



# QUALITY MANUAL



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## 1.0 INTRODUCTION

Since QMW was established in 1984, the company has built its reputation on setting the standard when it comes to safety in the mining, construction, transport, earthmoving and forestry sectors.

Founder and managing director Jeff Samuels' ambition was to build a business which set the industry standard for quality and service, a reputation that still holds true today, even in the face of fierce competition.

With more than 28 years of expertise in the design, destructive testing at our NATA accredited testing facility, and manufacturing of roll over protective structures (ROPS) and falling objects protective structures (FOPS), we provide the ultimate protection for operators and business owners around the globe.

With our world-class management team focusing on continual improvement, investment into research and development and the use of the latest technology, the products we deliver are innovative. More importantly, we place our customers at the centre of all business activity, ensuring their needs are met competitively and creatively, using a 'right first time' philosophy.

As global leaders in the aftermarket ROPS and FOPS industry, our team guarantees products that meet local and international legislative requirements.

Complementing our core ROPS and FOPS business, additional world-class products and services we offer include, cabin design, testing at our state-of-the-art NATA accredited facility and high quality engineering services.

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## 2.0 POLICY and OBJECTIVES

*"We are in the front line of the Safety Industry, our customer's lives are literally in our hands". It is the intention of QMW Industries Pty Ltd to manufacture the best products available.*

*In order to achieve this we undertake the following commitments:*

- *Our products must reflect the customers needs;*
- *Our management, production and support processes must meet the requirements of AS/NZS ISO 9001;*
- *Our Mechanical Testing laboratory must meet the requirements of ISO/IEC 17025, ISO3471,ISO3449, ISO10262, ISO12117, ISO12117.2, ISO 8083, ISO 8084, ISO 8082.1, ISO 8082.2, AS 2294.1 & AS 2359.9;*
- *Our products must meet the requirements of all appropriate Federal and State Legislation;*
- *Our products must perform to specification;*
- *We will get it right first time, the second time could be too late;*
- *We will ensure the Quality Policy remains appropriate to the purpose and context of QMW Industries Pty Ltd and supports its strategic direction;*
- *To achieve the above commitments, we will set appropriate KPI's and monitor them to ensure they are met.*

*As a company, we are committed to a policy of excellence, to ensure that our products meet our customer's satisfaction. This cannot be achieved without a personal commitment on the part of every member of the QMW Industries Pty Ltd team.*

*We ask you all to join us in making this commitment to Quality.*

*Jeff Samuels*



**CEO, QMW Industries Pty Ltd**

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### **3.0 DEFINITIONS**

The terms and descriptions used in this Manual are generally defined within ISO9001- Quality Management Systems.

Additional definitions apply for items not covered by the documents:

Site any location, other than the Company's established premises, where work is undertaken as part of a formal contract

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### **4.0 SCOPE**

This Quality System covers the Design, manufacture and supply of roll over protective structures and falling object protective structures, general metal fabrication and repair of certified cranes.

All elements of the standard are applicable except for Servicing as QMW Industries does not carry out servicing as part of our product

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### **5.0 QUALITY SYSTEM**

#### **Level 1: Quality Manual**

This document details the corporate quality policy and structure of the Company and references appropriate Operating Procedures.

#### **Level 2: Operating Procedures**

These documents describe the process, and controls applied, to all activities concerned with the attainment of a quality management system.

A list of Operating Procedures is given in the Index Section of this Quality Assurance Manual.

