

SUPERIOR TUBE COMPANY, INC.	
	ADDENDUM #1, REV. 10 TO STCP-1
QUALITY ASSURANCE PROCEDURE SUBJECT QUALITY MANAGEMENT SYSTEM MANUAL FUNCTIONAL REPORTING STRUCTURE	PAGE 1 OF 9 REWRITTEN: 4/25/2024 REPLACES: 1/13/2023

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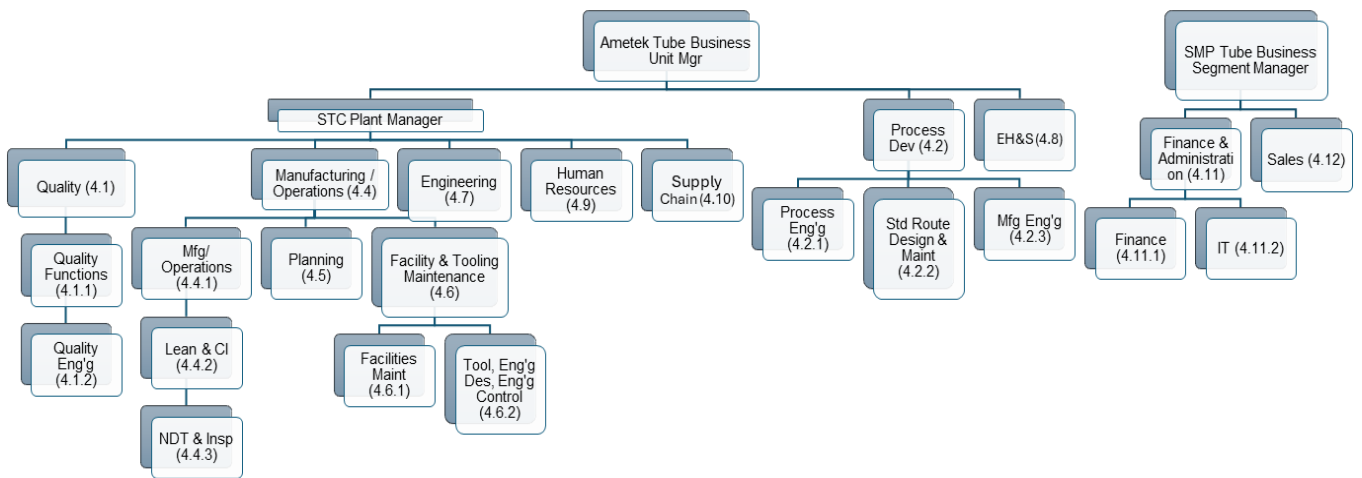
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1. SCOPE
 - 1.1 This procedure details the organizational and functional reporting structure of Superior Tube Company.
2. REFERENCE DOCUMENT
 - 2.1 STCP-1, Quality Management System Manual

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3. ORGANIZATION CHART



4. FUNCTION AUTHORITY AND RESPONSIBILITY

4.1 Quality Functions – Reports to the Plant Manager

The Quality Assurance and Systems Manager has overall management authority for technical compliance for the Quality System and Quality Engineering functions to ensure they meet Customer requirements and Superior Tube Company goals.

4.1.1 Quality Assurance and Systems Manager

- Owner and administrator of the Quality Management System Manual.
- Owner of the documentation system.
- Customer and government source inspection, as needed in conjunction with Sales and Quality Engineering.

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- Manages the system for Product certification which includes test reports and certificates of compliance or other documents required by the Customer.
- Manages record retention activities.
- Reviews of those sections of the Customer's specifications and prints and purchase order requirements for which the QA Department has a responsibility.
- Manages the auditing program.
- Manages the corrective action system.
- Final release of raw materials.
- Material review board chair.
- Approval of purchase orders for raw materials and quality related services.
- Vendor qualification, including compliance to 10CFR21, as applicable.
- Manages the Approved Vendors List (AVL).

4.1.2 Quality Engineering

- Participation in product development activities, including equipment and process qualification and validation.
- Recommend actions to continually improve manufacturing and other processes.
- Management of material nonconformance.
- Documentation of Gage R & R Studies.
- Technical Manager of the calibration and metrology process.
- Statistical methods technical liaison and resource.
- Final Inspection of Product to customer requirements including the Qualification and Training of Inspection personnel.
- ASNT NDT Level III activities, including: personnel training, qualification, certification, periodic monitoring, performance of reinspections, equipment calibration, procedure preparation, contract/specification compliance, equipment and process evaluations.
- Analyzes yield scrap and rework.
- Generates certifications for orders.

4.2 Process Development – Reports to the Ametek Tube Business Unit Manager

The Director of New Process Development has overall management authority for technical compliance for the product development and engineering to ensure they meet Customer requirements and Superior Tube Company goals.

