

TUBE FAB / ROMAN **ENGINEERING CO. INC.**

1715 E. M-68
Afton, Mich. 49705
1 231 238 9366

SUPPLIER QUALITY MANUAL **REVISION: H**



PARTNERS IN QUALITY

Rev A Dated: 7-20-10, Additions to Packaging Oct 27, 2010 Rev B', Rev C updated Manual as of 3-5-2015, Rev E revised sorting cost 8/16/16, Rev. F Revised supplier self-audit, supplier quality mgmt. system cert, and supplier report cards and rating system. Rev G dated Nov 1, 2018.

Page 1 of 17

PUR-SOP-01076

08/15/2017 Rev H 4-26-19

CONTROLLED IN RED

SUPPLIER QUALITY MANUAL **ACKNOWLEDGEMENT REPLY**

Tube Fab / Roman Eng. Co. Inc
1715 E. M-68
Afton, Mich. 49705

Suppliers Name: _____ has read the following statement and agrees to its conditions. We have reviewed the information found in the Supplier Quality manual dated January 5, 2018 as supplied by TFRE.

The Supplier Quality Manual is owned by TFRE, and shared with selected TFRE suppliers. The contents are intended solely for the use of the selected suppliers.

Area	Dept Title	Signature	Date
Quality			
Customer Service/Sales			

This Acknowledgement Reply is to be sent to Purchasing Department of TFRE with the required signatures prior to _____.

Fax: 231 238 6074

INDEX

1.0 ABOUT THIS MANUAL

- 1.1 Purpose
- 1.2 Scope

2.0 QUALITY-ENVIRONMENTAL POLICY

- 2.1 TRFE Quality and Environmental Statement
- 2.2 TF/RE Safety Policy

3.0 SUPPLIER DEVELOPMENT

- 3.1 Supplier Self Audit
- 3.2 Quality Management System Certification
 - 3.2a Certification of Insurance
 - 3.2b Non- Disclosure Agreement
 - 3.2c EMS / Environmental Suppliers
 - 3.2d Supplier On Site Audit Form
 - 3.2e Standard Expectations of Suppliers
- 3.3 Quality Supplier Representative
- 3.4 Supplier Assessments
- 3.5 Verification of Purchased Product

4.0 HANDLING OF DEFECTS

- 4.1 Defects Discovered at TFRE (SNR Process)
- 4.2 Defects Discovered by Supplier
- 4.3 Defects Discovered at TFRE Customer Plant

5.0 PRODUCTION PART APPROVAL PROCESS (PPAP)

- 5.1 Definition
- 5.2 When is PPAP Required?
- 5.3 PPAP Submission Level
- 5.4 PPAP Approval
- 5.5 Annual Validation
- 5.6 Statistical Process Control (SPC)

6.0 DELIVERYS, PACKAGING

- 6.1 Delivery & Acceptance
- 6.2 Packaging

7.0 SUPPLIER REPORT CARDS

1.0 ABOUT THIS MANUAL

1.1 Purpose

The purpose of this manual is to provide a standardized form of communication between TFRE and it's suppliers in regards to our quality requirements.

1.2 Scope

This manual defines quality expectations, documentation requirements, procedures and practices required by our suppliers. By entering in a supplier contract with TFRE, the supplier agrees to abide by the conditions of this manual.

2.0 QUALITY STATEMENT

2.1 TFRE Quality-Environmental Policy

“TubeFab will exceed the expectations of our Customers, Community, and Governments through continual improvements that are environmentally responsible.”

2.2 Tube Fab / Roman Eng., Co. Inc. Safety Policy

Tube Fab/Roman Engineering Co., Inc. will pursue continual improvement of the safety Program to ensure the highest degree of safety to company employees and visitors.

Please see safety brochure at the end of this document. This brochure is also available on our website. Noting all incoming personnel from outside our company must comply with the terms and conditions of the safety brochure

3.0 SUPPLIER DEVELOPMENT / APPROVAL PROCESS

3.1 Supplier Self Audit

All potential suppliers including EMS suppliers must complete a Supplier Self Audit Survey as part of the approval process and abide by the approval process criteria as specified herein. As deemed necessary by the Materials Manager an MSA (Manufacturing Site Assessment) audit may be conducted at the supplier's onsite location, see section 3.4. Submission of CQI's will be required on a reoccurring annual basis. The Environmental Management Systems and associated suppliers will be reviewed / approved in a manner decided by the EMS Safety Manager and that of the Materials Manager. Impact levels of such suppliers will determine level of importance that would generate a formal audit.

