

Quality Management System Manual

Jenner Engineering

13 David Muir Street, Mackay, Queensland 4740

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Document Control

Prepared By: _Director – Strategic Growth, Compliance and Sustainability

Approved By: Managing Director – Operations

Revision History

Version	Date	Description of Change	Approved By
1.0	Jan 2025	Initial Release	Managing Director – Operations

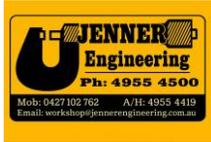
Quality Policy

Jenner Engineering is committed to delivering consistent, high-quality machining and fabrication services, including CNC milling, CNC turning, manual machining, welding, and fabrication.

Our quality philosophy is built on four core pillars: **customer satisfaction, compliance, continuous improvement, and accountability.**

Our Commitments

- **Customer Focus:** We work closely with every client to understand their requirements, ensure specifications are clear, and deliver products that meet or exceed expectations in accuracy, reliability, and on-time delivery.
- **Compliance:** We align our operations with international best practice standards, including ISO 9001:2015 quality principles, ISO 3834 for welding, AS/NZS 1554 for structural welding, and ISO 10012 for calibration and measurement. We also comply with all applicable statutory and regulatory requirements.
- **Process Control:** All jobs are managed through **Sprint Suite**, our integrated digital platform, ensuring traceability from contract review to final inspection. Sprint Suite enables us to track inspections, training, non-conformance reports, and calibration in real time, providing transparency and accountability across every project.
- **Inspection and Verification:** We apply rigorous checks at every stage — contract review, machine set-up, in-process inspection, welding quality assurance, and final release — to guarantee conformance. Calibration of equipment is controlled through a formal register to ensure measurement accuracy.
- **Continuous Improvement:** We capture lessons learned, customer feedback, and audit outcomes in Sprint Suite, converting them into improvement actions. Root cause analysis and corrective action processes ensure issues are not repeated.
- **Accountability:** Every member of Jenner Engineering plays a role in quality.
 - The **Managing Director – Operations** ensures leadership, resourcing, and system effectiveness.



Innovating with Precision Solving Metal Problems

Building a Circular Future

- The **Director – Growth, Compliance and Sustainability** ensures compliance, governance, and continual improvement.
- **Supervisors** are responsible for quality control authority on the shop floor.
- **Operators** perform work in line with documented procedures and participate in inspections.
- **Administration Staff** manage records, document control, and data integrity.

Our Goal

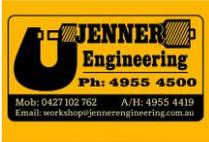
To build long-term relationships with our customers by consistently delivering precision-machined and fabricated components that meet the highest standards of quality, safety, and reliability.

Certification Commitment

This Quality Policy will be reviewed annually and **formally updated when ISO 9001 certification is achieved**, demonstrating our commitment to ongoing excellence.

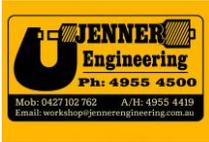
Signed:

Managing Director – Operations
Director – Strategic Growth, Compliance and Sustainability



Contents

Quality Management System Manual	1
Document Control	1
Quality Policy	1
Our Commitments	1
Our Goal	2
Certification Commitment	2
Clause 1 – Scope	5
Clause 2 – Normative References	5
Clause 3 – Terms and Definitions	5
Clause 4 – Context of the Organisation	5
Clause 5 – Leadership	7
Records: Policy, objectives, meeting minutes.	7
KPI Matrix – Roles, Responsibilities, and Measures	8
Clause 6 – Planning	8
Clause 7 – Support	8
7.1 Resources	8
7.1.5 Calibration	8
7.2 Competence & Training	8
7.5 Documented Information	8
KPI Matrix – Clause 7 Support.....	9
7.1 Resources	9
7.1.5 Calibration	9
7.2 Competence & Training	10
7.5 Documented Information	10
Clause 8 – Operations	11
8.1 Operational Planning & Control	11
8.2 Contract Review & Job Intake	11
8.3 Design & Development (for design-to-build)	12
8.4 Supplier Control	12



