary Actions

A summary report shall be compiled and reviewed upon completion of any assigned action items for evidence of achieving the required results and objectives.

SKYCOAT, LLC.		Proced
Standard Operating Procedure		Revisio
Title: Control of Documents _____		Revisio
		Title: C
		Date: C
Revision History		
Change	Revision	Page
Changed verbiage to correctly reference Table 1 and form A-4.	0	1

1.0 General

This Standard Operating Procedure (SOP) meets the requirements of sections 4.2.3 of ISO 9001: 2008. This procedure defines SKYCOAT’s control of documents required by our QMS.

1.2 Responsibility

SKYCOAT Management and Quality Control personnel are responsible for the control of documents.

1.3 Procedures

SKYCOAT management and Quality Control personnel are authorized to create, modify, or approve documents for release. Documents will be clearly labeled with a title, revision number, and name of person who performed latest revision. Once

released, documents are printed in master copy located in office to prevent unintended use of obsolete documents.

1.4 Documents will be reviewed and updated as necessary. Employees who are not part of the management or Quality Control departments may request changes to documents or procedures by following the process outlined on Form A-4. Any changes to the QMS are identified, reviewed, and approved in the document change process on Form A-4. Once changes are approved they are implemented electronically and printed in the master copy. The handwritten edits are destroyed, and the old electronic version is saved in the obsolete folder. Documents are maintained for seven years.

1.5 Any pertinent documents of external origin will be reviewed, approved, and documented before added to the master copy when deemed necessary for the planning and operation of the quality management system.

1.6 Documents to be controlled according to SOP 8 are outlined in Table 1 in the quality manual.

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SKYCOAT, LLC.		Procedure No: SOP-9
Standard Operating Procedure		Revision: 0
Title:		Revised by: Lacey Traynor
	Control of Records	Title: Quality Control

	Date: 04/14/14
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1.1 General

This Standard Operating Procedure (SOP) meets the requirements of sections 4.2.4 of ISO 9001: 2008. This procedure defines SKYCOAT’s control of records required by our QMS.

1.2 Responsibility

SKYCOAT Quality Control personnel are responsible for the control of records.

1.3 Procedures

All approved and released documents pertinent to the QMS are printed in the master copy. Obsolete files are archived electronically according to file name, revision, and stored in the obsolete folder.

1.4 Records Storage

Electronic records are backed up instantaneously and stored on the network drive.

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SKYCOAT, LLC.	Procedure No
Standard Operating Procedure	Revision: 1
Title:	Revised by: L
Internal Audits	Title: Quality

			Date: 07/7/1.
Revision History			
Change	Revision	Page	Section
Added required report contents and audit schedule location.	0	1-2	1.2,

1.1 General

This Standard Operating Procedure (SOP) meets the requirements of section 8.2.2 of ISO 9001: 2008. This SOP describes the requirements and responsibilities for the planning, execution, and results reporting for internal audits required by the QMS.

1.2 Purpose and Scope

The purpose is to verify that the QMS meets the requirements of ISO 9001:2008 and is effectively enforced and maintained. The scope of this SOP applies to all processes outlined in our Quality Manual. See the audit schedule located in the appendix of the quality manual for a more detailed breakdown of topics for the internal audit.

1.3 Responsibility

SKYCOAT Quality personnel are responsible for planning and conducting internal audits as well as the implementation and maintenance of this SOP. All employees are responsible for implementing corrective actions in a timely matter.

1.4 Procedures

1.4.1 Audit Plan

The Quality Department will select the appropriate audit scope based on the significance of the process to the QMS. Internal audits will be performed on an annual basis for all processes to ensure compliance with ISO 9001: 2008 and continued progress towards realizing the goals and objectives stated in the QMS unless more frequent audits are deemed necessary based on results of previous audits.

1.4.2 Auditors

Auditors cannot audit their own work.

Internal audits may be performed by SKYCOAT personnel or outsourced. Auditors performing internal audits will be qualified based on having one of the following: 1. Training in the ISO 9001 standard 2. External training or recognized certification in auditing techniques

1.4.3 Audit Process

The expected outcome of the audit is to determine the following: Does SKYCOAT QMS conform to the requirements of ISO 9001:2008? Does SKYCOAT QMS conform to the goals set forth in the Quality Manual? Is the SKYCOAT QMS implemented and maintained? The auditor will assess these elements by viewing samples of processes and records and through staff interviews.

