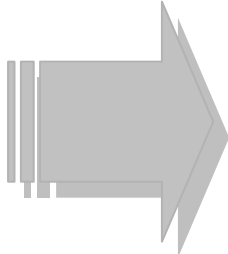
	<b>ORION s.p.a</b>	<b>QUALITY MANUAL</b>	
	Trieste - Italy	ED 4	APRIL 2011

<b>COMPANY</b>	<p align="center"><b>ORION s.p.a</b></p> <p align="center">VIA G. &amp; S. CABOTO 8 - 34148 TRIESTE (ITALY)          TEL +39 040 813204 - FAX +39 040 811203</p> <p align="center">web : <a href="http://www.orionvalves.com">www.orionvalves.com</a> mail:<a href="mailto:info@orionvalves.com">info@orionvalves.com</a></p>							
<b>DOCUMENT</b>	<p align="center"><b>QUALITY MANUAL</b></p> <p align="center">(DOCUMENT DEFINING THE QUALITY MANAGEMENT SYSTEM)</p>							
<b>APPLICABLE SPECIFICATION</b>	<p align="center"><b>API Q1 ED 8</b></p> <p align="center">+</p> <p align="center"><b>ADDENDUM 1 JUNE 2010</b></p>							
<b>DISTRIBUTION</b>	<input type="checkbox"/> CONTROLLED COPY  <input checked="" type="checkbox"/> UNCONTROLLED COPY	<b>NR</b>						
<b>DESTINATION</b>	 <table border="1"> <tr> <td><b>COMPANY</b></td> <td></td> </tr> <tr> <td><b>NAME</b></td> <td></td> </tr> <tr> <td><b>DEPT</b></td> <td></td> </tr> </table>		<b>COMPANY</b>		<b>NAME</b>		<b>DEPT</b>	
<b>COMPANY</b>								
<b>NAME</b>								
<b>DEPT</b>								
<b>COPYRIGHT</b>	<p align="center"><b>MANUAL DISTRIBUTED ON CONFIDENTIAL BASIS</b></p> <p align="center"><b>FORBIDDEN (ENTIRELY / PARTIALLY) REPRODUCTION /DIFFUSION WITHOUT PRIOR WRITTEN AUTHORIZATION OF ORION S.P.A MANAGEMENT</b></p>							

**EDITION STATUS**

ED	DATE	DESCRIPTION OF MODIFICATIONS
1	NOVEMBER 2003	FIRST ISSUE
2	JUNE 2008	UP DATED ACCORDING TO API Q1 ED 8 + ISO 9001:2008
3	JULY 2010	MODIFIED LAY OUT - ALL SECTIONS UP DATED ON REV 0 PROCESS APPROACH ENPHATIZED FLOW CHARTS ADDEDD - ORGANIZATIONAL CHART UP DATED UP DATED ACCORDING TO API Q1 ED 8 + ADDENDUM 1 JUNE 2010
4	APRIL 2011	SECTIONS 4-5-6-7-8 AND APPENDIXES REVISED TO IMPROVE DESCRIPTION OF MODALITIES FOLLOWED BY ORION TO ADDRESS API Q1 ED 8 REQUIREMENTS (4.2.2.1) WITHIN THE ORGANIZATION
5		
6		
7		
8		


**ATTENTION**

REVISED PARTS ON LAST EDITION OF THIS QUALITY MANUAL HAVE BEEN WRITTEN WITH BLUE BENT CHARACTERS

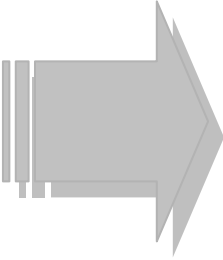
SUPPLEMENTARY REQUIREMENTS OF API Q1 RESPECT TO SIO 9001 SHOWED INTO THE QUALITY MANUAL HAVE BEEN WRITTEN WIHT BENT CHARACTERS ON GRAY 15 % BACKGROUND

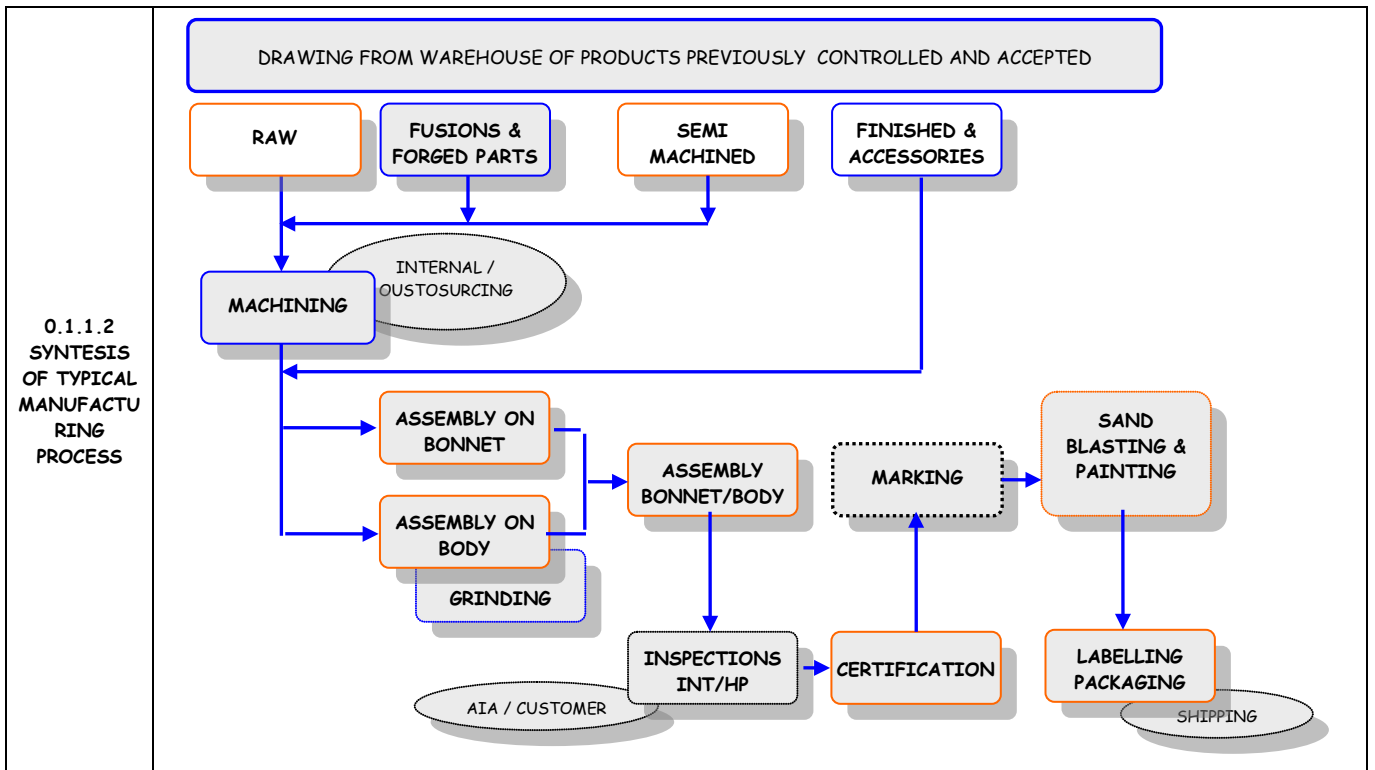


SECT 00			GENERAL INDEX					REV	1		
SEC	APP	TITLE	R	DATE	CROSS REFERENCE ISO/API						
					9001	API Q1 ED 8 + ADDENDUM 1					
0.0		GENERAL INDEX	1	23.04.11	---	---					
0.1		INTRODUCTION	0	10.07.10	01/04	§ 05					
1		SCOPE			1	§ 1.1.1 - 1.2.1					
2		REFERENCE STANDARDS			2	---					
3		TERMS AND DEFINITIONS			3	§ 3.1 - 3.1.2 - 3.1.9					
4		QUALITY MANAGEMENT SYSTEM			4	---					
4.1		GENERAL REQUIREMENTS			4.1	§ 4.1.1					
4.2		DOCUMENTATION REQUIREMENTS			4.2	§ 4.2.2.1 - 4.2.3.1 - 4.2.3.2 - 4.2.4.1					
5		MANAGEMENT RESPONSABILITY			5	---					
5.1		MANAGEMENT COMMITMENT			5.1	---					
5.2		CUSTOMER FOCUS			5.2	---					
5.3		QUALITY POLICY			5.3	§ 5.3.1					
5.4		PLANNING			5.4	---					
5.5		RESPONSABILITY,AUTHORITY AND COMMUNICATION			5.5	---					
5.6		MANAGEMENT REVIEW			5.6	§ 5.6.1.1 - 5.6.2					
6		RESOURCE MANAGEMENT	6	---							
6.1		PROVISION OF RESOURCES	6.1	---							
6.2		HUMAN RESOUCES	6.2	§ 6.2.2.1							
6.3		INFRASTRUCTURE	6.3	---							
6.4		WORK ENVIRONMENT	6.4	---							
7		PRODUCT REALIZATION	1	23.04.11	7	---					
7.1		PLANNING OF PRODUCT REALIZATION	7.1	§ 7.1.1							
7.2		CUSTOMER RELATED PROCESSES	7.2	§ 7.2.2.1							
7.3		DESIGN AND DEVELOPMENT	7.3	§ 7.3.1.1 - 7.3.1.2 - 7.3.2.1 - 7.3.3.1 - 7.3.4.1 - 7.3.7.1							
7.4		PURCHASING	7.4	§ 7.4.1.1 - 7.4.1.2 - 7.4.1.3 - 7.4.2.1 - 7.4.3.1							
7.5		PRODUCTION AND SERVICE PROVISION	7.5	§ 7.5.1.1 - 7.5.1.2 - 7.5.2.1 - 7.5.3.1 - 7.5.3.2 - 7.5.3.3 - 7.5.4.1 - 7.5.5.1 - 7.5.5.2							
7.6		CONTROL OF MEASURING/MONITORING DEVICES	7.6	§ 7.6.1 - 7.6.2							
8		MEASUREMENT, ANALYSIS AND IMPROVEMENT	8	---							
8.1		GENERAL	8.1	---							
8.2		MONITORING AND MEASURING	8.2	§ 8.2.2.1 - 8.2.2.2 - 8.2.4.1 - 8.2.4.2							
8.3		CONTROL OF NON CONFORMING PRODUCT	8.3	§ 8.3.1 - 8.3.2 - 8.3.3							
8.4		ANALYSIS OF DATA	8.4	§ 8.4.1							
8.5		CONTINUAL IMPROVEMENT	8.5	§ 8.5.2.1 - 8.5.2.2 - 8.5.3.1							
---	A	API MONOGRAM MANAGEMENT	---	ANNEX A							
---	B	LIST OF PROCEDURES SUPPORTING QUALITY MANUAL	---	---							
--	C	PROCESSES FLOW CHART	---	---							
PREPARED/VERIFIED			APPROVED			SHARED BY					
DEPT	NAME	SIGNAT.	DEPT	NAME	SIGNAT.	DEPT	NAME	SIGNAT.	DEPT	NAME	SIGNAT.

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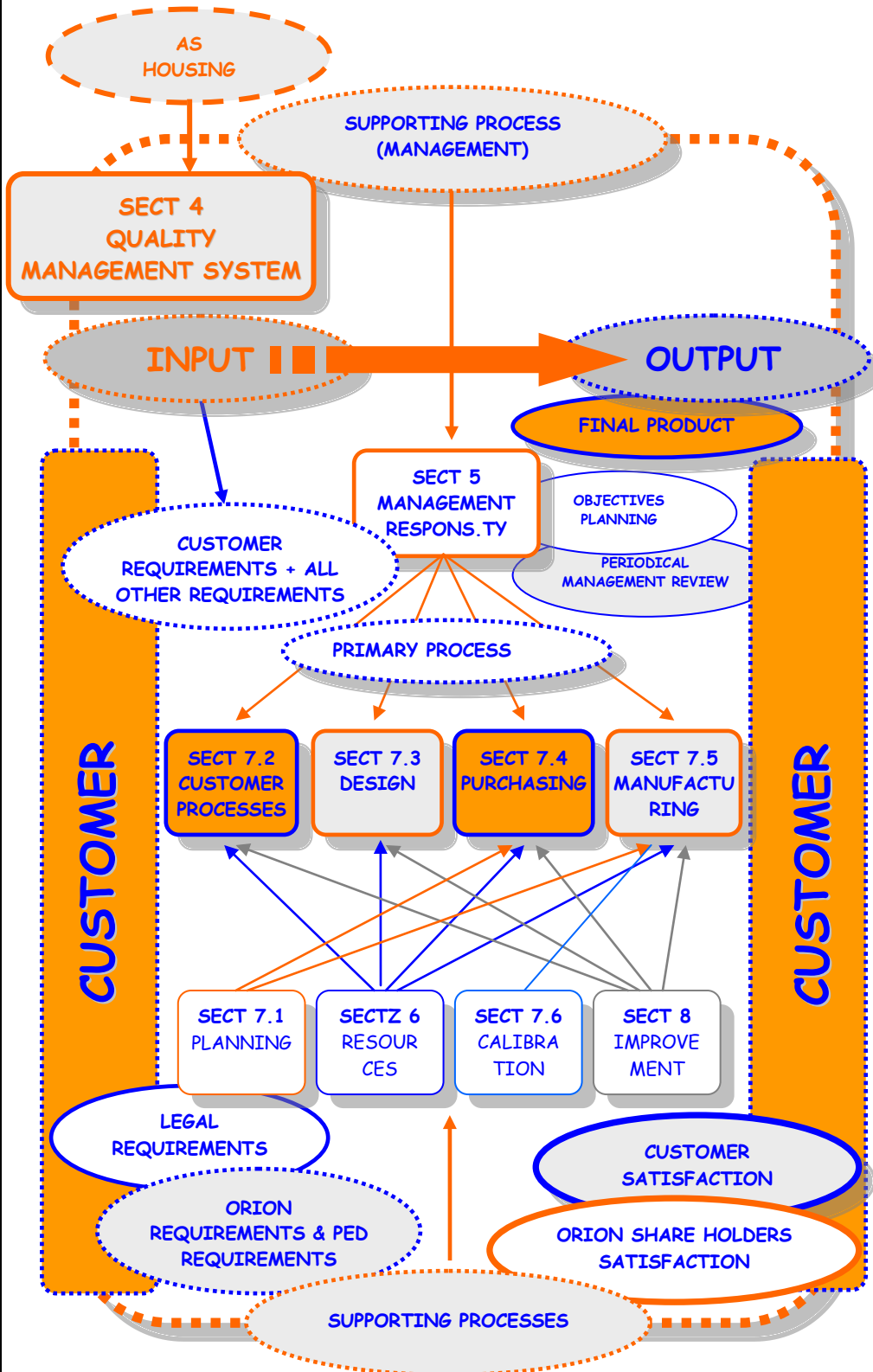
<b>SECT 01</b>	<b>FOREWORD</b>		<b>R</b>	<b>0</b>	
<b>INPUT</b>	<b>GENERAL INFORMATIONS</b>			<b>OUTPUT</b>	
<b>0.1 GENERAL</b>	<p>TOP MANAGEMENT OF ORION S.P.A - AS A STRATEGIC DECISION - HAS ADOPTED A QUALITY MANAGEMENT SYSTEM ACCORDING TO API Q1 ED 8</p> <p>MODALITIES TO SATISFY QUALITY SYSTEM REQUIREMENTS DESCRIBED INTO THIS MANUAL ASIDE FROM PRODUCT QUALITY SYSTEM REQUIREMENTS SPECIFIED BY API Q1 ED 8 ARE COMPLEMENTARY TO PRODUCT REQUIREMENTS (CUSTOMER REQUIREMENTS, API PRODUCTS SPECIFICATIONS REQUIREMENTS , OTHER REQUIREMENTS ECC)</p>			<b>QUALITY MANUAL</b>  <b>DOCUMENTS SUPPORTING QUALITY MANUAL</b>	
<b>0.1.1. COMPANY PROFILE</b>	<p>BORN ON 1950, ORION IS A PRIVATE COMPANY WORKING JOB BY JOB AND IS LEADER AT INTERNATIONAL LEVEL ON VALVES DESIGN AND MANUFACTURING</p> <p>THE COMPANY - DISTRIBUTED ON A TOTAL AREA OF 22.000 SQM INCLUDING COVERED 11.000 SQM - HAS TWO MANUFACTURING UNITS WITH A TOTAL OF 110 PEOPLE INVOLVED</p> <p>POLITICS ADOPTED BY ORION ARE COHERENT TO MARKET NEEDS AND EXPECTATIONS</p>				
<b>0.1.1.1 PRODUCTS FAMILIES</b>	<b>DESIGN &amp; MANUFACTURING OF STEEL VALVES</b>			<b>BROCHURE</b>	
		TYPE	GATE - GLOBE - RETAIN & SPECIALS		<b>WEB SITE</b>
		MATERIALS	CARBON - INOX SPECIAL		<b>COMPANY PROFILE</b>
		SIZE RANGE	FROM 1 UP TO 80 "		
		RATING ASME	FROM 150 UP TO 2500 Lbs		
		RATING API	3000 - 5000		
		STANDARDS	ASME - API - BS - DIN PED (DIRECTIVE 97/23/EC		
MANUFACTURING ACCORDING TO APPLICABLE STANDARDS REQUIREMENTS / CUSTOMER REQUIREMENTS / API PRODUCTS SPECIFICATION REQUIREMENTS AND DIRECTIVE 97/23/EC REQUIREMENTS (PED)					



<b>SECT 01</b>	<b>FOREWORD</b>	<b>R</b>	<b>0</b>
<b>INPUT</b>	<b>PROCESSES TYPOLOGY - SEQUENCE &amp; INTERACTION</b>	<b>OUTPUT</b>	




0.2  
PROCESS  
APPROACH  
ADOPTED






- PROCESS PROCEDURES
- STRATEGIC PLAN
- REPORT ADA
- REPORT ISC
- PERFORMANCE INDICATORS
- REPORTS PDM
- REPORTS RDD

ORION MANAGEMENT CONTINUOUSLY PROMOTES WITHIN ITS ORGANIZATION THE PROCESS APPROACH THROUGH DETERMINATION OF ALL QUALITY MANAGEMENT SYSTEM PROCESSES AND RELATED INTERACTIONS

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<b>INPUT</b>	<b>DESCRIPTION</b>	<b>OUTPUT</b>
<b>03 RELATION WITH ISO 9004</b>	ISO 9004 IS COMPLEMENTARY RESPECT TO API Q1 ED 8 HAS BEEN ADOPTED BY ORION AT RECOMMENDETION LEVEL FOR CONTINUOUS IMPROVEMENT  ISO 9004 IS NOT APPLICABLE TO OBTAIN CERTIFICATION RELEASED BY NOTIFIED BODIES / TO SATISFY CONTRACTUAL REQUIREMENTS	---
<b>04 COMPATIBIL ITY WITH OTHER MANAGEMEN T SYSTEMS</b>	API Q1 ED 8 IS ALIGNED TO ISO 14001 (ENVIRONMENT MANAGEMENT SYSTEM - EMS) TO ENSURE COMPATIBILITY BETWEEN BOTH STANDARDS FOR USERS BENEFIT  API Q1 ED 8 INTEGRATES AND ARMONIZES AMONG THEM ISO/TS 29001 E ISO 9001 REQUIREMENTS	<b>QUALITY MANUAL</b>  <b>EMS MANUAL</b>
<b>05 PURPOSE OF TECHNICAL SPECIFICATI ON</b>	<i>GOAL OF API Q1 ED 8 IS THE DEVELOPMENT OF A QUALITY MANAGEMENT SYSTEM THAT PROVIDES CONTINUAL IMPROVEMENT THROUGH A COMMON APPROACH FOR THE PETROLEUM, PETROCHEMICAL AND NATURAL GAS INDUSTRIES AVOIDING MULTIPLE CERTIFICATIONS</i>  <i>PARTICULARY EMPHASIS IS RESERVED TO DEFECT PREVENTION AND THE REDUCTION OF PROCESSES VARIATION, AND WASTE IN THE SUPPLY CHAIN</i>	<b>QUALITY MANUAL</b>  <b>ORGANIZA TION PROCESSES</b>

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SECT 1	SCOPE AND APPLICATION FIELD		R	O
INPUT	DESCRIPTION		OUTPUT	
1.1 GENERAL	QUALITY MANAGEMENT SYSTEM ADOPTED BY ORION AND DESCRIBED INTO THIS MANUAL AIMS TO SATISFY SPECIFIC EXIGENCIES AS FOLLOWS : <ul style="list-style-type: none"> <li>➤ CUSTOMER REQUIREMENTS (INCLUDING API PRODUCT SPECIFICATIONS REQUIREMENTS)</li> <li>➤ LEGAL REQUIREMENTS</li> <li>➤ PRESSURE EQUIPMENT DIRECTIVE PED " 97/23/EC" REQUIREMENTS</li> <li>➤ CUSTOMER SATISFACTION (TROUGH CONTINUOUS IMPROVEMENT)</li> <li>➤ ORION "SHARE HOLDERS" SATISFACTION (PROFIT/ PRESUPPOSITIONS OF CONTINUITY OF THE COMPANY LIFE)</li> </ul>		QUALITY MANUAL  DOCUMENTS SUPPORTING QUALITY MANUAL	
1.1.1 APPLICATION FIELD	<i>QUALITY MANAGEMENT SYSTEM IMPLEMENTED BY ORION AND DESCRIBED INTO THIS MANUAL RESULTS APPLICABLE TO PRODUCTS AND SERVICES USED ON OIL, PETROCHEMICAL AND NATURAL GAS INDUSTRIES</i>			
		<i>ALL API Q1 SUPPLEMENTARY REQUIREMENTS RESPECT TO ISO 9001 HAVE BEEN WRITTEN WIHT BENT CHARACTERS ON GRAY 15 % BACK GROUND</i>		
1.2 APPLICABILITY		<b>DESIGN &amp; MANUFACTURING OF STEEL VALVES</b>		
1.2.1 APPLICABILITY	<i>ALL API Q1 REQUIREMENTS ARE SATISFIED BY ORION</i> <b>NONE EXCLUSIONS</b>			
1.2.1.0 APPLICABLE LANGUAGE	ENGLISH (OFFICIAL LANGUAGE)	GOVERNS RELATIONSHIPS BETWEEN ORION / API / FOREIGN CUSTOMERS		
	ITALIAN	GOVERNS RELATIONSHIPS BETWEEN ORION / INTERNAL DEPTS / ITALIAN CUSTOMERS		



SECT 2	NORMATIVE REFERENCES		R	O
INPUT	LIST		OUTPUT	
<b>2.0 APPLICABLE EDITIONS</b>	ALL NORMATIVE REFERENCES ADOPTED/ DESCRIBED INTO THIS MANUAL ARE INTENDED APPLICABLE IN THE LAST EDITION RECALLED BY API Q1 ED 8 WERE NOT INDICATED BY API Q1 ED 8 , LAST EDITIONS OF NORMATIVE REFERENCES ISSUED ON THE MARKET HAVE TO BE APPLIED		<b>QUALITY MANUAL</b>  <b>DOCUMENTS SUPPORTING QUALITY MANUAL</b>	
<b>2.1 QUALITY MANAGE MENTS SYSTEM REFERENCES</b>	API Q1 ED 8 ADD 1	SPECIFICATION FOR QUALITY PROGRAMS FOR THE PETROLEUM,PETROCHEMICAL AND NATURAL GAS INDUSTRIES		
	ISO TS 29001:2007	SPECIFICATION FOR QUALITY PROGRAMS FOR THE PETROLEUM,PETROCHEMICAL AND NATURAL GAS INDUSTRIES		
	ISO 9001:2008	QUALITY MANAGEMENT SYSTEMS FOR QUALITY		
	ISO 9004:2009	QUALITY MANAGEMENT SYSTEMS : GUIDE LINE FOR PERFORMANCES IMPROVEMENT		
	ISO 9005:2005	TERMINOLOGY		
<b>2.2 ENVIRON MENTAL MANAG. ENT SYSTEMS</b>	ISO 14001	ENVIRONMENT MANAGEMENT SYSTEM		
	DL65 81/2008	HEALTH AND SEFETY IN THE WORK ENVIRONMENT (UNIQUE TEST)		
<b>2.3 PRODUCT STANDARDS + PROCESSES + TESTS</b>	DIRETTIVA 97/23/EC	PED : PRESSURE EQUIPMENT DIIRECTIVE		
	DIRETTIVA 94/9/CE	ATEX : ATMOSPHERE EXPLOSIVE		
	API 6A	SPECIFICATION FOR WELLHEAD AND CRISTMAS TREE EQUIPMENT		
	API 6D	PIPELINE VALVES		
	API 6D SS	SPECIFICATIIONE FOR SUBSEA PIPELINE VALVES		
	API 600	STEEL GATE VALVES - FLANGED AND BUTT WELDING ENDS, BOLTED BONNETS		
	ASME V	NON DESTRUCTIVE EXAMINATIONS (NDE)		
	ASME VIII	ASME BOILER AND PRESSURE VESSELS CODE		
	ASME IX	WELDING AND BRAZING PROCEDURES		
	SNT TC 1A	EDUCATION , TRAINING EAND PERSONNEL QUALIFICATION INVOLVED IN NON DESTRUCTIVE EXAMINATIONS		
	EN 473	EDUCATION , TRAINING EAND PERSONNEL QUALIFICATION INVOLVED IN NON DESTRUCTIVE EXAMINATIONS		
<b>2.3 OTHER</b>	ISO 10204 (EN 10204)	INSPECTION DOCUMENTS		
	ISO 19011	AUDITS		
	DL 196 /03	PERSONAL DATA RULES (PRIVACY)		
	DPR 224/88	RESPONSABILITY DUE DAMAGES FROM DEFECTIVE PRODUCTS		
QUALITY SYSTEM MANAGER ENSURES - DRAWING AN UP DATING CONTRACT WITH ESTABLISHED SPECIFIC OFFICIAL CHANNELS - PERIODICAL AND SYSTEMATIC UP DATING OF INTERNAL MASTER LISTS RELATED TO INTERNATIONAL AND NATIONAL STANDARDS				


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SECT 3	TERMS & DEFINITIONS	R	O
INPUT	INTEGRATIONS / ADJUSTEMENTS / DESCRIPTIONS	OUTPUT	
3.0 GENERAL	ARE DEFINED - AS SUPPLEMENT OF TERMINOLOGY OF THE STANDARD- TERMS AND ACRONIMS USED BY ORION		
3.0.1 TERMINOLOGY	FOR PURPOSES OF THIS SPECIFICATION TERMINOLOGY USED IN ISO 9000 IS APPLICABLE WITH TERM "PRODUCT" IT IS INTENDED ALSO "SERVICE"		
ISO 9000 : 2005  3.1 QUALITY	<p><b>QUALITY</b> DEGREE TO WHICH A SET OF INHERENT CHARACTERISTICS FULFILS REQUVIREMENTS</p> <p><b>REQUIREMENT</b> NEED OR EXPECTATION THAT IS STATED, GENERALLY IMPLIED OR OBLIGATORY</p> <p><b>GRADE</b> CATEGORY OR RANK GIVEN TO DIFFERENT QUALITY REQUIREMENTS FOR PRODUCTS, PROCESSES OR SYSTEMS</p> <p><b>CUSTOMER SATISFACTION</b> CUSTOMER'S PERCEPTION OF THE DEGREE TO WHICH THE CUSTOMER'S REQUIREMENTS HAVE BEEN FULFILLED</p> <p><b>CAPABILITY</b> ABILITY OF AN ORGANIZATION , SYSTEM OR PROCESS TO REALIZE A PRODUCT THAT FULFILSS THE REQUIREMENTS FOR THAT PRODUCT</p> <p><b>COMPETENCE</b> DEMONSTRATED ABILITY TO APPLY KNOWLEDGE AND SKILLS</p> <p><b>SYSTEM</b> SET OF INTERRELATED OR INTERACTING ELEMNTS</p> <p><b>MANAGEMENT SYSTEM</b> SYSTEM TO ESTABLISH POLICY AND OBJECTIVES AND TO ACHIEVE THOSE OBJECTIVES</p> <p><b>QUALITY MANAGEMENT SYSTEM</b> MANAGEMENT SYSTEM TO DIRECT AND CONTROL AN ORGANIZATION WITH REGARD TO QUALITY</p> <p><b>QUALITY POLICY</b> OVERALL INTENTIONS AND DIRECTION OF AN ORGANIZATION RELATED TO QUALITY AS FORMALLY EXPRESSED BY TOP MANAGEMENT</p> <p><b>QUALITY OBJECTIVE</b> SOMETHING SOUGHT OR AIMED FOR, RELATED TO QUALITY</p>		

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<b>3.2 MANAGEMENT</b>	<p><b>MANAGEMENT</b> COORDINATED ACTIVITIES TO DIRECT AND CONTROL AN ORGANIZATION</p> <p><b>TOP MANAGEMENT</b> PERSON OR GROUP OF PEOPLE WHO DIRECTS AND CONTROL AN ORGANIZATION AT THE HIGHEST LEVEL</p> <p><b>QUALITY MANAGEMENT</b> COORDINATED ACTIVITIES TO DIRECT AND CONTROL AN ORGANIZATION WITH REGARD TO QUALITY</p> <p><b>QUALITY PLANNING</b> PART OF QUALITY MANAGEMENT FOCUSED ON SETTING QUALITY OBJECTIVES AND SPECIFYING NECESSARY OPERATIONAL PROCESSES AND RELATED RESOURCES TO FULFIL THE QUALITY OBJECTIVES</p> <p><b>QUALITY CONTROL</b> PART OF QUALITY MANAGEMENT FOCUSED ON FULFILLING QUALITY REQUIREMENTS</p>	
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SECT 3	TERMS & DEFINITIONS	R	O
INPUT	DESCRIPTIONS	OUTPUT	
<b>3.2 MANAGEMENT</b>	<p><b>QUALITY ASSURANCE</b> PART OF QUALITY MANAGEMENT FOCUSED ON PROVIDING CONFIDENCE THAT QUALITY REQUIREMENTS WILL BE FULFILLED</p> <p><b>QUALITY IMPROVEMENT</b> PART OF QUALITY MANAGEMENT FOCUSED ON INCREASING THE ABILITY TO FULFILL THE REQUIREMENTS</p> <p><b>CONTINUAL IMPROVEMENT</b> RECURRING ACTIVITY TO INCREASE THE ABILITY TO FULFIL REQUIREMENTS</p> <p><b>EFFECTIVENESS</b> EXTENT TO WHICH PLANNED ACTIVITIES ARE REALIZED AND PLANNED RESULTS ACHIEVED</p> <p><b>EFFICIENCY</b> RELATIONSHIP BETWEEN THE RESULT ACHIEVED AND AND THE RESOURCE USED</p>		<b>QUALITY MANUAL</b>  <b>DOCUMENTS SUPPORTING QUALITY MANUAL</b>

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<b>3.3 ORGANIZATION</b>	<p><b>ORGANIZATION</b> GROUP OF PEOPLE AND FACILITIES WITH AN ARRANGEMENT OF RESPONSABILITIES, AUTHORITIES AND RELATIONSHIPS</p> <p><b>ORGANIZATIONAL STRUCTURE</b> ARRANGEMENT OF RESPONSABILITIES, AUTHORITIES AND RELATIONSHIPS BETWEEN PEOPLE</p> <p><b>INFRASTRUCTURE</b> ORGANIZATION SYSTEM OF FACILITIES, EQUIPMENT AND SERVICES NEEDED FOR FOR THE OPERATION OF AN ORGANIZATION</p> <p><b>WORK ENVIRONMENT</b> SET OF CONDITIONS UNDER WHICH WORK IS PERFORMED</p> <p><b>CUSTOMER</b> ORGANIZATION OR PERSON THAT RECEIVES A PRODUCT</p> <p><b>SUPPLIER</b> ORGANIZATION OR OPERSON THAT PROVIDES A PRODUCT</p> <p><b>INTERESTED PARTY</b> PERSON OR GROUP HAVING AN INTEREST IN THE PERFORMANCE OR SUCCESS OF AN ORGANIZATION</p> <p><b>CONTRACT</b> BINDING AGREEMENT</p>	
<b>3.4 PROCESS &amp; PRODUCT</b>	<p><b>PROCESS</b> SET OF INTERRELATED OR INTERACTING ACTIVITIES WICH TRANSFORMS INPUTS INTO OUTPUTS</p> <p><b>PRODUCT</b> RESULT OF A PROCESS</p> <p><b>PROJECT</b> UNIQUE PROCESS CONSISTING OF A SET OF COORDINATED AND CONTROLLED ACTIVITIES WITH START AND FINISH DATES, UNDERTAKEN TO ACHIEVE AN OBJECTIVE CONFORMING TO SPECIFIC REQUIREMENTS INCLUDING THE CONSTRAINTS OF TIME, COST AND RESOURCES</p> <p><b>DESIGN AND DEVELOPMENT</b> SET OF PROCESSES THAT TRANSFORM REQUIREMENTS INTO SPECIFI CHARACTREISTICS OR INTO SPECIFICATION OF A PRODUCT , PROCESS OR SYSTEM</p>	

<b>SECT 3</b>	<b>TERMS &amp; DEFINITIONS</b>	<b>R</b>	<b>0</b>
<b>INPUT</b>	<b>DESCRIPTIONS</b>	<b>OUTPUT</b>	



<p><b>3.4 PROCESS &amp; PRODUCT</b></p>	<p><b>PROCEDURE</b> SPECIFIED WAY TO CARRY OUT AN ACTIVITY OR A PROCESS</p>	<p><b>QUALITY MANUAL</b>  <b>DOCUMENTS SUPPORTING QUALITY MANUAL</b></p>
<p><b>3.5 CHARACTERISTICS</b></p>	<p><b>CHARACTERISTIC</b> DISTINGUISHING FEATURE</p> <p><b>QUALITATIVE CHARACTERISTIC</b> INHERENT CHARACTERISTIC OF A PRODUCT , PROCESS OR SYSTEME RELATED TO A REQUIREMENT</p> <p><b>DEPENDABILITY</b> COLLECTIVE TERM USED TO DESCRIBE THE AVAILABILITY PERFORMANCE AND ITS INFLUENCING FACTORS : RELIABILITY PERFORMANCES, MAINTAINABILITY PERFORMANCE AND MAINTENANCE SUPPORT PERFORMANCE</p> <p><b>TRACEABILITY</b> ABILITY TO TRACE THE HISTORY, APPLICATION OR LOCATION OF THAT WHICH IS UNDER CONSIDERATION</p>	
<p><b>3.6 CONFORMITY</b></p>	<p><b>CONFORMITY</b> FULFILMENT OF A REQUIREMENT</p> <p><b>NON CONFORMITY</b> NON FULFILMENT OF A REQUIREMENT</p> <p><b>DEFECT</b> NON FULFILMENT OF A REQUIREMENT RELATED TO AN INTENDE OR SPECIFIED USE</p> <p><b>PREVENTIVE ACTION</b> ACTION TO ELIMINATE THE CAUSE OF A POTENTIAL NONCONFORMITY OR OTHER UNDESIRABLE POTENTIAL SITUATION</p> <p><b>CORRECTIVE ACTION</b> ACTION TO ELIMINATE THE CAUSE OF A DETECTED NONCONFORMITY OR OTHER UNDESIRABLE DETECTED SITUATION</p> <p><b>CORRECTION</b> ACTION TO ELIMINATE A DETECTED NON CONFORMITY</p> <p><b>REWORK</b> ACTION ON A NON CONFORMING PRODUCT TO MAKE IT CONFORM TO THE REQUIREMENTS</p> <p><b>REGRADE</b> ALTERATION OF THE GRADE OF A NON CONFORMING PRODUCT IN ORDER TO MAKE IT CONFORM TO REQUIREMENTS DIFFERING FROM THE INITIAL ONES</p> <p><b>REPAIR</b> ACTION ON A NON CONFORMING PRODUCT TO MAKE IT ACCEPTABLE FOR THE INTENDED USE</p> <p><b>SCRAP</b> ACTION ON A NONCONFORMING PRODUCT TO PRECLUDE ITS ORIGINALLY INTENDED USE</p> <p><b>CONCESSION</b> PERMISSION TO USE OR RELEASE A PRODUCT THAT DOES NOT CONFORM TO SPECIFIED REQUIREMENTS</p> <p><b>DEVIATION PERMIT</b> PERMISSION TO DEPART FROM THE ORIGINALLY SPECIFIED REQUIREMENTS OF A PRODUCT</p> <p><b>RELEASE</b> PERMISSION TO PROCEED TO THE NEXT STAGE OF A PROCESS</p>	

<p><b>SECT 3</b></p>	<p><b>TERMS &amp; DEFINITIONS</b></p>	<p><b>R</b></p>	<p><b>O</b></p>
<p><b>INPUT</b></p>	<p><b>DESCRIPTIONS</b></p>	<p><b>OUTPUT</b></p>	

	<b>ORION s.p.a</b>	<b>QUALITY MANUAL</b>	
	<b>Trieste - Italy</b>	<b>ED 4</b>	<b>APRIL 2011</b>

<b>3.7 DOCUMENTATION</b>	<p><b>INFORMATION</b> MEANING FULL DATA</p> <p><b>DOCUMENT</b> INFORMATION AND ITS SUPPORTING MEDIUM</p> <p><b>SPECIFICATION</b> DOCUMENT STATING REQUIREMENTS</p> <p><b>QUALITY MANUAL</b> DOCUMENT SPCIFYING THE QUALITY MANAGEMENT SYSTEM OF AN ORGANIZATION</p> <p><b>QUALITY PLAN</b> DOCUMENT SPECIFYING WICH PROCEDURES AND ASSOCIATE DRESOURCES SHALL BE APPLIED BY WHOM AND WHEN TO A SPECIFIC PROJECT, PRODUCT, PROCESS OR CONTRACT</p> <p><b>RECORD</b> DOCUMENT STATING RESULTS ACHIEVED OR PROVIDING EVIDENCE OF ACTIVITIES PERFORMED</p>	<b>QUALITY MANUAL  DOCUMENTS SUPPORTING QUALITY MANUAL</b>
<b>3.8 EXAMINATION</b>	<p><b>OBJECTIVE EVIDENCE</b> DATA SUPPORTING THE EXISTENCE OR VERITY OF SOMETHING</p> <p><b>INSPECTION</b> CONFORMITY EVALUATION BY OBSERVATION AND JUDGEMENT ACCOMPANIED AS APPROPRIATE BY MEASUREMENT , TESTING OR GAUGING</p> <p><b>TEST</b> DETERMINATION OF ONE OR MORE CHARACTERISTICS ACCORDING TO A PROCEDURE</p> <p><b>VERIFICATION</b> CONFIRMATION, THROUGH THE PROVISION OF AN OBJECTIVE EVIDENCE THAT SPECIFIED REQUIREMENTS HAVE BEEN FULFILLED</p> <p><b>VALIDATION</b> CONFIRMATION, THROUGH THE PROVISION OF AN OBJECTIVE EVIDENCE, THAT THE REQUIREMENTS FOR A SPECIFIC INTENDED USE OR APPLICATION HAVE BEEN FULFILLED</p> <p><b>QUALIFICATION</b> PROCESS TO DEMONSTRATE THE ABILITY TO FULFILL SPECIFIED REQUIREMENTS</p> <p><b>REVIEW</b> ACTIVITY UNDERTAKEN TO DETERMINE THE SUITABILITY , ADEGUACT AND EFFECTIVENESS OF THE SUBJECT MATTER TO ACHIEVE ESTABLISHED OBJECTIVES</p>	
<b>3.9 AUDIT</b>	<p><b>AUDIT</b> SYSTEMATIC, INDEOENDENT AND DOCUMENTED PROCESS FOR OBTAINING AUDIT EVIDENCE AND EVALUATING IT OBJECTIVELY TO DETERMINE THE EXTENT TO WHICH AUDIT CRITERIA ARE FULFILLED</p> <p><b>AUDIT PROGRAMME</b> SET OF ONE OR MORE AUDITS PLANNED FOR A SPECIFIC TIME FRAME AND DIRECTED TOWARDS SPECIFIC PURPOSE</p> <p><b>AUDIT CRITERIA</b> SET OF POLICIES , PROCEDURES OR REQUIREMENTS</p> <p><b>AUDIT EVIDENCE</b> RECORDS, STATEMENTS OF FACT OR OTHER INFORMATION WHICH ARE RELEVANT TO THE AUDIT CRITERIA AND VERIFIABLE</p> <p><b>AUDIT FINDINGS</b> RESULTS OF THE EVALUATION OF THE COLLECTED AUDIT EVIDENCE AGAINST AUDIT CRITERIA</p>	

<b>SECT 3</b>	<b>TERMS &amp; DEFINITIONS</b>	<b>R</b>	<b>0</b>
<b>INPUT</b>	<b>DESCRIPTIONS</b>	<b>OUTPUT</b>	



<p><b>3.9 AUDIT</b></p>	<p><b>AUDIT CONCLUSION</b> OUTCOME OF AN AUDIT PROVIDED BY THE AUDIT TEAM AFTER CONSIDERATION OF THE AUDIT OBJECTIVES AND ALL AUDITS FINDINGS</p> <p><b>AUDIT CLIENT</b> ORGANIZATION OR PERSON REQUESTING AN AUDIT</p> <p><b>AUDITEE</b> ORGANIZATION BEING AUDITED</p> <p><b>AUDITOR</b> PERSON WITH THE DEMONSTRATED PERSONAL ATTRIBUTES AND COMPETENCE TO CONDUCT AN AUDIT</p> <p><b>AUDIT TEAM</b> ONE OR MORE AUDITORS CONDUCTING AN AUDIT , SUPPORTED IF NEEDED BY TECHNICAL EXPERTS</p> <p><b>TECHNICAL EXPERT</b> PERSON WHO PROVIDES SPECIFIC KNOWLEDGE OR EXPERTISE TO THE AUDIT TEAM</p> <p><b>AUDIT PLAN</b> DESCRPTION OF THE ACTIVITIES AND ARRANGEMENTS FOR AN AUDIT</p> <p><b>AUDIT SCOPE</b> EXTENT AND BOUNDARIES OF AN AUDIT</p> <p><b>COMPETENCE</b> DEMONSTRATED PERSONAL ATTRIBUTES AND DEMONSTRATED ABILITY TO APPLY KNOWLEDGES AND SKILLS</p>	
<p><b>3.10 MEASUREME NT PROCESS</b></p>	<p><b>MEASUREMENT MANAGEMENT SYSTEM</b> SET OF INTERRELATED AND INTERACTING ELEMENTS NECESSARY TO ACHIEVE METROLOGICAL CONFIRMATION AND CONTINUAL CONTROL OF MEASUREMENT PROCESSES</p> <p><b>MEASUREMENT PROCESS</b> SET OF OPERATIONS TO DETERMINE THE VALUE OF A QUANTITY</p> <p><b>METROLOGICAL CONFIRMATION</b> SET OF OPERATIONS REQUIRED TO ENSURE THAT MEASURING EQUIPMENT CONFORMS TO THE REQUIREMENTS FOR ITS INTENDED USE</p> <p><b>MEASURING EQUIPMENT</b> MEASURING INSTRUMENT, SOFTWARE, MEASUREMENT STANDARD, REFERENCE MATERIAL OR AUXILIARY APPARATUS OR COMBINATION THEREOF NECESSARY TO REALIZE A MEASUREMENT PROCESS</p> <p><b>METROLOGICAL CHARACTERISTIC</b> DISTINGUISH FEATURE WHICH CAN INFLUENCE THE RESULTS OF MEASUREMENT</p> <p><b>METROLOGICAL FUNCTION</b> FUNCTION WITH ADMINISTRATIVE AND TECHNICAL RESPONSABILITY FOR DEFINING AND IMPLEMENTING THE MEASUREMENT MANAGEMENT SYSTEM</p>	<p>QUALITY MANUAL</p> <p>DOCUMENTS SUPPORTING QUALITY MANUAL</p>
<p><b>3.1 TERMS &amp; DEFINI TIONS FOR PETROLEUM, PETROCHEMI CAL &amp; NATURAL GAS INDUSTRIES</b></p>	<p><b>ACCEPTANCE CRITERIA</b> <i>SPECIFIED LIMITS OF ACCEPTABILITY APPLIED TO PROCESS OR PRODUCT CHARACTERISTICS</i></p> <p><b>ACCEPTANCE INSPECTION</b> <i>DEMONSTRATION THROUGH MONITORING OR MEASUREMENT THAT THE PRODUCT COMPLIES WITH SPECIFIED REQUIREMENTS</i></p> <p><b>CALIBRATION</b> <i>COMPARISON AND ADJUSTMENT TO A STANDARD OF KNOWN ACCURACY</i></p>	

<p><b>SECT 3</b></p>	<p><b>TERMS &amp; DEFINITIONS</b></p>	<p><b>R</b></p>	<p><b>0</b></p>
<p><b>INPUT</b></p>	<p><b>DESCRIZIONE</b></p>	<p><b>OUTPUT</b></p>	



<p>3.1 TERMS &amp; DEFINITIONS FOR PETROLEUM, PETROCHEMICAL &amp; NATURAL GAS INDUSTRIES</p>	<p><b>CONTROL FEATURE</b> ORGANIZATION'S DOCUMENTED METHOD TO PERFORM AN ACTIVITY UNDER CONTROLLED CONDITIONS TO ACHIEVE CONFORMITY TO SPECIFIED REQUIREMENTS</p> <p><b>DELIVERY</b> POINT IN TIME AND PHYSICAL LOCATION AT WHICH THE AGREED TRANSFER OF OWNERSHIP TAKES PLACES</p> <p><b>DESIGN ACCEPTANCE CRITERIA</b> DEFINED LIMITS PLACED ON CHARACTERISTICS OF MATERIALS, PRODUCTS, OR SERVICES ESTABLISHED BY THE ORGANIZATION, CUSTOMER, AND / OR APPLICABLE SPECIFICATIONS TO ACHIEVE CONFORMITY TO THE PRODUCT DESIGN</p> <p><b>DESIGN VALIDATION</b> PROCESS OF PROVING A DESIGN BY TESTING TO DEMONSTRATE CONFORMITY OF THE PRODUCT TO DESIGN REQUIREMENTS</p> <p><b>DESIGN VERIFICATION</b> PROCESS OF EXAMINING THE RESULT OF A GIVEN DESIGN OR DEVELOPMENT ACTIVITY TO DETERMINE CONFORMITY WITH SPECIFIED REQUIREMENTS</p> <p><b>FIELD NO CONFORMITY</b> PRODUCT NON CONFORMING THAT IS DETECTED AFTER DELIVERY OR USE HAS STARTED</p> <p><b>MANUFACTURING ACCEPTANCE CRITERIA</b> DEFINED LIMITS PLACED ON CHARACTERISTICS OF MATERIALS, PRODUCTS, AND SERVICES ESTABLISHED BY THE ORGANIZATION TO ACHIEVE CONFORMITY TO THE MANUFACTURING OR SERVICE REQUIREMENTS</p> <p><b>TENDER</b> OFFER MADE BY AN ORGANIZATION IN RESPONSE TO AN INVITATION TO PROVIDE A PRODUCT</p>		<p>QUALITY MANUAL</p> <p>DOCUMENTS SUPPORTING QUALITY MANUAL</p>
	<p><b>DESCRIPTIONS (ACRONYMS-ABBREVIATIONS)</b></p>		
<p>3.1.12 TERMS &amp; DEFINITIONS OF ORION ORGANIZATION</p>	<b>PRES</b>	PRESIDENT	
	<b>CEO</b>	CHIEF EXECUTIVE OF OPERATIONS - VICE PRESIDENT	
	<b>COM</b>	SALES AND MARKETING	
	<b>CRD</b>	CONTRACT REVIEW AND DRAWINGS	
	<b>ODE</b>	INTERNAL ORDER EMISSION	
	<b>RSQ</b>	QUALITY SYSTEM MANAGER	
	<b>RCQ</b>	QUALITY CONTROL MANAGER	
	<b>PPM</b>	PRODUCT AND PROCESS MANAGEMENT MANAGER	
	<b>CMN</b>	PROJECT COORDINATOR MANAGER	
	<b>CMNC</b>	PROJECT COORDINATORS	

