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# QUALITY MANUAL for STEEL FABRICATOR

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Abstract:

This document describes the Company's quality management system.

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### REVISION LOG

Issue	Date	Comment	Author
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### REVISION RECORD

Issue	Item	Reason for Change

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Paragraph 5.7.3 is "value added" content.

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## 1.0 Purpose

The purpose of the Quality Management System is to [REDACTED] fabricate steel products.

## 2.0 Scope

The Company's quality management system [REDACTED] The Company's **AISC Certification** should [REDACTED] This Quality Management System includes [REDACTED]

### 2.1 Exclusions

The Company cites no exclusions to the AISC standard. (revise as required)

## 3.0 References

The latest editions of the following documents and standards are required:

- a) [REDACTED]
  - i. [REDACTED]
  - ii. [REDACTED]
  - iii. [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]
- f) [REDACTED]
- g) [REDACTED]
- h) [REDACTED]

## 4.0 Definitions

See **QMS-16 Definitions, Abbreviations and Symbols Procedure** for more details. Subordinate or external documentation referenced herein is displayed in **Bold Italics**.

## 5.0 Management Responsibility

The Company is committed [REDACTED] To ensure this, management [REDACTED]

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### 5.1 Policy for Quality and Quality Goals

The Company's quality policy [REDACTED] which includes [REDACTED] according to [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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**COMPANY VISION**

[REDACTED]

**QUALITY POLICY**

[REDACTED]

**ENVIRONMENTAL POLICY**

[REDACTED]

**PRACTICAL STEPS TO SUPPORT POLICIES**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**5.2 Quality Management System renumbered from 5.5**

The Company's quality management system is designed to satisfy AISC standard 207-23,

[REDACTED] and includes [REDACTED]

The Quality System ensures [REDACTED]

This assures [REDACTED]

Necessary records of activities are [REDACTED]

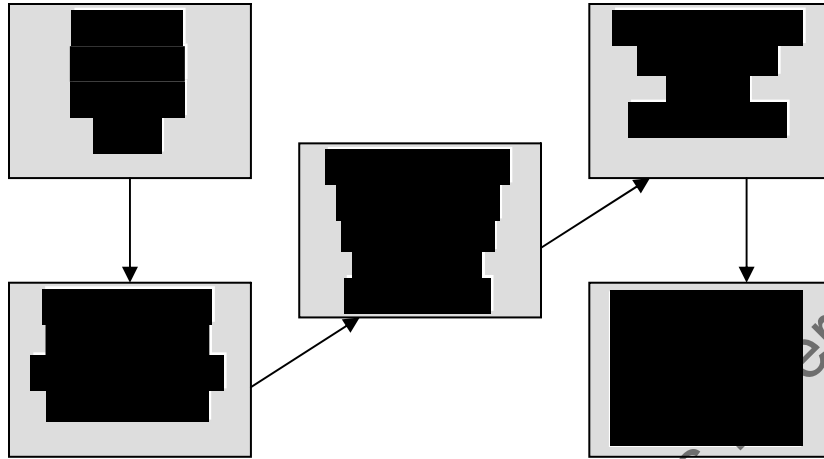
The System is structured from top-down using this Quality Manual, Supporting Documents, Work Instructions and Quality Records.

The Company maintains [REDACTED]

All Managers are responsible for [REDACTED]

The quality system documentation is comprised of a hierarchy of documents that flow from this Quality Manual.

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### 5.3 Management Review

Review meetings are [REDACTED]. Reviews are reported and records are retained and maintained. The controls for management review are defined in the **QMS-04 Management Procedure**, which defines [REDACTED].

Management review meeting reports are [REDACTED]. Internal quality audits are conducted according to the **QMS-12 Internal Auditing Procedure** to [REDACTED]. Records of the management review meetings and internal audits are controlled according to the **QMS-01 Control of Documented Information Procedure**.

### 5.4 Responsible Quality Personnel

The individual designated as Quality Manager (QM) [REDACTED]. The Quality Manager [REDACTED] however, [REDACTED]. Although the Quality Manager [REDACTED] The Quality Manager has [REDACTED]. The Quality Manager ensures [REDACTED].

### 5.5 Resource Management

The Company has [REDACTED].



