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Reason for Update: Section 12 – Team member added to Internal Audit Team

1. PURPOSE

- 1.1 To provide a document that outlines the approval and amendment authorities for documentation used within the organisation.

2. SCOPE

- 2.1 This document applies across the operations within James Walker & Co limited.

3. RESPONSIBILITY

- 3.1 The Quality Department is responsible for communicating the required changes within this procedure.

4. APPROVAL FUNCTIONS

Based upon functional requirements, experience, and competency assessment, the following functions named are those currently authorised to approve:

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1. JW certificates of conformity:-

FUNCTION
Quality Manager*
Senior Quality Engineer*
Lead Quality Engineer*
Quality Engineer*
Quality Co-ordinator*
Materials Engineering Group Manager
Laboratory Manager
Technical Manager - Gaskets
Product Engineering Group Manager
Logistics Manager
Logistics Administrator
Logistics Shift Leader

Asterixed (*) positions are authorised to sign 3rd party approval and release documentation

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2. Quality Plans & FAIRS

FUNCTION
Quality Manager
Senior Quality Engineer
Lead Quality Engineer
Quality Engineer
Quality Co-ordinator

3. Final Quality approval of form F502's for QMS document uploads and amendments

FUNCTION
Quality Manager
Senior Quality Engineer
Quality Engineer

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4. Changes to Production Routing Cards, BOM's and other documented information (see following page)

- 4.1 Hand amendments to production routing cards, BOM's and other documented information e.g. Inspection forms, bake records etc shall be stamped and dated, with the original detail having a strikethrough line to show it has been revised.
- 4.2 During a period when an individual may be without a stamp, initialling and signing the amendment (in place of the stamp above) will be sufficient.
- 4.3 Changes made by an authorised person shall require that authorised person to raise a Process Deviation Form (PDF) F255 and F266 for Extrusion Department. This form is to be attached to the DJ for further processing upon job completion. The form shall be submitted to the configuration team where the change is permanent.

Key	T	Can Authorise Temporary Changes to this aspect of the Paperwork
	T/P	Can Authorise Temporary or Permanent Changes to this aspect of the Paperwork
		<i>Blank sections denote the position does not have the authority to make amendments.</i>

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Paperwork Amendment											
Document	Detail	Back office Configuration/Planning/Product stream technician	Team Leader Cut Gaskets	Mould Changer	Lead Operator	Team Leader	Process Control Operator	Material Technologist	Process Operator - PD Cell	Shift Manager	Extrusion Operator (F266)
DJ	Qty	T/P			T/P	T/P				T/P	T/P
DJ	Production Dates	T/P			T/P	T/P				T/P	T/P
DJ	Item description	T/P			T/P	T/P				T/P	
DJ	Planner code/cat set	T/P	T/P		T/P	T/P				T/P	
DJ	Part Instruction	T/P	T/P		T/P	T/P	T/P	T/P	T/P	T/P	
DJ	Program No (CG)	T/P	T/P		T/P	T/P	T/P	T/P	T/P	T/P	
DJ	Tool/Mould detail	T/P	T/P	T/P	T/P	T/P	T/P	T/P	T/P	T/P	T/P
DJ	Cure Time/Temp	T/P	T/P		T/P	T/P	T	T/P	T	T/P	
DJ	Post Cure detail	T/P	T/P		T/P	T/P	T	T/P	T	T/P	
DJ	Additional comments	T/P	T/P		T/P	T/P	T/P	T/P	T/P	T/P	
DJ	Process Settings (EXT)	T/P			T/P	T/P	T/P		T/P	T/P	T/P
BOM/MD	BOM details (CG)	T/P	T/P			T/P		T/P		T/P	
BOM/MD	BOM details (Unit 3)	T/P			T/P	T/P		T/P		T/P	
BOM/MD	BOM details (HY)	T/P			T/P	T/P	T/P	T/P	T/P	T	
BOM/MD	BOM details (RO)	T/P			T/P	T/P	T/P	T/P	T/P	T	
BOM/MD	BOM details (CM)	T/P			T/P	T/P	T/P	T/P	T/P	T/P	
BOM/MD	BOM details (OR)	T/P			T/P	T/P	T/P	T/P	T/P	T/P	
BOM/MD	BOM details (MTC)	T/P				T		T/P		T/P	
BOM/MD	BOM details (EXT)	T/P				T/P		T/P		T/P	T/P
JW Drg	Any Alterations	T/P	T/P		T	T	T	T	T	T	
MD	Make up detail	T/P	T/P		T/P	T/P	T/P	T/P	T/P	T/P	

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5. Identification or disposition of non conforming product.

- 5.1 The trained and qualified Quality Control Inspectors per product category, and where appropriate the applicable operators depending on function, are responsible for identifying non compliant product, either visually or dimensionally – and ensuring the product is contained according to procedure. The reason for the non compliance will be logged on the applicable production paperwork by the trained Inspector according to QPD81.
- 5.2 Inspection personnel can only carry out this function once fully trained and approved as competent by either the Senior Inspector or Quality Team. Records of this training are maintained by HR.