<b>SECT 3</b>	<b>TERMS &amp; DEFINITIONS</b>	<b>R</b>	<b>0</b>
<b>INPUT</b>	<b>DESCRIZIONE (ACRONIMI-ABBREVIAZIONI)</b>	<b>OUTPUT</b>	



3.1.12 TERMS & DEFINITIONS OF ORION ORGANIZATION	<b>PDE</b>	PRODUCT DEVELOPMENT	QUALITY MANUAL  DOCUMENTS SUPPORTING QUALITY MANUAL
	<b>PDD</b>	DESIGN, DEVELOPMENT AND DOCUMENTATION MANAGER	
	<b>MDR</b>	COMMERCIAL DRAWINGS MANAGEMENT	
	<b>CRP</b>	REVIEW OF REQUIREMENTS MANAGEMENT	
	<b>ICT</b>	INFORMATION TECHNOLOGY MANAGER	
	<b>OPE</b>	GENERAL MANAGER OF OPERATIONS (RELATED TO MANUFACTURING)	
	<b>MNF</b>	MANUFACTURING MANAGEMENT	
	<b>AET</b>	ASSEMBLING AND TESTING MANAGEMENT	
	<b>PAS</b>	PACKAGING AND SHIPPING MANAGEMENT	
	<b>PIAN</b>	MRP MANAGEMENT (MATERIAL RESOURCES PLANNING)	
	<b>MFRP</b>	MANUFACTURING PLANNING AND NEEDS MANAGEMENT	
	<b>MAG</b>	WAREHOUSE MANAGEMENT	
	<b>APP</b>	PURCHASING MANAGER	
	<b>PRO</b>	PURCHASING (AUXILIARY PRODUCTS NOT INCLUDED)	
	<b>MRO</b>	AUXILIARY PRODUCTS PURCHASING	
	<b>SUBC</b>	OUTSOURCING MANAGEMENT	
	<b>FEA</b>	FINANCIAL AND ADMINISTRATION MANAGER	
	<b>BIL</b>	BILLING AND PAYMENTS REMINDER & MANAGEMENT	
	<b>PCC</b>	JOB COSTS MANAGEMENT	
	<b>HSE</b>	HEALTH, SAFETY AND ENVIRONMENT MANAGER	
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INPUT	DESCRIPTIONS (ACRONYMS-ABBREVIATIONS)	OUTPUT
<p>3.1.12 TERMS &amp; DEFINI TIONS OF ORION ORGANI ZATION</p>	<p><b>API</b> AMERICAN PETROLEUM INSTITUTE</p> <p><b>ISO</b> INTERNATIONAL STANDARD ORGANIZATION</p> <p><b>SGQ</b> QUALITY MANAGEMENT SUSTEM</p> <p><b>MSGQ</b> QUALITY MANAGEMENT SYSTEM MANUAL</p> <p><b>MSGA</b> ENVIRONMENT MANAGEMENT SYSTEM MANUAL</p> <p><b>PED</b> PRESSURE EQUIPMENTS DIRECTIVE</p> <p><b>ESQ</b> QUALITY MANAGEMENT SYSTEM ELEMENT</p> <p><b>LFQ</b> LIST OF QUALIFIED SUPPLIERS</p> <p><b>DDT</b> TRANSPORT DOCUMENT</p> <p><b>RRM</b> RECEIVING MATERIALS REPORT</p> <p><b>PPQ</b> QUALITY POLICY</p> <p><b>IOP</b> OPERATIVE INSTRUCTION</p> <p><b>ML</b> MATERIALS LIST</p> <p><b>RRD</b> MANGEMENT REVIEW REPORT</p> <p><b>APRE</b> PERIODICAL ANALYSIS OF RESOURCES</p> <p><b>DP</b> DELIVERY PERFORMANCES</p> <p><b>WBS</b> WORK BREACK STRUCTURE (COMPARABLE WITH A GANTT FOR MANUFACTURING PLANNING AND PROGRESS)</p> <p><b>QP</b> QUALITY PERFORMANCES</p> <p><b>PST</b> STRATEGIC PLAN (INCLUDES OBJECTIVES / INDICATORS RELATED TO EACH ORGANIZATION'S PROCESS)</p> <p><b>AIA</b> AUTHORIZED INSPECTION AGENCY</p> <p><b>AC</b> CORRECTIVE ACTION</p> <p><b>AP</b> PREVENTIVE ACTION</p>	<p>QUALITY MANUAL</p> <p>DOCUMENTS SUPPORTING QUALITY MANUAL</p>

<b>SECT 3</b>	<b>TERMS &amp; DEFINITIONS</b>	<b>R</b>	<b>0</b>
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INPUT	DESCRIPTIONS (ACRONYMS-ABBREVIATIONS)	OUTPUT
<p><b>3.1.12 TERMS &amp; DEFINITIONS OF ORION ORGANIZATION</b></p>	<p><b>PDM</b> IMPROVEMENT PROJECT</p> <p><b>ADD</b> TRAINING</p> <p><b>PIANAD</b> PERSONNEL PLANNING TRAINING RECORD</p> <p><b>RAPP</b> PERSONNEL TRAINING RECORD</p> <p><b>OEP</b> ORDER AND CLEAN INDEX INTO WORK ENVIRONMENT</p> <p><b>IPP</b> INSPECTION AND PRODUCTION PLAN</p> <p><b>ITP</b> INSPECTION AND TEST PLAN</p> <p><b>CFM</b> CONFIRMATION</p> <p><b>PDP</b> DESIGN PLAN)</p> <p><b>PCQ</b> QUALITY CONTROL PLAN</p> <p><b>MDS</b> MATERIAL DATA SHEET (MATERIAL PURCHASING SPECIFICATION)</p> <p><b>RDO</b> INQUIRIE</p> <p><b>ODA</b> PURCHASE ORDER</p> <p><b>RNC</b> NON CONFORMITY REPORT</p> <p><b>PIANRVP</b> ORGANIZATION VALIDATION PROCESSES PLANNING REPORT</p> <p><b>RVP</b> VALIDATION RECORD OF MANUFACTURING PROCESSES</p> <p><b>LOG</b> RECORDING BOOK</p> <p><b>ADP</b> PRODUCT AUDIT</p> <p><b>PDT</b> CALIBRATION PLANNING</p> <p><b>RDT</b> CALIBRATION RECORDS</p> <p><b>CDT</b> CALIBRATION CERTIFICATES</p>	<p><b>QUALITY MANUAL</b></p> <p><b>DOCUMENTS SUPPORTING QUALITY MANUAL</b></p>

<b>SECT 3</b>	<b>TERMS &amp; DEFINITIONS</b>	<b>R</b>	<b>0</b>
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	<b>ORION s.p.a</b>	<b>QUALITY MANUAL</b>	
	<b>Trieste - Italy</b>	<b>ED 4</b>	<b>APRIL 2011</b>

INPUT	DESCRIPTION (ACRONYMS-ABBREVIATIONS)	OUTPUT
3.1.12 TERMS & DEFINI TIONS OF ORION ORGANI ZATION	<p><b>ISC</b> CUSTOMER SATISFACTION INDEX</p> <p><b>PIANVI</b> INTERNAL AUDIT PLANNING</p> <p><b>RVI</b> INTERNAL AUDIT REPORT</p> <p><b>ADA</b> ANALYSIS OF DATA</p> <p><b>RIP</b> REPAIR</p> <p><b>RIL</b> REWORK (RE-MACHINING)</p> <p><b>RAC</b> CORRECTIVE ACTION REPORT</p> <p><b>RAP</b> PREVENTIVE ACTION REPORT</p> <p><b>CMTR</b> CERTIFIED MATERIAL TEST REPORT</p> <p><b>ASME</b> AMERICAN SOCIETY OF MECHANICAL ENGINEERS</p>	<p style="text-align: center;">QUALITY MANUAL</p> <p style="text-align: center;">DOCUMENTS SUPPORTING QUALITY MANUAL</p>


<b>SECT 4</b>	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>R</b>	<b>1</b>
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INPUT	ACTIVITIES	OUTPUT
<p><b>4.1 GENERAL REQUIRE MENTS</b></p>	<p>ORION HAS IDENTIFIED AND DOCUMENTED - TO IMPLEMENT THE QUALITY MANAGEMENT SYSTEM DESCRIBED IN THIS QUALITY - ALL NECESSARY PROCESSES NEEDED INCLUDING THEIR :</p> <ul style="list-style-type: none"> <li>&gt; DESCRIPTION</li> <li>&gt; CHRONOLOGICAL SEQUENCE</li> <li>&gt; RELATED INTERACTIONS</li> <li>&gt; RELATED FUNCTIONING CRITERIA AND METHODS TO ENSURE THEIR IMPLEMENTATION , EFFECTIVENESS AND CONTINUOUS IMPROVEMENT</li> <li>&gt; NEEDED RESOURCES WICH INCLUDE PERSONNEL, INFRASTRUCTURES, MANUFACTURING EQUIPMENTS, INSPECTION AND TESTS EQUIPMENT ECC ECC</li> <li>&gt; NEEDED MONITORING AND MEASURING ACTIVITIES AND RELATED IMPLEMENTATION</li> <li>&gt; IMPLEMENTATION OF CORRECTIONS (AC/AP) TO ACHIEVE PLANNED RESULTS AND CONTINUOUS IMPROVEMENT OF THE QUALITY MANAGEMENT SYSTEM AND ITS EFFECTIVENESS</li> </ul> <p>WITHIN ITS ORGANIZATION ORION CONSIDERS - AS BY TOP MANAGEMENT CHOICE - THE QUALITY MANAGEMENT SYSTEM PROCESSES DIVIDES IN <b>THREE DIFFERENT CATEGORIES</b> AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; MANAGEMENT SUPPORTING PROCESSES <i>(INCLUDES MANAGEMENT RESPONSABILITIES AND RESOURCE MANAGEMENT)</i></li> <li>&gt; ALL PROCESS RELATED TO <b>CORE BUSINESS</b> OF THE ORGANIZATION <i>(INCLUDE SALES, DESIGN AND DEVELOPMENT, PURCHASING, PRODUCT REALIZATION)</i></li> <li>&gt; SUPPORTING PROCESSES <i>(INCLUDE PRODUCT PLANNING REALIZATION, CONTROL OF MONITORING AND MEASURING EQUIPMENT, MEASUREMENT, ANALYSIS AND IMPROVEMENT)</i></li> </ul> <p>RESPONSABILITIES AND MODALITIES TO MANAGE AND IMPLEMENT ALL ABOVE PROCESSES RELATED TO THE QUALITY MANAGEMENT SYSTEMS ARE DEFINED IN SEVERAL DOCUMENTED PROCEDURES RECALLED IN EACH SECTION OF THIS QUALITY MANUAL</p> <p>FOR EACH PROCESS RELATED PROCEDURES ARE DEVELOPPED (PROCESS APPROACH) INCLUDING :</p> <ul style="list-style-type: none"> <li>&gt; SCOPE - OBJECTIVES - RESOURCES</li> <li>&gt; <b>INPUT</b></li> <li>&gt; <b>ACTIVITIES</b></li> <li>&gt; <b>OUTPUT</b></li> <li>&gt; FUNCTIONS (OWNER / INVOLVED AND THEIR RESPONSABILITIES)</li> <li>&gt; REFERENCE DOCUMENTS (PROCEDURES - SPECIFICATIONS - CONTROL FEATURES ECC)</li> <li>&gt; NEEDED RECORDS</li> <li>&gt; RELATED INTERACTIONS WITH OTHER PROCESSES</li> <li>&gt; SPECIFIC INDICATORS (TO MANTAIN CONTINUOUS CONTROL OF PROCESS)</li> </ul> <p>ORION ENSURES CONTROL OF <b>OUTSOURCED PROCESSES</b> INFLUENCING PRODUCT QUALITY LIKE FORGING / HEAT TREATMENTS / COATINGS / ECC ECC. REQUIRING TO THE <i>PREVIOUSLY QUALIFIED SUPPLIERS</i> THE ISSUE OF A RELATED INSPECTION AND PRODUCTION PLAN THAT - BEFORE STARTING OF PROCESS - IS REVIEWED AND APPROVED BY ORION AND - WHEN CONTRACTUALLY REQUIRED - SENT BY ORION TO ITS CUSTOMERS FOR THEIR REVIEW AND APPROVAL</p> <p>ADDITIONALLY ORION PERFORMS DOCUMENTED RECEIVING INSPECTIONS ACCORDING TO APPLICABLE INSPECTION AND TEST PLANS ON OUTSOURCED PROCESSES / RELATED PRODUCTS (REFERS ALSO TO SECTION 7 PARAGRAPH 7.4.3 OF THIS QUALITY MANUAL</p>	<p>QUALITY MANUAL</p> <p>DOCUMENTS AND RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGEMENT SYSTEM</p> <p>ALL QUALITY MANAGEMENT AND RELATED PROCESSES RECORDS</p> <p>CONTROLLED DISTRIBUTION LISTS</p>
<p><b>4.1.1 OUT SOURCED PROCESSES</b></p>	<p><i>ORION MANTAINS ALLWAYS RESPONSABILITY ON PROCESS / PRODUCT WHEN PROCESSES FOR REALIZATION OF PRODUCTS ARE OUTSOURCED TO QUALIFIED SUPPLIERS ALL PERSONNEL WITHIN ORION ORGANIZATION IS AWARED ABOUT IT TROUGH PERIODICALLY TRAINING ACTIVITY</i></p>	



SECT 4	QUALITY MANAGEMENT SYSTEM	R	1
INPUT	ACTIVITIES	OUTPUT	
<p><b>4.2 DOCUMENTATION REQUIREMENTS</b> <b>4.2.1 GENERAL</b></p>	<p><u>DOCUMENTAL STRUCTURE</u></p> <p>ORION HAS DETERMINED ITS OWN DOCUMENTAL STRUCTURE - COERENTLY TO API Q1 ED 8 REQUIREMENTS - TROUGH PREPARATION OF :</p> <ul style="list-style-type: none"> <li>➤ STATEMENT OF QUALITY POLICY ( SEE CHAPTER 5 PARAGRAPH 5.3 OF THIS QUALITY MANUAL)</li> <li>➤ STATEMENT OF QUALITY OBJECTIVES (DOCUMENTED IN THE STRATEGIC PLAN) (SEE CHAPTER 5 PARAGRAPH 5.4.1 OF THIS QUALITY MANUAL)</li> <li>➤ THIS QUALITY MANUAL <i>AND RELATED SUPPORTING DOCUMENTS</i></li> </ul> <p>DOCUMENTED QUALITY POLICY (SIGNED FOR APPROVAL BY TOP MANAGER) AND STRATEGIC PLAN INCLUDING QUALITY OBJECTIVES ARE HANDLED <b>SEPARATELY</b> BY THIS QUALITY MANUAL</p> <p>ADDITIONALLY THE DOCUMENTAL STRUCTURE INCLUDES:</p> <ul style="list-style-type: none"> <li>➤ DOCUMENTED <b>MANDATORY</b> PROCEDURES S REQUIRED BY API Q1 ED 8 SPECIFYING MODALITIES TO MANAGE CONTROL OF DOCUMENTS &amp; RECORDS / INTERNAL AUDITS / NO CONFORMING PRODUCTS / CORRECTIVE &amp; PREVENTIVE ACTIONS (REFERENCE ON <b>APPENDIX B</b> OF THIS MANUAL)</li> <li>➤ DOCUMENTED MANDATORY RECORDS REQUIRED BY API Q1 ED 8 TO PROVE - TROUGH OBJECTIVE EVIDENCE - PERFORMED EXECUTION OF REQUIRED ACTIVITIES</li> <li>➤ DOCUMENTED PROCEDURES DEFINING RESPONSABILITIES AND MODALITIES TO PERFORM, MEASURE , MONITOR AND RECORD THE DETERMINED NEEDED ORGANIZATION PROCESSES AND PERTINENT RECORDS</li> <li>➤ DOCUMENTED OPERATIVE INSTRUCTIONS DEFINING RESPONSABILITIES AND MODALITIES TO PERFORM AND TO RECORD SPECIFIC ACTIVITIES</li> <li>➤ DOCUMENTED TECHNICAL SPECIFICATIONS DEFINING REQUIREMENTS AND ACCEPTANCE CRITERIA (PURCHASING SPECIFICATIONS / PRODUCT SPECIFICATIONS / PERSONNEL QUALIFICATION ECC ECC )</li> <li>➤ DOCUMENTED DESIGN PLANS AND PERTINENT OUTPUTS (DRAWINGS, SPECIFICATIONS, INSTRUCTIONS, RECORDS ECC ECC )</li> <li>➤ DRAWINGS, SPECIFYING DIMENSIONS, AND TOLERANCES OF PRODUCTS</li> <li>➤ DOCUMENTED STANDARD AND GENERAL INSPECTION AND TEST PLANS FOR STANDARD PRODUCTS MANUFACTURED BY ORION</li> <li>➤ DOCUMENTED SPECIFIC INSPECTION AND TEST PLANS FOR SPECIFIC PRODUCTS MANUFACTURED BY ORION ACCORDING TO CUSTOMER REQUIREMENTS</li> <li>➤ STANDARD INSPECTION AND TEST PLANS DEFINING RESPONSABILITIES, AND INSPECTION MODALITIES OF PRODUCT INCLUDING APPLICABLE ACCEPTANCE CRITERIA AT EACH STAGE OF PRODUCT MANUFACTURING (INCOMING / DURING PRODUCTION / BEFORE SHIPPING)</li> <li>➤ OTHER ADDITIONAL DOCUMENTS BASED ON SPECIFIC NEEDS</li> </ul> <p>ALL ABOVE DOCUMENTS AND RECORDS ARE NORMALLY PREPARED IN BOTH FORM, ELECTRONIC AND PAPER</p> <p>THEIR PREPARATION / REVIEW AND APPROVAL &amp; DISTRIBUTION ARE REGULATED BY THE DOCUMENTED PROCEDURE <b>P42-DOC</b> ( REFERENCE ON SETION 4 PARGRAPH 4.2.3 OF THIS QUALITY MANUAL)</p> <p>ALL ABOVE DOCUMENTS ARE HANDLED SEPARATELY BY THIS QUALITY MANUAL</p>		<p><b>QUALITY MANUAL</b></p> <p><b>DOCUMENTS AND RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGEMENT SYSTEM</b></p> <p><b>ALL QUALITY MANAGEMENT AND RELATED PROCESSES RECORDS</b></p> <p><b>CONTROLLED DISTRIBUTION LISTS</b></p>
<p><b>4.2.2 QUALITY MANUAL</b></p>	<p><u>SCOPE AND EXCLUSIONS</u></p> <p>ORION HAS ESTABLISHED AND MANTAINS THIS QUALITY MANUAL TO DESCRIBE ITS OWN QUALITY MANAGEMENT SYSTEM AND <i>TO ADDRESS WITHIN THE ORGANIZATION EACH SPECIFIC REQUIREMENT OF API Q1 ED 8 SPECIFICATION (INCLUDING REQUIREMENTS OF ISO 9001:2008 AND SUPPLEMENTARY REQUIREMENTS)</i></p>		

	<b>ORION s.p.a</b>	<b>QUALITY MANUAL</b>	
	<i>Trieste - Italy</i>	<i>ED 4</i>	<i>APRIL 2011</i>


<b>SECT 4</b>	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>R</b>	<b><i>1</i></b>
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INPUT	ACTIVITIES	OUTPUT
<p>4.2.2 QUALITY MANUAL</p>	<p><u>QUALITY MANUAL</u></p> <p>THE QUALITY MANUAL REPRESENTS THE <b>MAIN DOCUMENT</b> OF THE QUALITY MANAGEMENT SYSTEM TO ENSURE ADOPTION, IMPLEMENTATION, MAINTENANCE AND IMPROVEMENT OF A QUALITY MANAGEMENT SYSTEM COHERENT TO TOP MANAGEMENT QUALITY POLICY FOR ACTUATION OF ALL ORION ORGANIZATION PROCESSES</p> <p>THE QUALITY MANUAL INCLUDES METHODS, RULES, MEANS AND METHODS ADOPTED WITHIN ORION ORGANIZATION TO MEET API Q1 ED 8 REQUIREMENTS AND TO PURSUE CUSTOMER AND ORION SHARE HOLDERS SATISFACTION</p> <p>A) SPECIFIC SCOPE OF QUALITY MANagements SYSTEM INCLUDED INTO THIS QUALITY MANUAL (SEE SECTION 1 PARAGRAPH 1.2) IS TO DESCRIBE MODALITIES FOLLOWED BY ORION TO ENSURE CORRECTLY DIRECTION AND CONTROL OF THE ORGANIZATION AS FAR AS QUALITY ASPECTS ON :</p> <p><b>DESIGN , DEVELOPMENT &amp; MANUFACTURING OF STEEL VALVES FOR THE PETROLEUM, PETROCHEMICAL AND NATURAL GAS INDUSTRIES</b></p> <p>AS FAR AS APPLICATION OF <b>API Q1 ED 8</b>, ORION HAS ESTABLISHED THAT <b>THERE ARE NOT EXCLUSION</b></p> <p>B) ORION HAS ESTABLISHED AND MANTAINS SEVERAL DOCUMENTED PROCEDURES WICH DEFINE MODALITIES TO HANDLE THE DETERMINED ORGANIZATION PROCESSES ACCORDING TO API Q1 ED8 REQUIREMENTS AND ADDITIONAL ORION EXIGENCIES.</p> <p>PROCEDURES ARE HANDLED SEPARATELY BY THIS QUALITY MANUAL REFERENCE TO ALL PROCEDURES OF THE QUALITY MANAGEMENT SYSTEM ARE RECALLED INTO THIS MANUAL AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; IN EACH SPECIFIC SECTION OF THIS QUALITY MANUAL (WHEN APPLICABLE)</li> <li>&gt; <i>IN THE <b>APPENDIX B</b> OF THIS QUALITY MANUAL (PROCEDURES LIST)</i></li> </ul> <p><i>FOR DETERMINED PROCESS, THEIR SEQUENCES AND RELATED <b>INTERACTIONS</b> REFERS TO <b>APPENDIX C</b> OF THIS QUALITY MANUAL</i></p> <p><i>ADDITIONALLY ALL PROCESSES AND PARTICULARLY EACH <b>PRIMARY PROCESS</b> -TO BE CORRECTLY IMPLEMENTED - <b>INTERACTS</b> - AS A MINIMUM - WICH <i>SPECIFIC SUPPORTING PROCESSES</i> AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>&gt; <i>NEEDED RECORDS (SECT 4.2.4)</i></li> <li>&gt; <i>NEEDED RESOURCES (SECT 6.1)</i></li> <li>&gt; <i>NEEDED ESTABLISHED PERTINENT AND SPECIFIC MEASURABLE QUALITY OBJECTIVES (SECT 5.4.1)</i></li> <li>&gt; <i>NEEDED IMPROVEMENT TROUGH MONITORING AND MEASURING ACTIVITIES (SECT 8)</i></li> </ul> <p><u>QUALITY MANUAL STRUCTURE (LAY OUT)</u></p> <p>THIS QUALITY MANUAL IS STRUCTURED AS API Q1 ED 8 AND SHOWS:</p> <ul style="list-style-type: none"> <li>&gt; A COVER WITH TITLE</li> <li>&gt; A LIST OF EDITIONS AND REVISIONS STATUUS</li> <li>&gt; A GENERAL INDEX (INCLUDING PREPARATION / REVIEW AND APPROVAL SIGNATURES)</li> <li>&gt; SEVERAL SECTIONS AS PER API Q1 ED 8 USING SAME TITLES AND SAME NUMBERING SYSTEM</li> <li>&gt; <i>NR THREE (3) <b>APPENDIX (API MONOGRAM - LIST OF PROCEDURES - PROCESSES FLOW CHARTS)</b></i></li> </ul> <p><b>TO PROMOTE AND ENPHATIZE THE PROCESS APPROACH WITHIN ORION ORGANIZATION, EACH PAGE OF EACH SECTION OF THIS MANUAL (WERE APPLICABLE) IS VERTICALLY DIVIDED IN THREE DIFFERENT COLUMNS SHOWING</b></p> <ul style="list-style-type: none"> <li>&gt; INPUTS (RECALL OF API Q1 ED 8 REQUIREMENTS)</li> <li>&gt; ACTIVITIES (DESCRIPTION OF ACTIVITIES PERFORMED BY ORION TO MET API Q1 ED 8 REQUIREMENTS)</li> <li>&gt; OUTPUTS (RECALLING OF DOCUMENTS AND RECORDS ISSUED TO GIVE OBJECTIVE EVIDENCE OF PERFORMED ACTIVITIES)</li> </ul>	<p>QUALITY MANUAL</p> <p>DOCUMENTS AND RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGE MENT SYSTEM</p> <p>ALL QUALITY MANAGE MENT AND RELATED PROCESSES RECORDS</p> <p>CONTROLLED DISTRIBU TION LISTS</p>



SECT 4	QUALITY MANAGEMENT SYSTEM	R	1
INPUT	ACTIVITIES	OUTPUT	
<p><b>4.2.2 QUALITY MANUAL</b></p>	<p><u>PREPARATION</u></p> <p>QUALITY MANUAL IS PREPARED / MANTAINED / REVIEWED AND UP DATED AS NECESSARY BY THE <b>QUALITY SYSTEM MANAGER</b> WITH THE COOPERATION OF 100 % OF PROCESS OWNERS OF THE ORION ORGANIZATION AS APPLICABLE</p> <p>THE QUALITY SYSTEM MANAGER IS FULLY RESPONSIBLE OF THE MANAGEMENT OF THE QUALITY MANUAL AS FAR AS ALL ITS ASPECTS</p> <p><u>REVIEW AND APPROVAL</u></p> <p>THE QUALITY MANUAL IS REWIEVED AND APPROVED BY THE TOP MANAGEMENT (<b>PRES</b>) TO AUTHORIZE ITS USE WITHIN ORION ORGANIZATION AND ITS DISTRIBUTION</p> <p><u>DISTRIBUTION</u></p> <p>TWO DIFFERENT DISTRIBUTIONS ARE PERFORMED AS FOLLOWS :</p> <ul style="list-style-type: none"> <li>&gt; INTERNAL (100 % OF PROCESS OWNERS WITHIN ORION ORGANIZATION)</li> <li>&gt; EXTERNAL (CUSTOMERS / API / INDIPENDENT THIRD PARTIES / ECC WHEN SPECIFICALLY REQUIRED)</li> </ul> <p>THE QUALITY SYSTEM MANAGER IS RESPONSIBLE TO DISTRIBUTE THE QUALITY MANUAL - AS NECESSARY - IN TWO DIFFERENT ALTERNATIVE WAYS AS FOLLOWS :</p> <ul style="list-style-type: none"> <li>&gt; CONTROLLED</li> <li>&gt; NOT CONTROLLED (WHEN DISTRIBUTION DONE JUST FOR COMMERCIAL REASONS)</li> </ul> <p>BOTH DISTRIBUTION ARE PERFORMED BY MAIL OR ALTERNATIVELY BY LETTER OF TRANSMISSION IDENTIFYING AS MINIMUM IN THE QUALITY MANUAL COVER :</p> <ul style="list-style-type: none"> <li>&gt; TYPE OF COPY (CONTROLLED / NOT CONTROLLED)</li> <li>&gt; COPY NR</li> <li>&gt; PERSON / COMPANY HOLDER NAME</li> </ul> <p>CONTROLLED DISTRIBUTION EXIGES ALWAYS TO MANTAIN UP DATING OF QUALITY MANUAL COPIES HOLDERS WITH LAST EDITION OF THE QUALITY MANUAL</p> <p>THE QUALITY MANAGER CONTROLS ALL TYPES OF DISTRIBUTION OF QUALITY MANUAL COPIES TROUGH USE OF A SPECIFIC DISTRIBUTION LIST</p> <p><u>UP DATING</u></p> <p>THE QUALITY MANUAL IS REVIEWED AND UPDATED WHEN SPECIFIC EVENTS OCCURS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; CHANGES TO API Q1 ED 8 SPECIFICATION</li> <li>&gt; CHANGES TO THE QUALITY MANAGEMENT SYSTEM OF ORION ORGANIZATION</li> </ul> <p><b>ANY CHANGE TO ONE OR MORE SECTIONS OF QUALITY MANUAL EXIGES CHANGE OF MANUAL EDITION</b></p> <p>CHANGES TO INTERNAL DOCUMENTS SUPPORTING THE QUALITY MANagements SYSTEM (PROCEDURES, OPERATIVE INSTRUCTIONS ECC) DO NOT NEED UP DATING OF THE QUALITY MANUAL <i>WHEN INTEGRITY OF THE QUALITY MANAGEMENT SYSTEM IS FULLY MANTAINED.</i></p> <p>CHANGES TO THE QUALITY MANUAL ARE REVIEWED AND APPROVED BY SAME FUNCTIONS THAT HAVE PERFORMED THE ORIGINAL REVIEW AND APPROVAL</p>	<p><b>QUALITY MANUAL</b></p> <p><b>DOCUMENTS AND RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGE MENT SYSTEM</b></p> <p><b>ALL QUALITY MANAGE MENT AND RELATED PROCESSES RECORDS</b></p> <p><b>CONTROLLED DISTRIBU TION LISTS</b></p>	
<p><b>4.2.2.1 QUALITY MANUAL SUPPLE MENTAL</b></p>	<p><i>THE QUALITY MANUAL IDENTIFIES - IN EACH SPECIFIC SECTION AS APPLICABLE - MODALITIES FOLLOWED BY ORION ORGANIZATION TO ADDRESS WITHIN ITS ORGANIZATION AND TO ALL 100 % PROCESS OWNERS THE REQUIREMENTS OF :</i></p> <ul style="list-style-type: none"> <li>&gt; API Q1 ED 8</li> <li>&gt; ISO 9001:2008 &amp; SUPPLEMENTAL REQUIREMENTS</li> </ul> <p><i>TO AVOID REDUNDANCY RESPECT TO WHAT DESCRIBED INTO PROCEDURES AND OTHERS DOCUMENTS SUPPORTING THE QUALITY MANUAL, MODALITIES FOLLOWED ARE TREATED IN THE QUALITY MANUAL IN EXHAUSTIVE BUT SYNTHETIC WAY AS POSSIBLE</i></p>		

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<b>SECT 4</b>	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>R</b>	<b>1</b>
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INPUT	ACTIVITIES	OUTPUT
<p><b>4.2.2.1</b> <b>QUALITY</b> <b>MANUAL</b> <b>SUPPLE</b> <b>MENTAL</b></p>	<p><i>EACH SECTION OF THIS QUALITY MANUAL REFERS - UNDER THE COLUMN OF ACTIVITIES - TO THE FOLLOWING ASPECTS :</i></p> <ul style="list-style-type: none"> <li>➤ <i>APPLICABLE RELATED DOCUMENTED PROCEDURES</i></li> <li>➤ <i>SYNTHESIS OF MODALITIES FOLLOWED TO MET EACH SPECIFIC REQUIREMENT</i></li> </ul> <p><u><i>PROCEDURES PREPARATION / REVIEW AND APPROVAL</i></u></p> <p><i>DOCUMENTED PROCEDURES ARE PREPARED BY EACH PROCESS OWNER WICH HAS SPECIFIC COMPETENCE AND ARE REVIEWED AND APPROVED BY THE QUALITY SYSTEM MANAGER</i></p> <p><u><i>PROCEDURES CONTENTS</i></u></p> <p><i>DOCUMENTED PROCEDURES DEFINE IN DETAILED WAY MODALITIES TO MANAGE EACH ORGANIZATION PROCESS AND REFERS TO :</i></p> <ul style="list-style-type: none"> <li>➤ <i>SCOPE</i></li> <li>➤ <i>TARGETS</i></li> <li>➤ <i>RESOURCES</i></li> <li>➤ <i>CHRONOLOGICAL SEQUENCE OF ACTIVITIES TO BE PERFORMED AND RELATED MODALITIES (I.E. , PARAMETERS , REFERENCE DOCUMENTS, ACCEPTANCE CRITERIA, DEVICES, EQUIPMENT , ECC)</i></li> <li>➤ <i>RESPONSABILITIES ( OWNER FUNCTION AND FUNCTIONS INVOLVED ECC ECC)</i></li> <li>➤ <i>SUPPORTING DOCUMENTS</i></li> <li>➤ <i>INTERATION OF PROCESS WITH OTHER PROCESSES</i></li> <li>➤ <i>FLOW CHART SHOWING GRAPHICALLY SEQUENCE OF ACTIVITIES</i></li> </ul> <p><u><i>PROCEDURES LAY OUT</i></u></p> <p><i>EACH PROCEDURE SHOWS A LAY OUT AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>➤ <i>A COVER WITH TITLE / A LIST OF EDITIONS AND REVISIONS STATUS /A GENERAL INDEX / PREPARATION / REVIEW AND APPROVAL SIGNATURES / DISTRIBUTION LIST</i></li> <li>➤ <i>ONE OR MORE SHEETS WITH DESCRIPTION OF ACTIVITIES</i></li> <li>➤ <i>ONE OR MORE FLOW CHARTS</i></li> </ul> <p><u><i>PROCEDURES DISTRIBUTION</i></u></p> <p><i>THE QUALITY MANAGER CONTROLS THE DISTRIBUTION OF DOCUMENTED PROCEDURES WITHIN THE ORION ORGANIZATION TROUGH THE USE OF A SPECIFIC DISTRIBUTION LIST</i></p> <p><u><i>PROCEDURES UP DATING</i></u></p> <p><i>DOCUMENTED PROCEDURES ARE REVIEWED AND UPDATED WHEN SPECIFIC EVENTS OCCURS AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>➤ <i>CHANGES TO THE RELATED PROCESSES</i></li> </ul> <p><i>CHANGES TO THE DOCUMENTED PROCEDURES ARE REVIEWED AND APPROVED BY SAME FUNCTIONS THAT HAVE PERFORMED THE ORIGINAL REVIEW AND APPROVAL</i></p> <p><i>QUALITY MANUAL AND ALL RELATED DOCUMENTS SUPPORTING THE QUALITY MANAGEMENT SYSTEM ALLOW 100% OF PERSONEL OF ORION ORGANIZATION TO CORRECTLY UNDERSTAND IN CLEAR AND UNAMBIGUOUS MANNER :</i></p> <p><i>THE QUALITY POLICY, THE QUALITY OBJECTIVES, THE ORGANIZATIONAL STRUCTURE INCLUDING AUTHORITIES AND RESPONSABILITIES, THE ACTIVITIES TO BE PERFORMED RELATED TO EACH PROCESS AND ALL DISPOSAL AND INSTRUCTIONS RELATED TO THE QUALITY</i></p> <p><i>ALL PRESCRIPTIONS ARE CORRECTLY AND SYSTEMATICALLY FOLLOWED BY 100 % OF ORION PERSONNEL ASSURING :</i></p> <ul style="list-style-type: none"> <li>➤ <i>TO MET ALL REQUIREMENTS</i></li> <li>➤ <i>TO IMPROVE CONTINUOUSLY THE QUALITY MANAGEMENT SYSTEM</i></li> <li>➤ <i>TO IMPROVE CONTINUOUSLY CUSTOMER SATISFACTION &amp; ORION SHARE HOLDERS SATISFACTION</i></li> </ul>	<p><b>QUALITY</b> <b>MANUAL</b></p> <p><b>DOCUMENTS</b> <b>AND</b> <b>RECORDS</b> <b>(INTERNAL /</b> <b>EXTERNAL)</b> <b>SUPPORTING</b> <b>QUALITY</b> <b>MANAGE</b> <b>MENT</b> <b>SYSTEM</b></p> <p><b>ALL</b> <b>QUALITY</b> <b>MANAGE</b> <b>MENT AND</b> <b>RELATED</b> <b>PROCESSES</b> <b>RECORDS</b></p> <p><b>CONTROLLED</b> <b>DISTRIBU</b> <b>TION LISTS</b></p>



SECT 4	QUALITY MANAGEMENT SYSTEM		R	1
INPUT	ACTIVITIES		OUTPUT	
<p>4.2.3 CONTROL OF DOCUMENTS</p>	<p>DOCUMENTED PROCEDURE P42-DOC</p>	<p><u>GENERAL</u></p> <p>ALL DOCUMENTS SUPPORTING THE QUALITY MANAGEMENT SYSTEM ARE HANDLED AND CONTROLLED ACCORDING TO PRESCRIPTIONS OF DOCUMENTED PROCEDURE P42-DOC</p> <p>WITHIN ABOVE DOCUMENTS ORION HAS INCLUDED ALSO ALL DOCUMENTS OF EXTERNAL ORYGIN NECESSARY FOR PLANNING AND IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM</p> <p>THE DOCUMENTED PROCEDURE DEFINES HOW TO HANDLE &amp; CONTROL THE DOCUMENTS ESTABLISHING RESPONSABILITIES AND MODALITIES RELATED TO :</p> <ul style="list-style-type: none"> <li>➤ TYPE OF DOCUMENT (ALL DOCUMENTS INCLUDING RECORDS)</li> <li>➤ IDENTIFICATION</li> <li>➤ PREPARATION</li> <li>➤ REVIEW AND APPROVAL (BEFORE ISSUE)</li> <li>➤ UP DATING</li> <li>➤ DISTRIBUTION (INCLUDING EXTERNAL DOCUMENTS)</li> <li>➤ IDENTIFICATION OF CHANGES AND CURRENT REVISION STATUS</li> <li>➤ AVAILABILITY ON PLACE OF WORK</li> <li>➤ LEGIBLE AND READILY MANTEINANCE STATUS</li> <li>➤ RETIRING / IDENTIFICATION OR DESTRUCTION OF DOCUMENTS WHEN OBSOLETE TO PREVENT THEIR UNINTENDED USE</li> </ul> <p><u>DOCUMENTS APPROVAL FOR ADEGUACY BEFORE ISSUE</u></p> <p>RESPONSABILITIES AND MODALITIES TO APPROVE BEFORE ISSUE ANY SPECIFIC DOCUMENT ARE ESTABLISHED INTO THE PROCEDURE P42-DOC EACH SPECIFIC INTERNAL DOCUMENT (INCLUDING RECORDS) IS APPROVED BY TRAINED PERSONNEL HAVING SPECIFIC LEVEL OF COMPETENCE</p> <p><u>DOCUMENTS REVIEW AND APPROVAL</u></p> <p>RESPONSABILITIES AND MODALITIES TO REVIEW / APPROVE ANY SPECIFIC DOCUMENT ARE ESTABLISHED INTO THE PROCEDURE P42-DOC EACH SPECIFIC INTERNAL DOCUMENT (INCLUDING RECORDS) IS REVIEWED / APPROVED PRIOR ISSUE BY TRAINED PERSONNEL HAVING SPECIFIC COMPETENCE AND DIFFERENT RESPECT TO PERSONNEL WHO HAS PREPARED THE DOCUMENT</p> <p><u>DOCUMENTS UP DATING</u></p> <p>RESPONSABILITIES AND MODALITIES TO UP DATE ANY SPECIFIC DOCUMENT ARE ESTABLISHED INTO THE PROCEDURE P42-DOC UP DATING IS PERFORMED BY SAME PERSONNEL WHO HAS PREPARED THE ORIGINAL DOCUMENT</p> <p><i>UP DATING IS NECESSARY WHEN COEHERENCE OF DOCUMENT RESPECT TO REQUIREMENTS / OPERATIVE PRACTICES HAVE TO BE RE-ESTABLISHED</i></p> <p><u>DISTRIBUTION</u></p> <p>RESPONSABILITIES AND MODALITIES TO DISTRIBUTE ANY SPECIFIC DOCUMENT - INCLUDING DOCUMENTS OF EXTERNAL ORYGIN - ARE ESTABLISHED INTO THE PROCEDURE P42-DOC</p> <p>QUALITY SYSTEM MANAGER IS RESPONSIBLE TO MANAGE CONTROLLED DISTRIBUTION OF DOCUMENTS TROUGH USE OF A GENERAL DISTRIBUTION LIST</p> <p>EXTERNAL ORYGIN DOCUMENTS (STANDARDS / SPECIFICATIONS RELEASED BY OFFICIAL BODIES ECC ECC ) ARE PROPERLY IDENTIFIED , MANAGED AND DISTRIBUTED IN CONTROLLED WAY BY THE QUALITY MANAGER CUSTOMER EXTERNAL QUALITY DOCUMENTS (EACH TYPE) ARE RECEIPT BY COMMERCIAL DEPT , TRANMITTED TO QUALITY MANAGER AND DISTRIBUTED IN CONTROLLED WAY (AS APPLICABLE) BY THE QUALITY SYSTEM MANAGER</p>	<p>QUALITY MANUAL</p> <p>DOCUMENTS AND RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGEMENT SYSTEM</p> <p>ALL QUALITY MANAGEMENT AND RELATED PROCESSES RECORDS</p> <p>CONTROLLED DISTRIBUTION LISTS</p>	



SECT 4	QUALITY MANAGEMENT SYSTEM		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>4.2.3 CONTROL OF DOCUMENTS</b></p>	<p>DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p><u>IDENTIFICATION OF CHANGES AND CURRENT REVISION STATUS</u></p> <p>IDENTIFICATION MODALITIES OF ANY SPECIFIC DOCUMENT ARE ESTABLISHED INTO DOCUMENTED PROCEDURE <b>P-42-DOC</b></p> <p>EACH INTERNAL DOCUMENT SHOWS - AS A MINIMIUM - FOLLOWING INFORMATIONS:</p> <ul style="list-style-type: none"> <li>&gt; REVISION / EDITION NR AND RELATED DATE</li> <li>&gt; LIST OF CHANGES</li> <li>&gt; IDENTIFICATION OF CHANGED PARTS WITHIN THE DOCUMENT TROUGH THE USE OF <b>BLUE BENT CHARACTERS</b></li> </ul> <p>THE DISTRIBUTION LIST SHOWS THE LAST REVISION / EDITION NR OF EACH DOCUMENT</p> <p><u>AVAILABILITY ON PLACE OF WORK</u></p> <p>IT IS PERIODICALLY VERIFIED TROUGH EXECUTION OF INTERNAL PLANNED AUDITS</p> <p><u>LEGIBLE AND READILY MANTEINANCE STATUS</u></p> <p>IT IS PERIODICALLY VERIFIED TROUGH EXECUTION OF INTERNAL PLANNED AUDITS</p> <p>EACH DOCUMENT HOLDER IS RESPONSIBLE TO INFORM IMMEDIATLY THE QUALITY SYSTEM MANAGER ABOUT ANY LOSS OF LEGIBILITY / READILY OF DOCUMENTS</p> <p><u>RETIRING / IDENTIFICATION OR DESTRUCTION OF DOCUMENTS WHEN OBSOLETE TO PREVENT UNINTENDED USE</u></p> <p>RETIRING / IDENTIFICATION MODALITIES OF ANY SPECIFIC OBSOLETE DOCUMENTS ARE ESTABLISHED INTO DOCUMENTED PROCEDURE <b>P-42-DOC</b></p> <p>NORMALLY OBSOLETE DOCUMENTS ARE DESTROYED (PAPER FORM) WHEN SPECIFIC EXIGENCIES ARE INDIVIDUATED BY THE QUALITY SYSTEM MANAGER ,, OBSOLETE DOCUMENTS (PAPER FORM) ARE IDENTIFIED WITH THE STAMP "NOT VALID"</p> <p>OBSOLETE DOCUMENTS (ELECTRONIC FORM) ARE FILED INTO AN ELECTRONIC FILE NAMED "NOT VALID"</p>	<p>QUALITY MANUAL</p> <p>DOCUMENTS AND RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGEMENT SYSTEM</p> <p>ALL QUALITY MANAGEMENT AND RELATED PROCESSES RECORDS</p> <p>CONTROLLED DISTRIBUTION LISTS</p>	
<p><b>4.2.3.1 CONTROL OF DOCUMENTS SUPPLEMENTAL</b></p>		<p><i>A GENERAL MASTER LIST IS USED WITHIN ORION ORGANIZATION TO IDENTIFY THE DOCUMENTS REQUIRED BY THE QUALITY MANAGEMENT SYSTEM AND THEIR CURRENT REVISION STATUS</i></p> <p><i>THE MASTER LIST IS DIVIDED IN DIFFERENT SHEETS EACH OF THEM HEADED TO A SPECIFIC DOCUMENTS FAMILY TO FACILITATE RETRIEVAL OF DOCUMENTS (I.E. QUALITY MANUAL / SPECIFICATIONS / PROCEDURES / OPERATIVE INSTRUCTIONS / DRAWINGS / CUSTOMER SPECIFICATIONS / STANDARDS ECC ECC)</i></p>		
<p><b>4.2.3.2 CONTROL OF CHANGES SUPPLEMENTAL</b></p>		<p><i>CHANGES TO THE DOCUMENTS ARE PREPARED AND REVIEWED / APPROVED BY SAME FUNCTIONS THAT HAVE PERFORMED THE ORIGINAL PREPARATION AND REVIEW / APPROVAL</i></p> <p><i>RESPONSABILITIES AND MODALITIES TO PREPARE AND REVIEW//APPROVE ANY SPECIFIC DOCUMENT ARE ESTABLISHED INTO THE PROCEDURE <b>P42-DOC</b></i></p>		
<p><b>4.2.4 CONTROL OF RECORDS</b></p>		<p><u>GENERAL</u></p> <p>ALL RECORDS NECESSARY TO GIVE OBJECTIVE EVIDENCE OF PERFORMED ACTIVITIES AND CONFORMITY TO ALL REQUIREMENTS (API Q1 ED8 REQUIREMENTS - CUSTOMERS REQUIREMENTS - INTERNAL ORION ORGANIZATION REQUIREMENTS - LEGAL REQUIREMENTS ECC ECC ) ARE DRAWN UP, HANDLED AND CONTROLLED ACORDING TO THE DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p>RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGEMENT SYSTEM</p>	

