

Wink Fasteners, Inc. is in the process  
of applying for QSL-D certification by the government.

Following is a copy of our current QA Manual.

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara	Date Revised:	Page 1
Approvals:  President                      QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

WINK FASTENERS, INC.  
QUALITY ASSURANCE SYSTEMS MANUAL

607 Roxbury Industrial Center  
Charles City, VA 23030  
Phone: (804) 966-8111  
Fax: (804) 966-8127

Revisions Block

Revision Date

Description

Revision No

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual  Approvals:  President                      QA Manager	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08	Page    2    of        22

## TABLE OF CONTENTS

SECTION		page
QUALITY POLICY		3
SCOPE		3
MANAGEMENT RESPONSIBILITY		4
CONTROL OF DOCUMENTS		4
PURCHASING		5
PRODUCT TRACEABILITY		6
LOT CONTROL AND MARKING		7
PROCESS CONTROL		7
INSPECTION OF MATERIAL		7
TEST CONTROL		8
TEST AND MEASUREMENT EQUIPMENT		8
NON-CONFORMING MATERIAL & CORRECTIVE ACTION		8
STORAGE, PACKAGING, SHIPPING		9
RECORDS CONTROL		9
AUDITS		10
TRAINING		10
PRODUCTS		11
DEFINITIONS - TERMS		12
ATTACHMENTS		
Organizational Chart	attachment A	13
Process Flow	attachment B	14
Sales	attachment C	15
Purchasing	attachment D	16
Receiving	attachment E	17
Corrective Action form	attachment F	18
Non-Conformance Report	attachment G	19
Corrective Action chart	attachment H	20
Non-conforming Product	attachment I	21
Vendor	attachment J	22

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    3   of       22

## QUALITY POLICY

It is our objective to consistently provide quality products that meet our customer's requirements and expectations. Products will conform to industry standards, customers' drawings or specifications, or military specifications as required to meet every customers' order requirements.

Each associate of Wink Fasteners, Inc. is responsible and is held accountable for ensuring their work activities are conducted in compliance with this quality manual and company processes. The procedures are written to provide the employees the directions to implement and comply with the policies.

\_\_\_\_\_  
President                      Janet Winkelman

## SCOPE

This Manual describes the Quality Assurance Systems employed by Wink Fasteners, Inc. (hereafter referred to as WINK) to specify and purchase fasteners and related products. The systems and processes contained herein establish and implement the WINK Quality Policy as well as following customer specific requirements.

It also provides the organizational structure to support and review it to assure compliance with the requirements of the Defense Supply Center Philadelphia (DSCP), Qualified Suppliers List for Distributors (hereafter referred to as QSLD). For the QSLD Class 2 threaded fastener program, WINK will stock and resell only product from QSL sources and will not alter, modify, or produce that product.

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    4   of       22

## MANAGEMENT RESPONSIBILITY

Wink Management will approve and manage the documented quality system as described in this Manual. The President of WINK has overall approval responsibility for the Quality Assurance System. In the absence of the President, authority will be designated to the appropriate Manager. The documented system is controlled, implemented, and reviewed to improve its effectiveness in ensuring product conformance to customer requirements and to the Class 2 Threaded Fasteners Qualified Suppliers List (QSLD) Standard.

The Business processes that comprise our Quality Assurance System are shown in the attached Process Flow map. Process Maps and/or flowcharts for our other Support functions are shown by the attachments of organization chart, Sales, Purchasing, and Receiving maps.

Quality Procedures and Work Instructions needed to ensure the effective planning, operation and control of all processes are documented and in place. The WINK Quality Assurance System is documented by this Manual, which meets the requirements of the QSL Standard.

## CONTROL OF DOCUMENTS

Wink Management is responsible to approve and manage systems to maintain procedures for control of all documents and data related to the requirements of the Quality system. Documents in the system consist of the Quality Manual, procedures, work instructions and electronic format of customer and supplier orders, receipt and inspection of material and shipping orders, as well as any other documents needed to satisfy specific customer requirements.

The Quality Manual, procedures and work instructions will be approved by the appropriate authority, dated, indicate revisions and revised date. The President or her designee has approval authority for the Quality Manual, procedures and work instructions. These documents will be controlled to prevent unauthorized use. They will be available to all WINK employees at all times. The identification convention for the Quality Manual and procedures will be designated; "WINK-(procedure number) – (revision number)". Work instructions will be designated using a descriptive function title and a revision number.

All documents needed for the identification, collection, indexing, filing, storage, maintenance, and disposition of quality records shall be in accordance with the procedures and/or QSL requirements.

The Quality Manager is responsible for maintaining the original documents, revisions and records of the distribution of copies. Revisions shall be implemented when necessary by the Quality Manager or by changes in customer specifications or request and/or QSL audits. At a minimum the quality manual and procedures shall be reviewed every two years after the revised date. The Purchasing Manager is responsible for the vendor documentation, QSL status, and vendor performance records.

### **CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara	Date Revised:	Page 5
Approvals:  President                      QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

## PURCHASING

The WINK Purchasing management has overall responsibility for the purchase of product. This includes maintaining records of approved sources of product, and reviewing purchasing documents for completeness of data prior to approval/release.

The management representatives are responsible to approve and manage systems, which ensure purchased product conforms to specified requirements. WINK will meet the requirements of supply to QSL contracts through the use of QSL suppliers and/or their QSL inventory assets.

### Assessment of Suppliers

Suppliers shall be assessed and selected based on their ability to meet specified requirements, and previously demonstrated capability. This includes an annual review of performance based on delivery timing, correct material, defective material, receipt of acceptable quantity, as well as satisfactory completion of a bi-annual Supplier Self Assessment Survey. Deficient suppliers will be required to provide corrective action plans and/or be audited to demonstrate improved conformance to standards. Approval and control of the qualified supplier list shall be the responsibility of the Purchasing leader or her designee.

### Purchasing Information

Purchasing documents shall contain applicable requirements to clearly describe the product being ordered. This shall include or reference any applicable specifications, drawings, special instructions, or other relevant information. The originator is responsible for review and approval of purchasing documents for appropriate data prior to release to the QC department for final approval.

Purchase orders shall specify all pertinent data, specifications, instructions, and testing for the material ordered to achieve the specific requirements.

