

# GEOMETRIC CIRCUITS, INC.

## Quality Manual ISO 9001:2008

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Prepared by	William Pollina, President/MR	Issue Number	3
Approved by	William Pollina, President/MR	Issue Date	5/04/12

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In 1986 Geometric Circuits, Inc. brought upon a Quality Initiative that we consider the overall competitive vehicle for our company's future. This initiative will assure our growth in the world marketplace. Quality Improvements directed at Total Customer Satisfaction will provide the method to accomplish this task. It consists of an undying focus on the requirements and expectations of the customer and an overall effort to improve all work areas and capabilities of Geometric Circuits, Inc., including a commitment to 100% On Time Delivery to our customers.

It is important to understand that the term "customer" refers to both the internal and external customers. An internal customer is any Geometric employee who receives goods, information, services and/or products from within our organization. We are all internal customers here, working for a common goal of excellence. An external customer is someone outside the organization who purchases our products and/or services. In all management efforts, when discussing external customers, it is the policy of Geometric Circuits, Inc. to have one member of the group act as the "Voice of the Customer."

New employees will undergo immediate training. Sessions will include the employee's responsibilities as they relate to specific Job Function and Quality Control expectations. This training is to be taken with extreme seriousness and used in your work area at every available opportunity. This is not an option and it does not exclude any individual, group or department. Everyone is responsible and held accountable for Quality at all levels, no matter what the job. Our commitment to Quality will lead to success today, tomorrow and into the new century.

Our vision is to become "The Best In Class of Global Manufacturers!" Every process will be continually evaluated and examined to improve quality and increase customer satisfaction.

Geometric Circuits' Quality System has been certified to ISO 9001: 2008 to provide a strong foundation and the necessary resources to implement ongoing Quality Improvements.

**Theme:**

*"Total Customer Satisfaction, Not Just Our Goal, It's Our Existence."*

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William Pollina, President/MR

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This Quality Manual contains only the pages issued by this facility. The President/MR is responsible for processing all authorized changes, and for inserting revision pages into official copies. The President/MR has authority to remove and dispose of obsolete pages to prevent their unintentional usage. This collection of documentation is controlled and shall be used as the final authority regarding the latest revision level and amendment status for the Quality Manual. The President/MR maintains the Master Copy of this Quality Manual.

SECTION	DATE	PAGE(S)	DESCRIPTION OF REVISIONS	APPROVAL
All	11/4/05	All	1st Manual Release	J. Pollina
Section 0.1	2/23/06	All	Added second Theme, "Continuous Improvement, Everywhere, Everyday"	J. Pollina
Section 9.0	3/15/06	All	Added Section 9.0, Quality Management Program MIL-PRF-31032A	J. Pollina
Appendix A	3/29/06	All	Clarification of Contract Review and APQP Processes	J. Pollina
Section 9.0	9/19/06	All	Modified lines n, p and u to include compliance to MIL-PRF-55110 Appendix A	J. Pollina
Section 0.3	2/25/08	All	Added Lowell Sherman DSCC to Controlled Circulation List	J. Pollina
All	8/20/08	All	Updated all documents to reflect transition to distributorship operation and elimination of manufacturing.	W. Pollina

Prepared by	William Pollina, President/MR	Issue Number	3
Approved by	William Pollina, President/MR	Issue Date	05/04/12

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All	9/01/09	All	Updated all documents to reflect transition from ISO 9001:2000 to ISO 9001:2008	W. Pollina
Cover Page	5/04/12	All	Updated Cover Page for Moving to New location	W. Pollina

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Prepared by	William Pollina, President/MR	Issue Number	4
Approved by	William Pollina, President/MR	Issue Date	9/01/09

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## Introduction

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This Quality Manual describes the policies and company wide control system of the Geometric quality management system. The quality management system described in this manual meets the requirements of the ISO 9001:2008 international standard. Procedures have been created and implemented that also meet the requirements of this international standard.

### Scope of Registration:

Inspection and Distribution of Single and Multi-Layered Printed Circuit Boards.

### Interaction of Processes:

Please refer to the process flow chart found in Appendix A.

### Permissible Exclusions:

Geometric is not a design responsible company, as all designs/specification for the products they inspect and distribute are provided by the applicable customer, therefore clause 7.3 is claimed as an exclusion.

There are no special processes at this time that would be bound by the requirements of 7.5.2A-D, as all products can be fully tested to applicable customer specifications. However, exclusion is not claimed from clause 7.5.2E in that process re-validation is an inherent and necessary step taken in the corrective action process whenever product or system failures or other adjustments occur. The effectiveness of this adjustment would be further tracked through the process monitoring activities discussed in the accompanying procedures to this quality manual.

Prepared by	William Pollina, President/MR	Issue Number	3
Approved by	William Pollina, President/MR	Issue Date	9/01/09

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MR - Management Representative

QM - Quality Manual

QP – Quality Procedures

WI – Work Instructions

MC - Master Copy

Geometric- Geometric Circuits, Inc.

