

QUALITY SYSTEMS MANUAL

(ISO 9001 : 2000)

Name:	ALIDHRA WEAVETECH PVT. LTD.
Location:	Plot 195, Rd 6-F, New Estate Udyognagar Udhna Surat, GJ – 395001 INDIA
Phone:	+91-261-2278674 , +91-261-2278374
Fax:	+91-261-2278438
Email:	info@alidhraweavetech.com
Website:	www.AlidhraWeavetech.com

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	QUALITY MANUAL		
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APPROVAL:

	ISSUED BY	REVIEWED BY	APPROVED BY
DESIGNATION			M.R.
SIGN			
DATE			

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CHANGE RECORD:

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AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 1.2 of Quality Manual	Rev: 00	ISO Clause: - Nil -
	CAUTION NOTICE		
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CAUTION NOTICE

Copying of this document and / or giving it to others and the use or communication of the contents thereof, are forbidden without express authority. Offenders are liable to strict disciplinary action, and the payment of damages.

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 1.3 of Quality Manual	Rev: 00	ISO Clause: - Nil -
	PURPOSE & SCOPE		
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PURPOSE AND SCOPE

This manual is issued to describe the Quality System deployed at **ALIDHRA WEAVETECH GROUP** This manual and the system and processes it describes serves to ensure:

- ❖ Conformance to customer requirements
- ❖ Implementation of **ALIDHRA WEAVETECH GROUP** Quality policy.
- ❖ Conformance to ISO 9001:2000 standard.

The scope of quality system includes

"Design, Manufacture, supply and service of Textile Machineries & Parts & Auto-Components."

Sr No	Company's Name	Add & Phone No.	Product	Scope
1	Raghuvir Engineering Pvt. Ltd.	Plot 606/B, Main Road, G.I.D.C. Sachin, SURAT - 394230. PH.-0-261-2278674 FAX-0-261-2278438	Textile Spindles & Parts, Auto-Components	Design, Manufacture, supply and service
2	Alidhra Weavetech Pvt. Ltd.	Plot no. A (5)/4, Sachin sahakari mandaly ltd. Sachin Udhyognagar, Dandi road, Hojiwala compound, vanj gam, Sachin, SURAT - 394230 PH.0-261-2390281	Textile Machinery & parts	Design, Manufacture, supply and service

EXCLUSION:

Clause 7.5.2 Company. Does not follow any kind of Special process, hence this clause is not applicable.

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 1.4 of Quality Manual	Rev: 00	ISO Clause: - Nil -
	COMPANY PROFILE		
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COMPANY PROFILE

ALIDHRA WEAVETECH GROUP is a technology-based company dedicated to the research & manufacturer of High Quality Textile Machineries. ALIDHRA WEAVETECH GROUP are the market leader in the field of the yarn processing machinery catering to the various requirement of synthetic, cotton, viscose, nylon, and silk industry. The group established 30 years ago is committed to the continuous development and varied requirements of the industry. The company incorporates latest design, high quality inputs and modern engineering techniques for its manufacturing process, by an experienced and skilled work force, to produce dependable high performance machines.

For highly competitive market, ALIDHRA WEAVETECH GROUP offers the right answers with cost effective solutions of modern technology enabling its customers to become market leader.

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 2.1 of Quality Manual	Rev: 00	ISO Clause: - Nil -
	DISTRIBUTION LIST		
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2. MANUAL CONTROL

2.1 DISTRIBUTION

Controlled copies of this manual are distributed to followings.

SR. NO.	ISSUED TO	TYPE OF COPY
1	DIRECTOR	Master Copy
2	All In-charge	Controlled Copy
3	Certifying Agency	Controlled Copy

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 2.2 of Quality Manual	Rev: 00	ISO Clause: 4
	MANUAL CONTROL		
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2.2 MANUAL CONTROL PROCEDURE

This manual is controlled in following way.

2.2.1 APPROVAL & DISTRIBUTION

DIRECTOR approves this manual. The approval signature is obtained on the "content" pages only. The distribution is done to the designation listed in the section 2.1. The latest approved section revision number is given in the "Content" itself.

2.2.2 ISSUE CONTROL & PAGE NUMBER

The revision control is section wise. The original revision no. is given as 00. The subsequent revision number is given as 01, 02, 03, 04,etc. The page nos. are given as (Page Section No/ Total Page of section).

2.2.3 CHANGE MODIFICATION

In case when there is a revision of a section, one upward revision no. is given to the section. The revised content sheet is made and approved by same function that has approved the previous revision. The issuing authority signs the same. The revised section pages including content sheet are replaced in all controlled copies. The amendment sheet is updated in all controlled copies to record the brief details of change.

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 4.1 of Quality Manual	Rev: 00	ISO Clause: 4.1
	GENERAL REQUIREMENTS		
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4 QUALITY MANAGEMENT SYSTEM

4.1 General Requirement

The company has established, documented, implemented and maintained a Quality Management System and continually improve its effectiveness in accordance with ISO 9001:2000.

- a) The process needed for Quality Management System and their applications throughout the organization are identified.
- b) The sequences and interaction of these processes are determined and documented in respective sections of this manual and in respective procedure.
- c) The criteria and methods needed to ensure that both operation and control of these processes are effective are determined.
- d) Availability of resources and information necessary to support the operation and monitoring of these processes are ensured.
- e) These processes are Monitored, Measured and Analyzed.
- f) Action necessary to achieve planned results and continual improvement of these processes are implemented.

These processes are managed by company in accordance with the requirements of ISO 9001:2000.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 4.2 of Quality Manual	Rev: 00	ISO Clause:4.2
	DOCUMENT REQUIREMENTS		
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4.2 DOCUMENTATION REQUIREMENTS

4.2.1 General

The quality management system documentation is prepared which includes

- a) Documented statements of Quality Policy and Quality Objectives. Quality policy is documented in section 5.3 of this manual. Quality objectives are also documented in section 5.4 of this manual.
- b) A quality manual (i.e. this manual)
- c) Documented procedures required by ISO 9001: 2000. The reference of these procedures is given in respective sections.
- d) Documents / Procedures needed by company to ensure the effective planning, operation and control of its processes. These documents / Procedures are also referred in respective section of this quality manual.
- e) Records required by ISO 9001:2000 are maintained as per documented procedure. The details of records to be maintained are given in respective procedures.

