

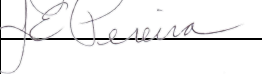

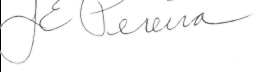

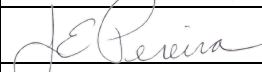

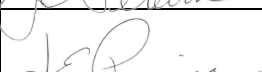
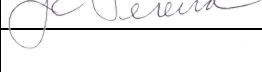




Quality Manual

V-Tron Electronics Corporation Quality Manual Revision History

Date	Rev	Page	Comments	Approval Name	Signature
		No.			
6/2/2003	A	ALL		Joe E. Pereira	
3/15/2007	B	ALL		Joe E. Pereira	
4/15/2008	C	ALL		Joe E. Pereira	
9/30/2009	D	ALL		Joe E. Pereira	
12/15/2011	E	ALL	Added table format & revised Revision History Page. Added Statutory & Regulatory requirements to section 3.1 and operations manager to org chart.	Joe E. Pereira	
3/26/2012	F	ALL	Revised Quality Policy	Joe E. Pereira	
8/1/2017	G	All	Aligned quality manual with the ISO 9001:2015 requirements	Joe E Pereira	
1/10/2019	H	All	Added Quality Policy Approval Line and added 3.8 Post-delivery	Joe E Pereira	