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[REDACTED]

**5.5.1 Personnel**

Personnel assigned to key positions and those performing field operations [REDACTED] according to the **QMS-06 Training Procedure**. Unless otherwise noted, personnel can [REDACTED]

Specifically, individuals responsible for Quality Assurance and Quality Control management do not [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The Company retains [REDACTED]

**5.5.2 Buildings, Workspace, Equipment and Associated Utilities**

The facility consists of areas and buildings that [REDACTED]  
 [REDACTED] The areas and buildings are [REDACTED]

The fabrication facility includes [REDACTED]  
 [REDACTED] Ambient conditions are [REDACTED]

Equipment includes [REDACTED]

The facility also provides [REDACTED]  
 [REDACTED]

**5.5.3 Fabrication Process Equipment (Hardware & Software)**

The Company has under its control [REDACTED]  
 [REDACTED] Equipment is maintained to [REDACTED]

**5.6 Internal Communication**

To ensure proper communication between and throughout all levels of employees within the Company, [REDACTED] which is documented in the **QMS-04 Management Procedure**.

Management periodically [REDACTED]  
 [REDACTED]

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Employees are encouraged to [REDACTED] This system requires management to [REDACTED]

## 5.7 Quality Manual

The primary purpose of the Quality Manual and QMS Procedures is [REDACTED]

The Quality Manual has been developed by [REDACTED] The quality manual is [REDACTED] It is meant to be [REDACTED] The quality manual is [REDACTED] Externally distributed copies are [REDACTED] Additional procedures and work instructions have [REDACTED]

For instance:

- [REDACTED]
- [REDACTED]

### 5.7.1 Organization

Review meetings are held by all managers [REDACTED] Reviews are reported and records are retained and maintained. The controls for management review are defined in the **QMS-04 Management Procedure**.

The organizational chart [REDACTED] which are further defined in the **QMS-05 Responsibilities and Authorities Procedure**.

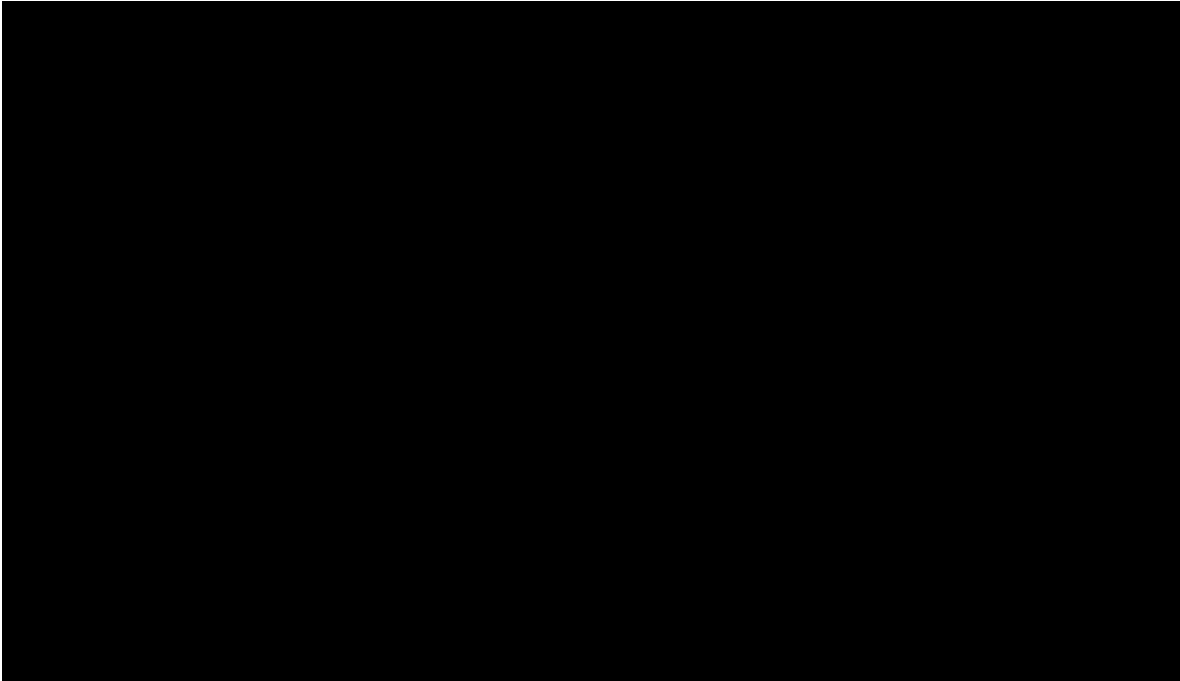
The qualifications of key personnel and managers listed in paragraph 5.4.1 are maintained in records and/or job descriptions according to the training program that is defined in the **QMS-06 Training Procedure**.