The Quality Management System documentation is done looking following criteria.

- a) The size of organization and type of activities.
- b) The complexity of processes and their interactions and
- c) The competence of personnel.

4.2.2 Quality Manual

The organization has established and maintains a quality manual (i.e. this manual). This manual includes.

- a) The scope of Quality Management System, including details and justification of any exclusion. The scope is documented in section 1.3 of this manual. Exclusions and their justification are detailed in respective section of this manual.
- b) The reference of respective applicable documented procedures is given at the end of respective section as reference. Where there are no documented procedures, Nil / none is mentioned.
- c) A flow chart is prepared for all the activities of Quality Management System and their interaction.

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	DOCUMENT REQUIREMENTS		
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4.2.3 Control Of Documents

Documents required by the quality management system are controlled. Records are controlled as per 4.2.4 of this manual.

A procedure for Document and Data control is established. This procedure describes:

- a) Approval of documents for adequacy prior to use.
- b) Review and update as necessary and re-approve documents.
- c) Methods to ensure that changes and the current revision status of documents are identified.
- d) Methods to ensure that relevant versions of applicable documents are available at points of use.
- e) Methods of ensuring that documents remain legible and readily identifiable.
- f) Methods to ensure that documents of external origin such as Customer Specifications are identified and their distribution controlled, and
- g) Methods to prevent the unintended use of obsolete documents, and apply suitable identification to them if they are retained for any purpose.

4.2.4 Control Of Records

Records are identified as required by ISO 9001:2000 to provide evidence of conformity to requirements and of the effective operation of quality management system. Records are kept in separate file and kept in rack with identification for easy retrieval. A documented procedure established to define the controls needed for Identification, Storage, Protection, Retrieval, Retention Time And Disposition Of Records.

REFERENCE

- RE-P-MGR-02: Procedure for Document & Data Control
- RE-P-MGR-03: Procedure for Control of Records
- WT-P-MGR-02: Procedure for Document & Data Control
- WT-P-MGR-03: Procedure for Control of Records

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.1 of QUALITY MANUAL	Rev: 00	ISO Clause: 5.1
	MANAGEMENT COMMITMENT		
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5 MANAGEMENT RESPONSIBILITY

5.1 Management Commitment

Top management provides evidence of its commitment to the development and implementation of the Quality Management System and continually improving its effectiveness by

- a) Communicating to the organization the importance of meeting customer as well as statutory and regulatory requirements through training programs and meetings.
- b) Establishing, explaining and reviewing the Quality Policy. The Quality Policy is documented in section 5.3 of this manual.
- c) Ensuring that Quality Objectives are established implemented and achieved. The Quality Objectives are documented in section 5.4 of this manual.
- d) Conducting management reviews. The management reviews are conducted as per Procedure for Management Review.
- e) Ensuring the availability of resources.

REFERENCE

RE-P-MGR-05 Procedure for Management Review
WT-P-MGR-05 Procedure for Management Review

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.2 of Quality Manual	Rev: 00	ISO Clause: 5.2
	CUSTOMER FOCUS		
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5.2 CUSTOMER FOCUS

Top management has determined customer requirements and is met with the aim of enhancing customer satisfaction. This is achieved through implementation of use of effective implementation of Quality Policy, Quality Objectives, Measuring Customer Satisfaction, Training and communicating employees for customer satisfaction, taking corrective and preventive action etc.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.3 of Quality Manual	Rev: 00	ISO Clause: 5.3
	QUALITY POLICY		
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QUALITY POLICY

We, at **WEAVETECH GROUP** shall strive to enhance customer satisfaction by manufacturing products of excellent quality with customer requirements in focus and quick delivery.

We shall continually improve our quality management system, customer satisfaction index and bring new technology to the customers.

DATE: 11.08.2005

(DIRECTOR)

The quality policy is communicated and explained to all employees through training programs, meetings and display.

The quality policy is reviewed for continuing suitability in the Management Review Meeting.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.4 of Quality Manual	Rev: 00	ISO Clause: 5.4
	PLANNING		
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5.4 PLANNING

5.4.1 Quality Objectives

Quality Objectives including those needed to meet requirement for product are established at relevant functions and all levels within the organization. The Quality Objectives are measurable and consistent with the Quality Policy. The Quality Objectives are reviewed and quantified in Management Review Meeting. Appropriate measures are taken to ensure that the Quality Objectives are met.

OBJECTIVES:

- **Increase Customer Satisfaction Index**
- **On Time Delivery**
- **Prompt Response to the service**
- **Improved Quality of Product**

5.4.2 Quality Management System Planning

- a) The planning of quality management is carried out in order to meet the requirements given in 4.1 as well as the quality objectives and
- b) The integrity of the Quality Management System is maintained when changes to the Quality Management System are planned and implemented.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.5 of QUALITY MANUAL	Rev: 00	ISO Clause: 5.5
	RESPONSIBILITY AUTHORITY & COMMUNICATION		
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5.5. RESPONSIBILITY, AUTHORITY AND COMMUNICATION

5.5.1 Responsibility & Authority

The Organization chart that appears in this section illustrates the relative authority and interrelationship of these people who manage, perform and verify the work affecting quality. The responsibility and authority is communicated to related personnel through meeting and documented procedure.