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<b>SECT 4</b>	<b>QUALITY MANAGEMENT SYSTEM</b>	<b>R</b>	<b><i>1</i></b>
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INPUT	ACTIVITIES		OUTPUT
<p>4.2.4 CONTROL OF RECORDS</p>	<p>DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p>ALL RECORDS RECALLED IN THE PROCEDURE INVOLVE THE QUALITY MANagements SYTEM AND ALL RELATED PROCESSES.</p> <p>THE DOCUMENTED PROCEDURE <b>P 42-DOC</b> DEFINES HOW TO HANDLE &amp; CONTROL THE RECORDS ESTABLISHING MODALITIES RELATED TO :</p> <ul style="list-style-type: none"> <li>&gt; IDENTIFICATION</li> <li>&gt; STORAGE</li> <li>&gt; PROTECTION</li> <li>&gt; RETRIEVAL</li> <li>&gt; RETENTION TIME</li> <li>&gt; DISPOSITION</li> </ul> <p>ADDITIONALLY THE DOCUMENTED PROCEDURE <b>P42-DOC</b> ESTABLISH FUNCTIONS WITHIN ORION ORGANIZATION RESONSIBLE TO COLLECT AND TO MANTAIN RECORDS</p> <p>EACH FUNCTION WITHIN ORION ORGANIZATION IS OWNER OF ONE OR MORE PROCESSES AND IT IS RESPONSIBLE TO COLLECT AND MANTAIN ALL RECORDS RELATED TO THE PROCEESS OF ITS BELONGING</p> <p><u>IDENTIFICATION</u></p> <p>ALL RECORDS ARE NORMALLY IDENTIFIED (MINIMUM) AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; TITLE</li> <li>&gt; PROGRESSIVE NUMBER (ON YEARLY BASE)</li> <li>&gt; DATE OF EMISSION</li> </ul> <p><u>STORAGE</u></p> <p>ELECTRONIC RECORDS ARE STORAGED WITHIN "ELECTRONIC FILES" TITLED PER EACH RECORD TYPOLOGY (I.E CERTIFICATES, CONTRACT REVIEW, PURCHASE ORDERS, MANAGEMENT REVIEW REPORT ECC ECC)</p> <p>HARD RECORDS (PAPER) ARE STORAGED IN A SPECIFIC BOOK TITLED PER EACH RECORD TYPOLOGY</p> <p><u>PROTECTION</u></p> <p>ELECTRONIC RECORDS ARE PROTECTED TROUGH WEEKLY BACK UP TO ENSURE THE AVAILABILITY OF TWO COPIES OF RECORDS AS FOLLOWS :</p> <ul style="list-style-type: none"> <li>&gt; ONE COPY IN THE HARD DISCK</li> <li>&gt; ONE COPY IN THE DISK</li> </ul> <p><i>PAPER RECORDS ARE PROTECTED PUTTING THEM IN A HARD PLASTIC FOLDER</i></p> <p><u>RETRIEVAL</u></p> <p><i>TROUGH IMPLEMENTED RECORDS STORAGE AND PROTECTION MODALITIES IT IS ASSURED A PROMPTLY RETRIEVAL OF ALL RECORDS</i></p> <p>ACCESS RESPONSABILITIES TO FILES ARE DEFINED IN THE PROCEDURE <b>P42-DOC</b></p> <p><u>RETENTION TIME</u></p> <p>PROCEDURE <b>P42-DOC</b> SPECIFIES - PER EACH DIFFERENT TYPE OR RECORD - THE RETENTION TIME (<i>MINIMUM 10 YEARS</i>) BASED ON NECESSITY TO SATISFY DIFFERENT EXIGENCIES AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; API Q1 ED 8 REQUIREMENTS</li> <li>&gt; CUSTOMER REQUIREMENTS</li> <li>&gt; INTERNAL REQUIREMENTS</li> <li>&gt; LEGAL REQUIREMENTS (I.E ITALIAN LAW ECC ECC)</li> </ul>	<p>RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGE MENT SYSTEM</p>



SECT 4		QUALITY MANAGEMENT SYSTEM		R	1
INPUT	ACTIVITIES			OUTPUT	
4.2.4 CONTROL OF RECORDS	DOCUMENTED PROCEDURE P42-DOC	<p><u>DISPOSITION</u></p> <p>PROCEDURE P42-DOC SPECIFIES DISPOSITION MODALITIES OF RECORDS WHEN RETENTION TIME EXPIRED</p> <p>EXPIRED HARD RECORDS (PAPER) ARE REMOVED BY THEIR FILES AND ALTERNATIVELY - ON THE BASE OF INTERNAL EXIGENCIES - CAN BE :</p> <ul style="list-style-type: none"> <li>➤ DESTROYED (TROUGH USE OF WASTE EQUIPMENT)</li> <li>➤ IDENTIFIED WITH A STAMP SHOWING " OUTDATED" AND STORED IN A SPECIFIC FILE</li> </ul> <p>EXPIRED ELECTRONIC RECORDS ARE MOVED FROM THEIR ORGINAL FILE AND PUTTED IN AN OTHER FILE NAMED "OUTDATED"</p> <p>MODALITIES TO HANDLE AND CONTROL RECORDS SPECIFIED IN THE DOCUMENTED PROCEDURE P42-DOC ASSURE THAT RECORDS REMAIN ALLWAYS :</p> <ul style="list-style-type: none"> <li>➤ LEGIBLE</li> <li>➤ READILY IDENTIFIABLE</li> <li>➤ READILY RETRIEVABLE</li> </ul>			RECORDS (INTERNAL / EXTERNAL) SUPPORTING QUALITY MANAGE MENT SYSTEM
		<p><i>THE DOCUMENTED PROCEDURE P 42- DOC DEFINES HOW TO HANDLE &amp; CONTROL THE RECORDS ADDITIONALLY IDENTIFYING FUNCTIONS (PROCESS OWNERS) RESPONSIBLE FOR COLLECTION AND MAINTENANCE OF RECORDS</i></p> <p><i>SPECIFIC RECORDS RETENTION TIMES HAVE BEEN SPECIFIED IN THE PROCEDURE P42- DOC TO MET SPECIFIC REQUIREMENTS OF STANDARD INDUSTRY AS FOLLOWS</i></p> <ul style="list-style-type: none"> <li>➤ RECORDS RETENTION TIME AS PER SPECIFIED REQUIREMENTS</li> <li>➤ RECORDS RETENTION TIMES (WHEN NOT SPECIFIED) NOT LESS THAN FIVE YEARS</li> </ul> <p><i>ORION ORGANIZATION - ACCORDING TO ITS EXIGENCIES AND ITALIAN LAW, HAS ESTABLISHED - FOR RECORDS REQUIRED TO PROVIDE EVIDENCE OF CONFORMITY TO REQUIREMENTS AND EFFECTTIVE OPERATION OF THE QUALITY MANAGEMENT SYSTEM - THAT MINIMUM RETAININ NG TIME IS :</i></p> <ul style="list-style-type: none"> <li>➤ 10 (TEN) YEARS</li> </ul>			
4.2.4.2 CONTROL OF RECORDS SUPPLE MENTAL					



SECT 5	MANAGEMENT RESPONSABILITY		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>5.1 MANAGEMENT COMMITMENT</b></p>	<p><u>GENERAL</u></p> <p>ORION TOP MANAGEMENT HAS DECIDED TO IMPLEMENT A QUALITY MANAGEMENT SYSTEM ACCORDING TO THE REQUIREMENTS OF THE TECHNICAL SPECIFICATION API Q1 ED 8 AS A <b>STRATEGIC CHOICE</b> ORIENTED TO SATISFY NEEDS AND EXPECTATIONS OF THE MARKET IN GENERAL AND SPECIFICALLY OF PETROLEUM, PETROCHEMICAL AND NATURAL GAS INDUSTRIES AND TO ENSURE PRESUPPOSITIONS OF CONTINUITY OF ORION ORGANIZATION LIFE</p> <p><u>MANAGEMENT COMMITMENT</u></p> <p>ORION TOP MANAGEMENT (PRES) ENSURES AND DOCUMENTS HIS COMMITMENT TO DEVELOPE AND TO IMPLEMENT THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES AND CONTINUALLY IMPROVE ITS EFFECTIVENESS TROUGH DIFFERENT ACTIVITIES AS FOLLOWS:</p> <p>A) DISTRIBUTING AN INTERNAL DOCUMENTED AND SIGNED <b>COMMUNICATION</b> TO THE ORGANIZATION ABOUT NECESSITY AND IMPORTANCE TO MEET CUSTOMERS REQUIREMENTS, API PRODUCTS SPECIFICATIONS REQUIREMENTS, LEGAL REQUIREMENTS AND OTHER REQUIREMENTS ESTABLISHED BY OTHER PARTIES (I.E EUROPEAN COMMUNITY LIKE PRESSURE EQUIPMENT DIRECTIVE PED 97/23/EC)</p> <p>B) ESTABLISHING A DOCUMENTED AND SIGNED <b>QUALITY POLICY STATEMENT</b> INCLUDING GENERAL OBJECTIVES (SIGNED QUALITY POLICY STATEMENT HANDLED SEPARATELY BY THIS MANUAL)</p> <p>C) ASSIGNING TO THE 100 % PROCESS OWNERS WITHIN THE ORGANIZATION THE RESPONSABILITY TO ESTABLISH (YEARLY BASE) RELATED QUALITY <b>SPECIFIC OBJECTIVES</b> AND REVIEWING AND APPROVING THE QUALITY OBJECTIVES VERIFYING ADDITIONALLY THEIR COHERENCE RESPECT TO THE QUALITY POLICY STATEMENT</p> <p>D) PERFORMING (YEARLY BASE) <b>MANAGEMENT REVIEWS</b> INVOLVING 100 % PROCESS OWNERS TO VERIFY THE EFFECTIVENESS OF THE QUALITY MANAGEMENT SYSTEM / TO VERIFY RELATED TREND</p> <p>E) ENSURING AVAILABILITY OR RESOURCES (INFRASTRUCTURES, EQUIPMENT, PERSONNEL ECC ECC) PERFORMING (YEARLY BASE) A <b>DOCUMENTED ANALYSIS</b> OF AVAILABLE REOSURCES AND FURTHER NEEDS COHERENTLY WITH THE NECESSITY TO ASSURE CORRECT IMPLEMENTATION AND DEVELOPMENT OF QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES AND TO ACHIEVE ESTABLISHED QUALITY OBJECTIVES INCLUDING CONTINUOUS IMPROVEMENT</p>		<p><b>TOP MANAGEMENT COMMITMENT COMMUNICATION</b></p> <p><b>QUALITY POLICY STATEMENT</b></p> <p><b>STRATEGIC PLAN WITH QUALITY OBJECTIVES</b></p> <p><b>MANAGEMENT REVIEW REPORT</b></p>	
<p><b>5.2 CUSTOMER FOCUS</b></p>	<p>ORION TOP MANAGEMENT CONTINUOUSLY STRONGLY EMPHATIZES NECESSITY WITHIN THE ORGANIZATION :</p> <ul style="list-style-type: none"> <li>➤ TO SATISFY CUSTOMERS EXIGENCIES AND EXPECTATIONS DETERMINING RELATED REQUIREMENTS (SPECIFIC REQUIREMENTS, LEGAL REQUIREMENTS, OTHER REQUIREMENTS) (REFERS ALSO TO SECTION 7 PARAGRAPH 7.2.1 AND SECTION 8 PARAGRAF 8.2.1 OF THIS MANUAL)</li> <li>➤ TO MET CUSTOMERS REQUIREMENTS (ALL) TROUGH CORRECT AND CONTINUOUS IMPLEMENTATION OF THE QUALITY MANAGEMENT SYSTEM AND THE CORRECT MANAGEMENT OF ALL RELATED PROCESSES</li> <li>➤ <i>TO CONSIDER RELATIONSHIPS WITH CUSTOMERS LIKE A MIX OF PRODUCT AND SERVICE SUPPLIED WERE ALL PERSONNEL OF ORION ORGANIZATION I S AVAILABLE TO SUPPORT ANY KIND OF REAZONABLE REQUIREMENT TO SOLVE PROBLEMS AND DOUBTS, TO SUPPLY NEEDED INFORMATIONS AND / OR CLARIFICATIONS AND HELPS ABOUT THE SUPPLIED PRODUCT AND ITS PROPER USE</i></li> </ul>		<p><b>APRE ANALYSIS (PERIODICAL RESOURCES ANALYSIS)</b></p>	

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<b>5.3 QUALITY POLICY</b>	<u>GENERAL</u> TOP MANAGEMENT OF ORION ORGANIZATION ESTABLISHES ,DOCUMENTS AND MANTAINS A SUITABLE <b>QUALITY POLICY</b> COHERENTLY AND APPROPRIATELY TO SIZE OF ORION ORGANIZATION, TYPE OF INVOLVED PROCESSES AND THEIR INTERACTION AND PERSONNEL COMPETENCE RELATED TO THE ACTIVITIES OF :  <b>DESIGN , DEVELOPMENT &amp; MANUFACTURING OF STEEL VALVES</b>			
<b>SECT 5</b>	<b>MANAGEMENT RESPONSABILITY</b>			<b>R</b> <b>1</b>




INPUT	ACTIVITIES	OUTPUT
<p>5.3 QUALITY POLICY</p>	<p><u>QUALITY POLICY STATEMENT</u></p> <p>THE <b>COMMITMENT</b> OF TOP MANAGEMENT IS ORIENTED AND DIRECTED TO ENSURE ACHIEVING OF TARGETS DURING DESIGN , DEVELOPMENT &amp; MANUFACTURING OF STEEL VALVES AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; CONTINUOUS IMPROVEMENT OF ALL PROCESSES IMPLEMENTED WITHIN THE ORGANIZATION</li> <li>&gt; CONTINUOUS IMPROVEMENT AND EFFECTIVENESS OF QUALITY MANAGEMENT SYSTEM</li> <li>&gt; CUSTOMER SATISFACTION</li> <li>&gt; ORION SHARE HOLDERS SATISFACTION</li> </ul> <p>ACHIEVING OF ABOVE TARGETS IS STRICTLY CONNECTED TO NECESSITY TO ENSURE :</p> <ul style="list-style-type: none"> <li>&gt; DEFINITION OF SPECIFIC AND MEASURABLE QUALITY OBJECTIVES RELATED TO EACH PROCESS</li> <li>&gt; NEEDED RESOURCES INCLUDING APPROPRIATE LEVEL OF COMPETENCE OF ALL PERSONNEL PERFORMING TRAINING ACTIVITIES</li> <li>&gt; CORRECT PLANNING OF PRODUCT REALIZATION TO ENSURE NEEDED QUALITY AND DELIVERY PERFORMANCES</li> <li>&gt; CORRECT DETERMINATION AND REVIEW OF ALL CUSTOMER REQUIREMENTS</li> <li>&gt; CORRECT DETERMINATION AND REVIEW OF ALL OTHER REQUIREMENTS, INCLUDING LEGAL REQUIREMENTS</li> <li>&gt; CORRECT INTERNAL COMMUNICATION PROCESSES TO SUPPORT ADEGUATELY MANAGEMENT OF ALL QUALITY ASPECTS</li> <li>&gt; IMPROVING QUALITY AND DELIVERY PERFORMANCES OF SUPPLIERS</li> <li>&gt; MAINTAINING A TECHNOLOGICAL UP DATING OF ALL MANUFACTURING EQUIPMENTS</li> <li>&gt; CALIBRATING AND MANTAINING A TECHNOLOGYCAL UP DATING OF ALL MEASURING AND MONITORING EQUIPMENTS</li> <li>&gt; CONTINUOUS MONITORING AND MEASURING OF PROCESSES AND PRODUCTS</li> </ul> <p><i>THE TOP MANAGEMENT ADDITIONAL COMMITTEMENT IS TO ASSIGNE TO AL 100% PROCESS OWNERS WITHIN THE ORGANIZATION THE DEFINITION OF SPECIFIC OBJECTIVES AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>&gt; ON YEARLY BASE (MINIMUM)</li> <li>&gt; TROUGH DOCUMENTED STRATEGIC PLAN</li> <li>&gt; RELATED TO EACH SPECIFIC PROCESS IMPLEMENTED BY ORION ORGANIZATION</li> <li>&gt; MEASURABLE</li> <li>&gt; REVIEWED AND APPROVED BY TOP MANAGEMENT</li> </ul> <p>TOP MANAGEMENT <b>COMMITTEMENT</b> INCLUDES :</p> <ul style="list-style-type: none"> <li>&gt; EXECUTION OF PERIODICAL MANAGEMENT REVIEWS</li> <li>&gt; PERIODICAL REVIEW OF QUALITY POLICY SUITABILITY</li> <li>&gt; COMMUNICATION / PERIODICAL VERIFIFICATION OF QUALITY POLICY ACKNOWLEDGEMENT WITHIN THE ORGANIZATION</li> </ul> <p style="text-align: right;">ORION S.P.A PRESIDENT</p>	<p>QUALITY POLICY STATEMENT SIGNED BY PRES</p>
<p>5.3.1 QUALITY POLICY SUPPLEMEN TAL</p>	<p>DOCUMENTED QUALITY POLICY STATEMENT PERMANENTLY EXPOSED IN ALL NOTICE BOARDS OF THE ORION ORGANIZATION IS SIGNED FOR APPROVAL BY TOP MANAGEMENT (PRES)</p>	



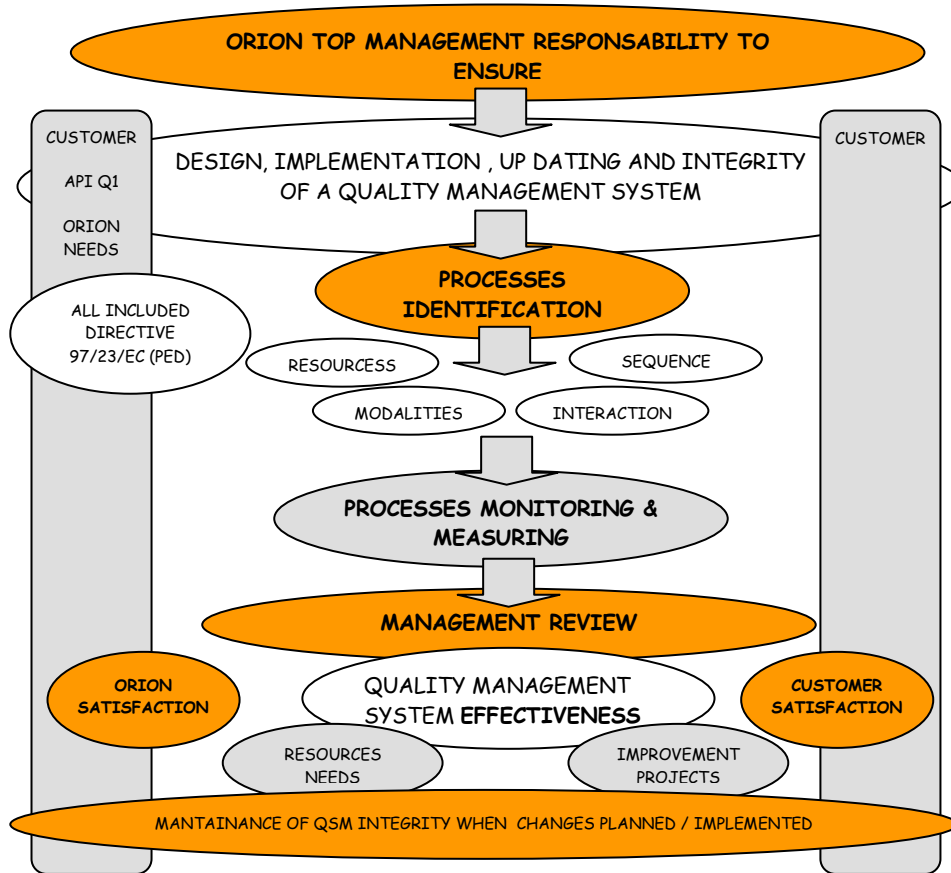
SECT 5		MANAGEMENT RESPONSABILITY		R	1
INPUT	ACTIVITIES			OUTPUT	
5.3.1.1 QUALITY POLICY	<p><u>QUALITY POLICY COMMUNICATION AND ACKNOWLEDGMENT</u></p> <p>ORION TOP MANAGEMENT PROVIDES TO COMMUNICATE WITHIN THE ORGANIZATION ITS DOCUMENTED QUALITY POLICY <b>EXPOSING PERMANENTLY</b> IN ALL NOTICE BOARDS WITHIN THE ORGANIZATION THE SIGNED QUALITY POLICY STATEMENT</p> <p>ADDITIONALLY ORION TOP MANAGEMENT VERIFY (PERIODICALLY ) THAT ITS QUALITY POLICY HAS BEEN CLEARLY <b>UNDERSTOOD</b> BY ALL PERSONNEL WITHIN THE ORGANIZATION TROUGH :</p> <ul style="list-style-type: none"> <li>➤ INTERVIEWS WITH ALL PROCESS OWNERS</li> <li>➤ INTERVIEWS (RANDOM) WITH OTHER PERSONNEL WHOSE ACTIVITIES CAN AFFECT PRODUCTS CONFORMITY</li> <li>➤ PARTECIPATION (RANDOM) TO PERIODICAL MEETINGS RELATED TO QUALITY ASPECTS</li> <li>➤ EXECUTION OF MANAGEMENT REVIEW</li> <li>➤ ESTABLISHING EVENTUAL NEEDS OF TRAINING RELATED TO QUALITY POLICY ACKNOWLEDGEMENT</li> </ul> <p><u>QUALITY POLICY SUITABILITY</u></p> <p>DURING MANAGEMENT REVIEW ACTIVITY (YEARLY BASE) - TOP MANAGEMENT AND <b>100 % OF PROCESS OWNERS</b> REVIEW THE QUALITY POLICY <b>TO EVALUATE RELATED SUITABILITY</b> AND PROVIDE - IF NECESSARY - TO MODIFY QUALITY POLITCY TO ACHIEVE COMPLETE SUITABILITY TO EVALUATED EXIGENCIES (REFERENCE SECTION 5 PARAGRAPH 5.6 OF THISQUALITY MANUAL MANUAL)</p>			<p><b>QUALITY POLICY STATEMENT</b></p> <p><b>MANAGE MENT REVIEW REPORT</b></p>	
	5.4 PLANNING 5.4.1 QUALITY OBJECTIVES	<p>DOCUMENTED <b>STRATEGIC PLAN</b></p>	<p><u>GENERAL</u></p> <p>ORION TOP MANAGEMENT PROVIDES - ON YEARLY BASE - TO ASSIGN RESPONSABILITY TO ESTABLISH SPECIFIC QUALITY OBJECTIVES INCLUDING THOSE NECESSARY TO MET ALL PRODUCT REQUIREMENTS TO THE 100 % OF PROCESS OWNERS WITHIN THE ORGANIZATION</p> <p>THIS SPECIFIC QUALITY OBJECTIVES ARE <b>CONSISTENT</b> TO THE QUALITY POLICY AND <b>COMPLEMENTARY</b> TO THE GENERAL OBJECTIVES DEFINED INTO THE QUALITY POLICY STATEMENT DOCUMENTED BY TOP MANAGEMENT</p> <p>WHEN SPECIFIC OBJECTIVES HAVE BEEN ESTABLISHED AND DOCUMENTED, THEY ARE REVIEWED AND APPROVED BY TOP MANAGEMENT (PRES)</p> <p><u>OBJECTIVES DEFINITION &amp; CHARACTERISTICS</u></p> <p>SPECIFIC OBJECTIVES ARE DEFININED IN A DOCUMENT NAMED "<b>STRATEGIC PLAN</b>" WICH SHOWS THE FOLLOWING LAY OUT :</p> <ul style="list-style-type: none"> <li>➤ A COVER</li> <li>➤ ISTRUCTIONS TO PREPARE / TO USE THE STRATEGIC PLAN</li> <li>➤ DEFINITION OF MEASURABLE OBJECTIVES PER EACH PROCESS</li> </ul> <p><i>DEFINITION OF OBJECTIVES - PER EACH DETERMINED PROCESS - INCLUDES:</i></p> <ul style="list-style-type: none"> <li>➤ <i>SEQUENCE OF OBJECTIVES / THEIR DESCRIPTION</i></li> <li>➤ <i>UNIT (BEING ALL OBJECTIVES MEASURABLE)</i></li> <li>➤ <i>ACHIVED TARGETS IN THE PAST (PREVIOUSLY ANALYZED PERIOD)</i></li> <li>➤ <i>NEW TARGETS (6 MONTHS) BASED ON TARGET PREVIOUSLY ACHIEVED</i></li> <li>➤ <i>NEW TARGETS (12 MONTHS)</i></li> <li>➤ <i>PERTINENT RECORDS</i></li> </ul> <p>STRATEGIC PLAN - TOGETHER WITH QUALITY POLICY - IS THE <b>MAIN DOCUMENT</b> USED BY 100 % OF PROCESS OWNERS WITHIN ORION ORGANIZATION TO PURSUE CONTINUOUS IMPROVEMENT OF QUALITY MANAGEMENT SYSTEM , RELATED PROCESSES AND CUSTOMER SATISFACTION (INCLUDING ORION SHARE HOLDERS SATISFACTION)</p>		<p><b>STRATEGIC PLAN</b></p>



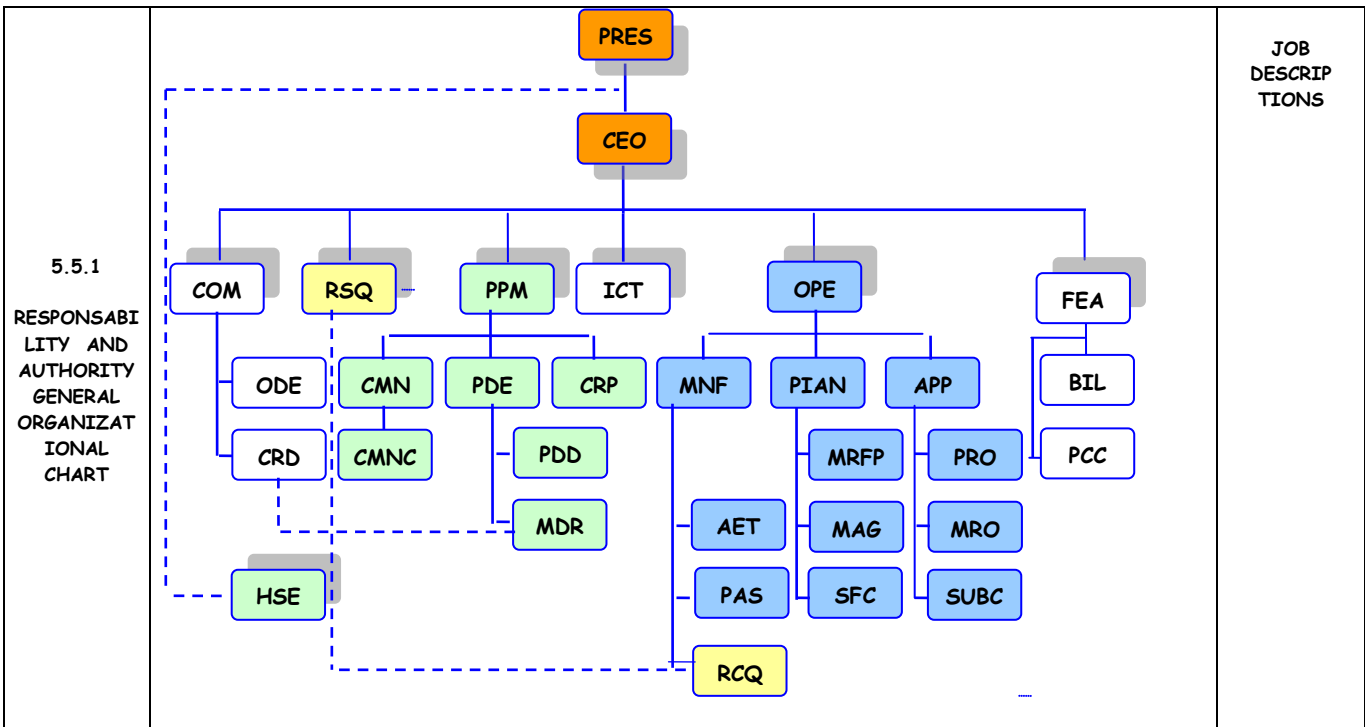
SECT 5	MANAGEMENT RESPONSABILITY	R	1
INPUT	ACTIVITIES	OUTPUT	
<p>5.4.2 QUALITY MANAGE MENT SYSTEM PLANNING</p>	<p><u>GENERAL</u></p> <p>ORION TOP MANAGEMENT ASSIGNES RESPONSABILITY TO PLAN QUALITY MANAGEMENT SYSTEM TO THE QUALITY SYSTEM MANAGER WITH COOPERATION OF ALL PROCESS OWNERS</p> <p>QUALITY MANAGEMENT SYSTEM PLANNING IS CARRIED OUT TO ACHIEVE PLANNED OBJECTIVES AND MET THE REQUIREMENTS DESCRIBED INTO THIS QUALITY MANUAL</p> <p>QUALITY PLANNING IS BASED ON EXECUTION OF SEVERAL ACTIVITIES AND DETERMINATION OF:</p> <ul style="list-style-type: none"> <li>&gt; PROCESSES NEEDED</li> <li>&gt; PROCESSES SEQUENCE , THEIR INTERACTION AND FUNCTION MODALITIES</li> <li>&gt; RESOURCES NEEDED FOR EACH PROCESS</li> <li>&gt; MONITORING AND MEASURING PROCESS MODALITIES</li> </ul> <p>TOP MANAGEMENT DIRECTLY PERFORMS (YEARLY BASE) A MANAGEMENT REVIEW TO VERIFY :</p> <ul style="list-style-type: none"> <li>&gt; EFFECTIVENESS OF QUALITY MANAGEMENT SYSTEM</li> <li>&gt; INTEGRITY OF QUALITY MANAGEMENT SYSTEM WHEN CHANGES PLANNED AND IMPLEMENTED</li> <li>&gt; RESOURCES NEEDS</li> <li>&gt; IMPROVEMENT PROJECTS NEEDS</li> </ul> <p><u>PROCESS NEEDED</u></p> <p>ARE ALL THOSE REQUIRED ( REFERS TO SECTION 4 PARAGRAPH 4.1 OF THIS QUALITY MANUAL) TO PERMIT TO ORION ORGANIZATION TO MEET GENERAL QUALITY MANAGEMENT SYSTEM REQUIREMENTS (SPECIFIED BY API Q1 ED 8 AND WITHOUT EXCLUSION) DURING DESIGN , DEVELOPMENT &amp; MANUFACTURING OF STEEL VALVES</p> <p><u>PROCESSES SEQUENCE, INTERACTION AND FUNCTION MODALITIES</u></p> <p>SEE SECTION 1 PARAGRAPH 0.2 AND APPENDIX C OF THISQUALITY MANUAL ON WICH - TROUGH A FLOW CHART - ARE VISUALIZED:</p> <ul style="list-style-type: none"> <li>&gt; TYPE OF PROCESSES AND THEIR SEQUENCE</li> <li>&gt; THEIR INTERATION TROUGH ARROWS CONNECTING THE DIFFERENT PROCESSES</li> </ul> <p>SYNETIC BUT EXHAUSTIVE FUNCTION MODALITIES OF DETERMINED PROCESS ARE INCLUDED INTO THIS QUALITY MANUAL</p> <p>SPECIFIC AND HIGH DETAILED FUNCTION MODALITIES OF DETERMINED PROCESSES ARE INCLUDED IN THE PROCEDURES (REFERS TO <b>APPENDIX B</b> OF THIS QUALITY MANUAL) AND EACH PROCEDURE DEFINES:</p> <ul style="list-style-type: none"> <li>&gt; TYPE OF PROCESS</li> <li>&gt; INPUT TO BE CONSIDERED (PROCESS APPROACH)</li> <li>&gt; ACTIVITIES TO BE PERFORMED INTHE CHRONOLOGICAL SEQUENCE</li> <li>&gt; OUTPUT TO BE RELEASED (PROCESS APPROACH)</li> <li>&gt; RESPONSABILITIES (PROCESS OWNER /FUNCTIONS INVOLVED)</li> <li>&gt; RECORDS NEEDED</li> <li>&gt; APPLICABLE DOCUMENTS (WITH REFERENCE TO OPERATIVE INSTRUCTIONS, SPECIFICATIONS, QUALITY PLANS , INSPECTIONA NAD TEST PLANS ECC)</li> <li>&gt; INTERACTION WITH OTHER PROCESSES / PROCESS PERFORMANCES INDICATORS</li> </ul> <p>OTHER DOCUMENTS SUPPORT EACH PROCESS / EACH RELATED PROCEDURE AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; DESIGN PLANS AND DRAWINGS</li> <li>&gt; INSPECTION &amp; TEST PLANS</li> <li>&gt; PRODUCTION ORDERS</li> <li>&gt; TRAINING PLANNING &amp; REPORTS</li> <li>&gt; INTERNAL AUDIT PLANNING &amp; REPORTS</li> <li>&gt; MANTAINANCE PLANNING AND REPORTS</li> <li>&gt; CORRECTIVE AND PREVENTIVE ACTIONS PLANNING &amp; REPORTS ECC ECC</li> </ul> <p><u>RESOURCE NEEDED FOR EACH PROCESS</u></p> <ul style="list-style-type: none"> <li>&gt; EACH PROCESS NEED - TO MEET THE REQUIREMENTS AND TO ACHIEVE THE PLANNED OBJECTIVES - RESOURCES THAT CAN BE GENERAL AND / OR SPECIFIC</li> </ul>	<p>QUALITY MANUAL</p> <p>ALL DOCUMENTS AND RECORDS SUPPORTING QUALITY MANAGE MENT SYSTEM</p>	

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SECT 5	MANAGEMENT RESPONSABILITY	R	1
INPUT	ACTIVITIES	OUTPUT	
<b>5.4.2 QUALITY MANAGE MENT SYSTEM PLANNING</b>	<p>RESOURCES INCLUDE ALSO INFORMATIONS NEEDED TO SUPPORT ACTIVITIES AND MONITORING OF PROCESSES  ALL TYPES OF RESOURCES NEEDED ARE ANALYZED AND DETERMINED TROUGH A <b>MULTIDISCIPLINARY APPROACH</b> WITHIN THE ORGANIZATION  ALL GENERAL RESOURCES ARE ALWAYS ANALYZED AND DETERMINED (YEARLY BASE) BY TOP MANAGEMENT AND COOPERATION OF 100 % OF PROCESS OWNERS (REFERS TO THIS MANUAL SECTION 6 PARAGRAPH 6.1)  ALL SPECIFIC RESOURCES - WHEN NEEDED TO MET SPECIFIC JOB REQUIREMENTS - ARE ANALYZED, DETERMINED AND DOCUMENTED TROUGH THE EMISSION OF FOLLOWING DOCUMENTS:</p> <ul style="list-style-type: none"> <li>&gt; JOB SPECIFICATIONS</li> <li>&gt; JOB OPERATIVE INSTRUCTIONS</li> <li>&gt; JOB INSPECTION &amp; TESTS N PLANS</li> </ul> <p><u>MONITORING AND MEASURING OF PROCESSES</u></p> <p>MONITORING AND MEASURING OF PROCESSES ARE PERFORMED SYSTEMATICALLY TROUGH SEVERAL ACTIVITIES AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; PLANNING AND EXECUTION OF INTERNAL AUDITS</li> <li>&gt; PLANNING AND EXECUTION OF INSPECTIONS &amp; TESTS AS PER INSPECTION AND TEST PLANS ECC</li> <li>&gt; CONTINUOUS AND SYSTEMATIC COMPARISON BETWEEN PLANNED OBJECTIVES AND ACHIVED OBJECTIVES (AS PER STRATEGIC PLAN)</li> <li>&gt; CONTINUOUS AND SYSTEMATIC COMPARISON BETWEEN DOCUMENTED ACCEPTANCE CRITERIA AND OBTAINED RESULTS (INSPECTION &amp; TEST ACTIVITIES ECC)</li> <li>&gt; VALIDATIONS ECC ECC</li> </ul> <p><i>PROCESS ESS MONITORING AND MEASURING ACTIVITIES ARE ALWAYS BASED ON OBJECTIVE EVIDENCES</i></p>	<p><b>QUALITY MANUAL</b></p> <p><b>ALL DOCUMENTS AND RECORDS SUPPORTING QUALITY MANAGE MENT SYSTEM</b></p>	



SECT 5	MANAGEMENT RESPONSABILITY	R	1
INPUT	RESPONSABILITY, AUTHORITY & COMMUNICATION	OUTPUT	
5.5.1 RESPONSABILITY, AUTHORITY	<p><u>GENERAL</u></p> <p>ORION TOP MANAGEMENT DEFINES, MANTAINS AND UP DATES AUTHORITY &amp; RESPONSABILITY OF EACH ORGANIZATION FUNCTION THROUGH FOLLOWING DOCUMENTS :</p> <ul style="list-style-type: none"> <li>&gt; DESCRIPTION OF AUTHORITYTIES &amp; RESPONSABILITIES IN THIS QUALITY MANUAL</li> <li>&gt; GENERAL ORGANIZATIONAL CHART</li> <li>&gt; NOMINATIVE ORGANIZATIONAL CHART (HANLED SEPARATELY BY THIS QUALITY MANUAL)</li> <li>&gt; JOB DESCRIPTIONS PER EACH FUNCTION (HANLED SEPARATELY BY THIS QUALITY MANUAL)</li> </ul>	<p>GENERAL ORGANIZATIONAL CHART</p> <p>NOMINATIVE ORGANIZATIONAL CHART</p>	



**JOB DESCRIPTIONS**

FUNCTION	AUTHORITIES & RESPONSABILITIES DESCRIPTION	REFERS TO
PRES	PRESIDENT AND TOP MANAGER OF ORION ORGNIZATION - ESTABLISHLL COMPANY POLICIES (INCLUDING QUALITY POLICY) AND OBJECTIVES - PROVIDE NECESSARY RESOURCES AND PERFORMS PERIODIC MANAGEMENT REVIEWS - COORDINATES ALL ACTIVITIES OF ALL FUNCTIONS WITHIN THE ORGANIZATION	BOARD OF AUDITORS
CEO	ASSIST THE PRESIDENT ON SPECIFIC ACTIVITIES - PATECIPATE TO COORDINATE ALL ACTIVITIES OF ALL FUNCTIONS	PRES
COM	COORDINATES AND MANAGES ALL ACTIVITIES RELATED TO MARKETS DEVELOPMENT AND ACQUISITION OF PURCHASE ORDERS MANAGES EXTERNAL MARKETING AND COMMERCIAL REPRESENTATIVES - PLAN AND PARTECIPATE TO EXIBITIONS ECC ECC ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF PERSONNEL INVOLVED IN HIS DEPT. PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES REPRESENTS THE MAIN INTERFACE OF CUSTOMERS AND MANAGES INQUIRIES , OFFERS , PURCHASE ORDERS AND RELATED COMMUNICATIONS COORDINATES AND MANAGES - INVOLVING OTHER FUNCTIONS (QUALITY - DESIGN - PRODUCTION) -TO THE DETERMINATION AND REVIEW OF CUSTOMER REQUIREMENTS IN COOPERATION WITH RSQ MANAGES CUSTOMER COMPLAINS ENSURES CONTROL OF PERTINENT RECORDS	CEO
RSQ	ENSURES ESTABLISHMENT,IMPLEMENTATION, MANTEINANCE AND DEVELOPMENT OF THE QUALITY MANAGEMENT SYSTEM INCLUDING ALL RELATED PROCESSES ORGANIZES ,COORDINATES AND MANTAINS INTERNAL LIASONS WITH 100% OF PROCESS OWNERS AND ALL PERSONNEL ON MATTERS RELATED TO QUALITY	CEO

<b>SECT 5</b>	<b>MANAGEMENT RESPONSABILITY</b>			<b>R</b>	<b>1</b>
<b>INPUT</b>	<b>RESPONSABILITY, AUTHORITY &amp; COMMUNICATION</b>			<b>OUTPUT</b>	
<b>5.5.1 RESPONSABI</b>	<b>FUNCTION</b>	<b>AUTHORITIES &amp; RESPONSABILITIES DESCRIPTION</b>	<b>REFERS TO</b>	<b>GENERAL ORGANIZA</b>	



<p><b>LITY AND AUTHORITY DESCRIPTION</b></p>	<p>RSQ</p>	<p>MANAGES AND COORDINATES BOTH QUALITY ASSURANCE AND QUALITY CONTROL ASPECTS  ENSURES THAT ALL PRODUCTS SUPPLIED MET ALL REQUIREMENTS (CUSTOMER AND LEGAL REQUIREMENTS)  PROMOTES QUALITY AND NEEDS OF CONTINUOUS IMPROVEMENT WITHIN THE ORGANIZATION AT ALL LEVELS  ENSURES QUALITY POLICY ACKNOWLEDGEMENT WITHIN THE ORGANIZATION  ORGANIZES INTERNAL MEETINGS TO ANALYZE, DISCUSS AND SOLVE ANY KIND OF MATTER RELATED TO THE QUALITY</p> <p>PREPARES, UP DATES AND DISTRIBUTES THE QUALITY MANUAL  PREPARES, UP DATES AND DISTRIBUTES ALL PROCEDURES RELATED TO ALL ORGANIZATION PROCESSES</p> <p>INFORMS PERIODICALLY PRES AND CEO ABOUT EFFECTIVENESS OF THE QUALITY MANAGEMENT SYSTEM (ALSO DURING MANAGEMENT REVIEW)</p> <p>COOPERATES WIT TOP MANAGEMENT AND 100 % PROCESSE OWNERS TO THE ANALYSIS OF RESOURCES  PLANS , ORGANIZES AND PERFORMS TRAINING OF PERSONNEL  ENSURES INDIVIDUATION OF TRAINING NEEDS , TRAINING PLANNING , TRAINING EXECUTION WITH PERTINENT RECORDS AND TRAINING EFFICACY EVALUATION</p> <p>COOPERATES WITH PIAN ON PLANNING OF PRODUCT REALIZATION TROUGH PREPARATION, UP DATING AND DISTRIBUTION OF QUALITY PLANS, INSPECTION &amp; TEST PLANS ECC ECC</p> <p>COOPERATES WITH COM ON DETERMINATION / REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT  COOPERATES WITH COM ON ANALYSIS AND RESOLUTION OF CUSTOMER COMPLAINS</p> <p>COOPERATES WITH PPM - AS FAR AS RELATED QUALITY ASPECTS - TO PRODUCT DESIGN</p> <p>COOPERATES WITH APP ON SELECTION , EVALUATION AND MONITORING OF SUPPLIERS  PREPARES, UP DATES AND DISTRIBUTES PURCHASING SPECIFICATIONS (MATERIALS DATA SHEETS ECC)</p> <p>PROVIDES TO PLANNING AND EXECUTION OF VALIDATION OF MANUFACTURING PROCESSES AS APPLICABLE  ENSURES EXECUTION OF ALL QUALITY CONTROLS DURING MANUFACTURING PROCESS  REVIEWS AND APPROVES FINAL CERTIFICATION FOR PRODUCT RELEASE (CERTIFIED MATERIAL TEST REPORT)  COOPERATEWITH OPE AND RCQ TO ENSURES CORRECT IDENTIFICATION AND TRACEABILITY OF PRODUCTS DURING INCOMING / MANUFACTURING / PACKAGING AND SHIPPING  ENSURES CORRECT MANAGEMENT OF API MONOGRAM (AS APPLICABLE)  COORDINATES ACTIVITY OF MAG TO MANAGE CUSTOMER PROPERTIES  ENSURES PLANNING AND EXECUTION OF PERIODICAL ASSESMENTS OF MATERIALS AT STOCK  REPRESENTS THE MAIN INTERFACE WIT THIRD PARTIES , AUDITORS AND CUSTOMER INSPECTORS  ENSURES CORRECT MANAGEMENT OF PRESSURE EQUIPMENT DIRECTIVE 97/23/EC (PED) AND RELATED PRODUCTS / CONTROL OF PERTINENT RECORDS</p> <p>ENSURES CONTROL OF MONITORING AND MEASURING EQUIPMENT  COOPERATES WITH PERTINENT PROCESS OWNERS TO PERFORM MONITORING AND MEASURING OF ALL PROCESSES OF THE QUALITY MANAGEMENT SYSTEM</p> <p>COOPERATES WITH COM ON DETERMINING THE CUSTOMER SATISFACTION  ENSURES PLANNING AND EXECUTION OF INTERNAL AUDITS  ENSURES WITH RCQ MONITORING OF PRODUCTS DURING ALL PHASES (INCOMING / MANUFACTURING / FINAL RELEASE)</p> <p>ENSURES CONTROL OF NO CONFORMING PRODUCT IN ALL PHASES (INCOMING / MANUFACTURING/ FINAL RELEASE)  COOPERATES WITH 100 % OF PROCESS OWNERS ON DETERMINATION, COLLECTION AND DOCUMENTED ANALYSIS OF DATA RELATED TO EACH PROCESS WITHIN THE ORGANIZATION</p> <p>ENSURES PLANNING AND IMPLEMENTATION OF CORRECTIVE / PREVENTIVE ACTIONS TO SOLVE QUALITY PROBLEMS / TO PREVENT QUALITY PROBLEMS</p> <p>IS FULLY RESPONSIBLE TO ENSURE CORRECT MANAGEMENT OF API MONOGRAM</p>	<p>CEO</p>	<p><b>TIONAL CHART</b></p> <p><b>NOMINATIVE ORGANIZATIONAL CHART</b></p> <p><b>JOB DESCRIPTIONS</b></p>
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<p><b>SECT 5</b></p>	<p><b>MANAGEMENT RESPONSABILITY</b></p>	<p><b>R</b></p>	<p><b>1</b></p>
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INPUT	RESPONSABILITY, AUTHORITY & COMMUNICATION			OUTPUT
5.5.1 RESPONSABILITY AND AUTHORITY DESCRIPTION	FUNCTION	AUTHORITIES & RESPONSABILITIES DESCRIPTION	REFERS TO	GENERAL ORGANIZATIONAL CHART  NOMINATIVE ORGANIZATIONAL CHART  JOB DESCRIPTIONS
	PPM	<p>MANAGES ALL ACTIVITIES RELATED TO PRODUCT REALIZATION PLANNING , DESIGN AND DEVELOPMENT OF PRODUCT AND INDUSTRIALIZATION OF PRODUCT</p> <p>COOPERATES WITH COM - RSQ ON DETERMINATION / REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT</p> <p>COOPERATES WITH COM - RSQ ON ANALYSIS AND RESOLUTION OF CUSTOMER COMPLAINS</p> <p>COORDINATES AND MANAGES THE INTERFACES BETWEEN DIFFERENT PARTIES INVOLVED IN DESIGN AND DEVELOPMENT ACTIVITY TO ENSURE CORRECT COMMUNICATION PROCESS AND RESPONSABILITIES.</p> <p>ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS</p> <p>ENSURES EMISSION OF DESIGN PLAN SHOWING DIFFERENT STAGES OF DESIGN</p> <p>ENSURES EMISSION OF DRAWINGS AND PERTINENT OUTPUTS FOR PURCHASING AND MANUFACTURING ACTIVITIES</p> <p>ENSURES EXECUTION OF DESIGN VERIFICATIONS, REVIEWS AND VALIDATIONS</p> <p>ENSURES CONTROL OF PERTINENT RECORDS</p> <p>PARTECIPATES TO INTERNAL MEETINGS (INCLUDING MANAGEMENT REVIEW) RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES</p>	CEO	
	ICT	<p>INFORMATION TECNOLOGY MANGER - COORDINATES IMPLEMENTATION, MANTEINANCE AND UP DATING OF THE INTERNAL INFORMATIVE SYSTEM (SAP)</p> <p>ORGANIZES, COORDINATES AND MANTAINS INTERNAL LIASONS WITH 100% OF PROCESS OWNERS SUPPORTING RELATED ACTIVITIES AS FAR AS INFORMATIVE APPLICATIONS</p> <p>ORGANIZES, COORDINATES AND MANTAINS LIASONS WITH EXTERNAL PARTIES INVOLVED ON MATTERS RELATED TO INFORMATION TECHNOLOGY APPLICATIONS (INCLUDING THE SUPPLIER OF THE INFORMATIVE SYSTEM)</p> <p>PARTECIPATES TO INTERNAL MEETINGS (INCLUDING MANAGEMENT REVIEW) RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES</p>	CEO	
	OPE	<p>COORDINATES ALL ACTIVITIES RELATED TO PRODUCT REALIZATION INCLUDING PURCHASING , MANUFACTURING , STORAGE, IDENTIFICATION AND TRACEABILITY, MANTEINANCE ECC ECC</p> <p>ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF PERSONNEL INVOLVED IN ITS DEPT / RESOURCES ANALYSIS</p> <p>COOPERATES WITH COM - RSQ ON DETERMINATION / REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT</p> <p>COOPERATES WITH PIAN ON DETERMINATION OF PRODUCT REALIZATION PLANNING (SCHEDULE) CONSIDERING SPECIFIC MANUFACTURING DEPTS EXIGENCIES</p> <p>COOPERATES WITH PPM ON ANALYSIS OF DESIGN AND DEVELOPMENT ASPECTS CONNECTED TO MANUFACTURING EXIGENCIES</p> <p>COOPERATES WITH APP ON SELECTION OF SUPPLIERS, DETERMINATION OF REQUIREMENTS OF PRODUCTS TO BE PURCHASED ECC</p> <p>ENSURES EXECUTION OF MONITORING AND MEASURING ACTIVITIES DURING PRODUCT REALIZATION (MANUFACTURING)</p> <p>PARTECIPATES TO INTERNAL MEETINGS (INCLUDING MANAGEMENT REVIEW) RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES</p>	CEO	
	FEA	<p>COORDINATES ALLA CTIVITIES RELATED TO FINANCIAL ASPECTS - ADMINISTRATION AND PERSONNEL MANAGEMENT</p> <p>ORGANIZES, COORDINATES AND MANTAINS LIASONS WITH EXTERNAL PARTIES INVOLVED ON RELATED MATTERS</p>	CEO	
ODE	<p>COORDINATES AND ADDRESSES WITHIN THE ORGANIZATION CUSTOMER ORDERS (ORDER ENTRY) THROUGH THE INFORMATIVE SYSTEM</p> <p>TRASMIT TO CUSTOMER COMMERCIAL DRAWINGS</p> <p>PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES</p>	COM		



