Subject: Quality Policy Statement Section: 0.1	Revision Number:	Page: 2
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

0.1 Quality Policy Statement

Barco Sales and Manufacturing is absolutely committed to meeting and exceeding our customers' expectations in terms of the quality of the products and tehe service which we provide.

We are committed to a stretegy of continuous improvement, always learning the changing expectations of our customers and striving to meet and exceed those changed expectations.

We intend for these efforts to help us meet the following goals:

- Maintain our position as a competitive manufacturer of foam and packaging within our market
- Achieve outstanding financial performance as measured by return on investment
- Maintain our reputation for quality products, service and civic responsibility

The entire Barco team must adhere to the spirit and the letter of the company quality policy as well as the directives of this Quality Manual and it subordinate documents.

Signed:

Richard Kellogg
President / CEO

Subject: Amendment Sheet Section: 0.2	Revision Number:	Page: 3
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

Amendment Sheet

This manual may contain only the pages issued by the facility. The quality manager will process all authorized changes, insert amended pages into official distribution copies, and see t it that obsolete pages are withdrawn and destroyed. The Master Copy of this quality manual, kept in the custody of the Quality Manager's office, shall be the final authority as to amendment status for all sections of the manual.

Date	Section Page	Details	Signature
1/1/2006	1.0 5	Total employee commitment	

Subject: Circulation List Section: 0.3	Revision Number:	Page: 4
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

Circulation List

Copy No.	Copy Custodian
1	President
2	Production manager
3	Customer service manager
4	Manufacturing / warehouse

Subject: 1.0 Section: Management Responsibility	Revision Number: 1	Page: 5
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

Management Responsibility

1.1 Scope

This section describes the responsibility, authority and management structure of Barco.

1.2 Responsibility and Authority

The President has ultimate responsibility for the facilities products and services. He is also responsible for setting the company quallity policy.

1.3 Management Representative

The Quality Manager also functions as the facities management representative. He has sufficient authority to ensure that the requirements of the system are maintained.

1.4 Total employee commitment.

This revision allows for any employee to reject output if it is not within the standards that are set by the customer and specifications. Barco management must accept all employee sponsored rejections.

Subject: Quality System Section: 2.0	Revision Number:	Page: 6
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

2.0 Quality System

2.1 Scope

This section describes the responsibility, authority and management of the facilities quality policy.

2.2 Responsibility and Authority

Managers, supervisors and employees are obligated to work in accordance with the specific requirements of the documented quality system.

2.3 Quality System

All quality related activities are governed by procedures and instruction. Within the system emphasis is placed on the following:

- Preventive vs detection
- Procedures assuring the safe handling, package,storage and delivery of product to customers
- Establishment of appropriate acceptability standards
- Effective corrective action procedures for dealing with customer complaints and other instances of nonconformance
- Effective management of measuring equipment

2.4 Related Documentation

The documented quality system is made up of the quality manual, standard operational procedures, work instructions and specific instruction manuals. Precedures are circulated for use by management and employees as needed.

Subject: Contract Review Section: 3.0	Revision Number:	Page: 7
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

3.0 Contract Review

3.1 Socpe

This section describes the method used by the facility for the review and verification of contracts, including the availability of resources and the facilities capacity to meet purchaser requirements.

3.2 Responsibility and Authority

Barco sales representative and customer service are responsible for reviewing each accepted order to assure that:

- The requirements are adequately defined and documented
- Any differences are resolved
- Barco has the capability to meet the order requirements

4.0 Design Control

4.1 Scope

This section describes the system used by the facility to ensure that products and services meet the customer requirements.

4.2 Responsibility and Authority

The president has ultimate responsibility for the design control. The supervisors of various departments involved in the design process are responsible for carrying our their portion of the documented design process as specified in procedures and work instructions.

4.3 Quality Activity

Design input is provided in the form of purchase specifications. These plans are reviewed by the sales manager, customer service manager and production manager to assure that all requirements are met.

5.0 Document Control

5.1 Scope

This section describes the manner in which all quality system documentation is controlled.

5.2 Responsibility and Authority

The president is reponsible for the review and approval of changes to the quality system. The Vice President / Production Manager also approves changes. The president is responsible for document control

5.3 Quality Activity

The qualtiy system is documented by the Quality Manual, standard operational procedures, work instructions and specific instruction manuals.

These documents are genterated on a documented basis by the production manager and submittd to the president for approval.

Changes to quality related documents are reviewd by the president and Vice President. If accepted they become part of the Quality Manual.

All changes are recorded. Revised documents are clearly identified as such. A master list shows the current revisions of all quality documentation.

6.0 Purchasing

6.1 Scope

This section describes the way in which suppliers or material and subcontract services are selected approved and controlled.