5.5.1.1 DIRECTOR

Responsible / Authorized for

- Overall management of the company
 - Growth and prosperity of the company
 - Define and document responsibility and authority of various function in organization
 - Appointing Management Representative
 - Review of quality system
 - Define and document Quality Policy & Quality Objectives.
 - Providing resources including training
 - Review of quality system
 - Review that company has capability to meet customer requirement in consultation with Project Executive.
 - Ensure that customer requirements are defined and documented
 - Coordinate with different function of organization for management
 - Handling, Resolving customer complaint along with other department heads.
 - Coordinating resources including training
- Authority - commensurate with responsibility

5.5.1.2 SALES AND SERVICE IN-CHARGE

Responsible / Authorized for

- Review any amendment to contract
 - Coordinate with different function of organization for order
 - Handling, Resolving customer complaint along with other department heads.
 - Submitting offer & reviewing orders
 - Correspondence with customer
- Authority - commensurate with responsibility

5.5.1.3 PRODUCTION IN CHARGE

Responsible / Authorized for

- Planning, manufacturing, erection, servicing of all equipments.
 - Identifying and implementing corrective and preventive actions related to his products.
 - Handles new product development activities and Design Section.
 - Maintaining identification and trace ability.
- Authority - commensurate with responsibility

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.5 of QUALITY MANUAL	Rev: 00	ISO Clause: 5.5
	RESPONSIBILITY AUTHORITY & COMMUNICATION		
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5.5.1.4 PURCHASE IN CHARGE
Responsible / Authorized for

- Purchasing activities.
- Generate purchase order.
- Vendor selection and evaluation.
- Purchase Planning

Authority – commensurate with responsibility

5.5.1.5 STORE IN CHARGE
Responsible / Authorized for

- Plan and procure the consumables
- Receipt and Issue of material
- Preservation and handling of material in the store
- Identification of the material lying in store
- Proper Storage of material
- Maintaining stock of all material and consumable

Authority – commensurate with responsibility

5.5.1.6 Q.A IN CHARGE
Responsible / Authorized for

- Carrying out incoming, process inspection and testing activities of sub-assemblies
- Final inspection of the finished product.
- Control of non-conforming product.
- Ensuring that no non-conforming product is processed further without rectification.
- Authorized to stop production activity if non-conformity is observed.
- Authorized to take decision on NC product.

Authority – commensurate with responsibility

5.5.1.7 MANAGER-ACCOUNTS
Responsible / Authorized for

- Various administrative functions
- House keeping activity
- Co-ordination of training related activities.

Authority – commensurate with responsibility

5.5.1.8 MAINTENANCE & TRAINING IN CHARGE
Responsible / Authorized for

- For preventive and breakdown maintenance activities.
- Responsible for preventive maintenance activities
- Ensure that break down is minimized
- Coordinating training activity
- Keep record of training activity

Authority – commensurate with responsibility

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.5 of QUALITY MANUAL	Rev: 00	ISO Clause: 5.5
	RESPONSIBILITY AUTHORITY & COMMUNICATION		
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- 5.5.1.9 DRAWING IN CHARGE**
Responsible / Authorized for
- Maintaining Drawings.
 - Distribution and control of drawings
 - Maintaining master list of drawing
 - Preserving drawing
- Authority - commensurate with responsibility

- 5.5.1.10 MANAGEMENT REPRESENTATIVE**
Responsible / Authorized for
- Ensure that Quality Policy is understood, implemented and maintained at all level of organization.
 - Initiate action to prevent non-conformity relating to system
 - Implementation and maintenance of quality management system
 - Report to management on the performance of the system
 - Plan and co-ordinate internal auditing activities
 - Ensuring ISO 9001:2000 requirements are met.
 - Document and data control for quality management system
 - Liaison with external agencies such as Certifying agency, Client, Consultant etc.
- Authority - commensurate with responsibility

ORGANIZATION CHART
See attached sheet

5.5.2 Management Representative

With consensus of all the members of the company it was decided that **Mr. Chintan Thumar** will work as Management Representative (MR) for '**Raghuvir Engineering Pvt. Ltd.**' & **Mr. Vimal Thumar** will work as Management Representative (MR) for '**Alidhra Weavetech Pvt. Ltd.**', who has, irrespective of other responsibilities, over all responsibility and authority that includes

- a) Ensuring that processes needed for Quality Management Systems are established, implemented and maintained,
- b) Reviewing performance of the Quality Management System and any need for improvement, and
- c) Ensuring the promotion of awareness of customer requirements throughout organization and liaison with external agencies for matters related to Quality Management System.

5.5.3 Internal Communication

Communication processes are established within organization such as documented procedures, work, meetings, training programs etc. suitable communication methods / equipment are used e.g. phone, fax, mobile, reports etc. The communication process and flow of information is a part of documented procedure where required.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 5.6 of Quality Manual	Rev: 00	ISO Clause: 5.6
	MANAGEMENT REVIEW		
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5.6 Management Review

5.6.1 General

Management reviews of company's Quality Management System is conducted at interval specified in the procedure of Management Review, to ensure its continuing suitability, adequacy and effectiveness. This review includes assessing opportunities for improvement and need for changes to the Quality Management System, including the Quality Policy and Quality Objective.

Records of management review are maintained as per procedure of Management Review.

5.6.2 Review Input

The input to management review includes following information

- a) Results of audits (internal and external)
- b) Customer feedback including complaints
- c) Process performance and product conformity
- d) Status of preventive and corrective actions
- e) Follow - up actions from previous management reviews
- f) Changes that could affect the quality management system and
- g) Recommendations for improvement.
- h) Any other points necessary for quality management.

5.6.3 Review Output

The output from the management review includes any decisions and actions related to

- a) Improvement of the effectiveness of quality management system and its processes.
- b) Improvement of product related to customer requirements and
- c) Resource needs including training

REFERENCE

- RE-P-MGR-05: Procedure for Management Review
- WT-P-MGR-05: Procedure for Management Review

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 6.1 of QUALITY MANUAL	Rev: 00	ISO Clause: 6.1
	PROVISION OF RESOURCES		
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6 RESOURCE MANAGEMENT

The top management provides all necessary resources in terms of man, material, machines and finance to assure the quality of the products. This includes the trained manpower to manage, perform and verify the work affecting quality. The need for resource is identified by respective department head. This is also discussed in Management Review Meeting.