SECT 5	MANAGEMENT RESPONSABILITY			R	1
INPUT	RESPONSABILITY, AUTHORITY & COMMUNICATION			OUTPUT	
	FUNCTION	AUTHORITIES & RESPONSABILITIES DESCRIPTION	REFERS TO		
5.5.1 RESPONSABILITY AND AUTHORITY DESCRIPTION	CMN	<p>PROJECT COORDINATOR ENSURE CONTINUOUSLY INTERNAL LIASON WITH ALL PERTINENT FUNCTIONS / PROCESS OWNERS / SUPPLIERS (WHEN APPLICABLE) TO MANTAIN FULL CONTROL OF PRODUCT REALIZATION PROGRESS</p> <p>ENSURES CONTINUOUS LIASON WITH CUSTOMERS DURING ALL ACTIVITIES RELATED TO PRODUCT REALIZATION AND DURING ALL POST DELIVERY ACTIVITIES</p> <p>PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES</p>	PPM		
	PDE	<p>COORDINATES PRODUCT DEVELOPMENT ACTIVITIES DURING DESIGN ACTIVITY ENSURES PREPARATION AND CONTINUOUS UP DATING OF DESIGN PLAN AND RELATED OUTPUTS ENSURES USE OF SPECIFIC SOFTWARES FOR DESIGN ACTIVITY (SOLID WORK / SAP / ECC) ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS</p> <p>PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES</p>	PPM		
	CRP	<p>COOPERATES WITH COM - RSQ ON DETERMINATION / REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT</p> <p>PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES</p>			
	MNF	<p>MANAGES ALL PRODUCTS MANUFACTURING ACTIVITIES INCLUDING MECHANICAL MACHINING AND WELDING</p> <p>COORDINATES ALL MAINTAINANCE ACTIVITIES (PLANNING / EXECUTION / RECORDING) RELATED TO INFRASTRUCTURES, EQUIPMENTS AND SUPPORTING SERVICES ENSURES CONTINUOUS LIASON WITH EXTERNAL SUPPLIERS INVOLVED IN MANTEINANCE ACTIVITIES ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS</p>	OPE	GENERAL ORGANIZATIONAL CHART	
	PIAN	<p>COORDINATES AND MANAGES ALL PLANNING ACTIVITIES RELATED TO PRODUT REALIZATION (MANUFACTURING)</p> <p>ENSURES AVAILABILITY OF QUALITY PLANS, INSPECTION AND TEST PLANS TO BE USE DURING MANUFACTURING BEFORE START OF MANUFACTURING PROCESS REVIEWS AND UP DATES PLANNING OF PRODUCT REALIZATION (MANUFACTURING) TROUGH DETERMINATION OF MACHINERY LOAD AND MACHINERY SCHEDULING</p> <p>REVIEWS PRODUCTION ORDERS TO BE USED DURING MANUFACTURING AND LAUNCHS THE MANUFACTURING PROCESS</p> <p>ENSURES CONTINUOUS UP DATING OF MACHINERY SCHEDULING COERENTLY WITH MANUFACTURING PROGRESS ENSURES CONTINUOUS LIASON WITH INTERNAL FUNCTIONS / PROCESS OWNERS INVOLVED IN MANUFACTURING ACTIVITY PROGRESS PROJECTS COORDINATORS ECC) ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS</p> <p>PARTECIPATES TO INTERNAL MEETINGS (INCLUDING MANAGEMENT REVIEW) RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES</p>	OPE	NOMINATIVE ORGANIZATIONAL CHART  JOB DESCRIPTIONS	
APP	<p>MANAGES AND COORDINATES ALL ACTIVITIES RELATED TO PURCHASING ON THE BASIS OF NEEDS RECEIVED BY PIAN AND COM</p> <p>COOPERATES WITH RSQ ON SELECTION , EVALUATION AND MONITORING OF SUPPLIERS PREPARE, MANTAINS AND UP DATE THE LIST OF QUALIFIED SUPPLIERS REVIEWS INQUIRIES TO BE SENT TO SUPPLIERS BEFORE ISSUE REVIEWS SUPPLIERS OFFERS REVIEWS PURCHASE ORDERS TO BE SENT TO SUPPLIERS BEFORE ISSUE ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS PARTECIPATES TO SUPPLIERS EXPEDITING (ONLY WHEN SPECIFIC NEEDS ARISED) PARTECIPATES TO INTERNAL MEETINGS (INCLUDING MANAGEMENT REVIEW) RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES</p>	PPM			




SECT 5		MANAGEMENT RESPONSABILITY		R	1
INPUT		RESPONSABILITY, AUTHORITY & COMMUNICATION		OUTPUT	
		FUNCTION	AUTHORITIES & RESPONSABILITIES DESCRIPTION	REFERS TO	
5.5.1 RESPONSABILITY AND AUTHORITY DESCRIPTION	BIL	MANAGES AND ENSURES PREPARATION OF PACKING LIST FOR PRODUCTS SHIPPING ENSURES PREPARATION OF ALL DOCUMENTS TO BE USED FOR BILLING ACTIVITIES (NATIONAL / INTERNATIONAL MARKET) PROVIDES TO MANTAIN LIASON WITH ALL CUSTOMERS (WHEN NECESSARY) TO SOLICIT PAYEMENTS	FEA		
	CRD	COOPERATES WITH COM AND RSQ TO DETERMINE PRODUCT REQUIREMENTS (CUSTOMER, LEGAL, OTHER REQUIREMENTS) SPECIFICALLY RELATED TO THE TECHNICAL ASPECTS ENSURES TRANSMISSION TO CUSTOMER DRAWINGS RECEIVED BY MDR PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	COM		
	CMNC	COOPERATES WITH CMN ON PROJECTS COORDINATION ENSURE CONTINUOUSLY INTERNAL LIASON WITH ALL PERTINENT FUNCTIONS / PROCESS OWNERS / SUPPLIERS (WHEN APPLICABLE) TO MANTAIN FULL CONTROL OF PRODUCT REALIZATION PROGRESS ENSURES CONTINUOUS LIASON WITH CUSTOMERS DURING ALL ACTIVITIES RELATED TO PRODUCT REALIZATION AND DURING ALL POST DELIVERY ACTIVITIES PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	CMN		
	PDD	ENSURES USE OF SPECIFIC SOFTWARES FOR DESIGN ACTIVITY (SOLID WORK / SAP / ECC) OF PRODUCTS AND THEIR CONFIGURATION PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	PDE		
	MRFP	ENSURES AND REVIEWS INDIVIDUATION OF PRODUCT REALIZATION PLANNING NEEDS PERFORMS AND REVIEW MRP ANALYSIS AND ITS CONTINUOUS UP DATING PREPARES PRODUCTION ORDERS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	PIAN	GENERAL ORGANIZATIONAL CHART	
	PRO	COOPERATES WITH APP ON PURCHASING ACTIVITIES OF ALL PRODUCT EXCLUDED AUXILIARY PRODUCTS PROVIDE TO OUTSOURCE MANUFACTURING PROCESSES (HEAT TREATMENTS, COATINGS ECC) (WHEN APPLICABLE) TO QUALIFIED SUPPLIERS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	APP	NOMINATIVE ORGANIZATIONAL CHART	
	PCC	COORDINATES / MANAGES JOB FINAL BALANCE (CONSUNTIVE COSTS)	FEA	JOB DESCRIPTIONS	
	MDR	ENSURES PREPARATION OF ALL GENERAL ASSEMBLY DRAWINGS (GAD) DURING PREPARATION / ISSUE OF THE OFFER TO CUSTOMERS ENSURES INTERNAL TRANSMISSION OF DRAWINGS TO CRD FOR THEIR TRANSMISSION TO CUSTOMERS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	PDE		
	AET	COORDINATES / MANAGES A ALL ACTIVITIES RELATED TO ASSEMBLY AND FINAL TESTS (PRESSURE TEST / SPECIAL TESTS) OF VALVES (NORMALLY BEFORE THE FINAL PAINTING) ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	MNF		
	MAG	MANAGES ALL WAREHOUSES (RAW-FINISHED - SEMIFINISHED-FINISHED PRODUCTS)  ENSURE CONTINUOUSLY INTERNAL LIASON WITH ALL PERTINENT FUNCTIONS / PROCESS OWNERS / TO MANTAIN FULL CONTROL OF IDENTIFICATION AND TRACEABILITY OF PRODUCTS PROVIDE TO MANTAIN IN STATE OF ORDER AND CLEANLINESS ALL WAREHOUSES PROMOTES THE APPLICATION OF FIFO (FIRST IN FIRST OUT) ENSURES CORRECT PRESERVATION OF PRODUCTS AT STOCK ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	PIAN		
	MRO	COOPERATES WITH APP ON PURCHASING ACTIVITIES OF ALL AUXILIARY PRODUCTS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTIVITIES	APP		




SECT 5		MANAGEMENT RESPONSABILITY		R	1	
INPUT		RESPONSABILITY, AUTHORITY & COMMUNICATION			OUTPUT	
FUNCTION		AUTHORITIES & RESPONSABILITIES DESCRIPTION		REFERS TO		
5.5.1 RESPONSABILITY AND AUTHORITY DESCRIPTION	HSE	COORDINATES AND MANAGES HEALTH, SAFETY AND ENVIRONMENT ASPECTS INCLUDING LIAISON WITH EXTERNAL SPECIALIST TO IMPLEMENT ISO 14001 ENVIRONMENT MANAGEMENT SYSTEM ENSURE CONTINUOUSLY INTERNAL LIAISON WITH ALL FUNCTIONS / PROCESS OWNERS / TO PROMOTE AND IMPROVE HEALTH, SAFETY AND ENVIRONMENT ASPECTS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES		PRES		
	PAS	COORDINATES PAINTING ACTIVITIES MANAGES AND COORDINATES ALL PACKING ACTIVITIES AND PREPARATION OF PRODUCT FOR SHIPPING ENSURES INDIVIDUATION OF TRAINING NEEDS / PLANNING AND EXECUTION OF TRAINING OF RELATED PERSONNEL / RESOURCES ANALYSIS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES		MNF		
	SFC	MANAGES AND ENSURE PROPER DISTRIBUTION OF DOCUMENTS BEFORE MANUFACTURING LAUNCH IN THE MANUFACTURING AREA (DOCUMENTS INCLUDE INSPECTION AND TEST PLANS, PRODUCTION ORDERS, DARWINGS ECC ECC ) ENSURES CONTINUOUS UP DATING OF MANUFACTURING PROGRESS ENSURE CONTINUOUSLY INTERNAL LIAISON WITH ALL FUNCTIONS / PROCESS OWNERS / INTERESTED TOTHE MANUFACTURING PROGRESS PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES		PIAN		
	SUBC	MANAGES OUTSOURCING ACTIVITIES ENSURE CONTINUOUSLY INTERNAL LIAISON WITH ALL FUNCTIONS / PROCESS OWNERS / INTERESTED TOTHE OUTSOURCED ACTIVITIES PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES		APP		
	RCQ	MANAGES ALL QUALITY CONTROL ASPECTS WITHIN THE ORGANIZATION DURING ALL STAGES OF PRODUCT REALIZATION  ENSURES IMPLEMENTATION OF REQUIRED MON ITORING AND MEASURING PROCESSES DURING PRODUCT RECEIVING ENSURES IMPLEMENTATION OF ALL REQUIRED MONITORING AND MEASURING PROCESSES DURING MANUFACTURING ENSURES IMPLEMENTATION OF ALL REQUIRED MONITORING AND MEASURING ACTIVITIES AFTER PRODUCT ASSEMBLING BEFORE SHIPPING  ENSURES THAT ALL PRODUCTS SUPPLIED MET ALL REQUIREMENTS (CUSTOMER AND LEGAL REQUIREMENTS)  ENSURE CONTINUOUSLY INTERNAL LIAISON WITH ALL FUNCTIONS / PROCESS OWNERS / INVOLVED IN MONITORING AND MEASURING PROCESSES  ENSURE CONTINUOUSLY LIAISON WITH THIRD PARTIES (CUSTOMERS INSPECTORS, AIA INSPECTORS) TO PLAN AND TO PERFORM REQUIRED INSPECTIONS AND TESTS  PROVIDE TO PREPARE THE FINAL "CERTIFIED MATERIAL TEST REPORT"  PROMOTES QUALITY AND NEEDS OF CONTINUOUS IMPROVEMENT WITHIN THE ORGANIZATION AT ALL LEVELS  PARTECIPATES TO INTERNAL MEETINGS RELATED TO QUALITY ASPECTS INVOLVING HIS DEPT AND PROMOTING SOLUTIONS FOR IMPROVEMENT OF HIS ACTTIVITIES		RSQ-OPE		
				GENERAL ORGANIZATIONAL CHART		
				NOMINATIVE ORGANIZATIONAL CHART		
				JOB DESCRIPTIONS		



SECT 5	MANAGEMENT RESPONSABILITY		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>5.5.2 MANAGEMENT REPRESENTATIVE</b></p>	<p>ORION MANAGEMENT HAS APPOINTED <b>RSQ</b> (QUALITY SYSTEM MANAGER) AS "MANAGEMENT REPRESENTATIVE" HAVING SPECIFIC AUTHORITY AND RESPONSABILITY TO:</p> <ul style="list-style-type: none"> <li>➤ ENSURE THAT ALL PROCESSES NEEDED FOR THE QUALITY MANAGEMENT SYSTEM ARE DETERMINED, DOCUMENTED , IMPLEMENTED AND UP DATED</li> <li>➤ REPORTS TO PRES (TOP MANAGEMENT) ABOUT PERFORMANCES OF THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES / ABOUT NEEDS FOR IMPROVEMENT /ITS EFFECTIVENESS</li> <li>➤ ENSURES CONTINUOUSLY PROMOTION WITHIN THE ORGANIZATION - AT ALL LEVELS AND FUNCTIONS - OF THE AWARENESS OF CUSTOMERS REQUIREMENTS TROUGH TRAINING, INTERNAL MEETINGS, ECC ECC</li> <li>➤ ENSURE LIASON WITH EXTERNAL PARTIES ON MATTERS RELATED TO THE QUALITY IN GENERAL AND TO THE QUALITY MANAGEMENT SYSTEM IN PARTICULAR</li> </ul>		<p><b>APPOINTED DOCUMENTED TASK SIGNED BY PRES</b></p>	
<p><b>5.5.3 INTERNAL COMMUNICATION</b></p>	<p>ORION TOP MANAGEMENT - TROUGH ITS OWN COMMITTEMENT - ENSURES THAT APPROPRIATE INTERNAL COMMUNICATION SYSTEM IS IMPLEMENTED FOR INTERNAL TRANSMISSION AND CIRCULATION OF ALL REQUIRED INFORMATIONS</p> <p><i>COMMUNICATIONS SYTEM IS BASED ON:</i></p> <ul style="list-style-type: none"> <li>➤ <i>VIEW MANAGEMENT OF INFORMATIONS RELATED TO QUALITY LIKE ORGANIZATIONAL STRUCTURE, QUALITY POLICY, MANAGEMENT REPRESENTATIVE APPOINTEMENT , PROCESS FLOW CHARTS, STATISTICS ECC ECC TROUGH EXPOSURE OF PERTINENT RECORDS ON ALL NOTICE BOARDS WITHIN THE ORGANIZATION</i></li> <li>➤ <i>EXPOSURE OF SPECIFIC WARNINGS (IMPORTANCE TO MET CUSTOMERS REQUIREMENTS ECC</i></li> <li>➤ <i>PLANNING, EXECUTION AND DOCUMENTED RECORD OF MINUTES OF MEETINGS RELATED TO QUALITY MATTERS (ORIGINAL SIGNED BY PARTECIPANTS / COPY TRANSMITTED TO THEM)</i></li> <li>➤ <i>COPY OF MANAGEMENT REVIEW REPORTS TRANSMITTED TO ALL PROCESS OWNERS</i></li> <li>➤ <i>PERIODICAL DISTRIBUTION / EXPOSURE OF RESULT OF MONITORING AND MEASURING ACTIVITIES (STATISTIQUES, DIAGRAMS ECC ECC)</i></li> </ul> <p>PERIODICAL RECORDS RELATED TO QUALITY MANAGEMENT SYSTEM EFFECTIVENESS (ANALYTICAL GLOBAL SCORE EVALUATON ) AND PERTINENT TREND (SHOWING IMPROVING DEGREE) ARE EXPOSED ON ALL NOTICE BOARDS WITHIN ORION ORGANIZATION</p>		<p><b>QUALITY POLICY STATEMENT</b></p> <p><b>ORGANIZATIONAL CHARTS</b></p>	
<p><b>5.6 MANAGEMENT REVIEW 5.6.1 GENERAL</b></p>	<p>DOCUMENTED PROCEDURE <b>P56-RDD</b></p>	<p>ORION TOP MANAGEMENT PERFORMS PERIODICALLY AT PLANNED INTERVALS (MINIMUM YERALLY BASE) MANAGEMENT REVIEWS TO VERIFY THAT QUALITY MANAGEMENT SYSTEM AND ITS RELATED PROCESSES ARE :</p> <ul style="list-style-type: none"> <li>➤ SUITABLE</li> <li>➤ ADEGUATE</li> <li>➤ EFFECTIVE</li> </ul> <p>THE MANAGEMENT REVIEW INCLUDES ADDITIONALLY VERIFICATION OF OPPORTUNITIES FOR :</p> <ul style="list-style-type: none"> <li>➤ IMPROVEMENT OF QUALITY MANAGEMENT SYSTEM</li> <li>➤ EVENTUAL NEEDS OF CHANGES TO THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES</li> <li>➤ EVENTUAL NEEDS OF CHANGES TO THE QUALITY POLICY AND QUALITY OBJECTIVES</li> </ul> <p>MANAGEMENT REVIEW IS PERFORMED ACCORDING TO PROCEDURE <b>P56-RDD</b> AND IS PROPERLY DOCUMENTED</p>	<p><b>MINUTES OF MEETING</b></p> <p><b>MANAGEMENT REVIEW REPORTS</b></p> <p><b>MONITORING AND MEASURING RECORDS SYNTESIS</b></p>	
<p><b>5.6.1.1 GENERAL SUPPLEMENTAL</b></p>	<p><i>MANAGEMENT REVIEW IS PLANNED AND PERFORMED AT LEAST ONCE PER YEAR</i></p> <p><i>PARTICULARY SITUATIONS LIKE SIGNIFICATIVE CHANGES TO THE QUALITY MANAGEMENT SYSTEM AND ITS RELATED PROCESSES AND / OR SIGNIFICATIVE CHANGES TO THE QUALITY POLICY OR QUALITY OBJECTIVES OR OTHER PARTICULAR AND SERIOUS SITUATIONS REQUIRE MANDATORY THE EXECUTION OF ADDITIONAL MANAGEMENT REVIEWS RESPECT TO PLANNED ONES TO VERIFY / MANTAIN QSM INTEGRITY</i></p>			


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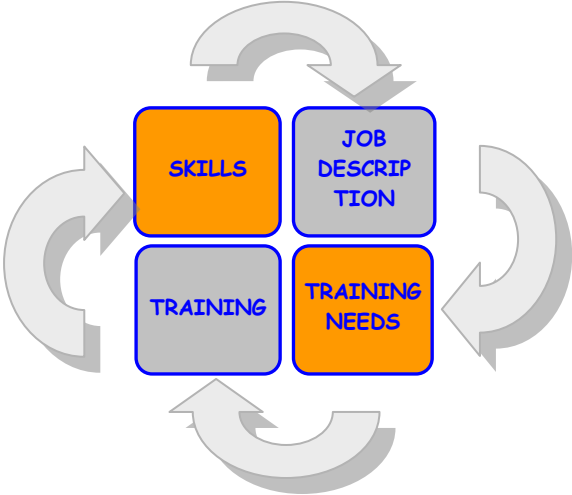
SECT 5	MANAGEMENT RESPONSABILITY		R	<i>1</i>	
INPUT	ACTIVITIES			OUTPUT	
5.6.2 REVIEW INPUT	DOCUMEN TED PROCEDURE <b>P56-RDD</b>	<p>MANAGEMENT REVIEW IS BASED ON ANALYSIS OF SEVERAL INFORMATIONS COLLECTED BY 100 % OF PROCESS OWNERS DURING THE FUNCTIONING OF THE QUALITY MANAGEMENT SYSTEM AND RECAPITULATED PERIODICALLY IN A SPECIFIC REPORT BY THE QUALITY SYSTEM MANAGER (RSQ) .</p> <p>COLLECTED INFORMATIONS INCLUDE :</p> <ul style="list-style-type: none"> <li>➤ CUSTOMER FEED BACKS (CUSTOMER COMPLAINTS ECC)</li> <li>➤ RESULTS OF AUDITS (INTERNAL AUDITS / THIRD PARTIES AUDITS ECC)</li> <li>➤ RESULTS OF PROCESSES MONITORING (MAINLY BASED ON ANALYSIS OF PLANNED OBJECTIVES AND ACHIEVED OBJECTIVE THROUGH COLLECTION AND ANALYSIS OF SPECIFIC INDICATORS PER EACH PROCESS</li> <li>➤ RESULTS OF PRODUCTS MONITORING (INCOMING / MANUFACTURING / BEFORE SHIPPING) ) TO VERIFY CONFORMITY TO ALL REQUIREMENTS</li> <li>➤ TRENDS OF PRODUCTS CONFORMITY (BASED ON ANALYTIC DETERMINATION) (INCLUDING CUSTOMER COMPLAINTS)</li> <li>➤ ANALYSIS OF FIELD NO CONFORMITIES NOTIFIED TO ORION BY ITS CUSTOMERS INVOLVED IN THE FIELD OF PETROLEUM, PETROCHEMICAL AND NATURAL GAS INDUSTRIES (WHEN APPLICABLE)</li> <li>➤ STATUS OF PREVENTIVE AND CORRECTIVE ACTIONS RELATED TO PREVIOUSLY INTERNAL AUDITS OR OTHER SPECIFIC SITUATIONS</li> <li>➤ FOLLOW UP ACTIONS FROM PREVIOUS MANAGEMENT REVIEWS TO VERIFY THEIR EFFECTIVENESS</li> <li>➤ EVENTUAL CHANGES RELATED TO CHANGEMENTS ON APPLICABLE STANDARDS OF THE PETROLEUM, PETROCHEMICAL AND NATURAL GAS INDUSTRIES</li> <li>➤ ANY RECOMMENDATION (INTERNAL, FROM CUSTOMERS, FROM THIRD PARTIES ECC) TO ACHIEVE IMPROVEMENT OF THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES</li> </ul>	MANAGE MENT REVIEW REPORT	RESOUCES NEEDS REPORT	IMPROVE MENT PROJECTS REPORTS

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<b>5.6.3 REVIEW OUTPUT</b>	<p>MANAGEMENT REVIEW IS PROPERLY DOCUMENTED AND INCLUDES - PER EACH PROCESS RELATED TO THE QUALITY MANAGEMENT SYSTEM - THE EVALUATION OF :</p> <ul style="list-style-type: none"> <li>➤ EFFECTIVENESS OF CORRECTIVE / PREVENTIVE ACTIONS ESTABLISHED DURING PREVIOUSLY MANAGEMENT REVIEW</li> <li>➤ IMPROVEMENT OF EACH PROCESS (WITHIN THE QUALITY MANAGEMENT SYSTEM) BEING EACH PROCESS MONITORED/MEASURED RECURRING TO SPECIFIC INDICATORS (QUALITY OBJECTIVES)</li> <li>➤ IMPROVEMENT OF PRODUCTS QUALITY TO MET ALL CUSTOMERS REQUIREMENTS</li> <li>➤ IMPROVEMENT OF EFFECTIVENESS OF THE QUALITY MANAGEMENT SYSTEM (A GLOBAL SCORE IS CALCULATED PERMITTING TO ANALYZE THE TREND OF EFFECTIVENESS RESPECT TO PREVIOUS PERFORMED MANAGEMENT REVIEWS)</li> <li>➤ ANALYSIS OF RESOURCE NEEDS INVOLVING INFRASTRUCTURES, EQUIPMENT, PERSONNEL, ECC ECC</li> </ul> <p>MANAGEMENT REVIEW REPRESENTS ADDITIONALLY A STRATEGIC INSTRUMENT TO ESTABLISH:</p> <ul style="list-style-type: none"> <li>➤ NEW QUALITY OBJECTIVES DOCUMENTED IN THE STRATEGIC PLAN AND BASED ON ACHIEVED RESULTS</li> <li>➤ NEW IMPROVEMENT PROJECTS BASED ON EVALUATED NEEDS</li> </ul> <p>MANAGEMENT REVIEW REPORT - SIGNED BY TOP MANAGEMENT - - IS ANALYSED THROUGH A MULTIDISCIPLINARY APPROACH BETWEEN TOP MANAGER AND 100% FUNCTIONS AND PROCESS OWNERS - INCLUDING QUALITY MANAGER - WICH SHARE CONTENTS OF REPORT BY SIGNING THE OBTAINED "<b>GLOBAL SCORE</b>", THE TREND AND CORRELATED CONCLUSIONS.</p> <p>COVER COPY OF MANAGEMENT REVIEW REPORT - SHOWING EFFECTIVENESS "<b>GLOBAL SCORE</b>" AND <b>TREND</b> - IS EXPOSED ON NOTICE BOARDS FOR A PLANNED TIME TO PERMIT TO ALL PERSONNEL OF THE ORGANIZATION TO KNOW THE RESULTS OF MANAGEMENT REVIEW. (INTERNAL COMMUNICATION)</p> <p>ALL MANAGEMENT REVIEW RECORDS ARE MANTAINED ACCORDING TO THE DOCUMENTED PROCEDURE <b>P42-DOC</b></p>
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SECT 6	RESOURCE MANAGEMENT	R	1
INPUT	ACTIVITIES	OUTPUT	
<b>6.1 PROVISION OF RESOURCES</b>	<p>ORION ORGANIZATION CONSIDERS <b>STRATEGIC</b> - FOR EXECUTION OF ALL COMPANY ACTIVITIES AND THEIR IMPROVEMENT - TO DETERMINE AND TO PROVIDE NECESSARY RESOURCES TO PERFORM THE FORSEEN ACTIVITIES</p> <p><i>COMMITMENT OF ORION TOP MANAGEMENT IS TO ASSIGNE TO ITS ORGANIZATIONAL STRUCTURE QUALIFIED PERSONNEL AND ADEGUA TE INFRASTRUCTURES,EQUIPMENTS AND WORK ENVIRONMENT TO PURSUE AND ACHIEVE THE PLANNED TARGETS.</i></p> <p>ORION TOP MANAGEMENT PLAN AND PERFORMES (MINIMUM YEARLY ) A MEETING IN WICH ARE INVOLVED ALL PROCESS OWNERS TO ANALYZE ALL TOGETHER RESOURCES NEEDS, OF EACH TYPE</p> <p>NORMALLY THIS MEETING CORRESPONDS WITH THE MANAGEMENT REVIEW MEETING BUT OTHER ANALYSIS ARE PERFORMED WHEN SPECIFIC EXIGENCIES ARISE</p> <p>DURING MANAGEMENT REVIEW ARE ANALYZED ALL RESOURCES NEEDED TO IMPLEMENT, MANTAIN AND IMPROVE THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES AND TO ACHIEVE CUSTOMER SATISFACTION TROUGH MEETING ITS REQUIREMENTS</p>	<p style="text-align: center;"><b>PERIODICAL RESOURCE ANALYSIS REPORT (APRE)</b></p>	

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<b>6.2 HUMAN RESOURCES</b> <b>6.2.1 GENERAL</b>		<p>ORION ORGANIZATION ASSIGNS NECESSARY AND QUALIFIED PERSONNEL TO QUALITY MANagements SYSTEM AND RELATED PROCESSES IMPLEMENTATION TO ACHIEVE PLANNED TARGETS ENSURING THE REQUIRED LEVEL OF COMPETENCE OF ALL PERSONNEL</p> <p>ALL PERSONNEL INVOLVED (REFERS TO SECTION 5 PARAGRAPH 5.1 OF THIS QUALITY MANUAL) HOLDS ADEGUATE EDUCATION, TRAINING, SKILLS AND WORKING EXPERIENCE</p> <p>ADDITIONALLY - ON THE BASIS OF PERIODICAL EVALUATION OF TRAINING NEEDS - PERSONNEL IS ADEGUATELY TRAINED BY THE ORGANIZATION THROUGH PARTECIPATION TO PLANNED TRAINING SECTIONS .</p> <p>MODALITIES TO DETERMINE LEVEL OF COMPETENCE , TRAINING NEEDS AND TRAINING EXECUTION ARE DESCRIBED IN THE DOCUMENTED PROCEDURE <b>P62-ADD</b></p>	
<b>6.2.2 COMPETENCE , TRAINING AND AWARENESS</b>	DOCUMENTED PROCEDURE <b>P62-ADD</b>	<p>GENERAL MODALITIES TO PERFORM PERIODICAL AND DOCUMENTED ANALYSIS OF ADEGUACY, EFFECTIVENESS OF TRAINING ARE AS PER FOLLOWING SCHEME:</p> <div style="text-align: center;">  </div>	SKILLS  JOB DESCRIP TIONS  TRAINING NEED MATRIX  TRAINING PLANNING RECORDS  TRAINING RECORDS  PERSONNEL QUALIFICA TION RECORDS
		<p><u>A) LEVEL OF COMPETENCE</u></p> <p>PER EACH FUNCTION AND PROCESS AND PERTINENT PERSONNEL WITHIN THE ORGANIZATION THERE IS A DOCUMENT CALLED "JOB DESCRIPTION" WICH IDENTIFIES :</p> <ul style="list-style-type: none"> <li>&gt; MINIMUM REQUIRED SKILLS , TRAINING, EDUCATION AND EXPERIENCE TO PERFORM RELATED ACTIVITIES</li> <li>&gt; THE ACTIVITIES TO BE PERFORMED BY PERSONNEL (PROCESS OWNER / FUNCTIONS INVOLVED)</li> <li>&gt; THE REQUIRED COMPETENCE LEVEL TO PERFORME SPECIFIED ACTIVITIES</li> </ul>	

<b>SECT 6</b>	<b>RESOURCE MANAGEMENT</b>	<b>R</b>	<b>1</b>
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INPUT	ACTIVITIES		OUTPUT
<p>6.2.2 COMPETENCE , TRAINING AND AWARENESS</p>	<p>DOCUMENTED PROCEDURE P62-ADD</p>	<p><u>B) DETERMINATION OF TRAINING NEEDS</u></p> <p>JOB DESCRIPTION IS THE PRIORITY INSTRUMENT USED BY FUNCTIONS RESPONSIBLE AND PROCESS OWNERS TO PERFORM:</p> <ul style="list-style-type: none"> <li>➤ SELECTION AND EVALUATION OF NEW PERSONNEL</li> <li>➤ PERIODICAL ANALYS (MINIMUM YEARLY BASE) OF LEVEL OF COMPETENCE OF AVAILABLE PERSONNEL WHOSE ACTIVITIES CAN AFFECT PRODUCT QUALITY</li> </ul> <p>EACH FUNCTION RESPONSIBLE AND PROCESS OWNER PERFORMS PERIODICALLY (MINIMUM ONCE PER YEAR) A DOCUMENTED <b>COMPARISON</b> BETWEEN THE REQUIRED LEVEL OF COMPETENCE AND FOUND LEVEL OF COMPETENCE OF PERSONNEL</p> <p>WHEN FOUND LEVEL OF COMPETENCE OF PERSONNEL IS <b>NOT COHERENT</b> TO EXIGENCIES, A TRAINING SESSION TO RE- ESTABLISHED THE REQUIRED LEVEL OF COMPETENCE IS PLANNED, PERFORMED AND DOCUMENTED</p> <p><i>TRAINING IS ORIENTED AS FOLLOWS :</i></p> <ul style="list-style-type: none"> <li>➤ TO GIVE TO PERSONNEL INFORMATIONS AND EXPLANATIONS RELATED TO GENERAL ASPECTS OF ACTIVITIES OF THEIR PERTINENCE TO INCREASE THEIR CULTURE AND PROFESSIONALITY LEVEL</li> <li>➤ TO GIVE TO PERSONNEL SPECIFIC KNOWLEDGES ( THEORETICAL AND PRACTICAL) RELATED TO EXECUTION OF SPECIFIC ACTIVITIES OF THEIR PERTINENCE</li> <li>➤ TO GIVE TO PERSONNEL SPECIFIC KNOWLEDGES (THEORETICAL AND PRACTICAL) RELATED SPECIFICALLY TO THE IMPLEMENTATION OF A QUALITY MANAGEMENT SYSTEM ASPECTS (PROCESSES, PROCEDURES ECC)</li> <li>➤ TO GIVE TO PERSONNEL SPECIFIC QUALIFICATIONS (AUDITORS, NDE OPERATORS ECC)</li> </ul> <p>TRAINING ACTIVITY CAN BE ORGANIZED WITHIN ORION ORGANIZATION USING QUALIFYIED PESONNEL OR OUTSOURCED TO COMPETENT AND QUALIFIED THIRD PARTIES</p> <p><u>C) EFFECTIVENESS OF TRAINING</u></p> <p>EACH TRAINING ACTIVITY - WHEN COMPLETED - NEED TO VERIFY THE EFFECTIVENESS OF TRAINING TO BE SURE THAT PERSONNEL HAS ACHIEVED THE NECESSARY LEVEL OF COMPETENCE</p> <p><i>EFFECTIVENESS IS VERIFIED TROUGH ONE OR MORE OF THE FOLLOWING METHOD SELECTED BY THE TRAINER :</i></p> <ul style="list-style-type: none"> <li>➤ <i>ORAL EXAMINATION</i></li> <li>➤ <i>WRITTEN EXAMINATION (QUESTIONNAIRE)</i></li> <li>➤ <i>PRACTICAL EXAMINATION</i></li> </ul> <p>WHEN EFFECTIVENESS HAS NOT BEEN ACHIEVED , NEW TRAINING IS PLANNED AND PERFORMED.</p> <p><u>D) PERSONNEL AWARENESS</u></p> <p>ALL PERSONNEL IS INFORMED - TROUGH A GENERAL WRITTEN COMMUNICATION (WARNING) - ABOUT RELEVANCE AND IMPORTANCE OF THEIR ACTIVITIES TO ENSURE PRODUCT CONFORMITY AND TO ACHIEVE PLANNED QUALITY OBJECTIVES</p> <p>WRITTEN COMMUNICATION IS PERMAMNENTLY EXPOSED IN ALL NOTICE BOARDS WITHIN THE ORGANIZATION (REFERS TO SECTION 5 PARAGRAPH 5.5.3 OT THIS QUALITY MANUAL)</p> <p><i>ADDITIONALLY, THE QUALITY SYSTEM MANAGER INVESTIGATES PERIODICALLY ABOUT AWARENESS DEGREE OF PERSONNEL TROUGH INTERVIEWS, PARTECIPATION TO QUALITY MEETINGS, DIRECT WITNESSING OF ACTIVITIES ECC ECC WHEN NECESSARY , A TRAINING SESSION TO INCREASE LEVEL OF AWARENESS OF PERSONNEL IS PLANNED AND PERFORMED</i></p>	<p>SKILLS</p> <p>JOB DESCRIP TIONS</p> <p>TRAINING NEED MATRIX</p> <p>TRAINING PLANNING RECORDS</p> <p>TRAINING RECORDS</p> <p>PERSONNEL QUALIFICA TION RECORDS</p> <p>WARNINGS</p> <p>AWARENESS EVALUA TION REPORT</p>



SECT 6	RESOURCE MANAGEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>6.2.2</b> <b>COMPETENCE , TRAINING AND AWARENESS</b></p>		<p><u>E) RECORDS</u></p> <p>ALL RECORDS RELATED TO HUMAN RESOURCES INCLUDE:</p> <ul style="list-style-type: none"> <li>&gt; PERSONNEL CURRICULUM (EDUCATION, SKILLS, EXPERIENCE ECC)</li> <li>&gt; JOB DESCRIPTIONS</li> <li>&gt; PIANADD (TRAINING PLANNING)</li> <li>&gt; RAP (TRAINING RECORDS)</li> <li>&gt; PNR (PERSONNEL NARRATIVE RECORDS)</li> <li>&gt; PERSONNEL AWARE QUESTIONNAIRES AND RELATED EVALUATION REPORTS</li> </ul> <p>ALL RECORDS ARE MAINTAINED ACCORDING TO DOCUMENTED PROCEDURE <b>P42-DOC</b></p>		<p><b>SKILLS</b></p> <p><b>JOB DESCRIPTIONS</b></p>
<p><b>6.2.2.1</b> <b>TRAINING SUPPLEMENTAL</b></p>	<p>DOCUMENTED PROCEDURE <b>P62-ADD</b></p>	<p><i>MODALITIES TO DETERMINE LEVEL OF COMPETENCE , TRAINING NEEDS AND TRAINING EXECUTION ARE DESCRIBED IN THE DOCUMENTED PROCEDURE <b>P62-ADD</b></i></p> <p><i>ABOVE PROCEDURE INVOLVES ALL PERSONNEL WHO DIRECTLY OR INDIRECTLY PERFORMS ACTIVITIES ADDRESSED IN THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES</i></p> <p><i>TRAINING INVOLVES :</i></p> <ul style="list-style-type: none"> <li>&gt; NEW PERSONNEL</li> <li>&gt; PERSONNEL WHOSE JOB HAS BEEN CHANGED</li> <li>&gt; JOBS AFFECTING QUALITY OF PRODUCTS</li> <li>&gt; CHANGEMENTS TO THE SYSTEM, PROCESSES, PROCEDURES, EQUIPMENTS ECC ECC</li> <li>&gt; EVENTUAL RECURRING TO INTERINAL PERSONNEL (CONTRACT / AGENCY PERSONNEL)</li> </ul> <p><i>STANDARD TRAINING PLANNING FREQUENCY IS MINIMUM ON YEARLY BASE (DURING RESOURCES ANALYSIS AND MANAGEMENT REVIEW)</i></p> <p><i>ADDITIONALLY TRAINING FREQUENCY - ON THE BASIS OF EXIGENCIES - IS ESTABLISHED BY ORION ORGANIZATION PROCESS OWNERS ACCORDING TO DETERMINED NEEDS</i></p> <p><i>ALL PERSONNEL IS INFORMED - TROUGH A GENERAL WRITTEN COMMUNICATION - ABOUT RELEVANCE AND IMPORTANCE OF THEIR ACTIVITIES TO ENSURE PRODUCT CONFORMITY AND TO ACHIEVE PLANNED QUALITY OBJECTIVES (PERSONNEL AWARENESS)</i></p> <p><i>ADDITIONALLY, THE WRITTEN COMMUNICATION INCLUDES DETAILED DESCRIPTIONS OF NEGATIVE CONSEQUENCES DUE TO THE SUPPLY OF NO CONFORMING PRODUCT WICH INVOLVES ECHONOMICAL, IMAGE AND SAFETY ASPECTS</i></p>		<p><b>TRAINING NEED MATRIX</b></p> <p><b>TRAINING PLANNING RECORDS</b></p> <p><b>TRAINING RECORDS</b></p> <p><b>PERSONNEL QUALIFICATION RECORDS</b></p> <p><b>WARNINGS</b></p> <p><b>AWARENESS EVALUATION REPORT</b></p>
<p><b>6.3</b> <b>INFRASTRUCTURES</b></p>	<p>DOCUMENTED PROCEDURE <b>P63-MAN</b></p>	<p><u>GENERAL</u></p> <p>ORION ORGANIZATION DETERMINES (YEARLY BASE DURING RESOURCE ANALYSIS AND MANAGEMENT REVIEW) AND PROVIDES ALL NECESSARY INFRASTRUCTURES NEEDED TO PERFORM ALL ORGANIZATION PROCESSES AND TO ASSURE CONFORMITY OF PRODUCT TO REQUIREMENTS</p> <p>ADDITIONALLY ORION ORGANIZATION PROVIDES TO PLAN (YEARLY BASE) AND TO PERFORM AT PLANNED STAGES MANTEINANCE OF ALL ITS INFRASTRUCTURES</p> <p>MODALITIES TO DETERMINE INFRASTRUCTURES AND PERTINENT MANTEINANCES ARE DEFINED IN THE PROCEDURE <b>P63-MAN</b></p> <p>MANTEINANCE RESPONSABILITY PERTAINS TO THE FUNCTION "MNF" (SEE ORGANIZATIONAL CHART - SECTION 5 PARAGRAPH 5.5.1 OF THIS QUALITY MANUAL)</p> <p><u>SPECIFIC</u></p> <p>ALL MANTEINANCE PLANNED / PERFORMED ACTIVITIES ARE SPECIFIED IN A DOCUMENT CALLED:</p> <ul style="list-style-type: none"> <li>&gt; MANTEINANCE LOG BOOK</li> </ul>		<p><b>LIST OF INFRASTRUCTURES</b></p> <p><b>MANTEINANCE PLANNING</b></p> <p><b>MANTEINANCE RECORDS</b></p>




SECT 6		RESOURCE MANAGEMENT		R	1
INPUT	ACTIVITIES			OUTPUT	
6.3 INFRASTRUCTURES	DOCUMENTED PROCEDURE <b>P63-MAN</b>	<p>THE MAINTAINANCE LOG BOOK - PER EACH SPECIFIC AREA OF THE ORGANIZATION - IS DIVIDED IN DIFFERENT PART AS FOLLOWS:</p> <p>PART 1^ SHOWS (PLANNING) :</p> <ul style="list-style-type: none"> <li>➤ LIST OF INFRASTRUCTURES</li> <li>➤ LIST OF TYPOLOGY DESCRIPTION OF MANTEINANCE TO BE PERFORMED</li> <li>➤ FREQUENCY OF MANTEINANCE TO BE PERFORMED (PLANNING) FUNCTION RESPONSIBLE</li> </ul> <p>PART 2^ SHOWS (RECORDING):</p> <ul style="list-style-type: none"> <li>➤ INFRASTRUCTURE TYPOLOGY</li> <li>➤ RECORD OF DATE OF PERFORMED MANTEINANCE ACCORDING TO PLAN</li> <li>➤ RECORD OF TYPOLGY OF MANTEINANCE</li> <li>➤ RECORD OF UTILIZED TIME FOR MANTEINANCE (HOURS / DAYS)</li> <li>➤ RECORD OF EVENTUAL SUBSTITUTIONS OF PART ECC</li> <li>➤ RECALL TO EVENTUAL MANTEINANCE RECORD RELEASED BY EXTERNAL PARTY /WHEN MANTEINANCE OUSTOSURCED TO QUALIFIED SUPPLIERS)</li> <li>➤ RECORD OF SIGNATURE OF MANTEINANCE RESPONSIBLE</li> </ul> <p>A PERIODICAL EXAMINATION OF LOG BOOK PERMITS ADDITIONALLY TO ESTABLISH MANTEINANCE COSTS AND PERTINENT TRENDS GIVING THE POSSIBILITY TO EVALUATE EVENTUAL NEW INVESTEMENTS NEEDS INTO INFRASTRUCTURES (ALL TYPES)</p> <p>AS FAS AS INFRASTRUCTURE TYPOLOGY ITS INVOLVES :</p> <ul style="list-style-type: none"> <li>➤ BULDINGS AND RELATED SERVICES (ELECTRICAL, PNEUMATIC, HYDRAULIC ECC)</li> <li>➤ PROCESS EQUIPMENT (HARDWARE AND SOFTWARE)</li> <li>➤ MONITORING AND MEASURING EQUIPMENT</li> <li>➤ SUPPORTING SYSTEMS (ELEVATORS, CRANES, COMMUNICATIONS ECC)</li> </ul> <p>PROCESS EQUIPMENT ARE FOCUSED ON TYPE OF PRODUCTS AND MACHINING ACTIVITIES TO BE PERFORMED AND THEIR CONTINUOUS MANTEINANCE ENSURES CORRECT REQUIRED PROCESSES CAPACITY , REDUCTION OF VARIABILITY AND PRODUCTS CONFORMANCES</p>	<p>LIST OF INFRASTRUC TURES</p> <p>MANTEINAN CE PLANNING</p> <p>MANTEINAN CE RECORDS</p>		
6.4 WORK ENVIRONMENT	DOCUMENTED PROCEDURE <b>P64-OEP</b>	<p>ORION ORGANIZATION DETERMINES NEEDS (YEARLY BASE DURING RESURCES ANALYSIS AND MANAGEMENT REVIEW ) AF FAR AS WORK ENVIRONMENT AND MANAGES IT TO ENSURE AND TO ACHIEVE CONFORMITY TO PRODUCT REQUIREMENTS</p> <p><u>WORK ENVIRONMENT NEEDS</u></p> <p>TYPOLOGY OF PRODUCTS , MACHINING ACTIVITIES PERFORMED BY ORION ORGANIZATION AND INTERNAL MONITORING AND MEASURING EQUIPMENT CALIBARATIONS DO NOT NEED - AS FAR AS WORK ENVIRONMENT CONDITIONS - SPECIFIC AND / OR MANDATORY REQUIREMENTS</p> <p>ORION TOP MANAGEMENT - TO INCREASE WORK ENVIRONMENT CONDITIONS WITHIN THE ORGANIZATION AND IMPROVE THE CONFORT OF PERSONNEL INVOLVED, HAS PROVIDED TO INCLUDE IN ALL AREAS (INCLUDING MANUFACTURING AREAS ) :</p> <ul style="list-style-type: none"> <li>➤ <i>OIL SMOKES ASPIRATION PLANTS (AVOID ENVIRONMENT)</i></li> <li>➤ <i>EFICIENT LIGHTING PLANTS (ENSURES LEGIBILITY OF DOCUMENTS, OF DRAWING AND OF MEASURES READINGS DURING QUALITY CONTROLS ECC)</i></li> <li>➤ <i>INDIVIDUAL PROTECTION DEVICES TO AVOID DAMAGES / NOISE DUE TO MACHINING ACTIVITIES</i></li> <li>➤ <i>WEEKLY CLEANING MANTAINANCE</i></li> <li>➤ <i>DAILY STATE OF ORDER OF EACH JOB PLACE MANTAINANCE</i></li> </ul> <p>ADDITIONALLY PROCEDURE <b>P64-OEP</b> ESTABLISHES MODALITIES TO EVALUATE (MONTLY BASE) THE CLEANING INDEX WITHIN THE ORGANIZATION AND PERTINEN TREND</p> <p>RESULTS OF EVALUATION ARE EXPOSED ON ALL NOTICE BOARD OF THE ORGANIZATION</p> <p>CORRECT MODALITIES OF WORK ENVIRONMENT MANAGEMENT AND EVENTUAL ADDITIONALLY NEEDS ARE PERIODICALLY VERIFIED TROUGH EXECUTION OF INTERNAL AUDITS</p>	<p>WARNING WORK ENVIRON MENT LABELS</p> <p>WORK ENVIRON MENT CLEANING INDEX REPORT</p>		



SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>7.1 PLANNING OF PRODUCT REALIZA TION</b></p>	<p><b>DOCUMEN TED PROCEDURE P71-PIAN</b></p>	<p>ORION ORGANIZATION CONTINUOUSLY PLANS, IMPLEMENTS AND DEVELOPS ALL PROCESSES NEEDED FOR PRODUCT REALIZATION COHERENTLY TO QUALITY AMAGEMENT SYSTEM AND RELATED PROCESSES EXHIGENCIES.</p> <p>PLANNING OF PRODUCT REALIZATION IS PERFORMED TROUGH EMSSION OF DOCUMENTED INSPECTION AND TEST PLANS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ STANDARD INSPECTION AND TEST PLAN ARE RELATED TO ORGANIZATION OWN DESIGNED, MANUFACTURED AND DISTRIBUTED VALVES</li> <li>➤ SPECIFIC INSPECTION AND TEST PLANS ARE RELATED TO SPECIFIC JOB PRODUCT CUSTOMER REQUIREMENTS / OTHER REQUIREMENTS</li> </ul> <p>INSPECTION AN TEST PLANS ARE PREPARED BY <b>CRP</b> (SE SECTION 5 PARAGRAPH 5.5.1 OF THIS MANUAL) AND REVIEWED/APPROVED BY <b>RSQ</b> (QUALITY SYSTEM MANAGER)</p> <p>INSPECTION AND TEST PLANS PREPARED FOR PRODUCT REALIZATION INCLUDE FOLLOWING PROCESSES:</p> <ul style="list-style-type: none"> <li>➤ DETERMINATION OF PRODUCT QUALITY OBJECTIVES</li> <li>➤ DETERMINATION / REVIEW OF REQUIREMENTS RELATED TO THE PRODUCTS (ALL REQUIREMENTS INCLUDING LEGAL REQUIREMENTS)</li> <li>➤ PLANNING, PREPARATION, VERIFICATION , REVIEW AND VALIDATION OF PRODUCT DESIGN (WHEN PRODUCTS DESIGNED BY ORION)</li> <li>➤ SELECTION AND EVALUATION OF SUPPLIERS BEFORE THEIR USE COHERENTLY TO THEIR COMPETENCE TO MEET ALL REQUIREMENTS</li> <li>➤ EXECUTION OF INCOMING INSPECTIONS ON RECEIVING PRODUCTS ACCORDING TO SPECIFIC INSPECTION AND TEST PLANS AND APPLICABLE ACCEPTANCE CRITERIA</li> <li>➤ EXECUTION OF PERIODICAL MANTEINANCE OF INFRASTRUCTURES, EQUIPMENT, MONITORING AND MEASURING EQUIPMENT ECC TO ENSURE PRODUCT CONFORMITY</li> <li>➤ EXECUTION OF PRODUCT MANUFACTURING AS PER DOCUMENTED OPERATIVE INSTRUCTIONS RECURRING TO EXPERIENCED KNOW HOW AND USE OF MODERN AND CONTINUOUSLY UP DATED TECHNOLOGIES AND TRAINED PERSONNEL</li> <li>➤ EXECUTION OF MONITORING AND MEASURING OF MANUFACTURING PROCESS PARAMETERS (CAPACITY, VARIABILITY ECC ECC) AS PER DOCUMENTED OPERATIVE INSTRUCTIONS AND TRAINED PERSONNEL</li> <li>➤ EXECUTION OF PLANNED INSPECTION AND TEST ON PRODUCTS BY TRAINED AND QUALIFIED PERSONNEL DURING ALL STAGES OF PRODUCT REALIZATION ACCORDING TO DOCUMENTED INSPECTION &amp; TEST PLANS AND RELATED ACCEPTANCE CRITERIA</li> <li>➤ STORAGE, HANDLING AND PRESERVATION OF ALL KINDS OF PRODUCTS ACCORDING TO DOCUMENTED OPERATIVE INSTRUCTIONS BY TRAINED PERSONNEL TO AVOID DAMAGES AND IMPROPER USE OF PRODUCTS UTILIZATION OF CALIBRATED MONITORING AND MEASURING EQUIPMENTS</li> <li>➤ SYSTEMATICAL ANALYSIS AND TREATMENT OF NON CONFORMITIES RELATED TO PROCESSES AND PRODUCTS TO RESTABLISH CONFORMITY</li> <li>➤ PLANNING AND EXECUTION OF INTERNAL AUDITS TO VERIFY EFFECTIVENESS OF QUALITY MANagements SYSTEM AND RELATED PROCESSES</li> <li>➤ SYSTEMATIC PRESCRIPTION OF DETERMINED CORRECTIVE AND PREVENTIVE ACTIONS RELATED TO PROCESSES AND PRODUCTS TO AVOID RECURRENCE OF NON CONFORMITIES OR OCCURRANCE OF POTENTIAL NON CONFORMITIES</li> <li>➤ CONTROLLED MANAGEMENT OF ALL DOCUMENTS RELATED TO THE PRODUCT REALIZATION</li> <li>➤ CONTROLLED MANagements OF ALL RECORDS RELATED TO PRODUCT REALIZATION TO PROVIDE OBJECTIVE EVIDENCE THA PRODUCT REALIZATION PROCESS AND PERTINENT OUTPUTS (PRODUCTS) MET ALL REQUIREMENTS (CUSTOMER AND LEGAL REQUIREMENTS)</li> <li>➤ DETERMINING TRAINING NEEDS AND CONSEQUENTLY PLANNING AND PERFORMING REQUIRED TRAINING TO ENSURE ADEGAUTE LEVEL OF COMPETENCE OF ALL PERSONNEL INVOLVED IN THE PRODUCT REALIZATION</li> </ul>	<p><b>QUALITY PLANS</b></p>	<p><b>INSPECTION AND TEST PLANS</b></p> <p><b>PRODUC TION ORDERS</b></p> <p><b>ALL DOCUMENTS AND RECORDS SUPPORTING QUALITY MANAGE MENT SYSTEM</b></p>



SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>7.1.1</b> PLANNING OF PRODUCT REALIZATION SUPPLEMENTAL</p>	<p>DOCUMENTED PROCEDURE <b>P71-PIAN</b></p>	<p><i>DOCUMENTED PROCEDURE P 71-PIAN</i> DEFINES MODALITIES TO TRANSLATE PRODUCT REQUIREMENTS WITHIN ORGANIZATION WHEN PRODUCT REQUIREMENTS ARE ESTABLISHED FROM EXTERNAL SOURCES</p> <p><i>EXTERNAL SOURCES ARE REPRESENTED BY :</i></p> <ul style="list-style-type: none"> <li>➤ STANDARD REGULATING RAW MATERIALS (ASTM, ASME, AFNOR, BS, DIN,UNI ECC ECC)</li> <li>➤ STANDARDS REGULATING DESIGN, AND MANUFACTURING (ASME ECC)</li> <li>➤ API PRODUCT SPECIFICATIONS</li> <li>➤ PRESSURE EQUIPMENT EUROPEAN DIRECTIVE (97/23/EC - PED)</li> <li>➤ SPECIFIC CUSTOMERS REQUIREMENTS ECC ECC</li> </ul> <p><i>CONTROL FEATURES PREPARED / APPROVED / DISTRIBUTED BY ORION QUALITY SYSTEM MANAGER / PROCESS OWNERS AND USED TO TRANSLATE WITHIN ORGANIZATION THE PRODUCT REQUIREMENTS PROVIDED BY EXTERNAL SOURCES ARE :</i></p> <ul style="list-style-type: none"> <li>➤ MATERIAL PURCHASING SPECIFICATIONS</li> <li>➤ INSPECTION AND TEST PLANS</li> <li>➤ PRODUCTION ORDERS (INTERNAL TRAVEL SHEETS)</li> <li>➤ DRAWINGS ECC ECC</li> </ul>	<p>PURCHASING SPECIFICATIONS</p> <p>QUALITY PLANS</p> <p>INSPECTION AND TEST PLANS</p> <p>PRODUCTION ORDERS</p> <p>DRAWINGS</p>	
<p><b>7.2</b> CUSTOMER RELATED PROCESSES</p> <p><b>7.2.1</b> DETERMINATION OF REQUIREMENTS RELATED TO THE PRODUCT</p>	<p>DOCUMENTED PROCEDURE <b>P72-DRR</b></p>	<p><u>GENERAL</u></p> <p>CORE BUSINESS OF ORION ORGANIZATION IS RELATED TO :</p> <ul style="list-style-type: none"> <li>➤ DESIGN AND DEVELOPMENT , MANUFACTURING AND SALES OF STEEL VALVES ,</li> </ul> <p>ALL DOCUMENTS RELATED TO THE OWN ORION PRODUCTS ARE HANDLED IN CONTROLLED WAY BY THE QUALITY SYSTEM MANAGER TO ENSURE THE AVAILABILITY OF CORRECT AND UP DATED DOCUMENTS IN THE MARKET</p> <p><u>DETERMINATION OF CUSTOMER REQUIREMENTS</u></p> <p>DOCUMENTED PROCEDURE <b>P72-DRR</b> DEFINES MODALITIES FOLLOWED BY ORION ORGANIZATION TO DETERMINE AND DOCUMENT CUSTOMER REQUIREMENTS</p> <p>MODALITIES INCLUDE ANALYSIS OF SEVERAL ASPECTS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ CUSTOMER INQUIRIES, PURCHASE ORDERS ECC AND RELATED ATTACHEMENTS (SPECIFICATIONS, DRAWINGS, INSTRUCTIONS ECC ECC)</li> <li>➤ IMPLICIT CUSTOMER REQUIREMENTS</li> <li>➤ LEGAL REQUIREMENTS</li> <li>➤ ORION ORGANIZATION OWN REQUIREMENTS (SPECIFIC EXIGENCIES)</li> </ul> <p>THE ABOVE ANALISYS (MULTIDISCIPLINARY APPROACH) - DOCUMENTED IN THE FORM FLT AS PER PROCEDURE <b>P72-DRR</b> - IS DIRECTLY MANAGED AND COORDINATED BY <b>COM</b> ( SALES DEPT) WICH INVOLVES (AS APPLICABLE) - DURING THE ANALYSIS - THE FOLLOWING FUNCTIONS:</p> <ul style="list-style-type: none"> <li>➤ PPM (DESIGN MANAGER)</li> <li>➤ OPE (PRODUCTION MANAGER)</li> <li>➤ RSQ (QUALITY MANAGER)</li> </ul>	<p>INQUIRIES</p> <p>PURCHASE ORDERS</p> <p>FLT CONTRACT REVIEW REPORTS</p> <p>OFFERS</p> <p>PURCHASE ORDERS CONFIRMATION</p> <p>DEVIATION REQUESTS</p> <p>DRAWINGS</p> <p>CUSTOMER COMMUNICATIONS</p>	

	<b>ORION s.p.a</b>	<b>QUALITY MANUAL</b>		
	<b>Trieste - Italy</b>	<b>ED 4</b>	<b>APRIL 2011</b>	
7.2 CUSTOMER RELATED PROCESSES 7.2.2 REVIEW OF REQUIRE MENTS RELATED TO THE PRODUCT		<u>GENERAL</u>  DCOUMENTED PROCEDURE P72-DRR DEFINES MODALITIES FOLLOWED BY ORION ORGANIZATION TO REVIEW REQUIREMENTS RELATED TO THE PRODUCT  FOLLOWING TO ALL PRODUCTS REQUIREMENTS DETERMINATION, A REVIEW OF ALL REQUIREMENTS HAS TO BE PERFORMED <b>BEFORE TO SUBMIT ANY OFFER (TENDER)</b> TO CUSTOMERS AND <b>TO ACCEPT ANY PURCHASE ORDER OR CONTRACT</b> BY THEMSELVES		
<b>SECT 7</b>	<b>PRODUCT REALIZATION</b>			<b>R</b> <b>1</b>



INPUT	ACTIVITIES		OUTPUT
<p>7.2 CUSTOMER RELATED PROCESSES 7.2.2 REVIEW OF REQUIRE MENTS RELATED TO THE PRODUCT</p>	<p>DOCUMEN TED PROCEDURE <b>P72-DRR</b></p>	<p><u>REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT (INQUIRIES)</u></p> <p>REVIEW OF INQUIRIES RECEIVED BY CUSTOMERS FOR DEFINITION OF ALL REQUIREMENTS INCLUDES :</p> <ul style="list-style-type: none"> <li>➤ REVIEW OF TO SPECIFIC QUALITY ASPECTS (PRODUCT CHARACTERISTICS, INSPECTIONS AND TEST REQUIRED, INVOLVEMENT OF THIRD PARTIES ECC ECC)</li> <li>➤ REVIEW OF SPECIFIC COMMERCIAL ASPECTS (PACKAGING, SHIPPING, DELIVERY DATE, POST DELIVERY REQUIREMENTS ECC)</li> <li>➤ REVIEW OF OTHER REQUIREMENTS (LEGAL - NECESSARY TO ENSURE PRODUCT CONFORMITY ECC ECC) PREVIOUSLY DETERMINED BY ORION ORGANIZATION</li> <li>➤ REVIEW OF NECESSITY TO RECUR TO OUTSOURCING (MANUFACTURING, LABORATORY ANALYSIS ECC ECC)</li> <li>➤ REVIEW OF DESIGN NEEDS (INPUTS, VERIFICATION, REVIEW AND VALIDATIONS)</li> <li>➤ REVIEW OF AVAILABILITY OF APPLICABLE AND UP DATED DOCUMENTS (SPECIFICATIONS, DRAWINGS, ECC)</li> <li>➤ REVIEW OF RISKS ANALYSIS AND ORION GENERAL FEASIBILITY</li> <li>➤ REVIEW OF EVENTUAL NECESSITY TO PROPOSE TO THE CUSTOMER DEVIATIONS TO THE DETERMINED REQUIREMENTS TO ELIMINATE / REDUCE TECHNE RISKS AND TO ENSURE ORION FEASIBILITY</li> <li>➤ REVIEW ESTABLISHED INTERFACES BETWEEN ORION AND CUSTOMERS</li> </ul> <p>RECORDS RELATED TO OBTAINED RESULTS ON DETERMINATION AND REVIEW OF PRODUCTS REQUIREMENTS ARE :</p> <ul style="list-style-type: none"> <li>➤ DOCUMENTED IN FORM FLT AS PER DOCUMENTED PROCEDURE P72-DRR</li> <li>➤ PROPERLY MANTAINED AND STORAGED BY COM (SALES DEPT) AS PER PROCEDURE P42-DOC</li> </ul> <p><u>REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT (PURCHASE ORDER / CONTRACTS)</u></p> <p>BEFORE ACCEPTANCE OF PURCHASE ORDERS / CONTRACTS RELEASED BY CUSTOMERS, ORION ORGANIZATION PROVIDES - IN ADDITION TO PREVIOUSLY REVIEW ACTIVITY PERFORMED ON INQUIRIES - TO REVIEW PURCHASE ORDERS / CONTRACTS TO ENSURE :</p> <ul style="list-style-type: none"> <li>➤ THEIR COHERENCE RESPECT TO INQUIRIES / OFFERS ISSUED BY ORION</li> <li>➤ ACCEPTANCE OF EVENTUAL DEVIATIONS PROPOSED BY ORION AND POSITIVE CLARIFICATION AND RESOLUTION OF ANY REQUIREMENT DIFFERING FROM THOSE PREVIOUSLY EXPRESSED</li> </ul> <p>INDIPENDENTLY BY HOW CUSTOMERS PROVIDE STATEMENT OF REQUIREMENTS (WRITTEN - TELEPHONIC ECC ECC) , ORION ORGANIZATION <b>ALLWAYS</b> PROVIDES (AS PER PROCEDURE <b>P72-DRR</b>) IN DOCUMENTED WAY TO NOTIFY TO THE CUSTOMER STATEMENT OF REQUIREMENTS TROUGH EMISSION OF :</p> <ul style="list-style-type: none"> <li>➤ DOCUMENTED CONFIRMATION OF PURCHASE ORDER / CONTRACT</li> </ul> <p>ACCORDING TO DOCUMENTED PROCEDURE <b>P72-DRR</b>, IN CASE OF CHANGES OF REQUIREMENTS RELATED TO THE PRODUCT , THE QUALITY MANAGER PROVIDES - WITH COOPERATION OF INVOLVED PROCESS OWNERS - TO ENSURE :</p> <ul style="list-style-type: none"> <li>➤ ANALSYS OF CHANGES AND THEIR ACCEPTANCE</li> <li>➤ ANALYSIS OF CHANGES AND APPLICABLE DOCUMENTS</li> </ul>	<p>INQUIRIES</p> <p>PURCHASE ORDERS</p> <p>FLT CONTRACT REVIEW REPORTS</p> <p>OFFERS</p> <p>PURCHASE ORDERS CONFIRMATION</p> <p>DEVIATION REQUESTS</p> <p>DRAWINGS</p> <p>CUSTOMER COMMUNICATIONS</p>



SECT 7	PRODUCT REALIZATION		R	1						
INPUT	ACTIVITIES		OUTPUT							
7.2.2 REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT		<ul style="list-style-type: none"> <li>&gt; UP DATING OF RELATED DOCUMENTS</li> <li>&gt; DISTRIBUTION OF UP DATED DOCUMENTS WITHIN THE ORGANIZATION TO INVOLVED FUNCTIONS AND RELATED PERSONNEL</li> </ul>								
7.2.2.1 REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT SUPPLEMENTAL		<p><i>DOCUMENTED PROCEDURE P72-DRR DEFINES MODALITIES TO PERFORM REVIEW OF REQUIREMENTS RELATED TO THE PRODUCT</i></p> <p><i>RELATED DOCUMENTED RECORDS (ARE PROPERLY MAINTAINED AS PER DOCUMENTED PROCEDURES P72-DRR AND P42-DOC</i></p>								
7.2.3 CUSTOMER COMMUNICATION	DOCUMENTED PROCEDURE P72-DRR	<p><u>GENERAL</u></p> <p>DOCUMENTED PROCEDURES P72-DRR AND P72-RRC DEFINES MODALITIES TO MANAGE CUSTOMER COMMUNICATION AND CUSTOMER COMPLAINTS</p> <p>COMMUNICATION AND RELATIONSHIPS BETWEEN CUSTOMERS AND ORION ORGANIZATION INVOLVE SEVERAL ASPECTS AS FOLLOWS.</p> <p><u>INQUIRIES ANALYSIS</u></p> <p>DURING ANALYSIS OF INQUIRIES COM HAS THE POSSIBILITY TO CONTACT (TELEPHONE / MAIL / FAX ) THE CUSTOMER TO CLARIFY EVENTUAL DOUBTS / NOT CLEAR ASPECTS WITHIN THE INQUIRY RELATED TO REQUIRED PRODUCT INFORMATIONS</p> <p><u>ACCEPTANCE OF INQUIRIES / OFFER ISSUE</u></p> <p>WHEN REVIEW OF REQUIRMENTS IN THE INQUIRIES RELATED TO THE PRODUCT HAS BEEN SATISFACTORY COMPLETED, COM HAS DIFFERENT ALTERNATIVES AVAILABLE AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; TO REFUSE THE INQUIRY GIVING DOCUMENTED MOTIVATIONS TO CUSTOMERS</li> <li>&gt; TO SEND A DOCUMENTED OFFER TO THE CUSTOMERS (INCLUDES ALL REQUIREMENTS)</li> <li>&gt; TO SEND A DOCUMENTED OFFER TO THE CUSTOMERS PROPOSING MOTIVATED ALTERNATIVES (DEVIATIONS) TO ONE OR MORE OF CUSTOMER REQUIREMENTS</li> </ul> <p><i>SUBMISSION OF AN OFFER TO CUSTOMERS DOES NOT REPRESENT - FOR ORION ORGANIZATION - THE ASSUMPTION OF ANY DUTY RESPECT TO THE CUSTOMER</i></p> <p><u>PURCHASE ORDER / CONTRACT RECEIPT</u></p> <p>AFTER RECEIPT OF PURCHASE ORDERS / CONTRACTS AND RELATED DOCUMENTS FROM CUSTOMERS, COM PROVIDES - TROUGH COOPERATION OF ALL PROCESS OWNERS WICH HAVE PARTECIPATE TO THE REVIEW OF CUSTOMER REQUIREMENTS - TO VERIFY :</p> <ul style="list-style-type: none"> <li>&gt; THEIR COHERENCE RESPECT TO INQUIRIES / OFFERS ISSUED BY ORION</li> <li>&gt; ACCEPTANCE OF EVENTUAL DEVIATIONS PROPOSED BY ORION AND POSITIVE CLARIFICATION AND RESOLUTION OF ANY REQUIREMENT DIFFERING FROM THOSE PREVIOUSLY EXPRESSED</li> </ul> <p>IN CASE OF ANY CONFLICT BETWEEN INQUIRIES/OFFERS AND PURCHASE ORDERS / CONTRACTS COM PROVIDES TO :</p> <ul style="list-style-type: none"> <li>&gt; <i>INFORM THE CUSTOMER TROUGH MAIL/FAX ABOUT IDENTIFIED CONFLICTS</i></li> <li>&gt; <i>TO ASK RESOLUTION OF CONFLICTS</i></li> <li>&gt; <i>TO SPECIFY THAT PURCHASE OPRDER/CONTRACTS CANNOT BE ACCEPTED UP TO RESOLUTION OF CONFLICTS</i></li> </ul>	INQUIRIES	PURCHASE ORDERS	FLT CONTRACT REVIEW REPORTS	OFFERS	PURCHASE ORDERS CONFIRMATION	DEVIATION REQUESTS	DRAWINGS	CUSTOMER COMMUNICATIONS



SECT 7		PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES			OUTPUT	
<p><b>7.2.3 CUSTOMER COMMUNICA TION</b></p>	<p>DOCUMENTED PROCEDURES <b>P72-DRR</b> <b>P72-RRC</b></p>	<p><u>PURCHASE ORDER / CONTRACTS ACCEPTANCE</u></p> <p>WHEN HAS BEEN VERIFIED EXISTANCE OF <b>ALL CONDITIONS</b> TO ACCEPT PURCHASE ORDERS / CONTRACTS, <b>COM</b> PROVIDES:</p> <ul style="list-style-type: none"> <li>➤ TO PREPARE PURCHASE ORDER / CONTRACT DOCUMENTED CONFIRMATION</li> <li>➤ TO SEND CONFIRMATION TO THE CUSTOMER</li> </ul> <p>ABOVE ACTIVITY IS ALWAYS PERFORMED BY ORION INDEPENDIG OF HOW CUSTOMERS PROVIDES STATEMENT OF REQUIREMENTS</p> <p><i>CONFIRMATION INCLUDES ALSO ESTABLISHED DELIVERY DATE FOR THE PRODUCTS REQUIRED ON THE BASIS OF ORION POSIBILITIES,(WORK LOAD AND SCHEDULING) AND CUSTOMER REQUIREMENTS</i></p> <p><u>PURCHASE ORDERS / CONTRACT ENTRY</u></p> <p><b>ODE</b> PROVIDES TO TRANSFER CUSTOMER PURCHASE ORDER/CONTRACT TO THE INTERNAL INFORMATIVE SYSTEM (SAP) TO ISSUE AND PRINT AN INTERNAL ORDER</p> <p>INTERNAL ORDER, TOGETHER WITH CUSTOMER ORDER / CONTRACT AND PERTINENT ATTACHEMENTS, REPRESENTS THE INPUT TO <b>PIAN</b> TO PLAN PRODUCT REALIZATION AND TO ENSURE PREPARATION OF ALL RELATED DOCUMENTS INVOLVING PERTINENT FUNCTIONS</p> <p><u>PURCHASE ORDERS / CONTRACTS AMENDEMENTS RECEIPT AND ACCEPTANCE</u></p> <p>ANY AMENDEMENT TO PURCHASE ORDERS/ CONTRACTS REQUIRES TO BE REVIEWED BY PERTINENT PERSONNEL IN THE SAME WAY FOLLOWED FOR ORIGINAL PURCHASE ORDER/CONTRACT</p> <p>DURING ANALYSIS OF AMENDEMENTS <b>COM</b> HAS THE POSSIBILITY TO CONTACT (TELEPHONE / MAIL / FAX) THE CUSTOMER TO CLARIFY EVENTUAL DOUBTS / NOT CLEAR ASPECTS WITHIN THE RELATED AMENDEMENTS</p> <p><u>CUSTOMER FEED BACKS AND CUSTOMER COMPLAINTS</u></p> <p>ORION ORGANIZATION MANTAINS AN ADEGUATE COMMUNICATION SYSTEM (MAIL/FAX/TELEPHONE ECC ECC ) WITH THE CUSTOMER AND ITS ORION INTERFACES (PROJECT COORDINATORS) TO HANDLE :</p> <ul style="list-style-type: none"> <li>➤ TRANSMISSION OF GENERAL INFORMATIONS RELATED TO ORION ACTIVITY</li> <li>➤ TRANSMISSION OF SPECIFIC INFORMATIONS RELATED TO SUPPLIED PRODUCTS</li> <li>➤ EXPEDITING ACTIVITIES (PROJECTS CCORDINATORS)</li> <li>➤ NOTIFICATION OF INSPETIONS AND RELATED ACTIVITIES (RSQ / RCQ / PROJECT COORDINATORS)</li> <li>➤ MANAGEMENT OF NON CONFORMITIES (RSQ)</li> <li>➤ MANAGEMENT OF COMPLAINTS (COM - PPM - RSQ)</li> <li>➤ MANAGEMENT OF FIELD NON CONFORMITIES (PRES - CEO - COM - PPM - RSQ)</li> </ul> <p>RESPONSABILITIES AND MODALITIES TO MANAGE CUSTOMER COMPLAINTS/FIELD NON CONFORMITIES ARE DEFINED IN THE DOCUMENTED PROCEDURE <b>P72-RRC</b></p>	<p><b>INQUIRIES</b></p> <p><b>PURCHASE ORDERS</b></p> <p><b>FLT CONTRACT REVIEW REPORTS</b></p> <p><b>OFFERS</b></p> <p><b>PURCHASE ORDERS CONFIRMATI ON</b></p> <p><b>DEVIATION REQUESTS</b></p> <p><b>DRAWINGS</b></p> <p><b>CUSTOMER COMMUNI CATIONS</b></p>		
<p><b>7.3 DESIGN AND DEVELOP MENT 7.3.1 DESIGN AND DEVELOP MENT PLANNING</b></p>	<p>DOCUMENTED PROCEDURE <b>P73-CONF</b></p>	<p>ORION ORGANIZATION PLANS AND PERFORMS DESIGN AND DEVELOPMENT ACTIVITY RELATED TO FOLLOWING PRODUCTS:</p> <ul style="list-style-type: none"> <li>➤ STEEL VALVES</li> </ul> <p>DESIGN AND DEVELOPMENT ACTIVITY IS PERFORMED ACCORDING TO FOLLOWING SPECIFICATIONS:</p> <ul style="list-style-type: none"> <li>➤ ASME</li> <li>➤ API PRODUCT SPECIFICATIONS (API 6A - 6D -API 6D SS - 600)</li> <li>➤ PRESSURE EQUIPMENT DIRECTIVE PED 97/23/CE</li> <li>➤ OTHERS AS APPLICABLE</li> </ul> <p>PROCEDURE <b>P73-CONF</b> DEFINES MODALITIES TO PERFORM DESIGN AND DEVELOPMENT PLANNING INCLUDING PERTINENT RESPONSABILITIES</p>	<p><b>DESIGN PLAN</b></p> <p><b>DESIGN OUTPUTS</b></p>		



SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p>7.3 DESIGN AND DEVELOPMENT 7.3.1 DESIGN AND DEVELOPMENT PLANNING</p>	<p>DOCUMENTED PROCEDURE P73-CONF</p>	<p><u>DESIGN AND DEVELOPMENT STAGES</u></p> <p>THEY INVOLVE FOLLOWING ACTIVITIES :</p> <ul style="list-style-type: none"> <li>➢ PLANNING OF INVOLVED PERSONNEL (RESPONSABILITIES, INTERFACES BETWEEN DIFFERENT GROUPS INVOLVED ECC) AND TARGETS</li> <li>➢ AVAILABILITY OF APPLICABLE DOCUMENTS AND REVIEW OF BASE DATA AND REQUIREMENTS</li> <li>➢ DOCUMENTED APPROVAL OF DESIGN AND DEVELOPMENT RESULTS</li> <li>➢ DOCUMENTED VERIFICATION, REVIEW AND VALIDATION OF DESIGN AND DEVELOPMENT</li> <li>➢ CONTROLLED MANAGEMENT OF DESIGN AND DEVELOPMENT CHANGES</li> </ul> <p><u>DESIGN PLANNING</u></p> <p><i>DESIGN AND ITS DEVELOPMENT IS ORIGINATED BY NECESSITY TO ANTICIPATE AND TO MET MARKET EXPECTATIONS AND EXIGENCIES AND TO MAINTAIN A TECHNOLOGICAL GAP BETWEEN ORION ORGANIZATION AND ITS COMPETITORS</i></p> <p>ACTIVITIES ARE PLANNED , PERFORMED AND RECORDED TROUGH EMISSION OF A DOCUMENT CALLED "DESIGN PLAN" WICH INCLUDES:</p> <ul style="list-style-type: none"> <li>➢ DESCRIPTION OF CHRONOLOGICAL SEQUENCE OF DESIGN AND DEVELOPMENT STAGES</li> <li>➢ AVAILABILITY AND REVIEW OF ALL DESIGN AND DEVELOPMENT INPUTS (DOCUMENTS, DATA AND REQUIREMENTS)</li> <li>➢ RECORDS AND RELATED REVIEW OF DESIGN OUTPUTS</li> <li>➢ VERIFICATION, REVIEW AND VALIDATION OF DESIGN AND DEVELOPMENT ACTIVITIES</li> <li>➢ CONTROLLED MANAGEMENT OF CHANGES / REVISIONS TO DESIGN AND DEVELOPMENT</li> <li>➢ UP DATING OF DESIGN PLAN BASED ON DESIGN AND DEVELOPMENT PROGRESS</li> <li>➢ DEFINITION AND COMMUNICATION WITHIN THE ORGANIZATION OF RESPONSABILITIES AND AUTHORITIES ASSIGNED TO PERFORM DESIGN AND DEVELOPMENT</li> </ul> <p><u>DESIGN DEVELOPMENT</u></p> <p>IS PERFORMED BY PERTINENT PERSONNEL TROUGH CONTINUOUS UP DATING OF THE DESIGN PLAN (ALL SPECIFIC STAGES IN THEIR CHRONOLOGICAL SEQUENCE) ACCORDING TO DESIGN AND DEVELOPMENT PROGRESS AS FOLLOWS :</p> <ul style="list-style-type: none"> <li>➢ EXECUTION OF EACH STAGE OF DESIGN AS PREVIOUSLY PLANNED</li> <li>➢ EMISSION OF PERTINENT RECORDS (RECALLED IN THE DESIGN PLAN)</li> <li>➢ REVIEW / VERIFICATION OF EACH DESIGN STAGE BY PPM (DESIGN RESPONSIBLE) AND RELEASE OF SPECIFIC DESIGN DEVELOPMENT STAGES TROUGH SIGNATURE OF DESIGN PLAN IN THE SPECIFIC AREA</li> <li>➢ EXECUTION OF FINAL VALIDATION ON PRODUCTS (PROTOTYPE / PRE SERIES) BEFORE DELIVERY TO CUSTOMERS</li> </ul> <p><u>RESPONSABILITIES AND AUTHORITIES FOR DESIGN AND DEVELOPMENT</u></p> <p>ORION RESPONSABILITIES AND AUTHORITIES TO PERFORM DESIGN AN DEVELOPMENT ACTIVITIES INVOLVES PRES , RESPONSIBLE (TROUGH A MULTIDISCIPLINARY APPROACH) TO ESTABLISH DESIGN NEEDS AND TO PERFORM A FINAL DESIGN AND DEVELOPMENT REVIEW</p> <p><b>PPM</b> , RESPONSIBLE TO :</p> <ul style="list-style-type: none"> <li>➢ COORDINATE AND MANAGE PLAN DESIGN AND DEVELOPMENT TROUGH EMISSION OF DESIGN PLAN</li> <li>➢ COORDINATE DEVELOPMENT OF ALL DESIGN ACTIVITIES (SOLID WORKS AND SAP)</li> <li>➢ COORDINATE UP DATING OF DESIGN PLAN ACCORDING TO DESIGN DEVELOPMENT PROGRESS</li> <li>➢ COORDINATE VERIFICATION /REVIEWING AT ALL DESIGN STAGES</li> </ul> <p><b>OPE</b>, RESPONSIBLE TO COORDINATE ALL ACTIVITIES RELATED TO MANUFACTURING OF DESIGNED VALVES</p>	<p>DESIGN AND DEVELOPMENT PLANNING (WBS)</p> <p>DESIGN AND DEVELOPMENT PLAN</p> <p>DESIGN OUTPUTS</p> <p>DRAWINGS</p> <p>OPERATIVE INSTRUCTIONS</p> <p>PURCHASING SPECIFICATIONS</p> <p>DESIGN VERIFICATION REPORTS</p> <p>DESIGN REVIEW REPORTS</p> <p>DESIGN VALIDATION REPORTS</p>	




SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p>7.3 DESIGN AND DEVELOPMENT 7.3.1 DESIGN AND DEVELOPMENT PLANNING</p>	<p>DOCUMENTED PROCEDURE <b>P73-CONF</b></p>	<p><u>ORGANIZATIONAL AND TECHNICAL INTERFACES INVOLVED IN DESIGN AND DEVELOPMENT</u></p> <p>ORION - THROUGH ITS INTERNAL AND EFFICIENT COMMUNICATION SYSTEM PROPORTIONED TO THE SIZE OF ORGANIZATION AND ITS NEEDS - PROVIDES TO ASSIGNS PERTINENT RESPONSABILITIES AND MANAGES THE DIFFERENT INTERFACES BETWEEN FUNCTIONS WITHIN THE ORGANIZATION ENCHARGED TO DEVELOP THE DESIGN PROCESS AND THE PRODUCT</p> <p>ALL INFORMATIONS RELATED TO DESIGN AND DEVELOPMENT ACTIVITIES ARE :</p> <ul style="list-style-type: none"> <li>➤ CLEARLY DEFINED</li> <li>➤ DOCUMENTED AND PERTINENT RECORDS CORRECTLY MAINTAINED</li> <li>➤ DIFFUSED AT PERTINENT LEVELS AND FUNCTIONS WITHIN THE ORGANIZATION</li> <li>➤ PERIODICALLY UP DATED</li> </ul> <p>DESIGN OUTPUT ARE UPDATED BY PERTINENT FUNCTIONS COHERENTLY TO DESIGN AND DEVELOPMENT ACTIVITY PROGRESS</p> <p><u>DESIGN PLANNING OUTPUT UP DATING</u></p> <p>ORION PROVIDES - DURING PLANNING OF DESIGN - TO DOCUMENT DIFFERENT SHEDULED TIMES NECESSARY FOR IMPLEMENTATION OF EACH DESIGN AND DEVEOLPMENT STAGE TROUGH A SPECIFIC <b>GANNT DYAGRAM (WBS / WORK BREAK STRUCTURE)</b></p> <p>THIS PLANING DOCUMENT PERMITS TO ESTABLISH :</p> <ul style="list-style-type: none"> <li>➤ NEEDED TIME FOR EXECUTION OF EACH DESIGN AND DEVELOPMENT STAGES</li> <li>➤ TOTAL FINAL TIME NECESSARY TO CONCLUDE ALL PLANNED DESIGN AND DEVELOPMENT STAGES</li> </ul> <p>DURING DESIGN DEVELOPMENT PROGRESS - TO MANTAIN PROGRESS CONTROL OF DESIGN DEVELOPMENT - <b>PPM</b> PROVIDES TO UP DATE PERIODICALLY THE <b>GANNT DYAGRAM (WBS)</b> RECORDING :</p> <ul style="list-style-type: none"> <li>➤ <i>REQUIRED TIMES TO COMPLETE EACH DESIGN STAGE</i></li> <li>➤ <i>EVENTUAL ADVANCES / EVENTUAL DELAYS</i></li> <li>➤ <i>NOTIFYING WITHIN ORGANIZATION THE DESIGN DEVELOPMENT PROGRESS TO THE PERTINENT INVOLVED FUNCTIONS (PROJECT COORDINATORS, PRODUCT REALIZATION PLANNING ECC)</i></li> </ul>	<p>DESIGN AND DEVELOPMENT PLANNING (WBS)</p> <p>DESIGN AND DEVELOPMENT PLAN</p> <p>DESIGN OUTPUTS</p> <p>DRAWINGS</p> <p>OPERATIVE INSTRUCTIONS</p> <p>PURCHASING SPECIFICATIONS</p> <p>DESIGN VERIFICATION REPORTS</p> <p>DESIGN REVIEW REPORTS</p> <p>DESIGN VALIDATION REPORTS</p>	
<p>7.3.1.1 DESIGN AND DEVELOPMENT SUPPLEMENTAL</p>		<p><i>DOCUMENTED PROCEDURE <b>P73-CONF</b> DEFINES MODALITIES TO PERFORM DESIGN AND DEVELOPMENT MODALITIES INCLUDING ALL STAGES WICH CHARACTERIZE THE ACTIVITIES</i></p> <p><i>ORION DOES NOT OUTSOURCE ANY DESIGN AND DEVELOPMENT ACTIVITY</i></p>		
<p>7.3.1.2 DESIGN DOCUMENTS SUPPLEMENTAL</p>		<p><i>DESIGN AND DEVELOPMENT DOCUMENTS - ACCORDING TO MODALITIES SPECIFIED IN THE PROCEDURE <b>P73-CONF</b> - INCLUDES METHODS, ASSUMPTIONS, FORMULAS AND CALCULATIONS</i></p>		



<b>7.3.2 DESIGN AND DEVELOP MENT INPUTS</b>		<p><b>PPM PROVIDES TO COORDINATES AND MANAGE PREPARATION AND DOCUMENTATION OF DESIGN AND DEVELOPMENT INPUTS WICH INCLUDES:</b></p> <ul style="list-style-type: none"> <li>➢ NEEDED FUNCTIONAL REQUIREMENTS (PRESSURE, TEMPERATURE ECC)</li> <li>➢ NEEDED PERFORMANCE REQUIREMENTS BASED ON MARKET EXIGENCIES AND EXPECTATIONS / CUSTOMER NEEDS) (NO LEAK, PRESSURE RESISTANCE, ECC ECC)</li> <li>➢ REFERENCE TO THE APPLICABLE STANDARD , API PRODUCT SPECIFICATIONS, OTHERS</li> <li>➢ REFERENCE TO OTHER SIMILAR DESIGN PREVIOUSLY DONE (WHEN APPLICABLE)</li> <li>➢ OTHER EVENTUAL SPECIFIC REQUIREMENTS RETAINED ESSENTIAL FOR DESIGN AND DEVELOPMENT ACTIVITIES</li> </ul>	
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SECT 7	PRODUCT REALIZATION		R	1				
INPUT	ACTIVITIES		OUTPUT					
<b>7.3.2 DESIGN AND DEVELOP MENT INPUTS</b>	<b>DOCUMEN TED PROCEDURE P73-CONF</b>	<p>THE FINAL DOCUMENT IS :</p> <ul style="list-style-type: none"> <li>➢ PREPARED AND SIGNE BY PPM (DESIGN RESPONSIBLE)</li> <li>➢ REVIEWED AND APPROVED BY PRES (TOP MANGEMENT)</li> </ul>	<b>DESIGN AND DEVELOP MENT PLANNING (WBS)</b>	<b>DESIGN AND DEVELOP MENT PLAN</b>				
<b>7.3.2.1 DESIGN AND DEVELOP MENT INPUTS SUPPLE MENTAL</b>		<p><i>ORION PROVIDES - ACCORDING TO THE DOCUMENTED PROCEDURE P72- DRR (REFERS TO THIS QUALITY MANUAL SECTION 7 PARAGRAPH 7.2.1-7.2.2 - TO IDENTIFY,DOCUMENT AND REVIEW ALL PRODUCT DESIGN INPUTS WICH INCLUDES ALSO CUSTOMER SPECIFIED REQUIREMENTS</i></p>			<b>DESIGN OUTPUTS</b>			
<b>7.3.3 DESIGN AND DEVELOP MENT OUTPUTS</b>		<p>OUTPUTS OF DESIGN AND DEVELOPMENT ARE INCLUDED , IDENTIFIED AND CONTINUOUSLY UP DATED ACCORDING TO DESIGN AND DEVELOPMENT PROGRESS IN THE DESIGN PLAN AND RELATED ATTACHEMENTS</p> <p>RELATED ATTACHEMENTS INCLUDE :</p> <ul style="list-style-type: none"> <li>➢ DESIGN AND CALCULATION SHEETS (PROVIDE OBEJCTIVE EVIDENCE THAT REQUIRMENTS ARE MEET)</li> <li>➢ GENERAL DRAWING OF PRODUCT (WHOLE VIEW)</li> <li>➢ DETAILED DRAWINGS (PRODUCT COMPONENTS)</li> <li>➢ MATERIALS LIST</li> <li>➢ PURCHASING SPECIFICATIONS AND MATERIALS DATA SHEETS (WHEN APPLICABLE AND INCLUDING PRESERVATION MODALITIES)</li> <li>➢ INSPECTION AND TEST PLANS (INCLUDING PRODUCT ACCEPTANCE CRITERIA)</li> <li>➢ MANTEINANCE AND USE MANUALS (INCLUDING SAFETY WARNINGS)</li> </ul> <p>ALL ABOVE ATTACHEMENTS ARE DOCUMENTED / APPROVED BY PPM(DESIGN RESPONSIBLE) BEFORE THEIR ISSUE</p>			<b>DRAWINGS</b>	<b>OPERATIVE INSTRUCTIO NS</b>	<b>PURCHASING SPECIFICA TIONS</b>	<b>DESIGN VERIFICATI ON REPORTS</b>
<b>7.3.3.1 DESIGN AND DEVELOPME NT OUTPUTS SUPPLE MENTAL</b>		<p><i>DESIGN AND DEVELOPMENT OUTPUT ARE ALWAYS DOCUMENTED AND RELATED RECORDS PROPERLY MAINTAINED ACCORDING TO DOCUMENTED PROCEDURE P42- DOC</i></p>			<b>DESIGN REVIEW REPORTS</b>	<b>DESIGN VALIDATION REPORTS</b>		

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<p><b>7.3.4 DESIGN AND DEVELOPMENT REVIEW</b></p>	<p>EACH SPECIFIC STAGE OF ANY DESIGN AND DEVELOPMENT ACTIVITY (AS PER SECTION 7 PARAGRAPH 7.3.1 OF THIS QUALITY MANUAL) IS SUBMITTED TO A REVIEW TO INVESTIGATE ABOUT :</p> <ul style="list-style-type: none"> <li>➤ <i>ABILITY TO MEET ALL PREVIOUSLY ESTABLISHED REQUIREMENTS</i></li> <li>➤ <i>DEFINITION OF MANUFACTURING ACTIVITIES AND SPECIFIC CYCLES (INCLUDING EQUIPMENT AND TOOLING TYPOLOGIES )</i></li> <li>➤ <i>DEFINITION OF INSPECTION ACTIVITIES</i></li> <li>➤ <i>DEFINITION OF ANY EVENTUAL PROBLEM ARISED</i></li> <li>➤ <i>DEFINITION OF NECESSARY CORRECTIVE ACTIONS TO ELIMINATE ARISED PROBLEMS</i></li> </ul> <p>REVIEW IS DOCUMENTED TROUGH DESIGN REVIEW REPORT ISSUE WICH IS RECALLED IN THE DESIGN PLAN AND ATTACHED TO IT</p> <p>PARTECIPANTS AT REVIEW ARE FOLLOWING FUNCTIONS:</p> <ul style="list-style-type: none"> <li>➤ PPM</li> <li>➤ RSQ</li> <li>➤ OPE</li> </ul> <p>ALL PARTECIPANT SIGNES FOR REVIEW/APPROVAL THE DESIGN REVIEW REPORT AND ADDITIONALLY PPM UP DATES (TROUGH INTERNAL INFORMATIVE SYSTEM) THE DESIGN AND DEVELOPMENT PLAN IN THE SPECIFIC AREA RECALLING THE REVIEW REPORT NR AND DATE</p> <p>ALL REVIEW RECORDS INCLUDING FINAL REVIEW ARE MANTAINED ACCORDING TO THE DOCUMENTED PROCEDURE <b>P42-DOC</b></p>
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SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>7.3.7 CONTROL OF DESIGN AND DEVELOPMENT CHANGES</b></p>	<p>DOCUMENTED PROCEDURE <b>P73-CONF</b></p>	<p>DOCUMENTED PROCEDURE <b>P73-CONF</b> DEFINES MODALITIES TO MANAGE DESIGN AND DEVELOPMENT CHANGES</p> <p>CHANGES ARE IDENTIFIED AND PERTINENT RECORDS ARE PROPERLY MAINTAINED AS PER DOCUMENTED PROCEDURE <b>P42-DOC</b></p> <p>CHANGES ARE MANAGED FOLLOWING EXACTLY THE SAME MODALITIES USED FOR ORIGINAL DESIGN AND DEVELOPMENT WICH INCLUDES REVIEW, VERIFICATION , VALIDATION AND FINAL APPROVE BEFORE THEIR IMPLEMENTATION</p> <p>ADDITIONALLY DESIGN AN DEVELOPMENT CHANGES INCLUDE DOCUMENTED EVALUATION ON DESIGN AND DEVELOPMENT PLAN OF :</p> <ul style="list-style-type: none"> <li>➤ <b>IMPACT</b> OF CHANGES ON PRODUCTS AND ON PARTS OF PRODUCTS (COMPONENTS) AT STOCK / IN MANUFACTURING PROGRESS / ALLREADY DELIVERED ECC ECC</li> </ul>	<p><b>DESIGN AND DEVELOPMENT PLAN CHANGES</b></p> <p><b>DESIGN OUTPUTS</b></p>	
<p><b>7.3.7 CONTROL OF DESIGN AND DEVELOPMENT CHANGES</b></p>		<p><i>DESIGN AND DEVELOPMENT CHANGES - INCLUDING CHANGES TO ALL DESIGN AND DEVELOPMENT DOCUMENTATION - <b>MANDATORY</b> EXIGES THE EXECUTION OF THE SAME CONTROLS PERFORMED IN THE ORIGINAL DESIGN AND DEVELOPMENT INCLUDING RELATED DOCUMENTATION</i></p>		