8/10/2020	I	All	Organizational Structure, changed Operation Manager to Vice President	Joe E Pereira	
					

V-Tron Electronics Corporation

Quality Manual

SCOPE:

V-Tron is a contract manufacturer of cable, wire harness, electro mechanical, molding, and fiber optic assemblies.

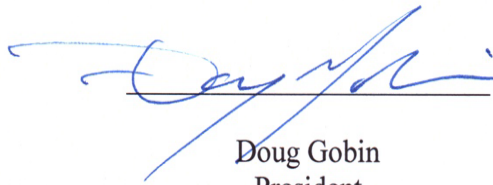
INTRODUCTION:

This quality manual describes the policies and company-wide control structure of V-Tron Electronics Corporation quality management system. This quality management system addresses the requirements of the ISO (International Organization for Standardization) Quality Standards as defined in ISO 9001:2015.

V-Tron Electronics Corporation is located at 10 Venus Way, Attleboro, MA 02703. The company provides contract electronic assembly services, in its 45,000 square foot facility.

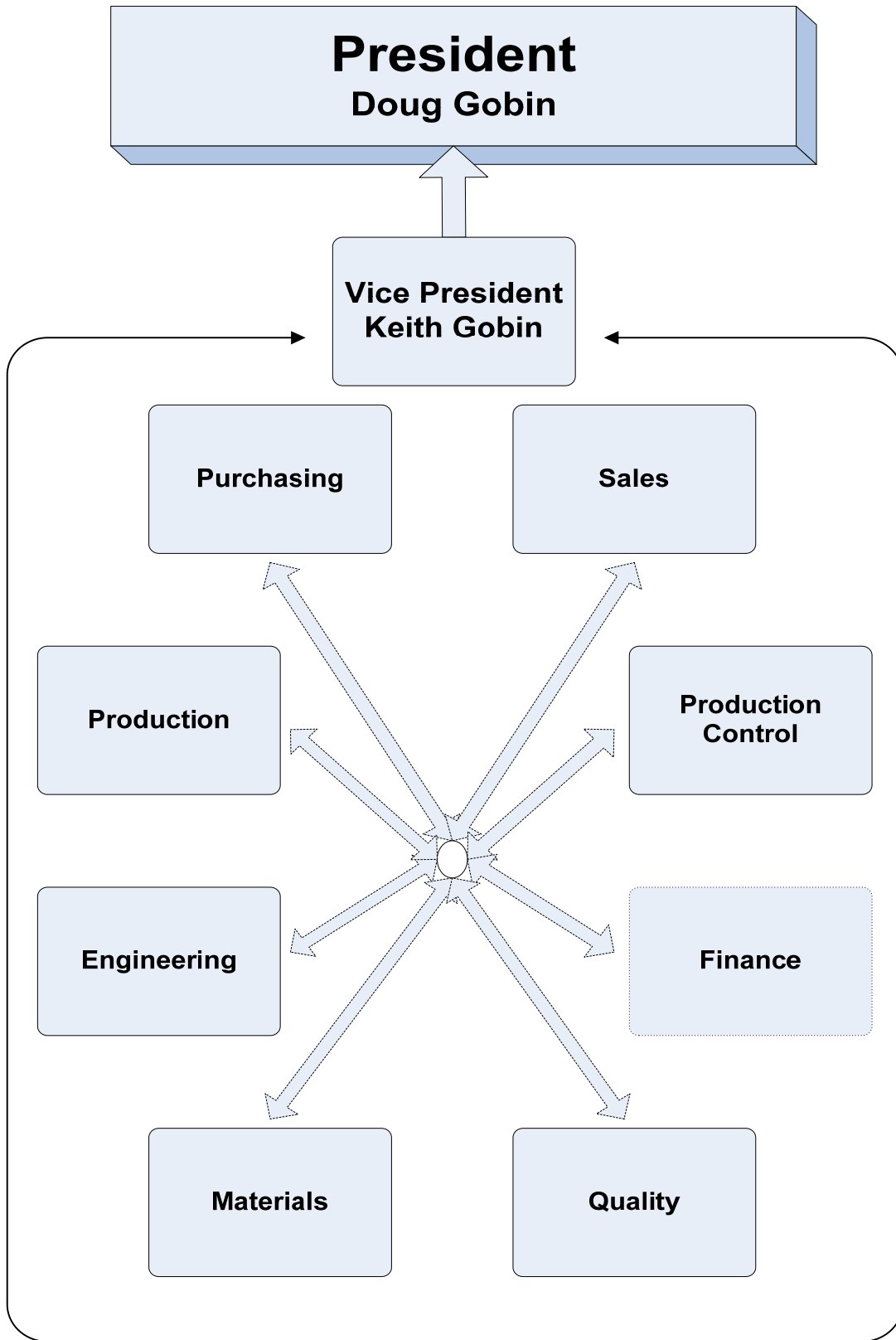
QUALITY POLICY:

The V-Tron Team is committed to provide quality contract electronic assembly services, on-time to exact customer specifications. We are dedicated to the requirements of ISO 9001 inspiring teamwork, responsiveness, continuous improvement, effective supplier relations and profitability.

A handwritten signature in blue ink, appearing to read 'Doug Gobin', is written over a horizontal line. The signature is stylized and cursive.

Doug Gobin
President

ORGANIZATIONAL STRUCTURE:



V-Tron Electronics Corporation

1. Quality Management System Requirements

1.1 General

V-Tron has established, documented and implemented a quality management system to ensure conformance to customer requirements and to continually improve its effectiveness.

Processes required have been identified. Their sequence and interactions are described in this manual and in other documents, as referenced.

Criteria and methods are established to achieve effective control.

Documentation also addresses appropriate monitoring and measurement requirements and identification of resources required.

1.2 Documentation

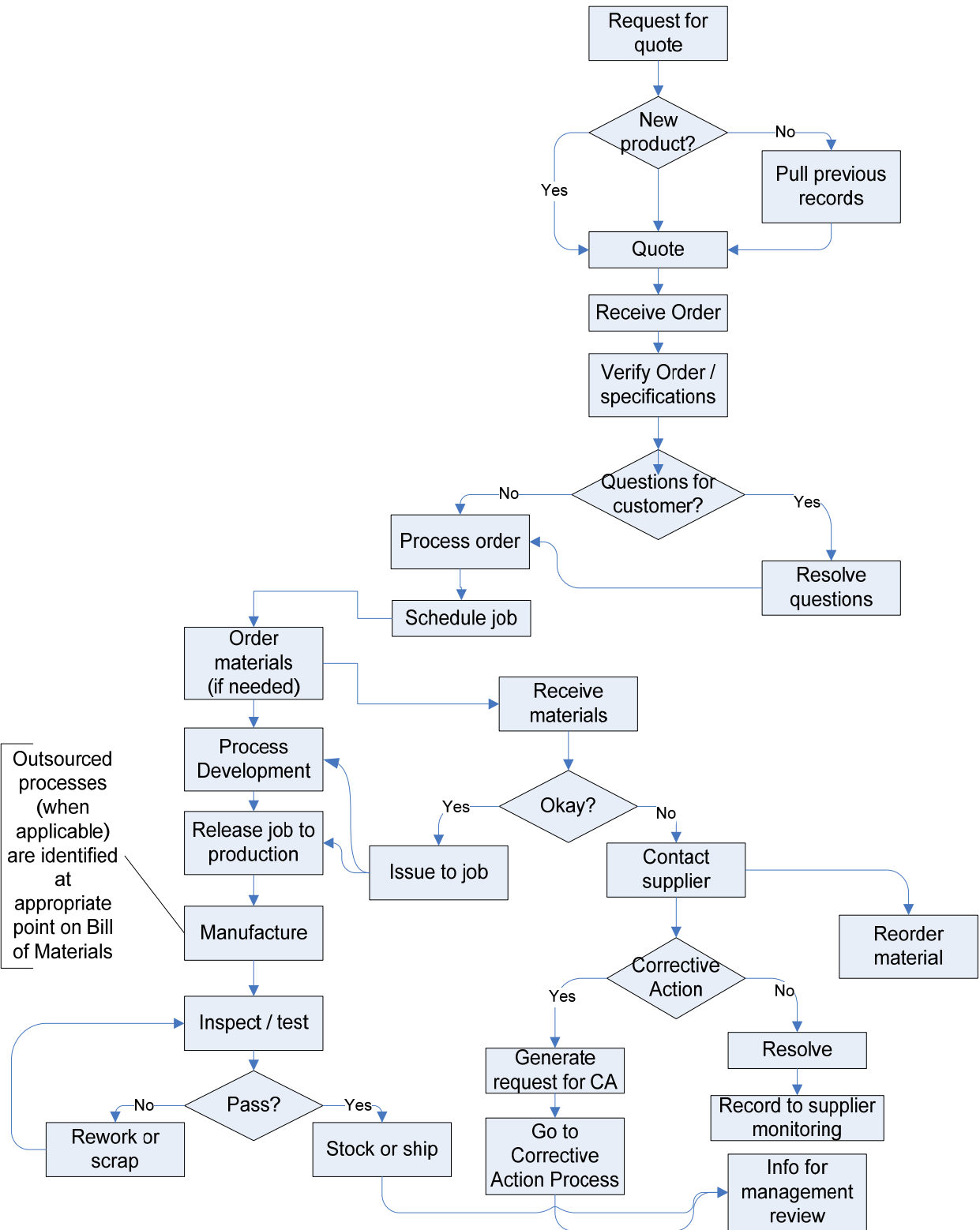
V-Tron has established a documented procedure to define the control of documentation. A master list of controlled documents is maintained. Documents are reviewed by authorized personnel for accuracy and adequacy before being approved and released into the appropriate areas. Changes to documents are made by authorized personnel in accordance with approved procedure. The procedure defines the maintenance of documents and the manner in which they are dispositioned. Provisions are made for the control of external documentation. Documents and documentation may be in hard copy or electronic media.

1.3 Records

Quality Records provide verification of conformance to specifications and compliance to the quality standard. Records maintained demonstrate the achievement of a desired level of quality and effective implementation of the quality system. The procedure which details the maintenance of quality records is substantiated by a Records Retention Matrix which defines the manner in which records are maintained.

Quality records may be made available to customers when contractually required to do so.

