



Sanland Group Company

management guide

No. QES/STJX-SC-2021

Prepared by: Zhang Zhenyu

Review: Song Minghui

Approved: Ban Li

Control number: 20211101

Version number: A/0

controlled de **controlled**

Published on November 1, 2021

It will be implemented on

November 1, 2021

catalogue

CHAPTER I. INTRODUCTION.....	1
SECTION 1.1 HANDBOOK DESCRIPTION.....	1
SECTION 1.2 ENACTMENT ORDER	2 4
SECTION 1.3 APPOINTMENT OF THE SYSTEM LEADER.....	3
SECTION 1.4 APPOINTMENT OF THE OCCUPATIONAL HEALTH AND SAFETY REPRESENTATIVE	4
SECTION 1.5 MANAGEMENT POLICY	5
SECTION 1.6 MANAGEMENT OBJECTIVES	6
SECTION 1.7 COMPANY PROFILE	7 6
SECTION 1.8 ORGANIZATIONAL CHART OF THE COMPANY	8 6
CHAPTER II NORMATIVE REFERENCE DOCUMENTS	9
CHAPTER 3 SCOPE, TERMS AND DEFINITIONS	9
CHAPTER IV ORGANIZATIONAL ENVIRONMENT	10
SECTION 4.1 UNDERSTANDING THE ORGANIZATION AND ITS ENVIRONMENT	10
SECTION 4.2 UNDERSTAND THE NEEDS AND EXPECTATIONS OF STAKEHOLDERS	10
SECTION 4.3 DETERMINE THE SCOPE OF THE QUALITY, ENVIRONMENT AND SAFETY	
MANAGEMENT SYSTEM	10
SECTION 4.4 QUALITY, ENVIRONMENT, OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT	
SYSTEM AND ITS PROCESSES	11
CHAPTER V LEADERSHIP	11
SECTION 5.1 LEADERSHIP AND COMMITMENT	11
SECTION 5.2 QUALITY, ENVIRONMENT AND OCCUPATIONAL HEALTH AND SAFETY POLICY	12
SECTION 5.3 ROLE, RESPONSIBILITIES AND AUTHORITY OF THE ORGANIZATION	13
CHAPTER VI PLANNING	17
SECTION 6.1 MEASURES TO ADDRESS RISKS AND OPPORTUNITIES	17
SECTION 6.1.1 MEASURES	17
SECTION 6.1.2 ENVIRONMENTAL FACTORS AND HAZARD SOURCES	18
SECTION 6.1.3 COMPLIANCE OBLIGATIONS	20
SECTION 6.2 QUALITY, ENVIRONMENT AND SAFETY OBJECTIVES AND THEIR REALIZATION	
PLANNING	20
SECTION 6.2.1 OBJECTIVES	20
SECTION 6.2.2, PLANNING TO ACHIEVE THE GOAL	21
SECTION 6.3, PLANNING OF CHANGES	21
CHAPTER VII SUPPORT	22
SECTION 7.1 RESOURCES	22
7.1.1 GENERAL PROVISIONS	22
7.1.2 PERSONNEL	22
7.1.3 INFRASTRUCTURE	22
7.1.4 PROCESS OPERATING ENVIRONMENT	23
7.1.5 MONITORING AND MEASUREMENT RESOURCES	23
7.1.6, ORGANIZATIONAL KNOWLEDGE	24

SECTION 7.2 CAPABILITY	24
SECTION 7.3 CONSCIOUSNESS	24
SECTION 7.4 COMMUNICATION	25
SECTION 7.5 DOCUMENTATION	26
7.5.1 GENERAL PROVISIONS	26
7.5.2, PREPARATION AND UPDATE	26
7.5.3 CONTROL OF DOCUMENTED INFORMATION	27
CHAPTER VIII OPERATION	27
SECTION 8.1 OPERATION PLANNING AND CONTROL	27
SECTION 8.2 REQUIREMENTS FOR PRODUCTS AND SERVICES	28
8.2.1 CUSTOMER COMMUNICATION	28
8.2.2 DETERMINATION OF PRODUCT AND SERVICE REQUIREMENTS	29
8.2.3 REVIEW OF PRODUCT AND SERVICE REQUIREMENTS	29
8.2.4 CHANGES TO PRODUCT AND SERVICE REQUIREMENTS	29
SECTION 8.3 DESIGN AND DEVELOPMENT OF PRODUCTS AND SERVICES	30
SECTION 8.4 CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS AND SERVICES ..	30
8.4.1 GENERAL PROVISIONS	30
8.4.2 TYPE AND DEGREE OF CONTROL	31
8.4.3 INFORMATION ON EXTERNAL SUPPLIERS	31
SECTION 8.5 PRODUCTION AND SERVICE DELIVERY	31
SECTION 8.5.1 PRODUCTION PREPARATION	31
SECTION 8.5.2 QUALITY CONTROL OF PRODUCTION PROCESS	32
SECTION 8.5.3 SERVICES	33
SECTION 8.5.4 ENVIRONMENTAL AND OCCUPATIONAL HEALTH SAFETY MANAGEMENT	
OPERATION CONTROL	33
SECTION 8.5.5 CONTROL OF CUSTOMERS OR EXTERNAL SUPPLIERS	33
SECTION 8.6 RELEASE OF PRODUCTS AND SERVICES	34
SECTION 8.7 CONTROL OF NONCONFORMING OUTPUTS	34
SECTION 8.8 EMERGENCY PREPAREDNESS AND RESPONSE	34
CHAPTER IX PERFORMANCE EVALUATION	35
SECTION 9.1 MONITORING, MEASUREMENT, ANALYSIS AND EVALUATION	35
9.1.1 GENERAL PROVISIONS	35
9.1.2 CUSTOMER SATISFACTION	35
9.1.3, ANALYSIS AND EVALUATION	36
SECTION 9.2 INTERNAL AUDIT	37
SECTION 9.3 MANAGEMENT REVIEW	37
CHAPTER 10. IMPROVEMENTS	38
SECTION 10.1 GENERAL PROVISIONS	38
SECTION 10.2 DEFECTS AND CORRECTIVE ACTIONS	38
SECTION 10.3 CONTINUOUS IMPROVEMENT	39
APPENDIX 1 FLOW CHART OF PRODUCT IMPLEMENTATION PROCESS	40
APPENDIX 2 RESPONSIBILITY DISTRIBUTION TABLE	41

APPENDIX 3 LIST OF PROCEDURES AND DOCUMENTS43
APPENDIX 4 RECORDS OF DOCUMENT CHANGES 44



Chapter I. Introduction

1.1 Handbook description

This Management Manual is based on GB/T19001-2016/ISO9001:2015 "Quality Management System Requirements", GB/T24001-2016/ISO14001:2015 "Environmental Management System Requirements and Guidelines for Use", and ISO45001:2018/GB/T45001-2020 "Occupational Health and Safety Management System Requirements and Guidelines for Use". It serves as the basis for the operation of our company's management system, and all employees must comply with it.

This manual is prepared by the comprehensive department, reviewed by the system leader and approved by the general manager. It is divided into two versions: controlled version and non-controlled version.

The distribution of the Management Manual shall be uniformly responsible by the General Department. No one shall provide the manual to any person outside the company without the approval of the system leader. When providing the uncontrolled management manual to customers or external parties, the system leader shall approve and the general department shall register and distribute it.

The changes and reviews of the Management Manual during its use shall be carried out by the General Department in accordance with the relevant provisions of the Document Control Procedure.

This manual is the core of the company's quality, environment, and occupational health and safety management system (hereinafter referred to as the management system). It applies to the establishment, implementation, and maintenance of the company's management system, as well as internal audits and third-party certification reviews. The aim is to enhance the company's quality management level and environmental and occupational health and safety performance, thereby increasing customer satisfaction.

1.2, Enact the order

Issuance of orders

This Management Manual is compiled in accordance with the standards GB/T19001-2016/ISO9001:2015 "Quality Management System Requirements", GB/T24001-2016/ISO14001:2015 "Environmental Management System Requirements and Guidelines for Use", and ISO45001:2018/GB/T45001-2020 "Occupational Health and Safety Management System Requirements and Guidelines for Use". This manual covers the requirements for management systems as stipulated in these three standards, detailing the organizational structure and responsibilities of our company's management system. It describes all elements of the standards and their interrelationships, and provides methods for accessing relevant documents. It is now being issued and implemented.

The Management Manual is the code of conduct and regulatory and programmatic document for the management activities of the company, which applies to all departments and places covered by the management system. All

employees must conscientiously implement it and strive to achieve the management policies and objectives set by the company.

General Manager: Ban Li

November 1, 2021

1.3 Appointment letter of system leader

Letter of appointment

In order to improve the company's management and business level, shape the corporate image, and expand market share, it has been decided after research that Comrade Song Minghui, deputy general manager of the company, will be appointed as the system leader, responsible for the establishment, implementation, operation, and continuous improvement of the quality, environment, and occupational health and safety management systems.

The competent department of the system: The comprehensive department is

the competent department of the management system, responsible for the daily management and comprehensive coordination of the management system, and the implementation of the management responsibilities of the competent department. It ensures that all requirements of the management system are implemented in all business departments and projects, and effectively implements daily work and performance evaluation promotion.

General Manager: Ban Li

November 1, 2021

1.4 Appointment letter of the occupational health and safety representative

**On the election of a representative for
occupational health and safety
circulate a notice**

All departments and workshops of the company:

After democratic election by all staff members, Comrade Fan Ruicheng was elected as the representative of occupational health and safety affairs of the company. He is responsible for consultation and communication with the company on occupational health and safety affairs, participating in hazard identification, risk assessment, risk control, formulation of unacceptable risk control plan, accident investigation and handling, and safeguarding the legitimate rights and interests of employees.

This is to inform you

November 1, 2021

1.5 Management policy

administrative policy

Process control to provide satisfactory and safe products to the society.

Prevention first to create a good service environment.

Continuous improvement to build a corporate image of integrity and compliance.

Ensure that the product is satisfactory to customers! The environment is satisfactory to society! Occupational health and safety is satisfactory to employees!

1.6 Management objectives

1.6.1 Quality objectives

The qualified rate of products is 100%;

Customer satisfaction rate above 95%;

Contract performance rate 100%.

1.6.2 Environmental objectives

The reasonable disposal rate of waste is 100%;

Noise emission meets the standard;

1.6.3 Occupational health and safety objectives

Eliminate death and serious injury accidents;

No occupational disease occurred.

There were 0 fire accidents.

1.7 Company profile

Shenyang Shantai Mining Machinery Equipment Manufacturing Co., Ltd. was established on April 26,2010. It is a professional company specializing in the design, development and manufacturing of crushing and grinding equipment and accessories.

In the face of the challenges posed by global economic integration in the twenty-first century, and in response to the ever-changing dynamics of the manufacturing and sales markets for special mines, smelting, cement, and power station equipment both domestically and internationally, our company adheres to a brand creation strategy that prioritizes "technology leadership, quality at the core, market orientation, scale as the foundation, and human resources as the guarantee." We strictly follow national standards to guide production, fully implement and enforce the ISO9001:2015 Quality Management System to standardize quality management, and equip ourselves with comprehensive quality testing facilities to ensure product quality, providing users with a full range of technical services.

The company advocates green products and safe production, and operates in accordance with the law. At the same time, it introduces environmental and occupational health and safety management system standards to standardize the company's management.

Our company operates on the business philosophy of "bold innovation, being the first to dare, courageous exploration, and striving for excellence." We focus on technological innovation, endeavoring to enhance product technology content, strengthen management, and build a core brand. To meet the ever-changing market demands, our enterprise actively introduces and implements three management system standards, further refining quality, environmental, and occupational health and safety management systems. We strictly control product quality, strive to improve management levels, and meet or exceed customer expectations, ready to face the ever-changing market competition and challenges.

Times are evolving, and society is advancing. To meet the new demands of development, our company has always adhered to the philosophy of "Inspiring New Thinking, Creating a New Century," guided by the principle of "Integrity as the

Foundation." With robust research and development capabilities, high-quality services, superior products, and a highly skilled workforce, we continuously innovate and strive to make our due contribution to China's decoration industry.