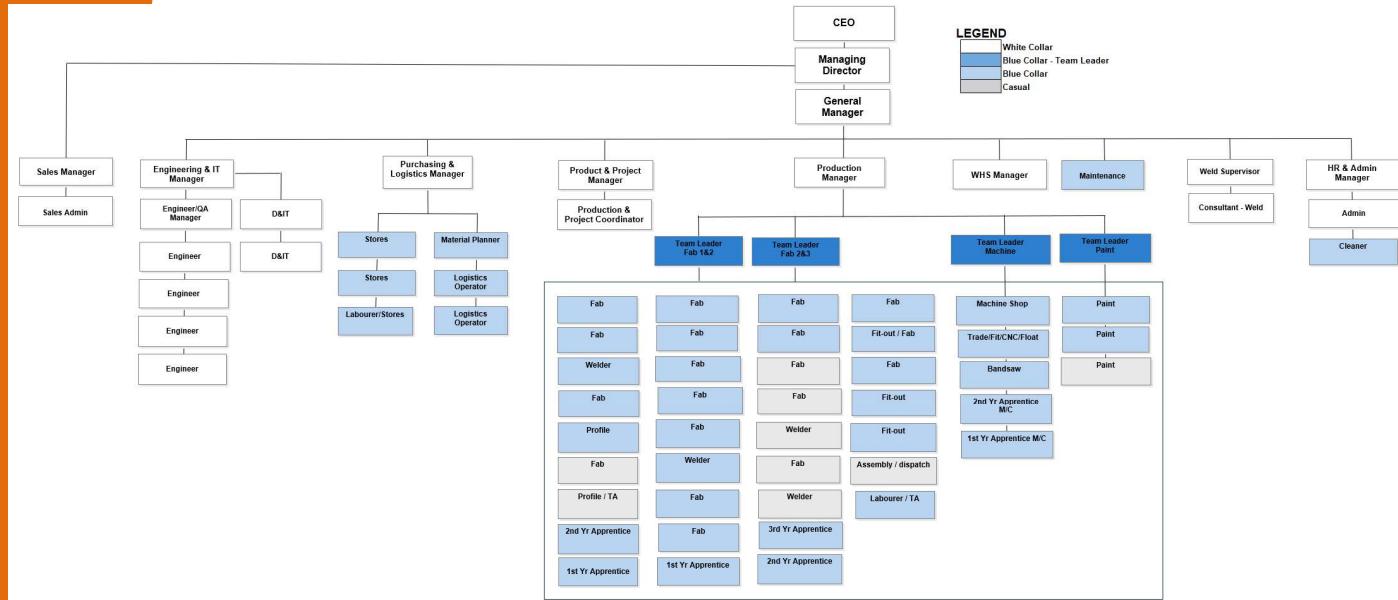


## Level 3: Quality Planning

As the Company operates a within standard type and range of services, customer satisfaction and quality are achieved by operating in accordance with the documented quality management system. Specific customer requirements are identified and documented during the quotation process, allowing these requirements to be communicated and achieved, ensuring satisfaction of all customers declared needs.

## 6.0 ORGANISATIONAL CHARTS

### 6.0 Brisbane Head Office



## 7.0 AUTHORITY & RESPONSIBILITIES

### 7.0 Defining Responsibility and Authority

QMW Industries does not have specific duty statements for positions. Its terms of reference for defining people's responsibility and authority has been established in the following manner.

