

**FIREPRO SYSTEMS LIMITED**

**GENERAL QUALITY PROGRAM ACCORDING TO ISO 9001:2015 & ISO 14001:2015**

SECTION	PROCEDURES WORK INSTR.	FLOW OF PRODUCTION ACTIVITIES	INSPECTION/CHECKING/ TESTING	SUPPORTING ACTIVITIES	RELATED PROCEDURES
RECEIVING/ STORAGING/PRESERVATION	PROCEDURE 7, 14, 15,24		<ol style="list-style-type: none"> <li>CHECKING OF INCOMING RAW MATERIALS, PARTS AND ACCESSORIES AGAINST PACKING LIST, SIGNING OF INVOICE, ISSUE OF RELEASE NOTE BY Q.O CNT</li> <li>5% CHECKING OF GENERATOR PARTS AND ACCESSORIES AGAINST ORDER SPECIFICATIONS</li> <li>REJECTION OF NON CONFORMING ITEMS/PRODUCTS</li> <li>CHECKING FOR PROPER AND CORRECT STORAGE OF RECEIVED GOODS</li> <li>SAMPLING AND TESTING OF ELECTRICAL ACTIVATORS, ISSUE OF RELEASE NOTE</li> <li>SELECTION OF FPC BLOCK, ASSEMBLING OF SAMPLE GENERATORS , TESTING AND ISSUE OF RELEASE NOTE</li> </ol>	<ul style="list-style-type: none"> <li>USE OF CALIBRATED INSTRUMENTS.</li> <li>USE OF CONSTRUCTION DRAWINGS/SPECIFICATIONS.</li> <li>USE OF DESIGNATED TEST ROOM.</li> <li>STORAGE OG DANGEROUS GOODS IN DESIGNATED ROOM.</li> <li>USAGE OF SUITABLE MEANS ( ELECTRIC FORK LIFT, HAND LIFT etc) FOR STORAGING GOODS IN DESIGNATED AERAS.</li> </ul>	<p><b>PROCEDURE 13</b>  <b>PROCEDURE 14</b>  <b>PROCEDURE 17</b>  <b>PROCEDURE 23</b>  <b>PROCEDURE 25</b>  <b>PROCEDURE 27</b>  <b>PROCEDURE 28</b></p>
ASSEMBLING AND TESTING OF GENERATORS	PROCEDURES 14 ,24,26	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p align="center"><b>Box type generator</b></p> <ol style="list-style-type: none"> <li>Assembling of inner box/loading of cooling material</li> <li>Assembling of outer housing together with inner box</li> <li>Final visual inspection of finished generator</li> <li>Selection of samples for test</li> <li>Rejection of any non conforming item</li> <li>Test- Release or rejection of lot</li> </ol> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p align="center"><b>Cylindrical generator</b></p> <ol style="list-style-type: none"> <li>Assembling of top cover set</li> <li>Assembling of generator / loading of cooling material</li> <li>Final visual inspection of finished generator</li> <li>Selection of samples for test</li> <li>Rejection of any non conforming item</li> <li>Test- Release or rejection of lot</li> </ol> </div> </div>	<ol style="list-style-type: none"> <li>CHECK OF MICA TUBE SECTIONS, ISOPLAN AND MICA SHEER SECTIONS</li> <li>CHECK OF ALL MACHINED PARTS OF S/S CYLINDRICAL GENERATORS FOR FINISH AND PROPER MATCHING</li> <li>CHECK ALL INTERNAL PARTS OF THE S/S CYLINDRICAL GENERATORS FOR FINISH AND PROPER MATCHING</li> <li>CHECK SURFACE FINISH AND COATING CONDITION OF ALL BOX TYPE GENERATOR PARTS.</li> <li>CHECK MATCHING AND PROPER FITTING OF ALL BOX TYPE GENERATOR PARTS.</li> <li>CHECK ALL ELECTRICAL ACTIVATORS FOR INTEGRITY AND CORRECT RESISTANCE VALUE. (FORM QC 177)</li> <li>CHECK FPC BLOCKS FOR INTEGRITY, CORRECT WEIGHT PER GENERATOR.(FORM QC 178)</li> <li>CHECK CORRECT WEIGHT OF COOLING MATERIAL PER GENERATOR ( TABLE FOR ASSEMBLY INSPECTIONS CHECKS)</li> <li>INSPECTION OF FINAL PRODUCT/WEIGHT ( FORM QC 179)</li> <li>SELECTION OF SAMPLES FOR TESTING / TEST</li> <li>REJECTION OF NON CONFORMING GENERATORS/ PARTS/PRODUCTS/LOTS</li> </ol>	<ul style="list-style-type: none"> <li>USE OF CALIBRATED INSTRUMENTS.</li> <li>USE OF CONSTRUCTION DRAWINGS/SPECIFICATIONS.</li> <li>USE OF DESIGNATED GO-NO-GO TOOLS.</li> <li>USE OF ASSEMBLING INSTRUCTIONS</li> <li>USE OF ISO 2859-1 SAMPLING SCHEME FOR TESTING OF FINISHED PRODUCTS AND ELECTRICAL ACTIVATORS</li> </ul>	<p><b>PROCEDURE 10</b>  <b>PPOCEDURE 15</b>  <b>PROCEDURE 17</b>  <b>PROCEDURE 23</b>  <b>PROCEDURE 25</b>  <b>PROCEDURE 27</b>  <b>PROCEDURE 28</b></p>