4.2.1 Process Engineering

- Manages technical disposition of material discrepancies.
- Manages development activities, including equipment and process qualification and validation.
- Developments of purchasing specifications for raw materials.
- Technical approval of purchase orders and/or requisitions for raw materials and technical related services.

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- Technical disposition of raw material nonconformances.
- Manages conformance to specification requirements of heat treatment by thermocouple check with material.
- Approval of lubrications.
- Technical service to Customers.
- Development of cold working parameters and methods.
- Evaluation of tooling and process fluid suppliers.
- Program management of the validation process.
- Conformance to procedures
- Conducting the physical and chemical tests required to maintain control and to certify the finished product.
- Surveillance of furnace instrumentation by thermocouple check to meet industry standard.
- Metallurgical evaluation of raw material and finished products.
- Chemical analyses of raw and finished material.
- Assist in new business and process improvement in manufacturing cost estimations.

4.2.2 Standard Route Design and Maintenance

- Reviews Customer's specifications and prints and purchase order requirements.
- Manages the technical review of standard routers.
- Manufacturing process and control improvements
- Technical review of standard routers.
- New route design and optimization.
- Process/Route change control management.
- Maintains manufacturing standards database.

4.2.3 Manufacturing Engineering

Manufacturing Engineering has the primary responsibility of ensuring that processes are engineered and improved to meet Quality standards in the most efficient way possible. Specific duties are:

- Reviews and troubleshoots yield variances.
- Manufacturing process and control improvements.
- Efficacy improvements.
- Equipment SOPs and job aids.
- Evaluates shop floor issues relating to customer returns.
- Technical support of shop floor equipment outside of the furnace and weld mill areas.
- Supports commercial with customer issue and improvement projects.
- Technical disposition of plant reworks.

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4.4 Manufacturing/Operations – Reports to the Plant Manager

The Director of Operations has primary responsibility of Manufacturing, Inspection and NDT, and Lean / Continuous Improvement, functions to ensure they meet Customer requirements and Superior Tube Company goals.

4.4.1 Manufacturing/Operations

- Surveillance for all manufacturing operations which includes product quality during processing.
- In-process quality control and inspections.
- Packaging and shipping procedures and program.
- Statistical Process Control (SPC) implementation.
- Preparation of Standard Operating Procedures (SOP's) for all appropriate manufacturing operations.
- Management of tooling used in the manufacturing process which includes inventory, identification, storage, and maintenance of tooling.
- Control and Management of Mill Capacity/Scheduling.

4.4.2 Lean / Continuous Improvement

- Joint labor management team.
- Unified mission for continuous and sustainable process improvements to become a World Class Organization that meets and exceeds internal and external customer requirements.
- Manage, implement, and sustain unified and continuous improvements throughout the Company in support of Company objectives, increased shareholder value through employee involvement and teamwork.

4.4.3 Quality Assurance Inspection and Nondestructive Test Function

The position of NDT Level III reports directly to Quality. The Level III has full responsibility for the implementation and technical decisions for quality acceptance. NDT Level I and II report technically to the NDT Level III.

Quality Assurance Inspection personnel report to Quality for all technical decisions on quality acceptance.

- Quality Assurance inspection of finished product.
- Qualification of equipment, personnel, and processes under the jurisdiction of the Quality Function, when such is required.
- In-process inspection when required for product certification.
- Final visual and dimensional inspection of all products.
- Nondestructive Examination:

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- a. Eddy current.
- b. Liquid penetrant inspection.
- c. Ultrasonic.
- d. Wall thickness measurements (resonant and pulse echo methods).
- e. Alloy identification.
- Burst testing and air pressure testing, when required.
- Final inspection and nondestructive examination techniques for finished product.

4.5 Planning – Reports to the Director of Operations

- Schedule and release work orders.
- Manage plant capacity.
- Review and maintain work center standards.

4.6 Facility and Equipment Maintenance – reports to the Director of Operations

This group has primary responsibility for maintenance and tooling preparation processes to ensure they meet Customer requirements and Superior Tube Company goals.

4.6.1 Facility Maintenance

- All phases of plant maintenance including the preventive maintenance program.
- Calibration of weight scales and furnace controls.
- Calibration of Acid House temperature instruments.

4.6.2 Tool Engineering: Design, Engineering and Control

- Tooling and fixture design and specification development.
- Drawing control for manufacturing tooling.
- Equipment upgrades and support tooling/fixture design.
- New capital equipment and upgrade proposal development.
- Manages vendor evaluation of tool fitness for use.
- Provide technical support for manufacturing measurement systems and solutions.
- Participate and conduct process capability and improvement studies.
- Manages overall system for control and replenishment of tooling.
- Supports and participates in new product / manufacturing route design.