<p><b>7.4 PURCHASING</b> <b>7.4.1 PURCHASING PROCESS</b></p>	<p>DOCUMENTED PROCEDURES <b>P74-SEL</b> <b>P74-APP</b> <b>P74-RIC</b> <b>P74-MON</b></p>	<p>ORION ORGANIZATION CONTROLS THE PURCHASING PROCESS ACCORDING TO SEVERAL DOCUMENTED PROCEDURES - EACH ONE ADDRESSED TO EACH SPECIFIC ASPECT OF PURCHASING - TO ENSURE THAT PURCHASE PRODUCTS MEET SPECIFIC REQUIREMENTS</p> <p>DOCUMENTED PROCEDURE <b>P74-SEL</b> DEFINES MODALITIES TO EVALUATE , AND SELECT NEW POTENTIAL SUPPLIERS AND TO RE-EVALUATE WHEN NECESSARY</p> <p>ADDITIONALLY ORION BASES ITS EVALUATION , SELECTION AND EXTENT OF CONTROL OF SUPPLIERS THROUGH AN ANALYSIS OF EVENTUAL <b>IMPACT</b> OF PURCHASED PRODUCTS ON FURTHER MANUFACTURING PROCESS AND /OR FINAL ORION PRODUCTS</p> <p>EVALUATION AND SELECTION OF SUPPLIERS IS PERFORMED BY ORION AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; <i>INITIAL CONTACT TO INVESTIGATE ABOUT AVAILABILITY TO BECOME ORION SUPPLIER</i></li> <li>&gt; <i>ISSUE OF A CHECK LIST TO INVESTIGATE ABOUT ORGANIZATIONAL STRUCTURE AND CHARACTERISTICS OF SUPPLIER</i></li> <li>&gt; <i>ANALYSIS OF RETURNED CHECK LIST RECEIVED BY THE SUPPLIER</i></li> <li>&gt; <i>DETERMINATION OF A SPECIFIC SCORE BASED ON SUPPLIER ANSWER COMPARISON BETWEEN ACHIEVED SCORE AND A CONVENTIONAL ACCEPTANCE CRITERIA ESTABLISHED BY ORION</i></li> <li>&gt; <i>DETERMINATION OF EVENTUAL NEED TO PLAN AND PERFORM AN AUDIT TO THE SUPPLIER ORGANIZATION</i></li> <li>&gt; <i>FINAL DECISION (QUALIFIED / NOT QUALIFIED)</i></li> </ul> <p>ALL QUALIFIED SUPPLIERS ARE INCLUDED IN THE <b>LFQ</b> (LIST OF QUALIFIED SUPPLIERS)</p> <p>ALL RECORDS RELATED TO EVALUATION RESULTS ARE PROPERLY MAINTAINED ACCORDING TO DOCUMENTED PROCEDURE <b>P42-boc</b></p>	<p><b>LIST OF QUALIFIED SUPPLIERS</b></p> <p><b>EVALUATION REPORTS AND CHECK LISTS</b></p> <p><b>INQUIRIES</b></p> <p><b>PURCHASE ORDERS</b></p> <p><b>PURCHASING SPECIFICATIONS</b></p> <p><b>SUPPLIERS MONITORING RECORDS</b></p>
<p><b>7.4.1.1. PURCHASING PROCESS SUPPLEMENTAL</b></p>		<p><i>ALL ASPECTS RELATED TO PURCHASING ACTIVITIES ARE COVERED WITHIN ORION BY FOLLOWING PROCEDURES:</i></p> <ul style="list-style-type: none"> <li>&gt; <i>P74-SEL (SELECTION AND EVALUATION OF SUPPLIERS)</i></li> <li>&gt; <i>P74-APP (EMISSION OF PURCHASE ORDERS)</i></li> <li>&gt; <i>P74-MON (MONITORING OF SUPPLIERS)</i></li> </ul>	

<b>SECT 7</b>	<b>PRODUCT REALIZATION</b>		<b>R</b>	<b>1</b>
<b>INPUT</b>	<b>ACTIVITIES</b>		<b>OUTPUT</b>	
<p><b>7.4.1.2 CRITERIA FOR SUPPLIER SELECTION, EVALUATION AND RE-EVALUATION SUPPLEMENTAL</b></p>	<p>DOCUMENTED PROCEDURE <b>P74-SEL</b></p>	<p><i>CRITERIA ADOPTED BY ORION FOR SELECTION, EVALUATION AND EVENTUAL RE-EVALUATION OF SUPPLIERS INCLUDE:</i></p> <ul style="list-style-type: none"> <li>&gt; <i>INSPECTIONS ON FINAL PRODUCT AT SUPPLIER'S FACILITIES (WHEN APPLICABLE)</i></li> <li>&gt; <i>INCOMING INSPECTIONS ON PRODUCTS DELIVERED BY SUPPLIER</i></li> <li>&gt; <i>CONTINUOUS MONITORING OF SUPPLIERS AS FAR QUALITY AND DELIVERY PERFORMANCES ASPECTS</i></li> <li>&gt; <i>VERIFICATION THAT SUPPLIER QUALITY SYSTEM MEETS REQUIREMENTS OF ISO 9001 :2008 SPECIFICATION (PREFERIBLE API Q1 ED 8 ) REQUIRING QUALITY SYSTEM CERTIFICATE RELEASED BY AUTHORIZED THIRD PARTY OR PERFORMING DIRECT AUDIT</i></li> </ul>	<p><b>LIST OF QUALIFIED SUPPLIERS</b></p> <p><b>EVALUATION REPORTS AND CHECK LISTS</b></p> <p><b>INQUIRIES</b></p>	<p><b>PURCHASE ORDERS</b></p>
<p><b>7.4.1.3 SUPPLIER PROVIDED PROCESSES REQUIRING VALIDATION SUPPLEMENTAL</b></p>	<p>DOCUMENTED PROCEDURE <b>P75-VAL</b></p>	<p><i>WHEN SPECIAL PROCESSES REQUIRING VALIDATION ARE OUTSOURCED, ORION PROVIDES TO REQUIRE TO INVOLVED QUALIFIED SUPPLIERS THE DOCUMENTED VALIDATION OF RELATED PROCESSES ACCORDING TO THE REQUIREMENTS OF API Q1 ED 8 SECTION 7 PARAGRAPH 7.5.2</i></p>	<p><b>PURCHASE ORDERS</b></p> <p><b>PURCHASING SPECIFICATIONS</b></p> <p><b>SUPPLIERS</b></p>	

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<b>7.4.2 PURCHASING INFORMA TIONS</b>	<b>DOCUMEN TED PROCEDURES <b>P74-APP</b></b>	<p>DOCUMENTED PROCEDURE <b>P74-APP</b> DEFINES PURCHASING ACTIVITY AND ISSUE OF A DOCUMENTED PURCHASE ORDER MODALITIES</p> <p>THE DOCUMENTED PURCHASE ORDER INCLUDES:</p> <ul style="list-style-type: none"> <li>➤ DETAILED AND COMPLETE DESCRIPTION OF PRODUCT TO BE PURCHASED (TYPE, MATERIAL, SIZE, QUANTITY ECC ECC)</li> <li>➤ APPLICABLE DRAWINGS, TECHNICAL SPECIFICATIONS OR OTHER QUALITY DOCUMENTS INCLUDING REVISION NR</li> <li>➤ INSPECTION AND TESTS REQUIRED AND RELATED CERTIFICATION</li> <li>➤ NECESSITY TO CONTROL PRODUCT AT SUPPLIER FACILITIES (WHEN APPLICABLE)</li> <li>➤ PROCESS VALIDATION REQUIREMENTS (WHEN APPLICABLE)</li> <li>➤ REQUIRED QUALIFICATION OF PERSONNEL (WHEN APPLICABLE)</li> <li>➤ REFERENCE TO THE APPLICABLE QUALITY MANagements SYSTEM (I.E ISO 9001:2008)</li> </ul> <p>PURCHASE ORDER - BEFORE TO BE SENT TO THE SUPPLIER - IS PREPARED BY APP AND REVIEWED / APPROVED BY RSQ</p> <p>CHANGES TO PURCHASE ORDERS ARE HANDLED EXACTLY AS PER ORIGINAL PURCHASE ORDER ISSUE</p>	<b>MONITO RING RECORDS</b>
<b>7.4.2.1 PURCHASING INFORMA TIONS SUPPLE MENTAL</b>		<p><i>ALL PURCHASE ORDERS ARE DOCUMENTED AND INCLUDE ALL NECESSARY INFORMATIONS TO IDENTIFY IN <b>UNAMBIGUOUS WAY</b> THE PRODUCTS TO BE PURCHASED INCLUDING (AS APPLICABLE):</i></p> <p><i>TYPE, CLASS, GRADE, INSPECTION AND TEST REQUIRMENTS, TYPE OF MARKING, TYPE OF CERTIFICATION AND ANY OTHER NECESSARY INFORMATION</i></p> <p><i>TITLES AND EDITION OR REVISION ISSUES OF ALL TECHNICAL DOCUMENTS ARE ALLWAYS RECALLED WITHIN THE PURCHASE ORDER</i></p>	
<b>7.4.3 VERIFICATI ON OF PURCHASED PRODUCT</b>	<b>DOCUMEN TED PROCEDURE <b>P74-RIC</b></b>	<p>CONTROLS TO BE PERFORMED ON PURCHASES PRODUCTS ARE DEFINED IN THE DOCUMENTED PRODEDURE <b>P74-RIC</b></p> <p>ORION ALLWAYS PERFORMS INCOMING INSPECTIONS ON PURCHASED PRODUCTS ACCORDING TO ABOVE DOCUMENTS (REFERS TO SECTION 8 PARAGRAPH 8.2.4 OF THIS QUALITY MANUAL)</p> <p>PRODUCTS CANNOT BE RELEASED UP TO WHEN ALL PLANNED AND PERFORMED INSPECTIONS AND TESTS HAVE BEEN COMPLETED AND THE PRODUCT RESULTS CONFORMING TO ALL REQUIREMENTS</p> <p><i>ADDITIONALLY CONFORMING PRODUCT CANNOT BE RELEASED UP TO WHEN REQUIRED SUPPLIERS PRODUCT CERTIFICATES ARE NOT AVAILABLE (WHEN APPLICABLE)</i></p>	

<b>SECT 7</b>	<b>PRODUCT REALIZATION</b>		<b>R</b>	<b>1</b>
<b>INPUT</b>	<b>ACTIVITIES</b>		<b>OUTPUT</b>	
<b>7.4.3 VERIFICATI ON OF PURCHASED PRODUCT</b>		<p>WHEN AS PER PURCHASE ORDER INSPECTIONS HAVE TO BE PERFORMED / WITNESSED BY ORION / ITS CUSTOMER AT SUPPLIER FACILITIES, CONFORMING PRODUCTS ARE RELEASED TROUGH REVIEW AND APPROVAL OF SUPPLIER INSPECTION AND TEST CERTIFICATES BY ORION AUTHORIZED INSPECTORS AND ITS CUSTOMER</p>	<b>REPORTS RRM</b>	
<b>7.4.3.1 VERIFICA TION OF PURCHASED PRODUCT SUPPLE MENTAL</b>	<b>DOCUMEN TED PROCEDURE <b>P74-RIC</b></b>	<p><i>INSPECTION AND TESTS ON PURCHASE DPRODUCTS ARE DEFINED IN THE FOLLOWING DOCUMENTS:</i></p> <ul style="list-style-type: none"> <li>➤ <i>PROCEDURE <b>P74-RIC</b></i></li> <li>➤ <i>INCOMING QUALITY CONTROL PLANS (SPECIFIC PER EACH TYPE OF PURCHASED PRODUCT)</i></li> </ul> <p><i>INSPECTION AND TESTS ARE RECORDED ON DOCUMENT RRM (INCOMING MATERIALS TEST REPORT) AND PERTINENT RECORDS - INCLUDING SUPPLIERS CERTIFICATES - MANTAINED ACCORDING TO PROCEDURE <b>P42-DOC</b></i></p>	<b>SUPPLIERS MONITO RING RECORDS</b>	



<p><b>7.5.1 PRODUC TION AND SERVICE PROVISION</b></p>	<p>DOCUMEN TED PROCEDURES <b>P75-IPP</b> <b>P75-ODP</b> <b>P75-APD</b> <b>P63-MAN</b></p>	<p>ORION PLANS AND PERFORMS THE MANUFACTURING PROCESS AND ADDITIONALLY PROVIDES SERVICE UNDER CONTROLLED CONDITIONS WHICH INCLUDE AVAILABILITY OF:</p> <p>A) ALL REQUIRED CHARACTERISTICS OF RAW MATERIALS - SEMIFINISHED AND FINISHED PRODUCTS WHICH ARE ESTABLISHED DURING DESIGN AND DEVELOPMENT PLANNING OF PRODUCTS</p> <p>B) DOCUMENTED DESCRIPTIONS OF ALL MANUFACTURING STAGES (INCLUDING INSPECTIONS AND TESTS REQUIREMENTS) IN THEIR CHRONOLOGICAL SEQUENCE INCLUDING REFERENCES TO SPECIFIC OPERATIVE INSTRUCTIONS (WHEN REQUIRED TO PERFORM SPECIFIC ACTIVITIES) (INSPECTION AND TEST PLANS + PRODUCTION ORDERS)</p> <p>C) ALL SUITABLE MANUFACTURING METHODS WITH RELATED SPECIFIC EQUIPMENTS, MACHINING AND TOOLING TO BE USED FOR PRODUCT REALIZATION ARE SPECIFIED AND MAINTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE <b>P63-MAN</b></p> <p>ONE EACH EQUIPMENT, MACHINERY ETC ARE AVAILABLE MAINTENANCE SHEETS ON WHICH ARE PERIODICALLY RECORDED ALL MAINTENANCE ACTIVITIES PERFORMED ACCORDING TO MAINTENANCE PLANNING AND SIGNED BY PERTINENT PERSONNEL</p> <p>ADDITIONALLY ALL SPECIAL PROCESSES ARE PERIODICALLY VALIDATED TO ENSURE THEIR SUITABILITY TO ACHIEVE PLANNED RESULTS AND TO ENSURE THAT PRODUCTS MET ALL REQUIREMENTS</p> <p>D) SUITABLE EQUIPMENT TO PERFORM MONITORING OF PROCESSES AND PRODUCTS AND MEASUREMENT OF PRODUCTS CHARACTERISTICS (VARIABLES AND ATTRIBUTES) ALL MONITORING AND MEASURING EQUIPMENTS ARE PERIODICALLY MAINTAINED AND CALIBRATED AS PER APPLICABLE DOCUMENTED PROCEDURE <b>P76-GEN</b> AND <b>P76-CAL</b> AND THEIR CALIBRATION STATUS IS ALWAYS PROPERLY IDENTIFIED</p> <p>E) IMPLEMENTATION OF ALL REQUIRED MONITORING AND MEASURING ACTIVITIES ON PROCESSES AND PRODUCTS WHICH INVOLVES:</p> <ul style="list-style-type: none"> <li>&gt; MANUFACTURING PLANNING (MANUFACTURING PROGRESS &amp; DELIVERY PERFORMANCES)</li> <li>&gt; MANUFACTURING (MACHINING - ASSEMBLING - RELATED INSPECTIONS AND TESTS ETC)</li> <li>&gt; OUTPUTS OF MANUFACTURING (ALL PRODUCTS)</li> </ul> <p>F) IMPLEMENTATION OF PRODUCTS RELEASE ( SEMIFINISHED - FINISHED) AFTER EXECUTION OF REQUIRED INSPECTIONS AND TESTS ON ALL STAGES OF MANUFACTURING ACTIVITIES THROUGH SIGNATURE OF PERTINENT PERSONNEL (SELF CONTROL ) IN THE SPECIFIC AREA OF DOCUMENT "PRODUCTION ORDER" IN ALL AND DIFFERENT STAGES OF MANUFACTURING AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; DURING SET UP OF EQUIPMENT / MACHINERY</li> <li>&gt; DURING MANUFACTURING</li> </ul> <p>ADDITIONALLY, THROUGH SIGNATURE OF PERTINENT PERSONNEL (RCQ/EXTERNAL INSPECTORS ETC) OF CONTRACTUAL INSPECTION AND TEST PLANS</p>	<p><b>INSPECTION AND TEST PLANS</b></p> <p><b>PRODUC TION ORDERS</b></p> <p><b>OPERATIVE INSTRUC TIONS</b></p> <p><b>VALIDATION REPORTS</b></p> <p><b>PRODUCT RELEASE SIGNATURES ON RELATED DOCUMENTS</b></p> <p><b>CMTR (CERTIFIED MATERIAL TEST REPORT)</b></p> <p><b>POST DELIVERY ACTIVITIES RECORDS</b></p>
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<b>SECT 7</b>	<b>PRODUCT REALIZATION</b>	<b>R</b>	<b>1</b>
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INPUT	ACTIVITIES		OUTPUT
7.5.1 PRODUCTION AND SERVICE PROVISION		<p>F1) IMPLEMENTATION OF FINAL PRODUCTS RELEASE (FINISHED) BEFORE PACKAGING AND SHIPPING THROUGH REQUIRED INSPECTIONS AND TEST PERFORMED BY QUALITY INSPECTORS (INDEPENDENT FROM MANUFACTURING ACTIVITIES) THROUGH EMISSION OF A FINAL "CERTIFIED MATERIAL TEST REPORT"</p> <p>F2) EXECUTION OF PACKAGING AND DELIVERY ACTIVITIES ACCORDING TO RELATED AVAILABLE PROCEDURES AND / OR OPERATIVE INSTRUCTIONS</p> <p>F3) DOCUMENTED OPERATIVE INSTRUCTIONS RELATED TO POST DELIVERIES ACTIVITIES WHICH INCLUDE SPECIFIC RELATIONSHIPS WITH CUSTOMERS TO:</p> <ul style="list-style-type: none"> <li>➤ RECEIVING OF ASSISTANCE REQUIREMENTS BY CUSTOMERS (WHEN CONTRACTUALLY APPLICABLE)</li> <li>➤ SUPPLY TO CUSTOMERS OF REQUIRED TECHNICAL INFORMATIONS (PRODUCTS USE, MAINTENANCE AND SAFETY WARNING MODALITIES)</li> <li>➤ SUPPLY TO CUSTOMERS OF REQUIRED SPARE PARTS</li> <li>➤ ENSURE PRESENCE OF ORION AT CUSTOMER FIELD TO ANALYZE NON CONFORMANCES</li> <li>➤ OTHERS AS APPLICABLE</li> </ul>	
7.5.1.1 CONTROL OF PRODUCTION AND SERVICE PROVISION SUPPLEMENTAL		<p>RESPONSABILITIES AND MODALITIES FOR CONTROL OF PRODUCTION AND SERVICE PROVISION - INCLUDING POST DELIVERY ACTIVITIES - ARE DEFINED IN THE DOCUMENTED PROCEDURES :</p> <ul style="list-style-type: none"> <li>➤ P75-IPP (INSPECTION AND TEST PLANS)</li> <li>➤ P75-ODP (PRODUCTION ORDER) (INTERNAL TRAVEL SHEETS)</li> <li>➤ P75-ADP (POST DELIVERY ACTIVITIES PROCESS)</li> <li>➤ P63-MAN (MAINTENANCE)</li> </ul>	<p>INSPECTION AND TEST PLANS</p> <p>PRODUCTION ORDERS</p>
7.5.1.2 PROCESS CONTROL SUPPLEMENTAL	<p>DOCUMENTED PROCEDURES</p> <p>P75-IPP P75-ODP P75-APD P63-MAN P75-APD</p>	<p>DOCUMENTED PROCEDURE P75-ODP DEFINES MODALITIES OF PROCESS CONTROL</p> <p>PROCESS CONTROL AND ALL PERTINENT MONITORING AND MEASURING ACTIVITIES ARE PERFORMED AND DOCUMENTED THROUGH USE OF DOCUMENTS "INSPECTION AND TEST PLANS" AND "PRODUCTION ORDER" (PER EACH PRODUCT) WHICH DEFINES ALL STEPS RELATED TO THE PRODUCTION AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ TYPE OF PRODUCT - JOB NUMBER - CUSTOMER CODE</li> <li>➤ DRAWING NUMBER AND REVISION</li> <li>➤ REFERENCE TO CONTRACTUAL INSPECTION AND TEST PLANS WHICH INVOLVES CUSTOMER / THIRD PARTIES HOLD POINTS, WITNESS POINTS, REVIEW ACTIVITIES</li> <li>➤ TYPE OF RAW MATERIAL / SEMIFINISHED PRODUCT TO BE USED FOR MANUFACTURING</li> <li>➤ CHRONOLOGICAL SEQUENCE OF MANUFACTURING STEPS</li> <li>➤ EQUIPMENT TO BE USED FOR PRODUCTION AND PRODUCTIVITY TARGETS PER EACH MANUFACTURING STEP</li> <li>➤ CHRONOLOGICAL SEQUENCE OF INSPECTIONS AND TEST (SET UP / EACH MANUFACTURING STEP) INCLUDING PERTINENT RESPONSABILITIES AND RECORDS TO BE PROVIDED</li> <li>➤ SPECIFIC SIGNATURE AREA (EACH STEP) TO RELEASE THE PRODUCT AFTER INSPECTION (HOLD POINT / WITNESS POINT / REVIEW)</li> <li>➤ REFERENCE TO SPECIFIC QUALITY CONTROL PLANS (ALWAYS AVAILABLE ON EACH JOB PLACE)</li> <li>➤ ACCEPTANCE CRITERIA (PER EACH TYPE OF INSPECTION)</li> </ul> <p>DOCUMENT INSPECTION AND TEST PLAN IS APPROVED BY RSQ/CUSTOMER (WHEN APPLICABLE) AND DOCUMENT "PRODUCTION ORDER" IS APPROVED BY PIAN</p> <p>ANY SUBSEQUENT MANUFACTURING STEP <b>CANNOT PROCEED</b> WHEN PREVIOUSLY STEP HAS NOT BEEN RELEASED THROUGH SIGNATURE OF INVOLVED PERSONNEL IN THE SPECIFIC AREA ON INSPECTION AND TEST PLAN / "PRODUCTION ORDER"</p> <p>NONE MANUFACTURING PROCESS CAN START WITHOUT AVAILABILITY OF APPROVED DOCUMENTS "INSPECTION AND TEST PLAN / PRODUCTION ORDER"</p> <p>AT THE END OF MANUFACTURING PROCESS THE COMPLETED DOCUMENTS "INSPECTION AND TEST PLAN / PRODUCTION ORDER" ARE COLLECTED, VERIFIED TO ENSURE THEIR COMPLETENESS AND STORED BY PIAN ACCORDING TO DOCUMENTED PROCEDURE P42-DOC</p>	<p>OPERATIVE INSTRUCTIONS</p> <p>VALIDATION REPORTS</p> <p>PRODUCT RELEASE SIGNATURES ON RELATED DOCUMENTS</p> <p>CMTR (CERTIFIED MATERIAL TEST REPORT)</p> <p>POST DELIVERY ACTIVITIES RECORDS</p>




SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>7.5.2 VALIDATION OF PROCESSES FOR PRODUCTION AND SERVICE PROVISION</b></p>	<p>DOCUMENTED PROCEDURE <b>P75-VAL</b></p>	<p><u>GENERAL</u></p> <p>SPECIAL PROCESSES ARE THOSE FOR WHICH CONFORMITY OF PRODUCTS CANNOT BE ESTABLISHED THROUGH EXECUTION OF ROUTINE INSPECTIONS AND TESTS</p> <p>SPECIAL PROCESSES USED BY ORION ARE</p> <ul style="list-style-type: none"> <li>&gt; HEAT TREATMENTS</li> <li>&gt; WELDING</li> <li>&gt; SURFACE COATINGS</li> <li>&gt; NDE (NON DESTRUCTIVE EXAMINATIONS)</li> </ul> <p>VALIDATION IS PERIODICALLY PLANNED AND PERFORMED TO VERIFY ABILITY OF ABOVE PROCESSES TO MEET REQUIREMENTS AND ACHIEVED PLANNED RESULTS</p> <p><u>PROCESSES VALIDATION</u></p> <p>SPECIAL PROCESSES ARE VALIDATED BY ORION ACCORDING TO MODALITIES DEFINED IN DOCUMENTED PROCEDURE <b>P75-VAL</b></p> <p>VALIDATION IS PERFORMED MINIMUM ON YEARLY BASE (OR WHEN SPECIFICALLY NEEDED) AND INVOLVES ALL FAMILY TYPES OF SPECIAL PROCESSES PERFORMED</p> <p>DOCUMENTED PROCEDURE <b>P75-VAL</b>- PER EACH SPECIAL PROCESS FAMILY - ESTABLISHES:</p> <ul style="list-style-type: none"> <li>&gt; <i>RESPONSABILITY</i></li> <li>&gt; <i>PERSONNEL QUALIFICATIONS NEEDS (WHEN APPLICABLE)</i></li> <li>&gt; <i>VALIDATION FREQUENCY</i></li> <li>&gt; <i>SAMPLING</i></li> <li>&gt; <i>METHODS AND PROCEDURES</i></li> <li>&gt; <i>TYPE OF INSPECTION AND TEST TO BE PERFORMED</i></li> <li>&gt; <i>EQUIPMENT TO BE USED FOR INSPECTION AND TEST (CALIBRATED)</i></li> <li>&gt; <i>ACCEPTANCE CRITERIA</i></li> <li>&gt; <i>RECORD NEEDED AND APPROVED FINAL STATEMENT (PROCESS VALIDATED / NOT VALIDATED)</i></li> </ul> <p><u>PROCESSES RE-VALIDATION</u></p> <p>RE-VALIDATION ARE PERFORMED WHEN SPECIFIC SITUATIONS OCCURS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; A SPECIAL PROCESS FAILS VALIDATION / PERTINENT PARAMETERS HAVE TO BE MODIFIED AND PROCESS RE-VALIDATED</li> <li>&gt; OUTPUTS(PRODUCTS) OF VALIDATED SPECIAL PROCESSES SHOWS NON CONFORMITIES RELATED TO THE PROCESS</li> </ul> <p>RE-VALIDATION MODALITIES ARE THE SAME AS PER VALIDATION MODALITIES</p> <p><u>VALIDATION AND RE-VALIDATION RECORDS</u></p> <p>ALL VALIDATION ACTIVITIES ARE RECORDED AND REVIEWED/APPROVED BY THE QUALITY MANAGER</p> <p>PERTINENT RECORDS ARE PROPERLY MAINTAINED ACCORDING TO MODALITIES DEFINED IN DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p><b>VALIDATION REPORTS</b></p>	
<p><b>7.5.2.1 VALIDATION OF PROCESSES FOR PRODUCTION AND SERVICE PROVISION SUPPLEMENTAL</b></p>		<p><i>ORION PROVIDES TO VALIDATE ALL SPECIAL PROCESSES IDENTIFIED INTO THE APPLICABLE PRODUCT SPECIFICATIONS</i></p> <p><i>WHEN SPECIAL PROCESSES NOT IDENTIFIED OR NO PRODUCT SPECIFICATION INVOLVED, AS MINIMUM NDE, WELDING, HEAT TREATMENT AND COATINGS PROCESSES ARE PERIODICALLY VALIDATED BY ORION (WHEN APPLICABLE TO THE PRODUCT)</i></p>		



SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>7.5.3 IDENTIFICATION AND TRACEABILITY</b></p>	<p>DOCUMENTED PROCEDURES  <b>P75-IDR</b>  <b>P75-API</b>  <b>P75-IMB</b></p>	<p><u>GENERAL</u></p> <p>ORION PROVIDES TO ENSURE IDENTIFICATION AND TRACEABILITY OF ALL PRODUCTS DURING ALL STAGES OF PRODUCT REALIZATION AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ DURING INCOMING</li> <li>➤ DURING STORAGE (RAW MATERIAL-SEMIFINISHED - FINISHED PRODUCTS)</li> <li>➤ DURING MANUFACTURING AND TESTING</li> <li>➤ DURING INTERNAL HANDLING AND TRANSPORT</li> <li>➤ DURING ASSEMBLING</li> <li>➤ DURING FINAL PACKAGING AND SHIPPING</li> </ul> <p><u>IDENTIFICATION AND TRACEABILITY MODALITIES</u></p> <ul style="list-style-type: none"> <li>➤ RAW MATERIALS ARE IDENTIFIED THROUGH LABELLING (MATERIAL - HEAT NR - SUPPLIER - DIAMETER) AND COLOUR CODING</li> <li>➤ FINISHED PURCHASED SMALL COMPONENTS (BALLS - SPRINGS - PINS ECC) ARE IDENTIFIED THROUGH LABELLING OF SPECIFIC CONTAINERS (MATERIAL - SIZE - SUPPLIER - HEAT NR) AND COLOUR CODING</li> <li>➤ SEMIFINISHED PRODUCTS (FUSIONS, FORGINGS ECC) ARE IDENTIFIED BY LABELLING OR PAINT WRITE (PRODUCT TYPE, DRAWING NUMBER - MATERIAL - HEAT NR - RELATED DOCUMENT "INSPECTION AND TEST PLANS / PRODUCTION ORDER" NUMBER)</li> <li>➤ EACH FINISHED PRODUCTS MANUFACTURED BY ORION ARE IDENTIFIED BY HARD MARKING (TAG NR-TYPE OF MATERIAL ) TAG NR PERMITS TO RECOGNIZE SEVERAL CHARACTERISTICS OF PRODUCTS INCLUDING HEAT NR</li> <li>➤ EACH FINISHED PRODUCTS MANUFACTURED BY ORION ACCORDING TO PRESSURE EQUIPMENT DIRECTIVE 97/23/CE ARE IDENTIFIED AS FORSEEN FOR FINISHED PRODUCTS AND ADDITIONALLY BY HARD MARKING WITH TEH MARK : CE</li> <li>➤ PRODUCTS REQUIRYING <b>API MONOGRAM</b> ARE MARKED AS PER ANNEX A OF THIS QUALITY MANUAL AND ACCORDING TO DOCUMENTED PROCEDURE <b>P75-API</b></li> </ul> <p><u>PRODUCT STATUS IDENTIFICATION RESPECT TO MEASUREMENT AND MONITORING REQUIREMENTS</u></p> <p>INCOMING MATERIALS :</p> <ul style="list-style-type: none"> <li>➤ BEFORE RECEIVING INSPECTIONS MATERIALS ARE IDENTIFIED BY LABELLING (<b>STOP / QUALITY CONTROL</b>)</li> <li>➤ AFTER RECEIVING INSPECTIONS WITH SATISFACTORY RESULTS MATERIALS ARE IDENTIFIED BAY LABELLING (<b>FREE PASS/CONTROLLED</b> )</li> <li>➤ AFTER RECEIVING INSPECTIONS WITH NEGATIVE RESULTS MATERIALS ARE IDENTIFIED BAY RED LABELLING (<b>NO CONFORMING</b> ) (REFERS TO SECTION 8 PARAGRAPH 8.3 OF THIS QUALITY MANUAL)</li> </ul> <p>MANUFACTURING PROCESS :</p> <ul style="list-style-type: none"> <li>➤ ALL PRODUCTS IDENTIFICATION STATUS IS ENSURED THROUGH THE PRESENCE IN THE SPECIFIC AREA OF DOCUMENT "PRODUCTION ORDER" OF RELEASE SIGNATURE OF PERTINENT PERSONNEL</li> <li>➤ ADDITIONALLY - WHEN SPECIFIED BY THE APPLICABLE "INSPECTION AND TEST PLAN" - ALL PRODUCTS ARE IDENTIFIED THROUGH HARD MARKING (INTERNAL INSPECTOR STAMP / ALTERNATIVELY THIRD PARTY STAMP)</li> </ul>	<p><b>LABELS</b></p> <p><b>HARD MARKINGS</b></p> <p><b>PAINTING AND COLOUR CODING</b></p> <p><b>TAG NR</b></p> <p><b>PRODUCT RELEASE SIGNATURES</b></p> <p><b>STAMPS</b></p>	



SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
7.5.3 IDENTIFICATION AND TRACEABILITY	DOCUMENTED PROCEDURES P75-IDR P75-API P75-IMB	<p><u>TRACEABILITY AS CONTRACT REQUIREMENT</u></p> <p>WHEN TRACEABILITY IS A MANDATORY REQUIREMENT, ORION PROVIDES - AS A MINIMUM - TO IDENTIFY (<b>UNIVOCAL</b>) THROUGH HARD MARKING EACH PRODUCT AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; HEAT CODE (WHEN SIZE OF PIECES DO NOT ALLOW ALTERNATIVE MARKING)</li> <li>&gt; HEAT NR (WHEN SIZE OF PIECES ALLOWS COMPLETE MARKING )</li> <li>&gt; OTHERS (AS APPLICABLE)</li> </ul> <p>FINAL CERTIFIED MATERIAL TEST REPORT RELEASED BY ORION EXPLAINS TRACEABILITY MARKING</p>	LABELS	HARD MARKINGS
7.5.3.1 IDENTIFICATION AND TRACEABILITY SUPPLEMENTAL		<p><i>RESPONSABILITIES AND MODALITIES TO ENSURE IDENTIFICATION AND TRACEABILITY OF PRODUCTS FROM RECEIPT AND DURING ALL STAGES OF THE MANUFACTURING PROCESSES ARE DEFINED IN DOCUMENTED PROCEDURES AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>&gt; <b>P75-IDR</b> (IDENTIFICATION AND TRACEABILITY INCLUDING PRODUCT STATUS)</li> </ul>	IDENTIFICATION BY TAGGING	PRODUCT RELEASE SIGNATURES
7.5.3.2 IDENTIFICATION AND TRACEABILITY MAINTENANCE AND REPLACE. (SUPP.)		<p><i>RESPONSABILITIES AND MODALITIES TO ENSURE MAINTENANCE OF IDENTIFICATION AND TRACEABILITY MARKS AND /OR THEIR REPLACEMENT - INCLUDING RELATED RECORDS - ARE DEFINED IN DOCUMENTED PROCEDURES AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>&gt; <b>P75-IDR</b> (IDENTIFICATION AND TRACEABILITY INCLUDING PRODUCT STATUS)</li> <li>&gt; <b>P75-API</b> (API MONOGRAM MANAGEMENT )</li> </ul>	STAMPS	SUPPLIERS CERTIFICATES
7.5.3.3 PRODUCT STATUS (SUPP.)		<p><i>RESPONSABILITIES AND MODALITIES TO IDENTIFY PRODUCT STATUS RESPECT TO REQUIRED MEASURING AND MONITORING REQUIREMENTS ARE DEFINED IN DOCUMENTED PROCEDURE AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>&gt; <b>P75-IDR</b> (IDENTIFICATION AND TRACEABILITY INCLUDING PRODUCT STATUS))</li> </ul>	ORION CERTIFICATES	

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<b>7.5.4.1 CUSTOMER PROPERTY</b>	<p>DOCUMENTED PROCEDURE <b>P75-PRC</b></p>	<p>WHEN CONTRACTUALLY REQUIRED ORION UTILIZES - DURING THE PRODUCT REALIZATION PROCESS - CUSTOMER PROPERTIES AS FOLLOWS :</p> <ul style="list-style-type: none"> <li>➤ RAW MATERIALS</li> <li>➤ SEMI-FINISHED AND FINISHED COMPONENTS</li> <li>➤ PACKAGING</li> <li>➤ OTHERS (AS APPLICABLE)</li> </ul> <p>CUSTOMER PROPERTIES ARE HANDLED IN CONTROLLED WAY BY ORION THROUGH:</p> <ul style="list-style-type: none"> <li>➤ INCOMING IDENTIFICATION (REFERENCE TO CUSTOMER/JOB)</li> <li>➤ INCOMING INSPECTION TO VERIFY THEIR SUITABILITY FOR INTENDED USE</li> <li>➤ PROPERLY HANDLING DURING USE TO AVOID ANY DAMAGING (STORAGE, IDENTIFICATION, PRESERVATION, TRANSPORT, HANDLING DURING MANUFACTURING, MANUFACTURING ECC)</li> </ul> <p>IF DURING INCOMING INSPECTION OR HANDLING THE CUSTOMER PROPERTY RESULTS UNSUITABLE FOR USE DUE TO NON CONFORMITY OR LOSS OR DAMAGE, THE QUALITY MANAGER OR PROJECT COORDINATORS PROVIDE IMMEDIATELY TO :</p> <ul style="list-style-type: none"> <li>➤ INFORM THE CUSTOMER IN DOCUMENTED WAY ABOUT UNSUITABILITY OF THE PROPERTY INCLUDING RELATED MOTIVATIONS</li> </ul> <p>INTERNALLY NOTIFYING THE COMMUNICATION TO <b>COM</b> AND <b>PIAN</b></p> <p>EVENTUAL INTELLECTUAL CUSTOMER PROPERTIES ARE HANDLED WITHIN ORION ORGANIZATION WITH TOTAL RESERVENESS AND PROPERLY CONTROLLED AS FAR AS DIFFUSION AND USE BY THE QUALITY MANAGER AND PROJECTS COORDINATORS</p>	<p><b>CUSTOMER PROPERTY LOG</b></p> <p><b>CUSTOMER PROPERTY RECORDS</b></p>
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<b>SECT 7</b>	<b>PRODUCT REALIZATION</b>		<b>R</b>	<b>1</b>
<b>INPUT</b>	<b>ACTIVITIES</b>		<b>OUTPUT</b>	
<b>7.5.4.1 CUSTOMER PROPERTY SUPPLEMEN TAL</b>	<p>DOCUMENTED PROCEDURE <b>P75-PRC</b></p>	<p><i>RESPONSABILITIES AND MODALITIES TO ENSURE NECESSARY CARE ON MANAGEMENT OF CUSTOMER PROPERTIES ARE DEFINED IN THE DOCUMENTED PROCEDURE AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>➤ <b>P-75-PRC</b></li> </ul> <p><i>PERTINENT RECORDS ARE PROPERLY MANTAINED ACCORDING TO MODALITIES DEFINED IN DOCUMENTED PROCEDURE <b>P42-DOC</b></i></p>	<p><b>CUSTOMER PROPERTY LOG</b></p> <p><b>CUSTOMER PROPERTY RECORDS</b></p>	



<p>7.5.1 PRESERVATION OF PRODUCT</p>	<p>DOCUMENTED PROCEDURE P75-CON</p>	<p><u>GENERAL</u></p> <p>ORION PROVIDES TO ENSURE PRESERVATION OF PRODUCTS DURING ALL PRODUCT REALIZATION STAGES RELATED TO FOLLOWING ACTIVITIES:</p> <ul style="list-style-type: none"> <li>&gt; IDENTIFICATION</li> <li>&gt; HANDLING</li> <li>&gt; PACKAGING</li> <li>&gt; STORAGE</li> <li>&gt; PROTECTION (INCLUDING DELIVERY)</li> </ul> <p><u>IDENTIFICATION</u></p> <p>RESPONSABILITIES AND MODALITIES ARE DEFINED IN THE DOCUMENTED PROCEDURE P75-IDR (REFERS TO SECTION 7 PARAGRAPH 7.5.3 OF THIS QUALITY</p> <p><u>HANDLING</u></p> <p>HANDLING OF RAW MATERIAL , SEMIFINISHED AND FINISHED PRODUCTS IS PERFORMED IN CONTROLLED WAY BY TRAINED PERSONNEL TROUGH USE OF SUITABLE LIFTING AND INTERNAL TRANSPORT EQUIPMENTS (ELEVATORS, CRANES, WIRES, TRAILERS, ECC) ALL LIFTING AND INTERNAL TRANSPORT EQUIPMENTS ARE PERIODICALLY MAINTAINED (REFERS TO SECTION 6 PARAGRAPH 6.3 OF THIS QUALITY MANUAL)</p> <p>DEPENDING OF SIZE AND QUANTITY OF PIECES, THEY ARE HANDLED WITH SPECIFIC SUITABLE MEANS (PALLETS, CAGES, WOOD BOXES, CARD BOXES ECC) SEMIFINISHED AND FINISHED PARTS ARE HANDLED WITH CARE BY TRAINED PERSONNEL AVOIDING DAMAGING DUE TO SHOCKS AND DANGEROUS CONTACTS BETWEEN THE PARTS AND THE HANDLING EQUIPMENT , TOOLS AND MEANS (WIRES, ECC) (SPECIFIC OPERATIVE INSTRUCTIONS AND WARNING LABELS ARE AVAILABLE ON EACH JOB PLACE)</p> <p><u>PACKAGING</u></p> <p>PACKAGING MODALITIES ARE SPECIFIED IN CUSTOMER APPLICABLE INSTRUCTIONS OR INTERNAL ORION OWN INSTRUCTIONS AND PACKAGING PERFORMED BY TRAINED PERSONNEL AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; PIECES OF MEDIUM - BIG SIZES ARE PACKAGED USING SPECIAL WOODEN PALLETS OR CRANES OR CASES</li> <li>&gt; PIECES OF SMALL SIZE ARE PACKAGED IN CARD BOXES OR WOODEN BOXES ON PALLETS</li> </ul> <p>USED PACKAGES AVOID FORMATION OF RUST / MOISTURE INSIDE TO PREVENT ANY OXYDATION PHENOMENA ON PRODUTS AL PACKAGES ARE PROPERLY IDENTIFIED (OUTSIDE) BY LABELLING AND LABELS ARE PROTECTED WITH PLASTIC OR METALLIC ENVELOPMENTS</p> <p><u>STORAGE</u></p> <p>ALL STORAGE AREAS ARE COVERED AREAS AND PROTECTED FROM ANY ENVIRONMENT CONTAMINATION (RAIN, ECC ECC) TO AVOID DETERIORATION OF STORED PRODUCTS (SEMIFINISHED - FINISHED)</p> <p><i>ACCES TO STORAGE AREA IS CONTROLLED AND ONLY AUTHORIZED TRAINED PERSONNEL HAS THE POSSIBILITY TO ACCESS AND DRAWN PRODUCTS FROM STORAGE AREAS STORAGE AREA RESPONSIBLE (MAG) PROVIDES TO MANTAIN IN CORRECT STATE OF ORDER AND CLEANLESS THE STORAGE AREAS AND PROVIDE - AS MUCH AS POSSIBLE AND APPLICABLE - TO ENSURE APPLICATION OF FIFO TECNIQUE (FIRST IN FIRST OUT)</i></p>	<p>WARNING LABELS</p> <p>OPERATIVE INSTRUCTIONS</p> <p>WAREHOUSE LAY OUTS AND IDENTIFICATIONS</p> <p>STOCK ASSESMENT REPORTS</p> <p>CUSTOMER COMMUNICATIONS</p>
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SECT 7	PRODUCT REALIZATION	R	1
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INPUT	ACTIVITIES		OUTPUT
<p><b>7.5.1 PRESERVATION OF PRODUCT</b></p>	<p>DOCUMENTED PROCEDURE <b>P75-CON</b></p>	<p><u>PROTECTION</u></p> <p>PROTECTION OF PRODUCTS WITHIN ORION ORGANIZATION IS NORMALLY ASSURED THROUGH THE SEVERAL CONTROLLED MODALITIES SPECIFIED ON PREVIOUS PARAGRAPHS OF THIS SECTION</p> <p>ADDITIONALLY, IN PARTICULAR WAY DURING DELIVERIES ACTIVITIES (LOADING AND TRANSPORT) SPECIFIC CARE HAS TO BE USED TO AVOID ANY PRODUCT DAMAGING</p> <p>LOADING (NORMALLY ON TRUCKS) HAS TO BE DONE BY AUTHORIZED AND TRAINED PERSONNEL TO AVOID CRASHES AND DAMAGES TO THE PACKAGING AND TO THE PRODUCT POSITIONING OF PACKAGES ON TRUCK HAS TO BE DONE IN CORRECT WAY TO AVOID ANY UNDESIRE DISPLACEMENT OF THE LOAD DURING TRANSPORT</p> <p>WHEN TRANSPORT ORGANIZED BY ORION, THE USE OF COVERED TRUCKS IS MANDATORY TO AVOID ANY PACKAGE /PRODUCT DAMAGING DUE TO RAIN</p> <p>WHEN TRANSPORT ORGANIZED BY CUSTOMER AND USED TRUCK RESULTS UN COVERED,- BEFORE LOADING OF PRODUCTS ON TRUCK - ORION EVALUATES THE SITUATION AND - WHEN APPLICABLE - PROJECT COORDINATORS PROVIDE TO NOTIFY (BY WRITING) TO CUSTOMERS <b>RISKS</b> CONNECTED</p>	<p>WARNING LABELS</p> <p>OPERATIVE INSTRUCTIONS</p> <p>WAREHOUSE LAY OUTS AND IDENTIFICATIONS</p> <p>STOCK ASSESMENT REPORTS</p> <p>CUSTOMER COMMUNICATIONS</p>
<p><b>7.5.5.1 PRESERVATION OF PRODUCT SUPPLEMENTAL</b></p>		<p><i>RESPONSABILITIES AND MODALITIES FOR PRODUCT PRESERVATION ARE DEFINED IN THE DOCUMENTED PROCEDURE AS FOLLOWS:</i></p> <ul style="list-style-type: none"> <li>➤ <b>P75-CON</b></li> </ul> <p><i>PERTINENT RECORDS ARE PROPERLY MAINTAINED ACCORDING TO MODALITIES DEFINED IN DOCUMENTED PROCEDURE P42-DOC</i></p>	
<p><b>7.5.5.2 PERIODIC ASSESSMENT OF STOCK</b></p>		<p><i>LONG STORAGE TERMS CAN PRODUCE DETERIORATION OF STOCKED PRODUCTS AND ORION ENSURES CONTROL OF PRODUCTS DETERIORATION THROUGH:</i></p> <ul style="list-style-type: none"> <li>➤ <i>PLANNING OS PERIODICAL ASSEMENT ON PRODUCTS AT STOCK</i></li> <li>➤ <i>EXECUTION OF ASSESSMENTS &amp; DOCUMENTED RECORDS</i></li> <li>➤ <i>INDIVIDUATION OF EVENTUAL DETERIORATIONS (OXIDATION ECC)</i></li> <li>➤ <i>PLANNING OF NECESSARY CORRECTIVE ACTIONS AND RELATED FOLLOW UP</i></li> </ul> <p><i>PARTICULARY ATTENTION HAS TO BE RESERVED (WHEN APPLICABLE) TO ALL THOSE PRODUCTS CHARACTERIZED BY "SHEFL LIFE" (EXPIRATION DATE)</i></p> <p><i>PERTINENT RECORDS ARE PROPERLY MAINTAINED ACCORDING TO MODALITIES DEFINED IN DOCUMENTED PROCEDURE P42-DOC</i></p>	
<p><b>7.6 CONTROL OF MONITORING AND MEASURING EQUIPMENT</b></p>	<p>DOCUMENTED PROCEDURES <b>P76-GEN</b> <b>P76-CAL</b></p>	<p><u>GENERAL</u></p> <p>ORION PROVIDES TO ESTABLIS NEEDED MEASURING AND MONITORING EQUIPMENTS ON THE BASIS OF TYPE OF USED PROCESSES AND TYPE OF PRODUCTS MANUFACTURED AND RELATED REQUIREMENTS, SIZES AND TOLERANCES, <i>REQUIRED VARIABLES AND ATTRIBUTES</i> COHERENTLY TO APPLICABLE CUSTOMER EXIGENCIES, STANDARD SPECIFICATIONS, API PRODUCTS SPECIFICATIONS, PARTICULAR SPECIFICATIONS ECC ECC.</p> <p>DETERMINATION OF NEEDS IS PERFORMED / DOCUMENTED PERIODICALLY (REFERS TO SECTION 6 PARAGRAPH 6.1 OF THIS QUALITY MANUAL)</p> <p>MEASUREMENTS AND MONITORING TO BE PERFORMED ARE RELATED TO SPECIFIC PRODUCTS AND THEIR CHARACTERISTICS ARE ALWAYS SPECIFIED IN THE PERTINENT DOCUMENTS ("INSPECTION AND TEST PLANS / PRODUCTION ORDERS / DRAWINGS, PURCHASING SPECIFICATIONS ECC ECC)</p>	<p>LIST OF MOTIRING AND MEASURING EQUIPMENT</p> <p>CALIBRATION CERTIFICATES</p> <p>OPERATIVE INSTRUCTIONS</p>