Interrelation of Processes



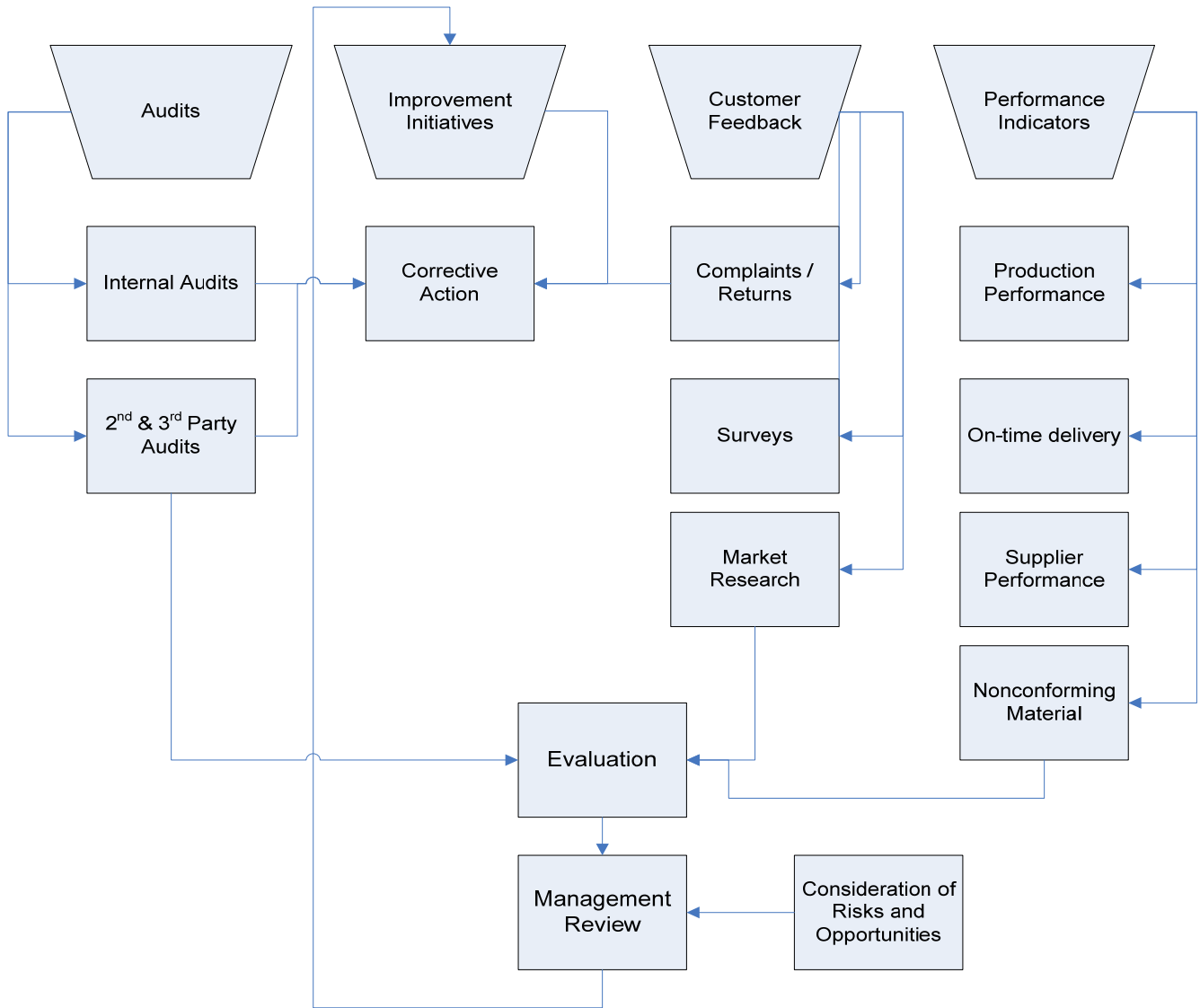
2. Management Responsibilities

- 2.1 Executive Management of V-Tron Electronics Corporation is responsible for ensuring that the quality policy, objectives and the commitment to quality are established, documented and communicated.
- 2.2 Executive management is responsible for ensuring that customer requirements are determined and fulfilled. As part of management review, executive management reviews feedback concerning customer satisfaction.
- 2.3 Executive management ensures that the planning of the quality management system is carried out and that the integrity of the system is maintained when there are changes that effect the quality management system. Executive management ensures that responsibilities are defined and communicated.
- 2.4 Executive management has appointed the Quality Assurance Manager as management representative who is responsible for ensuring that the quality management system is established and maintained. This person reports regularly to management on the performance of the quality management system.
- 2.5 Executive management conducts periodic reviews to ensure the continued effectiveness of the quality management system and to determine what action to take based upon the results of the review. Reviews are conducted at least quarterly. During the reviews internal and external issues are discussed along with the relevant interested parties and the risks and opportunities associated with them. Changes to issues, results of actions to address risks and opportunities, and decisions on further actions are all inputs to the management review process. Other inputs include the following, as appropriate:
 - a. Results of audits
 - b. Corrective actions
 - c. Preventive actions
 - d. Customer feedback (including complaints)
 - e. Feedback from other relevant interested parties
 - f. Supplier performance
 - g. Results of actions to achieve quality objectives
 - h. Key performance indicators (relating to processes and product conformity)
 - i. Opportunities for improvement
 - j. Resource requirements
 - k. Changes that could affect the quality management system
 - l. Follow-up from previous management reviews

2.6 Outputs of management review include decisions and actions concerning improvements to the products,* processes and quality management system and the allocation of required resources, including those needed for training (or assurance of qualification or competence, infrastructure (equipment, communication and facilities) and appropriate work environment.