Standard(s) - National and international quality standard ISO 9001:2008

R&A - Responsibility and Authority

I & T- Inspection & Testing

C&PA- Corrective & Preventive Action

Prepared by	William Pollina, President/MR	Issue Number	3
Approved by	William Pollina, President/MR	Issue Date	9/01/09

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Control of Documents procedure.....QP04-01

Control of Records procedure..... QP04-02

Management Responsibility procedure..... QP05-01

Training procedure..... QP06-01

Sales/Order Entry procedure ..... QP07-01

Purchasing and Supplier Evaluation procedure..... QP07-02

Warehousing/Distribution procedure..... QP07-03

Customer Property procedure..... QP07-04

Calibration procedure..... QP07-05

Customer Satisfaction procedure..... QP08-01

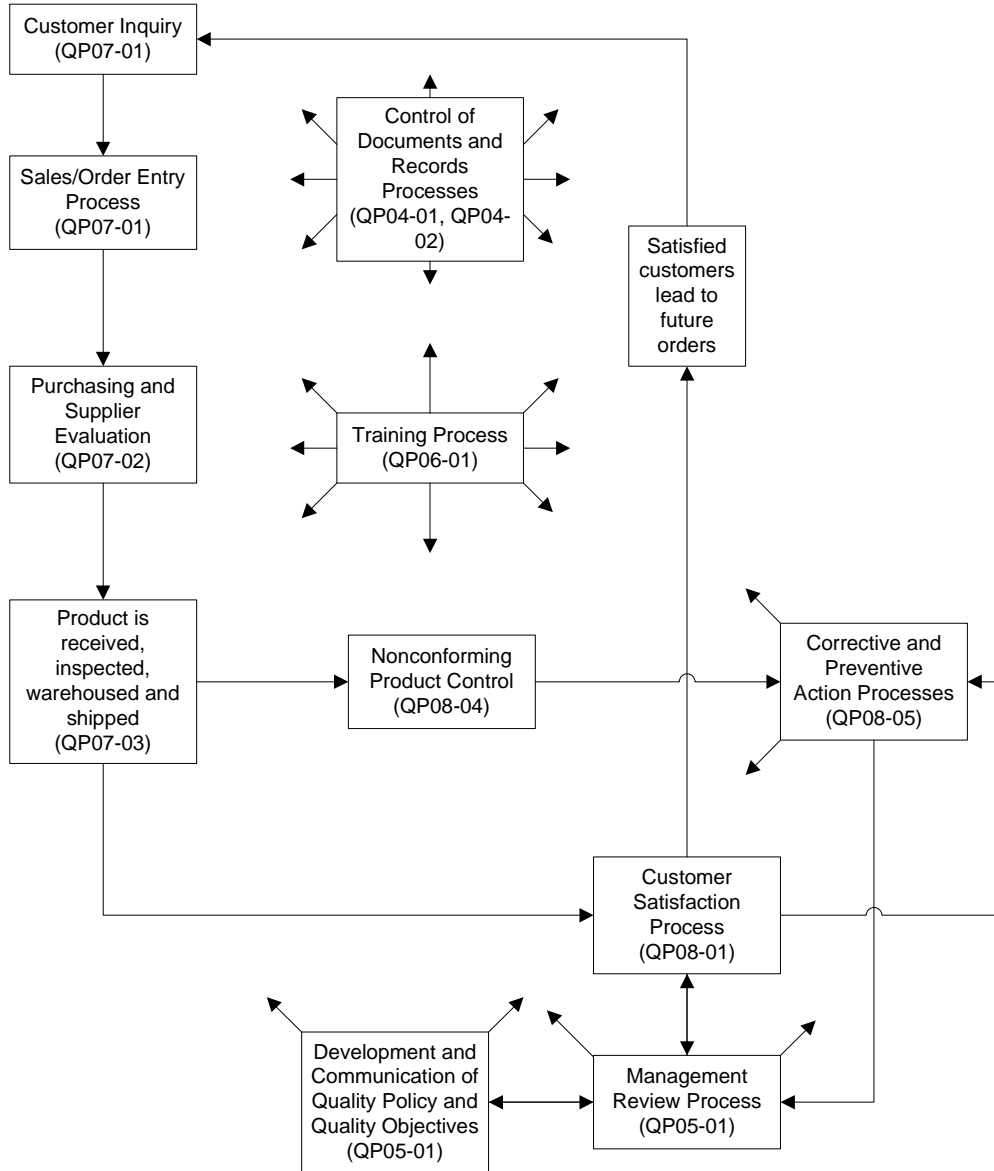
Internal Audit procedure..... QP08-02

Control of Nonconforming Product procedure..... QP08-03

Corrective and Preventive Action procedure..... QP08-04

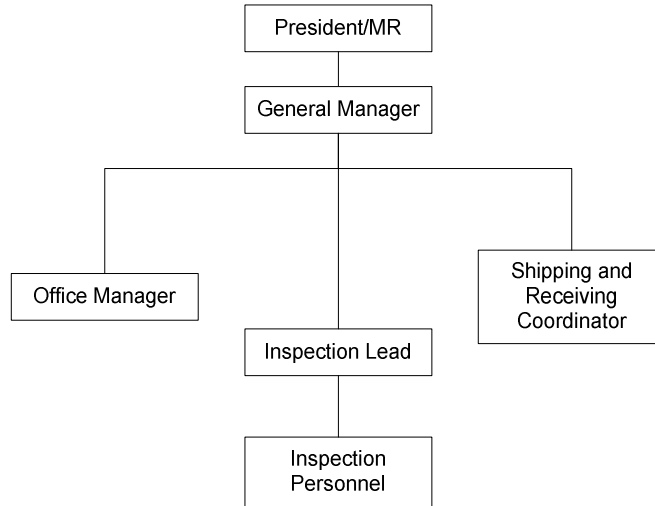
Prepared by	William Pollina, President/MR	Issue Number	2
Approved by	William Pollina, President/MR	Issue Date	9/01/09

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