

This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (*) to indicate changes.

1. AIM

The aim of this procedure is to ensure that Plastica controls the Production, Installation and Servicing processes to produce a quality outcome each time they are performed.

2. SCOPE

This procedure relates to the control of all production, installation and servicing activities of Plastica.

3. REFERENCES

ISO 9001: 2015

Quality Manual – Product Realisation

Process Control

- Works Order Processing Works Instructions 9.1
- Water Treatment Works Instructions 9.2
- Pool Liners & Domes Works Instructions 9.3
- Covers Works Instructions 9.4
- Engineering Works Instructions 9.5
- Moulding & Extrusion Works Instructions 9.6
- Packing Works Instructions 9.7
- Extreme On Site Lining Works Instructions 9.8
- Venetians Works Instructions 9.9
- Installation & Servicing Works Instructions 9.10
- Pump Assembly Works Instructions 9.11

Calibration Record

4. RESPONSIBILITY

Operations Manager -

Ensuring that production resources are available and production activities affecting quality are performed as per procedures and work instructions.

To manage the Production Office to ensure the smooth running of the shop floor departments on a day to day basis.

Installation/Service Manager -

Ensuring that service resources are available and service activities affecting quality are performed as per procedures and work instructions.

Production Supervisors -

Supervision of production processes.

Control of Production and Service/Installation**EN ISO 9001 2015****Authorised:**

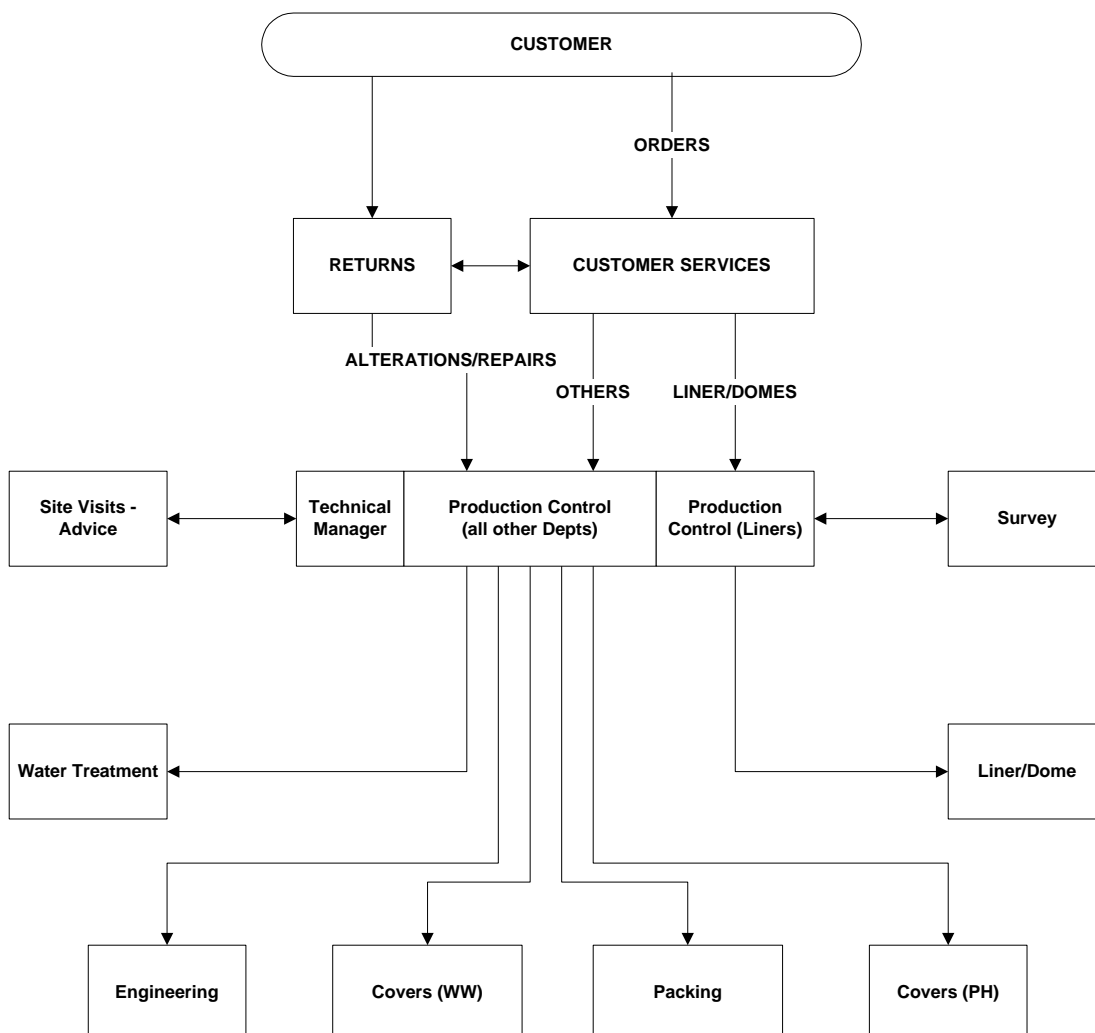
Production and Service People -
All People -

Implementing quality work instructions.
Adhering to work instructions and quality
procedures.