### Verification of Purchased Product

One or more of the following methods will be used for ensuring that purchased products/materials meet the specified requirements stated in the purchase order; Review of Certificates of Compliance or Certificates of Analysis, visual examination and/or incoming inspection to confirm conformance to specifications. If specified by contract, customers have the right to inspect and verify that product. The customer verification will not serve as evidence of effective quality control.

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara	Date Revised:	Page 6
Approvals:  President                      QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

All purchased materials shall conform to the customer's documented procurement requirements.

The following criteria are met through procedures and/or work instructions:

1. WINK Purchasing and QC personnel shall review all purchase orders prior to issuance.
2. WINK will meet all contract requirements. Any and all such supplemental requirements will be evident in traceability record documentation.
3. WINK will assure continuous regular monitoring of the QSL qualification status for sources of the products they supply to DSCP. QSL awards will be from manufactured product from a valid QSL source.
4. WINK uses a documented vendor selection methodology supported by its Quality Program. The vendor procedure describes the method by which the Supplier establishes and maintains a list of approved vendors, including review of vendor performance, quality audits, and corrective action requirements imposed on vendors. Only approved vendors shall be solicited for products and services, including subcontracted processes.

## PRODUCT TRACEABILITY

WINK will follow industry and QSL standards in accordance with the Fastener Quality Act and/or as required by QSL contract or specification. Product supplied under the QSL contract will be traceable to a qualified source.

WINK will maintain a system of in-house traceability records which reflects an unbroken chain of documentation from their source of supply to their customer, regardless of the number of entities through which the materials or end product have passed. As a minimum, the documentation trail will include the WINK Purchase Order (PO) to its immediate vendor pursuant to the QSL contract or order with WINK.

Traceability documentation will substantiate product material characteristics as stipulated by applicable technical specifications and/or contract requirements and shall be available to the customer as required.

Product traceability attributes that may be used as a means to establish traceability include, but are not limited to the following:

1. Purchase order numbers and end product description.
2. Chemical content, where applicable.
3. Physical, dimensional, quantity, grade, and type information.
4. Stamps, tags, labels, paint, routing cards, or other means.

### **CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    7   of       22

## LOT CONTROL AND MARKING

All materials handled by WINK, will have lot identification. Segregation of product shall be maintained and no commingling of products shall be permitted. The system shall assure that all products are marked and identified by lot and stored in a unique location.

Receipt, inspection and warehousing shall ensure lot segregation. Where lots have been subdivided, evidence shall exist to assure traceability. Products shall be accounted for by type, quantity, location, and lot number. The system shall manage product segregation within the inventory, when technical requirements change while the product is in storage. Each packaging unit shall be labeled to identify the contents; and the labels shall be in compliance with applicable specification and federal regulations.

## PROCESS CONTROL

The distribution process for WINK includes sale, purchasing, receiving, warehouse, shipping and quality control. Each of the main steps must meet customer and WINK requirements.

WINK procedures follow the industry standards. In addition, QSL product shall meet WINK requirements, as well as QSL requirements.

Employees are trained and qualified in the various processes of purchasing, receiving, warehousing, shipping and quality inspection in order to assure process continuity for business and customer requirements using procedures and work instructions.

All records and data pertinent to customer contracts shall be controlled and/or recorded. All records shall be reviewed per procedures.

## INSPECTION OF MATERIAL

Incoming materials or products are inspected upon receipt to assure they meet the purchase specifications. The material is then sent to the inspection department to verify product conformance to requirements through visual examination of quantity, type, size, finish, part or specification number, logo, special customer requirements and general workmanship. The results are recorded and dated including authorizing initials and stamps. This inspection record shall be traceable to the material inspected and the individual who performed the inspection.

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    8   of       22

Material certifications, test reports, and other traceability documents are checked against purchase order (contract) requirements. Material certification reports are validated against specification requirements prior to material processing.

During inspection, all incoming material is physically marked, tagged or located in a marked area to ensure that non-conforming materials or products are not placed into the Supplier's system for processing or distribution. Deviations from purchase order, specifications or customer specifications will be placed in a non-conforming area and held until a satisfactory solution is made between the supplier, WINK and the customer. All devices essential to the carrying out of quality control procedures are certified and controlled.

## TEST CONTROL (not applicable)

WINK does not perform laboratory testing. If testing is required WINK will use qualified test laboratories. Test laboratories shall be selected, approved, and monitored in accordance with the vendor selection system.

## TEST & MEASUREMENT EQUIPMENT

WINK maintains calibration records for all inspection and measuring devices. All measuring, inspection, and test equipment is uniquely identified and labeled/tagged. The label indicates the date of last calibration and the date for the next scheduled calibration.

WINK uses calibration services traceable to the National Institute of Standards and Technology (NIST). If no such standard exists for the device, the basis used for calibration shall be documented.

The Quality Manager is responsible for maintaining the list of calibrated equipment and the current status.

If equipment is found to be overdue for calibration it shall be removed from service immediately until calibration is completed.

## NON-CONFORMING MATERIAL & CORRECTIVE ACTION

WINK shall ensure that non-conforming product or material is prevented from entering or continuing in the distribution process. At any stage of processing, if material is identified as non-conforming, it shall be documented and segregated to a non-conforming holding area and held until disposition is determined. The non-conforming material will not be mixed with any conforming material.

Any processes or procedures resulting in a non-conformance shall be documented, recorded, reported to Wink Management and promptly corrected. Any defective products shall be treated as non-conforming and the supplier shall be notified using the Corrective Action System. If defective product has been shipped, all affected parties shall be notified and product may be recalled.

### **CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    9    of       22

## STORAGE, PACKAGING & SHIPPING

Storage – WINK provides for a controlled storage environment that prevents the deterioration of finished product.

Packaging - The packaging process ensures compliance with industry, customer and any QSL specified requirements. WINK assures any subcontracted and/or off-site packaging services will meet WINK standards. Only approved vendors will be used.

Shipping – WINK will provide for shipment of the finished product to the consignee. Under exceptional circumstances, WINK may issue a written request to the Contracting Officer for a waiver of this requirement. If granted, the Contracting Officer shall provide written authorization for each such waiver.

WINK shall select carriers for transportation of products in accordance with the criteria pertaining to its approved vendor selection system.

