



Summit Products

QUALITY MANUAL

Inspection and Test Quality System

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1. Scope:

This Quality Manual defines the Summit Products Corporation (SPC) Quality Management System (QMS). The QMS is established for the design and manufacture of power management systems and related products. SPC intends that the business objectives, strategies, tactics, and processes used to realize this scope always satisfy applicable customer, regulatory, and statutory requirements.

2. Normative Reference:

The SPC QMS complies with the requirements of the following references:
AS9003 Quality Standard

3. Definitions:

For the purposes of this manual, the terms and definitions given in AS9003 apply. In this manual, the term "product" applies only to the product intended for, or required by, a customer. Throughout the text of this manual, wherever the term "product" occurs, it can also mean "service." Additionally, Quality System and Quality Management System can be used interchangeably.

4.0 Quality System Requirements:

4.1 Management Responsibility:

4.1.1 SPC management will define and document its policy for quality, including objectives for quality and commitment to quality. They will also ensure that the policy is implemented, maintained at all levels of the organization, and accessible to all employees.

4.1.2 SPC will define and document the responsibility and authority of personnel who perform work affecting quality and for ensuring that the quality system is established, effectively implemented, and maintained.

4.2 Quality System:

4.2.1 SPC will establish, document and maintain a quality system as a means of ensuring that product conforms to specified requirements.

4.2.2 SPC will ensure that the quality system procedures are readily available to personnel who are responsible for ensuring compliance with requirements, and to customer and/or regulatory agency representatives.

4.3 Contract Review:

4.3.1 SPC will establish and maintain documented procedures for contract review.

4.3.2 SPC will determine that the requirements are adequately defined and documented before acceptance of a contract, contract change notice or other required change as necessary.

4.3.3 SPC will determine the necessary capacity and capability is available or obtainable to meet all contract requirements before acceptance of a contract, contract change notice or other required change as necessary.

4.3.4 SPC will maintain records of contract reviews as necessary or by contractual requirement.

4.4 Design Control:

4.4.1 The scope of less than AS9100 does not include quality system requirements for design control.

4.5 Document and Data Control:

4.5.1 SPC will establish and maintain documented procedures to control all documents and data and to ensure that only approved, released, pertinent revisions are available, including those in electronic format.

4.5.2 SPC will establish a process to ensure the timely review, distribution, implementation, and maintenance of all authorized and released drawings, standards, specifications, planning and changes. SPC will maintain a record of change incorporation and, when required, will coordinate these incorporations with the customer and/or regulatory authority.

4.6 Purchasing:

4.6.1 SPC will establish and maintain documented procedures to ensure that the purchased product meets specified requirements.

4.6.2 Purchase documents will clearly define the product ordered, including the applicable drawings, specifications, processing requirements, and other relevant data.

4.6.3 Purchased products will be verified upon receipt.

4.6.4 SPC will include right-of-entry provisions in any subcontract. These provisions will allow the supplier, its customers, and regulatory agencies to determine and verify the quality of work, records, and material at any place, including the plant of the subcontractor.

4.6.5 SPC will regularly review and evaluate the quality performance of its subcontractors and take appropriate actions.

4.6.6 SPC will ensure, when required, that both the supplier and their subcontractors use customer-approved special process sources.

4.6.7 SPC will have a process for evaluating and approving their subcontractors and will maintain a list of those subcontractors.

4.7 Control of Customer-Supplied Product:

4.7.1 SPC will establish and maintain documented procedures for the control, verification, storage, and maintenance of customer-supplied products.

4.8 Product Identification and Traceability:

4.8.1 SPC will establish and maintain documented procedures for identifying a product or lot by suitable means from receipt and during all stages of production, delivery, and installation.

4.9 Process Control:

4.9.1 SPC will establish and maintain documented procedures that define the method for controlling manufacturing, applicable service, production and installation processes.

4.9.2 SPC will prepare, maintain, and monitor manufacturing work instructions (e.g., drawing, traveler, work order) reflecting requirements.

4.9.3 SPC will maintain accountability and configuration control of all parts during all phases of production.

4.9.4 SPC will document and maintain control of split order quantities.

4.9.5 When customer approval of a process or processor is required, SPC will use only customer-approved sources.

4.9.6 SPC will have procedures and maintain records that demonstrate care and control of tooling, including customer supplied tooling.

4.10 Inspection and Testing:

4.10.1 SPC will establish and maintain documented procedures for inspection and test activities that verify product compliance with specifications.

4.10.2 SPC will inspect the product to ensure that it conforms to the purchase order or contract, drawing, and specifications.

4.10.3 When certification test reports are utilized to accept material, SPC will assure that data in said reports are acceptable per applicable specifications. SPC will periodically validate test reports.

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4.10.4 SPC will perform final inspections and verify that all inspections and tests have been completed.

4.10.5 SPC does not perform first article inspection due to our policy of 100% inspection on all products.

4.11 Control of Inspection, Measuring, and Test Equipment:

4.11.1 SPC will establish and maintain documented procedures to control, calibrate, and maintain all inspection, measuring, and test equipment that can affect product quality, including test software and personally owned equipment, and customer-supplied equipment.

4.11.2 Calibrations will be traceable to internationally or nationally recognized standards. Where no such standards exist, the basis used for calibration will be documented.

4.11.3 Equipment will be identified with suitable indicators or an approved identification record of the calibration status.

4.11.4 SPC will assess the validity of previous inspection results when equipment is found to be faulty or out of calibration and will recall the product for re-inspection when the assessment indicates the result may be a nonconforming product.

4.12 Inspection and Test Status:

4.12.1 SPC will establish and maintain a documented process for identification of inspection and test status.

4.12.2 The inspection and test status of a product will be identified by suitable means, which indicate the conformance or nonconformance of a product with regard to the inspection and tests performed.

4.12.3 The inspection and test status of a product will be traceable to the individual performing the acceptance.

4.13 Control of Nonconforming Product:

4.13.1 SPC will establish and maintain documented procedures for the identification, documentation, evaluation, segregation, disposition, and for notification to concerned parties of a nonconforming product.

4.14 Corrective Action:

4.14.1 SPC will establish and maintain documented procedures for implementing corrective action.

4.14.2 When written corrective action is required, the response will be documented on the QA-NCR Form.

4.15 Handling, Storage, Packaging, Preservation, and Delivery:

4.15.1 SPC will follow contractual requirements for handling, storage, packaging, preservation, and delivery of a product to prevent damage or deterioration. When no requirements, exists SPC will use BCP.

4.16 Control of Quality Records:

4.16.1 SPC will maintain quality records to demonstrate conformance to contractual requirements and the effective operation of the quality system.

4.17 Internal Quality Assessment:

4.17.1 SPC will perform scheduled, documented assessments that include its quality procedures and records in order to determine the effectiveness of its quality system. As appropriate, the assessments will be performed by personnel independent of the function being assessed.

4.18 Training:

4.18.1 Personnel performing specific assigned tasks will be qualified on the basis of appropriate education, training, and/or experience. Training records for personnel affecting quality will be maintained.