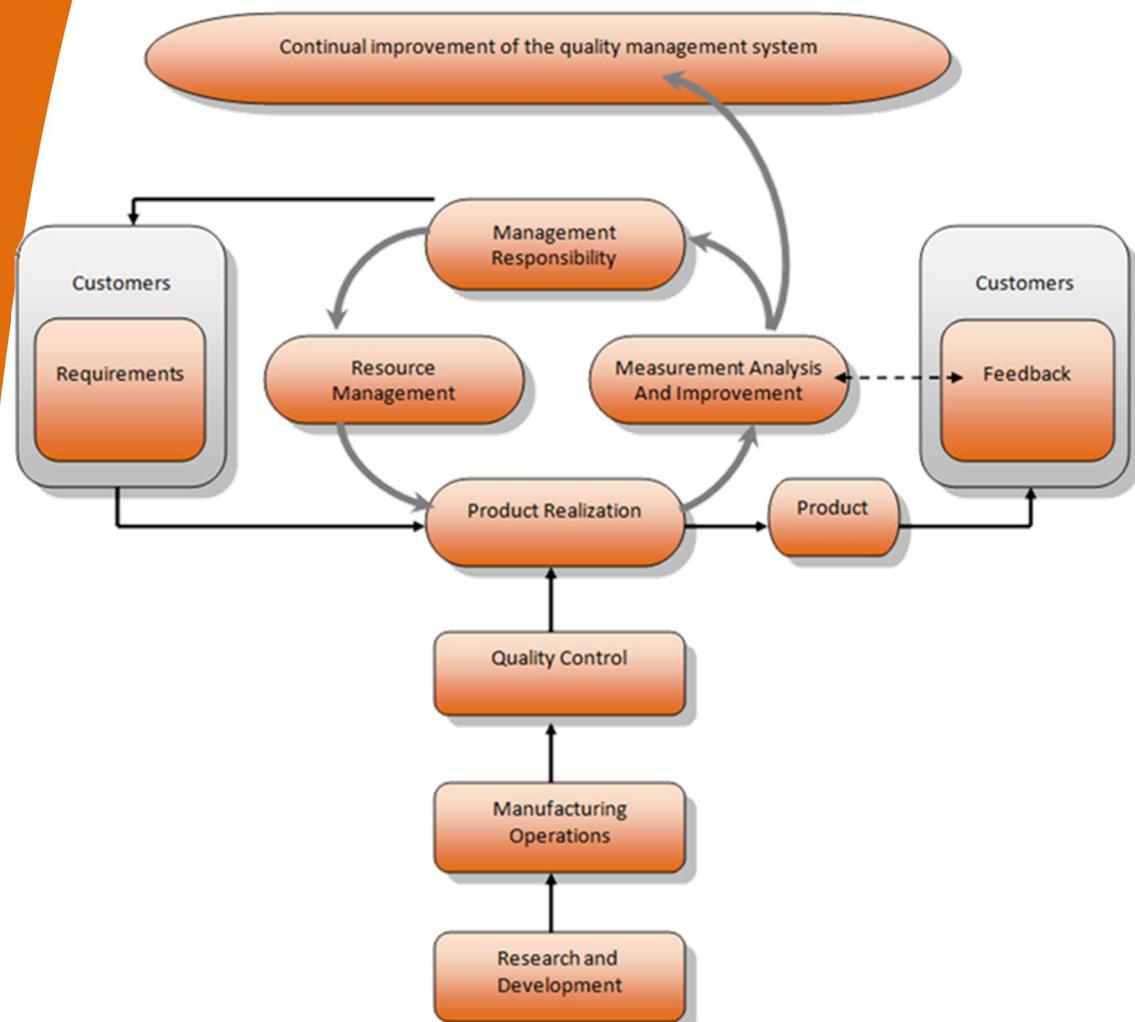
Responsibilities for all people who operate within the quality system are defined in the procedures associated to each quality element. These responsibilities are indicated by the QA section of each department in the Quality Management System.

The Department Managers of each work area in the QMS is responsible for reviewing and maintaining the procedures and ensuring the appropriate staff are trained and advised of changes to any forms or procedures. Reporting relationships are defined in an Organisation Chart. This chart clearly defines the interrelationships of all positions in the organisation.

In the event of absence of any person the Managing Director will appoint a person to carry out their role and determine the required responsibilities and authorities based on workload and opportunities for professional development.

## 7.1 Quality Systems Flow Chart

### Quality Systems Flow Chart



## 8. COMPLIANCE WITH ISO9001

This Quality System is structured with a policy statement and procedures relating to each area of activity being within the relevant operating process.

## **8.1 Statistical Techniques:**

### **8.1.2 Identification of Need**

QMW shall identify the need for statistical techniques required for establishing, controlling, and verifying process capability and product characteristics.

### **8.1.3 Procedures**

QMW determines, collects and analyses all appropriate data to ensure the suitability and effectiveness of the quality management system and identify areas where continual improvement of the system can be implemented. This shall include data generated from monitoring and measuring and from other relevant sources such as customer satisfaction reports and supplier performance.

Data analysis shall include product conformance to all related requirements, customer satisfaction, review of process and production trends, including opportunities for preventive action and correction of same if required.

Supplier performance will be reviewed as required from QMS Non-Conformance reporting.

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## **9. MANAGEMENT REVIEW and INTERNAL AUDIT**

Management review of the suitability and effectiveness of the Quality System take place at scheduled interval each year. During the management meetings actions are allocated and minuted to record the development of the Company's management system.

The objectives of Management Review are:

1. Attendance and Apologies
2. The management review shall be planned and carried out taking into consideration:
  - (a) the status of actions from previous management reviews;
  - (b) changes in external and internal issues that are relevant to the quality management system;
  - (c) information on the performance and effectiveness of the quality management system, including trends in
    - 1) customer satisfaction and feedback from relevant interested parties;
    - 2) the extent to which quality objectives have been met;
    - 3) process performance and conformity of products and services;
    - 4) nonconformities and corrective actions;
    - 5) monitoring and measurements results;
    - 6) audit results;
    - 7) the performance of external providers;
  - (d) the adequacy of resources;



- (e) the effectiveness of actions taken to address risks and opportunities (see 6.1);
- (f) opportunities for improvement.