## RECORDS CONTROL

WINK maintains pertinent records that are established, identified, maintained, controlled and secured to ensure their integrity. All such records must be legible and identifiable. They are readily available for review and auditing. Some records are maintained in electronic or computer media, they also are retrievable and capable of being reduced to printed form on site. All records are available to DSCP-authorized QSL representatives for verification purposes consistent with the Criteria and Provisions of this document.

For standard product customers, WINK shall maintain normal records for five years.

For QSL product, WINK shall maintain, for at least 10 years, the following categories of records as part of the quality records system. The items below marked with "(\*\*\*)" will be retained for at least 4 years.

1. Producing mill Test reports.
2. Raw Material Certified Test reports.
3. Accredited Lab Test reports.
4. Inspection results and/or reports.
5. Customer orders, contracts, delivery orders, purchase orders.
6. Invoicing and receiving documents.
7. Non-conforming material and corrective actions, including recall actions and customer notifications and responses.
8. Manufacturing and Production Records including lot identification.
9. Calibration documents. (\*\*\*)
10. Internal & external Audit documentation. (\*\*\*)

### **CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara	Date Revised:	Page 10
Approvals:  President                      QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

11. Personnel qualification records. (\*\*\*)
12. Statistical Technique process control records. (\*\*\*)
13. Records which verify processes performed on semi-finished material.

The records system includes provisions and controls to ensure that the integrity of records is not compromised. Security measures are in place to protect authenticity of material certifications and test reports, and to prevent the loss, deterioration, and unauthorized use, alteration, copying, counterfeiting and distribution of such documents.

## AUDITS

WINK uses periodic self-audits to ensure and verify that the quality control program is adequate and effective to meet the criteria of this QSL program, as well as any customer specific requirements.

Internal audits shall be conducted as often as appropriate or annually as a minimum.

Internal auditors shall have job responsibilities that are independent from the process being audited. Audit results are recorded and shall be reviewed by management.

The audit records indicate the date and scope of the audit, together with findings and corrective action taken. Corrective action related to audit reports is to be fully documented and reviewed by management.

Audits of vendors and processors shall be based on yearly quality reviews. Audits may consist of review of non-conformance records and/or completion of vendor self-audit form, the results of which may warrant on-site visits. QSL approved vendors shall be verified quarterly. An approved subcontractor list shall be maintained by the Purchasing Manager.

## TRAINING

Wink Management is responsible for identifying training needs and providing or directing the training of all personnel. Personnel performing specific assigned tasks will be qualified on the basis of relevant education, training and/or experience, as required. Procedures, work instructions and software documentation are included in the basic training knowledge. Evidence of job training will be maintained in the individual employee's file.

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    11   of       22

## PRODUCTS

All standard products supplied by WINK shall meet customer and industry specifications. QSL designated product shall be supplied from a QSL manufacturer/distributor of the product. All products under this QSL program must flow through valid qualified QSL organizations. Should these requirements be waived by the contracting officer, the product granted the waiver is considered a non-QSL procured product and must undergo traditional quality control inspection.

WINK shall verify that products, prior to delivery, meet all contractual and specification requirements ordered by the customer.

WINK is responsible to meet the QSL standards for:

1. Meeting all contractual specifications and requirements. There are no exceptions or waivers unless provided in writing by the contracting officer.
2. Reporting any product discrepancies discovered, and corrective actions taken.
3. Maintaining records as indicated in the QSL Criteria section 3.12, and make them available for examination by DSCP or the DSCP agent upon survey or audit.
4. Permitting DSCP, or the DSCP agent, to conduct site surveys and audits as discussed in QSL Provisions 4.5 and 4.7, Surveys and Audits.
5. Coordinate open contract actions with the appropriate DSCP Contracting Officer (C.O.), if becoming disqualified from the QSL prior to delivery.
6. Provide other participating Suppliers only with material which meets QSL requirements when notified by the QSL participant that the material being purchased is destined to fill a QSL contract.

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual		Procedure No: WINK-001-00		Date: 12/10/08
Approvals:		Originator: Vicki Pullara	Date Revised:	Page 12
President	QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

## DEFINITIONS and TERMS

1. CAGE Commercial and Government Entity. This designation is a unique five digit alphanumeric sequence of characters; it is issued for a specific location.
2. CLASS 2 threaded fasteners are primarily used in ground and marine applications.
3. DCSP – Defense Supply Center Philadelphia.
4. DISTRIBUTOR A source or concern which owns, operates, or maintains a store, warehouse, or other establishment in which finished Class 2 Threaded Fastener products are bought, kept in stock, and sold to the public in the usual course of business. The Distributor basically stocks and resells only the completed product and may NOT alter, modify or produce that product.
5. DOCUMENTS Printed or written information, or electronically stored information, which is retrievable and subject to being reduced to a printed form. These include, but are not limited to bills of material, calibration records, certifications, contracts, drawings, instructions, manuals, packing slips, procedures, purchase orders, standards, specifications, test plans and test reports, and records of all kinds. Modifications or revisions to any of the foregoing constitute documents.
6. MANUFACTURER An organization which owns, operates or maintains a factory or establishment, and substantially produces or fabricates finished Class 2 products on the premises from raw materials. A manufacturer may implement processes to complete the fabrication of a semi-finished product to meet contract or specification requirements. Such a concern is fully responsible for inspection and testing of the final product prior to shipment to the QSL customer and will typically impart his Logo on the finished fastener when applicable. A manufacturer who does not produce the final product from raw material on a contract MUST obtain the semi-finished material from another approved Class 2 QSL source.
7. MATERIAL CERTIFICATION REPORT A document generated by a material supplier or producer which demonstrates, for original/raw materials, conformance to contract or specification requirements. Also called mill certification report.
8. QUALIFIED SUPPLIERS LIST for MANUFACTURES (QSLM)- A list of manufacturers who have met the QSL Criteria for Class 2 fasteners and have agreed to the provisions therein.
9. QUALIFIED SUPPLIERS LIST for DISTRIBUTORS (QSLD) - A list of distributors who have met the QSL Criteria for Class 2 fasteners and have agreed to the provisions therein.
10. QUALITY CONTROL PROGRAM The Supplier's entire program of procedures, process controls, inspections, audits and systems which ensures that the Supplier's products conform to specified requirements.
11. TRACEABILITY The documented trail of the product covered by the QSL contract or order through all Manufacturers, Suppliers, and/or intermediate processors to the Manufacturer or producer of the product or material.
12. VENDOR As used in this document, a person, organization, or entity from or through whom any product, service, or portion thereof, covered by the QSL contract or order was purchased by the QSL prime contractor.