8.5 Production & Service Provision..... 13

8.6 Final Inspection & Release 13

8.7 Non-Conformance & Corrective Action 13

9.2 Internal Audit 16

9.3 Management Review 17

KPI Matrix – Clause 9 Performance Evaluation..... 17

Clause 10 – Improvement..... 18

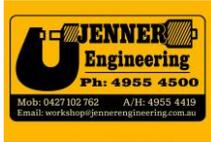
10.1 General 18

10.2 Non-Conformity and Corrective Action 19

10.3 Continual Improvement..... 19

KPI Matrix – Clause 10 Improvement..... 20

Appendices - Forms..... 21



Clause 1 – Scope

What: The Jenner Engineering Quality Management System applies to:

- CNC milling
- CNC turning
- Manual machining
- Welding/fabrication
- **Occasional design-to-build projects**

How:

- All build-to-print jobs → follow Contract Review and Production Procedures.
- All design-to-build jobs → follow Design & Development Procedure (Clause 8.3).

Clause 2 – Normative References

- ISO 9001:2015
- ISO 3834 (welding)
- AS/NZS 1554 (structural welding)
- ISO 10012 (calibration)

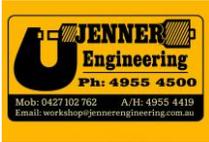
Clause 3 – Terms and Definitions

- **QMS** = Quality Management System
- **Sprint Suite** = Digital platform for records, risks, calibration, training, audits
- **Job Traveller** = Step-by-step job record
- **NCR** = Non-Conformance Report
- **CoC** = Certificate of Conformance

Clause 4 – Context of the Organisation

Responsibilities & How:

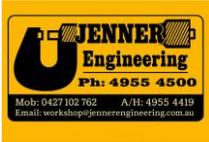
- **Managing Director – Operations**
 - Owns risk register.
 - **How:** Updates quarterly in Sprint Suite, reviews at management review.
- **Director – Strategic Growth, Compliance and Sustainability**
 - Owns risk register.
 - **How:** Updates quarterly in Sprint Suite, reviews at management review.
 - Oversees compliance.
 - **How:** Monitors legislative changes, records compliance risks.
- **Machine Operators**
 - Identify operational risks.
 - **How:** Log hazards or supply chain delays in Sprint Suite.
 - Report risks.
 - **How:** Use toolbox talks or Sprint Suite feedback form.



- **Admin Staff**
 - Maintain stakeholder register.
 - **How:** Enter changes in Sprint Suite database.

Process :

- Identify stakeholders quarterly → enter in Sprint Suite.
- Capture stakeholder needs via customer POs, complaints, surveys → upload.
- Maintain risk & opportunity register in Sprint Suite.
- Review at management reviews → assign mitigation tasks.

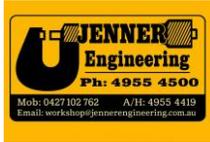


Clause 5 – Leadership

Responsibilities & How:

- **Managing Director – Operations**
 - Approves Quality Policy.
 - **How:** Signs annually, uploads to Sprint Suite, posts in workshop.
 - Provides resources.
 - **How:** Approves new hires, tools, training budget.
 - Enforces Procedures
 - **How:** Conduct daily checks, review job travellers.
- **Director – Growth, Compliance and Sustainability**
 - Approves Quality Policy.
 - **How:** Signs annually, uploads to Sprint Suite, posts in workshop.
 - Oversees compliance.
 - **How:** Reviews Sprint Suite dashboards monthly, escalate gaps.
- **Supervisors**
 - Enforce procedures.
 - **How:** Conduct daily checks, review job travellers.
- **Operators/Admin Staff**
 - Follow procedures.
 - **How:** Operators use checklists; Admin upload inspection records.

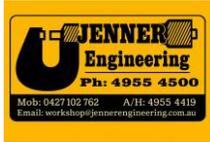
Records: Policy, objectives, meeting minutes.