- See applicable **project facility plan/map** for detailed description of facility.
- See applicable **equipment list** designated for projects.

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**5.7.2 Approval**

This manual is issued under the authority of [REDACTED] Changes to documents referenced herein are [REDACTED] Management ensures the QMS is [REDACTED] Subsequent major changes that may affect the performance, quality or reliability of deliverable items are identified, reviewed and [REDACTED]

**5.7.3 Order of Precedence** Value-Added

The order of precedence of order-specific documentation is as follows unless otherwise directed by Customer or government requirements:

1. [REDACTED] er
2. [REDACTED]
3. [REDACTED]
4. [REDACTED]
5. [REDACTED]

**6.0 Construction Document Review and Communication**

The Company performs [REDACTED] according to the **QMS-07 Proposal Development and Contract Review Procedure**. The review [REDACTED]

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[REDACTED] The review considers [REDACTED]  
 [REDACTED] The procedure provides [REDACTED]

The Company communicates [REDACTED] which includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Decisions made in the process of these communications are [REDACTED]

Contract review records may include [REDACTED]

Project requirements are [REDACTED] according to contract requirements and **QMS-01 Control of Documented Information Procedure**. The controls for contract review are defined in the **QMS-07 Proposal Development and Contract Review Procedure**.

Communications with the Authorities having Jurisdiction (AHJ) are documented by using the **Request for Information (RFI)** form (or your form). The **RFI Form** is a correspondence tool for requesting information or clarification from AHJ's.

A number is assigned to the RFI and then recorded in the **RFI Log**. The Log documents the following:

- a) [REDACTED]
- b) [REDACTED]
- c) [REDACTED]
- d) [REDACTED]
- e) [REDACTED]

### 6.1 Customer Requirements

The Company captures all contractual and special requirements of the Customer as well as [REDACTED] as part of the **Proposal Development & Contract Review** process. Once contractual and special requirements are captured, they are [REDACTED]. Relevant documents are changed when [REDACTED] as defined in the **QMS-02 Configuration Management Procedure**. Documents are controlled to [REDACTED]. Documents are reviewed and approved [REDACTED].

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[REDACTED] The Company determines [REDACTED] which is defined in the **QMS-07 Proposal Development & Contract Review Procedure**.

## 7.0 Detailing

### 7.1 Detailing Standards

The Company utilizes detailing standards to [REDACTED]. These standards show [REDACTED]. The standards specify how [REDACTED] which include [REDACTED].

The standards describe the Company's [REDACTED] including [REDACTED].

The standards describe [REDACTED].

The standards include [REDACTED].

#### 7.1.1 Digital Document Production - Preparation of Fabrication and Erection Documents (also see 7.8)

The Company has prepared and implemented the **QMS-17 Detailing Procedure** for [REDACTED]. The procedure identifies [REDACTED]. The procedure describes [REDACTED]. The procedure also describes [REDACTED]. Detailing procedures are defined in the **QMS-17 Detailing Standard**.

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## 7.2 Checking

The Company has prepared and implemented the **QMS-17 Detailing Standard** to provide for

[REDACTED] The procedure describes [REDACTED]  
 [REDACTED] Detailing procedures are defined in the [REDACTED]  
**QMS-17 Detailing Standard**, which includes [REDACTED]  
 [REDACTED]

## 7.3 Control of Approval Documents and Release for Fabrication

The **QMS-21 Control of Approval Documents Procedure** describes the method to [REDACTED]

[REDACTED] The methods include [REDACTED]  
 [REDACTED]

## 7.4 Shop Drawings/Documents Supplied by Others

Shop drawings/documents received from the Owner/Buyer are [REDACTED]  
 [REDACTED]

## 7.5 Management of Detailing

Detailing Management Connection Consultation and other detailing functions may [REDACTED]  
 [REDACTED]

Personnel performing Detailing Management are responsible for [REDACTED]  
 [REDACTED] Management personnel is qualified by one  
 or more of the following: [REDACTED]

[REDACTED] Experience includes [REDACTED]  
 [REDACTED]

[REDACTED]

## 7.6 Detailing Functions

Personnel that detail and/or check shop drawings/documents have [REDACTED]  
 [REDACTED] including, but  
 not limited to, [REDACTED]  
 [REDACTED] A qualified Checker

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[REDACTED] When applicable, Checkers have [REDACTED]

**7.6.1 References (required library)**

The Company maintains the current references as a library. Detailing procedures are defined in the **QMS-17 Detailing Standard**.