6.2 Responsibility and Authority

The purchasing agent is responsible for the ordering and release of materials from designated vendors.

6.3 Qualtiy Activity

The facility has implemented procedures in all areas to ensure the conformance of purchased items to requirements. Production materials, components and equipment are purchased from approved vendors.

Prodcuts and services from qualified vendors are subject to incoming inspection and review.

Performance of all vendors is tracked on an ongoing basis and a master list maintained of vendor status.

6.4 Purchase Orders

Purchase orders are clearly identified and either state specifications and requirements explicitly, or make clear and unequivocal reference to associated specifications and requirements.

Subject: Purchaser Supplied Product Section: 7.0	Revision Number:	Page: 11
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

7.0 Purchaser Supplied Product

7.1 Scope

This section describes the way in which suppliers who manufacture supplied product are, appproved, evaluated and controled.

7.2 Responsibility and Authority

The purchasing agent has sole responsibility for obtaining approved product from supplied product suppliers.

7.3 Quality Activity

All purchased items must meet the specifications outlines within a Barco purchase order or accompaning documentation. These items are then subject to review and incoming inspection.

Subject: Product Traceability Section: 8.0	Revision Number:	Page: 12
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

8.0 Product Traceability

8.1 Scope

This section describes how products and services are identified throughout the productin process.

8.2 Responsibility and Authority

The production manager is responsible for ensuring that all products are suitably identified from receipt and during all stages of production.

8.3 Quality Activity

Records exist of all identification and traceable activities.

9.0 Process Control

9.1 Scope

This section describes how process are carried out under controlled conditions.

9.2 Responsibility and Authority

The Vice President / production manager has overall responsibility for control of the process which produces products and services.

9.3 Quality Activity

Production is scheduled and planned according to customer needs

Production operations are carried out by personnel who have met specific training and other qualifications. Equipment used I production processes is aquired and maintained according to plans which include verification that equipment is capable of producing to required standards.

The production schedule and supporting documentation contain all informatin needed toenable the facility to produce to the output specifications mandated by the purchaser and by internally generated standards.

10.0 Inspection and Testing

10.1 Scope

This section describes the methods used for inspection and testing.

10.2 Responsibility and Authority

The Vice President / production manager has overall responsibility for ensuring that in process and final inspection of products and services is performed. The shipping receiving manager is responsible for receiving verification amnd safe handling of items.

10.3 Quality Activity

Within the process, inspections and tests carried out to ensoure that workmanship standards are verified and that output meets specified standards. Results of inspectin and test activities are recorded and reviewed. Non conforming output is clearly identified and segregated from other products.

11.0 Inspection / Testing Equipment

11.1 Scope

This section describes how the inspection, measuring equipment used to maintain quality and to make acceptance / rejection decisions is controlled and calibrated.

11.2 Responsibility and Authority

The production manager is responsible for the control and calibration of the inspection,measuring and test equipment.

11.3 Quality Activity

Equipment used to make measurements and to make acceptance / rejection decisions is maintained in a known state of calibration.

By procedure, such equipment is checked on a regular basis against documented standards. Equipment found to be out of calibration is withdrawn from use until corrected, re-tested and found acceptable.

12.0 Inspection and Test Status

12.1 Scope

This section describes the method used to indicate the inspection and test status of supplied products , work in process and finished output.

12.2 Responsibility and Authority

The production manager is responsible for ensuring the inspection and test status identification of work in process and final output.

12.3 Quality Activity

Incoming material is inspected upon receipt. If accepted it is placed into stock. Production output is subject to online inspections. Output found to be nonconforming is segretated from the process until final determination is made. Depending upon the outcome, such output may be marked USE AS IS, HOLD FOR REWORK OR SCRAP.

Finished product undergoes final inspectin and approval process. No finished prodcut is released to customers until the final approval has been obtained and signed.

Customer returns are also tagged and segregated until final disposition.

Subject: Control of Non-conforming Product Section: 13.0	Revision Number:	Page: 17
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

14.0 Control of Non-Conforming Product

13.1 Scope

This section describes assurance that products / services ,both supplied and output,which do not conform to specified requirements, are prevented from inadvertent use.

13.2 Responsibility and Authority

The prodcution manager is responsible for identifying reviewing and dispsing of nonconforming products, both supplied and output. Ultimately the President is rsponsible for review and pisposition of such output.

13.3 Quality Avtivity

Procedures exist preventing inadvertent use of nonconforming products. Supplied products may be revoked, rejected and returned. Procedures exist which prevent inadvertent use of nonconforming output. These procedures result in its being reworked to specified standards, accepted by the purchaser with concessions or rejected and scrapped.

Nonconforming products whether supplied, within process, final output or in form of purchaser returns, are clearly marked and segregated, where possible by location.

