

## Visitor & Contractor Awareness Pamphlet

### Welcome!

The purpose of this document is to assist Avalon Precision Casting Co. Visitors and/or Contractors to:

- understand the Avalon Precision Casting Co. Quality Policy
- understand the Avalon Precision Casting Co. Quality Objectives
- understand their contribution to the effectiveness of the quality management system, including the benefits of improved performance
- understand the implications of not conforming to the quality management system requirements

### Quality Policy & Safety Requirements

The Avalon Precision Casting Co. Quality Policy has been defined as follows:

- Meeting or Exceed Customer Expectations**
- Employ Trained and Qualified Personnel**
- Comply with all applicable Laws and Regulations**
- Foster a safe workplace and workforce**
- Drive Continual Improvement of our QMS**
- Drive Business Growth through our QMS**

As Visitors and/or Contractors to our facility, your safety and well Being is of the utmost importance

- We have Safety Programs in place to protect you and our employees
- No job will be done at the Avalon Precision Casting Co. facility unless it can be done safely
- Avalon Precision Casting Co. requires that all persons on company property, whether employees, visitors or contractors, follow established facility, federal, state, and local safety regulations, policies, and procedures at all times
- Follow your escort's instructions at all times
- When in doubt, ask questions!

### Relevant Quality Objectives

As part of our ISO 9001 Quality Management System and sound business practices, Avalon Precision Casting Co. has established quality objectives at relevant functions, levels, and processes needed for the continual monitoring and improvement of our Quality Management System and Business Operations.

Avalon Precision Casting Co. is committed to enhancing the quality of our facilities, community, and is committed to continually improve our Quality Management System.

Relevant Quality Objectives pertaining to Visitors and/or Contractors  
Include but may not be limited to...

- Customer Satisfaction
- Customer Complaints
- On Time Delivery
- Reduction of Nonconformance's

While not an official Quality Objective, Visitors also need to be aware of Our Risk Awareness initiatives.

### Visitor contribution to the effectiveness of the quality management system, including the benefits of improved performance

As a Visitor and/or Contractor to Avalon Precision Casting Co. you are responsible for adhering to all Quality and Safety Rules and assisting Avalon Precision Casting Co. in meeting our Quality and Safety Objectives

By following our Quality and Safety Objectives we intend to...

- continually improve our ability to provide a safe working environment for our employees, visitors, and contractors
- promote continual improvements with respect to the quality of our services, and
- ensure the business growth of our organization

Visitors and/or Contractors are required to adhere to the following rules:

- The possession or use of any alcohol, illegal drugs, controlled substances, firearms and other weapons are forbidden anywhere on Avalon Precision Casting Co. premises.
- Personal Protective Equipment may be required in the various facility environments
  - ANSI Z87 Safety Glasses are required in Manufacturing Areas
  - Hearing Protection and Steel Toe Shoes are required in the Manufacturing Environments
  - Specific requirements will be communicated by your Avalon Precision Casting Co. Escort
- Be aware of the Risks prior to entering any area of the facility
- All Manufacturing Areas are shared by pedestrians, lift trucks, and transportation vehicles. **Use Extreme Caution!**
- All incidents (including "near misses") are to be reported to Avalon Precision Casting Co. Personnel immediately.
- Should an Emergency Situation occur, follow the instructions of your escort.
- All work performed at Avalon Precision Casting Co. must be performed in full compliance with all company guidelines, applicable federal, state, and local laws.
- Each day upon leaving the facility, all refuse, waste or garbage must be removed and managed in accordance with company policies and procedures in order to properly maintain a clean and orderly work area. Materials must be recycled where feasible.

### The implications of not conforming to the quality management system requirements

Failure on the part of our Visitors and/or Contractors to conform to the Quality and Safety Requirements may result in...

- Missed Quality and Safety Objectives
- Potential Injury
- Your removal from the premise

**Visitors and Contractors... Your Sign In on our Visitor Sign In Sheet in the Front Lobby is an acknowledgement of your understanding and willingness to assist Avalon Precision Casting Co. In complying with our objectives.**