* As V-Tron manufactures to customer design and specifications, the only aspect of product that may be the subject of improvement are quality and delivery.

Monitoring and Measurement Activities:



3. Product realization

3.1 Customer related processes

V-Tron Electronics Corporation is responsible for ensuring that requirements received from the customer are fully understood, and current capability exists to meet all aspects of the customer requirements and appropriate statutory and regulatory requirements prior to acceptance of the contract.

3.2 Purchasing

V-Tron Electronics Corporation ensures that products and services obtained from outside suppliers conform to the quality standards and specified requirements. The method of assessing and selecting supplier is defined.

The criteria for purchased product acceptance are defined.

3.3 Production

V-Tron Electronics Corporation ensures that products and services conform to the quality standards and specifications required by our customers. This is done by planning the production to the extent necessary to control processes that directly affect quality.

Processes are planned and defined and carried out under controlled conditions that include, as applicable,

- a) Documented procedures and instructions.
- b) The use of suitable tools and equipment and a suitable environment
- c) Compliance with references, standards and quality plans.
- d) Monitoring and control of process parameters and product characteristics.
- e) Approval of process and equipment where appropriate.

3.4 Identification and Traceability

V-Tron Electronics Corporation ensures that products maintain identification and traceability as required by customer contract. This policy includes all products from receipt and during all stages of production and delivery.

When required by contract, traceability is maintained using unique identification for individual product or batches.

3.5 Customer Owned Property

V-Tron Electronics Corporation ensures that materials obtained from customers are suitable for use, and that they are identified and handled in a way that maintains customer identity.

3.6 Handling and Product Preservation

V-Tron Electronics Corporation ensures that material/products are controlled through handling, storage, processing, packaging and delivery in such a manner that product integrity is maintained.

3.7 Measuring and Test Equipment

V-Tron Electronics Corporation ensures that inspection, measuring and test equipment is controlled, calibrated (or verified) and maintained. This equipment is consistent with the required measurement capability.

Documents describe calibration criteria and methods used. Where required, calibrations are traceable to a recognized international standard. Calibrations are conducted at defined intervals.

Equipment is handled and stored in such a manner to prevent invalidation of measurements.

3.8 Post-Delivery Activities

V-Tron's Post-delivery activities include

Customer feedback

Product warranties

When problems are reported after delivery, V-Tron will take appropriate action which may include investigation and reporting to the customer

4. Monitoring and Measurement

4.1 Internal Audits

V-Tron Electronics Corporation ensures that daily activities and processes conform to documented instructions and that they conform to the quality standards and specifications required by our customers. Internal quality audits of sufficient frequency are utilized to monitor, verify and assess compliance of the performance and effectiveness of the quality system.

4.2 Inspection and Test

The Quality Department of V-Tron Electronics Corporation maintains documented procedures for inspection and testing to verify conformance to quality and workmanship standards and specified requirements for products are met.

4.3 Process monitoring

V-Tron identifies and establishes criteria for monitoring processes, when applicable, for verifying the capability of the processes to achieve required results.

4.4 Control of nonconforming product

V-Tron Electronics Corporation ensures that product that does not conform to the customer's specifications and/or specified requirements is prevented from unintended use. Control of nonconforming product provides for identification, documentation, evaluation, and segregation when practical, disposition, and notification to areas affected.

4.5 Analysis of data

V-Tron Electronics Corporation identifies and uses techniques for establishing, controlling and verifying process capability and product characteristics where required.

V-Tron Electronics gathers and analyzes data relating to customer satisfaction, product conformity, process capability and supplier performance.

4.6 Corrective Action

V-Tron Electronics Corporation has established a documented procedure for corrective action to identify and eliminate the causes of nonconformities to prevent recurrence.

Non-applicable requirements.

The following requirements of ISO 9001:2015 are not applicable to V-Tron Electronics' quality management system.

8.3 Design and Development: V-Tron produces product to its customers' designs and does not perform any design activities.

8.4.1b "...controls ...of ... products and services provided directly to the customer(s) by external providers on behalf of the organization": V-Tron does not request any suppliers to drop ship product to customers.