Company name: Shenyang Shantai Mining Machinery Equipment Manufacturing Co., LTD

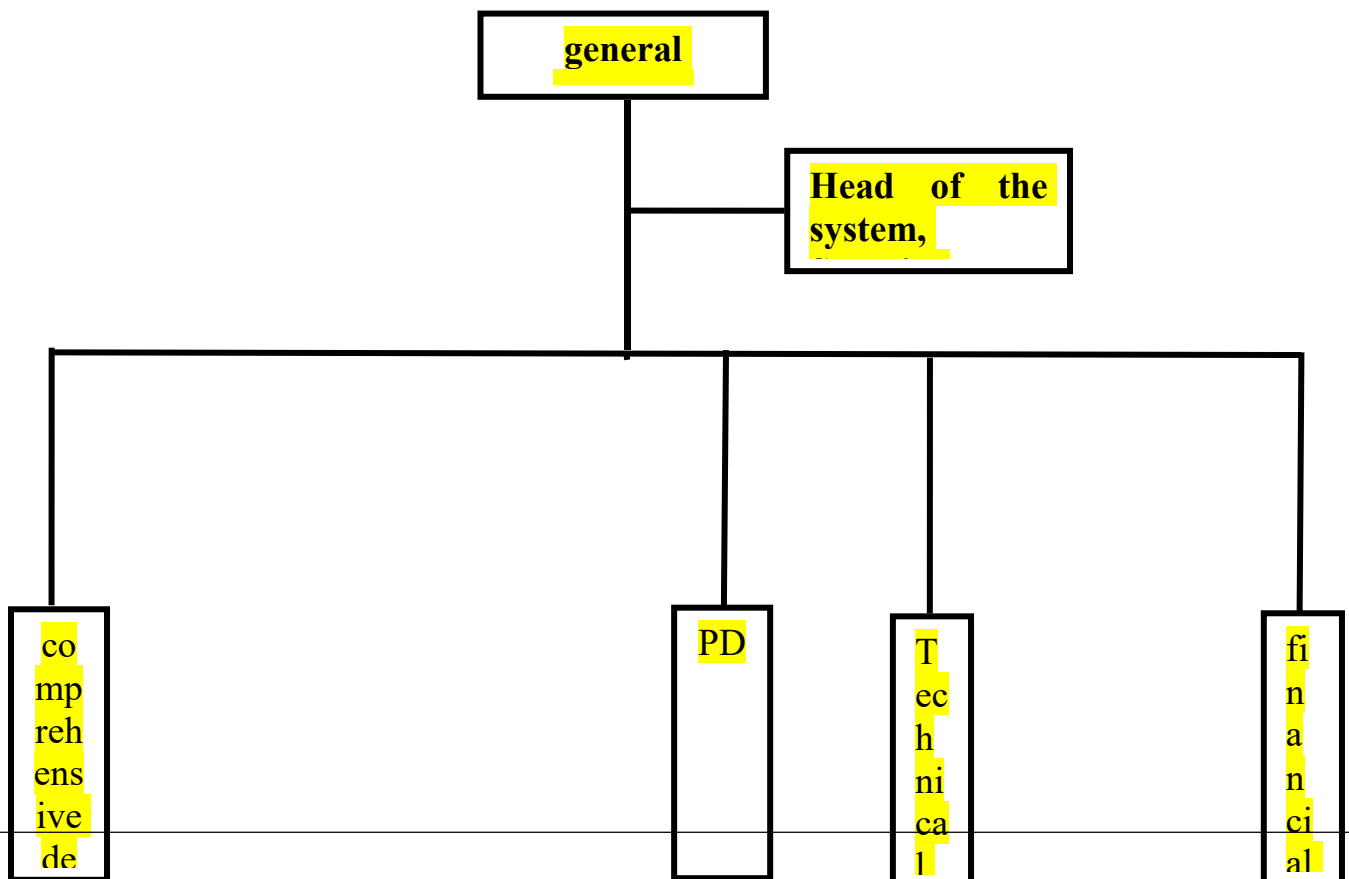
Office address: No.5, No.23 North Development Road, Shenyang Economic and Technological Development Zone, Liaoning Province

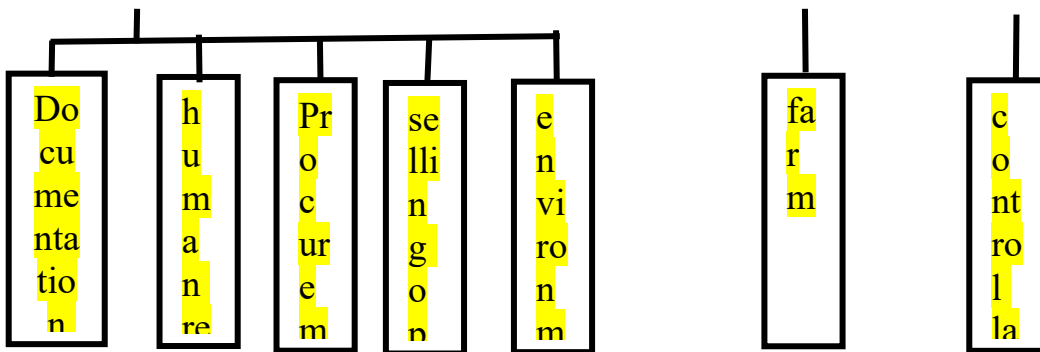
Contact: 024-25314651

Contact: Ban Li

Postal code: 110000

1.8 Organizational chart of the management system





2. System personnel responsible:

General Manager: Ban Li

Deputy General Manager (Manager Representative): Song Minghui

Minister of the Interior: Snow

Technical Quality Department: Zhang Zhenyu

Production Director: Zhao Haipeng

Finance Minister: Zhang Liying

Chapter II Standard reference documents

This manual is referenced:

ISO9000:2015/GB/T19000-2016 Quality Management System-Fundamentals and Terms

GB/T19001-2016/ISO9001:2015 Quality Management System Requirements

GB/T24001-2016/ISO14001:2015 Environmental Management System Requirements
and Guidelines for Use

ISO45001:2018/GB/T45001-2020 Occupational Health and Safety Management System
Requirements and Guidelines for Use

Chapter III. Terms and definitions

ISO9000: Terms and definitions defined in 2015/GB/T19000-2016

GB/T24001-2016/ISO14001: Terms and definitions defined in 2015

ISO45001: Terms and definitions defined in 2018/GB/T45001-2020

Chapter IV Organizational Environment

4.1 Understand the organization and its environment

In accordance with the requirements of GB/T19001-2016/ISO9001:2015, GB/T24001-2016/ISO14001:2015 and ISO45001:2018/GB/T45001-2020 standards, and in combination with the characteristics and strategic planning of our products, we have formulated the organizational structure of our company. Please refer to Figure 1.5 for details.

The General Manager is responsible for identifying various internal and external factors related to the company's goals and strategic direction, which influence the achievement of expected outcomes and align with its mission. The General Manager should determine the internal factors (such as the company's values, culture, knowledge, and performance) and external factors (including international, national, regional, and local laws, regulations,

technologies, competition, cultural, and social factors) that are relevant to the quality and environmental objectives and strategic direction of the company and impact the realization of the expected outcomes of the quality and environmental management system. These factors can include both positive and negative considerations or conditions.

The company regularly monitors and reviews information related to these internal and external factors to ensure that they are adequate and appropriate.

4.2 Understand the needs and expectations of stakeholders

The General Department is responsible for identifying stakeholders related to the quality, environment, and occupational health and safety management systems, as well as their needs and expectations. They collect stakeholder information through various channels and methods to understand these needs and expectations, which helps the company establish clear policies and objectives with clear goals. Since stakeholders can influence or potentially impact the organization's ability to continuously provide products and services that meet customer requirements and applicable legal and regulatory requirements, the company should determine:

4.2.1 Stakeholders related to the management system;

The company's stakeholders include: customers, shareholders, employees, banks, external suppliers, employees and others who work for the organization, laws and regulations and regulatory agencies, non-governmental organizations, etc.

4.2.2 Requirements of these stakeholders: The company shall monitor and review the information related to these stakeholders and their requirements in order to understand and continuously meet the needs and expectations of stakeholders.

4.3 Determine the scope of quality, environment and occupational health and safety management system

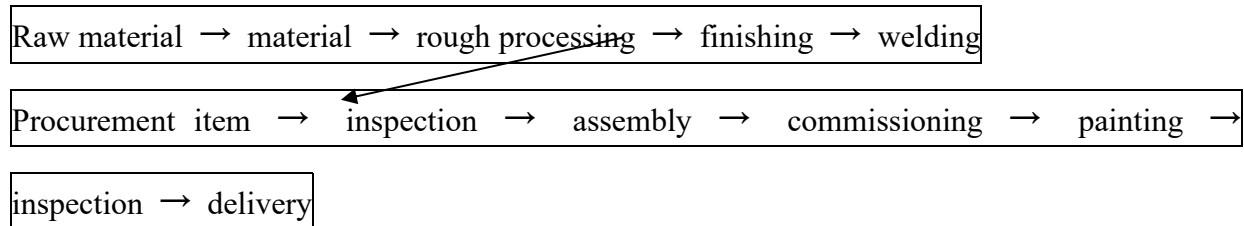
4.3.1 Scope: The company's products are designed and manufactured in accordance with the national standards and the technical media requirements provided by customers, and the design quality responsibility is borne. Therefore, there are no deleted clauses in the standard.

The outsourcing process of the company's product production is: none.

E: Design, development and manufacturing of crushing and grinding equipment and accessories.

S: Design, development and manufacturing of crushing and grinding equipment and accessories.

※ engineering flow sheet:



- Special process: welding, painting
- Outsourcing process: no
- Key process: finishing, assembly

4.3.2 Application

GB/T19001-2016/ISO9001:2015 standard is fully applicable to the company without deletion.

The scope of the audit was determined by taking into account the internal and external issues referred to in 4.1; the requirements referred to in 4.2; and activities related to the planning and implementation of the quality, environment and occupational health and safety management systems.

4.4 Quality, environment, occupational health and safety management system and its process

4.4.1 General Provisions

In accordance with the requirements of the standards and scope described in clause 4.3, the company has established quality, environmental, occupational health and safety management systems, processes and their interactions, and formed documents. All employees of the company will effectively implement and continuously improve their effectiveness.

4.4.2 Process method

In accordance with the above standards, the company uses process method to control the quality, environment and safety management activities of the company, to ensure the effective implementation of the quality, environment and occupational health and safety management system, and to achieve the company's quality, environment and safety policies and objectives.

The company shall identify the processes required by the quality management system and their application throughout the organization, and shall:

- a) Identify the inputs required for these processes and the expected outputs;
- b) Identify the sequence and interactions of these processes;
- c) Identify and apply the required criteria and methods (including monitoring, measurement and related performance indicators) to ensure this

Process operation and effective control;

- d) Identify and ensure the availability of resources required for these processes;
- e) The responsibilities and authority associated with these processes;
- f) Risks and opportunities identified in accordance with the requirements of 6.1;
- g) Evaluate these processes and implement the required changes to ensure that the intended results of these processes are achieved;
- h) Improve process and quality management system.

Chapter V Leadership

5.1 Leadership and commitment

5.1.1 General Provisions

The company commits to compliance with laws and regulations through its quality, environmental, and occupational health and safety policies; to meeting customer requirements and expectations; to pollution prevention; to continuous improvement; and to accident prevention and employee health protection. The company's General Manager ensures the realization of these commitments through the following activities: establishing, implementing, and continuously improving the effectiveness of the management system.

5.1.1.1 Take responsibility for the effectiveness of quality, environment and occupational health and safety management systems; be responsible for preventing personal injury and health damage related to prevention work and providing safe and healthy workplace and activities.

5.1.1.2 Ensure that the policies and objectives of the quality, environment and occupational health and safety management system are formulated and consistent with the company's environmental and strategic direction; ensure that the requirements of the quality, environment and occupational health and safety management system are integrated into the business processes of the organization.

5.1.1.3 Ensure that the requirements of quality, environment and occupational health and safety management system are integrated into the business process of the organization;

5.1.1.4 Promote process approach and risk-based thinking; communicate the importance and compliance of effective quality, environmental and occupational health and safety management;

5.1.1.5 Ensure the availability of resources required for quality, environmental and occupational health and safety management systems;

5.1.1.6 Communicate the importance of effective quality and environmental management and compliance with the requirements of the quality and environmental management system;

5.1.1.7 Ensure the realization of the expected results of the quality, environment and occupational health and safety management system;

5.1.1.8 Promote, guide and support employees to contribute to the effectiveness of quality, environment and occupational health and safety management systems

5.1.1.9 Promote continuous improvement;

5.1.1.10 Support other managers to perform their responsibilities in relevant areas and demonstrate their leadership within their scope of responsibility.

5.1.1.11 Develop, guide and promote a culture that supports the expected outcomes of the occupational health and safety management system.

5.1.1.12 Protect employees from retaliation when reporting incidents, hazards, risks and opportunities.

5.1.1.13 Ensure that the organization establishes and implements processes for employee participation and consultation.

5.1.1.14 Support the establishment and operation of the health and safety committee.

5.1.2 Focus on the customer

The general manager shall, with the aim of enhancing customer satisfaction, adopt various communication methods to create an atmosphere within the company to ensure that customer requirements are determined and met, and promise to reflect this through:

The General Manager determines and responds to risks and opportunities that may affect the quality of products and services, identifies customers' explicit or implicit needs and expectations, and ensures that these requirements are identified, understood, and continuously met; the Technical Quality Department clarifies the responsibilities or obligations related to

products and the requirements of applicable laws and regulations, and translates each requirement into clear company standards. Through the operation of the management system, all departments of the company identify and respond to risks and opportunities that can impact product and service compliance as well as enhance customer satisfaction, always striving to improve customer satisfaction.