6.1 Provision Of Resources

Resources are determined and provided by top management

- a) To implement and maintain the quality management system and continually improve its effectiveness, and
- b) To enhance customer satisfaction by meeting customer requirements.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 6.2 of QUALITY MANUAL	Rev: 00	ISO Clause: 6.2
	HUMAN RESOURCES		
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6.2 HUMAN RESOURCES

6.2.1 General

Personnel whose work affects quality of product are appointed on the basis of appropriate education, training, skills and experience.

6.2.2 Competence, Awareness And Training

- a) Necessary competence for personnel performing work affecting product quality is determined,
- b) Training is provided to personnel to satisfy these competence needs or alternatively a competent person is appointed,
- c) The effectiveness of training given is evaluated,
- d) Various training programs and meetings are conducted to make personnel aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives and,
- e) Training records of education, training, skills and experience are maintained.

REFERENCE

RE-P-MGR-04: Procedure for Training
 WT-P-MGR-04: Procedure for Training

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 6.3 of QUALITY MANUAL	Rev: 00	ISO Clause: 6.3
	INFRASTRUCTURES		
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6.3 INFRASTRUCTURE

Infrastructure needed to achieve conformity to product requirements are determined and provided.
The company has:

- a) Suitable Building, workspace for production, storage and administration work. The company also has associated utilities like safety equipments, handling equipments, measuring equipment etc.
- b) Adequate process machineries, like lathe Machines, Drilling Machines etc.
- c) Adequate supporting devices like transport, communication (phone, fax, email, mobile), etc.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 6.4 of QUALITY MANUAL	Rev: 00	ISO Clause: 6.4
	WORK ENVIRONMENT		
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6.4 WORK ENVIRONMENT

Work environment needed to achieve conformity to product is determined and managed. E.g. cleanliness, house keeping, safety equipment, proper workspace, ventilation, light, water, drainage etc.

REFERENCE

Nil

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SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 7.1 of QUALITY MANUAL	Rev: 00	ISO Clause: 7.1
	PLANNING OF PRODUCT REALIZATION		
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7 PRODUCT REALIZATION

7.1 Planning Of Product Realization

The process needed for product realization are planned and developed. The planning of product realization is consistent with the requirements of other processes of quality management system.

In planning product realization, following is determined as appropriate;

- a) Quality objectives and requirements for the product like specifications, quality plans, customer specifications / requirements, drawings etc. ;
- b) The need to establish processes, documents, and provide resources specific to the product;
- c) Required verification, validation, monitoring, inspection and test activities specific to the product and the criteria for product acceptance such as quality plans, specifications, customer specification etc.;
- d) Records needed to provide evidence that the realization processes and resulting product meet requirements.

REFERENCE

RE-P-PRD-01: PROCEDURE FOR PLANNING
WT-P-PRD-01: PROCEDURE FOR PLANNING

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 7.2 of QUALITY MANUAL	Rev: 00	ISO Clause: 7.2
	CUSTOMER RELATED PROCESS		
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7.2 CUSTOMER - RELATED PROCESSES

7.2.1 Determination Of Requirements Related To The Product

- a) Requirements specified by the customer, including the requirements and post-delivery activities are determined during contract review activity. The product requirements are also documented in quality plans, work instructions etc.
- b) Requirements not stated by the customer but necessary for specified or intended use is documented in quality plan.
- c) Company follows all statutory and regulatory requirements related to safety e.g. safety, first aid etc. as per local state government laws.
- d) Additional requirements of product such as process sequence, process control, and other instructions are determined and are documented in respective work instruction.

7.2.2 Review Of Requirements Related To Product

The requirements related to product are reviewed for adequacy with specification, delivery date, and other terms and conditions prior to the commitment to supply a product to the customer. (e.g. acceptance of contracts, or orders, acceptance of changes to contract or orders). The inquiries / orders are handled as per procedure of contract review.

It is ensured that:

- a) Contract or order requirements differing from those previously expressed are resolved, and
- b) Company has ability to meet the defined requirements in terms of quality, delivery, availability of infrastructure, machineries etc.

Records of the results of the review and action arising from review are maintained.

Where customer provides no documented statement of requirement, the customer requirements are confirmed by the company as per procedure on order processing. The relevant functions are also informed for the requirements of customer.

Where work requirements are changed, the same is reviewed as per above procedure and relevant personnel are made aware of the changed requirements.

AMENDMENT DETAILS:

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ALIDHRA WEAVETECH GROUP	Sec No: 7.2 of QUALITY MANUAL	Rev: 00	ISO Clause: 7.2
	CUSTOMER RELATED PROCESSES		
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7.2.3 Customer Communication

Effective arrangements are determined and implemented for communicating with customer in relation to

- a) Product information: Through personal meeting, written communication and verbal communication.
- b) Inquires, contracts or order handling, including amendments, : through written / vernal communication and
- c) Customer feedback, including customer complaints through written / verbal communication.

The company ensures prompt, effective and responsive communication methods with customer. Resources for prompt communication and response are established such as phone, fax, email, and mobile etc., which are offered to customers round the clock.

REFERENCE

- RE-P-MKT-01: Submitting Offers And Review Contract
- RE-P-MKT-02: Procedure For Handling Customer Complaint
- WT-P-MKT-01: Submitting Offers And Review Contract
- WT-P-MKT-02: Procedure For Handling Customer Complaint

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 7.3 of QUALITY MANUAL	Rev: 00	ISO Clause: 7.3
	DESIGN & DEVELOPMENT		
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7.3 DESIGN AND DEVELOPMENT

GENERAL

The design of the products carried out at Advance are controlled & verified as per documented QSP.