§KPI Matrix – Roles, Responsibilities, and Measures

Role	Responsibility	KPI	Target	Measurement Method	Report Frequency
Managing Director – Operations	Approve Quality Policy	Policy signed, uploaded, and displayed	100% annually by 31 Jan	Signed policy in Sprint Suite & workshop copy	Annual
	Provide resources (staff, tools, training)	Resourcing requests reviewed	100% within 30 days	Resource approval log in Sprint Suite	Quarterly
	Enforce procedures	Weekly shop-floor compliance checks	≥ 95% completed	Sprint Suite job traveller review & supervisor reports	Monthly
Director – Growth, Compliance & Sustainability	Approve Quality Policy	Policy signed, uploaded, and displayed	100% annually by 31 Jan	Signed policy in Sprint Suite & workshop copy	Annual
	Oversee compliance	Compliance reviews completed	100% monthly	Compliance dashboard in Sprint Suite	Monthly
	Escalate compliance gaps	Escalation within 5 business days	100%	Compliance issue log in Sprint Suite	Monthly
	Close compliance actions	Actions closed on time	≥ 95%	Corrective action log in Sprint Suite	Quarterly
Supervisor	Enforce procedures	Job travellers reviewed	100% at first-off inspection	Job traveller checklist in Sprint Suite	Job-by-job
	Conduct weekly checks	Toolbox talks delivered	≥ 98% on schedule	Toolbox talk records	Daily / Weekly
	In-process inspections	Completed on time	≥ 95%	In-process inspection records	Job-by-job
	Reduce non-compliance	NCRs due to missed procedures	Downward trend YoY	NCR register	Quarterly
Operators	Follow procedures	Checklists completed	≥ 98%	Job traveller completion records	Job-by-job
	Upload records	Inspection records entered	≥ 95% within 24 hrs	Sprint Suite uploads	Job-by-job
	Reduce audit findings	Repeat findings	Zero repeat findings	Internal audit reports	Quarterly
Admin Staff	Document & record control	Records uploaded	≥ 95% within 24 hrs	Sprint Suite logs	Job-by-job
	Maintain audit compliance	Audit compliance rate	≥ 90%	Internal audit reports	Quarterly

Clause 6 – Planning



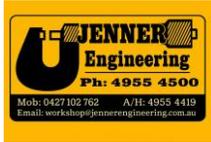
KPI Matrix – Clause 7 Support

7.1 Resources

Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
Supervisors	Identify resource needs	Submit requests in Sprint Suite	% of resource requests submitted on time	≥ 95%	Sprint Suite request log	Monthly
Managing Director – Operations	Approve resource requests	Review and approve/decline requests within 30 days	% of requests reviewed within timeframe	100%	Sprint Suite approval log	Quarterly
MD + Supervisors	Ensure resources align with workload	Match approved resources to production schedule	% of production delays due to lack of resources	≤ 2 per year	Production reports in Sprint Suite	Quarterly

7.1.5 Calibration

Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
Supervisors	Verify calibration status	Check calibration tags before use	% of tools checked before use	100%	Spot-check audit results	Weekly
Admin Staff	Maintain calibration register	Update Sprint Suite register with due dates and certificates	% of devices with valid certs logged	100%	Calibration register in Sprint Suite	Monthly
Supervisors	Control out-of-cal tools	Quarantine tagged equipment	# of instances of out-of-cal tools in use	Zero	NCR register, audit findings	Ongoing

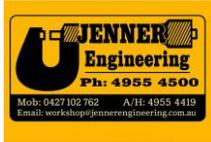


7.2 Competence & Training

Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
Director – Growth, Compliance & Sustainability	Maintain training records	Keep Sprint Suite training matrix up to date	% of training records current	≥ 95%	Training matrix in Sprint Suite	Quarterly
Supervisors	Assess operator competence	Observe and sign off competency	% of operators with valid sign-off	100%	Competency records	Annual
Admin Staff	Monitor training alerts	Track and escalate expiring training in Sprint Suite	% of renewals initiated before expiry	≥ 95%	Sprint Suite training expiry dashboard	Monthly
Operators	Maintain skills	Participating in training and re-assessments	# of NCRs raised due to competency gaps	≤ 1 per year per operator	NCR register	Ongoing

7.5 Documented Information

Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
Admin Staff	Control documents	Issue, archive, remove versions in Sprint Suite	% of documents current and controlled	100%	Document register	Monthly
Supervisors	Enforce use of current docs	Verify operators use the latest versions	% of jobs using current documents	≥ 98%	Internal audit findings	Monthly
Supervisors	Remove obsolete docs	Confirm old versions removed from floor	# of obsolete documents found in use	Zero	Audit spot-checks	Monthly
Operators	Use current documents	Follow only approved travelers/drawings	% compliance with latest version	≥ 98%	Job traveller and audit checks	Job-by-job
Directors (Oversight)	Monitor document control	Review document-related NCRs in management reviews	# of NCRs linked to document errors			



Clause 8 – Operations



8.1 Operational Planning & Control

What:

- All machining and fabrication jobs must be planned, scheduled, and controlled to ensure conformance to requirements.
- Work must only commence when job travellers, drawings, and approvals are in place.
- Risks to delivery (capacity, tooling, materials, skills) must be identified and controlled before starting work.

