

the | BAIRD GROUP

## The Baird Group

### Quality Management System Manual

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**Revision: 03**

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# Quality System

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This manual documents a Quality Management System for The Baird Group.

A QMS is nothing more than an information system used to assess the health of our production processes. It is designed to assure that our customers receive what they purchased, the highest quality, best value products in the XXXX XXXX industry.

We will achieve this through:

- documented and repeatable production processes.
- coordinated quality planning.
- prompt corrective and preventive action.
- assessments of production and quality process effectiveness.
- effective reporting of performance results.
- timely management review and action.

This Quality Management System has a modular design to facilitate our implementation and maintenance efforts. This system is defined in four levels as follows:

- 1 - Quality manual.
- 2 - Quality system procedures, product-specific documents, engineering drawings and specifications, and control plans. This level also includes external requirements documents imposed by federal, state, and local US law; and the laws of other countries we do business in.
- 3 - Quality system work instructions.
- 4 - Support documentation, records and reports.



# Quality Management System Administration

**Date:** XXX XX, XXXX

**Revision:** 02

**Scope:** This document details a consensus review process used to implement and maintain the system-level elements of the Quality Management System. It is not applicable to inspection planning, which uses a more detailed version of this procedure.

A quality system must be planned and maintained to be effective. The quality planning process requires:

- the identification of required resources.
- a determination of applicable performance standards.
- identification of meaningful assessment criteria.
- the determination of appropriate assessment methods.
- definition of necessary quality records.

The consensus quality planning process we use has a number of distinct advantages since:

- it takes full advantage of our Managers and Supervisor's in-depth product knowledge.
- the perspectives of all affected departments are considered.
- the effort is shared among a number of experienced employees, so no one is "buried", allowing for faster results.

**Applicability:** This document applies exclusively within the XXXXX XXXXX Division.

**Revision Policy:** The reader is cautioned that this is a "living" document, and the contents are subject to change. Please be sure that this is the latest revision available.

**Detailed Requirements:**

1. The Quality Systems Coordinator or designee will propose that some element of the Quality Management System must be created or seriously revised. Draft copies will be distributed as follows:

Manager, Manufacturing.  
Production Department Managers/Supervisors.  
Manager, Manufacturing Engineering.  
Supervisor, Product Specialists.  
Supervisor, Manufacturing Engineering.  
Quality Systems Coordinator.

2. The Quality System Coordinator will schedule a meeting to discuss the proposal. The draft will be revised based on the results of this meeting, and included in our QMS.