3.2 Supplier Quality Management System Certification

It is the goal of TFRE's supplier development program that each supplier is in conformity with IATF 16949. Unless otherwise specified by TFRE's customers, suppliers to TFRE shall be registered to ISO 9001:2015 by an accredited third-party certification body.

If a potential supplier is not certified to a minimum of ISO 9001:2015, that supplier shall submit a plan to TFRE for attaining the ISO certification. Suppliers shall provide TFRE with a copy of their current certification(s). In addition to IATF certificates, suppliers will be required to provide a copy of their current CQI (if applicable).

Special circumstances will be reviewed.

Note: *Suppliers whom are placed on probation by their ISO registrar or loss of their ISO certificate are required to notify Tube Fab immediately. Any significant change to key personnel requires immediate notification to Tube Fab's Purchasing Dept. Management. Verbals must be accompanied in writing.*

3.2a Certificate of Insurance is required

3.2b Non-Disclosure Agreement is required

3.2c EMS Suppliers to submit with exception of NDA, Submission of Environmental Certifications as deemed necessary by Tube Fab. Exceptions of items will be judged on a case by case situation where waivers may be warranted.

All suppliers are to provide compliance certification for Conflict Minerals, RoHS, REACH and Proposition 65 as may be applicable

3.2d Supplier On-Site Audit Check List & Rating System is required, performed by Tube Fab Auditor

3.2e Standard Expectations

A target goal of zero defects and 100% on time delivery is the expectation of Tube Fab from all of its suppliers.

Tube Fab's Automotive Clients expect TF to meet particular requirements; likewise, such requirements will be flowed down to our supply base. Examples of such requirements are: Annual PPAP resubmissions, CQIs, Conflict Minerals, RoHs, IMDS and the like. Tube Fab will direct our suppliers accordingly.

Approval of the criteria as specified herein will allow the Supplier to have earned a place on the **Supplier Approval List**. New suppliers must deliver three good quality / consecutive shipments to be placed on the probation list.

Upon attaining this goal they will be moved to the Approved Supplier List. Henceforth the supplier will be gaged on performance from the Supplier Report Card as specified in 7.0 segments.

3.3 Quality System Representative

The supplier shall appoint a qualified representative within the organization who has the responsibility and authority to identify and resolve quality matters.

3.4 Supplier Assessments

TFRE reserves the right to conduct quality system audits of its existing suppliers and new prospective suppliers. The need to conduct an on-site audit shall be determined by the procurement manager and/or the quality manager.

As deemed necessary by the Materials Manager or Quality Manager an MSA (Manufacturing Site Assessment) audit may be conducted at the supplier’s onsite location as part of the overall audit process. This will be coupled, planned for 2018, with the utilization of the **Supplier On-Site Audit Check List & Rating System**. This list will be rated as pass or no pass, as deemed by Tube Fab’s auditor.

Supplier On Site Audit Check List & Rating System												
Supplier:		Date: xx-xx-2017					Tube Fab Roman Engineering			Yr 2018		
		Pass	No Pass	H	M	L		Pass	No Pass	H	M	L
1. Housekeeping		X					11. Internal / External Measureables	X				
2. Basic Financials		X					12. Clients / References	X				
3. Capacity Review		X					13. Pending Legal Issues	X				
4. Insurance Coverage		X					14. Methods used for Launching	X				
5. Transportation Capabilities, Docks, etc.		X					15. SS	X				
6. Insurance Coverage		X					16. Succession Planing	X				
8. Equipment, Age, Technology, Capital Investme		X					17. Tolerance Diviations	X				
8. NDA		X					18. Root Cause Analysis Tools	X				
9. In House Support capabilities							19. CQI	X				
Tooling		X					20. ISO Certification	X				
Engineering		X					21. IATF Progress	X				
Warehousing		X					22. Supplier Quality Manual Acceptance	X				
Supply Chain		X					23. Labor Contracts / Expiration Dates	X				
Quality		X					24. Risk Mitigation Plans	X				
Internal Lab Capabilites		X					25. Conflict Minerals RoHs, IMDS	X				
10. Process Review		X					26. Acceptance of Supplier Quality Manual	X				
10. Certificate of Insurance		X					27. Submission of Self Audit & TF Approval	X				
							28. Supplier Assessment Report / MSA	X				
<small>All Pass Ratings are viewed as independent categories and do not generate an unacceptable Total Supplier Rating Outcome unless Materials and/or Quality Manager determine otherwise.</small>												
Comments: Response to Yellow / Red Only.												
Next Steps for Non Pass Items:												

Planned for 2018 TFRE will launch a 2nd party auditor program where TF, IATF trained supply chain representatives will conduct audits in alignment to IATF requirements.