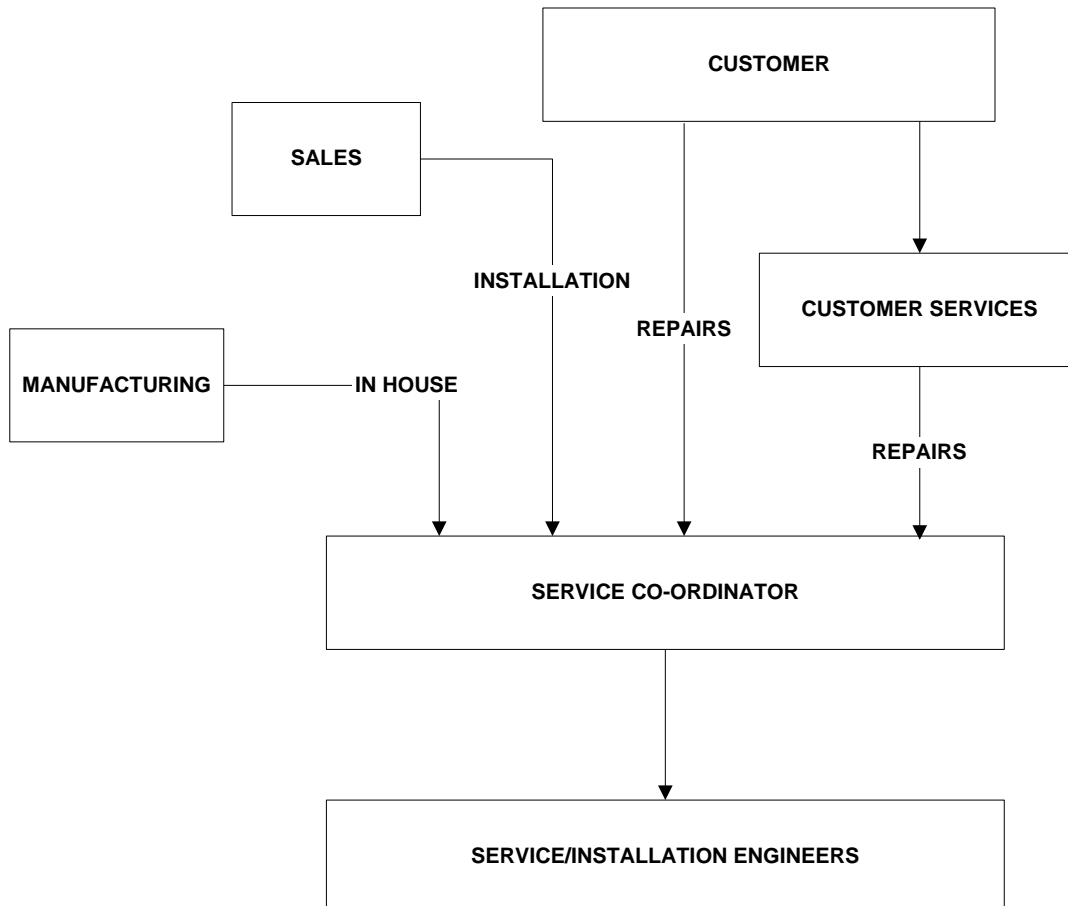
5. METHOD

Overview – Simplified flowcharts follow to indicate the production and Service/Installation processes.

a) Control of Production



b) Control of Service/Installation



Our system for monitoring and controlling our production, installation and servicing processes will include:

Documenting the Process

Each separate process will be documented as a Works Instruction by our Manufacturing and Service Managers. A Works Order or Job Sheets will be issued for all Production, Installation and Service work to give the following details.

- Job number – allocated according by Manufacturing and Service Manager
- description of Job – brief details describing the task;
- materials required – list of parts and the quantities required;
- controlled copies of drawings to use in the process;
- task sequence – listing the individual tasks (including any special processes) in their logical order to complete;
- hold-points for testing – which tests to conduct at which stage of the process;
- the acceptance criteria – to ensure during production or service that the product or service can be verified by a test or measurement as compliant to the contract requirements;

- a reference to the relevant work instructions that are applicable in the particular process.

The Supervisor of the job will receive the Works Order and Job Sheet from Production Control.

Each person who has tasks to complete will sign the Job Sheet at the conclusion of each task. The Department Supervisor will monitor the process.

Copies of relevant Work Instructions that explain the required standards of workmanship will be available for reference in the work place.

Equipment and Environment

The Operations Manager and the Installations and Service Manager are responsible for ensuring that all necessary machinery to be used in the process is available and working and that equipment required for inspection and testing is calibrated. The Quality Manager monitors the Calibration Records.

A maintenance schedule will be used to ensure that equipment/machinery is kept in good working order.

The Supervisor is responsible for ensuring that the work environment is safe and appropriate for the work to be completed and that all necessary safety equipment is available.

Special Processes

Where Plastica has special processes (i.e. those which cannot be tested after completion), the "Job Sheet" will define them. Only prescribed equipment and personnel who are appropriately qualified for the task will be allocated and complete the work. These special processes will be monitored during the process to ensure compliance with specified requirements throughout the process.

Records

We will keep the following documents as quality records:

- Works Orders;
- job Sheets;
- equipment maintenance records;
- records of people skills;
- equipment calibration records;
- records of special qualifications of equipment.