

# APAC Scaffold

## Quality Manual

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## Section 1: System Description

### **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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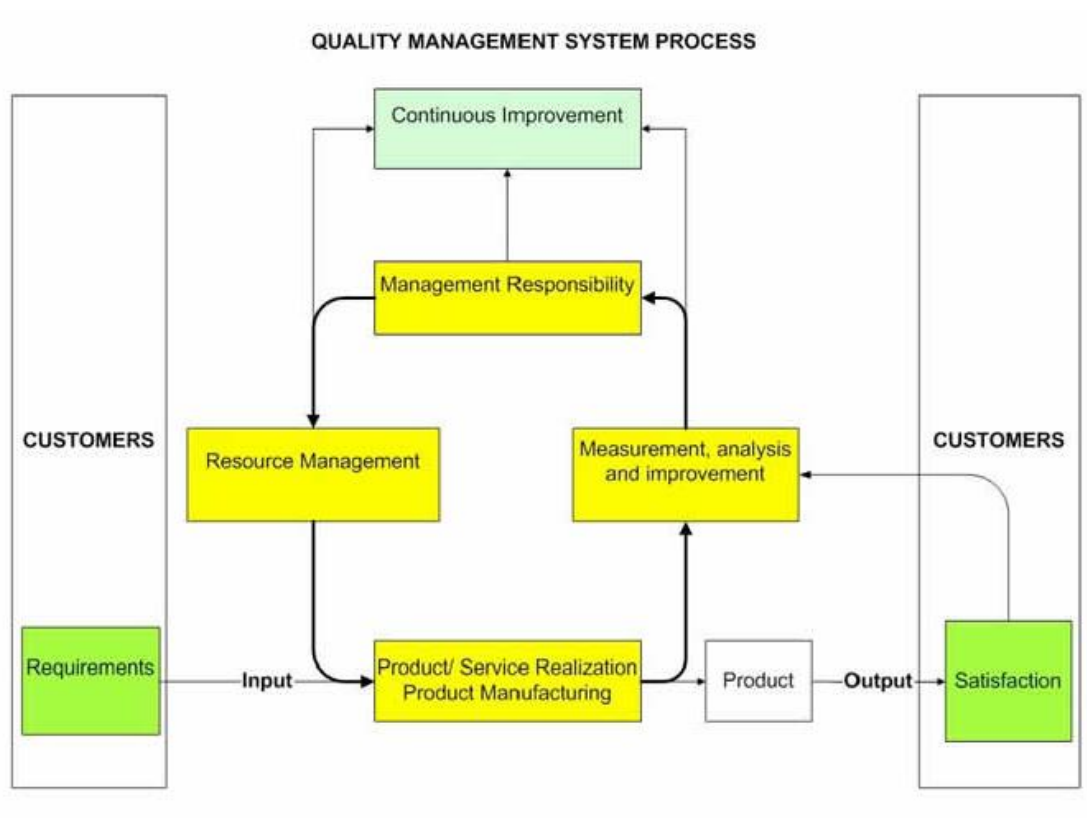
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## 1.7 Human Resources And Motivation

- (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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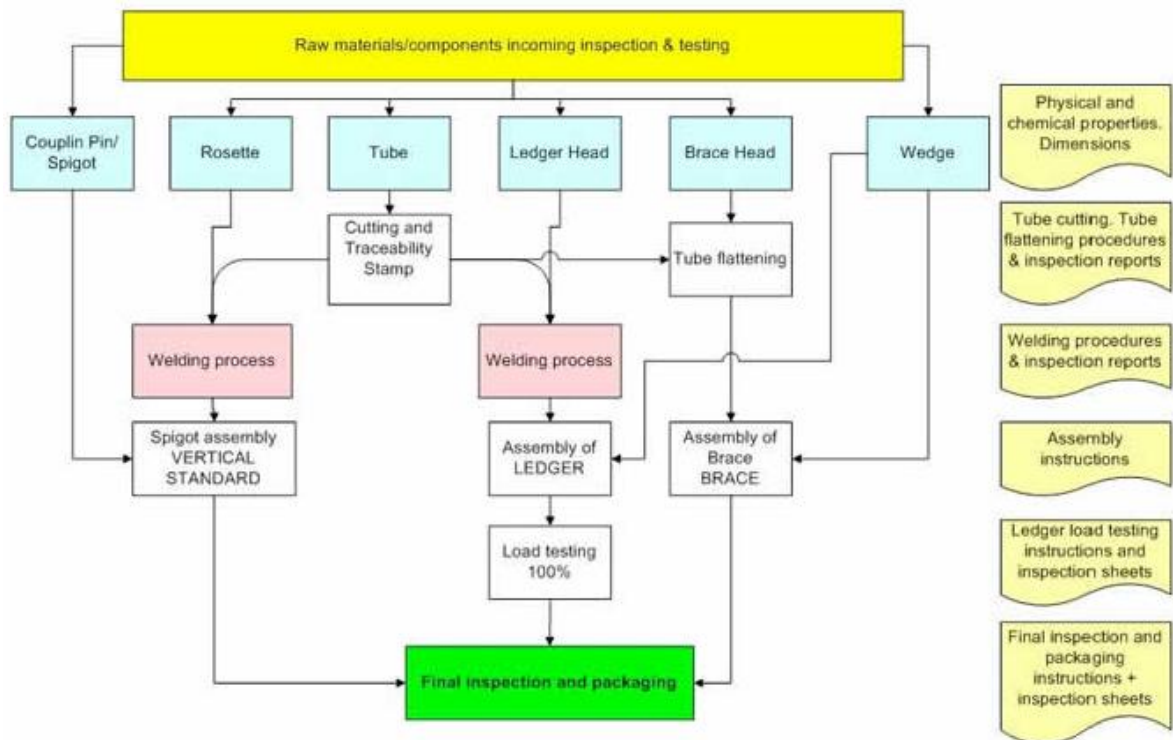
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#### 2.2 Quality management System- Process Control

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SCAFFOLD QUALITY MANAGEMENT PROCESS - MAIN COMPONENTS OF PIN AND RING SYSTEM



- 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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