Factors to be considered when determining the need for an on-site audit include: criticality of the supplied part, the overall strength of the supplier's quality system, difficulty of manufacturing the part and the supplier's quality history.

Supplier audits will be scheduled in advance so as not to create any major business interruptions for either TFRE or its supplier.

3.5 Verification of Purchased Product

TFRE reserves the right for its staff and/or customers to visit the supplier's premises to review the operation to ensure the product conforms to specified requirements.

Reasonable advance notice shall be given by TFRE prior to such a visit.

TFRE conducts incoming inspections on PPAP submissions and production shipments of purchased parts. It is the goal of TFRE to NOT inspect incoming product and have the supplier to totally accept responsibility for the quality of the purchased part. TFRE inspects the first three shipments on all new products supplied. If NO defects are detected, then the supplier is put on the approved supplier list and future product is "dock to stock" which means, NO inspection at receiving. If problems are found at downstream operations, the supplier may be moved to the probationary supplier list, and the full inspection for 3 shipments cycle starts again. This will be per the discretion of the TFRE management. An SNR (Supplier Non-Conformance Report) will be generated for all non-conforming shipments.

When suppliers are instructed to provide certifications, a submission of the certs is required to provide output data related to the specifications and associated criteria.

4.0 HANDLING OF DEFECTS

4.1 Defects Discovered at TFRE

When defects are discovered at TFRE, an SNR (Supplier Non-Conformance Report) will be generated and sent to the supplier with samples. TFRE will contact the supplier when defects are found. After receiving and reviewing samples the supplier then has the option to rework (upon approval from TFRE of suppliers rework process), or replace the parts or material, provide support for sorting or authorize TFRE to perform the sort.

In the event that TFRE must meet customer demands, TFRE will start sorting the product and the supplier will be charged accordingly. Initial containment activity must be submitted within 24 hours after the receipt of a formal TFRE notice. The supplier has 10 days from the time they receive the samples to provide TFRE with disposition of the material. After 10 days, the material can be scrapped or returned and the supplier will be debited for the defective parts. Additional time required beyond the 10 days may be granted at TFRE discretion.

If required by TFRE, the supplier must fill out the corrective action section on the SNR and or an 8D as requested by Tube Fab and return to TFRE. If the supplier cannot complete the CAR in 10 days, please contact TFRE and request an extension.

Note: *If TFRE associates are required to sort any supplier's products, the supplier shall incur a standard time charge. The current charge is \$35.00 per hour, per associate, for any hour or portion of an hour of the associate's time.*

4.2 Defects Discovered by Supplier

When any defect is discovered by the supplier, the supplier shall inspect / test, for the purpose of repair or disposal of the suspect product. If the suspect product is in transit to TFRE, TFRE quality department must be notified immediately.

4.3 Defects Discovered at TFRE Customer Plant

When supplier defects are discovered at a TFRE customer's facility, the supplier shall provide any and all assistance requested.

5.0 PRODUCTION PART APPROVAL PROCESS

Note: TFRE supplies to a variety of customers including automotive customers. As such, TFRE must adhere to the requirements of the Production Part Approval Process (PPAP) 4th Edition as published by the Automotive Industries Action Group (AIAG) for all automotive products.

Since PPAP level submission may vary, associated requirements will be communicated at time of sourcing.

5.1 Definition

Production parts are manufactured at the production site using the production tooling, gauging, process, materials, operators and process settings.

Parts for production approval must be taken from a significant production run. This run would typically be from one hour to one shift's production, with the specific production quantity to total 300 parts minimum unless some other quantity has been agreed upon by TFRE.

5.2 When is PPAP Submission Required?

- A new part or product.
- Product modified by an engineering change.
- Material has changed from what was previously used.
- Production from new or modified tooling.