**CONTROLLED DOCUMENT**

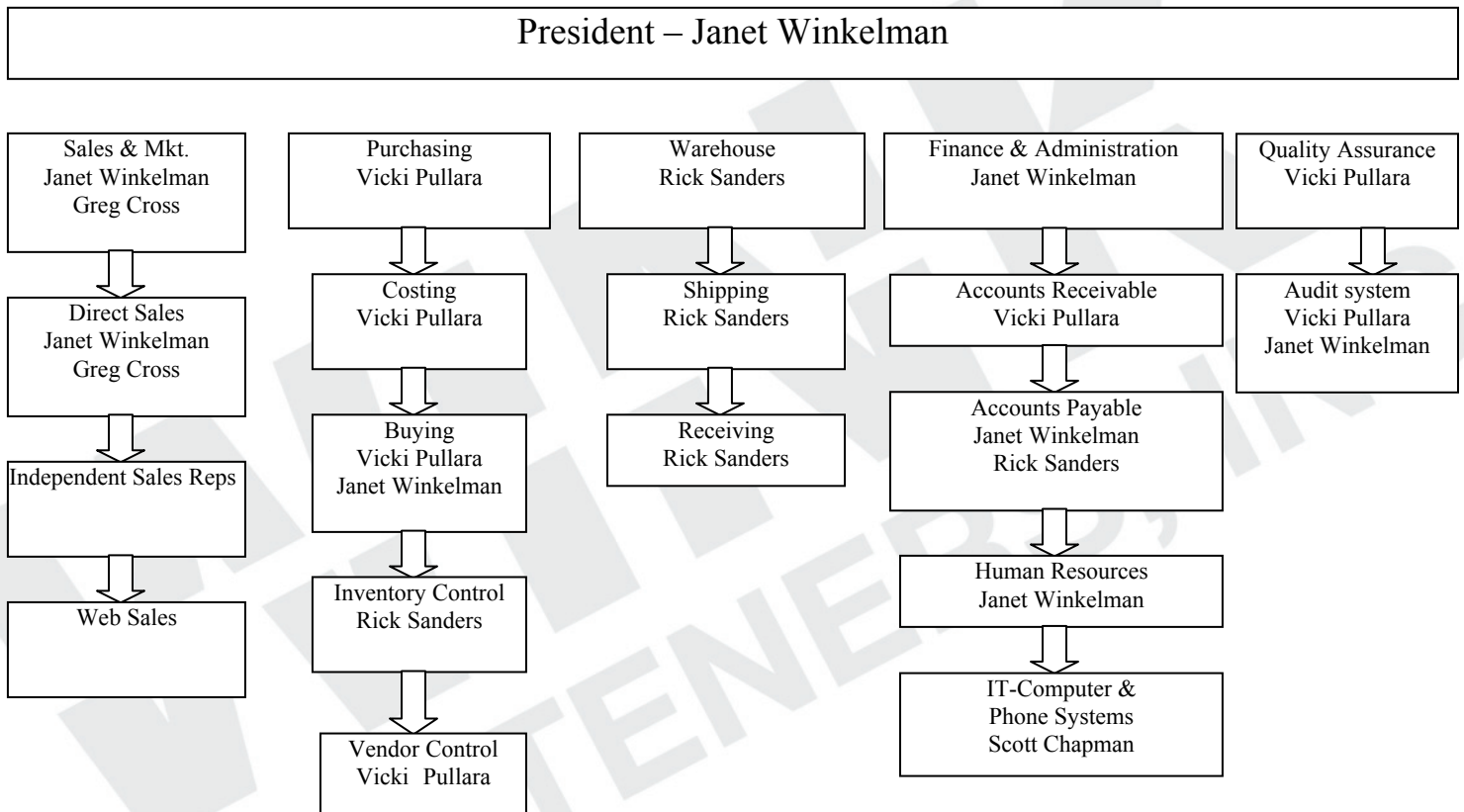
**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual		Procedure No: WINK-001-00		Date: 12/10/08
Approvals:  President                      QA Manager		Originator: Vicki Pullara	Date Revised:	Page    13
		Quality Manager Vicki Pullara	Original 9/15/08	of       22

