

Established in 1907

# **COMPLETE QUALITY MANUAL**

**Atlas Machine & Supply, Inc.**

**Corporate Address:**

**7000 Global Drive**

**Louisville, KY 40258**

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**Phone: 502-584-7262**

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## Section 1

### Scope of Manual

- 1.1 The purpose of this manual is to demonstrate and document the ability of Atlas Machine and Supply, Inc. to provide a consistently high quality of work in accordance with the requirements and expectations of our customers.
- 1.2 The quality control practices and standard operating procedures described in the manual apply to all aspects of our work, specifically including: order processing, work order creation, distribution of drawings or technical information, preliminary inspection, ordering/issuing of materials, all aspects of the manufacturing process, final inspection, packaging, shipping, and billing.
- 1.3 Equipment calibration is fundamental to ensuring a high quality product. The methods of obtaining and maintaining calibrated equipment are documented herein.
- 1.4 Atlas Machine and Supply, Inc. values a culture of continuous improvement. Any quality issues, whether internal or external, are indicative of an opportunity for improvement. The process for corrective actions described in this manual ensures that any issues are systematically evaluated and the relevant processes are reviewed.
- 1.5 The internal audit system described herein, proactively verifies that all standard operating procedures are being followed on a routine basis.
- 1.6 All relevant documents to be included inline with their associated sections.

## Section 2

### QC Management Responsibility

- 2.1 The Vice President of Operations reports to the President and serves as the manager responsible for oversight and direction in regards to quality control.
- 2.2 The Vice President of Operations responsibilities in terms of managing quality consist of the following:
  - a. Communication of all expectations related to quality control.
  - b. Investigate any quality exceptions to determine the root cause.
  - c. Identify and implement corrective actions necessary to resolve a quality exception.
  - d. Responds to any customer inquiries regarding our quality control methods and procedures.
  - e. Coordinates any customer-initiated audits of our quality systems.
  - f. Oversees maintenance of calibration records for measuring equipment.
  - g. Generation of customer specific incoming/outgoing inspection reports as needed, to be filled out by shop personnel.
  - h. Ensure work order instructions are consistent with customer expectations.
  - i. Ensure all appropriate drawings and technical information are clearly conveyed to shop personnel.
  - j. Ensure appropriate materials are specified and used in adherence with customer requirements.
- 2.3 The Vice President of Human Resources and Compliance reports to the President and bears the responsibility for training on this manual and conducting internal audits for compliance, or his designee.
- 2.4 All managers, supervisors, and employees are required to comply with all provisions of this Quality Manual as it relates to their specific operational responsibilities.

## Section 3

### Order Processing

- 3.1 All jobs, both quoted and time and material, require customer to furnish a purchase order or written authorization from a qualified customer representative before work can begin. "Written authorization" includes a signed Work Order Form (blue sheet) or an email.
- 3.2 Any purchase orders received via fax or email are to be forwarded to Administrative Support for processing.
- 3.3 All customer purchase orders or written authorizations are scanned to our job software for archival purposes.
- 3.4 Upon release of purchase order the customer is to provide Atlas with any necessary documents required to complete the work such as drawings, customer specifications or requirements.
- 3.5 A work order is generated by Administrative Support, using either a Work Order Form (blue sheet) or a quote as the template from which the work order information is taken. The work order is to be reviewed for accuracy versus the purchase order by shop personnel and shop supervisors. The customer will be notified in the event of any discrepancies.
- 3.6 Once the work order is generated, an order acknowledgement is sent to the customer for review, confirming the scope of the work to be done, expected completion dates, and price if applicable.
- 3.7 The work order is then distributed to the shop floor along with any other supplementary documents (such as drawings or inspection sheets) and serves as the governing document regarding the job.
- 3.8 Jobs specifically for research and development purposes will feature an "R" designation at the end of the job number.
- 3.9 Changes to the scope of work of a job must be confirmed by the customer with a formal change order, or with written authorization from a qualified customer representative.
- 3.10 Any changes to the scope of work of a job require a Change Order Form to be completed. The changes are then documented via a revision to the work order, traveler, and drawing if applicable. All existing work orders, travelers, and drawings are to be pulled from production and replaced with the revised documents. The revision is confirmed to the customer by sending a new order

acknowledgement; internal confirmation is achieved via an email to relevant parties.

- 3.11 Any job transferred from one physical plant location to another requires that a job transfer sheet be completed, to formalize the transition between branches. All other relevant documents are to be forwarded along with the transfer sheet.