Subject: Corrective and Preventative Action Section: 14.0	Revision Number:	Page: 18
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

14.0 Corrective and Preventative Action

14.1 Scope

This section describes the procedures used to correct nonconformence of products / services and noncompliance with the facilities quality system.

14.2 Responsibility and Authority

The production manager is responsible for implementing agreed corrective actions. The President is responsible for oversight and documentation for these activities.

14.3 Quality Activity

Nonconformances and noncompliances my be identified by means of regular inspection, testing , measuring and personal observations.

Nonconformances and noncomplainces are investigated by the production manager and the president.

Subject: Handling, Storage, Packaging & Deliver Section: 15.0	Revision Number:	Page: 19
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

15.0 Handling, Storage, Packaging and Delivery

15.1 Scope

This section describes the manner in which all materials and products are handled, stored, packed and delivered.

15.2 Responsibility and Authority

The shipping / receiving manager is responsible for preserving quality of received / stored materials and for the safe packaging and delivery of finished output.

15.3 Quality Activity

Procedures specify the means for the handling,storage,package and delivery of materials, in-prpocess products and finished output.

Procedures are implemented to prevent damage or other loss to materials,products and output by the elements.

Delivery means is agreed upon with purchaser, packaging methods take delivery methods into account to ensure that finished product is delivered in a state of total conformance with requirements.

Subject: Quality Records Section: 16.0	Revision Number:	Page: 20
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

16.0 Quality Records

16.1 Scope

This section describes the system for retaining the records essential to demonstrating the successful operation of the facilities quality system and remedial actions taken to correct nonconformances.

16.2 Responsibility and Authority

The production manager has overall responsibility for the retention and maintenance of the facilities quality records. The President and Vice President / production manager are responsible for specifying what records are needed to document conformance to the operative quality systems standard and to purchaser requirements. In addition to those specified by the various sections of the quality manual.

16.3 Quality Activity

Quality records will be maintained for one full prior calendar year.

Subject: Internal Quality Audits Section: 17.0	Revision Number:	Page: 21
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

17.0 Internal Quality Audits

17.1 Scope

This section describes the means by which the overall performance and corrective aoperation of the documented quality system is verified by audit.

17.2 Responsibility and Authority

The President and Vice President / production manager are responsible for planning and controlling the internal quality audit program. Results are reviewed and corrective actions are implemented by same.

17.3 Quality Activity

Every element of the documented quality system undergoes a complete audit on a regular basis. Process areas with greater than average impact on quality, and / or which have a documented history of frequent discrepancies and / or nonconformance, are audited. These audits are conducted in accordance with a documented procedure, the object being to ensure continued effectiveness of the documented quality system.

Results of internal quality audits are recorded on a standard report form. This form specifies nonconformance found, agreed upon corrective actions, individuals responsible and time schedules for completion.

Audit records are retained for one full prior calendar year.

Subject: Training Section: 18.0	Revision Number:	Page: 22
Prepared by: Rick Kellogg	Approved by:	Date 8/1/95

18.0 Training

18.1 Scope

This section describes the method used by the facility to assure that all positions which have an effect upon quality are filled by persons with appropriate experience, qualifications and quality training.

18.2 Responsibility and Authority

The President and Vice President / production manager are responsible for creating job descriptions which specify levels of qualifications for all positions which have an effect on quality.

18.3 Quality System

Procedures govern the creation and review of quality related job descriptins and work procedures to identify empolyment prerequisites and identify the facilities training needs. Employment of qualified employees is achieved by a coprehensive recruitment and selection procedure,supplemented by on the job training.

19.0 Servicing

19.1 Scope

This section describes the method used to carry out post sale servicing in a manner that meets or exceeds the customers requirements

19.2 Responsibility and Authority

The Barco customer service department is responsible for carrying out the facilities servicing policy. The President reviews service feedback activities and initiates creation and implementation of remedies to detected nonconformances. The President has ultimate responsibility for total customer satisfaction.

19.3 Quality Avtivity

Procedures exist which specify the steps required to assure successful post transaction servicing.Steps prompt customer re-contact, elicitation of feedback anc preparation of feedback reports which provide for descriptions of reported nonconformances, actions taken,persons responsible and time frames. Feedback reports are regularly reviewed by the president who may adjust the quality system to correct and prevent nonconformances in servicing or other areas of customer satisfaction.

Subject: Corrective Action Section: Document 14 D	Revision Number:	Page: 24
Prepared by: Rick Kellogg	Approved by:	Date 10/7/2001

14D Corrective Action

Date_____

Customer _____

PO# _____

Product _____

Issue:

Process _____

Corrective Action

Individuals Involved

Revision of quality manual required to reflect corrective action yes___ no ___