## Attachment A

### ORGANIZATION CHART



**CONTROLLED DOCUMENT**

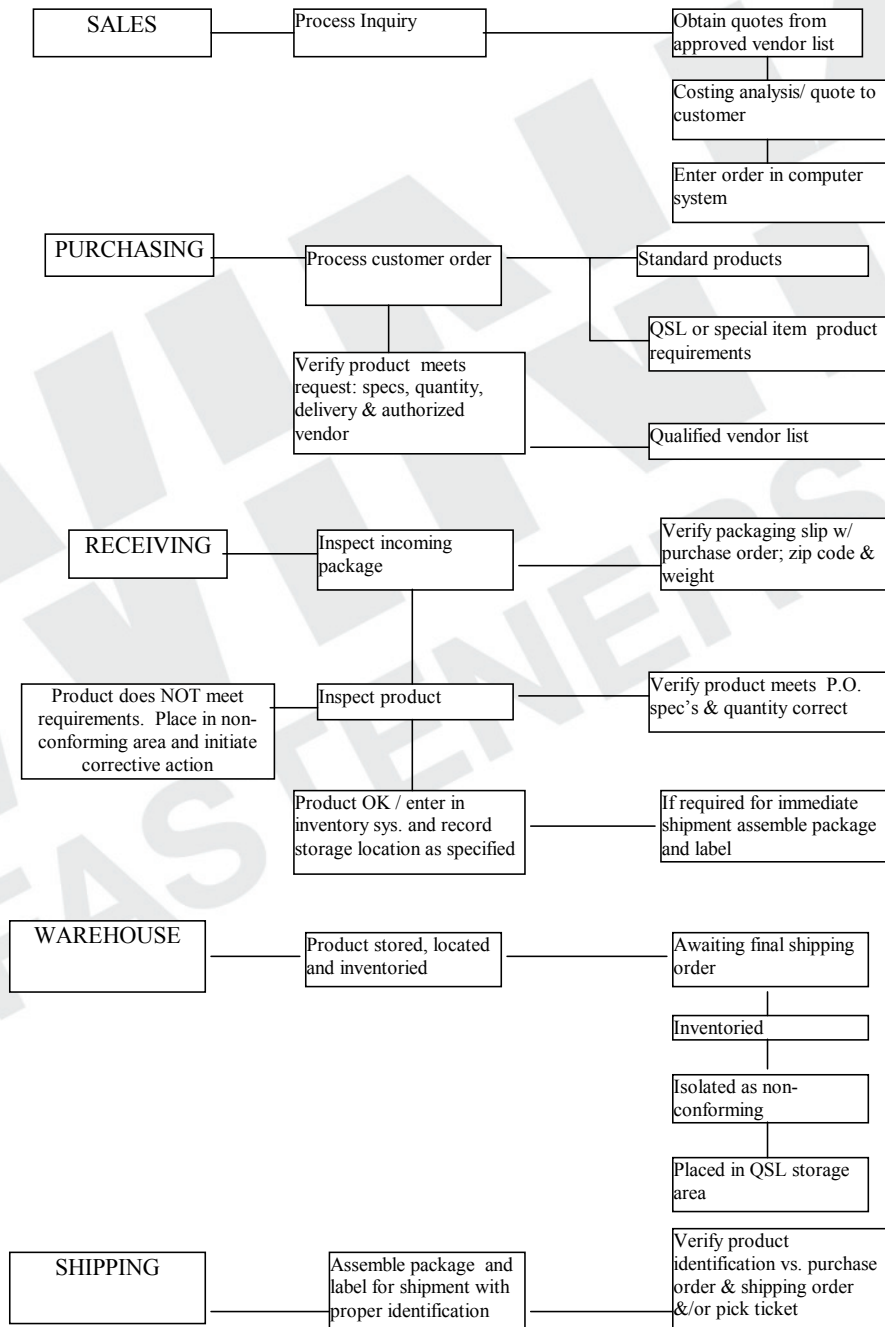
**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual		Procedure No: WINK-001-00		Date: 12/10/08
Approvals:  President                      QA Manager		Originator: Vicki Pullara	Date Revised:	Page    14
		Quality Manager Vicki Pullara	Original 9/15/08	of       22

## Attachment B

### PROCESS FLOW



**CONTROLLED DOCUMENT**

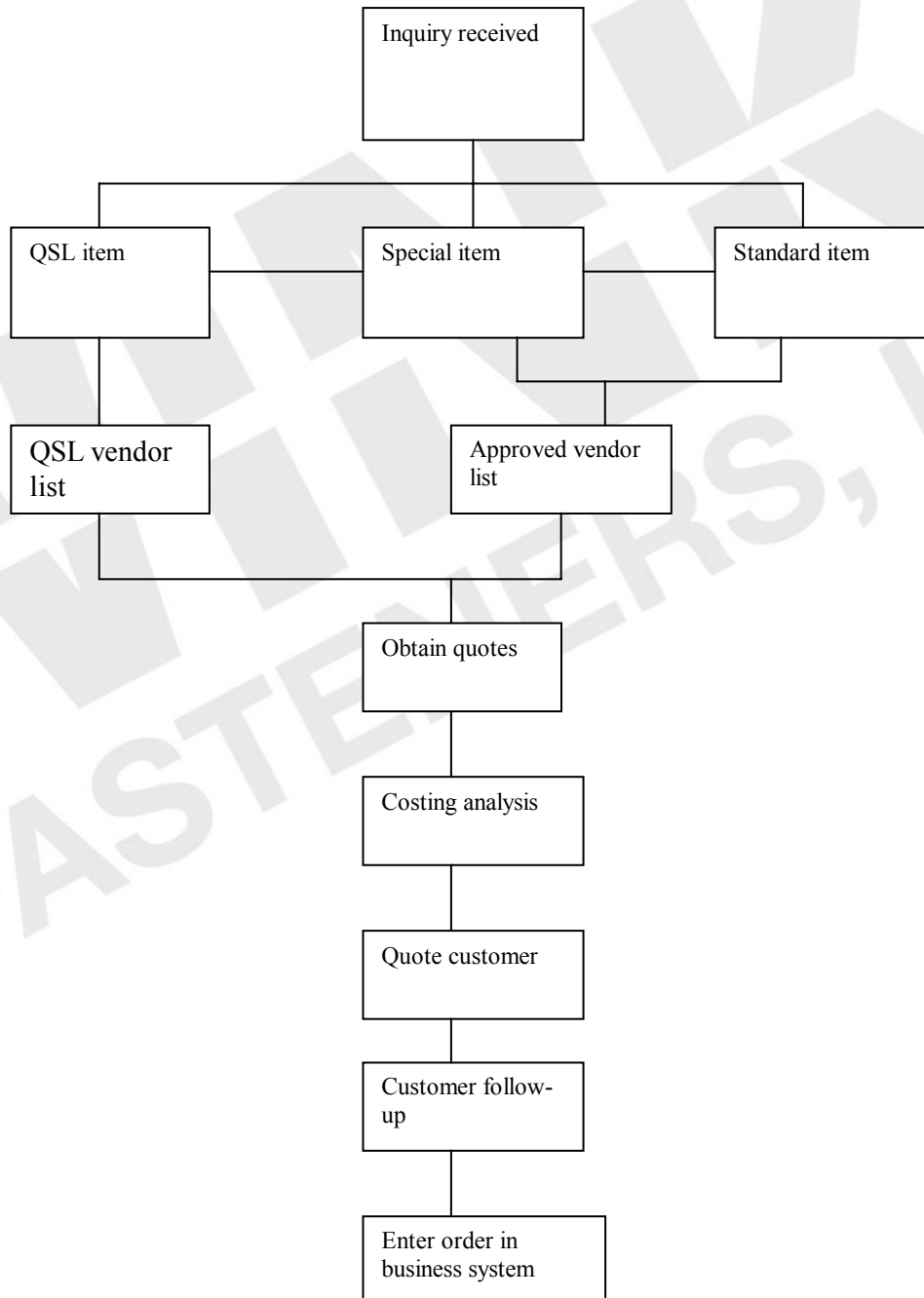
**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara	Date Revised:	Page 15
Approvals:  President                      QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