How:

- Admin staff create job traveller in Sprint Suite before job release.
- Supervisors check resource availability (machines, staff, tools).
- Managing Director – Operations approves non-standard or high-risk jobs.
- Progress is tracked through Sprint Suite until final release.

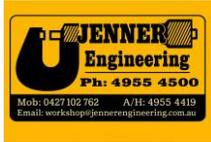
8.2 Contract Review & Job Intake

What:

- Customer requirements (drawings, specifications, POs) must be reviewed and confirmed before acceptance.
- Any unclear requirements must be resolved with the customer before work begins.

How:

- Supervisor reviews drawings → uploads review checklist in Sprint Suite.
- Admin generates job traveller in Sprint Suite.
- Managing Director – Operations approves high-risk or unusual jobs.



8.3 Design & Development (for design-to-build)

What:

- Design projects must be planned, reviewed, verified, and validated to ensure outputs meet requirements.
- Design changes must be controlled and documented.

How:

- MD approves project in Sprint Suite.
- Director reviews standards/regulatory inputs.
- Supervisors check feasibility.
- Operators provide prototype feedback.
- Admin staff log design reviews, outputs, verification, and validation in Sprint Suite.
- All changes logged, reviewed, and approved before release.

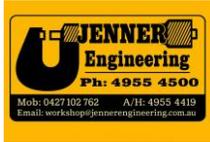
8.4 Supplier Control

What:

- Only approved suppliers may be used.
- Supplier performance must be reviewed to ensure ongoing suitability.
- Materials must have traceable certifications.

How:

- Admin maintain approved supplier list.
- Supervisors review supplier performance quarterly.
- Directors decide approval status.



8.5 Production & Service Provision

What:

- Jobs must follow controlled travellers and documented procedures.
- Products must be manufactured to drawing and specification.
- Welding must comply with WPS/WPQ and applicable standards.

How:

- Operators follow job traveller.
- Supervisors approve first-off inspection.
- Admin upload inspection and production records.
- Welding: Supervisors confirm WPS/WPQ compliance, record parameters, upload NDT results.

8.6 Final Inspection & Release

What:

- No product may leave Jenner without a final inspection.
- Only authorised staff may release product and issue a Certificate of Conformance (CoC).

How:

- Supervisor completes Final Inspection Checklist.
- Admin issues CoC.
- MD approves critical/high-risk releases.

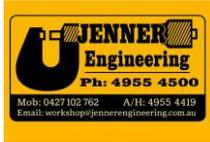
8.7 Non-Conformance & Corrective Action

What:

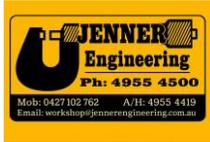
- Non-conforming product must be identified, segregated, and not used until disposition.
- All NCRs must be investigated, root cause analysed, and corrective actions implemented.

How:

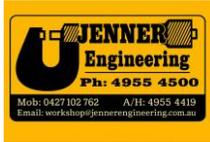
- Operator quarantines product.
- NCR raised in Sprint Suite.
- Supervisor investigates root cause.
- Director assigns corrective actions.
- Supervisor verifies closure before job continues.