5.2 Quality, environment and occupational health and safety policy

5.2.1 Formulate quality, environment and occupational health and safety policies

The general manager of the company is responsible for organizing the formulation of quality, environment and occupational health and safety policies to reflect the commitment to meet customer requirements, legal and regulatory requirements and continuous improvement, and to ensure that they are fully understood and effectively implemented at all levels. The policies shall meet the following requirements (but not limited to):

5.2.1.1 Consistent with the purpose of the company;

5.2.1.2 Consider the characteristics of the company's production activities, products and services;

5.2.1.3 Includes commitment to meet requirements and continuous improvement; commitment to provide safe and healthy working conditions to prevent work-related personal injury and health damage.

5.2.1.4 Provide a framework for the formulation and review of quality objectives, environmental objectives and occupational health and safety objectives;

5.2.1.5 Fulfill its compliance obligations/requirements of laws and regulations and other requirements;

5.2.1.6 Requirements and expectations of relevant parties;

5.2.1.7 Commitment to pollution prevention and enhanced safety awareness.

5.2.1.8 Commitment to eliminate sources of danger and reduce occupational health and safety risks.

5.2.1.9 Commitment to continuous improvement of the occupational health and safety management system.

After fully considering the characteristics of the company, implementing environmental management, preventing pollution, enhancing safety awareness, complying with national laws

and regulations, fulfilling social responsibilities, and sustainable operation of the enterprise, the management policy of the company is shown in 1.5.

Control requirements of the policy:

A) The policy shall be appropriate to the company's business purpose and direction, to the company's occupational health and safety risks and activities, and to the nature, scale and environmental impact of its products and services;

b) Commitment to continuous improvement, prevention of personal injury, prevention of environmental pollution, compliance with applicable laws and regulations and other requirements of the company and improvement of environmental and occupational health and safety performance.

c) Maintain documented management policies so that all employees understand and recognize their quality, environmental and occupational health and safety obligations and communicate them to staff under the control of the organization that can be obtained by interested parties.

d) Provide a framework for establishing and reviewing the company's objectives.

e) Use management review meetings to review the management policy to adapt to the changing internal and external management conditions;

F) In the production process and after delivery, we will serve customers and society carefully, enhance their satisfaction, establish a good image of the enterprise in the market, and improve the quality management level.

5.2.2 Communication management policy

The quality, environment and occupational health and safety policy shall be communicated through the following means:

5.2.2.1 The management shall publicize the quality, environment and occupational health and safety policies to all levels of the company through various publicity methods to ensure that they are correctly understood and implemented.

5.2.2.3 At each management review meeting, the general manager shall organize the review of the continuous suitability and effectiveness of the quality, environment and occupational health and safety policies, and make necessary adjustments according to the review results.

5.2.2.4 When relevant parties need the company to provide quality, environment, occupational health and safety policies, they can obtain them through the company website.

5.3 Roles, responsibilities and authority of the organization

The General Manager establishes an organizational structure suitable for the company's own circumstances based on product requirements, customer demands, and the needs of production and development (see 1.8 "Company Organizational Chart"). The management system responsibility allocation (see Appendix "Company Management System Responsibility Allocation Table") is also established, along with the responsibilities and qualification requirements for each position to standardize the control of the company's hierarchical organizational structure and corresponding job responsibilities, ensuring that duties, authorities, and interrelationships at all levels are defined, communicated, and mutually understood; to:

- 5.3.1 Ensure that the quality and environmental management system meets the requirements of this standard;
- 5.3.2 Ensure that each process achieves its intended output;
- 5.3.3 Report on the performance of the quality and environmental management system and opportunities for improvement (see 10.1), particularly to top management;
- 5.3.4 Ensure that the organization is customer-focused;
- 5.3.5 Ensure the integrity of quality, environment and occupational health and safety management system changes during planning and implementation.

The responsibilities and authority of the company's leadership are as follows:

Main responsibilities of the general manager

- Take charge of the overall work of the company.
- Responsible for establishing, implementing and improving the management system, formulating management policies and objectives, approving quality, environment, occupational health and safety objectives, indicators and management plans, and approving and issuing management manuals.
- Provide necessary resources for quality, environment and occupational health and safety management system.
- Appoint the head of the system to decide on the organizational structure and the functional allocation of relevant departments in the management system; define the responsibilities, authority and mutual relations of personnel related to the operation of quality, environment and occupational health and safety systems in the form of documents.

- Responsible for the management review of quality, environment and occupational health and safety management system to ensure its continuous suitability, adequacy and effectiveness, and make continuous improvement and corrective measures.
 - Responsible for conveying the importance of meeting customer requirements and relevant laws and regulations to all employees of the company, regularly checking the communication and implementation, guiding improvement, eliminating various obstacles in the communication process, ensuring smooth communication, so as to ensure the effective operation of the management system.
 - According to the statistical analysis of data and information, it has the right to command production safety and make business decisions.
 - Responsible for the contract and organize the contract review.
 - In case of major production accidents and personal accidents, the company shall be responsible for organizing rescue and command.
 - Responsible for signing and approving administrative documents from superiors and the company.
 - Presided over the general manager's office meeting, party and government joint meeting, environmental and safety office meeting, studied major issues of the enterprise, and formed corresponding resolutions and decisions.
 - Be the ultimate person responsible for occupational health and safety of the company.
 - In charge of the general department.
- ✘ **Main responsibilities of the deputy general manager**
- Responsible for the company's technical, production and safety management.
 - Responsible for implementing the company's management objectives and policies.
 - Implement the national technical policies, regulations, "three major procedures" and other technical documents, and be responsible for the approval of product standards, raw material standards, analysis method standards, process technology regulations, process cards and other technical standards used by the company.
 - Responsible for organizing the planning of product realization.
 - Responsible for quality and schedule control in the production process.
 - Responsible for presiding over technical professional meetings, organizing the identification and application of new materials, new processes and new technologies.
 - Assist the general manager to organize and compile medium and long-term plans for

production, technological transformation and scientific and technological development, organize the formulation of annual, quarterly and monthly production operation plans, and propose technical measures to ensure the completion of the plans.

- Organize the formulation of environmental and occupational health and safety plans, disaster prevention measures, and supervise and inspect their implementation.
- Assist the general manager to do a good job in the application and promotion of new technologies, and constantly improve the technical level of the enterprise.
- Guide the preparation of technical training plans for employees to improve their technical quality.
- Responsible for the organization and leadership of emergency preparedness and response, and assist the general manager in the command of rescue and rescue when major production accidents and personal accidents occur.
- Responsible for the control of product nonconformity.
- Exercise and perform other management duties and powers stipulated by the General Manager.
- In charge of the technical quality department.

The main responsibilities of the functional department

Duties of the General Department:

- Responsible for the publicity and implementation of the company's management policy in this department and the decomposition and implementation of the company's management objectives in this department.
- Responsible for the planning, establishment, implementation and improvement of quality, environment and occupational health and safety management system;
- Responsible for the collection, formulation, implementation, review, adjustment, supervision, inspection and improvement of management policies and objectives.
- Responsible for internal audit and management review.
- Responsible for the preparation of organizational management manuals and procedures.
- Responsible for the management of management system documents and knowledge management.
- Responsible for the management of management system records.
- Responsible for all kinds of information exchange related to the system.
- Responsible for the unified management of computers in the whole company.
- Responsible for the control and performance monitoring and measurement of emergency

preparedness and response.

- Responsible for environmental and occupational health and safety operation control.
- Responsible for energy saving and consumption management.
- Responsible for checking the operation of environmental protection facilities and pollutant discharge standards in the whole company, cooperating with relevant departments to investigate and deal with environmental pollution accidents, responsible for the supervision and management of sewage discharge declaration and sewage discharge payment.
- Responsible for the regular monitoring of environmental pollution throughout the company, regularly analyze and sort out environmental monitoring data, and report pollutant discharge records to local environmental protection departments.
- Responsible for organizing and carrying out environmental safety inspection, organizing investigation and analysis of environmental safety problems in the whole company, putting forward opinions and suggestions for improvement, and supervising and checking the implementation of rectification.
- Responsible for the on-site investigation of major or casualty accidents occurring in the company, prevent the expansion of accidents, deal with them according to the principle of "four no-pass", and supervise and inspect the preventive measures formulated.
- Implement national, industry and superior issued relevant guidelines, policies, laws, regulations and technical norms and standards;
- Responsible for the identification and control of environmental factors and hazards in this department.
- Responsible for the development and evaluation of job competency standards for all levels of personnel in the company.
- Responsible for the training organization of all staff and keep records.
- Responsible for labor management, and equip special workers in accordance with relevant regulations.
- Responsible for the management of staff personnel files.
- Responsible for material procurement management and supplier management.
- Supplier selection, evaluation and monitoring.
- Procurement information management and control
- Inspection of purchased products.

- Responsible for bidding and contract management of the company, and determine customers' specific requirements.
- Responsible for investigating customer satisfaction and related needs.
- Responsible for timely handling customer feedback and complaints.
- Establish customer files and do a good job in customer after-sales service.
- Responsible for obtaining and updating applicable laws, regulations and other requirements of the company, and responsible for compliance evaluation.

Financial Department Responsibilities:

- Responsible for financial management and provide necessary financial resources for the operation of the management system.
- Responsible for the analysis and calculation of internal and external costs of input and output.
- Responsible for the completion of quality, environment and occupational health safety management objectives of the department.

Technical quality department responsibilities

- Responsible for the implementation of the company's management policy in this department and the decomposition and implementation of management objectives.
- Responsible for the identification and control of environmental factors and hazards in this department.
- Timely organize relevant departments to inspect and accept the products under quality and progress supervision.
- Responsible for measuring equipment management and regular calibration management.
- Responsible for incoming product inspection, process product inspection and finished product inspection.
- Responsible for the supervision and inspection of the implementation of corrective and preventive measures in the company's management system.
- Participate in the design of production safety organization, review of operation documents and investigation of hidden dangers, and be responsible for handling "three violations".
- Responsible for the preparation of environmental safety measures plan, review and supervise the implementation of disaster prevention and treatment plan.
- Participate in the company's environmental and safety training plan, and supervise and

inspect the implementation.

- Responsible for organizing the acceptance, assessment and grading of civilized production; responsible for the implementation of corrective measures and preventive measures for occupational health and safety;
- Responsible for the identification, evaluation and management of environmental factors and hazard sources.
- Responsible for analysis and improvement, and data analysis management.
- Responsible for product design and development, new product research and development.
- Responsible for product production implementation planning and process planning.
- Responsible for organizing product design and development, project approval, review and approval.
- Promote new processes, materials, equipment and technologies according to the specific situation of the company.
- Responsible for the comprehensive management of the working environment, and put forward opinions on rewards and punishments according to regulations.

Production department responsibilities (including workshop):

- Participate in the formulation of long-term plans and annual plans for production, process transformation and scientific and technological development.
- Production process control and process confirmation management.
- Responsible for the identification and control of environmental factors and hazards in this department.
- Responsible for identification, customer property, product protection, process and product monitoring and measurement, and control of nonconforming products.
- Responsible for equipment management, equipment maintenance plan and replacement of wear parts.
- Make production plan and complete production tasks.
- Implement the company's management policies and objectives, formulate the unit's objectives, and decompose and implement the objectives;
- Carefully implement the rules and regulations formulated by the company, and formulate corresponding management measures according to the specific situation;
- Achieve quality, environment and occupational health and safety objectives in all quality activities, implement the responsibility system for quality, environment and occupational health

and safety, and organize production strictly according to process, specifications, production drawings and other technical documents, and implement rewards and penalties;

- Responsible for the identification, evaluation and control of workshop environment, factors and hazard sources;
- Organize the preparation of production management system according to the company's management system documents and product characteristics, and strictly monitor the product production process to ensure that the product quality meets the contract requirements;
- Urge and inspect the original records of production process, hold regular meetings on quality, environment, occupational health and safety activities to grasp the dynamics of quality, environment, occupational health and safety, correct defects in time and prevent unqualified occurrence;
- Responsible for formulating workshop emergency response measures plan, organizing and implementing emergency drills and daily maintenance work.

Main responsibilities of the system leader:

- Responsible for establishing and maintaining the management system in accordance with GB/T19001-2016, GB/T24001-2016 and ISO45001:2018/GB/T45001-2020 standards to ensure the effectiveness, applicability and adequacy of the system operation and ensure the continuous improvement of the management system.
- Review the internal audit plan and appoint the audit team leader;
- Report the operation performance of the management system to the general manager for review and provide basis for improving the management system;
- Responsible for the coordination of internal communication and liaison with foreign parties on matters related to the management system;
- Strengthen the education of employees to ensure that all employees in the company have a better awareness of meeting customer requirements and environmental, occupational health and safety.

