



GOLDBURN FINISHERS LTD.

QUALITY MANUAL

ISSUE 1

DATE 10-04-2012

PROPERTY OF:

GOLDBURN FINISHERS LTD.
UNITS 1 & 2 BROXHEAD IND. EST.
LINDFORD
BORDON
HANTS
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QUALITY MANUAL

DISTRIBUTION AND REVISION AUTHORISATION

The authorisation of this Document by the attachment of the signatures of both Compiler and Approver authorises all Quality documents of the same revision date or earlier.

Compiled By: Mrs. K. WAY

Date: 10th APRIL 2012

Signature: _____

Approved By: Mr. M. GOLDBURN

Date: 10th APRIL 2012

Signature: _____

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DISTRIBUTION & REVISION

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2.1 OWNERSHIP

The contents of this Manual are the property of Ltd. and shall not be copied, published, transmitted or disclosed without the authority of a Director.

2.2 MASTER MANUAL

The master copy of the quality manual shall be retained by the Quality Manager, who will maintain the manual at a recorded state of revision. The manual shall be periodically reviewed and when considered appropriate by the Quality Manager, shall issue authorised revisions to holders of controlled copies, who shall be responsible for updating their copies and acknowledging notification of revisions.

2.3 UNCONTROLLED COPIES

Uncontrolled copies of the manual may be issued to existing or potential customers and suppliers, but only when authorised by a Director. These copies are to be stamped "REFERENCE ONLY" on the front cover as a minimum requirement, and will not be maintained.

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RECORD OF AMENDMENTS

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QUALITY ASSURANCE MANUALSCOPE OF QUALITY MANAGEMENT SYSTEM

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- 3.1 Goldburn Finishers Ltd was formed in 1981 by the current Directors Father, to provide a highly professional, reliable, competitive and quality paint finishing facility to industry.
- 3.2 The Company offer a complete finishing service to manufacturing in the following industries:-
- Defence
 - Scientific
 - Missile & Space
 - Electronics
 - Surveillance
 - Diagnostic Equipment
 - Telecommunications
 - Food
 - Motor Sport
 - Lighting
 - Precision Engineering
 - Sheet Metal
 - Composite & Plastics
 - Marine
 - Museum
 - Architect & Design
 - Commercial
- 3.3 The Company is located at Broxhead Ind. Est., Bordon, Hampshire and occupy premises of approx. 6000 square feet.
- 3.4 In order to meet our customer's requirements and to provide a framework for continual improvement, we have implemented a quality management system to meet the requirements of AS 9100:Rev.C. and will address customer and applicable statutory and regulatory QMS requirements. Because of the nature of our business, we have excluded the following AS9100 requirement:-
- 7.3 Design & Development – because the work undertaken is to the customers' drawings, work samples and/or specifications.
- 3.5 Overall responsibility for the implementation and maintenance of the quality management system rests with a Director.
- 3.6 **Commercial Scope:** The provision of pre-treatment, blast cleaning, powder coating and painting services for the aerospace, defence and commercial industries.
- 3.7 Responsibilities and Authorities of all staff are detailed in the relevant Process Chart Instruction.

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QUALITY POLICY STATEMENT

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- 4.1 It is the policy of Goldburn Finishers Ltd. to provide a reliable and efficient service to manufacturing to customer requirements, and to continually improve the effectiveness of the quality management system and the level of service provided.
- 4.2 The Company have established operational objectives which are regularly reviewed by the Directors and shall be communicated to all staff as part of the employee briefing and awareness sessions.
- 4.3 The Quality Management System will address AS 9100 Rev. C. and will ensure that all processes from enquiry to despatch are correctly controlled and maintained. The QMS shall also address customer and applicable statutory and regulatory requirements. The aim is to achieve a service that meets or exceeds the customer's requirement in an efficient and economic sequence.
- 4.4 The Directors shall review the Quality Policy for continuing suitability.

Signed:-

M. Goldburn – Director

Signed:-

K. Way – Director

Date:- 10th April 2012

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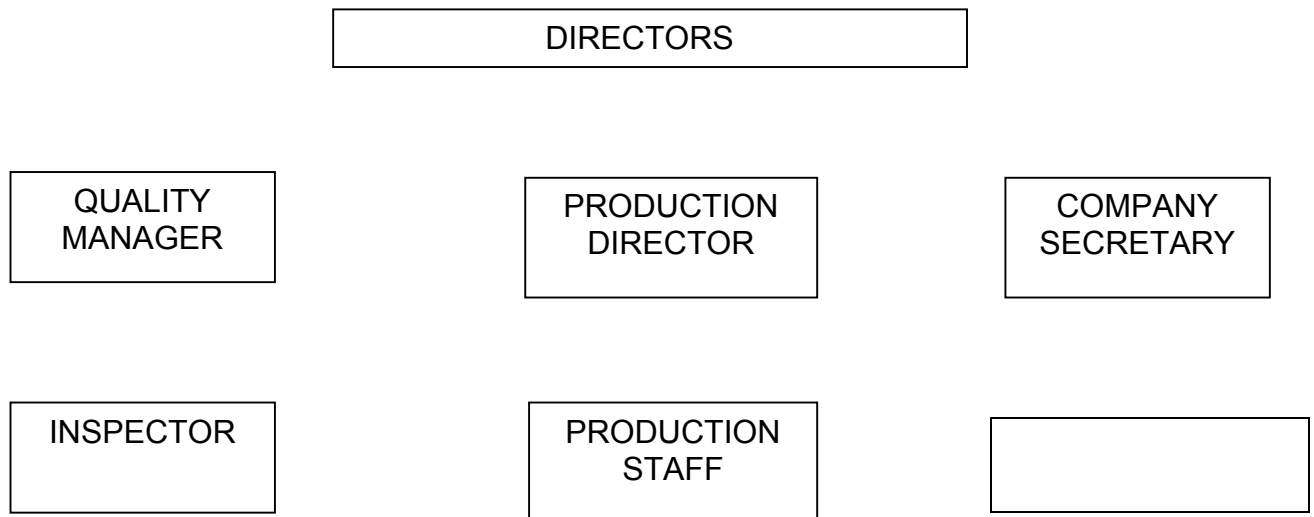
PROCESS MAP

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The Quality Manager shall be the Management Representative who, irrespective of other responsibilities, shall have responsibility and authority that includes:-

- Ensuring that processes needed for the quality management system are established, implemented and maintained.
- Reporting to top management on the performance of the quality management system and any need for improvement.
- Ensuring the promotion of awareness of customer requirements throughout the organisation.
- The organisational freedom and unrestricted access to top management to resolve quality management issues.

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PROCESS MAP

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