Clause	Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
8.1 Operational Planning	Admin Staff	Create job traveller	Job traveller issued in Sprint Suite before job release	% of jobs with traveller created pre-release	100%	Job traveller register	Job-by-job
	Supervisors	Check resources	Confirm staff, machines, tools available before release	% of jobs with resource check completed	100%	Sprint Suite job release checklist	Job-by-job
	MD – Operations	Approve high-risk jobs	Approve before work begins	% of high-risk jobs approved	100%	Approval log	Job-by-job
8.2 Contract Review	Supervisors	Review drawings	Complete contract review checklist	% of jobs reviewed before acceptance	100%	Sprint Suite contract review	Job-by-job
	Admin Staff	Generate job traveller	Traveller created in Sprint Suite	% of jobs with travellers issued	100%	Traveller register	Job-by-job
	MD – Operations	Approve unusual jobs	Approval before release	% of unusual jobs approved	100%	Approval records	Job-by-job
8.3 Design & Development	MD – Operations	Approve design project	Approve scope/resources in Sprint Suite	% of design projects approved before start	100%	Design project register	Per project
	Director – Growth, Compliance & Sustainability	Ensure compliance	Review design inputs against standards	% of design inputs reviewed	100%	Review records	Per project
	Supervisors	Check feasibility	Provide manufacturability feedback	% of design reviews with supervisor sign-off	100%	Review minutes	Per project



Clause	Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
	Operators	Prototype feedback	Submit feedback form	% of prototypes trialled with operator input	100%	Prototype records	Per project
	Admin Staff	Record reviews	Upload reviews, outputs, verification/validation	% of design records logged in Sprint Suite	100%	Design records	Per project
8.4 Supplier Control	Admin Staff	Maintain approved list	Keep supplier list current in Sprint Suite	% of suppliers with up-to-date approval	100%	Supplier register	Quarterly
	Supervisors	Review supplier performance	Complete quarterly review	% of suppliers reviewed	100%	Supplier review reports	Quarterly
	Directors	Approve supplier status	Authorise approved/rejected suppliers	% of supplier decisions recorded	100%	Approval log	Quarterly
8.5 Production & Service	Operators	Follow job traveller	Complete traveller fields	% of travellers fully completed	≥ 98%	Traveller records	Job-by-job
	Supervisors	Approve first-off	Sign off first-off inspection	% of jobs with first-off approval	100%	First-off sheets	Job-by-job
	Admin Staff	Upload records	Upload inspection/production data	% of inspection records uploaded within 24 hrs	≥ 95%	Sprint Suite uploads	Job-by-job
	Supervisors (Welding)	Confirm WPS/WPQ	Record compliance and upload NDT	% of welds with WPS/WPQ verification	100%	Welding QA records	Job-by-job



Clause	Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
8.6 Final Inspection & Release	Supervisors	Conduct final inspection	Complete inspection checklist	% of jobs with final inspection completed	100%	Final inspection sheets	Job-by-job
	Admin Staff	Issue CoC	Generate and upload CoC	% of jobs with CoC issued	100%	Sprint Suite CoC log	Job-by-job
	MD – Operations	Approve critical releases	Approve before dispatch	% of critical jobs approved	100%	Approval record	Job-by-job
8.7 NCR & CAPA	Operators	Quarantine product	Physically segregate and raise NCR	% of NCRs raised within 24 hrs	100%	NCR register	Job-by-job
	Supervisors	Investigate cause	Conduct root cause analysis	% of NCRs with root cause recorded	100%	NCR log	Job-by-job
	Director – Growth, Compliance & Sustainability	Assign CAPA	Allocate corrective action in Sprint Suite	% of NCRs with CAPA assigned	100%	CAPA log	Job-by-job
	Supervisors	Verify closure	Confirm CAPA effectiveness	% of NCRs closed after verification	≥ 95%	Closure records	Quarterly

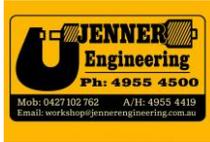
9.2 Internal Audit

What:

- Internal audits must be scheduled, conducted, and recorded to verify QMS compliance.
- Findings must be documented, corrective actions assigned, and closures verified.

How:

- Audit plan scheduled in Sprint Suite annually.
- Supervisors conduct audits using checklists.
- Admin staff upload findings, Directors assign corrective actions in Sprint Suite.



9.3 Management Review

What:

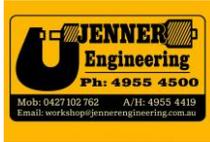
- Senior leadership must review the QMS at planned intervals to ensure suitability, adequacy, effectiveness, and alignment with strategic direction.
- Inputs must include objectives, risks, audit results, customer feedback, and improvement actions.
- Outputs must include decisions on improvements, resources, and opportunities.

How:

- Managing Director – Operations chairs review meeting annually.
- Directors prepare inputs from Sprint Suite dashboards.
- Admin staff record minutes and track follow-up actions.

