



Internal and External Party Awareness Information

Purpose

The purpose of this document is to assist the Internal and External Parties working on behalf of The Metal Marker Manufacturing Co. in understanding:

- a) the MM Quality Policy & Safety Requirements
- b) relevant MM Quality Objectives
- c) your contributions to the effectiveness of our quality management system, including the benefits of improved performance
- d) the implications of not conforming to the quality management system requirements
- e) the relevant quality management system documented information and changes
- f) their contribution to product or service conformity;
- g) their contribution to product safety
- h) the importance of ethical behavior

Quality Policy and Safety Requirements

The Quality Policy of The Metal Marker Manufacturing Co. has been defined as follows:

IDENTIFICATION VALUE THROUGH QUALITY

- *Continual Improvement*
- *On Time Delivery*
- *Quality Product*

As visitors to our facility, your safety and well being is of the utmost importance.

- We have Safety Programs in place to protect you and our employees.
- No job will be done unless it can be done safely.
- Metal Marker requires that all persons on company property, whether employees, visitors or contractors, follow established facility, federal, state, and local safety regulations, policies, and procedures at all times.
- Follow your escort's instructions at all times.
- When in doubt, ask questions!

Relevant Quality Objectives

As part of our ISO 9001 and AS9100 Quality Management System and sound business practices, Metal Marker has established quality objectives at relevant functions, levels, and processes needed for the continual monitoring and improvement of our Quality Management System and Business Practices.

Metal Marker is committed to enhancing the quality of our facilities, community, and is committed to continually improve our Quality Management System.

Relevant Quality Objectives pertaining to our Internal and External Parties include, but are not limited to...

- 1) Product Quality
- 2) On Time Delivery
- 3) Safety
- 4) Continual Improvement

Contributions to the effectiveness of the quality management system, including the benefits of improved performance

As an Internal or External Source to Metal Marker, you are responsible for adhering to all Quality and Safety Rules and assisting Metal Marker in meeting our Quality and Safety Objectives

By following our Quality and Safety Objectives we intend to

- continually improve our ability to provide a safe working environment for our employees, visitors, and contractors,
- promote continual improvements with respect to the quality of our product, and
- ensure the business growth of our organization

Internal and External Parties visiting Metal Marker are required to adhere to the following rules...

- 1) The possession or use of any alcohol, illegal drugs, controlled substances, firearms and other weapons are forbidden anywhere on Metal Marker premises.
- 2) Eye Protection is required on the shop floor. If you do not have eye protection it will be provided upon request
- 3) Personal Protective Equipment (such as Hearing and Steel Toe Shoes) are not required on the shop floor. Open toe shoes may not be worn on the shop floor for any purpose
- 4) Be aware of the Risks prior to entering any area of the facility
- 5) Safety Data Sheets (SDS) are available upon request (ask your escort).
- 6) All Manufacturing and Shipping Areas are shared by pedestrians, lift trucks, and transportation vehicles. Use Extreme Caution!
- 7) All incidents (including "near misses") are to be reported to the Safety Personnel immediately.
- 8) Should an Emergency Situation occur, follow the instructions of your escort.
- 9) All work performed at Metal Marker must be performed in full compliance with all company guidelines, applicable federal, state, and local laws.
- 10) If bringing any chemicals on site, you must provide applicable Safety Data Sheets (SDS) to the Production Manager for review.

- 11) No cameras are allowed without Management approval.
- 12) Each day upon leaving the facility, all refuse, waste or garbage must be removed and managed in accordance with company policies and procedures in order to properly maintain a clean and orderly work area. Materials must be recycled where feasible.

The implications of not conforming to the quality management system requirements

Failure on the part of our Employees, Visitors, or Contractors to conform to the Quality and Safety Requirements may result in...

- 1) Missed Quality and Safety Objectives
- 2) Potential Injury
- 3) Your removal from the premise

The relevant quality management system documented information and changes

As necessary, Quality Management System or related Production Documents will be provided to our Internal and External Sources to assist them in complying with designated Metal Marker or Metal Marker Customer Requirements

Your contribution to product or service conformity

Internal and External Parties are requested to comply with all Product and Service Requirements in order to enable Metal Marker in meeting Customer Specific Requirements. Each and every process operation is equally important. By effectively completing your individual tasks, you assist us in meeting our overall goals and promote the benefits of improved performance.

Your contribution to product safety

Product Safety has been defined as the state in which a product is able to perform its designated or intended purpose without causing unacceptable risk of harm to persons or damage to property. Please use care when handling our product to prevent against un-intended injury.

The importance of ethical behavior

Internal and External Parties are expected to abide and act in ways consistent with what society and individuals typically think are good values. Ethical Behavior is good for business in that it involves demonstration of respect for key moral principles that include honesty, fairness, equality, dignity, diversity, and individual rights. Treating our Internal and External Parties fairly and honestly is our #1 priority.

For Visitors to our facility, your Signature on our Visitor Sign In Sheet in the Front Lobby is an acknowledgement of your understanding and willingness to assist Metal Marker in complying with our objectives.

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