- Change in Production process.
- Tooling or equipment is transferred to a new location
- A new subcontractor is used for production or services.
- Change in test/inspection method.

5.3 PPAP Submission Level

TFRE is responsible for determining which PPAP Level the supplier will submit.

Unless notified otherwise, all suppliers shall submit to Level (3). The submission shall include a full layout of 3 parts taken from the 300 piece run on production tooling.

PPAP SUBMISSION CHART

Requirement	1	2	3	4	5
Design Records of Saleable Product	R	S	S	*	R
- for proprietary components / details	R	R	R	*	R
- for all other components / details	R	S	S	*	R
Engineering Change Documents, if any	R	S	S	*	R
Customer Engineering approval, if required	R	R	S	*	R
Design FMEA	R	R	S	*	R
Process Flow Diagrams	R	R	S	*	R
Process FMEA	R	R	S	*	R
Control Plan	R	R	S	*	R
Measurement System Analysis Studies	R	R	S	*	R
Dimensional Results	R	S	S	*	R
Material, Performance Test Results	R	S	S	*	R
Initial Process Studies	R	R	S	*	R
Qualified Laboratory Documentation	R	S	S	*	R
Appearance Approval Report, if applicable	S	S	S	*	R
Sample Product	R	S	S	*	R
Master Sample	R	R	R	*	R
Checking Aids	R	R	R	*	R
Records of Compliance With Customer-Specific Requirements	R	R	S	*	R
Part Submission Warrant (PSW)	S	S	S	S	R

Bulk Material Requirements Checklist (for bulk material PPAP only)	S	S	S	S	R
---	---	---	---	---	---

S = Submit to TFRE, **R** = Retain at suppliers location

* = Retain and submit upon customer request

5.4 PPAP Approval

The supplier must receive TFRE's approval prior to shipping production products.

If TFRE rejects the supplier PPAP submission, the problem must be corrected and the PPAP resubmitted to TFRE for approval.

5.5 Annual Validation

The Supplier is responsible for annual validation once per year consisting of a PSW warrant page, material certification, and a current copy of the supplier's IATF 16949 certification or ISO-9001.

5.6 Statistical Process Control (SPC)

SPC shall be done on all Key, Significant, and Critical Characteristics requirements. These characteristics shall meet the requirements within the AIAG manual.

SPC data shall be maintained by the supplier and shall be available to TFRE, upon request.

6.0 DELIVERY, PACKAGING

6.1 Delivery & Acceptance

TFRE requires 100% on time deliver performance of suppliers. TRFE suppliers are responsible for the supply of defect-free material.

A) Parts Found Unacceptable On Delivery

When material is deemed to be “Defective Material” the supplier assumes responsibility for replacement materials as well as delivery.

An SNR (Supplier Non-Conformance Report) will be generated and sent to the supplier with samples. The defective material is put in the hold area and awaits disposition from the supplier. The supplier has 10 days from the time they receive the samples resulting from the SNR to provide TFRE with disposition of the material and issue an RMA to TFRE. TRFE may opt to extend this process as a result of determining risk factors, lead times for replacement materials. After 10 days, the material can be scrapped or returned and the supplier will be debited for the shipment.

The supplier must fill out the corrective action section on the SNR and return to TFRE within 10 days if deemed necessary by TFRE. If the supplier cannot complete the CAR in 10 days, please contact TFRE and request an extension.

6.2 Packaging

A) Manually – Lifted Containers

Gross weight of parts & containers should not exceed 40 pounds.

B) Mechanically – Transported Container

Gross weight of parts and containers should correspond with purchase order requirements.

C) Packaging of Materials and or Parts

Due to variation of products and or materials, suppliers are to package items in a manner that meets:

1. Suitable Industry Standards that protect the product in transit and meets TFRE off loading capabilities as previously stated herein.
2. Item 1 may be superseded by incorporating specific packaging criteria that appears in correspondence and or on the face of our purchase orders as part of our terms and conditions.

All containers must be clearly identified with labels.

7.0 SUPPLIER REPORT CARDS & Performance Monitoring

TFRE generates supplier report cards for its high impact suppliers and distributes them quarterly. TFRE tracks on-time delivery, number of SNR's, number of units and PPM.