**7.6.2 Connection Consultation**

Personnel directing Detailers performing connection detailing are qualified by one or more of the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]

**7.7 Subcontract Services**

In lieu of employed staff personnel, subcontract services may be used for the following functions: [REDACTED]

[REDACTED] however, the Company [REDACTED] The Company defines and documents the qualification and selection process for choosing subcontract detailers according to **QMS-08 Purchasing Procedure**.

**7.8 Design Procedure**

The Company's design and development process ensures design activities are conducted in a controlled manner that is defined in the **QMS-17 Design and Development Procedure**, which includes policies for:

- A. [REDACTED]
- B. [REDACTED]
- C. [REDACTED]
- D. [REDACTED]

**7.9 Design for Standard Components/Services**

The controls for standard component/services are defined in the **QMS-17 Design and Development Procedure**.

**7.10 Design for Non-standard Components/Services**

The controls for non-standard component/services are defined in the **QMS-17 Design and Development Procedure**.

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## 8.0 Control of Management System Documents and Project Documents

### 8.1 Management System Documents

A method has been established and maintained showing the latest revisions and location of the Quality Manual. The controls are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

#### 8.1.1 Quality Management System Documents

The Quality System ensures [REDACTED]  
 [REDACTED] This assures that produced items [REDACTED]  
 [REDACTED] Necessary records of activities are retained and maintained. Quality improvements [REDACTED]  
 [REDACTED] The System is structured from top-down using [REDACTED]

#### 8.1.2 Review and Approval of Quality Management System Documents

Internal documents that affect quality are [REDACTED]  
 Revisions to the Quality Manual and other quality management system documents are [REDACTED]  
 [REDACTED] Management establishes the frequency and requirements for [REDACTED]  
 Revision controls are defined in the **QMS-02 Configuration Management Procedure**.

#### 8.1.3 Revision Control of Quality Management System Documents

Controlled management system documents that are [REDACTED]  
 [REDACTED] The Quality Manual has a cover page showing the current revision date and the name and location of the Company. The revision is clearly identifiable on [REDACTED]  
 [REDACTED] The Company has established a method [REDACTED]  
 Documents are controlled so that [REDACTED]

The controls for document control and configuration management are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

#### 8.1.4 Access to Quality Management System Documents

Relevant and current procedures and policies pertinent to an area of operation or management are [REDACTED]

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[REDACTED] The controls are defined in the **QMS-10 Steel Work Procedure**.

### 8.1.5 Communication of Changes and Revisions to Quality Management System Documents

Changes and revisions to project and quality management system documents are [REDACTED] according to the **QMS-02 Configuration Management Procedure** and applicable **Change Order(s)**.

### 8.2 Project Documents

A method has been established and maintained showing [REDACTED] The controls are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

#### 8.2.1 Tracking Project Documents

A **Transmittal Register** and **Contract Log** have [REDACTED]

#### 8.2.2 Revision Control of Project Documents

Controlled project documents that are [REDACTED] The revision level of project documents is [REDACTED] The Company has established a method to [REDACTED] design drawings/documents and referenced procedures are identified from the previous revision.

Documents are controlled so that [REDACTED]

Documented procedures control [REDACTED] A process has been established to ensure [REDACTED]

The controls for document control and configuration management are defined in the **QMS-01 Control of Documented Information Procedure** and **QMS-02 Configuration Management Procedure**.

#### 8.2.3 Access to Project Documents

Relevant and current plans, procedures and policies pertinent to an area of operation or management are [REDACTED]

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[REDACTED] The controls are defined in the **QMS-10 Steel Work Procedure**.

## 9.0 Maintenance of Quality Records

Records are retained and maintained to [REDACTED]. Quality records are available [REDACTED]. All quality records and final inspections are [REDACTED].

All quality records are [REDACTED]. Records that document quality typically include: [REDACTED]

### 9.1 Retention of Quality Records

The control of records is defined in the **QMS-01 Control of Documented Information Procedure**.

### 9.2 Storage of Quality Records

Records are controlled to provide [REDACTED] according to the **QMS-01 Control of Documented Information Procedure**.