7.3.1 DESIGN AND DEVELOPING PLANNING

7.3.1.1 Design plans are prepared for the design & development activities incase of new product, development product or major modifications. The design plan describes the activities at different phases, the responsibility for implementation of each activity is with respective product development engineer.

7.3.1.2 The design & development activities are conducted by product engineers who are qualified to perform & are provided with adequate resources. The design plan is reviewed & approved by DIRECTOR prior to release.

7.3.1.3 Designs plans are updated as and when required during the evolution of design & are approved.

7.3.1.4 Design activities that require interface with different functional groups such as Marketing, Design, Manufacturing, and Purchase etc. are identified & documented in the design plan. These are documented & reviewed at stages identified in the design plan.

7.3.2 DESIGN INPUT

7.3.2.1 Design inputs required for design of the product are identified & documented by the design function in liaison with Marketing function, where required, reviewed for adequacy by the personnel identified in Design Plan.

7.3.2.2 Statutory & regulatory requirements, as applicable, to the product of design are included as design inputs during the preparation of design inputs.

7.3.2.3 Design inputs that are inadequate or ambiguous requiring further clarification are identified during the review by the team members and are resolved, where necessary, with the customer.

7.3.2.4 Product specifications, as defined, by the customers during contract reviews are included in design inputs based on the product specification provided.

7.3.3 DESIGN OUTPUT

7.3.3.1 Design outputs are documented in the form of Drawings, Quality Plans, Specifications, as appropriate & contain details on criteria for acceptance of product. They also include safety & performance characteristics & application procedures if necessary, as applicable. It ensured that design output, meets design input requirements.

7.3.3.2 Designs outputs are verified by one or more methods, as specified in pt. 7.3.5, to ensure that they satisfy the design input requirements by the review team identified in the Design Plan.

7.3.3.3 Design outputs are reviewed by cross functional team identified in design plan & are approved by authorized personnel prior to issue.

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	DESIGN AND DEVELOPMENT		
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7.3.4 DESIGN REVIEW

7.3.4.1 Guidelines for design plan, identifying the different stages of review, are prepared, maintained & used as a reference for preparation of design plan. The design plan contains in it, the stages identified for design reviews.

7.3.4.2 Design reviews are carried out by a team constituting of representatives from all relevant functions, and records of design reviews are maintained.

7.3.5 DESIGN VERIFICATION

7.3.5.1 Design verification is carried out by functions or personnel identified in the design plan, to ensure that the design input requirements are satisfied.

7.3.5.2 Design verification is carried out in one or more of the following methods:

- a) By performing alternate calculations
- b) Comparing with similar proven design
- c) By conducting tests & trials
- d) By carrying out design review of design stage documents prior to release.

7.3.5.3 The method of design verification for each of the specific project is identified in the design plan & is approved.

7.3.6 DESIGN VALIDATION

7.3.6.1 Design validations are carried out either in-house and/or at customers site under actual operational conditions as identified in the Design Plan.

7.3.7 DESIGN CHANGES

7.3.7.1 Changes or modifications to design are carried out as and when a major design changes takes place, DIRECTOR again reviews the same. If required a new design plan is prepared and the above procedure is repeated. If old formulation is also to be retained, then it is given a new number. All formulation sheets is controlled by Director as per Document data Control section.

7.3.7.2 Details of changes, as required in the design are documented by the initiating function & are reviewed for feasibility; acceptability based on its impact on original design & is approved. Records in view of approved design changes are maintained as detailed in documented procedure.

REFERENCES

- RE-P-DES-01: Procedure on Design.
- RE-P-DES-02: Procedure on Control of Drawings
- WT-P-DES-01: Procedure on Design.
- WT-P-DES-02: Procedure on Control of Drawings

AMENDMENT DETAILS:

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ALIDHRA WEAVETECH GROUP	Sec No: 7.4 of QUALITY MANUAL	Rev: 00	ISO Clause: 7.4
	PURCHASING		
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7.4 PURCHASING

7.4.1 Purchasing Process

It is ensured that purchased product meets specified purchase requirements. The type and extent of control applied to supplier and the purchased product depends on the effect of the purchased product on subsequent product realization or final product. A documented procedure is prepared for purchasing.

The suppliers are selected and evaluated based on their ability to supply product in accordance with ISO9001: 2000. Criteria for selection are infrastructure, quality, market reputation, adherence to delivery, past experience etc. The performance of supplier is evaluated periodically as per documented procedure. A List of approved supplier is maintained. The records of results of evaluations are maintained.

The subcontractors who fail to perform at required level are asked to improve. The defaulting subcontractors who do not respond positively to the suggestions and /or who fail to improve are replaced with new subcontractor or removed.

7.4.2 Purchasing Information

The Purchase Order is used as a means of purchasing documents. The P.O. gives complete details of the product ordered including type, grade, size, code no., and any such precise identification if any. The P.O. is reviewed and approved for adequacy of the details of requirements. In case of subcontracting the process, the requirements are given on P.O. cum delivery challan.

Purchasing information describes the product to be purchased, including where appropriate,

- a) Requirements for approval of product, procedures, processes and equipment,
- b) Requirements for qualification of personnel, and
- c) Quality Management System requirements.

The purchasing document is reviewed and approved for adequacy of specification, delivery terms, inspection requirements, packing and other requirements prior to release to supplier.

7.4.3 Verification of Purchased Product

Inspection or other activities necessary are established and implemented to ensure that purchased product meets specified purchase requirements. A procedure is documented for inspection of incoming products.

Where the company or its customer intends to perform verification at the supplier's premises, the company states the intended verification arrangements and method of product release in the purchase order.

Customer and / or his representative is afforded the right for verifying the sub-contracted product either at company or at subcontractor's premises, if specified in the order / contract. However such verification by customer or his representative shall not be used as evidence of effective control of quality.