5.4 Participation and consultation

The organization shall establish, implement and maintain one or more procedures for all employees and staff at all relevant levels and functions

Representatives (if any) participate in (including consultation) the establishment, planning, implementation, evaluation and improvement of the occupational health and safety management system. The organization shall:

- a) Provide the mechanisms, time, training and resources needed for participation;
- b) Provide timely and clear, understandable and relevant information about the occupational health and safety management system;
- c) Identify and remove barriers or obstacles to participation and minimize those that cannot be removed;
- d) Special emphasis is placed on the participation of non-management staff in the following activities:
 - 1) Establish mechanisms for their participation and consultation;
 - 2) Hazard identification and risk assessment (see 6.1,6.1.1 and 6.1.2);
 - 3) Measures to control hazard sources and risks (see 6.1.4);
 - 4) Identification of needs for training and training evaluation (see 7.2);
 - 5) Determine what information needs to be communicated and how (see 7.4);
 - 6) Identification of control measures and their effective application (see 8.1,8.2 and 8.6);
 - 7) Investigate incidents and nonconformities and determine corrective actions (see 10.1);
- e) Special emphasis is placed on the participation of non-management staff in the following activities:
 - 1) Identify the needs and expectations of relevant parties (see 4.2);
 - 2) Formulate guidelines (see 5.2);
 - 3) Allocation of positions, responsibilities, duties and authority of the organization when applicable (see 5.3);
 - 4) Determine how to apply legal and other requirements (see 6.1.3);
 - 5) Develop occupational health and safety objectives (see 6.2.1);
 - 6) Determine the applicable control methods for outsourcers, purchasers and subcontractors (see 8.3, 8.4 and 8.5);
 - 7) Determine what needs to be monitored, measured and evaluated; (see 9.1.1);
 - 8) Plan, establish, implement and maintain one or more audit programs (see 9.2.2);
 - 9) Establish one or more continuous improvement processes (see 10.2.2)

Chapter VI Planning

6.1 Measures to deal with risks and opportunities

6.1.1 The company shall specify the identification methods/methods of risk and opportunity events, the evaluation methods of risk and opportunity events, the requirements for formulating

response measures for major risk and opportunity events, and the methods for evaluating the effectiveness of these measures.

6.1.1.1 The General Department shall organize relevant personnel from all departments to evaluate the events of risks and opportunities and determine the major events of risks and opportunities of the company by considering the following aspects:

- 1) Violating laws, regulations or other requirements;
- 2) Reasonable complaints or high concerns from relevant parties;
- 3) The scope of the impact involves other cities and has a significant impact on human health;
- 4) Large consumption of resources and energy;
- 5) Major risks and opportunities are identified as having a significant impact.

When planning the occupational health and safety management system, the organization shall consider the issues mentioned in 4.1 (Environment), the requirements proposed in 4.2 (Stakeholders), 4.3 (Scope of the Occupational Health and Safety Management System) and identify risks and opportunities that need to be addressed in order to:

- A) Ensure that the occupational health and safety management system can achieve the expected results;
- b) Prevent or reduce unwanted effects
- c) Achieve continuous improvement.

When defining the occupational health and safety management system and the risks and opportunities that need to be realized to achieve the expected results, the organization shall take into account:

- Hazardous sources.
- Occupational health and safety risks and other risks.
- Occupational health and safety opportunities and other opportunities.
- Legal and other requirements.

In the planning process, the organization shall identify and evaluate risks and opportunities related to the expected outcomes of the occupational health and safety management system in relation to changes in the organization, process or occupational health and safety management system. In the case of permanent or temporary planned changes, this evaluation shall be carried

out prior to the change (see 8.1.3).

The organization shall maintain documented information:

—— Risks and opportunities

— — The processes and measures required to identify and respond to risks and opportunities (see 6.1.2 to 6.1.4) should be detailed enough to assure that they can be implemented as planned.

6.1.1.2 The main risks and opportunities shall be controlled by using objectives, indicators, risk and opportunity management programs or corresponding procedures.

- 1) Changes in activities, products and services;
- 2) Investment in new, renovated and expanded projects as well as new materials, new processes and new equipment;
- 3) Changes in laws, regulations and other requirements;
- 4) Reasonable requirements put forward by the parties concerned
- 5) Integrate and implement these measures in the quality management system.
- 6) Evaluate the effectiveness of these measures.

6.1.2 Environmental factors and hazard sources

6.1.2.1 The General Department is responsible for formulating, implementing, and revising the "Environmental Factor Identification and Evaluation Control Procedure" and the "Hazard Identification and Risk Assessment Control Procedure." It identifies and evaluates all environmental factors that may be influenced by the company's activities, processes, sites, and services, as well as potential hazards that could affect personnel safety. The department determines significant environmental factors and unacceptable risks, updates them in a timely manner, and establishes the "List of Significant Environmental Factors" and the "List of Unacceptable Risks."

6.1.2.2 The company shall identify environmental factors and hazard sources for planned projects and newly developed projects. Each department shall be responsible for identifying environmental factors and hazard sources within its scope, fill in the Environmental Factor Identification Evaluation Form and Hazard Source Identification and Risk Evaluation Results List, and submit them to the General Department.

6.1.2.3 The comprehensive department is responsible for identifying the environmental factors

and hazard sources of the company's departments, confirming, summarizing and registering the environmental factors, identifying, summarizing and analyzing all the hazard sources involved in the company, organizing relevant personnel to evaluate the environmental factors and hazard sources, and determining the important environmental factors and unacceptable risks.

6.1.2.4 The person in charge of quality, environment and occupational health and safety system shall approve the important environmental factors and unacceptable risks of the company.

6.1.2.5 The scope of identification of environmental factors and hazard sources must cover all activities, sites and services in the production and service process of the company, as well as all aspects that are expected to exert influence.

6.1.2.6 The identification of environmental factors should consider the past, present and future tenses and normal, abnormal and emergency states.

6.1.2.7 When identifying environmental factors, the following six aspects shall also be considered:

- (1) Emissions to the atmosphere;
- (2) Discharge into water bodies;
- (3) Waste management;
- (4) Land pollution;
- (5) Use of raw materials and natural resources;
- (6) Energy use;
- (7) Energy release;
- (8) Waste and by-products;
- (10) Physical properties.

6.1.2.8 When evaluating environmental factors, the scope of environmental impact, the degree of impact, the frequency of occurrence, the degree of social concern, compliance with regulations, resource consumption and the degree of conservation should be considered.

6.1.2.9 When identifying hazard sources, the following should be considered:

- (1) Routine and non-routine activities in the operation;
- (2) Activities of all personnel entering the workplace (including contractor personnel and visitors);

- (3) Human capacity for action and other factors of others;
- (4) Identified hazards that originate outside the workplace and can adversely affect the health of persons under the control of the organization in the workplace;
- (5) Hazard sources arising from work-related activities under the control of the organization near the workplace;
- (6) Workplace infrastructure, equipment and materials, physical and other natural conditions provided by the organization or from outside;
- (7) Changes in the organization and its activities, materials, or design;
- (8) Changes to the occupational health and safety system, including temporary changes, and their impact on operations, processes and activities;
- (9) Any applicable legal obligations related to risk assessment and implementation of necessary control measures;
- (10) The design of the work area, process, plant, machine and/or equipment, operating procedures and work organization, including its adaptability to human capabilities.

6.1.2.10 The company shall identify and control hazard factors and unacceptable risks in accordance with the Hazard Identification and Evaluation Control Procedure

- 1) Organizational form of work, social factors (including work intensity, working hours, victimization, harassment and intimidation), leadership role and organizational culture.
- 2) Design, research, development, testing, production, assembly, construction, delivery services, maintenance and disposal of products and services;
 - 1) Infrastructure, equipment, materials, substances and other natural conditions in the workplace;
 - 2) Design, research, development, testing, production, assembly, delivery services, maintenance and disposal of products and services;
 - 3) Human factors
 - 4) How the work is performed
 - 3) Related events that have occurred inside and outside the organization, including emergencies and their causes;
 - 4) Potential emergencies;
 - 5) People, including 1) those who have access to the workplace and their activities, including employees, contractors, visitors and others. 2) People who may be affected by organizational activities near the workplace; 3) Employees at locations not directly controlled by the

organization;

6) Situations that cannot be controlled by the organization and may cause injury and health damage to persons in the workplace, occurring near the workplace;

7) Actual or proposed changes to the organization, operation, process, activity and occupational health and safety management system. Hazard identification, risk assessment and determination of control measures:

A) When evaluating the occupational health and safety risks generated by identified hazard sources, the effectiveness of existing measures shall be considered;

b) Identify and evaluate other risks associated with the establishment, implementation, operation and maintenance of the occupational health and safety management system.

The methods and criteria used by organizations to evaluate occupational health and safety risks should be defined in terms of their scope, nature and timing, ensuring that they are applied systematically, proactively rather than reactively. They should be maintained and preserved

Written information on criteria and methodology.

When evaluating the hazard source, the following should be considered:

(1) The possibility of accidents occurring in this activity;

(2) The frequency of human exposure to the hazardous environment;

(3) The consequences of losses caused by accidents.

6.1.2.11 The methods for hazard identification and risk assessment shall:

(1) Define the scope, nature and timing to ensure that it is proactive;

(2) Provide risk confirmation, risk priority differentiation and risk document formation, as well as the application of adaptive control measures.

6.1.2.12 Management of changes:

(1) Identify occupational health and safety hazards and risks related to the change within the company, in the occupational health and safety management system or in the company's activities before the change.

(2) The Company shall ensure that the results of the above evaluation are taken into account when determining control measures.

(3) When determining control measures or considering changes to existing control measures, the following order should be considered for risk reduction:

a) Elimination; b) Substitution; c) Quality control measures; d) Marking, warning and (or) management control measures; e) Personal protective equipment.

6.1.2.13 The General Department is responsible for the implementation and control of permanent or temporary changes to plans that affect occupational health and safety management performance, including:

a) New products, services and processes or changes to existing products, services and processes, including:

—— Location and environment of the workplace;

—— Work organization

—— going

—— equip;

—— labour force

b) Changes in legal and regulatory requirements and other requirements;

c) Changes in knowledge or information about hazards and occupational health and safety risks

d) The development of knowledge and technology

The organization shall review the consequences of unplanned changes and, if necessary, take measures to mitigate any adverse effects.

6.1.2.14 When new contracts are undertaken or activities or services in the production process change significantly or legal and other requirements are updated, environmental factors and hazard sources should be supplemented and identified in time and reported to the Technical Quality Department for evaluation so as to re-determine important environmental factors and unacceptable risks.

6.1.2.15 Important environmental factors and unacceptable risks should be considered when establishing objectives.

6.1.2.16 Supporting documents (omitted)

6.1.3 Obligations of compliance

6.1.3.1 Compliance obligations include: identifying applicable laws and regulations and the company's commitment to compliance. The General Department establishes and maintains the "Laws, Regulations and Other Requirements and Compliance Evaluation Control Procedures" to confirm its applicability to the company and track its changes for timely updates.

6.1.3.2 The General Department is the leading department for the management of quality, environment and safety laws and regulations of the company. It is responsible for the collection, archiving and application of laws and regulations involved in the production

management activities of the company, organizing the identification of environmental and safety laws, regulations and other relevant requirements, and compiling the List of Laws and Regulations and Other Requirements.

6.1.3.3 Each department of the company shall transmit the new laws, regulations and other requirements on quality, environment, occupational health and safety to the general department respectively.

6.1.3.4 The General Department will pass on the latest list of laws, regulations and other requirements to all departments for internal communication.

6.1.3.5 Each relevant region shall be equipped with applicable laws and regulations to determine how laws and regulations and other requirements are applied to environmental factors and hazards, and specify the applicable provisions.

6.1.3.6 Continuously improve the environmental and safety management system by assessing the compliance of compliance obligations.

6.1.3.7 The fabric shall maintain and retain the written information required by laws and regulations and other requirements, and ensure that any changes are updated.

6.1.3.8 Supporting documents (omitted)

6.1.4 Planning measures

The organization shall plan:

a) Measures to:

- 1) Address these risks and opportunities;
- 2) Respond to applicable laws, regulations and other requirements;
- 3) Prepare and respond to emergencies;

b) how:

- 1) Integrate and implement these measures in the process of its occupational health and safety management system or other business processes;
- 2) Evaluate the effectiveness of these measures.

When planning measures, organizations should consider control levels and outputs of occupational health and safety management systems, best practices, alternative technical solutions, financial, operational and operational requirements and constraints.

6.2 Quality, environment, occupational health and safety objectives and their realization planning

6.2.1 Planning of target formulation

In order to meet the overall requirements of quality, environment, occupational health and safety objectives and management system, the top management organizes relevant functional departments to plan the integrated quality, environment and occupational health and safety management system. The planning should include:

- a) Consistent with the occupational health and safety policy;
- b) Measurable (e.g., reliable) or capable of performance evaluation;
- c) Taking into account: the requirements applicable; the results of the risk and opportunity assessment; and the results of consultations with employees and employee representatives (if any);
- d) to be monitored;
- e) Communication;
- f) Updated as appropriate.

The integrity of the management system shall be ensured through prescribed inspection, internal audit, external audit, management review and self-evaluation. When there is a major change in the organizational structure and leadership of the company, the management system shall be planned to ensure the integrity of the system during the change period.

6.2.2 Objectives, Indicators and Management Plan

6.2.2.1 The company's quality, environment and safety objectives are detailed in clause 1.6 of this manual.

6.2.2.2 Basis for the preparation of objectives and indicators:

- (1) The company's quality, environment and occupational health and safety policy;
- (2) Requirements of relevant national laws and regulations;
- (3) Expectations and requirements of relevant parties;
- (4) Important environmental factors and unacceptable risks of the company;
- (5) The company's financial status and operating requirements;
- (6) Feasibility and selectability of technical solutions.