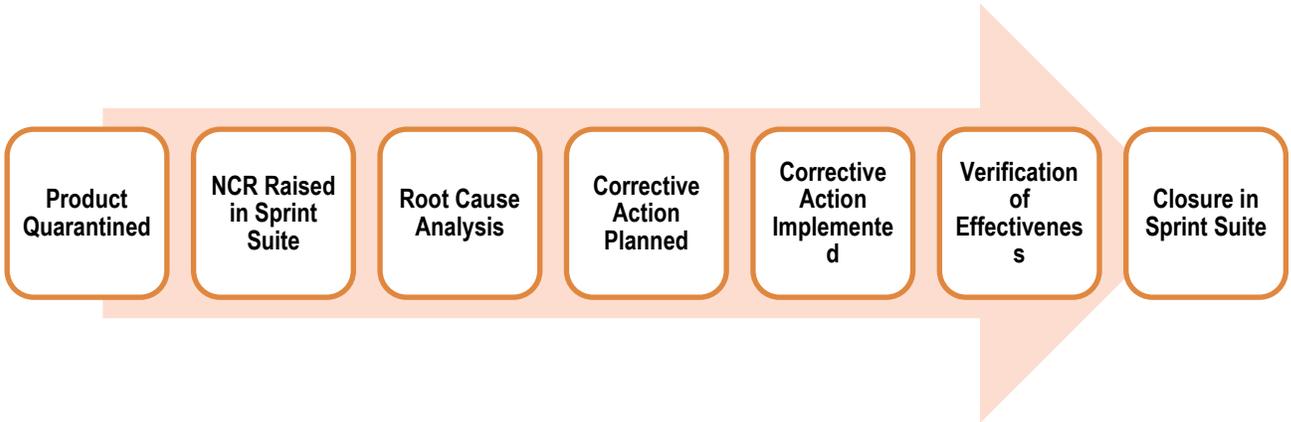
KPI Matrix – Clause 9 Performance Evaluation

Clause	Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
9.1 Monitoring & Measurement	Supervisors	Record inspection results	Enter inspection outcomes into Sprint Suite	% of inspection results recorded	100%	Inspection records in Sprint Suite	Job-by-job
	Admin Staff	Upload customer feedback	Enter complaints and surveys into Sprint Suite	% of feedback uploaded	100%	Customer feedback log	Monthly
	Directors	Review KPIs	Monitor on-time delivery, NCRs, rework rates	% of KPIs reviewed on schedule	100%	Sprint Suite KPI dashboard	Monthly
9.2 Internal Audit	Supervisors	Conduct audits	Complete internal audit checklist	% of planned audits completed	100%	Audit schedule & reports	Annual
	Admin Staff	Upload findings	Log audit results into Sprint Suite	% of findings logged	100%	Audit findings records	Per audit
	Director – Growth, Compliance & Sustainability	Assign corrective actions	Allocate CAPAs from audit findings in Sprint Suite	% of CAPAs assigned within 7 days	100%	CAPA log	Per audit
	Supervisors	Verify closure	Confirm CAPAs are effective before closure	% of CAPAs verified	≥ 95%	Verification records	Quarterly



Clause	Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
9.3 Management Review	MD – Operations	Chair review meeting	Conduct management review annually	% of scheduled reviews completed	100%	Review agenda & minutes	Annual
	Directors	Provide review inputs	Present KPI, risk, and compliance data	% of required inputs provided	100%	Review agenda & dashboard	Annual
	Admin Staff	Record outputs	Take minutes and log follow-up actions in Sprint Suite	% of review actions logged	100%	Review minutes & action log	Annual
	Directors	Ensure actions completed	Monitor closure of management review actions	% of review actions closed on time	≥ 95%	Sprint Suite action log	

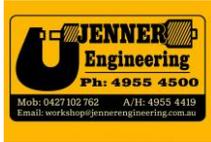
Clause 10 – Improvement



10.1 General

What:

- Jenner Engineering must continually improve the suitability, adequacy, and effectiveness of its Quality Management System.
- Improvement opportunities must be captured, reviewed, and implemented



How:

- Opportunities identified during audits, inspections, customer feedback, or CI forms.
- Improvement tasks logged and tracked in Sprint Suite.
- Directors review progress quarterly.