## Attachment C

### SALES



**CONTROLLED DOCUMENT**

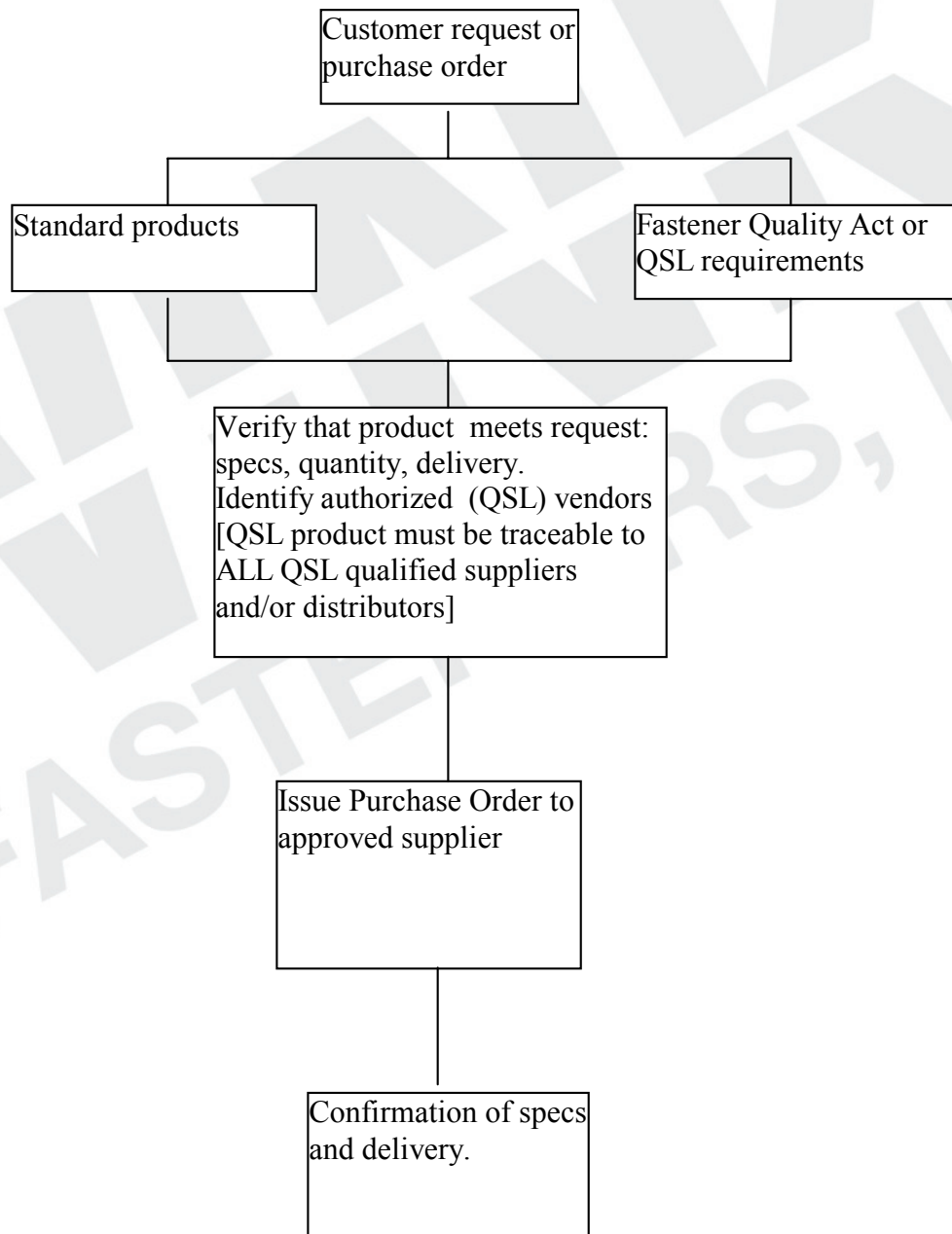
**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    16   of       22

## Attachment D

### PURCHASING



**CONTROLLED DOCUMENT**

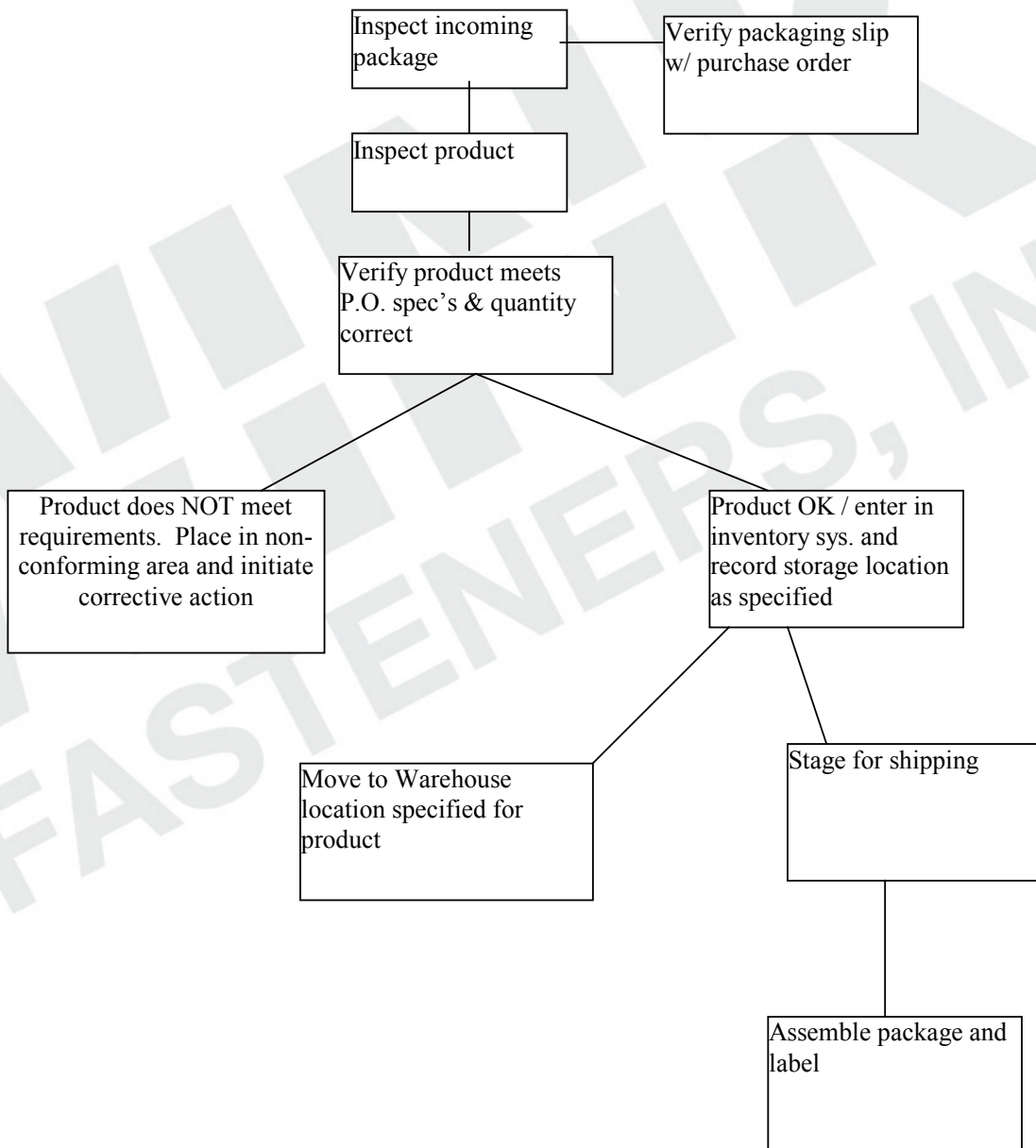
**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual  Approvals:  President                      QA Manager	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08	Page    17    of       22