When planning management objectives, a) what to do b) what resources are needed c) who is responsible d) when to complete e) how to evaluate the results, including monitoring indicators f) how to integrate measures to achieve occupational health and safety objectives into its business processes.

6.2.2.3 The system leader is responsible for formulating the "Target Management System" and

breaking it down to each department, conducting annual evaluations. If, upon analysis and review, it is found that the targets and indicators are unsuitable, they shall be revised after being reviewed by the General Manager. This ensures the realization of overall quality, environmental, and occupational health and safety goals and indicators, as well as the prevention and continuous improvement of quality, environmental, and safety incidents.

6.2.2.4 The system leader is responsible for organizing the formulation of the "Objectives, Indicators and Management Plan", which includes: the responsibilities for achieving the objectives and indicators, the methods and measures to achieve the objectives and indicators, and the timetable for achieving the objectives and indicators.

6.2.2.5 Revision of Objectives, Indicators and Management Scheme When the company's activities, products and services change, the system leader shall timely adjust and update the environmental and occupational health and safety objectives, indicators and management scheme. Under normal circumstances, the environmental and occupational health and safety objectives and indicators shall be reviewed once a year.

6.3 Change planning

When new situations arise, and changes to the quality, environmental, and occupational health and safety management systems are required (such as significant changes in the company's organizational structure, internal or external environment, specific contractual requirements, etc.), the company clearly stipulates that changes to the management system must be planned. These plans must not only comply with the requirements of this clause but also align with other requirements specified in the company's management system documentation to maintain the integrity of the management system.

The company should consider:

- a) Purpose of the change and its potential consequences;
- b) The integrity of the quality and environmental management system;
- c) Availability of resources;
- D) Allocation and redistribution of responsibilities and authority.

Chapter VII Support

7.1 Resources

7.1.1 General Provisions

Managers at all levels of the company are responsible for determining and providing the

resources required by the quality, environment, occupational health and safety management system, and for determining and providing the resources to meet customer and stakeholder requirements and enhance customer and stakeholder satisfaction. Resources may include personnel, information, suppliers, infrastructure and working environment, as well as financial resources.

7.1.2 Personnel

The company shall set up reasonable functional departments (see the organizational chart of the company), and each department shall define the personnel of each post and ensure that the corresponding personnel in the management system can be competent, so as to provide human resources guarantee for the realization of quality policy and quality objectives. It is necessary to:

- 1) The General Department shall compile the "Job Requirements" to stipulate the job requirements of each post, including education experience, training received and position qualifications obtained, professional skills, ability and work experience, so as to ensure that the staff engaged in the work affecting product quality, environment and occupational health and safety can be competent for their jobs.
- 2) The comprehensive department shall formulate the human resources development plan according to the long-term quality management goals of the company.
- 3) The general manager shall allocate corresponding personnel according to the job requirements. Special operation personnel shall be certified in accordance with the requirements of national laws and regulations.
- 4) The Comprehensive Department shall compile the Employee Performance Appraisal System, stipulate the content, standards, methods and frequency of appraisal, implement the appraisal and take the appraisal results as the basis for human resource management evaluation and improvement.

7.1.3 Infrastructure

7.1.3.1 The Organization shall identify and maintain the infrastructure required to achieve production compliance.

7.1.3.2 Infrastructure includes:

- a) Buildings, workplaces (including offices and production sites) and related facilities;

- b) Production machinery, tooling and tools;
- c) Support services (such as transportation, communications or information systems).

7.1.3.3 The production department shall clarify the requirements for the equipment, acceptance, installation and debugging, use and maintenance of production machinery and tools, as well as the responsibilities of each management level and relevant positions in the management of production machinery and tools.

7.1.3.4 Production equipment

1) The production department shall reasonably equip the production machinery and tools according to the needs of the production plan and production schedule, including machine selection, main performance parameters and operation requirements. The equipment plan shall be implemented after approval according to the regulations.

2) Clarify the evaluation method of suppliers, evaluate them before procurement, and collect corresponding certification materials and keep evaluation records. The contents of the evaluation include: business qualification and reputation; quality of products and services; supply ability; risk factors.

3) The company shall enter into a purchase contract with the supplier of production machinery and equipment in accordance with the law, specifying the requirements for the quality and service of production machinery and equipment. The contract shall come into force after being signed and sealed by authorized personnel of both parties, and the technical quality department shall keep the contract text and track the contract situation.

4) The production department shall conduct the acceptance of production machinery and equipment upon entry to the site and keep the acceptance records. The production machinery and equipment installed after acceptance shall be used only after passing the acceptance.

7.1.3.5 Use of production equipment

The production department puts forward specific requirements for the use, technology and safety management of production equipment, as well as maintenance and repair. In the process of project management, the workshop strictly follows all management requirements for production machinery to manage production equipment and keep records of acceptance, maintenance, inspection, supervision, etc.

7.1.4 Process operating environment

7.1.4.1 The general manager determines and creates a good working environment necessary for the realization of production quality and service compliance. The working environment includes physical environment, social factors, psychological factors of employees and other factors (such as noise, temperature, humidity, lighting, etc.).

7.1.4.2 The production department shall manage and maintain the working environment. The main work contents include:

1) Carry out safety inspection and safety education activities; create safe production and civilized production sites.

2) Take corrective and preventive measures to eliminate potential safety risks in time, and investigate, analyze and deal with accidents according to the principle of "four no-pass".

7.1.5 Monitoring and measurement resources

7.1.5.1 The Technical Quality Department shall establish and maintain the "Control Procedure for Monitoring and Measuring Resources", which requires the following monitoring and measuring resources:

(1) Configure measuring and testing equipment according to relevant requirements;

(2) Ensure that it is properly maintained to ensure that it continues to be suitable for its purpose.

7.1.5.2 Measurement traceability

In order to ensure the effectiveness of monitoring and measurement results, the company implements the following measures for monitoring and measuring equipment:

(1) The calibration of the equipment shall be carried out according to relevant national regulations and specifications;

(2) Pre-use calibration or in-position calibration shall be carried out before the new equipment is used or reinstalled;

(3) The calibration status must be marked;

(4) When the equipment is found to be deviated from the calibration state, the validity of the calibration results should be reassessed;

(5) Prevent damage or failure during handling, storage and maintenance;

(6) The capabilities of the computer software configured shall be confirmed for its intended use;

(7) Keep records of calibration and validation results.

7.1.5.3 Supporting documents

7.1.6 Organizational knowledge

The company shall identify the knowledge required for the operation to obtain qualified products and services. This knowledge shall be maintained and available within the scope of need.

To respond to changing needs and trends, companies should consider existing knowledge, determine how to acquire more necessary knowledge, and update it.

The knowledge of a company is specific knowledge gained from its experience and is the shared information used to achieve the company's goals.

The company's knowledge can be based on:

- a) Internal resources (e.g., intellectual property, knowledge gained from experience, lessons learned from failed and successful projects, acquisition and sharing of uncodified knowledge and experience, and results of process, product and service improvements);
- b) External resources (e.g. standards, academic exchanges, professional meetings and knowledge gathered from customers and external suppliers)

7.2 Competence

7.2.1 The Comprehensive Department evaluates the ability of personnel in each position according to the "Job Requirements", determines the training or other measures needed to meet the ability of personnel, and organizes relevant departments to evaluate the effectiveness of these measures so that personnel in each position meet the requirements.

7.2.2 The General Department compiles and implements the "Human Resources Control Procedure." For personnel involved in work affecting product compliance and positions related to environmental and safety matters, suitable individuals must be assigned based on the specific roles and tasks they undertake. Through education and training, it ensures that all company employees possess the required professional skills, quality, environmental, occupational health and safety awareness, or professional capabilities.

7.2.3 The Integrated Department conducts various education and training activities to make employees aware of the relevance and importance of their activities and how they can contribute to the achievement of quality, environment and occupational health and safety

objectives.

7.2.4 The General Department shall keep records of various education, training, skills and experience of employees in accordance with the Record Control Procedure.

7.2.5 Supporting documents (omitted)

7.3 Awareness

Each department of the company shall ensure that relevant staff within its control scope are aware of:

- (1) Management policy and management objectives;
- (2) Their contribution to the effectiveness of quality, environment and occupational health and safety management systems, including benefits in improving occupational health and safety performance;
- (3) Your contribution to the effectiveness of the quality, environment and occupational health and safety management system, including the benefits of improving performance;
- (4) The impact and potential consequences of non-compliance with quality, environment and occupational health and safety management system requirements.
- (5) Events and findings related to them
- (6) Hazard sources, occupational health and safety risks and relevant measures determined
- (7) They have the ability to extricate themselves from danger when faced with a crisis of life or health, and protection provisions for the resulting improper consequences

7.4 Communication

7.4.1 The General Department shall establish and maintain the Information Exchange and Communication Control Procedure, establish appropriate communication processes to promote information exchange in the company, enhance understanding and consensus, handle interfaces and coordinate actions. Ensure smooth information exchange on quality, environment, occupational health and safety within and outside the company;

- (1) Responsible for the exchange and management of internal and external quality, environment, occupational health and safety information. Responsible for reporting relevant quality, environment, occupational health and safety information to the system leader;
- (2) The General Department is responsible for the information exchange and processing of customers' requirements before sale, and converts them into contract requirements, and

communicates with relevant departments; it is also responsible for the collection and processing of customer satisfaction information, and transmits it to relevant departments.

7.4.2 Each department shall be responsible for the exchange of quality, environment and occupational health and safety information within its own business scope, and transmit the results of information exchange to the general department.

7.4.3 The system leader shall be responsible for the coordination of major quality, environment and safety information processing;

7.4.4 External quality, environment and safety information shall be forwarded to each functional department by the General Department according to the characteristics of the information for processing. Each department may deal with the information in time according to its importance and feed back the results to relevant departments and personnel.

7.4.5 Main contents of internal information exchange:

- (1) Quality, environment, occupational health and safety policy, objectives and indicators, management programs;
- (2) Important environmental factors, unacceptable risks and related information;
- (3) Information on responsibilities and authority, information related to occupational health and safety management system, including information on changes;
- (4) Training information;
- (5) Information on the process and monitoring and measurement;
- (6) Information on non-conformities, corrective and preventive actions, and ensure that the communication process enables employees to contribute to continuous improvement;
- (7) Internal audit, external audit and management review information;
- (8) Information about changes in relevant laws, regulations and other requirements;
- (9) Emergency information and emergency response information;
- (10) Information on quality, environment, occupational health and safety accidents and their disposal;
- (11) Employees' complaints about unsafe and unhygienic workplaces.

7.4.6 Main contents of employee participation in negotiation:

- (1) Properly participate in hazard identification, risk assessment and determination of control measures;

- (2) Participate in the investigation of the incident appropriately;
- (3) Participate in the formulation and review of occupational health and safety policies and objectives;
- (4) Negotiate any changes affecting the occupational health and safety of employees;
- (5) To express opinions on occupational health and safety matters;
- (4) Know who is the occupational health and safety representative and system leader of the company.

7.4.7 Main contents of external information exchange:

- (1) Complaint information of relevant parties includes customers' complaints or requirements on product quality;
- (2) Changes in relevant laws and regulations;
- (3) Information related to the quality, environment and occupational health and safety policy;
- (4) Information on environmental, occupational health and safety monitoring and measurement results;
- (5) Information on external audit and supervision;
- (6) Negotiate with the contractor on changes affecting their occupational health and safety;
- (7) Consult with relevant external stakeholders on occupational health and safety matters, as appropriate.

7.4.8 The ways of information exchange include: letters, E-mail, correspondence, meetings, documents, slogans, signs, networks and other forms. The Technical Quality Department shall determine which important environmental factors should be communicated with the outside world, record in form, and implement through the above methods.

Supporting documents (omitted)

7.5 Documentation

7.5.1 General Provisions

The head of the system is responsible for organizing the preparation and maintenance of the Management Manual. The General Department is in charge of controlling the Management Manual, with all departments providing assistance and implementation. It clearly defines the distribution scope and control methods for various documents and materials within the company, ensuring that all relevant places have valid versions of the management system documents to

prevent misuse.

7.5.2, creation and update

The General Department is responsible for the preparation of the Document Control Procedure and supervises the specific implementation by the document using departments to ensure that the effective version of the documents is used on site.

When creating and updating documented information, the company shall ensure that:

A) The documents shall be marked and numbered according to the characteristics such as category, level, scope of application, source, use and storage, version and revision status. The serial number of each document shall be unique;

b) A document receipt and dispatch registration system shall be implemented;

C) The authority for formulation, review, change and approval shall be stipulated according to the category, level and scope of application of the documents, so that the documents are approved before being released. The principle is to authorize and control at each level to ensure that the documents are sufficient and appropriate.

7.5.3 Control of documented information

7.5.3.1 The Integrated Department shall control the documented information required by the quality, environmental and occupational health and safety management systems and standards to ensure that:

a) Applicable documentation is available in the user departments;

b) Proper protection (e.g. against loss of confidentiality, improper use or incompleteness).