10.2 Non-Conformity and Corrective Action

What:

- Non-conformances must be corrected, root cause identified, and corrective actions implemented to prevent recurrence.
- Corrective actions must be verified for effectiveness before closure.

How:

- Operator quarantines product and raises NCR in Sprint Suite.
- Supervisor investigates and documents root cause.
- Director assigns corrective action tasks in Sprint Suite.
- Supervisor verifies effectiveness before closure.

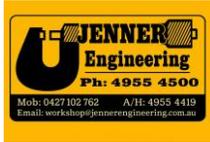
10.3 Continual Improvement

What:

- The organisation must enhance performance by improving processes, equipment, and training.
- Data trends (KPIs, audits, customer satisfaction) must be analysed to drive improvements.

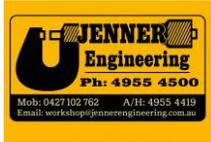
How:

- Supervisors and operators raise CI suggestions in Sprint Suite.
- Directors review CI log during management review.
- Approved CI actions tracked to completion.
- Effectiveness checked via KPI improvements



KPI Matrix – Clause 10 Improvement

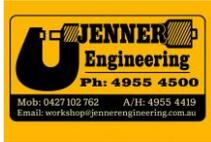
Clause	Role	Responsibility	How (Measured Action)	KPI	Target	Measurement Method	Frequency
10.1 General	All staff	Identify improvements	Submit CI ideas via Sprint Suite	# of CI suggestions submitted	≥ 1 per operator per quarter	CI log	Quarterly
	Directors	Review improvements	Review CI log during management review	% of CI ideas reviewed	100%	Review minutes	Annual
10.2 Non-Conformance & Corrective Action	Operators	Raise NCRs	Quarantine product and raise NCR	% of NCRs raised within 24 hrs	100%	NCR register	Job-by-job
	Supervisors	Investigate NCRs	Document root cause in Sprint Suite	% of NCRs with root cause identified	100%	NCR log	Job-by-job
	Director – Growth, Compliance & Sustainability	Assign CAPA	Allocate corrective actions in Sprint Suite	% of NCRs with CAPA assigned	100%	CAPA log	Job-by-job
	Supervisors	Verify CAPA effectiveness	Confirm closure effectiveness	% of NCRs verified before closure	≥ 95%	Verification records	Quarterly
10.3 Continual Improvement	Supervisors & Operators	Suggest CI actions	Enter ideas into Sprint Suite	# of CI ideas raised	≥ 1 per operator per quarter	CI log	Quarterly
	Directors	Approve and track CI	Approve and monitor CI tasks	% of CI actions implemented	≥ 90%	CI action log	Quarterly
	MD – Operations	Monitor overall CI effectiveness	Compare KPI performance pre/post CI	% of KPIs showing positive trend	≥ 80%		



Appendices - Forms

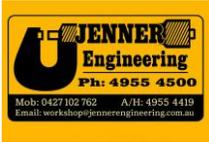
Appendix A – Job Traveller / Route Card

Field	Entry
Job Number	
Customer Name	
PO Number	
Drawing Number	
Revision	
Date	
Operation Sequence	1. _____ 2. _____ 3. _____
Operator Initials per Step	
Supervisor First-Off Inspection	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
In-Process Inspection Checks	<input type="checkbox"/> Completed <input type="checkbox"/> NCR Raised
Final Sign-Off & Release Authority	Name: _____ Signature: _____ Date: _____



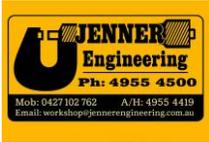
Appendix B – Contract Review Checklist

Checklist Item	Response
Customer Details	
Drawing/Spec Received Date	
Technical Requirements Clarified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Regulatory Requirements Identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Risks Identified (capacity, materials, compliance)	
High-Risk Job Escalated to MD – Operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approval Signatures	Customer: _____ Supervisor: _____ MD – Ops: _____



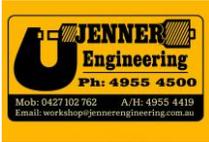
Appendix C – Drawing Verification Form

Field	Response
Drawing Number	
Revision Checked	
Dimensions Verified	<input type="checkbox"/> Yes <input type="checkbox"/> No
Feasibility Confirmed by Supervisor	<input type="checkbox"/> Yes <input type="checkbox"/> No
Change Requests Logged in Sprint Suite	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Signature	_____ Date: _____