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	PURCHASING		
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REFERENCE

- RE-P-QA-01 Procedure For Incoming Inspection
- RE-P-PUR-01 Procedure for Purchasing
- RE-P-PUR-02 Procedure for Approval and Evaluation of Vendors
- WT-P-QA-01 Procedure For Incoming Inspection
- WT-P-PUR-01 Procedure for Purchasing
- WT-P-PUR-02 Procedure for Approval and Evaluation of Vendors

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 7.5 of QUALITY MANUAL	Rev: 00	ISO Clause: 6.1
	CONTROL OF PRODUCTION PROVISION		
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7.5 PRODUCTION PROVISION

7.5.1 Control Of Production Provision

Production provision are planned and carried out under controlled conditions. Controlled conditions includes, as applicable.

- a) Before starting the production, Resource planning and Production Planning is done. A monthly planning of jobs is done.
- b) Manufacturing / fabrication is done as per approved drawings.
- c) Applicable standard and code are being followed
- d) Assembly and sub-assemblies are prepared as per approved bill of material.
- e) The product parameters such as dimensions etc. are measured at different stages to ensure conformance to the drawings.
- f) The workmanship criteria are defined to the clearest practical manner with help of tolerance in drawing and representative samples (if required).
- g) Suitable maintenance is carried out to ensure process capabilities.
- h) The use of suitable equipments.
- i) The availability and use of monitoring and measuring / testing devices.
- j) The implementation of monitoring and measurement. The monitoring and measurement is done as per documented quality plan.

The implementation of projects, execution of activities & handing over. The works are released, delivered as per documented procedure.

7.5.2 Validation Of Processes For Production And Service Provision

Company does not follow any types of special process.

7.5.3 Identification & Traceability

7.5.3.1 General

The company has established and maintained documented procedures to ensure that the projects are identified at every stage. Complete traceability used for internal inspection by checklist.

7.5.3.2 Identification

The jobs are given unique identification number as described in the procedure and all sub-assemblies; assemblies are identifying with the same number.

7.5.3.3 Traceability

The company maintains traceability of all critical sub-assemblies such as, motor, gear Plate Sub Assembly, Cam Assembly etc. that has gone in the machine. A limited traceability is also available through job card.

7.5.4 Preservation Of Product

7.5.4.1 GENERAL

The documented procedures for handling, storage, packaging, preservation and delivery are established and maintained.

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7.5.4.2 HANDLING

The products are handled in such a way that damage and / or deterioration during handling is prevented.

7.5.5.3 STORAGE

The products are stored in designated storage areas. The receipt and dispatch to and from such storage areas are done through authorized documents. A periodic assessment of products in stores is done to detect deterioration

7.5.5.4 PACKAGING

The products do not require packaging. However, the product is loaded on the transport vehicle with proper fixing to avoid any damage during transportation. The loose components are packed in wooden boxes.

7.5.5.5 PRESERVATION

Preservation steps are taken wherever necessary. However, to avoid rusting, rust preventives are applied on product.

7.5.5.6 DELIVERY

The quality of the product after final inspection and testing is protected. This protection is extended to the delivery destination when transportation is in scope of company's work.

REFERENCE

- RE-P-PRD-06 - Procedure for Identification & Traceability
- RE-P-PRD-01 - Procedure for Planning
- RE-P-PRD-02 - Procedure for Process Control
- RE-P-PRD-03 - Procedure for Maintenance
- RE-P-STR-01 - Procedure for Receipt, Storage and Issue of Raw Material
- RE-P-PRD-05 - Procedure for Handling and Preservation
- RE-P-DIS-01 - Procedure for Packaging and Delivery
- RE-P-PRD-04 - Procedure For Erection, Commissioning And Services
- WT-P-PRD-06 - Procedure for Identification & Traceability
- WT-P-PRD-01 - Procedure for Planning
- WT-P-PRD-02 - Procedure for Process Control
- WT-P-PRD-03 - Procedure for Maintenance
- WT-P-STR-01 - Procedure for Receipt, Storage and Issue of Raw Material
- WT-P-PRD-05 - Procedure for Handling and Preservation
- WT-P-DIS-01 - Procedure for Packaging and Delivery
- WT-P-PRD-04-Procedure For Erection, Commissioning And Services

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 7.6 of QUALITY MANUAL	Rev: 00	ISO Clause: 7.6
	CONTROL OF MONITORING & MEASURING DEVICES		
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7.6 CONTROL OF MONITORING & MEASURING DEVICES

A procedure is documented to control, calibrate and maintain inspection, measuring and test equipment to provide evidence of conformity of product to specified requirements.

It is also ensured that monitoring and measurements are carried out and are carried out in a manner that is consistent with the monitoring and measurement requirements.

For this purpose, list of measuring and test equipment is prepared.

To ensure valid results, measuring equipment is

- a) Calibrated at specified intervals, or prior to use, against measurement standards traceable to international or national standards.
- b) Measurement standards; where no such standard exists, the basis used for calibration or verification is recorded;
- c) Adjusted or re-adjusted as necessary;
- d) Identified to enable the calibration status to be determined;
- e) Safeguarded from adjustment that would invalidate the measurement result;
- f) Protected from damage and deterioration during handling, maintenance or storage.

The procedure also defines the method of assessing the validity of previous inspection and test results when the instrument is found to be out of calibration.

It is ensured that suitable environment conditions are maintained during calibration and the instruments are handled, preserved and stored such that the accuracy & fitness for use are maintained.

REFERENCE

- RE-P-QAS-03 - Procedure For Control Of Inspection, Measuring And Test Equipment.
- WT-P-QAS-03 - Procedure For Control Of Inspection, Measuring And Test Equipment.