### 9.3 Retrieval of Quality Records

Proprietary records are [REDACTED]

## 10.0 Purchasing

Purchasing is treated as a process within the Company's quality system according to the **QMS-08 Purchasing Procedure**. The Company accepts responsibility [REDACTED]. The Company does not [REDACTED]

### 10.1 Purchasing Data

Purchase documents clearly [REDACTED] including [REDACTED]. Purchasing documents for [REDACTED] includes [REDACTED]. Purchasing documents include requirements for:

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The purchasing process is fully defined in the *QMS-08 Purchasing Procedure*.

### 10.2 Selection of Subcontractors and Suppliers

The purchasing process ensures [REDACTED]. The supplier evaluation process is fully defined in the *QMS-08 Purchasing Procedure*.

#### 10.2.1 Fabrication Subcontractors

When required by contract, the Company [REDACTED].

#### 10.2.2 Detailing Subcontractors

The Company performs initial and ongoing evaluation of Detailing Subcontractors according to the *QMS-08 Purchasing Procedure*.

### 10.3 Verification of Purchased Product, Materials and Services

The responsibility for quality [REDACTED] Documented procedures are established and maintained to [REDACTED]. Purchased products are [REDACTED]. The methods used for verification of purchased items are defined in the *QMS-09 Receiving Procedure*.

#### 10.3.1 Material Receipt Inspection

Materials received are [REDACTED]. The Receiver [REDACTED]. The Receiver [REDACTED]. Deliveries are checked [REDACTED]. Defective supplies [REDACTED]. Nonconforming supplies [REDACTED].

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[REDACTED] Documented procedures are established and maintained for [REDACTED]. Deliverable items are [REDACTED]. Test reports are [REDACTED]. The methods for performing receiving inspections are defined in the **QMS-09 Receiving Procedure**.

### 10.3.2 Customer Verification of Fabricated Product

If specified in the Customer's purchase contract, the Customer or nominated representative is [REDACTED]. The methods used for the control of Customer verification are defined in the **QMS-08 Purchasing Procedure**.

### 10.4 Control of Customer-Furnished Work and Material

A negotiated agreement to verify, store and maintain supplied items is [REDACTED]. A documented procedure has been established and maintained for [REDACTED]. Verification includes [REDACTED]. The methods for the control of supplied materials are defined in the **QMS-10 Steel Work Procedure**.

### 10.5 Purchasing Records

Purchasing documents, [REDACTED] are retained and maintained according to the **QMS-01 Control of Documented Information Procedure**. The methods used for verification of purchased items and periodic evaluations of Subcontractors and Suppliers are defined in the **QMS-09 Receiving Procedure**.

### 11.0 Material Identification

A documented procedure has been established and maintained for [REDACTED]. The procedure provides for identification of material as stated in [REDACTED]. Purchasing documents for materials furnished [REDACTED]. The filing and retention [REDACTED]. Records are retained according to the **QMS-01 Control of Documented Information Procedure**. The methods for the control of supplied materials [REDACTED] are defined in the **QMS-10 Steel Work Procedure**.

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### 11.1 Traceability

The Company identifies [REDACTED] according to the *QMS-10 Steel Work Procedure*.

### 12.0 Process Controls

Processes that create a condition where quality of deliverable items cannot be verified through normal methods are [REDACTED] which may include [REDACTED] Corrective action is [REDACTED]

Procedures and records are maintained that demonstrate [REDACTED] The procedures include [REDACTED]

Effective implementation of the following documented procedures is required as a minimum:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The methods for the control of the fabrication process are defined in the *QMS-10 Steel Work Procedure*.

### 12.1 Welding

The Company's welding procedures address [REDACTED] and include:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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The methods used to develop and manage welding operations are defined in the **QMS-10 Steel Work Procedure**.

### 12.2 Bolt Installation

The Company's bolting procedure **QMS-25 Bolting Procedure** is compliant with [REDACTED] and includes:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

The methods used to develop and manage bolt installation are defined in the **QMS-10 Steel Work Procedure**.

### 12.3 Material Preparation for Application of Coatings

The Company's prepares material for coating application according to [REDACTED]

### 12.4 Coating Application

The Company applies and cures coatings according to [REDACTED]

### 12.5 Equipment Maintenance

A documented preventive maintenance program **QMS-24 Maintenance Procedure** is implemented for [REDACTED] otherwise, the Company [REDACTED]

Preventive maintenance activities are [REDACTED]

It is acceptable to [REDACTED]

### 12.6 Laydown/Assembly

The Company's documented procedure for shop assembly of field connections includes the following:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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### 13.0 Inspection and Testing

To ensure conformance to requirements of deliverable items, [REDACTED] Checks occur [REDACTED]

Inspection consists of [REDACTED]  
 [REDACTED] The methods for the control of the inspection and testing process are defined in the **QMS-10 Steel Work Procedure**. Nonconforming items are controlled according to the **QMS-14 Control of Nonconformances Procedure**.