6. Stamp authority media.

- 6.1 Stamps owned by individual personnel are comprised of their initials and unique payroll number for identification e.g. AB1234
- 6.2 Stamps are issued by Departmental Managers/Team Leaders based on competency when the individual has been appropriately signed off to undertake those activities/tasks associated with their role and responsibilities.
- 6.3 If a stamp is lost or damaged, the Departmental Manager/Team Leader shall be immediately notified so that a replacement stamp can be sourced. Replacement stamps shall carry a new version number to denote its re-issuance e.g. AB1234-V1.
- 6.4 During a period when an individual may be without a stamp, initialling and signing the operation will be sufficient. Employees undergoing training prior to stamp issue must have any task/operation counter stamped by a competent person during the training period.
- 6.5 Stamp legibility shall be maintained and is down to the responsibility and ownership of the individual.

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6.6 Stamp holders are responsible for the safe keeping of their stamps and its sole use.

6.7 Stamps that do not link back to the individuals initials and payroll ID outlined above e.g. QA stamps, shall be appropriately recorded at departmental level to ensure traceability back to the owner.

7. Internal Concessions – Where JW are design authority.

7.1 The internal concession process is according to the current revision of F029A. This outlines the process to be followed and the details to be recorded..

7.2 The master index is located on Lionshare and updated by the Originator.

7.3 The Originator shall get the Shift manager approval before passing onto Technical for concession response.

7.4 Where JW are not the design authority for the product then a customer concession shall be requested. *F029 can be used for this purpose, but often a customer will have their own template / form to be used for submitting the request.*

7.5 The Technical authorities responsible for approval of concessions are documented in Section 15 of this document

8. Minor Deviation

A minor deviation is permitted where a problem is identified that does not affect form, fit or function of the product being manufactured. It prevents unnecessary delays in meeting customer delivery deadlines. This does not replace the Technical concession requirement where a more complex problem exists. It allows traceability, transparency and accountability for deviations from standard where there is a measurement system discrepancy or a visual defect of a minor nature.

8.1 Approval is permitted in this instance via use of a stamp containing a minimum of 2 approval signatures either from Operations, Quality & Technical, but not 2 signatures from the same department.

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FUNCTION
Operations Manager
Supply Chain Director
Shift Manager

FUNCTION
Quality Manager
Senior Quality Engineer
Lead Quality Engineer
Quality Engineer

FUNCTION
Technical Director
Materials Engineering Group Manager
Technical Manager - Gaskets
Product Engineering Group Manager

9. Process Deviation

- 9.1** Only authorised persons shall complete form F255 and F266 (For Extrusion Department only). Section 3 of this document outlines those functions authorised to make changes to the manufacturing detail, BOM's etc.

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10. Manufacturing Approval of Design

- 10.1** Authorised to give manufacturing approval for a 'design' generated as a part of FMP 33.
Two signatures are required one from Signature 1 authorised list and one from Signature 2 authorised list.

SIGNATURE 1:

FUNCTION
Operations Manager
Shift Manager
Process Engineering Manager

SIGNATURE 2:

FUNCTION
Quality Manager
Senior Quality Engineer
Lead Quality Engineer
Quality Engineer

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11. Supplier Approval - Evaluation

11.1 Suppliers are approved and re-evaluated according to procedure OPI28 and the authorisation stage of QPD49

11.2 The following persons are permitted to authorise the addition and removal of suppliers / vendors from the approved suppliers list.

FUNCTION
Supply Chain Director
UK Procurement Manager
Supplier Quality Manager
Sourcing Specialist Senior Buyer
Supplier Quality Controller
Operational Buyer

12. Internal Auditors

QMS:

NAME	STATUS
Carl McAllister	Senior Quality Engineer
Matthew Wilson	Senior Quality Engineer
Elaine Thomason	Quality Engineer

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Neil Davies	Quality Engineer
Sarah Morton	Quality Engineer
Melissa Easterbrook	Supplier Quality Manager
Ciaran Fegan	Global Quality Manager
Mark Richardson	Quality Manager
Sam Brown	Head of Health, Safety & Environment
Ross Cape	Quality Coordinator
Paul King	Lab Technician
Fiona Fitch	Quality Engineer
Rachel Stephenson	Process Control Operator
Paul Evans	Test Technician
Saurabh Nerlekar	Quality Engineer
Beth Wedgewood	Quality Engineer

EMS / OHS:

NAME	AUDIT STATUS
S Brown	Lead Auditor
A Slone	Lead Auditor
L Thompson	Lead Auditor
R Foye	Auditor – Trained

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Design Authorities

13. Product Design

Authorised to check and approve the design of new products, and modification of existing products outside of that stated in the relevant design standards.