3. The outputs of the management review shall include decisions and actions related to:

- (a) opportunities for improvement;
- (b) any need for changes to the quality management system;
- (c) resources need.

4. General business

5. Review of action points to be resolved, responsibilities and time frames.

Internal audits of the Quality System are undertaken at least once per annum to confirm that the function concerned is adhering to the Company's Procedures. A comprehensive Audit Programme is compiled at least once a year in advance, however, should particular needs be identified, and the frequency of audit may be increased at the discretion of the Quality Manager.

Audits are undertaken by auditors who are trained in auditing and not directly responsible for the functions being audited within that Company. Non-conformance observed is brought to the attention of the person responsible, and is recorded, documented and subject to timely corrective action to ensure full rectification.

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## 10. CONTRACT REVIEW

QMW offers both standard products and specialist services to meet each customer's needs. Standard products are displayed on catalogues and brochures for customer selection. Specialist service requirements differ from one customer to another, therefore each tends to be quoted for the specific contract.

Once a proposal is accepted by the customer, or an order is placed, it is recorded and reviewed to establish that the requirements of the order are adequately defined and documented, any differences from the proposal are resolved, and the Company is capable of fully satisfying the customer's requirements.

In addition to the original order/contract specification the customer may also request addition/variation work to be undertaken by the Company. In these circumstances the work content is documented and agreed with the customer prior to execution to ensure that no ambiguity exists.

The Company operates on a computerized order processing system to ensure rapid fulfilment of customer orders.



## 11. DESIGN CONTROL

All Design activities are strictly controlled to ensure that the design output information complies with customer/contract requirements, and all design input data.

Design activities are planned and normally executed by specialists and are subject to regular management review and verification by the Sales Engineer, and where relevant, agreement with the Customer.

The design input and output items are documented, and where ambiguity exists, will be clarified and documented. All items of design documentation and notes are recorded in a design project file. Design output documentation is produced and reviewed to ensure that it:

- meets the design input,
- references the design input or appropriate criteria,
- and identifies all the characteristics which are critical to the safe and effective operation of the system(s).

Design output is reviewed and provided to the Sales Engineer, who forwards to the Customer after review for approval prior to use. Validation of the design is achieved during commissioning of the system to confirm compliance to the customer's requirements.

The designer is required to specify any inspections or tests which may verify the design, by practical means, at the earliest possible stage of development.

All changes to the design criteria, input or output are subject to strict review and documentation control procedures.

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## 12. DOCUMENTATION & CHANGE CONTROL

All documentation utilized within the Company related to the management system itself, or to the execution of individual customer contracts is controlled to ensure that it is issued to the appropriate personnel, under the correct level of authority, is revised and reissued as necessary, and all obsolete versions are removed from the point of use.

Such documentation typically includes:

Specifications, Customer Orders, Plans/Drawings,  
Quality Assurance Manual/Operating Procedures,  
National/International Standards and Codes of Practice.

The Quality Assurance Manual, Procedures and Quality Plans are maintained by the Quality Manager who ensures that the appropriate items, at the correct revision levels, are issued to all who need them within the Company.



National/International Standards, Codes of Practice are maintained by the Quality Manager who ensures that appropriate documents are available within the Company, and are issued at the correct revision levels. External suppliers of documentation are contacted regularly to ascertain that the documents held remain current.

All changes to documents are reviewed and approved by the person responsible for the original issue and, where appropriate, the nature of the change is indicated on the document. Master copies of the revised documents are retained as records of the changes and renewed as necessary to ensure clarity.

Each contract has a File which contains all relevant information. Information is held on the company's computer system for ease of access, change of contract and review by relevant personnel.

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## **13. PURCHASING**

Suppliers of products, materials and services, where unspecified by a customer contract, are selected on their ability to meet the company's requirements given due consideration to the quality, statutory obligations, timescale and cost. A list of approved suppliers and sub-contractors is maintained which is compiled on the following criteria:-

- a) Previous performance in supplying to similar specifications and requirements.
- b) Stocking of high volume standard items conforming to a relevant Australian Standard, or supplied with a statement of conformity.
- c) Compliance with an approved third party product/quality registration scheme.
- d) Recommendation by other similar purchasers or manufacturers of equipment.

All suppliers and sub-contracts are to be provided an authorized Purchase Order providing full clarification of the type and extent of supply required.