7.5.3.2 In order to control the information that is documented, the organization shall, where applicable, focus on the following activities:

A) Classify and control the company documents according to the actual situation of the company, and make a corresponding list of documents;

b) Ensure that all documents relating to the storage, protection, retrieval, retention period and handling of the company's execution records are effectively controlled to provide evidence of compliance with quality, environmental, occupational health and safety management system requirements and effective operation;

c) The document must have a version specification to identify the status of the document version; it must be re-approved when revised, and the revised document must retain evidence of

revision or change;

d) Retention and disposal.

Formulate criteria for the identification and control of external original documented information necessary for the planning and operation of quality, environmental and occupational health and safety management systems. See Document Control Procedure for details.

Chapter VIII Operation

8.1 Operation planning and control

8.1.1 The Technical Quality Department is responsible for quality management. It compiles the Production Process Control Procedure and relevant management systems to control production quality management planning, technical management, production preparation, production quality and service.

8.1.2 The Technical Quality Department shall supervise, guide, inspect and evaluate the production quality management of the workshop.

8.1.3 Planning

8.1.3.1 The workshop shall be responsible for production quality management. The organization of the workshop shall be adapted to the scale of production, the complexity of production, professional characteristics and personnel quality.

8.1.3.2 The workshop shall receive design documents in accordance with the requirements of the company's "Production Process Control Procedure." Relevant personnel should understand the product characteristics, design intent, related production technology, and quality requirements, and can propose design modifications and optimization suggestions. The receipt and review results of production drawings and other design documents should be recorded.

8.1.3.3 The Technical Quality Department shall be responsible for the quality management planning of production projects, which shall include:

a) Identification and determination of environmental factors and hazards associated with activities, products and services processes that are included in the plan or newly developed or modified:

b) Identify the factors that have or may have a significant impact as a result of these changes (significant environmental factors, significant risks) and establish records of controls to ensure

that processes are implemented as planned; identify situations where deviations from occupational health and safety policies and objectives may occur due to lack of documented information;

c) Determine the procedures for operational control or establish new objectives and indicators;

D) Inform the supplier and contract party of the relevant indirect important environmental factors and major risks;

e) Establish emergency preparedness and corresponding control mechanisms.

f) Make work fit for employees.

8.1.3.4 The organization shall ensure that the external service provision process is controlled or influenced. The types and extent of control or influence on these processes shall be specified within the environmental, occupational health and safety management system.

8.1.3.5 The organization shall establish a process and determine the control measures to achieve the reduction of occupational health and safety risks by applying the following levels:

A) Eliminate the source of danger;

b) Replace with materials, processes, operations or equipment with lower risk;

c) Use of engineering control measures;

d) Use of management control measures;

e) Provide and ensure the use of adequate personal protective equipment.

8.1.3.6 The organization shall establish a process for the implementation and control of planned changes that affect occupational health and safety performance, such as:

a) New products, processes or services;

b) Changes in the working process, procedures, equipment or organizational structure;

c) Changes in applicable laws and regulations requirements and other requirements;

d) Changes in knowledge or information about hazards and related occupational health and safety risks;

e) Knowledge and technology development.

8.1.3.7 Quality, environment, and occupational health and safety management planning can be implemented in stages based on the scale and complexity of production. The resulting documents may consist of one or a set of files, which can take various forms including

production organization design and quality plans. The content must cover and comply with the company's management systems and this standard, with the level of detail appropriate to the scale and complexity of production.

8.1.3.8 During the production process, when the requirements of production and service quality change, the corresponding quality management requirements should change accordingly, and the results of quality management planning should be adjusted in time to ensure that the production and service quality meet the requirements.

8.1.3.9 Supporting document Production Process Control Procedure

8.2 Product and service requirements

8.2.1 Customer communication

8.2.1.1 Content of communication with customers

The General Department is responsible for effective communication with customers before bidding and signing, during production, including:

- (1) Information on products and services: including customer requirements or potential requirements, based on international or national regulations and industry standards;
- (2) Inquiry, contract or order processing, including modification thereof;
- (3) Customer feedback, including customer complaints;
- (4) Handling and control of customer property;
- (5) When the relationship is important, specific requirements for relevant emergency measures shall be formulated. The following aspects of work shall be done in communicating with customers and their representatives:
 - A) The general department obtains information about customers' product requirements through the Internet, newspapers and various press conferences, including bidding information;
 - B) During the performance of the contract, the workshop shall participate in the meeting of the supervisor, the construction unit and the production unit to inquire the customer about the problems in the implementation of the contract, including the modification requirements of the contract.
 - c) Follow up the delivered products, and register and deal with user complaints and feedback.

In order to fully understand the customer's satisfaction with the company's products, the relevant departments should communicate effectively with customers, so as to provide a basis

for measuring and monitoring the satisfaction of customers and their representatives and for the implementation of management system improvement.

Communication can be carried out in the form of visits, letters, meetings, faxes, etc., to continuously understand customer opinions and needs, timely pass on information to relevant departments and take active measures to make customers and related parties satisfied.

8.2.2 Determination of product and service requirements

8.2.2.1 The General Department (Sales) shall establish and maintain the Process Control Procedures related to product and service requirements, which shall specify the management contents such as market information, review, bidding, contract signing, contract performance and monitoring.

8.2.2.2 The comprehensive department shall carry out product bidding and signing activities according to law, and supervise and inspect the performance of workshop contracts.

8.2.2.3 The General Department (Sales) shall clarify the project requirements before bidding and signing, including:

(1) The customer's expressed requirements, including the requirements for delivery and post-delivery activities;

(2) Requirements that customers do not specify but should meet;

(3) Requirements of laws, regulations and standards related to production, acceptance and warranty;

(4) Any other requirements deemed necessary by the Company;

(5) The company shall determine the necessary requirements that can be met according to the characteristics and actual needs of the products.

8.2.3 Review of product and service requirements

8.2.3.1 The General Department (Sales) shall organize relevant departments to review the bid documents and contracts (all projects of the company must be signed with contracts). Before the review, it shall ensure that:

(1) Product requirements have been specified, such as in the tender documents, contracts or relevant documents

(2) Requirements for contracts or orders inconsistent with previous statements have been resolved;

(3) The company has the ability to meet the requirements.

8.2.3.2 After passing the review, bidding and signing shall be carried out according to law, and records related to the review and measures caused by the review, bidding and signing shall be kept.

8.2.4 Changes to product and service requirements

8.2.4.1 After the contract is signed, the comprehensive department shall organize relevant departments and personnel to explain the contract so that they can understand the requirements of the contract and keep relevant records.

8.4.2.2 The comprehensive department shall sign off on the changes in the production process in written form and take them as part of the contract. The procedures for receiving, confirming and handling the information of contract changes shall be implemented, and the documents related to the contract changes shall be adjusted and implemented in time.

8.2.4.3 The Comprehensive Department (Sales) shall ensure that the relevant documents are modified and that the relevant personnel are informed of the requirements for changes. After the review, the results of the review and the follow-up measures proposed during the review shall be recorded.

8.2.4.4 The general department (sales) shall timely analyze and record the performance of the contract and use it for quality improvement.

8.2.5 Supporting document Process Control Procedure relating to Product and Service Requirements

8.3 Design and development of products and services

8.3.1 Design and development of products and services

The company establishes, implements and maintains the design and development process to ensure that subsequent products and services are effectively controlled.

8.3.2 Planning of product service design and development:

In determining the design and development phases and their controls, organizations should consider:

- a) The nature, duration and complexity of the design and development activities;
- b) The required process stages, including the applicable design and development reviews;
- c) Design and development verification and validation activities required;

- d) Responsibilities and authority involved in the design and development process;
- e) Internal and external resources required for the design and development of products and services:
- f) Control requirements for interfaces between participants in the design and development process;
- g) The need for customer and user involvement in the design and development process;
- h) Requirements for subsequent product and service delivery;
- i) The level of control over the design and development process that customers and other interested parties expect;
- j) Documentation of information that has been established to verify that design and development requirements have been met.

8.3.3 Product development input

8.3.2.1 Product development inputs shall include:

- A) Functional and performance requirements;
- b) Information derived from previous similar design and development activities;
- c) Legal requirements;
- D) Standards and industry norms that the organization is committed to implementing;

The potential consequences of failure, as determined by the nature of the product and service.

Environmental protection requirements of products and requirements for the content of toxic and harmful substances;

Packaging method and environmental protection requirements

8.3.2.2 Design and development inputs shall be complete and clear and meet the purpose of design and development.

8.3.2.3 Review the design and development inputs to ensure their adequacy and suitability. The requirements shall be complete, clear and not contradictory.

8.3.4 Design and development control

8.3.4.1 The organization shall control the design and development process to ensure that:

- a) Specify the results to be obtained;
- b) Implementing review activities to evaluate the ability of the design and development

results to meet requirements;

c) Implement validation activities to ensure that design and development outputs meet the requirements of inputs;

d) Implement confirmation activities to ensure that products and services meet specified use requirements or intended use requirements;

e) Take necessary measures for the problems identified in the review, verification and confirmation process;

8.3.4.2 Design and development review

(1) At an appropriate stage, departments and professionals related to the design/development phase under review should be organized to review the product development.

(2) The purpose of product development review is to evaluate the ability of the product development results in this stage to meet the product quality requirements;

(3) Identify and find problems and deficiencies in the design, and take appropriate measures to effectively solve them.

8.3.4.3 Product development and verification

(1) According to the verification points and test methods specified in the product development plan, relevant departments and professionals shall be organized to determine whether the design development output meets the requirements of the input and provide objective evidence for this.

(2) When the verification results show that the design development output fails or the department fails to meet the input requirements, effective follow-up measures should be taken to change the design to meet the requirements.

8.3.4.4 Product development and confirmation

(1) In order to determine that the designed and developed products meet the expected use requirements, relevant departments shall be organized to confirm the evidence provided, such as product technical appraisal report, test report, etc.

(2) Confirm that it should be carried out before the final production of the approved product or the formal provision of the service after the completion of the design and development. If it is impossible to complete all the confirmation, the partial confirmation that can be carried out must be completed to the maximum extent possible.

8.3.5 Product development output

8.3.5.1 Product development output is the result of design and development. In order to ensure that there are relevant guiding documents for the subsequent product implementation process, product development output should be formed into complete documents.

8.3.5.2 The organization shall ensure that design and development outputs:

- A) Meet the input requirements;
- b) The subsequent process of providing products and services is adequate;
- c) Include or reference the requirements for monitoring and measurement, including, where appropriate, acceptance criteria;
- d) Specifies the characteristics of products and services necessary to achieve the intended purpose, ensure safety and provide (use) correctly.

8.3.5.3 The organization shall retain information on the documented design and development outputs. The output documents shall be approved by the head of the competent authority and, if necessary, by the general manager for implementation, and their distribution shall be carried out in accordance with the Document Control Procedure.

8.3.6 Design and development changes

8.3.6.1 The organization shall identify, review and control changes made during and after the design and development of products and services in order to avoid adverse effects and ensure compliance with requirements.

8.3.6.2 The organization shall retain the following documented information:

- a) Design and development changes;
- b) The results of the review;
- c) Authorization of change;
- d) Measures taken to prevent adverse effects.

8.3.6.3 The changes in product development, the results of change evaluation and the subsequent change measures shall be documented, and the review results of changes and necessary measures shall be kept.

8.4 Control of externally provided processes, products and services

8.4.1 General Provisions

8.4.1.1 In order to ensure that the processes, products and services provided externally meet the requirements, the General Department (Procurement) shall be responsible for compiling the

"Supplier and Related Party Control Procedures" and controlling its procurement process to ensure that the purchased materials and services meet the requirements of environmental protection and occupational health and safety management.

8.4.1.2 The Company coordinates its procurement process with the Contractor in the following ways to identify hazards, evaluate and control occupational health and safety risks:

- a) Contractor activities and operations that have an impact on the organization;
- b) Contractor activities and operations that affect contractor employees;
- c) Contractor activities and operations that have an impact on other stakeholders in the workplace.

The organization shall ensure that contractors and their employees meet the requirements of the organization's occupational health and safety management system. The organization's procurement process shall identify and provide occupational health and safety criteria for selecting contractors.

8.4.1.3 The supplier and the outsourcing party shall be evaluated and continuously monitored before they are determined. The General Department (Procurement) shall evaluate the performance of the subcontractor and keep records as the basis for re-evaluation, selection of the subcontractor and improvement of the subcontract management.

8.4.1.4 Company Outsourcing Process: For forged and cast parts, the outsourcing arrangements should ensure compliance with legal and regulatory requirements as well as other requirements, and achieve the intended outcomes of the occupational health and safety management system. The types and extent of controls applicable to these functions and processes should be determined in the occupational health and safety management system.

8.4.1.5 The General Department (Procurement) shall keep records of the evaluation results of suppliers and any necessary measures arising from the evaluation.

8.4.2 Type and degree of control

8.4.2.1 The Company shall identify and implement the activities required to verify the purchased materials and services.

8.4.2.2 The General Department (Procurement) is responsible for verifying the purchased materials and outsourced services.

8.4.2.3. When the company or customer requires verification of purchased materials at the

supplier's source, the General Department shall specify the arrangement for verification and the method of production quality release in the purchasing information.