# WORK ORDER / PHONE QUOTE (rev 1.4)

**Job:** \_\_\_\_\_  R&D **PO:** \_\_\_\_\_

3.12

**Customer:** \_\_\_\_\_

**Ship To:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_ **Quote:** \_\_\_\_\_

**Part is Here:**  Yes  No **Material Required:**  Yes  No

**Description:** \_\_\_\_\_ **Qty:** \_\_\_\_\_

{ Part } { Extended Description (will print on invoice) }

- CAD
- MDL
- CSH
- GGH
- WMT
- RLS
- SFT
- CYL
- BLK
- HYE
- CSH
- PKS
- ASM
- MSL

{ Internal Note }

{ Drawings }

*I authorize Atlas Machine & Supply to perform the above work per my instructions. A purchase order will be sent upon completion of job.*

{ Received }

**Taken By:** \_\_\_\_\_

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

{ Contact }

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**e-Mail:** \_\_\_\_\_

{ Priority }

<input type="checkbox"/>	RUSH – OT Auth	1
<input type="checkbox"/>	RUSH – No OT	3
<input type="checkbox"/>	Normal – No OT	5
<input type="checkbox"/>	Low – No OT	7

{ Routing }

Seq	Work Center	Dep	Est Hrs
	LO-STOCK	M	
	LO-PLA MIL	M	
	LO-TACCI	M	
	LO-MA VTL	M	
	LO-MA MILL	M	
	LO-MA LATH	M	
	LO-CNC LA	M	
	LO-TOSHIBA	M	
	LO-HORZMIL	M	
	LO-PRESS	M	
	LO-MACH	M	
	LO-OUTMACH	M	
	LO-GRIND	G	
	LO-GH-GRD	G	
	LO-SN-GRD	G	
	LO-BALANCE	G	
	LO-WELD	W	
	LO-WLD-SPR	W	
	LO-WASHBY	E	
	LO-MECH	E	
	LO-ROTTLER	E	
	LO-ENGRING	R	
	<i>Vendor</i>		
	LO-INSERV	I	
	LO-OUTSER	I	
	LO-INPUMP	I	
	LO-OUTPUMP	I	



## Section 4

### Engineering Drawings

- 4.1 All engineering drawings are kept in our drawing files. These drawing files are managed and maintained by Expediting and CAD.
- 4.2 A copy of the drawing used on each job is scanned to the relevant job file, for purposes of reference and history.
- 4.3 Any CAD drawing or sketch produced by Atlas Engineering is assigned a drawing number and stored in the drawing files.
- 4.4 Copies of drawings are distributed to the floor by expediting and are collected at the completion of each job.
- 4.5 In the event that drawings for a job are unavailable, work should be performed in accordance with the specifications documented on the work order, from working sketches, and per customer instructions.

## Section 5

### Incoming Inspection

- 5.1 All customer equipment received with intent to repair is to be cleaned and inspected as needed to properly evaluate the condition of the part or system.
- 5.2 Customer-supplied incoming inspection sheets and processes will be completed as requested, provided the request is made prior to quoting the job. In the event that no inspection sheet is supplied by the customer, the standard Atlas inspection sheet will be used.
- 5.3 Customized incoming inspection processes can be developed by Atlas as requested by the customer.
- 5.4 Initial inspection on field work is to be documented on the field service report.

## Section 6

### Inventory Control

- 6.1 Material handlers verify all incoming stock materials for correct dimensional accuracy, and verify that they match PO descriptions.
- 6.2 Once verified, all materials are to be received into inventory, and stored in their designated locations.
- 6.3 The types and quantities of materials to be stocked are determined by the purchasing department.
- 6.4 All incoming materials ordered for specific jobs are to be identified with a description, a job number and are to be placed in the staging area, away from standard stock.
- 6.5 Raw material certifications will be provided to the customer only on an as-requested basis. Requests for certifications must be made prior to the pricing of the job.
- 6.6 All materials must be ordered via a purchase order placed through Purchasing. A PO request form or email must be used to request any material purchases.
- 6.7 Materials used on a job are to be designated as such by tying the PO to the job or by issuing materials from stock to the job.
- 6.8 Material inventory is audited at least annually for correctness of type and quantity versus system records.