Outline of Audit:

1. An opening meeting to explain the audit process.
2. Verification of corrective actions implemented
3. Audit according to plan
4. Closing meeting to report audit findings
5. Audit report preparation: List audit findings, opportunities for improvement and recommended action. Audit records are

maintained in accordance with the record keeping requirements.

1.4.4 Correction

Quality and management collaborate to ensure that corrective actions are implemented in a timely manner and root causes are identified.

1.4.5 Verification

During the subsequent audit, Quality and management verify that any non- conformances have been eliminated using the corrective action form.

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APPENDIX

Job Procedure Sheet

Customer: _____	Date in: _____
Part Name: _____	Date Processed: _____
Part #: _____	Date Due: _____
Purchase Order: _____	Lot #: _____
PO Date: _____	Packing slip Qty: _____
	Actual Parts: _____
	Good Parts: _____

Incoming visual inspection(Check):
Processor Initials:

Supplies Needed for next job: Yes No

Notes on incoming:

List Supplies needed: _____

Instructions	Batch Temp./ pH:	Actual Temp./ pH:	

Productions Comments:

Packaging Instructions:

**Inspection
Criteria:**

Final Inspection (Circle one)

Pass

Fail

Initials:

Notes:

Rev. 3 Lacey Traynor 08/06/14

SKYCOAT, LLC.	Revision: 1
Controlled Document	Revised by: Lacey Traynor
Title: Titration Test	Title: Quality Control Date: 08/12/14

TITRATION TEST ALODINE 5200

Pipet exactly 10 ml of Titrating Solution 15 into a 150 ml beaker. Then add 50 ml of DI water and 5 ml of reagent 44 to the same 150 ml beaker.

Take a 30 ml syringe of the Alodine 5200 out of the bath; slowly add the Alodine 5200 to the Titration Solution in the 150 ml beaker until the purple color completely disappears resulting in a clear or slightly brown solution. Note: The Titration Solution needs to be swirling as the Alodine is slowly added.

The concentration is determined from the table below:

Titration mls used	Concentration % by volume	
27	1.5	pH 3.1-3.5 Good
20	2.2	
14.7	3.0 (Max)	
10.8	4.5	
9.8	6.0	
7.8	7.5	

The lower the number of mls used the higher the concentration.

Preventative Action Form Form A-2

Company Name: _____
Employee Name: _____
lot #: _____
Part #: _____
Part Description: _____
Date product Received: _____
Date product Shipped: _____
PO #: _____

PreventativeAction

Briefly describe potential issue:
Describe how this issue will be prevented:
If unknown, perform a root cause analysis. Describe: 1. The cause of the issue or potential issue. 2. What will be done now to prevent the issue before it occurs.
Verification Notes: Include how issue was resolved , by whom, and date verified in space below.

Issue Closed by:

Date:

Nonconformance/Corrective Action Form A-3

Nonconformance Number: _____

(Create by using S+date (xx-xx-xx)+ add A, B, etc if subsequent nonconformances are filed on one day.
i.e. S04-30-14A)

Company Name: _____

Employee Name: _____

Lot #: _____

Part #: _____

Part Description: _____

Date product Received: _____

Date product Shipped: _____

PO #: _____

Briefly describe issue:

1. Perform a root cause analysis if cause is unknown, and describe the cause(s) of the issue. 2. What is currently being done to correct the issue? 3. What corrective action will be taken to avoid this issue in the future?

Verification Notes: Include how issue was resolved , by whom, and date verified in space below.

Issue Closed by:

Date:

SKYCOAT, LLC.		Revision: 0
Controlled Document		Revised by: Lacey Traynor
Title:		Title: Quality Control
Workmanship Standards and Inspection Criteria for Class "A, B, and C"		Date: 04/22/14

Workmanship Standards and Inspecting Criteria

Purpose

The purpose of this document is to inform the customer on what we base our product acceptability. If this is not acceptable with you, please inform us in writing. Otherwise, these are the criterion we will be using.