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 8.1 of QUALITY MANUAL	Rev: 00	ISO Clause: 8.1
	MEASUREMENT, ANALYSIS & IMPROVEMENT - GENERAL		
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8 MEASUREMENT, ANALYSIS AND IMPROVEMENT

8.1 General

Monitoring, Measurement, analysis and improvement processes are planned and implemented which are needed to

- a) To demonstrate conformity of the product,
- b) To ensure conformity to the quality management system,
- c) To continually improve the effectiveness of quality management system.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 8.2 of QUALITY MANUAL	Rev: 00	ISO Clause: 8.2
	MEASUREMENT & MONITORING		
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8.2 MONITORING AND MEASUREMENT

8.2.1 Customer Satisfaction

As one of measurement of performance of the quality management system, the organization monitors information relating to customer perception as to whether the organization has met customer requirements. Various methods for obtaining and using this information are used such as getting data from customer in the form of vendor performance evaluation, sending customer feedback forms, records of minutes of meeting with customer, participation in vendor performance award function organized by customer, Order trends etc.

8.2.2 Internal Audit

Procedure on internal quality audit is established and documented which ensures that internal audits at planned intervals are conducted to determine whether the quality management system

- a) Conforms to the planned arrangements, to the requirements of ISO9001: 2000 and to the quality management system requirements established by company, and
- b) Is effectively implemented and maintained.

Audits are planned taking into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits. The audit criteria, scope, frequency and methods are defined. Selection of auditors and conduct of audits is done in such a way that ensures objectivity and impartiality of the audit process. Personnel independent of having direct responsibility for the activity being audited carry out audits.

The responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records is defined in documented procedure.

It is ensured by the Auditee that actions are taken without undue delay to eliminate detected nonconformities and their causes. The same auditor to verify actions taken and reporting of verification results conducts follow-up audits.

Results of audit are discussed in Management Review Meeting for taking corrective / preventive actions. Records of audits are maintained as a quality record.

8.2.3 Monitoring & Measurement Of Processes

Quality Management System processes are monitored and where applicable, measured. These methods demonstrate the ability of the processes to achieve planned results. The process is monitored as per documented work instructions of production stage to ensure conformity of product. If any non-conformity is observed, corrective and preventive actions are taken to ensure conformity of product.

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	MEASUREMENT & MONITORING		
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8.2.4 Monitoring & Measurement Of Product

The product characteristics are monitored and measured as per documented quality plan to verify that product requirements have been met. This is carried out at incoming, in-process and final stages.

The fabricated items and sub-assemblies are inspected by Q.A. In Charge/Supervisor they and records are maintained in the Sub Assembly Check List Record. The inspection is carried out as per approved drawings. The sub-assemblies are inspected by Q.A. In charge and records are maintained in the Sub Assembly Check List Record Sheet. The product is not released to the next operations until the required inspection and testing is completed.

The product is not issued or processed further until found conforming and hence no positive recall method is used in the company.

The final inspection of the product is carried out according to documented checklist by Q.A. In charge and Product In charge.

Evidence of conformity with the acceptance criteria is maintained. Records indicate person-authorizing release of product.

REFERENCE

- RE-P-MGR-01 - Procedure for Internal Quality Audits
- RE-P-QA-02 - Procedure for In process and Final Inspection
- WT-P-MGR-01 - Procedure for Internal Quality Audits
- WT-P-QA-02 - Procedure for In process and Final Inspection

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 8.3 of QUALITY MANUAL	Rev: 00	ISO Clause: 8.3
	CONTROL OF NON-CONFIRMING PRODUCT		
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8.3 CONTROL OF NONCONFORMING PRODUCT

The products that do not conform to the specified requirements, are identified, segregated, evaluated and controlled to prevent its unintended use or delivery. The control and related responsibilities and authorities for dealing with nonconforming product are defined in documented procedure. The record of non-conforming products is maintained for analysis to take corrective and preventive actions.

The nonconforming product is dealt in following way.

- a) By taking action to eliminate the detected nonconformity;
- b) By authorizing its use, release or acceptance under concession by a relevant authority and, where applicable by the customer;
- c) By taking action to preclude its original use or application.

Records of nature of nonconformity and any actions taken, including concessions obtained, are maintained.

When nonconforming product is corrected, it is re-inspected / tested to verify its conformity with the specified requirements of quality plan.

When nonconforming product is detected after delivery or use has started, appropriate actions are taken to the effect or potential effects, of the nonconformity.

REFERENCE

- RE-P-QAS-04 - Procedure for Control of Non-conforming Product
- WT-P-QAS-04 - Procedure for Control of Non-conforming Product

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 8.4 of QUALITY MANUAL	Rev: 00	ISO Clause: 8.4
	ANALYSIS OF DATA		
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8.4 ANALYSIS OF DATA

Appropriate data is collected and analyzed to demonstrate the suitability and effectiveness of the quality management system and to evaluate where continual improvement of the effectiveness of the quality management system can be made. This includes data generated as a result of monitoring and measurement and from the relevant sources.

The analysis of data provides information relating to

- a) Customer satisfaction,
- b) Conformity to product requirements
- c) Suppliers.

REFERENCE

Nil

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

ALIDHRA WEAVETECH GROUP	Sec No: 8.5 of QUALITY MANUAL	Rev: 00	ISO Clause: 8.5
	IMPROVEMENT		
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8.5 IMPROVEMENT

8.5.1 Continual Improvement

The company continually improves the effectiveness of quality management system through the use of quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review.

8.5.2 Corrective Action

Corrective Actions are taken to eliminate the cause of nonconformities in order to prevent recurrence. Corrective actions are appropriate to the effects of the nonconformities encountered.

A documented procedure is established to define requirements for

- a) Reviewing nonconformities (including customer complaints),
- b) Determining the causes of nonconformance,
- c) Evaluating the need for action to ensure that nonconformities do not recur,
- d) Determining and implementing action needed,
- e) Records of the results of action taken and
- f) Reviewing corrective action taken for its effectiveness.

Records of corrective actions taken and its results of effectiveness are maintained.

8.5.3 Preventive Action

Preventive actions are taken to eliminate causes of potential nonconformities in order to prevent their occurrence. Preventive actions are appropriate to the effects of the potential problems.

