

# Quality Policy



## ***Quality Policy***

***St. Vrain Manufacturing is the leader in industry by providing high accuracy, compressed delivery, prototype and R&D, CNC and wire EDM machining.***

***St. Vrain Manufacturing is committed to the quality management system, will comply with its requirements and continually improve system effectiveness in meeting customer expectations.***

***St. Vrain Manufacturing believes customer satisfaction is directly related to satisfying all design requirements, on time delivery, documentation and pricing. These items are measurable and data is used to improve the quality process.***

***Every employee understands that they are directly responsible for quality and customer satisfaction. Employees use the quality management system daily as they perform their assigned functions.***

***This quality policy is reviewed regularly to ensure continued suitability of the St. Vrain Manufacturing quality management system to provide customer satisfaction by meeting and exceeding our customer's expectations.***

**1.0 Responsibilities**

- 1.1 St. Vrain personnel
  - 1.1.1 be knowledgeable of the quality policy
- 1.2 Quality manager
  - 1.2.1 maintain quality policy
  - 1.2.5 issue and control documents
  - 1.2.6 ensure documents are regularly reviewed and updated
  - 1.2.7 ensure that regular internal audits, that address the continued applicability of this document, are scheduled

**2.0 Record Retention**

- 2.1 St. Vrain Manufacturing shall maintain the quality policy as described in the QMS-003 Records Control procedure.
- 2.2 This controlled QMS document shall be maintained on the server indefinitely.
- 2.3 Any hardcopy of this controlled document shall be valid for one day after printing.
  - 2.3.1 after one day has elapsed the document shall be used only as a reference document
  - 2.3.2 reference documents must be verified for revision level prior to use
- 2.4 Obsolete documents shall be removed from area of use and disposed of as appropriate.
- 2.5 All quality records associated with this document will be retained for a minimum of one year or the interval specified by customer contract whichever is longer.
- 2.6 As appropriate, all quality records associated with this document are available for customer or regulatory agency review.

**3.0 Document Control**

- 3.1 Custodian: Quality Manager
- 3.2 Review Activity: Quality Manager  
President  
Operations Manager
- 3.3 Approval Authority: Quality Manager  
President  
Operations Manager