Planned for 2018 TFRE will begin to monitor the number of Premium Freight Occurrences and Supplier caused disruptions to TFRE clients

Planned for 2018 -2019, TFRE will launch an internal risk based rating system from which suppliers will be categorized as Acceptable, Needs Improvement or Unacceptable via numerically driven data. 2019 will provide a numerical rating assessment on all supplier scorecards. Risk assessment criteria will be determined through a variety of tools. Suppliers must maintain an Acceptable / Needs Improvement rating to remain on the approved suppliers list. Inability to do so will subject the supplier to being placed on a probation list. Suppliers in this category will be required to provide 3 consecutive certified shipments and if necessary, formal corrective action. An inability to provide 3 certified consecutive shipments may void the supplier from the approved listing or required to work with TFRE for implementation of corrective actions and continuous improvement, as deemed necessary by the materials manager or quality manager.

Below is an example of the report card.



TUBE FAB / ROMAN ENGINEERING
Supplier Quality and Delivery Performance
2010

Supplier Name: #N/A
 Address: #N/A
 Address 2: #N/A
 City: #N/A
 State/ Zip: #N/A #N/A
 Country:

	PPM Goal	Delivery Goal
Acceptable	< 100	91-100%
Needs Improvement	>100-500	80-90%
Unacceptable	>500	<=79%

	Qtr 1	Qtr 2	Qtr 3	Qtr 4	YTD
PPM	#N/A	#N/A	#N/A	#N/A	#N/A
Qty Received	#N/A	#N/A	#N/A	#N/A	#N/A
Qty Defective	#N/A	#N/A	#N/A	#N/A	#N/A
# of Concerns	#N/A	#N/A	#N/A	#N/A	#N/A
# of Shipments Requested	#N/A	#N/A	#N/A	#N/A	#N/A
# of Shipments Rec'd on Time	#N/A	#N/A	#N/A	#N/A	#N/A
% on-time Shipments	#N/A	#N/A	#N/A	#N/A	#N/A

ATTENTION SUPPLIER:

IF YOU DISAGREE WITH THE ABOVE DATA AND WOULD LIKE TO REQUEST A REVISION, PLEASE DO THE FOLLOWING:

1. Indicate revised monthly totals in the columns for the requested month(s)
 2. Attach supporting documentation.
 3. Sign and Date this original report.
 4. Mail or fax (231) 238-6074 to Tube Fab/Roman Engineering, Attn: Quality Assurance within ten(10) days of issue date.
 5. Shipments required and shipments received will default to one (1) for suppliers who have an acceptable delivery rating.
- The actual shipments required and shipments received will be listed when a suppliers delivery performance needs improvement or is unacceptable.

 Supplier Signature

 Date

2018-2019 New Supplier Report Card, Rated Driven Results

TUBE FAB / ROMAN ENGINEERING

Supplier Quality and Delivery Performance

2018

Supplier Name: [REDACTED]
 Address: [REDACTED]
 Address 2: [REDACTED]
 City: [REDACTED]
 State/ Zip: [REDACTED]
 Country: [REDACTED]

	Value	Percentage Goal	# of Concerns Goal	Delivery Goal
Acceptable	5	< 1.0%	< 1	91-100%
Needs Improvement	3	1.1% - 2.0	1 < X < 3	80-90%
Unacceptable	1	> 2.0%	> 3	<=79%

	Qtr 1	Value	Qtr 2	Value	Qtr 3	Value	Qtr 4	Value	YTD	Value
% Defective	0.000%	5	0.000%	5	0.000%	5	#DIV/0!	#DIV/0!	0.000%	5
Volume (ft) Received	64,762	[REDACTED]	5,182	[REDACTED]	6,346	[REDACTED]	0	[REDACTED]	76,290	[REDACTED]
Volume (ft) Defective	0	[REDACTED]	0	[REDACTED]	0	[REDACTED]	0	[REDACTED]	0	[REDACTED]
# of Concerns	0	[REDACTED]	0	[REDACTED]	0	[REDACTED]	0	[REDACTED]	0	[REDACTED]
# of Shipments Requested	9	[REDACTED]	1	[REDACTED]	1	[REDACTED]	0	[REDACTED]	11	[REDACTED]
# of Shipments Rec'd on Time	9	[REDACTED]	1	[REDACTED]	1	[REDACTED]	0	[REDACTED]	11	[REDACTED]
% on-time Shipments	100%	5	100%	5	100%	5	5	5	100%	5
# of Premium Freight Occurrences		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]
Customer Disruptions		10		10		10		#DIV/0!		10

