Quality Plan

Purpose

The quality plan:

1. Directs conformance to the customer's requirements.
2. Verifies external and internal standards and procedures.
3. Provides traceability.
4. Provides objective evidence.
5. Indicates where training is needed.
6. Offers insight into the effectiveness of the management system.

Objective

1. Product manufactured to the required specification
    1. Customer Requirements as determined through the Sales process.
    2. Statutory and Other Requirements as detailed in the Legislation Register.
2. Delivery when promised

Process

1. The manufacturing process is described in detail in the Operations procedure.
2. The steps in the process are:
    1. Winding - detailed in Work Method Statement Winding
    2. Assembly - detailed in Work Method Statement Assembly
    3. Testing - detailed in Work Method Statement Testing
3. Operator capability is managed in accordance with the Training procedure.
4. Records are maintained on the Bill of Materials which is specifically created for each job as an outcome of the Sales process.

Testing

1. Testing is conducted at the intervals detailed in the Operations procedure.
2. The process used for product testing is detailed in Work Method Statement Testing

Management of Change

Grant Transformers and Star Delta determine the need for changes (either temporary or permanent) in accordance with the following guidelines.

Change may include, but not be limited to:

New products, services and processes, or changes to existing products, services and processes, including:

a. workplace locations and surroundings.
b. work organisation.
c. working conditions.
d. equipment.
e. work force.

Changes are carried out in a planned manner. The following are considered:

1. purpose of the changes and the potential consequences.
2. integrity of the management system.
3. availability of resources.
4. allocation or reallocation of responsibilities and authorities.

The process of managing change is conducted in accordance with the Procedure Corrective Action & Continual Improvement by raising a Corrective Action with the type identified as Management of Change

Process Verification

The effectiveness of the overall manufacturing process is evaluated in accordance with the Internal Audit procedure.

Departures from verified processes are managed in accordance with the Procedure **Corrective Action & Continual Improvement** using the techniques detailed in the document Root Cause Analysis.

Records

The following records are maintained:

1. Bill of Materials
2. Production Records - records of production completion including records of testing
3. Calibration Records - records of verification of test equipment.
4. Audit Records - audit reports generated by the Internal Audit system.

References

Quality Management Plan - Oil Filled Transformers