## Section 7

### Final Inspection

- 7.1 All work is to be performed in accordance with customer specifications.
- 7.2 In the event that no customer drawing is available work is to be performed in accordance with the specifications documented on the work order, from working sketches, per customer instructions.
- 7.3 Upon completion, all work must be final inspected by the employee performing the work. Customer-supplied final inspection sheets will be used provided the request is made prior to quoting the job. In the event that no inspection sheet is supplied by the customer, the standard Atlas final inspection sheet will be used. All field machining or field service work requires a completed field service report.
- 7.4 For equipment repair work, the scope of the standard final inspection is to include only dimensions affected by the work performed at Atlas.
- 7.5 For new parts made, the scope of the final inspections is to include all machined features and drawing dimensions. For orders of multiple parts a sample of 10% of parts will be inspected.
- 7.6 In the event parts contain features which cannot be measured with conventional measuring tools, shop management will develop a plan for inspection.
- 7.7 Customized inspection programs for equipment or projects will be developed as requested by the customer. Such requests must be made prior to pricing the job.
- 7.8 In-process inspection will be performed after each manufacturing process. Job-specific expectations for any in- process inspection will be supplied by Engineering or Shop Management.
- 7.9 Each job that consisting of welding is to have a Weld Shop Inspection Report completed and kept on file.
- 7.10 At the completion of each job the assigned supervisor is to review the work to verify that it has been carried out as instructed on the work order, and that all work was performed with good workmanship.



**Machine and  
Supply, Inc.**

*Responsive solutions for industry Since 1907*



7000 Global Drive  
Louisville, KY 40258  
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Fax: (502) 589-0310

# Inspection Report – Repair Work

Atlas Job # \_\_\_\_\_

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

Customer \_\_\_\_\_

PO# \_\_\_\_\_

Part Repaired \_\_\_\_\_

Conditions Before Repair: \_\_\_\_\_

**Dimension of part or areas repaired:**

**Before**

**After**

- 1.
- 2.
- 3.
- 4.
- 5.



Floor Notes:

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*Inspected By:* \_\_\_\_\_

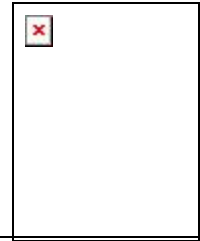
*Date:* \_\_\_\_\_

*For Foreman Use:*

*Approved By:* \_\_\_\_\_

Workmanship OK? Y or N





# Weld Shop Inspection Report

Atlas Job # \_\_\_\_\_

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

Customer \_\_\_\_\_

Description of Part \_\_\_\_\_

Part Base Material \_\_\_\_\_

Finished Dimension Required \_\_\_\_\_

Undercut Dimension Diameter \_\_\_\_\_

Undercut Dimension Flat \_\_\_\_\_

Weld Material Used \_\_\_\_\_

Pre-Heat Temp \_\_\_\_\_

Post-Heat Temp \_\_\_\_\_

Finished Dimension of Welded Surface \_\_\_\_\_

Inspected By \_\_\_\_\_

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

Approved By: \_\_\_\_\_



**ATLAS MACHINE & SUPPLY, INC.  
FIELD SERVICE REPORT**

Louisville (502) 584-7262 • Cincinnati (513) 874-9337 • Columbus (614) 461-1119 • Evansville (812) 423-7762

CUSTOMER: \_\_\_\_\_ JOB NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTACT: \_\_\_\_\_ LOCATION: \_\_\_\_\_ PHONE NO.: \_\_\_\_\_

P.O. NO.: \_\_\_\_\_ MILEAGE: \_\_\_\_\_ HOURS ON SITE: \_\_\_\_\_ OT: \_\_\_\_\_ IN SHOP: \_\_\_\_\_ OT: \_\_\_\_\_

TECHNICIAN ARRIVAL TIME: \_\_\_\_\_ CUST.  DEPARTURE TIME: \_\_\_\_\_ CUST.

COMPRESSOR  GENERATOR  DRYER  OTHER

MAKE	
MODEL	COMPLAINT
SERIAL NO.	WORK PERFORMED
SPEC NO.	
HP                    > P	
HOUR METER	
CONTROLLER TYPE	
OIL PRESSURE: HOT      COLD	
AIR PRESSURE	
INTERCOOLER PRESSURE	
DISCHARGE TEMP.	
WATER TEMP.	
INLET TEMP.	
VOLTAGE                /                /	
AMPERAGE             /             /	
SUCTION PRESSURE    /	
DISCHARGE PRESSURE	
FREON TYPE	PARTS USED:
SUPER HEAT	
CHARGE: LBS.                OZ.	
TYPE FUEL	
REMARKS:	PARTS NEEDED:

**WARRANTY CLAIMS WILL BE FILED WHERE APPLICABLE. ANY CHARGES NOT COVERED WILL BE THE RESPONSIBILITY OF THE CUSTOMER.**

WORK STATUS:  JOB COMPLETE     WILL RETURN     CUSTOMER WILL COMPLETE     ADDITIONAL QUOTE REUIRED

ATLAS SERVICE MAN:

CUSTOMER REPRESENTATIVE:



ATLAS MACHINE & SUPPLY, INC.