PACKAGING/LABELLING	PROCEDURE 17 PROCEDURE 24	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <ol style="list-style-type: none"> <li>Fixing of designated label with product identification / S.N. / date of manufacture</li> <li>Placing of product in the protective nylon bag.</li> <li>Placing of the product inside the designated inner carton box.</li> <li>Placing of inner carton box inside the outer carton box together with brackets, nuts, accessories as needed.</li> <li>Fixing of dangerous goods marks, box and product identification details consignor / consignee details(if known,</li> </ol> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <ol style="list-style-type: none"> <li>Fixing of designated label with product identification S.N./ date of manufacture.</li> <li>Wrapping of individual product with protective air bubble foil.</li> <li>Placing of product(s) inside the designated carton box complete with brackets, nuts accessories as needed.</li> <li>Fixing of dangerous goods marks, box and products identification details, consignor/ consignee details ( If known)</li> </ol> </div> </div>	<ol style="list-style-type: none"> <li>FINAL INSPECTION OF PRODUCT BEFORE PACKING,CORRECTION/REJECTION IF NECESSARY.</li> <li>CHECK USE OF CORRECT PRODUCT LABEL.</li> <li>CHECK IF ALL AUXILIARIES ARE INCLUDED IN CARTON BOX .</li> <li>CHECK IF ALL NECESSARY LABELS ARE FIXED ON THE BOX AND THAT ARE THE CORRECT ONES</li> </ol>	<ul style="list-style-type: none"> <li>USE OF DESIGNATED CARTON BOXES, NYLON BAGS, AIR BUBBLE FOIL, CORRECT MARKINGS AND LABELS</li> </ul>	<p><b>PROCEDURE 13</b>  <b>PROCEDURE 15</b>  <b>PROCEDURE 25</b></p>
STORAGE, PRESERVATION	PROCEDURE 17 PROCEDURE 24	<div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> <li>Placement of carton boxes containing finished products on wooden or plastic pallets.</li> <li>Transfer of loaded pallets to the designated areas or shelves, always indoor.</li> <li>The use of wooden pallet for export purposes by sea freight is not allowed. ( Only plastic or treated</li> </ol> </div>	<ol style="list-style-type: none"> <li>CHECK CONDITION OF PALLETS BEFORE USAGE.</li> <li>IF PALLETS ARE STACKED ON SHELVES DO NOT EXCEED THE NOMINAL LOAD CAPACITY OF THE SHELVES.</li> <li>ALWAYS MAKE SURE THAT NO DIFFERENT PRODUCTS ARE STACKED ON SAME PALLET.</li> </ol>	<ul style="list-style-type: none"> <li>USE OF SUITABLE TRANSPORTATION MEANS FOR HANDLING PRODUCTS AND LOADED PALLETS</li> <li>USE OF THE WORKING INSTRUCTIONS FOR STORAGE OF PRODUCTS AND GOODS IN ORDER TO MINIMIZE EXPOSURE OF PERSONNEL TO DANGER RISKS.</li> </ul>	<p><b>DANGER RISK ASSESSMENT FOR PERSONNEL , MEANS AND MEASURES FOR AVOIDING DANGERS.</b></p> <p><b>ISPM 15 REGULATIONS.</b></p> <p><b>PROCEDURE 25</b></p>
DISPATCH	PROCEDURES 12, 26	<div style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> <li>Preparation of the export form as per order.</li> <li>Prepare items for dispatch/ contact forwarder for booking flight or liner</li> <li>Complete consignor/consignee and box details as necessary.</li> <li>Complete fixing of correct dangerous goods marks as needed and dangerous goods form</li> </ol> </div>	<ol style="list-style-type: none"> <li>ALWAYS CHECK WITH HEAD OFFICE FOR THE VERIFICATION OF THE CONSIGNEE DETAILS TO BE USED</li> <li>CHECK EXPORT FORM FOR PRODUCT IDENTIFICATION ,TYPE AND QUANTITY, WEIGHT , AGAINST ORDER SPECIFICATION.</li> <li>FINAL CHECK OF ALL CARTON BOX DETAILS.</li> <li>FINAL CHECK OF DANGEROUS GOODS MARKING AND FORM ACCORDING TO IATA OR IMO CLASSIFICATION</li> <li>IN CASE OF DELIVERING GOODS TO AIR PORT /PORT , CHECK IF COMPANY'S VEHICLE IS IN GOOD CONDITION , PROPERLY LABELLED AND THE FILE WITH SECURITY PLAN IS ONBOARD AND IN GOOD CONDITION.</li> </ol>	<ul style="list-style-type: none"> <li>USE OF SPECIAL UL APPROVED PRINTER FOR PREPARING THE PRODUCT LABEL</li> </ul>	<p><b>PROCEDURE 17</b>  <b>PROCEDURE 24</b>  <b>PROCEDURE 25</b></p>