Inspection Criteria for Class "A"

Class "A" products are ones where the end viewer frequently sees the product

Inspection methods

View at a distance of 24" in normal office lighting for no more than 7 seconds

Texture:	Should be uniform
Scratches:	No more than 2 at .010" x .030" in a five inch square
Runs:	None allowed
Gun Spit: square	No more than 3 at .050" diameter maximum in a two inch square
Dirt, Chips:	No more than 2 at .020" diameter maximum in a three inch square
Gloss:	Can vary 20%
Cross Hatch Adhesion Test:	80% or better adhesion
Porosity:	Not responsible for defects such as degassing bubbles and pitting.

General Definitions

Scratches	A shallow groove or line on the surface of a part
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Lint	Fine strands of fiber covered by paint
Dirt, Dark Specs	Miniscule particles embedded in the part which show as a color difference; They are most often sharp topped protrusions above the painted surface
Gloss	A surface luster on the finish or texture
Flaking, Peeling	Areas in which paint comes off with light rubbing; Very poor adhesion between paint and part
Chips	Areas in which paint has been knocked loose from the part surface
Paint Runs	An area of excess paint, which has “sagged” or flowed to a noticeably thicker height
Gun Spit	Clumps or globs of paint, which are noticed above the finish or texture

Workmanship Standards and Inspecting Criteria

Purpose

The purpose of this document is to inform the customer on what we base our product acceptability. If this is not acceptable with you, please let us know in writing. Otherwise, these are the criterion we will be using.

Inspection Criteria for Class "B"

Class "B" products are ones where the end viewer casually sees the product

Inspection methods

View at a distance of 40" in normal office lighting for no more than 4 seconds

Texture:	Can vary 30%
Scratches:	No more than 2 at .020" x .100" in a five inch square
Runs:	None allowed
Gun Spit: square	No more than 3 at .075" diameter maximum in a two inch square
Dirt, Chips:	No more than 2 at .050" diameter maximum in a three inch square
Gloss:	Can vary 30%
Cross Hatch Adhesion Test:	80% or better adhesion
Porosity:	Not responsible for defects such as degassing bubbles and pitting.

General Definitions

Scratches	A shallow groove or line on the surface of a part
Lint	Fine strands of fiber covered by paint
Dirt, Dark Specs	Miniscule particles embedded in the part which show as a color difference; They are most often sharp-topped protrusions above the painted surface

Gloss	A surface luster on the finish or texture
Flaking, Peeling	Areas in which paint comes off with light rubbing; Very poor adhesion between paint and part
Chips	Areas in which paint has been knocked loose from the part surface
Paint Runs	An area of excess paint, which has “sagged” or flowed to a noticeably thicker height
Gun Spit	Clumps or globs of paint, which are noticed above the finish or texture

Workmanship Standards and Inspecting Criteria

Purpose

The purpose of this document is to inform the customer on what we base our product acceptability. If this is not acceptable with you, please let us know in writing. Otherwise, these are the criterion we will be using.

Inspection Criteria for Class "C"

Class "C" products are ones where the end viewer does not see the product

Inspection methods

View at a distance of 60" in normal office lighting for no more than 3 seconds

Texture:	Can vary 50%
Scratches:	Ok as long as it is not through the substrate
Runs:	Surface must not be so badly ran to suggest inferior workmanship
Gun Spit: workmanship	Surface must no be so badly spit to suggest inferior
Dirt:	Surface must no be so badly dirty to suggest inferior workmanship
Gloss:	Can vary 50%
Cross Hatch Adhesion Test:	80% or better adhesion
Chips:	No more than 4 at .090" diameter in a seven inch square
Porosity:	Not responsible for defects such as degassing bubbles and pitting.

General Definitions

Scratches	A shallow groove or line on the surface of a part
Lint	Fine strands of fiber covered by paint

Dirt, Dark Specs	Miniscule particles embedded in the part which show as a color difference; They are most often sharp-topped protrusions above the painted surface
Gloss	A surface luster on the finish or texture
Flaking, Peeling	Areas in which paint comes off with light rubbing; Very poor adhesion between paint and part
Chips	Areas in which paint has been knocked loose from the part surface
Paint Runs	An area of excess paint, which has “sagged” or flowed to a noticeably thicker height
Gun Spit	Clumps or globs of paint, which are noticed above the finish or texture

Maintenance and Calibration Schedule

Daily Maintenance Procedure

Desiccant Air Dryer Check daily-Change Desiccant material as needed
 (See separate schedule)