4.7 Engineering – reports to the Plant Manager

The Engineering Manager has primary responsibility for facilities engineering and maintenance, tool engineering functions, environmental, health and safety to ensure they meet Customer requirements and Superior Tube Company goals.

4.7.1 Facility Engineering

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- Coordinates equipment development control activities.
- Reviewing Customer drawings to ensure acceptable engineering practices and tolerances.
- Technical research and development efforts.
- Participation in product development control activities, including equipment and process qualification and validation.
- Environmental Initiatives

4.8 Environmental, Health & Safety (EH&S) – Reports to Ametek Tube Business Unit Manager

- Develops and administers programs or initiatives that:
 - Reduce waste through source reduction, reuse, and recycling.
 - Minimize environmental risks by continuously evaluating and improving processes, packaging, pollution prevention, waste disposal, release prevention and preparedness.
 - Minimize environmental risks to the community by employing safe and environmentally sound technologies and operating procedures and by maintaining open communication with the community, elected officials, and regulatory agencies.
- Compliance to required regulations.
- Health and Safety Endeavors.

4.9 Human Resources – Reports to the Plant Manager

The Human Resources Manager has the primary responsibility for aligning organizational strategy with a high-performing workforce to ensure they meet Customer requirements and Superior Tube Company goals.

4.9.1 People

- Skills, experience, and competency definition.
- Attract and hire top candidates.
- Employee Engagement.
- Compensation and Benefits.
- Leadership Development.
- Employee Learning and Development.
- Career Planning and Development.
- Communication.

4.9.2 Organization

- Effectiveness and Development.
- Structure.

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- Workforce Management.
- Employee Relations.
- Technology & Data.

4.9.3 Workplace

- Labor Relations.
- Risk Management.
- Diversity & Inclusion.
- Social Responsibility.
- Employee Law.

4.9.4 Strategy

- Business and HR Strategy.

4.10 Supply Chain – reports to Plant Manager

The Procurement Manager has the primary responsibility of Supply Chain to ensure they meet Customer requirements and Superior Tube Company goals.

4.10.1 Supply Chain

- Development of sources of supply for raw materials used in the manufacture of the finished product.
- Purchase of raw material to specifications and special-order requirements.
- Purchase of all supplies and services.
- The preparation and approval of purchase orders.
- Raw material supplier evaluation.

4.11 Finance and Administration – reports to Ametek SMP Tube Business Segment Controller

The Controller has the primary responsibility of Finance and Information Technology to ensure they meet Customer requirements and Superior Tube Company goals.

4.11.1 Finance

- Manage and prepare cost of quality summaries including yield, scrap and rework, throughput, health and safety, and housekeeping.

4.11.2 Information Technology (IT) Function

- Maintain data management and storage systems.
- Maintain production scheduling systems.

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4.12 Sales– Reports to SMP Tube Business Segment Manager

The Sales team has primary responsibility for the functionality of Sales and Order Management to ensure they meet Customer requirements and Superior Tube Company goals.

4.12.1 Sales and Order Management

- Processing of all Customer inquiries, orders, and service requests.
- Product pricing in accordance with Ametek Delegation and Limit of Authority.
- Final acceptance of all Customer orders in accordance with Ametek Delegation and Limit of Authority.
- Coordination and tracking of Customer complaints through the Customer Complaint System.

Revision History:

Revision	Date	Description	CAPA
6	1/17/2019	<ul style="list-style-type: none"> • Added to Quality Systems section (4.1.1) the final release of raw materials and MRB Chair. • Editorial changes to 4.2 and 4.8 • Added section 4.3 (Manufacturing Engineering) and renumbered subsequent sections. • Section 3: Revised organization chart 	A-C1178
7	5/29/2020	<ul style="list-style-type: none"> • Sec 4.9: Changed reporting from Ametek SMP Commercial Organization to SMP Tube Business Unit Mgr. 	N/A
8	11/16/2021	<ul style="list-style-type: none"> • Updated flow chart & Section 4.1 to change reporting structure with organizational changes within STC, SMP and EMIP from Plant Manager to Manager of Mfg Engineering and QA 	N/A
9	1/13/2023	<ul style="list-style-type: none"> • Updated flow chart & Section 4.1- QA & Systems Manager reports to Plant Manager, Manufacturing Engineering reports to New Process Development, Planning reports to Operations Manager, Facilities reports to Operations Manager 	N/A
10	4/25/2024	<ul style="list-style-type: none"> • Updated flow chart & sections 4.2 & 4.8 for reporting to Ametek Tube Business Unit Manager instead of Plant Manager • Removed Marketing team section (does not exist at STC) 	N/A