#### 13.1 Assignment of QC Inspections and Monitoring

QC inspectors are assigned on the basis of [REDACTED] according to the **QMS-06 Training Procedure** [REDACTED]

Non-QC personnel may be assigned to inspection duties under the following conditions:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

#### 13.2 Receipt Inspection

Materials received are [REDACTED]  
 The Responsible Authority [REDACTED]  
 [REDACTED] The Responsible Authority [REDACTED]

#### 13.3 In-Process Inspection

The Company retains and maintains in-process inspection [REDACTED]  
 [REDACTED] All materials used [REDACTED]

In-process inspections are performed and monitored for processes that include [REDACTED]  
 [REDACTED]  
 In-process inspections may [REDACTED]  
 [REDACTED] Records of in-process inspections are maintained and retained according to the **QMS-01 Control of Documented Information Procedure**.

In-process inspections are [REDACTED]

The following inspections are described in the **QMS-10 Steel Work Procedure**: (revise as required, here and in QMS-10)

- [REDACTED]
- [REDACTED]

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- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

### 13.4 Final Inspection

Qualified inspectors perform final inspection [REDACTED] Inspection records [REDACTED]

Records of final inspections are maintained and retained according to the **QMS-01 Control of Documented Information Procedure**.

### 13.5 Inspection Records

Inspection records provide [REDACTED] according to the **QMS-01 Control of Documented Information Procedure**.

## 14.0 Calibration of Inspection, Measuring and Test Equipment

Company owned, rented or borrowed measuring and test equipment instruments and devices that are used to determine an item's conformance to specified requirements are [REDACTED]

[REDACTED] The controls for such equipment and calibration activities are defined in the **QMS-15 Calibration Procedure**.

## 15.0 Control of Nonconformances

Nonconformances are [REDACTED] Documented procedures are established and maintained for [REDACTED]

[REDACTED] The methods used to control nonconformances are defined in the **QMS-14 Control of Nonconformances Procedure**.

### 15.1 Nonconformance with Management Systems

The Company conducts [REDACTED] Nonconformances are also [REDACTED] The Company assigns [REDACTED]

Responsible Authorities to [REDACTED] according to the **QMS-04 Management Procedure**.



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## 15.2 Nonconforming Work

When a nonconformance occurs, including complaints, the Company [REDACTED] according to the **QMS-13 Corrective Action Procedure** and **QMS-14 Control of Nonconformances Procedure**. The Company evaluates the need for action to [REDACTED]

[REDACTED] The Company implements [REDACTED] The Company ensures [REDACTED]

The Company retains and maintains records regarding the nature of nonconformances, subsequent actions and results of corrective actions according to the **QMS-01 Control of Documented Information Procedure**.

## 16.0 Corrective Action

The Company has implemented and maintains [REDACTED]

The Company determines [REDACTED]

Corrective action is applied when:

- [REDACTED]
- [REDACTED]

In addition to the preventive measures taken for corrective action requests used to [REDACTED] the corrective action process is used to [REDACTED]. The corrective action process is defined in the **QMS-13 Corrective Action Procedure**.

## 17.0 Handling, Storage and Delivery of Materials, Fabricated Work, and Components

According to contractual directives, instructions are [REDACTED] General rules are defined in the **QMS-10 Steel Work Procedure**. Material is [REDACTED]

[REDACTED] Material is [REDACTED]

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[REDACTED]  
 [REDACTED] Shipments by subcontractors are [REDACTED]

The handling and shipping process is defined in the **QMS-11 Shipping Procedure**.

## 18.0 Training

All Company personnel are [REDACTED]  
 Subsequent training is [REDACTED]

The Company has implemented a training program that:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

Management conducts [REDACTED] Appropriate records [REDACTED]  
 [REDACTED] The training program is defined in the **QMS-06 Training Procedure**.

## 19.0 Internal Audit

Internal quality audits are [REDACTED] which is accomplished by [REDACTED]  
 [REDACTED] Audit requirements include [REDACTED]  
 [REDACTED] The internal audit process is defined in the **QMS-12 Internal Auditing Procedure**.

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