Louisville (502) 584-7262
Cincinnati (513) 874-9337
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Evansville (812) 423-7762

TURBO COMPRESSION SYSTEMS
FIELD SERVICE REPORT

CUSTOMER LOCATION MODEL

SERVICE REQUIREMENT S/N

SERVICE COMPLETED IF NO, REASON

Table with columns: GEARBOX CLEARANCES (STAGE AXIAL TIP, RADIAL TIP TOPIBOT), CLEARANCE BEARING / PIN #, PINION BACKLASH, PINION FLOAT, INSPECTED (MACHINE LEVEL, ANCHOR BOLTS TIGHT, etc.)

ALIGNMENT MOTOR STARTER. Includes diagrams for shaft separation and motor float, and lists for starter type, voltage, acceleration, etc.

CONTROLS ELECTRONIC PNEUMATIC D.C.S. MANUFACTURER. Includes sections for MOTOR OVERLOAD, RISE TO SURGE, DESIGN INLET PRESS, and CONTROL OPTIONS.

OPERATING DATA. Table with columns: STAGE, VIBRATION LOADED, ALARM, TRIP, GAS TEMPERATURE IN/OUT, BEARING R.T.D.'S, MOTOR TEMPERATURE R.T.D.'S, MOTOR BEARING VIBRATION.

SERVICE TECHNICIAN:

DATE:

## Section 8

### Identification, Packaging, and Shipping

- 8.1 All work is to be clearly marked with the customer name and a job number immediately on arrival.
- 8.2 A work order and traveler are to be generated in a timely manner, once the scope of work is determined.
- 8.3 The traveler is to be sleeved and attached to the job on the floor. It is to stay with the work throughout the manufacturing process. In the event that a job is divided among work centers, multiple copies of the traveler are to be distributed so that each person working on the job has an available copy.
- 8.4 On completion, all work to be packaged in accordance with purchase order instructions. In the event that no specific packaging instructions are specified on the PO, Atlas will package the equipment using industry standard methods such as by pallet.
- 8.5 A rust preventative compound will be applied to all machined or ground surfaces as a standard practice, unless requested otherwise by the customer.
- 8.6 Work received in a customer-supplied container will be returned in the same container.
- 8.7 The planned method of shipping jobs is outlined on the Order Acknowledgement, which is sent to each customer at the onset of a job. On quoted jobs the shipping method is defined on the quote. Additional shipping charges may apply for jobs outside of our standard delivery region or for jobs that require transport on a semi-trailer.
- 8.8 When a job is delivered to a customer, they are given a copy of a packlist documenting the parts shipped to them. A signed copy of the packlist is kept in the job files at Atlas to document the delivery of the job to the customer.

Section 9

Billing

- 9.1 Our job is not finished until the invoice is sent, and our goal is that all invoices will be sent promptly and accurately to the appropriate contact.
- 9.2 Each bill is expected to have a clear description of the services rendered and accurate pricing for these services.
- 9.3 On Time and Material jobs, a price update is available at any time upon customer request.
- 9.4 Appropriate customer documents, such as purchase order number, requisition number, or equipment serial number shall be referenced on the final invoice.

## Section 10

### Equipment Calibration

- 10.1 A restricted area (Tool Room) is maintained for the control of all tooling and gages. A system is in place to control the issue and return of all equipment released from this area.
- 10.2 All standards are certified twice yearly. Certification documents are kept on file in the Tool Room and are available for customer review upon request.
- 10.3 All micrometers, both personally and company owned, are set to standards quarterly. These records are maintained and stored in the Tool Room.
- 10.4 The tool room manager ensures that micrometers are properly set to a standard each time a micrometer is checked out of the Tool Room.
- 10.5 Quarterly training is done to ensure that all necessary personnel know how to properly set micrometers to standards.
- 10.6 Quality checks such as vibration analysis and leveling are performed as part of a preventative maintenance program at least annually on each machine, or as symptoms are observed. Any problems found are recorded in the PM files.
- 10.7 Reference the Master Equipment Calibration List to see a full list of all calibrated equipment.