8.4.2.4 The process, record and identification of acceptance shall comply with relevant regulations. Materials and equipment not accepted shall not be used in production.

8.4.2.5 The General Department (Procurement) shall ensure that the purchased materials and equipment meet the relevant occupational health, safety and environmental requirements.

8.4.3 External supplier information

8.4.3.1 The procurement documents shall have a detailed description of the purchased materials and services. The General Department shall conclude the purchase contract according to the Procurement Plan.

8.4.3.2 The procurement documents may include requirements for production, procedures, processes, equipment and personnel.

8.4.3.3 The procurement documents shall include the requirements of the management system.

8.4.3.4 The procurement documents clearly describe the contents of the materials and services to be purchased.

8.4.3.5 Before the issuance of procurement documents, it shall be ensured that the provisions required by the procurement documents are appropriate.

8.4.4 Supporting documents "Supplier and Related Party Control Procedures"

8.5 Production and service provision

8.5.1 Control of production and service provision

8.5.1.1 Production preparation

8.5.1.1.1 The production department shall implement the production preparation according to the results of the project quality management planning. The production preparation includes: technical preparation, production site preparation, production equipment preparation, personnel preparation, material preparation and office and other auxiliary facilities preparation.

8.5.1.1.2 The production department shall prepare the Production Process Control Procedure and keep relevant records.

8.5.1.2 Production process quality control

8.5.1.2.1 The production department shall control the quality of the production process, including:

- 1) Correctly use production drawings, design documents, acceptance standards and applicable production process standards, operation instructions;
- 2) Allocate qualified operators;
- 3) To provide and use production materials, components and equipment, production tools and testing equipment in accordance with relevant regulations;
- 4) Production in accordance with regulations and timely inspection and monitoring;
- 5) Control the production operation environment according to the relevant regulations of site management;
- 6) According to the relevant requirements, new materials, new processes, new technologies and new equipment are adopted, and corresponding planning and control are carried out;
- 7) Reasonable arrangement of production schedule;
- 8) Take protective measures for semi-finished products and finished products and supervise their implementation;
- 9) Monitor unstable and inadequate production processes and emergencies;
- 10) Monitor the production process of subcontractors.

8.5.1.2.2 For processes whose results cannot be economically verified, prior confirmation shall be made. The company's welding and painting processes shall be confirmed as the process to be confirmed, and the conditions for the confirmation of the process shall include:

- (1) Review the process standards and technical documents, and identify the qualifications of operators;
- (2) Recognition of production machinery;
- (3) Reconfirm periodically or when personnel, materials, process parameters and equipment change.
- (4) Keep relevant records.

8.5.1.2.3 The workshop shall mark the production process and progress. The marking can be through task sheets, production records, various inspection and test records to indicate the stage of the production process or the inspection and acceptance situation, so as to ensure that the production process is realized according to the planned order and make the production process traceable.

8.5.1.2.4 The Production Department shall maintain communication with the parties concerned and manage the relevant information. The way of transmission, reception and processing of information shall be combined with the scale, characteristics and professional categories of the project.

8.5.1.2.5 The Production Department shall establish quality management records during the production process. The production records shall comply with the requirements of laws, regulations and company regulations. The quality management records during the production process shall include:

- 1) Production order sheet;
- 2) record of production;
- 3) On-the-job training records and job qualification certificates;
- 4) Records of management of production equipment and inspection, measurement and testing equipment;
- 5) Records of contract changes;
- 6) Supervision, inspection and rectification, review records;
- 7) Quality management related documents;
- 8) Other records specified in the results of quality management planning.

8.5.2 Identification and traceability

The production department should mark the production process and progress. Marking can be done through task orders, production logs, production records, and various inspection and test records to indicate the stage of the production process or the status of inspection and acceptance, ensuring that the production process follows the planned sequence, making the production process traceable.

8.5.3 Property of customers or external suppliers

The General Department (Sales) is responsible for the management, identification, verification, protection and maintenance of customer property under the control of the Company or used by the Company or forming part of the product.

8.5.3.1 When the property of customers or external suppliers (including tangible property such as raw materials, semi-finished products and equipment provided by customers to constitute products, as well as intangible property such as technology, intellectual property rights and personal information) is under the control of the company or is being used by the

company, relevant departments shall strictly manage it.

8.5.3.2 Customer or external supplier property must be properly segregated and marked to distinguish it.

8.5.3.3 In the event of loss, damage or discovery of inapplicability of any customer or external supplier property, it shall be reported to the customer or external supplier and records shall be maintained.

8.5.3.4 When the customer's or external supplier's property is intangible property such as intellectual property or customer personal information, no one in the company shall copy, demonstrate, disseminate the customer's property, disclose it to a third party without the permission of the customer, except for internal use, so as to meet the requirements of confidentiality management.

8.5.4 Protection

To provide protection for the conformity of materials and equipment as well as the production process, including storage, storage, marking, handling machine protection requirements.

1) According to the characteristics of the product, choose appropriate handling tools and methods to prevent damage and collision;

2) Select appropriate places and environments according to product technical requirements to store and keep products;

3) Formulate product protection measures to ensure that the next process does not pollute or damage the previous process. Take measures to protect the finished products to ensure that the products are not damaged before delivery to the client.

8.5.5 Post-delivery activities

8.5.5.1 The production department shall carry out product transfer and protection during the transfer in accordance with regulations, contracts and company regulations.

8.5.5.2 The service of the product shall be carried out in accordance with the Production Process Control Procedure. The service shall include:

(1) Scrap;

(2) Replacement;

(3) Other services agreed in the contract.

8.5.5.3 The Technical Quality Department shall respond to the service demand information

within the time limit stipulated in the procedure, and control, check and accept the service quality according to the relevant requirements of the company's production quality inspection and acceptance.

8.5.5.4 The Technical Quality Department shall timely collect relevant information about the service for quality analysis and improvement.

8.5.6 Change control

When changes occur in production activities due to internal or external influences, the company shall review and control the changes to ensure continuous compliance with requirements. Documentation of the results of the review describing the change, the persons authorized to make the change, and any necessary measures arising from the review shall be maintained.

8.6 Release of products and services

The purchase, production process and product completion shall be monitored and measured to ensure the quality of production.

8.6.1 Inspection and test of incoming goods

- (1) The Technical Quality Department is the responsible department for incoming inspection and testing, to ensure that materials not inspected or verified are not put into production;
- (2) The quality inspector is responsible for the inspection and sampling of raw materials entering the site. The materials can be used only after the material verification is qualified or the retest results meet the quality requirements;
- (3) Raw materials that have not been accepted shall not be used in production.

8.6.2 Inspection of production process and product acceptance

- A) The company establishes the "Process and Product Monitoring and Measurement Control Procedure", which defines the responsibilities and authority of each management level to supervise and inspect the production quality inspection and acceptance activities.
- B) Plan the quality inspection of project production, including the basis, content, personnel, timing, method and record of quality inspection. The planning results should be implemented after approval according to the regulations.
- C) Conduct inspections according to the planned arrangements and production quality acceptance standards. Ensure that quality checks and acceptance of subcontracted products are carried out as required. The Production Department must conduct self-inspections, handover inspections, specialized quality inspections, and product acceptance in accordance with

regulations, ensuring that processes not inspected or found unqualified are not released. Inspection and testing of process products should comply with the acceptance standards and quality grades specified in the contract.

D) Implement production quality acceptance and conduct internal acceptance before delivery.

E) Inspection and acceptance personnel shall be qualified.

F) Implement the Nonconforming Output Control Procedure for those who fail to pass the completion acceptance

G) The management of various records shall comply with the requirements of the company.

8.6.3 The Production Department shall monitor activities and their key processes that have or may have significant environmental impacts and risks. It shall be responsible for monitoring the site's environment and occupational health and safety, evaluate and analyze the results, monitor the effectiveness of control measures, and use the evaluation and analysis results as input to management review.

8.6.4 Supporting document Process and Product Monitoring and Measurement Control Procedure

8.7 Control of unqualified output

8.7.1 The Technical Quality Department shall establish the "Control Procedure for Unqualified Output" to clarify the identification and control treatment methods of unqualified materials and production quality problems, so as to ensure the non-anticipated use or delivery of unqualified materials and products.

8.7.2 The causes of unqualified materials and production quality problems should be analyzed, measures should be formulated and corrective measures should be taken. After the correction of unqualified items, they should be re-verified to verify their compliance.

8.7.3 If the nonconformity is found after delivery or after use, the Company shall take measures commensurate with the impact or potential impact of the nonconformity.

8.7.4 The Technical Quality Department shall maintain a record of the nature of nonconformities and any subsequent action taken.

8.7.5 For environmental and occupational health and safety incidents, the integrated department shall keep a record of the non-conformity for handling, investigation and analysis, and take corrective and preventive measures to prevent such non-conformity from happening again.

8.7.6 Related documents

Nonconforming Output Control Procedure

8.8 Environmental and occupational health safety management operation control

8.8.1 In order to ensure the improvement of environmental performance, reduction of environmental pollution, elimination of potential safety risks and risk reduction in the company's activities, products and services, the Technical Quality Department shall establish and maintain the Environmental and Occupational Health and Safety Operation Control Procedures, etc.

8.8.2 Determine the activities, products and services related to important environmental factors and unacceptable risks to be effectively controlled, ensure that they operate under specified conditions, so as not to deviate from environmental, occupational health and safety target indicators.

8.8.3 For key personnel related to important environmental factors and unacceptable risks, the procedures shall clearly require strict implementation of documents or operating procedures.

8.8.4 The important environmental factors and unacceptable risks of the services and products used shall be controlled, and the requirements shall be notified to the supplier or contractor in the form of contracts and agreements.

8.8.5 The company has established procedures for operational control to manage environmental factors and occupational health and safety risks, including change management.

8.9 Emergency preparedness and response

8.9.1 The General Department shall establish and maintain the Emergency Preparedness and Response Control Procedures to prevent or reduce the occurrence of accidents and their impact on the environment, and urge all departments to implement them.

- a) Establish emergency response measures, including the provision of first aid services;
- b) Provide training on response measures;
- c) The ability to conduct periodic tests and drills of response measures;
- d) Evaluate performance and revise response measures, as necessary, including after testing, especially in the event of an emergency.
- e) Communicate and provide relevant information to all employees about their responsibilities;
- f) Communicate relevant information to contractors, visitors, emergency response services and government agencies, including, where necessary, the local community;

g) Ensure that all relevant stakeholders are involved in improving response measures, taking into account their needs and capabilities, where applicable.

8.9.2 Emergency events are mainly fire, mechanical accidents, falling from height, electric shock accidents, etc.

8.9.3 The Comprehensive Department shall formulate emergency plans, train and guide all departments to implement them according to the company's emergency preparedness and response plan, so as to improve the emergency response ability of all departments;

8.9.4 The General Department shall be responsible for the supervision and inspection of the implementation of emergency preparedness for emergency events.

8.9.5 The operation control requirements of each department shall be specified in the Emergency Preparedness and Response Control Procedure.

8.9.6 Fire brigade When feasible, a fire drill shall be conducted once a year.

8.9.7 Each project shall make an effective response to potential accidents or emergencies in a timely manner. In case of serious accidents that are difficult to deal with, emergency rescue and reporting shall be contacted immediately.

8.9.8 The company shall review the emergency and response procedures at least once a year, and the review and revision shall be carried out after an accident or emergency occurs.

8.9.9 The corrective actions and procedures to be taken shall be recorded.

8.9.10 Supporting documents

Emergency Preparedness and Response Control Procedures

Chapter IX Performance Evaluation

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General provisions

Ensure that the production and service meet the quality requirements through product quality verification and management system audit; the management system meets the quality, environment and safety system standards; meet customer requirements, and specify the measurement and monitoring activities required for planning and implementation.

The company shall determine:

- a) Objects to be monitored and measured;

The degree to which legal and other requirements are met;

Activities and operations related to hazard identification, risks and opportunities;

Progress made in achieving the organization's occupational health and safety objectives;

Effectiveness of operations and other controls;

b) Monitoring, measurement, analysis and evaluation methods required to ensure effective results;

c) The criteria on which the organization evaluates its occupational health and safety performance

d) When monitoring and measurement should be implemented;

e) When the results of monitoring and measurement should be analysed, evaluated and communicated.

The system leader shall assist the general manager in planning measurement, analysis and improvement. Generally, it shall consider the items, contents, methods, frequency and necessary records of monitoring, measurement, analysis and improvement activities, including the adoption of applicable statistical techniques and their application.

9.1.2 Customer Satisfaction

The General Department (Sales) shall collect information on the satisfaction of parties concerned with the use of products and define the responsibilities, channels, methods and utilization methods for the collection of such information. The sources of such information are:

- (1) Customer letters, telephone records and faxes;
- (2) Inspection, evaluation and meeting of customer organizations;
- (3) Product quality information;
- (4) Customer feedback on production schedule and site management;
- (5) Follow-up records, special investigations, etc.;
- (6) Other contents agreed in the contract.

The Comprehensive Department (Sales) will submit the evaluation results to the management review in order to seek opportunities for continuous improvement.