<b>SECT 7</b>	<b>PRODUCT REALIZATION</b>		<b>R</b>	<b>1</b>
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INPUT	ACTIVITIES		OUTPUT
<p>7.6 CONTROL OF MONITORING AND MEASURING EQUIPMENT</p>	<p>DOCUMENTED PROCEDURES P76-GEN P76-CAL</p>	<p>USE OF MEASURING AND MONITORING EQUIPMENT INVOLVES:</p> <ul style="list-style-type: none"> <li>&gt; <i>INCOMING PRODUCTS (CHEMICAL ANALYSIS, HARDNESS, MECHANICAL TESTS, DIMENSIONS, NDE ECC ECC)</i></li> <li>&gt; <i>PROCESS PARAMETERS (TEMPERATURES, TIMES, CAPABILITY ECC ECC)</i></li> <li>&gt; <i>PRODUCTS DURING MANUFACTURING, INSPECTION AND TEST PROCESS (DIMENSIONS, NDE, MECHANICAL TESTS, FUNCTIONAL TESTS ECC ECC)</i></li> <li>&gt; <i>FINISHED PRODUCTS BEFORE SHIPPING (DIMENSIONS, PRESSURE TESTS, LEAK TESTS, ECC ECC)</i></li> </ul> <p>ALL NECESSARY AND AVAILABLE EQUIPMENTS ARE RECORDED BY THE ORION QUALITY CONTROL MANAGER - DIVIDED PER EACH FAMILY TYPOLOGY - IN THE DOCUMENT "MONITORING AND MEASURING EQUIPMENT LIST"</p> <p><u>CALIBRATION</u></p> <p>RESPONSABILITIES AND MODALITIES OF CALIBRATION ARE DEFINED IN THE DOCUMENTED PROCEDURES P76-GEN AND P76-CAL WHICH INCLUDE ACCEPTANCE CRITERIA</p> <p>CALIBRATION IS PERFORMED ACCORDING TO PLANNED INTERVALS (DEPENDING OF FAMILY EQUIPMENT TYPOLOGY / USE FREQUENCY) AND INVOLVES</p> <ul style="list-style-type: none"> <li>&gt; <i>REFERENCE EQUIPMENT (CALIBRATED OUTSIDE BY RECOGNIZED LABORATORIES) AND USED BY ORION TO CALIBRATE SECONDARY EQUIPMENT</i></li> <li>&gt; <i>SECONDARY EQUIPMENT, CALIBRATED BY ORION USING CALIBRATED REFERENCE EQUIPMENTS AND USED WITHIN ORGANIZATION TO PERFORM MEASURING AND MONITORING ACTIVITIES ON PROCESSES AND PRODUCTS</i></li> </ul> <p>ALL CALIBRATIONS ARE ALWAYS PERFORMED AGAINST MEASUREMENTS STANDARDS TRACEABLE TO INTERNATIONAL / NATIONAL MEASUREMENT STANDARDS</p> <p><i>RECOGNIZED LABORATORIES PERFORM VERIFICATION OF THE REFERENCE EQUIPMENT AND RELEASES OBTAINED MEASUREMENTS THROUGH A CERTIFICATE</i></p> <p><i>ORION PERFORMS VERIFICATION OF SECONDARY EQUIPMENTS AND RELEASE OBTAINED MEASUREMENTS THROUGH A CERTIFICATE (CALIBRATION SHEET)</i></p> <p>BOTH EQUIPMENTS - REFERENCE OR SECONDARY - ARE JUDGED CALIBRATED BY THE QUALITY CONTROL MANAGER WHEN OBTAINED MEASUREMENTS RESULTS SATISFY PREVIOUSLY ESTABLISHED <b>ACCEPTANCE CRITERIA</b> BASED ON OWN ORION AND CUSTOMER EXIGENCIES</p> <p>RELATED CALIBRATION AND VERIFICATION RECORDS - INCLUDING QUALITY CONTROL MANAGER JUDGEMENT - ARE MAINTAINED ACCORDING TO DOCUMENTED PROCEDURE P42-DOC</p> <p><u>EQUIPMENT ADJUSTING / RE-ADJUSTING</u></p> <p>EQUIPMENT ADJUSTING OR RE-ADJUSTING ARE PERFORMED - IN CASE OF NECESSITY (DAMAGES, OTHER MOTIVATIONS ECC) BY COMPETENT AND TRAINED PERSONNEL (INSIDE/ OUTSIDE ORION ORGANIZATION)</p> <p>ANY ADJUSTMENT-RE-ADJUSTMENT NEEDS TO PROVIDE A NEW CALIBRATION BEFORE USE OF EQUIPMENT</p> <p><u>CALIBRATION STATUS</u></p> <p>ORION IDENTIFIES ALL AVAILABLE MONITORING AND MEASURING EQUIPMENTS TO PERMIT TO RECOGNIZE THEIR CALIBRATION STATUS ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE P76-GEN</p>	<p>LIST OF MONITORING AND MEASURING EQUIPMENT</p> <p>CALIBRATION CERTIFICATES</p> <p>OPERATIVE INSTRUCTIONS</p> <p>WARNINGS</p>



SECT 7		PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES			OUTPUT	
<p>7.6 CONTROL OF MONITORING AND MEASURING EQUIPMENT</p>	<p>DOCUMENTED PROCEDURES P76-GEN P76-CAL</p>	<p>ORION HOLDS SMALL EQUIPMENT FOR WHICH AVAILABLE IDENTIFICATION AREAS ARE SMALL OR VERY SMALL AND CONSEQUENTLY ORION APPLIES A "COLOUR CODING" TO IDENTIFY CALIBRATION STATUS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ EACH EQUIPMENT IS IDENTIFIED THROUGH AN ADHESIVE HARD PLASTIC ROUND LABEL WHICH HAS A SPECIFIC COLOUR</li> <li>➤ EACH COLOUR REFERS TO A SPECIFIC CALIBRATION TIME RANGE</li> <li>➤ ON EACH JOB PLACE WHERE MONITORING AND MEASURING EQUIPMENT ARE USED, THERE IS A TABLE WHICH PERMITS TO TRACE BY COMPARISON THE CALIBRATION STATUS OF EQUIPMENT SHOWING THE SPECIFIC COLOURS AND THE CALIBRATION PERIOD RANGE</li> </ul> <p>ALL EQUIPMENT WITHOUT ADHESIVE HARD PLASTIC ROUND LABEL OR SHOWING AN EXPIRED COLOUR RESPECT TO CALIBRATION PERIOD RANGE CANNOT BE USED</p> <p>WHERE POSSIBLE, CALIBRATION STATUS IS IDENTIFIED THROUGH A LABEL SHOWING ALL NECESSARY DATA (IDENTIFICATION / LAST CALIBRATION / NEXT CALIBRATION)</p> <p>ALL PERSONNEL IS PROPERLY AND PERIODICALLY <b>TRAINED</b> ABOUT USE OF EQUIPMENT AND THEIR CALIBRATION STATUS</p> <p>ALL "SUSPECTED" EQUIPMENTS (DAMAGED, WITHOUT CALIBRATION STATUS ETC) CANNOT BE USED FOR EXECUTION OF MONITORING AND MEASURING ACTIVITIES AND ARE RETIRED BY THE QUALITY MANAGER AND PUTTED IN A HOLD AREA WAITING TO ESTABLISH CORRECTIVE ACTIONS NEEDED</p> <p><u>EQUIPMENT SAFEGUARD &amp; PROTECTION FROM DAMAGING &amp; DETERIORATION</u></p> <p>ORION QUALITY SYSTEM MANAGER MAINTAINS UNDER CONTROL DISTRIBUTION OF EQUIPMENTS THROUGH A SPECIFIC "CALIBRATED EQUIPMENT LIST" TO AVOID UNDESIRABLE ADJUSTMENTS / RE-ADJUSTMENTS AND TO ENSURE CORRECT HANDLING, MAINTENANCE AND STORAGE</p> <p>THE LIST INCLUDES THE FOLLOWING INFORMATIONS:</p> <ul style="list-style-type: none"> <li>➤ PERSONNEL TO WHICH EQUIPMENT HAVE BEEN DISTRIBUTED</li> <li>➤ EQUIPMENT LOCATION</li> </ul> <p>WHILE NOT NORMALLY USED (NEW OR SPECIFIC EQUIPMENTS), ALL EQUIPMENTS ARE STORED IN A SPECIFIC PROTECTED AREA WITH <b>CONTROLLED ACCESS</b> BY THE QUALITY CONTROL MANAGER</p> <p><u>EQUIPMENT FOUND OUT OF CALIBRATION</u></p> <p>IF EQUIPMENT IS FOUND <b>OUT OF CALIBRATION</b>, THE QUALITY CONTROL MANAGER PROVIDES TO VERIFY EFFECTIVENESS OF PREVIOUSLY PERFORMED MONITORING AND MEASURING ACTIVITIES ON PROCESSES AND PRODUCTS</p> <p>ADDITIONALLY QUALITY SYSTEM MANAGER PROVIDES TO:</p> <ul style="list-style-type: none"> <li>➤ EVALUATE <b>IMPACT</b> OF OUT OF CALIBRATION (PROCESSES / PRODUCTS)</li> <li>➤ TO NOTIFY (WHEN PROPERLY EVALUATED) TO THE CUSTOMERS PRESENCE OF ALREADY DELIVERED SUSPECTED PRODUCTS (WARNING)</li> </ul> <p>ALL RELATED RECORDS ARE MAINTAINED ACCORDING TO DOCUMENTED PROCEDURES <b>P42-DOC</b></p>			<p>LIST OF MONITORING AND MEASURING EQUIPMENT</p> <p>CALIBRATION CERTIFICATES</p> <p>OPERATIVE INSTRUCTIONS</p> <p>WARNINGS</p>
<p>7.6.1 CONTROL OF MONITORING AND MEASURING EQUIPMENT SUPPLEMENTAL</p>		<p><i>RESPONSABILITIES AND MODALITIES OF CALIBRATION OF MEASURING AND MONITORING EQUIPMENT ARE DEFINED IN THE DOCUMENTED PROCEDURES P76-GEN AND P76-CAL</i></p> <p><i>ADDITIONALLY A LIST OF CALIBRATED MEASURING AND MONITORING EQUIPMENT IS AVAILABLE AND PERIODICALLY UP DATED</i></p>			



SECT 7	PRODUCT REALIZATION		R	1
INPUT	ACTIVITIES		OUTPUT	
<p>7.6.1.1 CONTROL OF MONITORING AND MEASURING EQUIPMENT SUPPLEMENTAL</p>		<p>THE LIST OF CALIBRATED MONITORING AND MEASURING EQUIPMENT INCLUDES:</p> <ul style="list-style-type: none"> <li>&gt; TYPE OF EQUIPMENT AND ITS CHARACTERISTICS</li> <li>&gt; CLASSIFICATION OF EQUIPMENT (REFERENCE / SECONDARY)</li> <li>&gt; UNIQUE PERTINENT IDENTIFICATION</li> <li>&gt; LOCATION WITHIN ORGANIZATION</li> <li>&gt; CALIBRATION / VERIFICATION FREQUENCY</li> <li>&gt; CALIBRATION MODALITIES DETAILED DESCRIPTION</li> <li>&gt; CALIBRATION ACCEPTANCE CRITERIA</li> <li>&gt; CALIBRATION RESPONSIBILITY (INTERNAL/OUTSOURCED TO RECOGNIZED LABORATORIES)</li> <li>&gt; NAME OF EXTERNAL CALIBRATION LABORATORY (WHEN APPLICABLE)</li> <li>&gt; HANDLING AND MAINTENANCE MODALITIES</li> </ul> <p>THE LIST IS UPDATED AND CONTROLLED BY THE QUALITY CONTROL MANAGER ACCORDING TO MODALITIES DEFINED IN DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p>LIST OF MONITORING AND MEASURING EQUIPMENT</p> <p>CALIBRATION CERTIFICATES</p> <p>OPERATIVE INSTRUCTIONS</p> <p>WARNINGS</p>	
<p>7.6.2 ENVIRONMENTAL CONDITION SUPPLEMENTAL</p>	<p>DOCUMENTED PROCEDURES <b>P76-GEN</b> <b>P76-CAL</b></p>	<p>ORION ENSURES THAT ALL INTERNAL CALIBRATIONS, INSPECTIONS, MEASUREMENTS, MONITORING AND TESTS ACTIVITIES ARE PERFORMED IN <b>SUITABLE</b> ENVIRONMENTAL CONDITIONS AND THAT DOES NOT EXIST ANY RISK OF INVALIDATION OF PERFORMED ACTIVITIES</p> <p><b>SUITABLE</b> ENVIRONMENTAL CONDITIONS ARE ALWAYS PROPERLY MAINTAINED AND INCLUDE:</p> <ul style="list-style-type: none"> <li>&gt; CLEAN AND IN STATE OF ORDER WORK ENVIRONMENTAL</li> <li>&gt; CORRECT LIGHTNING CONDITIONS</li> </ul> <p><b>SUITABLE</b> CONDITIONS ARE PERIODICALLY VERIFIED THROUGH:</p> <ul style="list-style-type: none"> <li>&gt; MEETINGS WITH INVOLVED PERSONNEL</li> <li>&gt; INTERNAL AUDITS</li> </ul> <p>INTERNAL PERFORMED ACTIVITIES OF CALIBRATION, MONITORING AND MEASURING <b>DO NOT NEED</b> - DUE TO THEIR CHARACTERISTICS AND APPLICATION - TO BE DONE IN SPECIFIC ENVIRONMENTAL CONDITIONS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; CONTROLLED HUMIDITY</li> <li>&gt; CONTROLLED TEMPERATURE</li> </ul> <p>OUTSOURCED CALIBRATION ACTIVITIES ARE PERFORMED BY AUTHORIZED AND RECOGNIZED LABORATORIES ACCORDING TO <b>CONTROLLED</b> ENVIRONMENTAL CONDITIONS AS PER APPLICABLE NATIONAL / INTERNATIONAL STANDARD REQUIREMENTS</p>		




SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>8.1 GENERAL</b></p>	<p>ORION PROVIDES TO PLAN, IMPLEMENT AND CONTINUOUSLY UP DATE ALL ACTIVITIES OF MONITORING, ANALYSIS AND IMPROVEMENT RELATED TO ALL THE ORGANIZATIONAL PROCESSES TO ENSURE :</p> <ul style="list-style-type: none"> <li>➤ PRODUCTS CONFORMITY</li> <li>➤ QUALITY MANAGEMENT SYSTEM CONFORMITY</li> <li>➤ QUALITY MANAGEMENT SYSTEM EFFECTIVENESS AND ITS IMPROVEMENT</li> </ul> <p>ORION PROVIDES TO INDIVIDUATE AND TO APPLY SUITABLE METHODS - INCLUDING THE UTILIZATION OF STATISTICAL TECHNIQUES - TO ACHIEVE PLANNED RESULTS</p>			
<p><b>8.2 MONITORING AND MEASURING 8.2.1 CUSTOMER SATISFACTION</b></p>	<p>DOCUMENTED PROCEDURE <b>P82-ISC</b></p>	<p><u>GENERAL</u></p> <p>WITHIN SEVERAL MEASUREMENTS ACTIVITIES OF PERFORMANCES OF THE QUALITY MANAGEMENT SYSTEMS, ORION PROVIDES -ACCORDING TO PLANNED FREQUENCY - TO MONITOR SPECIFIC ASPECTS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ CUSTOMER SATISFACTION (HIS PERCEPTION)</li> <li>➤ OWN CAPACITY OF THE ORION ORGANIZATION TO MET CUSTOMER REQUIREMENTS (QUALITY , DELIVERY &amp; SERVICE PERFORMANCES)</li> </ul> <p><u>MEASUREMENT METHODS</u></p> <p>RESPONSABILITIES AND MODALITIES TO MEASURE CUSTOMER SATISFACTION AND ORGANIZATION CAPACITY TO MET REQUIREMENTS ARE DEFINED IN THE DOCUMENTED PROCEDURE <b>P82-ISC</b></p> <p>METHODS ARE BASE ON ANALYSIS AND EVALUATION OF SPECIFIC ELEMENTS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ <i>CUSTOMER MONITORING REPORTS ABOUT ORION PERFORMANCES (WHEN AVAILABLE)</i></li> <li>➤ <i>CUSTOMER COMPLAINTS (INCLUDING FIELDS NON CONFORMANCE)</i></li> <li>➤ <i>INTERNAL MONITORING OF QUALITY PERFORMANCES RELATED TO EACH SPECIFIC CUSTOMER</i></li> <li>➤ <i>INTERNAL MONITORING OF DELIVERY PERFORMANCES (SERVICE) RELATED TO EACH SPECIFIC CUSTOMER</i></li> <li>➤ <i>ANALYSIS OF PRES AND COM WICH INCLUDES TYPE OF RELATIONSHIP WITH THE CUSTOMER, BUSINESS ANALYSIS, LOSS OF PURCHASE ORDERS, POSITIVE AND NEGATIVE EVALUTIONS ECC ECC)</i></li> </ul> <p>A FINAL SCORE PER EACH CUSTOMER IS OBTAINED AND RESULTS OF ANALYSIS AN RELATED EVALUATION ARE DISCUSSED IN A MEETING WICH INVOLVES <b>TOP MANAGEMENT AND ALL PROCESS OWNERS</b> WITHIN THE ORGANIZATION (NORMALLY DURING MANAGEMENT REVIEW)</p> <p>RELATED RECORDS ARE MANTAINED ACCORDIN G TO DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p><b>CUSTOMERS SATISFACTION EVALUATION SHEETS</b></p> <p><b>FINAL CUSTOMERS SATISFACTION REPORT</b></p>	
<p><b>8.2.2. INTERNAL AUDIT</b></p>	<p>DOCUMENTED PROCEDURE <b>P82-RVI</b></p>	<p><u>GENERAL</u></p> <p>ORION ORGANIZATION PLANS AND PERFORMES INTERNAL AUDITS AT PLANNED INTERVALS TO VERIFY THAT YHE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES ARE :</p> <ul style="list-style-type: none"> <li>➤ CONFORMING TO API Q1 ED 8 SPECIFICATION</li> <li>➤ CONFORMING TO API PRODUCTS SPECIFICATIONS</li> <li>➤ CONFORMING TO PRESSURE EQUIPMENT DIRECTIVE 97/23/CE (PED)</li> </ul> <p>ADDITIONALLY TO VERIFY / TO CONSIDER :</p> <ul style="list-style-type: none"> <li>➤ EFFECTIVENESS OF QUALITY MANagements SYSTEM AND RELATED PROCESSES IMPLEMENTATION</li> <li>➤ RESULTS OF PREVIOUSLY AUDITS</li> </ul> <p>RESPONSABILITIES AND MODALITIES TO PERFORM INTERNAL AUDITS ARE DEFINED IN THE DOCUMENTED PROCEDURE <b>P82-RVI</b></p>	<p><b>AUDIT PLANNING</b></p> <p><b>CHECK LISTS</b></p> <p><b>AUDIT REPORTS</b></p>	



SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>8.2.2. INTERNAL AUDIT</b></p>	<p>DOCUMENTED PROCEDURE <b>P82-RVI</b></p>	<p><u>INTERNAL AUDITS PLANNING</u></p> <p>BASICALLY AUDIT PLANNING IS PERFORMED BY THE QUALITY MANAGER ON YEARLY BASE AND TAKES IN CONSIDERATION ALL PROCESSES AND ALL AREAS TO BE AUDITED</p> <p>ADDITIONALLY AUDIT PLANNING TAKES IN CONSIDERATION STATUS AND IMPORTANCE OF SPECIFIC PROCESSES AND AREAS TO BE AUDITED INCLUDING RESULTS OF PREVIOUS AUDITS (INTERNAL AUDITS / THIRD PARTIES AUDITS)</p> <p><i>AUDIT PLAN CONSIDERS - FOR EACH SPECIFIC PROCESS TO BE AUDITED - ITS INTERACTION WITH OTHER PERTINENT SUPPORTING PROCESSES (RECORDS, RESOURCES, QUALITY OBJECTIVES, IMPROVEMENT NEEDS)</i></p> <p><u>METHODS</u></p> <p>ALL AUDITS ARE PERFORMED USING SPECIFIC DOCUMENTED <b>CHECK LISTS</b> PREPARED FOR EACH SPECIFIC PROCESS TO BE AUDITED TO INVESTIGATE ABOUT CORRECT MANAGEMENT OF RELATED ACTIVITIES</p> <p>USED CHECK LISTS - TROUGH INTERVIEWS , DOCUMENTS , RECORDS AND DIRECT OBSERVATION OF ACTIVITIES , ALLOW COLLECTION OF OBJECTIVE EVIDENCIES AND FINDINGS DURING AUDIT EXECUTION</p> <p>A FINAL AUDIT REPORT WITH FINDINGS - INCLUDING OBSERVATIONS / NON CONFORMITIES / FINAL AUDIT RESULT - IS PROPERLY DOCUMENTED BY AUDITORS AND COMMUNICATED / DISCUSSED BETWEEN AUDITORS AND AUDITED PERSONNEL AT THE END OF AUDIT ACTIVITY</p> <p><u>PERSONNEL</u></p> <p>AUDIT ARE PERFORMED BY QUALIFIED PERSONNEL WICH IS <b>INDEPENDENT</b> FROM THE PROCEESS INVOLVED (TO AVOID TO AUDIT THEIR OWN WORK) AND THE AREA THAT HAVE TO BE AUDITED</p> <p><i>AUDITS ARE PERFORMED BOTH BY INTERNAL QUALIFIED AUDITORS AND SUBCONTRACTED TO EXTERNAL QUALIFIED AUDITORS</i></p> <p><u>RECORDS</u></p> <p>ALL AUDIT RECORDS - INCLUDING PERTINENT RESULTS - ARE PROPERLY MAINTAINED ACCORDING TO DOCUMENTED PROCEDURE <b>P42-DOC</b></p> <p><u>FURTHER ACTIONS</u></p> <p>ON THE BASIS OF AUDITS FINDINGS (OBSERVATIONS / NON CONFORMITIES) AND AUDIT RESULTS, THE MANAGER OF AUDITED AREA AND RELATED PROCESSES IS RESPONSIBLE TO DEFINE AS MUCH AS PRACTICABLE <b>VERY SHORT TIMES</b> TO IDENTIFY AND IMPLEMENT:</p> <ul style="list-style-type: none"> <li>&gt; NECESSARY IMPROVEMENT CORRECTIONS (INCLUDING PREVENTIVE ACTIONS)</li> <li>&gt; NECESSARY CORRECTIVE ACTIONS</li> </ul> <p>ACTIONS TO BE TAKEN ARE PROPERLY DOCUMENTED TROUGH EMISSION OF CORRECTIVE / PREVENTIVE ACTION REPORT"</p> <p>FOLLOW UP ACTIVITIES ARE PERFORMED (FURTHER AUDITS) TO INCLUDE AND DOCUMENT VERIFICATIONS OF :</p> <ul style="list-style-type: none"> <li>&gt; ORRECTIVE ACTIONS CLOSURE</li> <li>&gt; CORRECTIVE ACTIONS EFFECTIVENESS</li> <li>&gt; EVENTUAL NECESSITY TO RE-PLAN CORRECTIVE ACTIONS</li> </ul> <p>ALL PERTINENT RECORDS ARE PROPERLY MAINTAINED ACORDING TO DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p>AUDIT PLANNING</p> <p>CHECK LISTS</p> <p>AUDIT REPORTS</p>	



SECT 8		MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1	
INPUT		ACTIVITIES		OUTPUT		
8.2.2.1 INTERNAL AUDIT SUPPLEMEN TAL	DOCUMEN TED PROCEDURE <b>P82-RVI</b>	<p><i>INTERNAL AUDITS ARE PLANNED ON YEARLY BASE</i></p> <p><i>AUDITS ARE PERFORMED BY TRAINED AND QUALIFIED PERSONNEL COMPLETELY INDEPENDENT FROM AREA AND RELATED PROCESSES TO BE AUDITED</i></p>		AUDIT PLANNING	CHECK LISTS	
8.2.2.2 RESPONSE TIMES SUPPLEMEN TAL		<p><i>RESPONSE TIMES FOR ADDRESSING DETECTED NON CONFORMITIES (BY INTERNAL PERSONNEL / BY CUSTOMERS/ BY THIRD PARTIES) ARE ALLWAYS PROMPTLY ESTABLISHED , IDENTIFIED AND COMMUNICATED WITHIN ORION ORGANIZATION</i></p>				AUDIT REPORTS
8.2.3 MONITO RING AND MEASURING OF PROCESSES	DOCUMEN TED PROCEDURE <b>P82-MON</b>	<p><u>GENERAL</u></p> <p>ORION ORGANIZATIONS DETERMINES, IMPLEMENT AND UP DATES SUITABLE DOCUMENTED METHODS TO PERFORM MONITORING AND - WHEN APPLICABLE - MEASURING OF QUALITY MANAGEMENT SYSTEM AND ALL RELATED PROCESSES TO DEMONSTRATE ABILITY OF QMS AND PROCESSES TO MET ALL PLANNED RESULTS</p> <p>RESPONSBAILITIES AND MODALITIES TO PERFORM MONITORING AND MEASUREMENT OF QMS AND PROCESSES ARE DEFINED IN THE DOCUMENTED PROCEDURE <b>P82-MON</b></p> <p><u>MONITORING METHODS</u></p> <p>ALL QUALITY MANAGEMENT SYTEM PROCESSES ARE SUBJECT TO MONITORING TO VERIFY THEIR CAPACITY TO ACHIEVE PERTINENT QUALITY OBJECTIVES (REFERS TO SECTION 5 PARAGRAPH 5.4.1 OT THIS QUALITY MANUAL)</p> <p>MONITORING METHODS INCLUDE:</p> <ul style="list-style-type: none"> <li>➤ <i>DAILY COLLECTION OF SPECIFIC PERFORMANCES INDICATORS RELATED TO EACH SPECIFIC PROCESS (SPECIFIC LOG HANDLED BY EACH PROCESS OWNER)</i></li> <li>➤ <i>MONTHLY ANALYSIS OF PERFORMANCE INDICATORS RELATED TO EACH SPECIFIC PROCESS (MULTIDISCIPLINARY APPROACH)</i></li> <li>➤ <i>MONTHLY COMPARISON BETWEEN COLLECTED DATA AND QUALITY OBJECTIVES SPECIFIED IN THE STRATEGIC PLAN AND ANALYSIS OF TREND (MULTIDISCIPLINARY APPROACH)</i></li> <li>➤ <i>MONTHLY MEETINGS TO DISCUSS BETWEEN FUNCTIONS INVOLVED THE SPECIFIC SITUATIONS (MULTIDISCIPLINARY APPROACH)</i></li> <li>➤ <i>ADOPTION OF NEEDED PREVENTIVE / CORRECTIVE ACTIONS (WHEN APPLICABLE)</i></li> <li>➤ <i>PERIODICAL ANALYSIS (ONCE PER YEAR) DURING MANAGEMENT REVIEW OF QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES EFFECTIVENESS (GLOBAL SCORE AND TREND)</i></li> </ul> <p><u>PROCESSES INVOLVED IN MEASURING AND METHODS</u></p> <p>MEASUREMENTS ARE PERFORMED ON FOLLOWING PROCESSES:</p> <ul style="list-style-type: none"> <li>➤ TRADITIONAL MANUFACTURING MACHINING</li> <li>➤ CNC MANUFACTURING MACHINING</li> <li>➤ WELDING</li> <li>➤ COATINGS</li> <li>➤ NDE</li> </ul> <p>MEASUREMENT METHODS (WHEN APPLICABLE) INCLUDE :</p> <ul style="list-style-type: none"> <li>➤ CAPABILITY</li> <li>➤ VARIABILITY</li> <li>➤ PRODUCTIVITY</li> <li>➤ SPECIFIC PROCES PARAMETERS (TIME, TEMPERATURE, CURRENTS ECC)</li> </ul>		PROCESSES MONITO RING RECORDS	PROCESSES MEASURE MENT RECORDS	AC/AP

	<b>ORION s.p.a</b>	<b>QUALITY MANUAL</b>	
	<i>Trieste - Italy</i>	<i>ED 4</i>	<i>APRIL 2011</i>

<b>SECT 8</b>	<b>MEASUREMENT, ANALYSIS AND IMPROVEMENT</b>	<b>R</b>	<b><i>1</i></b>
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INPUT	ACTIVITIES		OUTPUT
<p>8.2.4 MONITORING AND MEASURING OF PRODUCT</p>	<p>DOCUMENTED PROCEDURE <b>P82-MON</b> + <b>PCQ</b></p>	<p><u>GENERAL</u></p> <p>ORION PROVIDES TO PERFORM MONITORING AND MEASURING ACTIVITIES ON ALL PRODUCTS DURING ALL STAGES OF PRODUCT REALIZATION TO VERIFY THAT ALL PRODUCTS REQUIREMENTS HAVE BEEN MET</p> <p>ALL MONITORING ACTIVITIES REQUIRED ON PRODUCTS ARE IDENTIFIED AND DOCUMENTED - IN THEIR CHRONOLOGICAL SEQUENCE - IN THE APPLICABLE "INSPECTION AND TEST PLAN / PRODUCTION ORDERS"</p> <p>PRODUCTS MONITORING INCLUDES - AS A MINIMUM - VERIFICATION OF CONFORMANCE TO REQUIREMENTS OF FOLLOWING CHARACTERISTICS:</p> <ul style="list-style-type: none"> <li>➤ AVAILABILITY OF PROPER ORIGINAL SUPPLIER CERTIFICATES</li> <li>➤ HEAT ANALYSIS / PRODUCT ANALYSIS (WHEN APPLICABLE)</li> <li>➤ MECHANICAL CHARACTERISTICS</li> <li>➤ DIMENSIONS AND RELATED TOLERANCES</li> <li>➤ INTEGRITY AND APPEARANCE</li> <li>➤ MARKING (INCLUDING TRACEABILITY MARKING)</li> <li>➤ FUNCTIONAL</li> <li>➤ INSPECTION AND PRODUCTION PLANS COMPLETENESS</li> <li>➤ FINAL CERTIFICATION /PACKAGING/OTHER (AS APPLICABLE)</li> </ul> <p>EQUIPMENT USED FOR MONITORING OF PRODUCTS ARE VERIFIED AND CALIBRATED</p> <p>MONITORING AND MEASURING ACTIVITIES OF ALL PRODUCTS ARE PERFORMED - AS PREVIOUSLY PLANNED (REFERS TO SECTION 7 PARAGRAPH 7.1 OF THIS QUALITY MANUAL) - DURING ALL STAGES OF PRODUCT REALIZATION AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ RECEIVING</li> <li>➤ MANUFACTURING</li> <li>➤ FINAL (BEFORE PRODUCT SHIPPING)</li> </ul> <p>ALL MONITORING AND MEASURING ACTIVITIES ARE DOCUMENTED AND SHOW ACCEPTANCE CRITERIA AND OBTAINED RESULTS (EVIDENCE OF CONFORMITY) RELATED TO THE PRODUCTS AND FUNCTIONS / NOMINATIVE OF PERSONS WHICH HAVE AUTHORIZED THE PRODUCTS RELEASE</p> <p>PRODUCT RELEASE AND DELIVERY TO CUSTOMER CANNOT BE DONE UP TO WHEN ALL PLANNED ARRANGEMENTS HAVE NOT BEEN SATISFACTORY COMPLETED</p> <p>EXCEPTIONS TO WHAT ABOVE DESCRIBED NEED DOCUMENTED APPROVAL / AUTHORIZATION BY RELEVANT AUTHORITY AND - WHEN APPLICABLE - BY THE CUSTOMER</p> <p>ALL PERTINENT RECORDS ARE PROPERLY MAINTAINED ACCORDING TO DOCUMENTED PROCEDURE <b>P42-DOC</b></p> <p><u>RECEIVING</u></p> <p>ALL INCOMING PRODUCTS ARE SYSTEMATICALLY INSPECTED AND TESTED</p> <p>REQUIRED INSPECTION AND TESTS AND RELATED ACCEPTANCE CRITERIA ARE DEFINED - AS APPLICABLE - IN THE :</p> <ul style="list-style-type: none"> <li>➤ PURCHASING SPECIFICATIONS</li> <li>➤ STANDARD SPECIFICATIONS</li> <li>➤ API PRODUCT SPECIFICATIONS</li> <li>➤ CUSTOMERS SPECIFICATIONS AND DRAWINGS</li> <li>➤ INSPECTION AND TEST PLANS</li> </ul> <p><i>TESTING AND INSPECTIONS MODALITIES (RESPONSABILITIES,SAMPLING, RECORDS ECC ECC) ARE DEFINED BY ORION IN SPECIFIC DOCUMENTS LIKE INSPECTION AND TEST PLANS, SPECIFIC QUALITY CONTROL PLANS (RECEIVING / MANUFACTURING/ FINAL) ECC ECC</i></p>	<p>PRODUCTS MONITORING RECORDS</p> <p>PRODUCTS MEASUREMENT RECORDS</p>

SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT	R	1
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INPUT	ACTIVITIES		OUTPUT
<p>8.2.4 MONITORING AND MEASURING OF PRODUCT</p>	<p>DOCUMENTED PROCEDURE P82-MON</p>	<p>IF NOT EXPRESSLY REQUIRED BY CUSTOMERS, ALL RECEIVING INSPECTIONS AND TESTS ARE PERFORMED AT ORION ORGANIZATION FACILITIES</p> <p>RESULTS OF INSPECTIONS AND TESTS AND ACCEPTANCE OF PRODUCTS (INCLUDING SUPPLIERS CERTIFICATE ACCEPTANCE) ARE DOCUMENTED IN THE RRM (MATERIAL RECEIVING REPORT) WHICH IS SIGNED BY AUTHORIZED, TRAINED AND COMPETENT PERSONNEL ENCHARGED TO PERFORM RECEIVING INSPECTIONS (RCQ)</p> <p>NON CONFORMING PRODUCTS ARE LABELLED AS "NON CONFORMING / USE FORBIDDEN" AND PUTTED IN AN HOLD AREA</p> <p>NON CONFORMITIES REPORTS ARE PREPARED AND NOTIFIED TO :</p> <ul style="list-style-type: none"> <li>&gt; THE SUPPLIER</li> <li>&gt; PIAN (INTERNAL DEPT ENCHARGED TO PLAN PRODUCT REALIZATION)</li> <li>&gt; APP (PURCHASING DEPT)</li> </ul> <p>CORRECTIVE ACTIONS RELATED TO NON CONFORMING PRODUCTS ARE DOCUMENTED AS DEFINED IN THE PROCEDURE P85-ACP"</p> <p><u>MANUFACTURING (WITHIN ORION FACILITIES)</u></p> <p>ALL PRODUCTS DURING MANUFACTURING ARE INSPECTED AND TESTED AND REQUIRED INSPECTION AND TESTS AND RELATED ACCEPTANCE CRITERIA ARE DEFINED - AS APPLICABLE - IN THE :</p> <ul style="list-style-type: none"> <li>&gt; DRAWINGS</li> <li>&gt; INSPECTIONS AND TEST PLANS</li> <li>&gt; PRODUCTION ORDERS</li> </ul> <p>INSPECTIONS AND TESTS ARE PERFORMED IN TWO DIFFERENT STEPS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; DURING SET UP OF MANUFACTURING EQUIPMENT</li> <li>&gt; DURING MANUFACTURING</li> </ul> <p>RESULTS OF INSPECTIONS AND TESTS AND ACCEPTANCE OF PRODUCTS ARE DOCUMENTED AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; RELEASING THE MANUFACTURING STEP THROUGH SIGNATURE (OPERATORS) OF PERTINENT AREA WITHIN APPLICABLE "PRODUCTION ORDER"</li> <li>&gt; ADDITIONALLY - WHEN APPLICABLE - RELEASING THE MANUFACTURING STEP THROUGH SIGNATURE (QUALITY CONTROL MANAGER / ESTERNAL INSPECTOR) ) OF PERTINENT AREA WITHIN THE APPLICABLE INSPECTION AND PRODUCTION PLAN</li> </ul> <p>NON CONFORMING PRODUCTS ARE RED LABELLED AS "NON CONFORMING - USE FORBIDDEN" AND MANUFACTURING PROCESS STOPPED</p> <p>NON CONFORMITIES REPORTS ARE PREPARED AND NOTIFIED TO :</p> <ul style="list-style-type: none"> <li>&gt; RESPONSIBLE OF MANUFACTURING AREA</li> <li>&gt; PIAN (INTERNAL DEPT ENCHARGED TO PLAN PRODUCT REALIZATION)</li> <li>&gt; CUSTOMER (WHEN APPLICABLE)</li> </ul> <p>CONFORMITY TO REQUIREMENTS OF RESULTED NON CONFORMING PRODUCTS IS RE-ESTABLISHED THROUGH DIFFERENT POSSIBILITIES AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; DEFINITELY REJECTION OF PRODUCT / NECESSITY OF REPLACEMENT</li> <li>&gt; REPAIR TO RE-ESTABLISHED PRODUCT CONFORMITY</li> <li>&gt; REWORK TO RE-ESTABLISHED PRODUCT CONFORMITY</li> </ul> <p>REPAIR OR REWORK MODALITIES ARE DOCUMENTED</p>	<p>PRODUCTS MONITORING RECORDS</p> <p>PRODUCTS MEASUREMENT RECORDS</p>



SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<p>8.2.4 MONITORING AND MEASURING OF PRODUCT</p>	<p>DOCUMENTED PROCEDURE P82-MON</p>	<p>AFTER REPAIR OR REWORK PRODUCTS ARE RE-INSPECTED AND TESTED BY RCQ TO VERIFY THEIR CONFORMITY TO REQUIREMENTS</p> <p>VERIFIED CONFORMITY ALLOWS MANUFACTURING PROCESS PROCEEDING</p> <p><u>MANUFACTURING (AT SUPPLIER FACILITIES WHEN PROCESS OUSTSOURCED)</u></p> <p>IF NOT SPECIFICALLY REQUIRED BY THE CUSTOMER, ORION ORGANIZATION DOES NOT PERFORM ANY INSPECTION AND TESTS ON PRODUCTS AT SUPPLIER FACILITIES</p> <p>OUTSOURCED PROCESSES ARE MANTAINED UNDER CONTROL AS SPECIFIED AT SECTION 4 PARAGRAPHS 4.1 AND 4.1.1 OF THIS QUALITY MANUAL</p> <p>OUTPUT OF OUTSOURCED PROCESSES (PRODUCTS) ARE ADDITIONALLY INSPECTED AND TESTED BY ORION ORGANIZATION DURING RECEIVING INSPECTIONS</p> <p><u>FINAL</u></p> <p>ALL PRODUCTS ARE FINAL INSPECTED AND TESTED AT SPECIFIC STAGES OF MANUFACTURING AS PLANNED</p> <p>REQUIRED INSPECTION AND TESTS AND RELATED ACCEPTANCE CRITERIA ARE DEFINED - AS APPLICABLE - IN THE :</p> <ul style="list-style-type: none"> <li>➤ DRAWINGS</li> <li>➤ STANDARD AND CSUTOMERS SPECIFICATIONS CUSTOMERS</li> <li>➤ INSPECTION AND TEST PLANS</li> <li>➤ PRODUCTION ORDERS</li> </ul> <p>TESTING AND INSPECTIONS MODALITIES (RESPONSABILITIES,SAMPLING, RECORDS ECC ECC) ARE DEFINED BY ORION IN SPECIFIC DOCUMENTS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ INSPECTION AND TEST PLANS</li> <li>➤ OPERATIVE INSTRUCTIONS (PRESSURE TESTS, FUGITIVE EMISSION, ECC ECC)</li> </ul> <p>ABOVE SPECIFIC INSPECTIONS AND TEST ARE PERFORMED ACCORDING TO DCOUMENTED OPERATIVE INSTRUCTIONS ALWAYS AVAILABLE ON JOB PLACE</p> <p>RESULTS OF FINAL INSPECTIONS AND TESTS AND ACCEPTANCE OF PRODUCTS ARE DOCUMENTED TROUGH RELEASE OF A "CERTIFIED MATERIAL TEST REPORT" APPROVED BY THE QUALITY CONTROL MANAGER (RCQ)</p> <p><u>PRODUCT MONITORING AND MEASURING RECORDS</u></p> <p>ALL RECORDS ISSUED BY ORION DURING PRODUCT MONITORING AND MEASURING IN ALL STAGES OF THE PRODUCT REALIZATION (INCOMING / MANUFACTURING / FINAL) SHOWS AS A MINIMUM :</p> <ul style="list-style-type: none"> <li>➤ ACCEPTANCE CRITERIA</li> <li>➤ EVIDENCE OF PRODUCT CONFORMITY RESPECT TO ACCEPTANCE CRITERIA</li> <li>➤ FUNCTION / NAME / SIGNATURE OF PERSON WICH AUTHORIZES PRODUCT RELEASE</li> </ul> <p>ALL RECORDS ARE MANTAINED ACCORDING TO THE DOCUMENTED PROCEDURE P42-DOC</p> <p><u>PRODUCT RELEASE</u></p> <p>PRODUCT RELEASE AND SHIPPING TO CUSTOMERS ARE NOT PERFORMED UP TO WHEN:</p> <ul style="list-style-type: none"> <li>➤ ALL REQUIRED MONITORING AND MEASURING ACTIVITIES REQUIRED IN THE INSPECTION AND PRODUCTION PLANS HAVE BEEN COMPLETED WITH CONFORMING RESULT</li> </ul>	<p>PRODUCTS MONITORING RECORDS</p> <p>PRODUCTS MEASUREMENT RECORDS</p>	




SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>8.2.4 MONITORING AND MEASURING OF PRODUCT</b></p>	<p>DOCUMENTED PROCEDURE <b>P82-MON</b></p>	<p>RESPONSABILITIES AND MODALITIES TO PERFORM PRODUCT MONITORING AND MEASURING ARE ESTABLISHED - AS APPLICABLE - IN THE FOLLOWING DOCUMENTS:</p> <ul style="list-style-type: none"> <li>&gt; INSPECTION AND TEST PLANS (EACH SPECIFIC JOB)</li> <li>&gt; PRODUCTION ORDERS (EACH JOB)</li> <li>&gt; ORION STANDARD RECEIVING QUALITY CONTROL PLAN</li> <li>&gt; ORION STANDARD MANUFACTURING QUALITY CONTROL PLAN</li> <li>&gt; ORION STANDARD FINAL QUALITY CONTROL PLAN</li> </ul> <p>ALL DOCUMENTS ARE ALWAYS AVAILABLE AT EACH JOB PLACE</p>	<p>PRODUCTS MONITORING RECORDS</p> <p>PRODUCTS MEASUREMENT RECORDS</p>	
<p><b>8.2.4.2 ACCEPTANCE INSPECTION SUPPLEMENTAL</b></p>		<p>FINAL ACCEPTANCE OF PRODUCTS AT PLANNED STAGES AND BEFORE SHIPPING TO CUSTOMERS IS PERFORMED BY PERSONNEL (RCQ) <b>DIFFERENT</b> RESPECT TO PERSONNEL THAT HAS PERFORMED / SUPERVISED PRODUCT REALIZATION DURING MANUFACTURING PROCESS</p>		
<p><b>8.3 CONTROL OF NON CONFORMING PRODUCT</b></p>	<p>DOCUMENTED PROCEDURE <b>P83-RNC</b></p>	<p><u>GENERAL</u></p> <p>RESPONSABILITIES AND MODALITIES TO CONTROL THE NON CONFORMING PRODUCTS ARE DEFINED IN THE DOCUMENTED PROCEDURE <b>P83-RNC</b></p> <p><u>CONTROL MODALITIES</u></p> <p>ALL DETECTED NON CONFORMITIES RELATED TO THE PRODUCTS ARE PROPERLY DOCUMENTED THROUGH EMISSION OF A "NON CONFORMITY REPORT" WHERE NATURE AND TYPE OF NON CONFORMITY ARE CLEARLY DEFINED</p> <p>NO CONFORMITIES REPORTS - AS APPLICABLE - ADDRESS NON CONFORMITIES TO :</p> <ul style="list-style-type: none"> <li>&gt; SUPPLIERS</li> <li>&gt; INTERNAL DEPTS</li> <li>&gt; CUSTOMERS (WHEN APPLICABLE)</li> </ul> <p>NON CONFORMING PRODUCTS ARE PROPERLY IDENTIFIED BY RED LABELLING AND THEIR USE IS "FORBIDDEN" UP TO RESOLUTION OF NO CONFORMITY HAVE BEEN ACHIEVED (TO PREVENT THEIR USE)</p> <p>ADDITIONALLY, NON CONFORMITIES TREATMENT (IMMEDIATE) ARE DEFINED WITHIN THE NON CONFORMITY REPORT AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; ESTABLISHING RESPONSABILITIES TO IMMEDIATELY TREAT THE NON CONFORMITY</li> <li>&gt; EXPLAINING DETAILED AND CLEAR TREATMENT MODALITIES OF NON CONFORMITIES</li> <li>&gt; REFERRING TO CORRECTIVE ACTIONS REPORT NR NECESSARY (WHEN APPLICABLE) TO PREVENT RE-OCCUR OF NON CONFORMITY</li> </ul> <p>SPECIFICALLY, IMMEDIATE TREATMENT OF NON CONFORMITY INCLUDES - AS APPLICABLE - FOLLOWING ACTIONS:</p> <ul style="list-style-type: none"> <li>&gt; DEFINITIVE REJECTION OF PRODUCTS / NECESSITY OF REPLACEMENT</li> <li>&gt; REPAIR ACTION TO RE-ESTABLISH CONFORMITY</li> <li>&gt; RE-WORK ACTION TO RE-ESTABLISH CONFORMITY</li> <li>&gt; TO ACCEPT "AS IS"</li> </ul> <p>REPAIRING AND / OR REWORKING NEED TO PERFORME RE-INSPECTION AND RE-TESTS ON PRODUCTS</p> <p>ACCEPTANCE <b>AS IS</b> IS CONDITIONED TO :</p> <ul style="list-style-type: none"> <li>&gt; DOCUMENTED ISSUE BY ORION QUALITY SYSTEM MANAGER OF A CONCESSION REQUEST</li> <li>&gt; TRANSMISSION OF CONCESSION REQUEST TO THE INVOLVED CUSTOMER</li> <li>&gt; RECEIPT OF DOCUMENTED ACCEPTANCE BY CUSTOMER OF CONCESSION REQUEST</li> </ul>	<p>NON CONFORMITIES REPORTS</p> <p>NON CONFORMITIES LOG</p> <p>CUSTOMER COMPLAINTS</p> <p>CUSTOMER COMPLAINTS LOG</p>	



SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>8.3 CONTROL OF NON CONFORMING PRODUCT</b></p>		<p><b>IMMEDIATE</b> TREATMENT OF NON CONFORMITIES - WHEN <b>CLOSED</b> - IS DOCUMENTED WITHIN THE NON CONFORMITY REPORT BY THE QUALITY MANAGER</p> <p><b>FURTHER</b> TREATMENT OF NON CONFORMITIES TO PREVENT THEIR REPETITION (WHEN APPLICABLE) , IS DOCUMENTED IN THE NON CONFORMITY REPORT AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>➤ RECALLING THE CORRECTIVE ACTION REPORT NUMBER ISSUED</li> </ul> <p>A SPECIFIC NON CONFORMITIES LOG IS DOCUMENTED AND UP DATED BY THE QUALITY SYSTEM MANAGER TO COLLECT INFORMATIONS THAT PERIODICALLY - THROUGH PERTINENT ANALYSIS (MULTIDISCIPLINARY APPROACH) AND STATISTIC EVALUATIONS - WILL BE PERMITTED TO PLAN THE IMPROVEMENT</p> <p>ALL RELATED RECORDS OF NON CONFORMING PRODUCTS AND THEIR CONTROL ARE MAINTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE <b>P42-DOC</b></p> <p><u>NON CONFORMITIES FOUND WHEN PRODUCT AFTER DELIVERY AND / OR USE STARTED</u></p> <p>WHEN NON CONFORMITY FOUND ON ALLREADY DELIVERED PRODUCT (THROUGH ANALYSIS OF AVAILABLE RECORDS ACC) THE QUALITY MANAGER PROVIDE IMMEDIATELY TO :</p> <ul style="list-style-type: none"> <li>➤ NOTIFY NON CONFORMITY INTERNALLY (INCLUDING PRES)</li> <li>➤ PROMOTE IMMEDIATE INTERNAL MEETING TO DISCUSS FOUND NON CONFORMITY</li> <li>➤ EVALUATE IMMEDIATELY (MULTIDISCIPLINARY APPROACH) REAL / POTENTIAL IMPACT OF NON CONFORMITY</li> <li>➤ RECORD RESULTS OF EVALUATION</li> <li>➤ NOTIFY THE NON FOUND CONFORMITY TO THE CUSTOMER (WHEN APPLICABLE) / PROPOSING DETERMINED CORRECTIVE ACTIONS</li> </ul> <p>ALL RELATED RECORDS ARE MAINTAINED ACCORDING TO DOCUMENTED PROCEDURE <b>P42-DOC</b></p>		<p>NON CONFORMITIES REPORTS</p> <p>NON CONFORMITIES LOG</p>
<p><b>8.3.1 RELEASE OR ACCEPTANCE OF NON CONFORMING PRODUCT SUPPLEMENTAL</b></p>	<p>DOCUMENTED PROCEDURE <b>P83-RNC</b></p>	<p>ORION PERFORMS THE PROCESS OF EVALUATION , RELEASE AND ACCEPTANCE OF NON CONFORMING PRODUCTS ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE <b>P83-RNC</b></p> <p>MODALITIES INCLUDE TWO DIFFERENT SITUATIONS AS FOLLOWS:</p> <p><b>SITUATION A)</b></p> <p>ACCEPTANCE OF NON CONFORMING PRODUCTS WHICH DO NOT SATISFY MANUFACTURING ACCEPTANCE CRITERIA ESTABLISHED BY ORION ORGANIZATION AT FOLLOWING PROVIDED DOCUMENTED CONDITIONS:</p> <ul style="list-style-type: none"> <li>➤ PRODUCTS SATISFY DESIGN ACCEPTANCE CRITERIA</li> <li>➤ THE FOUND NON CONFORMITIES ARE CLASSIFIED AS UNNECESSARY TO SATISFY THE DESIGN ACCEPTANCE CRITERIA</li> <li>➤ CONFORMITY OF PRODUCTS TO DESIGN ACCEPTANCE CRITERIA OR TO ORION MANUFACTURING ACCEPTANCE CRITERIA HAS BEEN RE- ESTABLISHED THROUGH REPAIR AND OR REWORK AND RE-INSPECTED AND RE-TESTED</li> </ul> <p><b>SITUATION B)</b></p> <p>ACCEPTANCE OF NON CONFORMING PRODUCTS WHICH DO NOT SATISFY ORIGINAL DESIGN ACCEPTANCE CRITERIA AT FOLLOWING PROVIDED DOCUMENTED CONDITIONS:</p> <ul style="list-style-type: none"> <li>➤ ORIGINAL DESIGN ACCEPTANCE CRITERIA ARE CHANGED (REFERS TO SECTION 7 PARAGRAPH 7.3.7 OF THIS QUALITY MANUAL)</li> <li>➤ MATERIALS / PRODUCTS SATISFY THE NEW DESIGN ACCEPTANCE CRITERIA</li> </ul> <p>ORION QUALITY MANAGER IS RESPONSIBLE TO MAINTAIN CONTROL OF NON CONFORMING PRODUCT AND PERTINENT RELEASE OR ACCEPTANCE WITHIN ALL STAGES OF PRODUCT REALIZATION</p>		<p>CUSTOMER COMPLAINTS</p> <p>CUSTOMER COMPLAINTS LOG</p>




SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES			OUTPUT
<p><b>8.3.1</b> RELEASE OR ACCEPTANCE OF NON CONFORMING PRODUCT SUPPLEMENTAL</p>		<p><i>CONTROL INCLUDES ALL ACTIVITIES RELATED TO NON CONFORMITIES LIKE DOCUMENTATION, IDENTIFICATION, SEGREGATION, TREATMENT, REPAIRING AND OR REWORKING, ACCEPTANCE OR RELEASE ECC ECC</i></p> <p><i>ALL RELATED RECORDS OF NON CONFORMING PRODUCTS AND THEIR CONTROL ARE MAINTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE P42-DOC AND P83-RNC</i></p>		
<p><b>8.3.2</b> FIELD NON CONFORMITIES ANALYSIS SUPPLEMENTAL</p>	<p>DOCUMENTED PROCEDURE <b>P83-RNC</b> <b>P72-RRC</b></p>	<p><u>GENERAL</u></p> <p><i>RESPONSABILITIES AND MODALITIES TO MANAGE CUSTOMER COMPLAINTS - WHICH INCLUDES FIELD NON CONFORMITIES - ARE DEFINED IN THE DOCUMENTED PROCEDURE P72-RRC (CUSTOMER COMPLAINTS) AND P83-RNC (NON CONFORMITIES CONTROL)</i></p> <p><u>ANALYSIS</u></p> <p><i>A SPECIFIC CUSTOMER COMPLAINTS LOG - AS PER DOCUMENTED PROCEDURES P72-RRC - P83-RNC IS PREPARED AND UP DATED BY THE QUALITY SYSTEM MANAGER TO COLLECT INFORMATIONS RELATED TO CUSTOMER COMPLAINTS INCLUDING FIELD NON CONFORMITIES, PRODUCT FAILURE ECC ECC</i></p> <p><i>THE DOCUMENTED LOG PERMITS - THROUGH PERTINENT ANALYSIS OF CAUSES (MULTIDISCIPLINARY APPROACH) AND STATISTIC EVALUATIONS - TO PLAN THE IMPROVEMENT AND TO PREVENT RE-OCCUR OF COMPLAINTS</i></p> <p><i>ALL RELATED RECORDS ABOUT CUSTOMER COMPLAINTS INCLUDING ANALYSIS OF CAUSES ,EVALUATIONS ECC ECC ARE MAINTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE P42-DOC , P72-RRC AND P83-RNC</i></p>		<p>NON CONFORMITIES REPORTS</p> <p>NON CONFORMITIES LOG</p> <p>CUSTOMER COMPLAINTS</p> <p>CUSTOMER COMPLAINTS LOG</p> <p>CUSTOMER COMMUNICATION</p>
<p><b>8.3.3</b> CUSTOMER NOTIFICATION SUPPLEMENTAL</p>		<p><i>ORION QUALITY SYSTEM MANAGER PROVIDES - WHEN ALLREADY DELIVERED PRODUCTS HAVE BEEN FOUND NON CONFORMING RESPECT TO DESIGN ACCEPTANCE CRITERIA, TO ISSUE A WRITTEN NOTIFICATION TO THE INVOLVED CUSTOMER EXPLAINING IN DETAILED WAY NATURE OF NON CONFORMITY AND RELATED CAUSES</i></p> <p><i>ALL RELATED RECORDS TO NOTIFICATIONS ARE MAINTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE P42-DOC</i></p>		

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<b>8.4 ANALYSIS OF DATA</b>	DOCUMEN TED PROCEDURE <b>P84-ADA</b>	<p><u>GENERAL</u></p> <p>ORION ORGANIZATION PROVIDES PERIODICALLY - THROUGH A MULTIDISCIPLINARY APPROACH - TO DETERMINE, COLLECT AND ANALYZE APPROPRIATE DATA TO EVALUATE :</p> <ul style="list-style-type: none"> <li>➤ EFFECTIVENESS OF QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES</li> <li>➤ IMPROVEMENT OF EFFECTIVENESS OF THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES</li> </ul> <p><u>DATA INVOLVED</u></p> <p>ORION DETERMINES , COLLECTS AND ANALYSES ALL DATA RELATED TO :</p> <ul style="list-style-type: none"> <li>➤ IMPLEMENTATION OF ALL INTERNAL QUALITY MANAGEMENT SYSTEM PROCESSES</li> <li>➤ MONITORING AND MEASURING OF ALL IMPLEMENTED PROCESSES WITHIN THE ORGANIZATION</li> <li>➤ ANY OTHER DATA COMING FROM ANY OTHER SOURCE (WHEN AVAILABLE) (MARKET, CUSTOMERS, COMPETITORS ECC ECC)</li> </ul> <p><u>DATA ANALYSIS</u></p> <p>ALL DATA INVOLVED ARE ANALYSED BY ORION ORGANIZATION BUT SPECIFIC AND DEEP DOCUMENTED ANALYSIS IS RESERVED TO :</p> <ul style="list-style-type: none"> <li>➤ CUSTOMER SATISFACTION (REFERS TO SECTION 8 PARAGRAPH 8.2.1 OF THIS QUALITY MANUAL)</li> </ul>	<b>DATA COLLECTION LOGS</b>  <b>ANALYSIS OF DATA REPORT</b>
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SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<b>8.4 ANALYSIS OF DATA</b>	DOCUMEN TED PROCEDURE <b>P84-ADA</b>	<ul style="list-style-type: none"> <li>➤ CONFORMITY TO PRODUCT REQUIREMENTS (REFERS TO SECTION 8 PARAGRAPH 8.2.4 OF THIS MANUAL)</li> <li>➤ CHARACTERISTICS AND TRENDS OF PROCESSES RELATED TO THEIR CAPACITY TO ACHIEVE AND TO IMPROVE RELATED QUALITY OBJECTIVES (REFERS TO SECTION 5 PARAGRAPH 5.4.1 AND SECTION 8 PARAGRAPH 8.2.3 AND 8.2.4 OF THIS QUALITY MANUAL)</li> <li>➤ EVALUATION OF OPPORTUNITIES TO IMPLEMENT PREVENTIVE ACTIONS</li> </ul> <p>SPECIFIC DOCUMENTED ANALYSIS OF RELATED DATA IS PERFORMED MONTHLY BY EACH PROCESS OWNER TO HAVE THE POSSIBILITY TO PROMPTLY SOLVE (MULTIDISCIPLINARY APPROACH) EVENTUAL UNDESIDERED SITUATIONS LIKE NEGATIVE TRENDS ECC AND DISCUSSED DURING PERIODICAL QUALITY MEETINGS PROMOTED BY THE QUALITY SYSTEM MANAGER</p> <p>FINAL AND EHAUSTIVE ANALYSIS OF ALL DATA INVOLVED (MINIMUM ONE PER YEAR) IS PERFORMED AND DOCUMENTED BY THE QUALITY SYSTEM MANAGER</p> <p>ANALYSIS OF DATA REPORT IS USED BY ORION ORGANIZATION AS AN INPUT FOR THE MANAGEMENT REVIEW</p> <p>ALL RELATED RECORDS ARE MAINTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<b>DATA COLLECTION LOGS</b>  <b>ANALYSIS OF DATA REPORT</b>	
<b>8.4.1 ANALYSIS OF DATA SUPPLE MENTAL</b>		<p><i>RESPONSABILITIES AND MODALITIES FOR IDENTIFICATION AND USE OF TECHNIQUES EMPLOYED FOR DATA ANALYSIS (INCLUDING STATISTICAL TECNIQUES) ARE DEFINED IN THE DOCUMENTED PROCEDURE <b>P84-ADA</b></i></p>		

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<b>8.5 IMPROVE MENT 8.5.1 CONTINUAL IMPROVE MENT</b>	DOCUMEN TED PROCEDURE <b>P56-RDD</b>	<p>ORION ORGANIZATION CONTROL AND CONTINUOUSLY IMPROVE THE EFFECTIVENESS OF THE QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSE THROUGH USE OF SEVERAL TOOLS AS FOLLOWS:</p> <ul style="list-style-type: none"> <li>&gt; QUALITY POLICY AND QUALITY OBJECTIVES (STRATEGIC PLAN - REFERS TO SECTION 5 PARAGRAPH 5.4.1 OF THIS QUALITY MANUAL)</li> <li>&gt; MONITORING AND MEASURING ACTIVITIES</li> <li>&gt; AUDITS RESULTS (INTERNAL - CUSTOMER - THIRD PARTIES)</li> <li>&gt; ANALYSIS OF DATA</li> <li>&gt; CORRECTIVE AND PREVENTIVE ACTIONS</li> <li>&gt; MANAGEMENT REVIEWS</li> </ul> <p>EFFECTIVENESS AND RELATED TREND OF QUALITY MANAGEMENT SYSTEM AND RELATED PROCESSES ARE ANALYTICALLI ESTABLISHED (GLOBAL SCORE CALCULATION) THROUGH THE DCOUMENTED MANAGEMENT REVIEW REPORT AND PERTINENT OUTPUTS WICH INCLUDES:</p> <ul style="list-style-type: none"> <li>&gt; RESOURCES NEEDS</li> <li>&gt; IMPROVEMENT PROJECTS (INVOLVING PRODUCTS, PROCESSES, QUALITY SYSTEM ECC)</li> </ul>	<p><b>MANAGE MENT REVIEW REPORT</b></p> <p><b>APRE (ANALYSYS OF RESOURCES)</b></p> <p><b>IMPROVE MENT PROJECTS REPORTS</b></p>		
<b>8.5.2 CORRECTIVE ACTIONS</b>	DOCUMEN TED PROCEDURE <b>P85-ACP</b>	<p><u>GENERAL</u></p> <p>ORION PROVIDES SYSTEMATICALLY - TROUGH A MULTIDISCIPLINARY APPROACH - TO REQUIRE CORRECTIVE ACTIONS TO ELIMINATE ALL CAUSES OF <b>DETECTED</b> NON CONFORMITIES AND TO PREVENT THEIR RECURRENANCE</p> <p>RESPONSABILITIES AND MODALITIES TO DEFINE CORRECTIVE ACTIONS MANAGEMENT ARE DEFINED IN THE DOCUMENTED PROCEDURE <b>P85-ACP</b></p> <p><u>ANALYSIS</u></p> <p>ALL NON CONFORMITIES ARE ANALYZED (MULTIDISICPLINARY APPROACH) WHEN INTERNALLY DETECTED AND DOCUMENTED OR WHEN RECEIVED BY CUSTOMERS (CUSTOMERS COMPLAINTS / FIELD NON CONFORMITIES)</p>	<p><b>CORRECTIVE ACTIONS REPORTS</b></p> <p><b>CORRECTIVE ACTIONS LOG</b></p>		
<b>SECT 8</b>	<b>MEASUREMENT, ANALYSIS AND IMPROVEMENT</b>			<b>R</b>	<b>1</b>



INPUT	ACTIVITIES		OUTPUT
<p>8.5.2 CORRECTIVE ACTIONS</p>	<p>DOCUMENTED PROCEDURE P85-ACP</p>	<p>IMMEDIATE ANALYSIS OF NON CONFORMITIES REPORTS INCLUDING CUSTOMER COMPLAINTS AND FIELD NON CONFORMITIES INVOLVES :</p> <ul style="list-style-type: none"> <li>➤ CAUSES OF NON CONFORMITIES AND EVALUATION OF ACTIONS TO PREVENT RECURRANCE OF THEM IN CURRENT PROCESSES IMPLEMENTATION AND PRODUCTS MANUFACTURING</li> <li>➤ IMMEDIATE PRESCRIPTIONS OF CORRECTIVE ACTIONS TO SOLVE AND TO CLOSE THE DETECTED NON CONFORMITY OR THE RECEIVED CUSTOMER COMPLAINTS /FIELDS NON CONFORMITY TO RE-ESTABLISH PRODUCT / PROCESS CONFORMITY</li> </ul> <p>ALL DETERMINED CORRECTIVE ACTIONS ARE DOCUMENTED BY THE QUALITY SYSTEM MANAGER TROUGH THE "CORRECTIVE ACTION REPORT" WICH IS DISTRIBUTED TO THE INVOLVED FUNCTIONS / PROCESS OWNERS FOR THEIR IMPLEMENTATION</p> <p>COPY OF CORRECTIVE ACTION REPORT IS ALSO DISTRIBUTED (WHEN APPLICABLE)TO THE TOP MANAGEMENT</p> <p><u>IMPLEMENTATION</u></p> <p>EACH FUNCTION AND / OR PROCESS OWNER IS RESPONSIBLE TO IMMEDIATELY IMPLEMENT THE REQUIRED CORRECTIVE ACTIONS WITHIN THE REQUIRED TIME (CLOSING DATE)</p> <p><u>RECORDS</u></p> <p>RECORDS OF RESULTS OF IMPLEMENTED CORRECTIVE ACTIONS (FOLLOW UP) ARE PROVIDED TROUGH UP DATING OF "CORRECTIVE ACTION REPORT" BY THE QUALITY MANAGER IN THE SPECIFIC REPORT AREA SPECIFYING :</p> <ul style="list-style-type: none"> <li>➤ CORRECTIVE ACTION CLOSED</li> <li>➤ CORRECTIVE ACTION PARTIALLY CLOSED</li> <li>➤ CORRECTIVE ACTION NOT CLOSED</li> </ul> <p><i>WHEN CORRECTIVE ACTIONS HAVE BEEN PARTIALLY CLOSED OR NOT CLOSED, THE RESPONSIBLE OF INVOLVED AREA MOTIVATES THE RELATED OBJECTIVE REAZONS WHICH ARE RECORDED BY THE QUALITY MANAGER IN THE CORRECTIVE ACTION REPORT</i></p> <p>CORRECTIVE ACTION IS RE-PLANNED REQUIRING A NEW CLOSING DATE</p> <p><u>EFFECTIVENESS REVIEWING</u></p> <p>CORRECTIVE ACTIONS ARE DETERMINED AND IMPLEMENTED TO DEFINITELY SOLVES THE DETECTED NON CONFORMITIES AND RELATED CAUSES WHEN CORRECTIVE ACTION IS CLOSED, REVIEW OF ITS EFFECTIVENESS IS PERFORMED AND RECORDED BY THE QUALITY MANAGER (DETAILING RELATED OBJECTIVE EVIDENCIES IN THE CORRECTIVE ACTION REPORT</p> <p>ALL RELATED RECORDS ARE MANTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE P42-DOC</p>	<p>CORRECTIVE ACTIONS REPORTS</p> <p>CORRECTIVE ACTIONS LOG</p>
<p>8.5.2.1 CORRECTIVE ACTIONS SUPPLEMEN TAL</p>		<p>ORION ENSURES EFFECTIVENESS OF ALL CORRECTIVE ACTIONS IMPLEMENTED AND IDENTIFIES RESPONSE TIMES TROUGH:</p> <ul style="list-style-type: none"> <li>➤ DETERMINATION OF CORRECTIVE ACTION CLOSING TIME</li> <li>➤ EFFECTIVENESS REVIEWING OF EACH CORRECTIVE ACTION WITHIN REQUIRED CLOSING TIME</li> <li>➤ INTERNAL PLANNED AUDITS</li> <li>➤ PERIODICAL MEETINGS WITH PROCESS OWNERS AND FUNCTION RESPONSIBLE</li> <li>➤ MONITORING AND MESURING OF PROCESSES AND PRODUCTS AND RELATED RESULTS</li> </ul>	
<p>8.5.2.2 RESPONSE TIMES SUPPLEMEN TAL</p>			
<p>8.5.3 PREVENTIVE ACTIONS</p>		<p><u>GENERAL</u></p> <p>ORION PROVIDES SYSTEMATICALLY - TROUGH A MULTIDISCIPLINARY APPROACH - TO DETERMINE PREVENTIVE ACTIONS TO ELIMINATE ALL POTENTIAL CAUSES OF POSSIBLE NON CONFORMITIES AND TO PREVENT THEIR OCCURRANCE</p> <p>RESPONSABILITIES AND MODALITIES TO DEFINE PREVENTIVE ACTIONS MANAGEMENT ARE DEFINED IN THE DOCUMENTED PROCEDURE P85-ACP</p>	<p>PREVENTIVE ACTIONS REPORTS</p> <p>PREVENTIVE ACTIONS LOG</p>



SECT 8	MEASUREMENT, ANALYSIS AND IMPROVEMENT		R	1
INPUT	ACTIVITIES		OUTPUT	
<p><b>8.5.3 PREVENTIVE ACTIONS</b></p>	<p>DOCUMENTED PROCEDURE <b>P85-ACP</b></p>	<p><u>ANALYSIS</u></p> <p>SPECIFIC AND PERIODICALLY ANALYSIS (MULTIDISCIPLINARY APPROACH) BASED ON THE COLLECTION OF SEVERAL INFORMATIONS RELATED TO INTERNAL AUDIT REPORTS, MONITORING AND MEASURING ACTIVITIES REPORTS (INVOLVING SUPPLIERS, INTERNAL DEPTS ECC), MANAGEMENT REVIEWS ECC ECC IS PERFORMED TO EVALUATE PREVENTIVE ACTIONS - THROUGH CHANGES TO METHODS, PROCESSES, ACTIVITIES ECC - TO IMPROVE :</p> <ul style="list-style-type: none"> <li>&gt; EFFECTIVENESS OF THE QUALITY MANAGEMENT SYSTEM PROCESSES</li> <li>&gt; QUALIFICATION AND COMPETENCE LEVELS OF PERSONNEL</li> <li>&gt; QUALITY AND DELIVERY PERFORMANCES OF SUPPLIERS</li> <li>&gt; QUALITY AND DELIVERY PERFORMANCES OF ORION ORGANIZATION (REDUCTION OF LEAD TIMES, IMPROVEMENT OF QUALITY OF PRODUCTS ECC)</li> <li>&gt; IMPROVEMENT OF MANUFACTURING PROCESSES CAPABILITY</li> <li>&gt; REDUCTION OF MANUFACTURING PROCESSES VARIABILITY</li> <li>&gt; REDUCTION OF WASTES DURING MANUFACTURING</li> <li>&gt; OTHERS</li> </ul> <p><u>IMPLEMENTATION</u></p> <p>EACH FUNCTION AND / OR PROCESS OWNER IS RESPONSIBLE TO IMMEDIATELY IMPLEMENT THE REQUIRED PREVENTIVE ACTIONS WITHIN THE REQUIRED TIME (CLOSING DATE)</p> <p><u>RECORDS</u></p> <p>RECORDS OF RESULTS OF IMPLEMENTED PREVENTIVE ACTIONS (FOLLOW UP) ARE PROVIDED THROUGH UP DATING OF "PREVENTIVE ACTION REPORT" BY THE QUALITY SYSTEM MANAGER IN THE SPECIFIC REPORT AREA SPECIFYING :</p> <ul style="list-style-type: none"> <li>&gt; PREVENTIVE ACTION CLOSED</li> <li>&gt; PREVENTIVE ACTION PARTIALLY CLOSED</li> <li>&gt; PREVENTIVE ACTION NOT CLOSED</li> </ul> <p><i>WHEN PREVENTIVE ACTIONS HAVE BEEN PARTIALLY CLOSED OR NOT CLOSED, THE RESPONSIBLE OF INVOLVED AREA MOTIVATES THE RELATED OBJECTIVE REASONS WHICH ARE RECORDED BY THE QUALITY SYSTEM MANAGER IN THE CORRECTIVE ACTION REPORT</i></p> <p>PREVENTIVE ACTION IS RE-PLANNED REQUIRING A NEW CLOSING DATE</p> <p><u>EFFECTIVENESS REVIEWING</u></p> <p>PREVENTIVE ACTIONS ARE DETERMINED AND IMPLEMENTED TO SOLVE POTENTIAL NON CONFORMITIES AND RELATED POTENTIAL CAUSES</p> <p>WHEN PREVENTIVE ACTION IS CLOSED, REVIEW OF ITS EFFECTIVENESS IS PERFORMED AND RECORDED BY THE QUALITY SYSTEM MANAGER (DETAILING RELATED OBJECTIVE EVIDENCIES IN THE PREVENTIVE ACTION REPORT</p> <p>ALL RELATED RECORDS ARE MAINTAINED ACCORDING TO MODALITIES DEFINED IN THE DOCUMENTED PROCEDURE <b>P42-DOC</b></p>	<p><b>PREVENTIVE ACTIONS REPORTS</b></p> <p><b>PREVENTIVE ACTIONS LOG</b></p>	
<p><b>8.5.3 PREVENTIVE ACTION SUPPLEMENTAL</b></p>		<p><i>ORION ENSURES EFFECTIVENESS OF ALL CORRECTIVE ACTIONS IMPLEMENTED THROUGH:</i></p> <ul style="list-style-type: none"> <li>&gt; <i>EFFECTIVENESS REVIEWING OF EACH PREVENTIVE ACTION</i></li> <li>&gt; <i>INTERNAL PLANNED AUDITS</i></li> <li>&gt; <i>PERIODICAL MEETINGS WITH PROCESS OWNERS AND FUNCTION RESPONSIBLE</i></li> <li>&gt; <i>MONITORING AND MEASURING OF PROCESSES AND PRODUCTS AND RELATED RESULTS</i></li> </ul>		



APPENDIX A

API MONOGRAM PROGRAM : LICENSEE RESPONSABILITIES

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INDEX

- 1-SCOPE
- 2-REFERENCE DOCUMENTS
- 3-RESPONSABILITIES
- 4-API MONOGRAM APPLICATION CONTROL MODALITIES
- 5-API MONOGRAM REMOVAL FROM NON CONFORMING PRODUCTS

1-SCOPE

TO DEFINE MODALITIES FOR MANAGEMENT OF API MONOGRAM ACCORDING TO API REQUIREMENTS

2-REFERENCE DOCUMENTS

- > API Q1 ED 8 + ANNEX A (API MONOGRAM REQUIREMENTS)
- > ORION QUALITY MANUAL
- > ORION PROCEDURE P75-API (API MONOGRAM)
- > API PRODUCTS SPECIFICATIONS (API 6A - API 6D - API 6DSS - API 600)

3-RESPONSABILITIES

ORION QUALITY SYSTEM MANAGER IS RESPONSIBLE TO MANAGE API MONOGRAM APPLICATION / REMOVAL ACCORDING TO REQUIREMENTS OF FOLLOWING SPECIFICATIONS AN PROCEDURES:

- > API PRODUCTS SPECIFICATIONS
- > INTERNAL PROCEDURE P75-API

4-API MONOGRAM APPLICATION CONTROL MODALITIES

A) RESPONSABILITIES AND MODALITIES TO CONTROL MARKING APPLICATION OF API MONOGRAM ARE DEFINED IN THE DOCUMENTED ORION PROCEDURE P75-API WICH INCLUDES :

- > MODALITIES TO DOCUMENT MONOGRAM MARKING REQUIREMENTS SPECIFIED BY API PRODUCTS SPECIFICATIONS
- > LOCATION ON WICH ORION APPLIES API MONOGRAM ON ITS PRODUCTS
- > FURTHER MODALITIES - IN ADDITION TO API MONOGRAM MARKING - TO IDENTIFY ORION LICENSE NUMBER AND DATE OF MANUFACTURING MARKING ON ITS MONOGRAMMED PRODUCTS

DATE OF MANUFACTURING IS ALLWAYS REPRESENTED BY :

- > TWO DIGITS INDICATING THE MONTH
- > TWO DIGITS INDICATING THE YEAR

FINISHED PRODUCTS ACCORDING TO API PRODUCT SPECIFICATIONS ARE IDENTIFIED TROUGH:

- > HARD MARKING ( ON PRODUCTS)
- > NAME PLATE MARKING (ON PRODUCTS)

ORION QUALITY SYSTEM MANAGER IS RESPONSIBLE TO ENSURE THAT ALL IDENTIFICATION REQUIRED OF PRODUCTS WITH API MONOGRAM ARE PERFORMED ONLY AND EXCLUSIVELY ON PRODUCTS THAT HAVE BEEN :

- > DESIGNED AND DEVELOPED
- > MANUFACTURED
- > INSPECTED AND TESTED
- > FINALLY FUNCTIONALLY TESTED


TOTALLY **ACCORDING TO** API PRODUCTS SPECIFICATIONS REQUIREMENTS

ADDITIONALLY ORION QUALITY SYSTEM MANAGER IS RESPONSIBLE TO ENSURE THAT **NO OTHER** PRODUCTS DIFFERING FROM THOSE ABOVE DEFINED ARE MARKED WITH THE API MONOGRAM

B) API MONOGRAM IS APPLIED AT SUITABLE STAGES OF PRODUCT REALIZATION (MANUFACTURING AND INSPECTIONS) AS PER INSPECTION AND PRODUCTION PLANS

IF DURING PRODUCT REALIZATION AND INSPECTIONS AFTER THAT API MONOGRAM HAS BEEN MARKED THE PRODUCT **FAILS** REQUIRED INSPECTION AND TESTS AND IS FOUND "NON CONFORMING" RESPECT TO API PRODUCT SPECIFICATIONS REQUIREMENTS OR OTHER REQUIREMENTS, THE API MONOGRAM MARKING IS **IMMEDIATELY MECHANICALLY REMOVED**

ORION QUALITY SYSTEM MANAGER IS RESPONSIBLE TO ENSURE **IMMEDIATE REMOVAL** OF API MONOGRAM WHEN PRODUCTS RESULT NON CONFORMING TO API PRODUCTS SPECIFICATION REQUIREMENTS AND / OR OTHER REQUIREMENTS

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<b>APPENDIX A</b>	<b>API MONOGRAM PROGRAM : LICENSEE RESPONSABILITIES</b>	<b>R</b>	<b>1</b>
<p><b>C) API MONOGRAM IS APPLIED - IN ACCORDANCE WITH API PRODUCTS SPECIFICATIONS - ONLY BY THE HOLDER OF RELATED API LICENSEE</b></p> <p><b>D) THE API MONOGRAM IS APPLIED ANLY AND EXCLUSIVELY AT API MONOGRAM LICENSEE DEFINED FACILITY</b></p> <p><b>E) ORION DOCUMENTED PROCEDURE P75-API IDENTIFIES THAT - WITHIN ORION ORGANIZATION - THE QUALITY SYSTEM MANAGER IS DIRECTLY AND FULLY RESPONSIBLE TO ENSURE :</b></p> <ul style="list-style-type: none"> <li>➤ API MONOGRAM APPLYING</li> <li>➤ API MONOGRAM REMOVAL (WHEN PRODUCTS FOUND NON CONFORMING TO API PRODUCTS SPECIFICATIONS REQUIREMENTS / OTHER REQUIREMENTS)</li> </ul>			

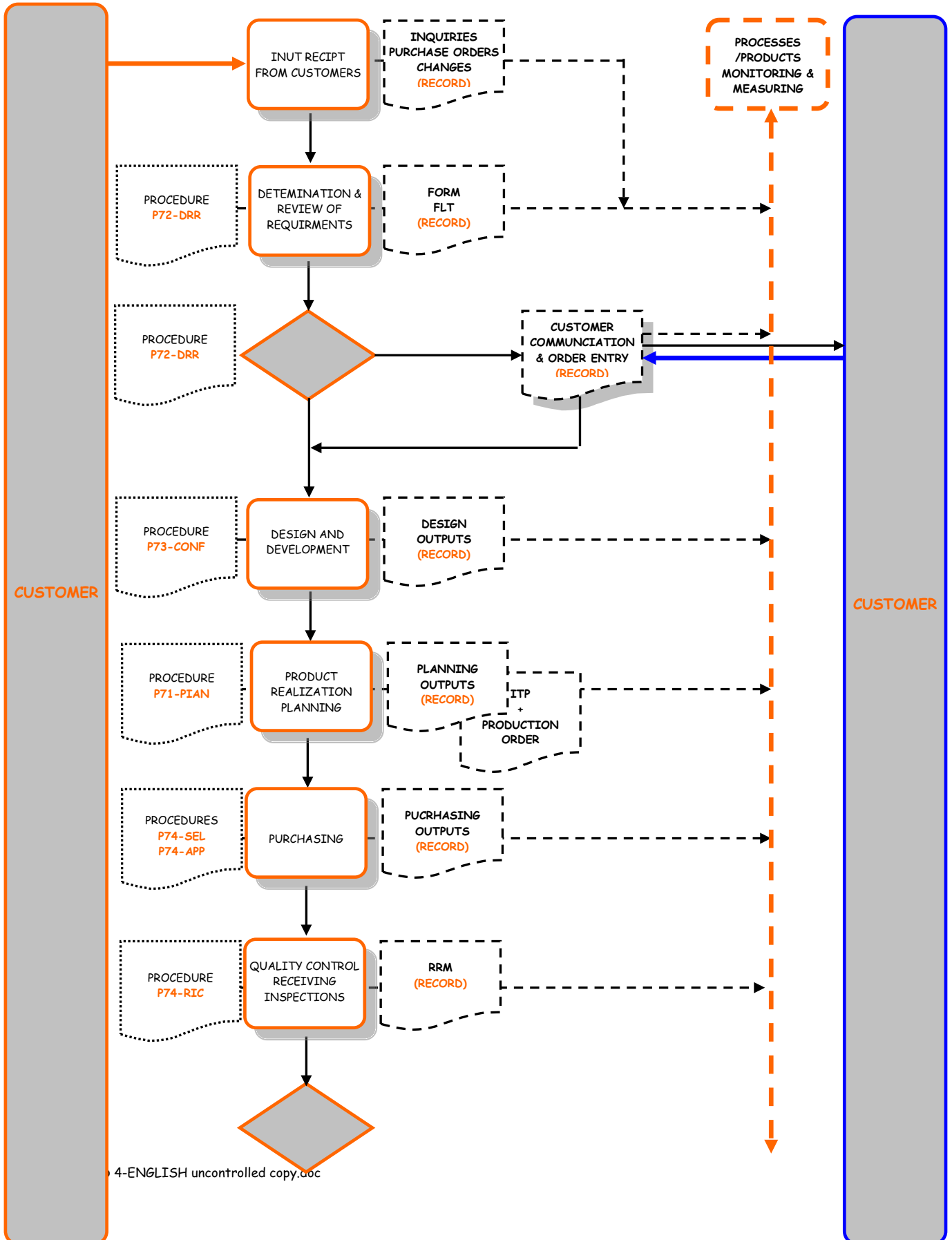


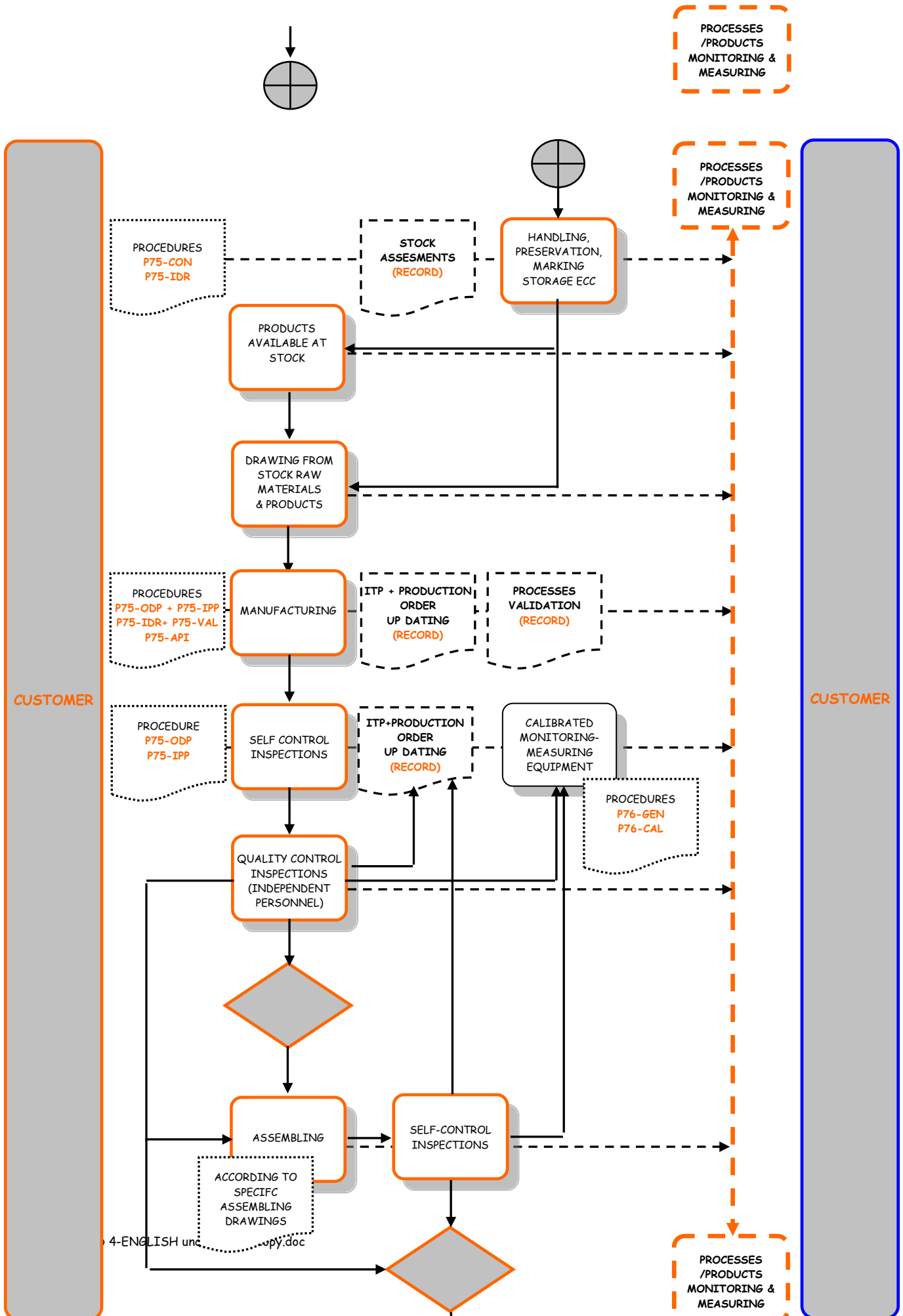
APPENDIX B		LIST OF PROCEDURES SUPPORTING QUALITY MANUAL		R	1
SECT	PARAGRAPH	IDENT.	TITLE		
4	4.2.1-4.2.2- 4.2.2.1-4.2.3-4.2.3.1-4.2.3.2-4.2.4-4.2.4.1	P42-DOC	DOCUMENTS AND RECORDS CONTROL PROCESS		
5	5.6.1-5.6.1.1-5.6.2-5.6.3	P56-RDD	MANAGEMENT REVIEW PROCESS		
6	6.1-6.2.1-6.2.2-6.2.2.1	P62-ADD	PERSONNEL TRAINING PROCESS		
6	6.3	P63-MAN	MANTEINANCE PROCESS		
6	6.4	P64-OEP	ENVIRONMENTAL ORDER AND CLEAN CONDITIONS MANTAINANCE PROCESS		
7	7.1-7.1.1	P71-PIAN	PRODUCT REALIZATION PLANNING PROCESS		
7	7.2.1-7.2.2-7.2.2.1	P72-DRR	DETEMINATION AND REVIEW OF CUSTOMER REQUIREMENTS PROCESS		
7	7.2.3	P72-RRC	CUSTOMER COMPLAINTS MANAGEMENT PROCESS		
7	7.3	P73-CONF	DESIGN AND DEVELOPMENT PROCESS		
7	7.4.1-7.4.1.1-7.4.1.2-7.4.1.3	P74-SEL	SELECTION AND EVALUATION OF SUPPLIERS PROCESS		
7	7.4.2-7.4.2.1	P74-APP	PURCHASING ADN ORDERING INFORMATIONS PROCESS		
7	7.4.3-7.4.3.1	P74-RIC	RECEIVING INSPECTIONS PROCESS		
7	7.4.3-7.4.3.1	P74-MON	SUPPLIER MONITORING PROCESS		
7	7.5.1-7.5.1.1-7.5.1.2	P75-IPP	EMISSION OF INSPECTION AND TEST PLAN PROCESS		
7	7.5.1-7.5.1.1-7.5.1.2	P75-ODP	EMISSION OF PRODUCTION ORDER PROCESS		
7	7.5.1-7.5.1.1	P75-APD	POST DELIVERY ASSISTANCE PROCESS		
7	7.5.2-7.5.2.1	P75-VAL	VALIDATION OF PRODUCTION PROCESSES PROCESS		
7	7.5.3-7.5.3.17.5.3.2-7.5.3.3	P75-IDR	IDENTIFICATION AND TRACEABILITY PROCESS		
7	7.5.3-7.5.3.17.5.3.2-7.5.3.3 + ANNEX A	P75-API	API MONOGRAM MANAGEMENT PROCESS		
7	7.5.4-7.5.4.1	P75-PRC	MANAGEMENT OF CUSTOMER PROPEY PROCESS		
7	7.5.5-7.5.5.1-7.5.5.2	P75-IMB	MANAGEMENT OF WAREHOUSE, PACKING AND SHIPPING PROCESS		
7	7.5.5-7.5.5.1-7.5.5.2	P75-CON	PRESERVATION OF PRODUCT PROCESS		
7	7.6-7.6.1-7.6.2	P76-GEN	GENERAL CONTROL OF MEASURING / MONITORING DEVICES PROCESS		
7	7.6-7.6.1-7.6.2	P76-CAL	SPECIFIC CONTROL OF MEASURING / MONITORING DEVICES PROCESS		
8	8.2-8.2.1	P82-ISC	EVALUATION OF CUSTOMER SATISFACTION INDEX PROCESS		
8	8.2.2-8.2.2.1-8.2.2.2	P82-RVI	INTERNAL AUDIT PROCESS		
8	8.2.3-8.2.4-8.2.4.1-8.2.4.2	P82-MON	PROCESSES AND PRODUCTS MONITORING PROCESS		
8	8.3-8.3.1-8.3.2-8.3.3	P83-RNC	CONTROL OF NON CONFORMING PRODUCTS PROCESS		
8	8.4-8.4.1	P84-ADA	ANALYSIS OF DATA PROCESS		
8	8.5.2-8.5.2.1-8.5.2.2-8.5.3-8.5.3.1	P85-ACP	CORRECTIVE AND PREVENTIVE ACTIONS PROCESS		
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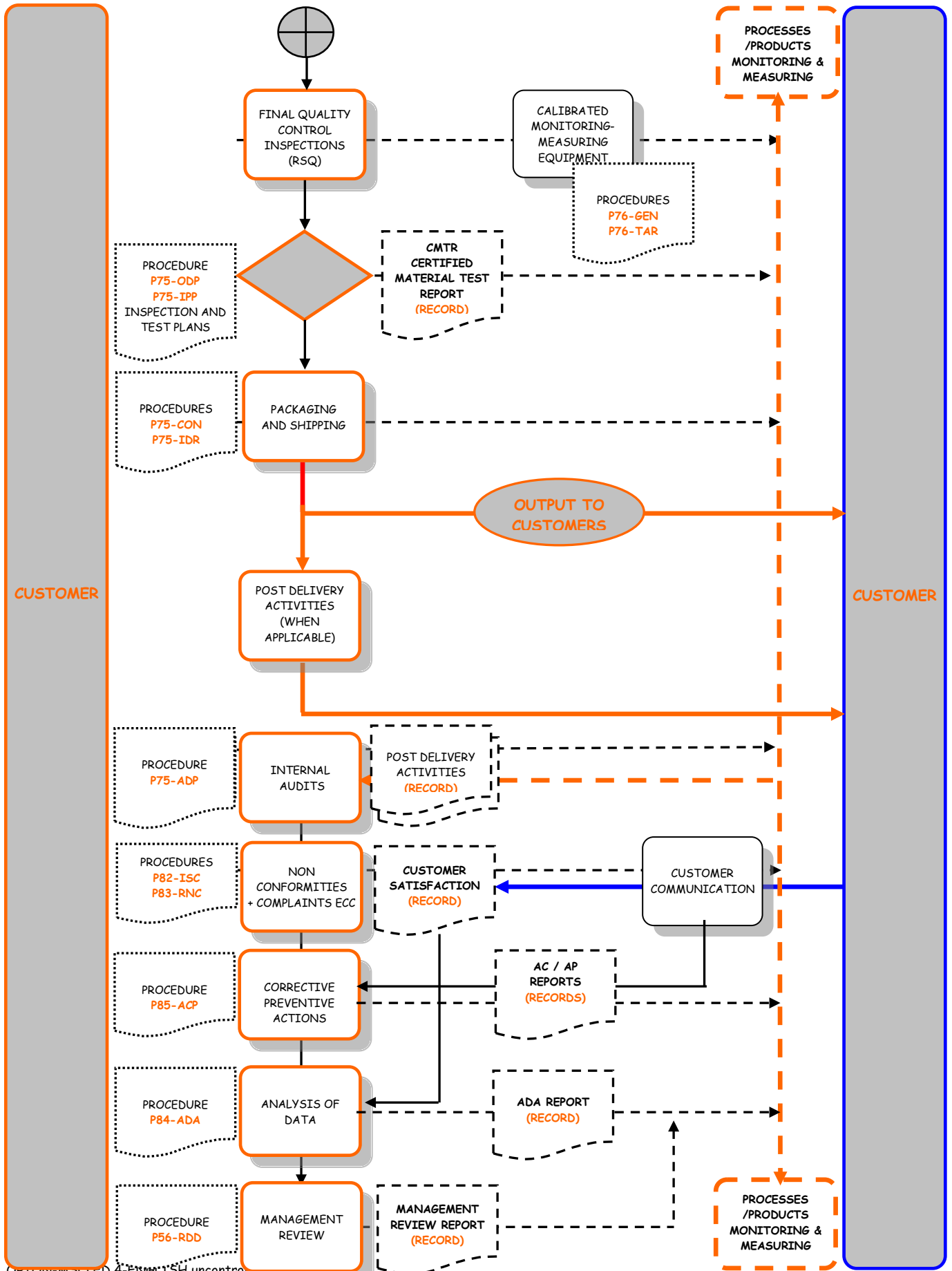



OPERATIVE INSTRUCTIONS , FORMS AND OTHERS SPECIFIC CONTROL FEATURES USED WITHIN ORION ORGANIZATION ARE HANDLED SEPARATELY BY THIS QUALITY MANUAL AND ARE NOT REALLIED ON THIS APPENDIX B DUE TO AN ORION TOP MANAGEMENT CHOISE

APPENDIC C REV 1: QSM PROCESSES FLOW CHART, THEIR SEQUENCE AND INTERACTIONS







	<b>ORION s.p.a</b>	<b>QUALITY MANUAL</b>	
	<b>Trieste - Italy</b>	<b>ED 4</b>	<b>APRIL 2011</b>

MANAGEMENT  
REVIEW OUTPUTS  
(RECORD)