PURPOSE

To establish, implement and maintain a documented QMS which meets customer requirements and requirements of the ISO 9001 Standard and demonstrates continual improvement and effectiveness of the system

SCOPE

This document covers all mandatory requirements of the standard and customer requirements of the organization. Any exclusions are specified under the appropriate sections of the procedures.

REFERENCES

Quality Manual procedures (QM)
ISO 9001 - Quality Management Systems – Requirements
All Quality Work Instructions (QWI)

DEFINITIONS

Organization:	Georgia Gulf Sulfur Corporation, including Georgia Gulf Sulfur, Holly Industries, International Sulphur, Inc., and S.F. Sulfur
QMS:	Quality Management System

RESPONSIBILITY

All responsibilities related to this element are found in the Procedure section of this document

PROCEDURE

4.1 General requirements

4.1.1 Quality Management System

The MRC has established and implemented a documented Quality Management System as specified under 4.2 of this procedure and ensures the continual improvement of the system and its effectiveness.

4.1.2 Process Identification and determination of sequence and interaction

The MRC has determined the required processes to meet the requirements of customers, organization and statutory and regulatory agencies where applicable and has documented the application and the sequence of interaction of such processes in Process Flow Chart (Doc 1).

4.1.3 Process criteria and methods for operation

QM 7, Product Realization Procedure details the methods, criteria and controls used to ensure the effectiveness of the operations to achieve the results of these processes.

4.1.4 Availability of resources and information

The MRC has identified and provided required resources for operation and monitoring these processes. Details of this resource provision are defined under QM 6, Resource Management Procedure.

4.1.5 Process monitoring, measuring and analysis

These processes are monitored, measured and analyzed through various techniques as defined under QM 8, Measurement, Analysis and Improvement Procedures

4.1.6 Achieving planned results and continual improvement

The MRC is committed to implement the actions necessary to achieve the planned results and continually improve the processes. Top management commitment to the planning and implementation of these processes in order to meet the customer requirements and to ensure customer satisfaction is defined in QM 5 Management Responsibility Procedure.

4.1.7 Process management compliance with the standard

The MRC ensures that all these processes are implemented and managed in compliance with the complete requirements of the standard.

4.1.8 Control of outsourced processes

The Organization does not outsource any processes.

4.2 Documentation Requirements

4.2.1 General:

The MRC has established a documented Quality Management System that consists of following components:

- Statements of quality policy and objectives
- Quality Manual
- Procedures for all the requirements of ISO 9001 with exclusions specified under the relevant sections.
- Work Instructions required by the Organization
- Documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and processes control

QUALITY POLICY

The Organization is committed
to satisfying its customers' needs,
and will deliver materials on time and within specification
as directed by those customers.
Following the guidelines of the ISO 9001 standard,
we will strive for the continual improvement of our
Quality Management System.

As the Organization conducts business under different local company names, the Quality Policy that is used and posted in each local company will contain the company name of the local division

4.2.2 Quality Manual

The Quality Manual consists of following:

- Eight Documented Procedures - QM 1 to QM 8
- Scope of the QMS with exclusions defined under relevant sections of the individual procedure.
- Work Instructions, Forms, Other Documents, Records and other documentation used in implementing the QMS, as referenced in relevant procedures
- External/Stand Alone documents, identified on the front page as External/Stand Alone documents and with the date and signature of inclusion into the system. These documents are listed on the Master Document List.
- Description of the interaction between the processes of QMS defined under QM 7, Product Realization. The process is also detailed in the Process Flow Chart (Doc 1).

4.2.3 Control of documents

Documents included in the QMS are controlled. All controlled documents, with their unique numbers, effective date and revision, are listed in the Master Document List at the front of the QMS Manual.

4.2.3.1 Adequacy/Approval/Issue

Prior to issue, all documents are reviewed for the adequacy of content, clarity of information and are approved by the CEO/Quality Manager. Locations of the documents are indicated in the Master Document List.

4.2.3.2 Update and Reapproval

All the documents are periodically reviewed for adequacy and are changed as necessary. Any employee may initiate a request for a document change by submitting a Document Change/Raw Material Control Request (Form 7) to the ISO Coordinator who will evaluate the ability of the change to meet QMS and ISO Standards. The President/ISO MR will determine whether the change will indeed create improvement. The change is then submitted to the CEO/Quality Manager for approval of the change. Changes to Raw Material Specifications are also documented on the Document Change/Raw Material Control Request (Form 7) to ensure proper communication to all plants.

4.2.3.3 Changes to Manuals

Changes will be made electronically based on Document Change/Raw Material Control Request (Form 7).

4.2.3.4 Revision Status of Documents

When a document is originally issued, the revision level will be 0. Subsequent revisions will be indicated by the numeric increase of the revision level.

4.2.3.5 Availability of Documents

Current versions of forms, quality manual procedures, work instructions and other documents are available at the appropriate points of use.

4.2.3.6 Identification and Legibility of Documents

The QM documents contain a title, a unique document number, and a revision number. All documents are maintained electronically.

4.2.3.7 External/Stand Alone Documents

External/Stand Alone Documents are determined and controlled by the ISO Coordinator with a stamp “External/ Stand Alone Document, date and signature”.

4.2.3.8 Control of Document Change

When documents are revised, the obsolete documents will be destroyed. However, should any obsolete documents be retained, for any reason, they will be stamped “obsolete” to prevent unintended use.

4.2.3.9 Communication of Document Change

ISO Coordinator will notify the originator of Document Change/Raw Material Control Request (Form 7).

4.2.4 Control of Records

The Organization maintains records that provide evidence that the QMS is effectively implemented and to show that the Organization is committed to the continual improvement of the QMS. Records are hard copy and controlled in the following manner:

4.2.4.1 Identification and Legibility

The ISO Coordinator ensures that all records are identified in compliance with the standard and the QMS. Records are listed on the Master Records List (Doc 4). The ISO Coordinator ensures that all records are legible.

4.2.4.2 Filing and Accessing Quality Records

All identified quality records listed on the Master Records List (Doc 4) are stored in the locations indicated.

4.2.4.3 Storage, Maintenance and Protection

The responsible personnel indicated on the Master Records List (Doc 4) ensure that quality records are stored so as to prevent damage, loss or deterioration.

4.2.4.4 Disposal Authority

The personnel who gather and keep quality records are authorized to use their own judgement to dispose of them any time after the minimum retention period.

4.2.4.5 Retention and Retrievability

The personnel who gather and retain the quality records retain the records for the minimum retention time indicated on the Master Records List (Doc 4) and ensure that all records are readily retrievable when necessary.

4.2.4.6 Availability of Records

The Organization makes quality records available to review by customers, internal auditors and external auditors upon request.

RECORDS

Form # 7 Document Change/Raw Material Control Request (Form 7) is retained by the ISO Coordinator for a minimum of one year.

Doc 4 The Master Records List (Doc 4) is maintained by the ISO Coordinator.

The Master Document List is maintained by the ISO Coordinator.