Air Compressor Empty moisture separator compressor
 Air compressor Compressor Check oil
 (See separate schedule)

Date	Initials	Next date

Monthly Maintenance Procedure

RO/DI water filter Check water hardness (Culligan)
 pH meter calibration: Standard solution calibration using pH buffers
 (See separate schedule)

Bi Yearly Maintenance Procedure

Furnace Change furnace filter

Air compressors Change compressor oil

White Frigidaire Oven Calibrate

Black Kenmore Oven Calibrate

Large Gray DeVilbiss Oven Calibrate

Yearly Maintenance Procedure

Thickness gauge Thickness calibrations cards

Forklift Change Oil

Traceable Robo Thermometer SN: 130570504-
 Calibration

Frio-Temp Thermometer SN: F140625-
 Calibration

SKYCOAT, LLC. Controlled Document Title: Audit Schedule	Revision: 1 Revised by: Lacey Traynor Title: Quality Control Date: 07/7/14
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Revision History				
Change	Revision	Page	Section	Approved by
Reorganized sections	0	1	7.5.3,7.5.4, 7.5.5, 8.2.3	Lacey Traynor

Element	Applicable Standard	Scheduled Audit	Last Date Completed	Next Audit Date
Management Commitment	5.0-5.6	1 st Quarter		
Process Control	7.5	1 st Quarter		
Labeling and Traceability	7.5.3	1 st Quarter		
Resources	6.0-6.4	2 nd Quarter		
Personnel	6.2	2 nd Quarter		
Calibration	7.6	2 nd Quarter		
Purchasing Control	7.4	2 nd Quarter		
Document Control	4.2.3	3 rd Quarter		
Records Control	8.5.2	3 rd Quarter		
Documentation	4.2, 5.3, 5.4	3 rd Quarter		
Internal Audit	8.2.2	3 rd Quarter		
Receiving/In Process/Final Inspection	8.4	3 rd Quarter		
Packaging/Handling/Storage/ Distribution/Shipping	7.2, 7.5.3, 7.5.5, 7.6	4 th Quarter		
Non-Conforming Product	8.3	4 th Quarter		
Corrective and Preventative	8.1-8.5	4 th Quarter		

Action, Monitoring and measurement of processes				
Non-Conforming Product	8.3	4 th Quarter		

SKYCOAT, LLC.

Controlled Document

Title:

Employee Training Checklist

Revision: 1

Revised by: Lacey Traynor

Title: Quality Control

Date: 07/7/14

New Employee Training Checklist

Please check off and obtain signatures for each item as you complete training.

Procedures:

_____ **Read and understand how to complete Job Procedure sheet**

Manager Signature: _____ Date: _____

_____ **Correctly performed titration using all equipment including pipettes, beakers, syringes, and required chemicals**

Manager Signature: _____ Date: _____

_____ **Performed Job Procedure correctly on Alodine 5200 parts**

Manager Signature: _____ Date: _____

_____ **Performed Job Procedure correctly on Alodine 5900 parts**

Manager Signature: _____ Date: _____

_____ **Trained to operate the Nordson Econo-Coat sprayer.**

Manager Signature: _____ Date: _____

_____ **Performed Job Procedure correctly on powder coating parts**

Manager Signature: _____ Date: _____

_____ **Trained on oven use: Power ON/OFF and setting temperature.**

Manager Signature: _____ Date: _____

Quality:

_____ **Trained on parts assembly.**

Trainer Signature: _____ Date: _____

_____ **Trained on general parts inspection. See example trays: Residue, light coverage, clumpage, mold, corrosion, and general defects.**

Trainer Signature: _____ Date: _____

_____ **Trained on parts packaging and loading.**

Trainer Signature: _____ Date: _____

Maintenance:

_____ **Trained on work station cleaning.**

Conversion Coat area: Wipe off tanks, window sills, mop floor.

Oven: Wipe off outside, mop floor inside

Powder Coating: Sweep floor, mop floor, clean filter

Bathroom: Wipe off door handles, light switch, toilet handle, exterior porcelain, and seat of toilet with 409. Scrub inside of toilet with bowl cleaner and toilet brush. Clean sink with abrasive sponge and Soft scrub.