## Section 11

### General Workmanship Standards

- 11.1 Unless otherwise indicated on engineering drawings, all Shop work is to conform to the general workmanship standards.
- 11.2 Machining:
  - a. All machined surfaces are to be free of nicks, scratches, and are to have a 125 micro-inch Ra finish or better.
  - b. All sharp edges to be broken and de-burred.
- 11.3 Welding:
  - a. All welds are to be free of slag, inclusions, and porosity.
  - b. Weld beads are to be uniform and consistent.
  - c. Welded equipment is to be preheated and post-heated in accordance with sound welding practices for the given materials. If base material is not known, it will be welded with the caution necessary for welding high-carbon steels.
- 11.4 Grinding:
  - a. All ground surfaces are to have a 32 Ra finish or better, unless otherwise specified.
  - b. All ground surfaces are to be free of traverse lines and chatter marks.
  - c. All sharp edges to be broken and deburred.
- 11.5 Thermal Spray:
  - a. All thermal spray coatings are to be uniform and consistent.
  - b. Coating roughness should be in accordance with material and process specifications.
  - c. Coatings should be free of coarse grains indicative of improper application.
- 11.6 Disassembly/Reassembly:
  - a. All components to be dimensionally checked for proper fits prior to assembly.
  - b. When installing bearings and seals, all manufacturer-recommended standard practices are to be observed. This includes recommended bearing fits.
  - c. Service-removable thread locking compound is to be used on all fasteners as a standard practice. Other types of thread locking compounds may be used depending on customer requests and the application.

## Section 12

### Corrective Action Procedures

- 12.1 All possible precautions are taken to ensure that quality exceptions never occur. In the event that an exception does occur, the highest priority is given on getting an acceptable part to the customer as soon as possible.
- 12.2 As part of our continuous improvement philosophy, any quality exception is viewed as a potential to improve.
- 12.3 For any quality exception, whether discovered internally or by a customer, a rework analysis is performed. The purpose of this analysis is to understand the root cause of the issue and to identify measures that can be taken to prevent similar issues from occurring in the future.
- 12.4 The rework analysis is performed by completing the Rework Analysis Sheet. This sheet is to be completed by the supervisor in charge of the job.
- 12.5 All completed Rework Analysis Sheets are to be reviewed and signed by both the Vice President of Operations and the Director of Engineering. The sheets are then stored in a database, and in the job files.
- 12.6 Root causes, as identified on the Rework Analysis Sheet, are categorized and logged into a database for tracking.
- 12.7 All rework hours on jobs are to be flagged as such, for appropriate tracking.

# ATLAS Quality Assurance Rework Analysis (rev 1.0)

**Job:** \_\_\_\_\_ **Customer:** \_\_\_\_\_

**Brief Description:** \_\_\_\_\_  
(Shaft Repair, Housing Repair, etc.)

*{ Corrective Action }*

*{ What Was Learned }*

*{ Received }*

**Taken By:** \_\_\_\_\_

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

*{ Time }*

**Hours of Rework:** \_\_\_\_\_

*{ Rework Cause\* }*

- Incorrect Information from Engineering on Drawings, Material, etc.
- Part Mis-Machined (technician error)
- Weld Repair or Overlay did not Clean Up
- Miscommunication Between Departments
- Incorrect Troubleshooting or Misdiagnosis by Tech
- Other

*{ \* Explanation }*

- Found before shipping to customer
  - Rejected and sent back by customer

## Section 13

### Internal Audit System

- 13.1 An internal audit system is in place to verify that all policies and practices outlined in this manual are being carried out.
- 13.2 The Vice President, Human Resources and Compliance bears the responsibility for conducting and reviewing internal audits.
- 13.3 Full audits are to be conducted at least twice yearly. Partial audits may be conducted if concerns of adherence to specific areas of the program arise.
- 13.4 Once complete, audits are reviewed by management. Any concerns identified during the audit will be addressed by the supervisor of the responsible department.
- 13.5 All completed audit paperwork will be kept on file in the office of the Vice President, Human Resources and Compliance.

## Section 14

### Training

- 14.1 All employees are to be trained on the contents of this manual when hired.
- 14.2 Each employee is to be given a copy of this manual for reference.
- 14.3 Follow-up training may be carried out in the event of revisions to the manual.
- 14.4 The training program is conducted by the Vice President, Human Resources and Compliance.