ATTENTION SUPPLIER:

IF YOU DISAGREE WITH THE ABOVE DATA AND WOULD LIKE TO REQUEST A REVISION, PLEASE DO THE FOLLOWING:

1. Indicate revised monthly totals in the columns for the requested month(s)
2. Attach supporting documentation.
3. Sign and Date this original report.
4. Mail or fax (231) 238-8074 to Tube Fab/Roman Engineering, Attn: Quality Assurance within ten(10) days of issue date.

Supplier Signature _____ Date _____

THINK SAFETY FIRST

GENERAL CONTACT INFORMATION
 1715 M-68 E. * Afton, MI 49705
 (231) 238-9366
 www.tubefab.org

EMERGENCY CONTACTS
 Daniel H. Walker: 231 499-3253
 James Bischoff: 231 420-4253
 Paul Blome: 231 420-5000

ENVIRONMENTAL CONTACT:
 Larry Coggins Jr: 231 818-9342

Visitor Safety & Environmental Guidelines
WELCOME TO TUBE FAB
 Tube Fab will exceed the expectations of our Customers, Community, and Government through continual improvements that are environmentally responsible.

AT TUBE FAB SAFETY IS FIRST
 We will pursue continual improvement of the Safety Program to ensure the highest degree of safety to company, employees, and visitors. This is supported through our ISO 14001 Environmental Management System which includes a commitment to comply with all regulations and requirements, preventing pollution, and continuous program improvement.

We encourage you to always be cautious and aware during your visit and avoid any risk to your health and safety.
HAVE A SAFE VISIT!

General Notes

- VISITORS MUST enter & sign in AND exit & sign out with the receptionist
- OBEY all signs and warnings
- Be alert to floor hazards
- Tobacco usage in designated area only
- Photography is prohibited
- Do not enter restricted area unless accompanied by authorized personnel
- Visitors may not operate machinery/equipment unless authorized by the Engineering, Safety or Maintenance Department
- Please notify the TFR Safety Department if you have any safety issues or concerns.

Open the Door to Safety:
 Awareness is the Key

Hazard Materials & Communication

The Tube Fab Hazard Communication procedure is established to inform team members of the chemicals they work with and to comply with OSHA standard 29 CFR 1910.1200. Chemicals at TF are identified through the NFPA Hazard Code. These chemicals must be avoided at all times unless proper training has been provided by TFR. Any chemicals brought into TFR by a visitor must be labeled and accompanied with a MSDS.

Environmental Policy

TFR is dedicated to strong environmental management. We are ISO 14001 certified.

CERTIFICATE OF REGISTRATION

Emergency Response

TFR has standardized procedures for responding to emergencies. Familiarize yourself with the site and know your way to evaluation routes, emergency exits and assembly points. In case of an emergency please follow the procedures:

Severe Weather

- In case of a severe weather emergency, seek shelter in the following location:
 * Cutting (shown on map as purple)

Evacuation

- In case of emergency evacuation, please assemble in the gathering area nearest to you:

CONTROLLED IN RED

Fire Safety & Prevention

Tube Fab has taken many efforts in maintaining a safe working environment for both our team members and visitors. It is important that the following guidelines are followed in order to help reduce potential fire hazards.

- Work areas, aisles, walkways and equipment should be kept clear of loose materials, trash, scrap, etc.
- Never block aisles, fire exits or emergency equipment with hi-lows, equipment or materials.
- Avoid build up of combustible material.
- When using electrical equipment and/or extension cords check for defaults such as frays, brittleness or broken wires.

These are just a few steps that can be taken to help reduce potential fire hazards. Please familiarize yourself with the location of the fire extinguishers in the area in which you are visiting. They can be found on the map located on the back of this brochure.

Personal Protective Equipment

Visitors shall observe all TF PPE requirements including the following items:

- Safety Glasses
- Ear Plugs

The guidelines presented in this brochure are based on the best available information at the time of publication; it is subject to change without notice. Reasonable efforts will be made to keep it current and practical. It will be reviewed annually and updated if required.

HR-EMS-00809 Rev 12/19/14