	Role
1	Technical Director Elastomer MBU
2	Technical Manager – Gaskets
3	Product Engineering Group Manager
4	Senior Product Engineer

14. Material Compound Design

Authorised to check and approve new material compounds or modifications to existing compounds outside of defined tolerances

	Role
1	Technical Director Elastomer MBU
2	Materials Engineering Group Manager
3	Senior Material Technologist

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15. Test Equipment Design

Authorised to check and approve the design of new test equipment and / or modifications to existing test equipment.

	Role
1	Technical Director Elastomer MBU
2	Test Room Manager
3	Test Engineer

16. Finished Product Concessions

Authorised to check and approve concessions on finished product and / or material

	Role
1	Technical Director Elastomer MBU
2	Technical Manager – Gaskets
3	Technical Support Manager
4	Product Engineering Group Manager
5	Materials Engineering Group Manager
6	Senior Product Engineer
7	Senior Material Technologist

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17. Material Test Report, Certificate Verification

Authorised to check and approve material test reports and material certificate validation

	Role
1	Technical Director Elastomer MBU
2	Materials Engineering Group Manager
3	Laboratory Manager
4	Specifications Engineer
5	Specifications Technician

18. Laboratory Test Reports

Authorised to check and approve laboratory test reports.

	Role
1	Technical Director Elastomer MBU
2	Materials Engineering Group Manager
3	Laboratory Manager
4	Senior Technologist
5	Technologist
6	T3 Laboratory Technician
7	T4 Laboratory Technician

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8	Specifications Engineer
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19. COLMIS

Authorised to check and approve changes to the COLMIS, product chemical compatibility and equivalents database.

	Role
1	Materials Engineering Group Manager
2	Senior Technologist
3	Technologist
4	Specifications Engineer

20. Operating Conditions – (Mechanical factors)

Authorised to recommend products for application conditions that are outside of those within published performance limits?

	Role
1	Technical Director Elastomer MBU
2	Technical Manager – Gaskets
3	Product Engineering Group Manager
4	Senior Product Engineer
5	Product Engineer

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21. Material Compatibility – (Chemical factors)

Authorised to recommend a material based assessment of application media and operating conditions, this includes media both in and out of current published literature.

	Role
1	Technical Director Elastomer MBU
2	Materials Engineering Group Manager
3	Senior technologist
4	T4 Technologists
5	Specifications Engineer

22. Laboratory and Technical Reports

Authorised to check and approve Laboratory and technical test reports.

	Role
1	Technical Director Elastomer MBU
2	Testing Group Manager
3	Technical Manager – Gaskets
4	Product Engineering Group Manager
5	Materials Engineering Group Manager

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6	Laboratory Manager
7	Test Engineer
8	Senior Product Engineer
9	Product Engineer
10	Senior Technologist
11	Technologist
12	Technicians (T1 to T4)
13	Specifications Engineer

23. Standard Operating Procedures

Authorised to control and amend SOP's:

	Role
1	Continuous Improvement Manager
2	Manufacturing Training Coordinator
3	Document Controller

* SOP's require approval from a Quality, Health and Safety and production representative prior to issuing and any subsequent amendments to the issue level.

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24. Training approval and sign off

Authorised to sign off production personnel in the use of production related equipment and processes:

	Role
1	Manufacturing Training Coordinator
2	Process Control Operators

Authorised to carry out final sign off Quality Control personnel on inspection and other relevant product realisation activities:

	Role
1	Senior Quality Engineer
2	Quality Engineer
3	Quality Coordinator

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25. Approval of JW Standards and Specifications (JW 100 to 700 series)

2 signatories required to authorise the introduction of a new and/or update to an existing JW Standard or Specification. The tables below define the functions applicable to the approval and authorised roles against each function of whom can form part of the 2 signatories:

JW Series	Function		
	Technical/Mat Eng	Quality	Production
JW 100	X	N/A	N/A
JW 200	X	X	X
JW 300	X	N/A	N/A
JW 400	X	X	X
JW 500	X	N/A	X
JW 700	X	N/A	N/A

Role		
Technical/Mat Eng	Quality	Production
Technical Director	Quality Manager	Operations Manager
Materials Engineering Group Manager	Senior Quality Engineer	Shift Manager
Technical Manager	Quality Engineer	Process Engineering Manager
Laboratory Manager		Production Engineers
Specifications Engineer		Process Engineers
Specifications Technician		
Product Engineering Group Manager		
Senior Product Engineer		
Product Engineer		
Senior Materials Technologist		
Materials Technologist		
Senior Technologist		

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26. Approval of Calibration Certificates

Authorised to review and approve external calibration certificates:

	Role
1	Quality Manager
2	Senior Quality Engineer
3	Quality Engineer
4	Laboratory Manager
5	Engineering Manager
6	Maintenance Manager
7	Team leader – Test Team
8	Test Engineer