## Attachment E

### RECEIVING



**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara	Date Revised:	Page 18
Approvals:  President                      QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

## Attachment F

### WINK FASTENERS, INC. CORRECTIVE ACTION REPORT

Date Received \_\_\_\_\_ Supplier Name \_\_\_\_\_

Wink's P.O. Number \_\_\_\_\_

- 1) Describe the non-conformance as received
- 2) Describe the cause of the non conformance according to the supplier
- 3) What will the supplier do to prevent this from happening in the future?
- 4) Is the part being returned?
  - a. RA (Return Authorization) Number: \_\_\_\_\_
  - b. Explain what is happening to the part if it is not being returned:

Returned by: \_\_\_\_\_

Date Returned: \_\_\_\_\_

**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara	Date Revised:	Page 19
Approvals:  President                      QA Manager	Quality Manager Vicki Pullara	Original 9/15/08	of 22

Attachment G

## WINK FASTENERS, INC.

### NON-CONFORMANCE REPORT

Supplier: \_\_\_\_\_ PO# \_\_\_\_\_

Date Received: \_\_\_\_\_ Wink's Part # \_\_\_\_\_

Description of the part:

Quantity:

Description of the problem:

Material remains in non-conformance area until disposition is determined!

#### DISPOSITION

Accept as is \_\_\_\_\_ Bin location is \_\_\_\_\_

Return to Vendor \_\_\_\_\_ RA # \_\_\_\_\_

Scrap the material \_\_\_\_\_ Put in scrap bin \_\_\_\_\_

Corrective Action Required \_\_\_\_\_  
Corrective Action form sent to Supplier. Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**CONTROLLED DOCUMENT**

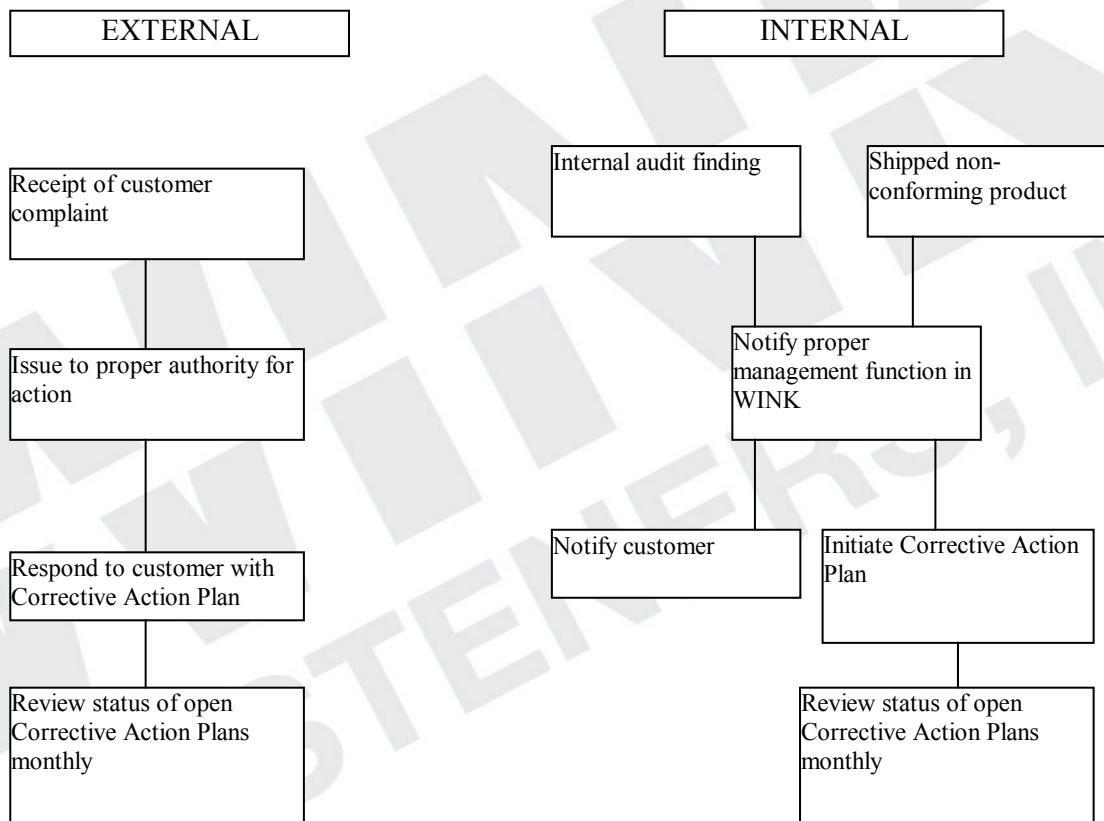
**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual  Approvals:  President                      QA Manager	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08	Page    20    of        22