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## **14. CUSTOMER SUPPLIED ITEMS**

Goods received from customers (i.e. free issue items or equipment being serviced) are always visually inspected at the receipt stage, with any un-declared non-conformance being immediately reported to the customer.

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## **15. PROCESS CONTROL**

All productive work is planned and undertaken in accordance with the company's procedures, and any specific documents agreed for individual contracts (e.g. contract specifications).

Job orders are provided expressing the agreed contract specifications and any documents referenced therein, alternatively work is performed in accordance with nationally accepted codes of practice and standards.

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## **16. RECEIVING INSPECTION**

Stores areas are maintained as secure as practical. All items received by the Company are identified and verified in accordance with the requirements of the Delivery Note and Purchase Order, and are inspected for correct identity, quantity and any signs of damage.

All goods received are documented and, in the event of non-conformance, the items are placed in a quarantine area or labelled to ensure identification. The extent of the non-conformance is noted and subject to disposition review by nominated personnel.

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## **17. INSPECTION AND TESTING**

Inspection and testing is carried out on completion of installation and maintenance activities, with results being documented. Should items not be acceptable against the agreed contract criteria they will either, be repaired, replaced or identified for a subsequent evaluation and decision. All repaired items are subject to a re-inspection to ensure acceptability.

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## **18. PRODUCTION & MEASURING EQUIPMENT**

Production and measuring equipment held is maintained in good condition, and capable of safe and effective operation within a specified tolerance of accuracy. Test and measuring equipment is inspected or calibrated at specified intervals to ensure that it is capable of accurate operation, by comparison with external sources traceable back to National Standards.

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## **19. INDICATION OF INSPECTION STATUS**

As goods are inspected, the status is defined by location in stores, with all non-conforming items being placed in a quarantine area or tagged out of service for review. The status of work in progress is established by reviewing the Tracking Register in our QMS database.

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## **20. NON-CONFORMING ITEMS, PREVENTIVE & CORRECTIVE ACTION**

Once non-conforming items have been noticed they are identified by location, associated documents, or specific markings to prevent their inadvertent use. All non-conforming items and customer complaints are entered in the QMS – UFO System, subject to review and rectification by nominated personnel. The type and extent of non-conformity is documented in order to establish trends and identify possible areas for improvement.

The corrective action required to prevent recurrence is evaluated, documented, and its effective implementation is monitored. All rectification is subsequently re-inspected to ensure complete customer satisfaction.

All employees are encouraged to suggest improvements in methods, materials, suppliers, and sub-contractors. The Company has established procedures for review of all activities in order to identify and evaluate all possible improvements in methods/materials and its procedures.

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## **21. HANDLING, STORAGE, PACKAGING, PRESERVATION & DELIVERY**

The identification of materials/equipment, where it is not obvious, is confirmed by the presence of a manufacturers/suppliers part number or description label, or other marking for each item. The identification of the item may be on the packaging or on the item itself, this identification remains in place for as long as possible, provided it does not hamper effective use of the item. Materials and consumables are not identified by the company where they are obvious to a trained/experienced employee, however, should a risk of misinterpretation exist between two or more types of material these will be marked in a suitable manner to ensure that no ambiguity exists.

All items with serial numbers are recorded individually.

Materials and goods received, whether the property of the company or others, will, as far as practicable, be protected and their quality preserved until such time as they are transferred to a customer, or disposed of to a third party. The objective is to prevent deterioration and damage whilst in storage, or in the process of transportation, installation, commissioning or maintenance.

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## **22. RECORDS**

Storage facilities are allocated which ensure that all stored records are identifiable and retrievable, and the storage areas are free from damp and other agents which could cause premature deterioration.

Where records are maintained on computer magnetic media, and these are subject to "back-up" at regular intervals, with the "back-up" information being stored in a protected location to ensure security from loss/damage of active data.

All records are retained as per the QAFR27 Quality Records Chart.

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## **23. TRAINING**

The policy of the company is to ensure that all personnel are trained and experienced to the extent necessary to undertake their assigned activities and responsibilities effectively. The company generally procures and recruits employees capable of meeting the technical, skill, experience and educational requirements of the company's activities.

All staff and senior employees are responsible for recommending the training needs of others and for ensuring that all employees allocated specific tasks are suitably qualified and experienced to execute those tasks. Once training needs are identified these are provided under the responsibility of the Department Managers. Full records are maintained of all training undertaken by employees.