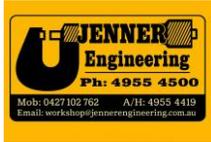
Appendix D – First-Off & In-Process Inspection Record

Field	Response
Job & Traveller Reference	
Feature/Dimension List	
Tolerance Requirement	
Inspection Result	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Inspector Name/Signature	_____ Date: _____
NCR Raised?	<input type="checkbox"/> Yes <input type="checkbox"/> No



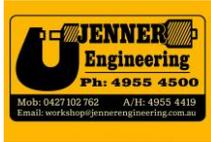
Appendix E – Welding QA Record (WPS/WPQ)

Field	Response
Job & Weld Reference	
Welder ID & Qualifications	
WPS/WPQ Number Applied	
Consumable Batch/Lot Number	
Pre-Heat / Post-Heat Checks	
NDT Results (if applicable)	
Supervisor Sign-Off	_____ Date: _____



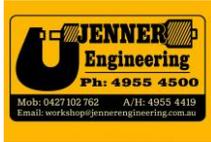
Appendix F – Final Inspection & CoC

Field	Response
Job Number	
Customer	
PO Reference	
All Inspections Passed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deviations/NCRs Closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Sign-Off	_____ Date: _____
CoC Issued by Admin	Sprint Suite Ref: _____
MD Approval (Critical Jobs Only)	_____ Date: _____



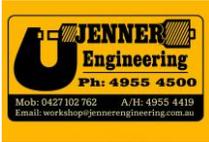
Appendix G – NCR & CAPA

Field	Response
NCR Number	
Date	
Job Reference	
Description of Non-Conformance	
Quarantine Details (location, tag no.)	
Root Cause Analysis Method	<input type="checkbox"/> 5 Whys <input type="checkbox"/> Fishbone <input type="checkbox"/> Other: _____
Corrective Action Assigned To	
Due Date	
Verification of Closure	<input type="checkbox"/> Effective <input type="checkbox"/> Not Effective
Supervisor Signature	_____
Director Signature	_____



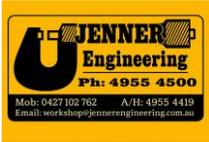
Appendix H – Calibration Log & Certificate

Field	Response
Equipment ID	
Calibration Due Date	
Calibration Completed Date	
Standard Used (traceable)	
Result	[] Pass [] Fail
Technician Signature	_____
Sprint Suite Reference No.	



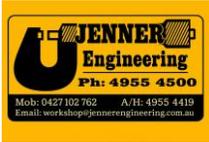
Appendix I – Supplier Evaluation Form

Field	Response
Supplier Name	
Product/Service Provided	
Certification Status	
Modern Slavery Compliant	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Delivery Performance	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Quality of Goods	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
NCRs Raised	
Status	<input type="checkbox"/> Approved <input type="checkbox"/> Conditional <input type="checkbox"/> Rejected
Director Sign-Off	_____ Date: _____



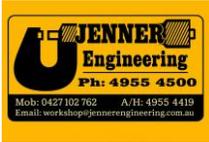
Appendix J – Training & Competency Matrix

Field	Response
Employee Name	
Training Course / Qualification	
Date Achieved	
Expiry Date	
Competency Assessment (Supervisor Observed)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sprint Suite Record Link	



Appendix K – Internal Audit Checklist

Field	Response
Audit Scope	
Audit Date	
Clause References Checked	
Evidence Reviewed	
Findings	<input type="checkbox"/> Compliant <input type="checkbox"/> Non-Compliant <input type="checkbox"/> Opportunity
NCRs Raised	
Corrective Actions Logged	
Auditor Name/Signature	_____



Management Review Minutes

Field	Response
Meeting Date	
Attendees	
Inputs Reviewed	<input type="checkbox"/> Objectives & KPIs <input type="checkbox"/> Risks & Opportunities <input type="checkbox"/> NCRs & CAPA <input type="checkbox"/> CI Log <input type="checkbox"/> Audit Results <input type="checkbox"/> Customer Feedback
Decisions Made	
Actions Assigned (Owner & Due Date)	
Follow-Up Review Date	
Chair Signature	_____