## Attachment H

### CORRECTIVE ACTION



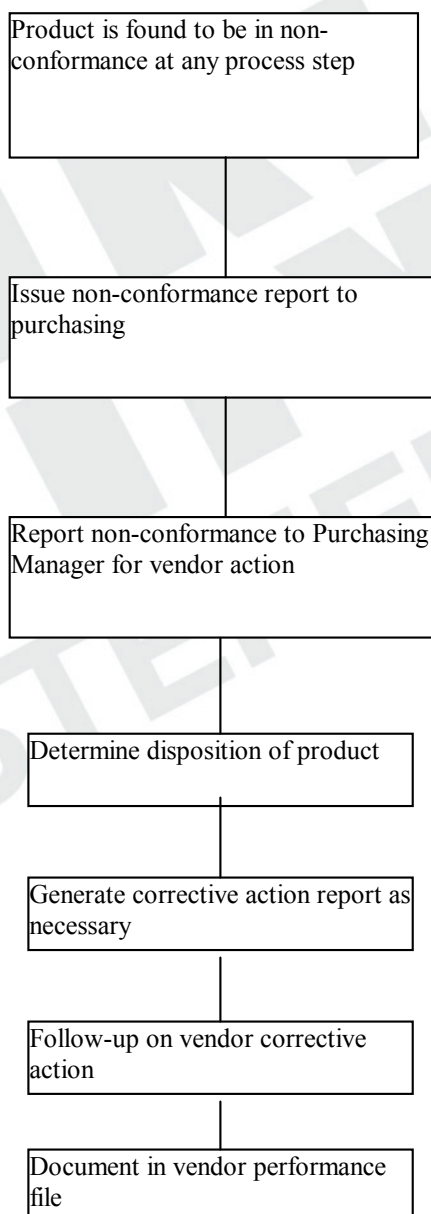
**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual	Procedure No: WINK-001-00	Date: 12/10/08
Approvals:  President                      QA Manager	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08
		Page    21   of       22

## Attachment I NON-CONFORMING PRODUCT



**CONTROLLED DOCUMENT**

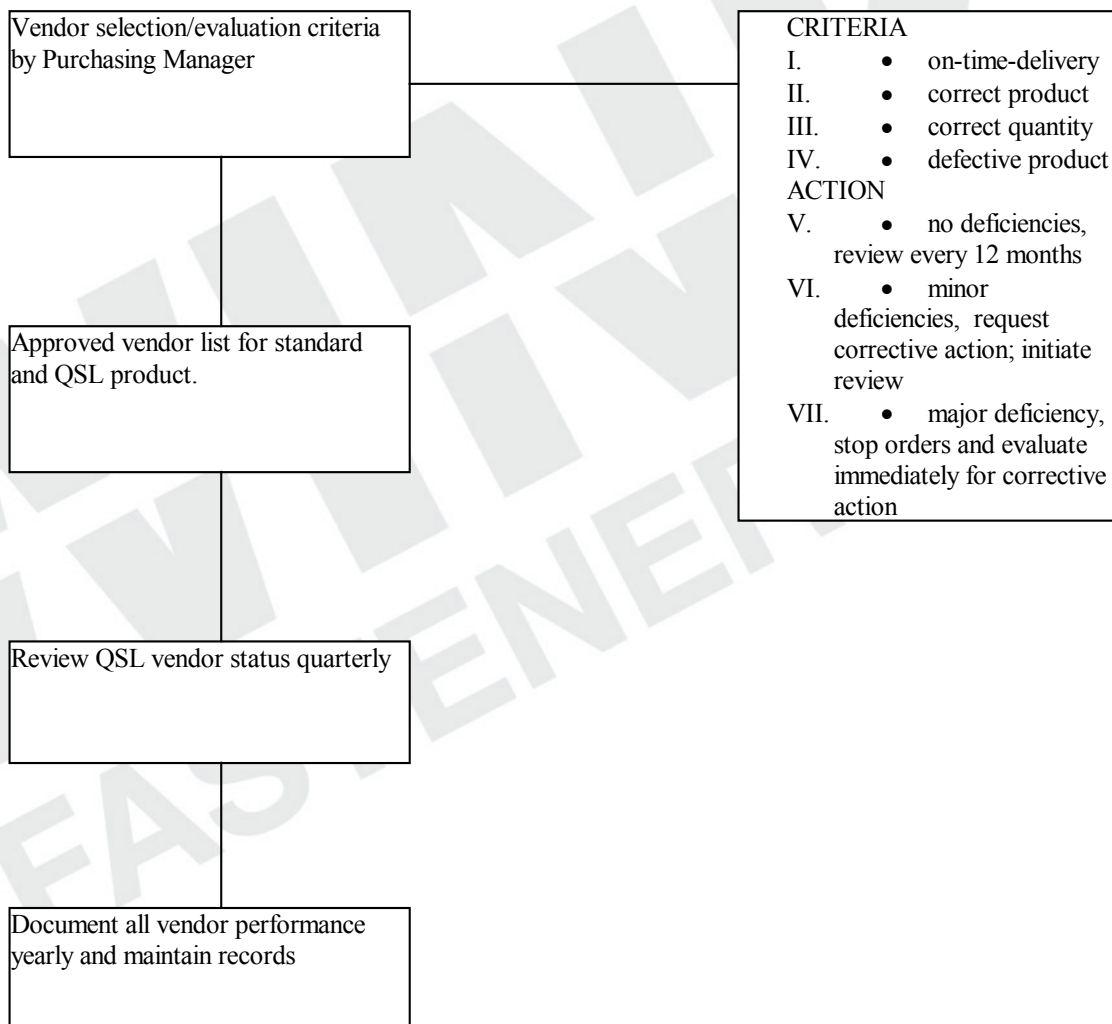
**NOTE: Document must be signed by the President and QA Manager to be authorized.**

# WINK FASTENERS, INC.

Procedure name: Quality Assurance Systems Manual  Approvals:  President                      QA Manager	Procedure No: WINK-001-00		Date: 12/10/08
	Originator: Vicki Pullara  Quality Manager Vicki Pullara	Date Revised:  Original 9/15/08	Page    22    of        22

## Attachment J

### VENDOR



**CONTROLLED DOCUMENT**

**NOTE: Document must be signed by the President and QA Manager to be authorized.**