A documented procedure is established to define requirements for

- a) Determining potential nonconformities and their causes,
- b) Evaluating the need for action to prevent occurrence of nonconformities,
- c) Determining and implementing action needed,
- d) Records of results of preventive action taken and
- e) Reviewing preventive action taken for effectiveness.

The corrective / preventive actions are discussed in Management Review Meeting.

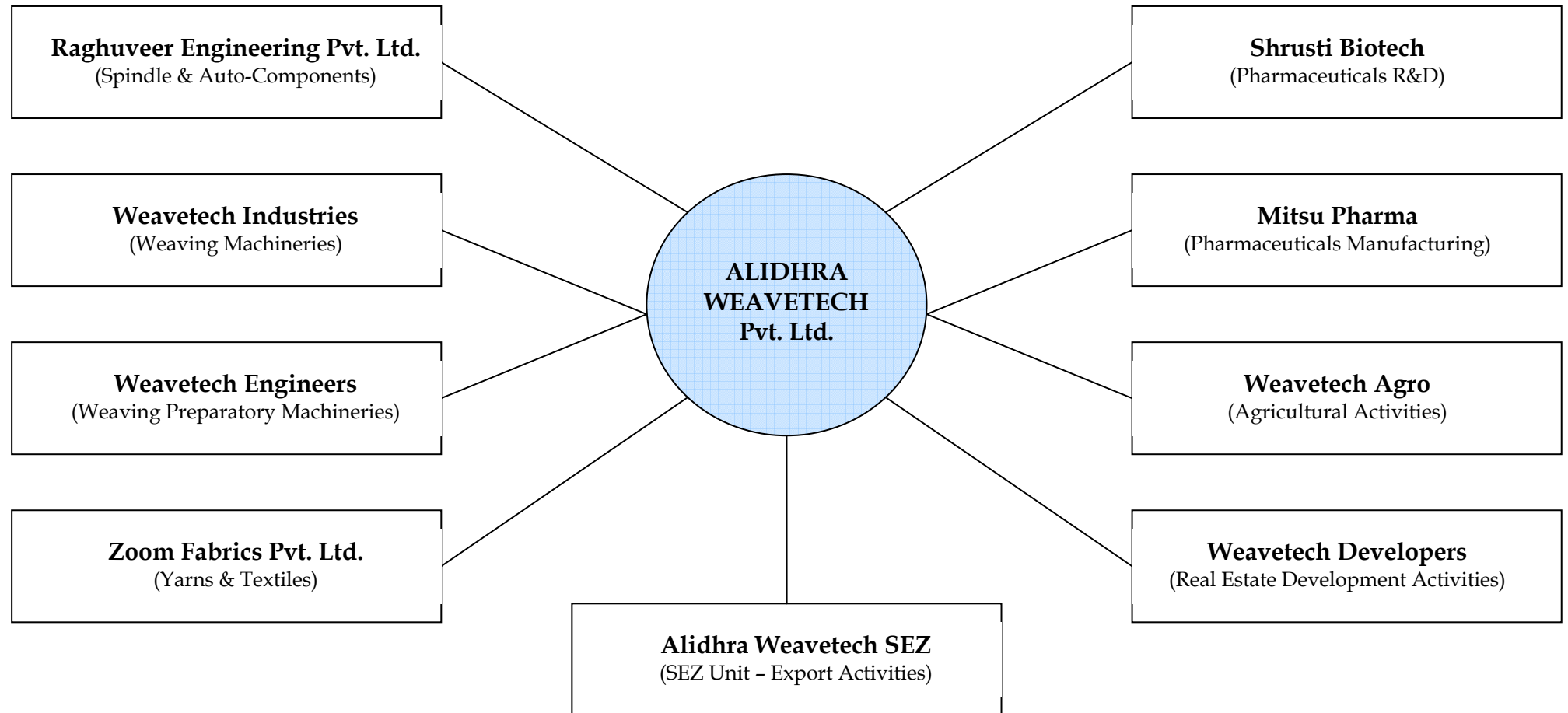
REFERENCE

- RE-P-MGR-06 - Procedure for Corrective and Preventive Action
 WT-P-MGR-06 - Procedure for Corrective and Preventive Action

AMENDMENT DETAILS:

SR.	SEC.	DETAILS OF AMENDMENT	OLD REV.	NEW REV.

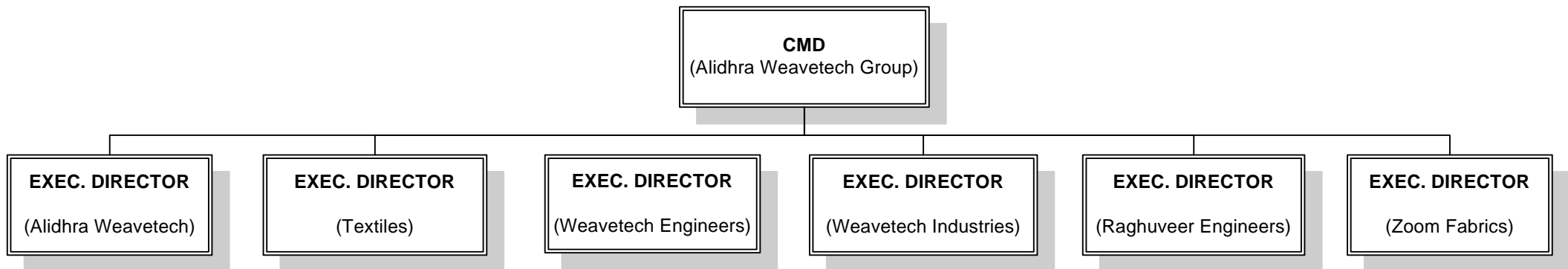
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	GROUP COMPANY STRUCTURE		
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	ORGANISATION CHART		
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ORGANISATION CHART

(Board of Directors)



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ORGANISATION CHART