9.1.3, analysis and evaluation

9.1.3.1 In order to evaluate the suitability and effectiveness of the management system and identify opportunities for improvement, the Technical Quality Department is responsible for organizing the collection and analysis of data related to the management system. The analysis

results are used to evaluate:

- a) Compliance of products and services;
- b) Customer satisfaction;
- c) Performance and effectiveness of quality and environmental management system;
- d) Whether the planning is effectively implemented;
- e) The effectiveness of measures taken to address risks and opportunities;
- f) Performance of external suppliers;
- g) The need for improvement of the quality and environmental management system.

Note: Methods for analyzing data may include statistical techniques.

9.1.3.2 The relevant departments of the Company shall use appropriate statistical techniques to analyze the above data and provide the following information:

- 1) Laws, regulations, standards and rules;
- 2) Customer and related parties' evaluation of product quality and quality management level;
- 3) Product quality management situation and quality inspection results at each management level;
- 4) Results of quality supervision and inspection of production enterprises;
- 5) Lessons learned from other producers in the same industry;
- 6) market demand;
- 7) Quality follow-up and service information.
- 8) Information related to the supplier's products/outsourcing services and processes;
- 9) Important environmental factors, control measures and control effects of unacceptable risks

9.1.3.3 Each relevant department shall use the results of the above data analysis to evaluate the management system (such as submitting management review) and find opportunities for improvement.

9.1.4, compliance evaluation

The company must conduct at least one compliance evaluation annually to ensure compliance with environmental and safety laws, regulations, and other requirements. The General Affairs Department compiles the Compliance Evaluation Report and is responsible for

organizing relevant departments within the company to evaluate the fulfillment of compliance obligations, aiming to continuously improve management through these evaluations. The company should maintain records of the results of these regular evaluations.

9.2 Internal audit

9.2.1 The General Department shall establish the Internal Audit Control Procedure to determine the quality system:

- a) Whether it meets the requirements of the company's management system and international standards;
- b) Whether it has been effectively implemented and maintained.

9.2.2 When formulating the audit plan, the company shall take into account the status and importance of the audited activities and areas, as well as the results of previous reviews. The scope, frequency and methods of the audit shall be specified, and the audit shall be conducted by personnel unrelated to the audited work;

9.2.3 The internal audit procedures shall include the responsibilities and requirements for the implementation of the audit to ensure its independence.

9.2.4 The Comprehensive Department shall keep the records of the audit and its results and report to the management, as well as report the relevant audit results to employees, employee representatives (if any) and other relevant parties;

9.2.5 The management shall take corrective measures in time for the defects found in the review, and the system leader shall track and confirm the feasibility and effectiveness of the corrective measures taken.

9.2.6 Take measures to deal with non-conformities and continuously improve occupational health and safety performance (see 10);

9.2.7 Retain the written information as evidence of the implementation of the audit plan and the audit results.

9.2.8 Supporting documents

Internal Audit Control Procedure

9.3 Management review

9.3.1 General Provisions

9.3.1.1 The general manager shall review the management system every year, with an interval

of no more than 12 months, to ensure its continuous suitability, adequacy and effectiveness, and to ensure the realization of the company's quality, environment and safety policies and objectives.

9.3.1.2 The General Department shall prepare and maintain the Management Review Control Procedure.

9.3.2 Management review input

9.3.2.1 The input of management review shall include the following contents:

The following considerations should be taken into account in planning and implementing management reviews:

- a) Implementation of measures taken in previous management reviews;
- b) Changes in internal and external factors related to the quality, environment and occupational health and safety management system;

include:

- 1) The needs and expectations of stakeholders;
- 2) Legal requirements and other requirements;
- 3) Risks and opportunities.
- c) Information on the performance and effectiveness of the quality and environmental management system, including the following trend information:
 - 1) Customer satisfaction and feedback, needs and expectations of stakeholders, including compliance obligations;
 - 2) The degree of achievement of objectives and indicators;
 - 3) Process performance, environmental, occupational health and safety performance and production quality compliance;
 - 4) Nonconformities and corrective actions, incident investigation, corrective actions and preventive actions;
 - 5) Monitoring and measurement results;
 - 6) Audit results (internal audit, second party audit and third party audit results) and compliance evaluation results;
 - 7) Performance of external suppliers and communication with external stakeholders (including complaints).

- d) Adequacy of resources;
- e) The effectiveness of measures taken to address risks and opportunities;
- f) Opportunities for improvement in product quality, processes and system effectiveness;
- g) Important environmental factors of the company;
- f) Unacceptable risk;

l) Changes that may affect the quality, environment and occupational health and safety systems, including changes in laws, regulations and other requirements related to the system;

9.3.2.2 All relevant departments shall prepare and provide the materials required for the review related to their own work.

9.3.3 Management review output

The management review outputs include measures related to the following:

A) Opportunities for management system and process improvement (such as: adjustment of quality, environment and safety policies, quality, environment and safety objectives, adjustment of organizational structure, revision of management system documents, etc.); continuous suitability, adequacy and effectiveness in achieving the expected results of occupational health and safety management system;

b) Requirements for changes in quality, environment and occupational health and safety management systems;

C) Resource requirements (such as the adjustment and supplementation of human resources, the purchase of equipment and facilities, the improvement of working environment, etc.).

d) Any impact on the strategic direction of the company

e) Opportunities for continuous improvement;

f) Measures to be taken;

g) Improved opportunities for the integration of occupational health and safety management systems with other business processes;

h) Any impact on the strategic direction of the organization.

9.3.4 Implementation of the evaluation results

The relevant departments shall be responsible for implementing the decisions of the management review meeting.

Supporting documents (omitted)**Chapter X. Improvements****10.1 General provisions**

10.1.1 The company shall identify and select improvement opportunities and take necessary measures to meet customer requirements and enhance customer satisfaction, which shall include:

- a) Improve products and services to meet requirements and focus on future needs and expectations;
- b) Correcting, preventing or reducing adverse effects;
- c) Improve the performance and effectiveness of the quality and environmental management system.

10.1.2 Examples of improvement may include correction, corrective action, continuous improvement, mutation, innovation or reorganization.

10.1.3 The efficiency and benefit of the quality management system can be continuously improved according to the results of quality management analysis and evaluation.

10.1.4 According to the identified quality improvement requirements, the construction enterprise shall determine the priority, field, target and measures of improvement, implement and verify the effectiveness of the improvement measures, and modify the corresponding management system according to the requirements.

10.1.5 Formulate quality improvement measures and keep relevant records of quality management improvement activities.

10.2 Nonconformity and corrective measures

Each department shall investigate the existing events and nonconformities, analyze the causes, and take appropriate corrective actions to prevent the recurrence of nonconformities. The corrective actions shall be commensurate with the impact of the nonconformities encountered.

10.2.1 The company shall respond to the nonconformities arising, including those caused by complaints, as follows:

- a) Take measures to control and correct;
- b) The consequences of disposal.

10.2.1.1 The Company shall take the following steps to implement corrective actions:

-
- A) Identification and review of nonconformities, including the review of nonconformities caused by the operation of the management system and production quality, and complaints from relevant parties;
- b) Determine the cause of nonconformity through investigation and analysis;
- c) Study and evaluate the measures to be taken to prevent recurrence of nonconformity;
- d) Identify and implement corrective actions;
- e) Follow up and record the results of corrective actions taken;
- f) Review the effectiveness of corrective actions and make permanent changes to productive improvements; further analysis and improvement are clearly necessary;
- g) Update risks and opportunities identified during the planning period as required;
- h) Change the quality and environmental management system when necessary.**

10.2.1.2 Each department shall weigh risks, benefits and costs to determine appropriate corrective actions.

10.2.1.3 Each department shall control the relevant records of corrective actions in accordance with the Record Control Procedure.

10.2.2 Each department shall control the relevant records of corrective actions and corrective measures in accordance with the Record Control Procedure as evidence for the following aspects:

- a) The nature of the nonconformity and subsequent measures taken;
- b) The results of corrective action.

10.3, continuous improvement

Continuous improvement is a circular activity to enhance the ability to meet customer requirements. The focus of continuous improvement is to improve product characteristics and the suitability, adequacy and effectiveness of the management system process. In order to achieve continuous improvement of the management system, our company has achieved:

- a) Through the establishment and implementation of quality, environment and safety policies, create an atmosphere and environment to encourage improvement;
- b) Establish quality, environment and safety objectives to clarify the direction of improvement;

- c) Through data analysis and internal audit, constantly seek opportunities for improvement, and make appropriate improvement activities;
- d) Implement corrective and preventive actions and other applicable measures to achieve improvements;
- e) The company shall consider the analysis and evaluation results of the management review, as well as the output of the management review, to determine whether there is a need or opportunity for continuous improvement.
- f) The system leader is responsible for coordinating the implementation of the improvement process.

Annex 2: Function distribution table of quality management

department

department		overall warp texture	vic e pre sid ent	He ad of the sy ste m	co m pr eh en si ve de pa rt m en t	Te ch ni ca l Q ua lit y D ep ar t m en t	PD	fin an ci al de pa rt m en t
Number of process								
4.1	Understand the organization and its environment	◆	◇	◇	☆	☆	☆	☆
4.2	Understand the needs and expectations of stakeholders	◆	◇	◇	☆	☆	☆	☆
4.3	Determine the scope of the management system	◆	◇	◇	☆	☆	☆	☆
4.4	Management system and its process	◆	◇	◇	☆	☆	☆	☆
5.1	Leadership commitment	◆	◇	◇	☆	☆	☆	☆
5.1	Management commitment	◆	◇	◇	☆	☆	☆	☆
5.1.2	Focus on the customer	◆	◇	◇	★	☆	☆	☆
5.2	quality policy	◆	◇	◇	☆	☆	☆	☆
5.3	Job responsibilities and authority of the organization	◆	◇	◇	★	☆	☆	☆
6.1	Measures to respond to risks and opportunities	◆	◇	◇	★	☆	☆	☆
6.2	Quality objectives and their implementation planning	◆	◇	◇	☆	★	☆	☆
6.3	Change the plan	◆	◇	◇	☆	★	☆	☆

7.1	resource	◆	◇	◇	★	☆	☆	☆
7.1.2	personnel	◆	◇	◇	★	☆	☆	☆
7.1.3	infrastructure	◆	◇	◇	☆	☆	★	☆
7.1.4	Process operating environment	◆	◇	◇	☆	☆	★	☆
7.1.5	Monitor and measure resources	◆	◇	◇	☆	★	☆	☆
7.1.6	Organizational knowledge	◆	◇	◇	★	☆	☆	☆
7.2	ability	◆	◇	◇	★	☆	☆	☆
7.3	meaning	◆	◇	◇	★	☆	☆	☆
7.4	communicate	◆	◇	◇	★	☆	☆	☆
7,5	Information that forms the document	◇	◆	◇	★	☆	☆	☆
8.1	Operation planning and control	◇	◆	◇	★		☆	☆
8.2	Requirements for products and services	◇	◆	◇	★	☆	☆	☆
8.3	Product design and development	◇	◆	◇	★	☆	☆	☆
8.4	The external provides process service control	◇	◆	◇	★	☆	☆	☆
8.5.1	Service provides control	◇	◆	◇	☆	☆	★	☆
8.5.2	Identification and traceability	◇	◆	◇	☆	☆	★	☆
8.5.3	Products provided by customers and external sources	◇	◆	◇	★	☆	☆	☆
8.5.4	protect	◇	◆	◇	☆	☆	★	☆
8.5.5	Delivery activities	◇	◆	◇	★	☆	☆	☆
8.5.6	Change controls	◇	◆		★	☆	☆	☆
8.6	Release of products and services	◇	◇	◆	☆	★	☆	☆
8.7	Control of output of nonconforming products	◇	◇	◆	☆	★	☆	☆
9.1.1	Monitoring, measuring, analyzing and improving	◇	◇	◆	☆	★	☆	☆
9.1.2	Customer satisfaction	◇	◇	◆	★	☆	☆	☆
9.1.3	A+E	◇	◇	◆	☆	★	☆	☆
9.2	internal check	◆	◇	◇	★	☆	☆	☆
9.3	management review	◆	◇	◇	★	☆	☆	☆
10.1	general rules	◇	◇	◆	☆	★	☆	☆
10.2	Nonconformity and corrective action	◇	◇	◆	☆	★	☆	☆
10.3	continuous improvement	◇	◇	◆	☆	★	☆	☆

Note: ▲ is mainly responsible, ■ is mainly co-managed, □ is mainly related, and ○ is related

Annex 3: Function distribution table of environmental, occupational health and safety management system

Number of process		department	overall warp texture	vic e pre sid ent	He ad of the sy ste m	sy nt he siz e D ep art m ent	Te ch ni cal q ua lit y D ep ar t m ent	P D	fi na nc ial de pa rt m ent
4.1	Understand the organization and its environment		◆	◇	◇	★	☆	☆	☆
4.2	Understand the needs and expectations of stakeholders		◆	◇	◇	★	☆	☆	☆
4.3	Determine the scope of the management system		◆	◇	◇	★	☆	☆	☆
4.4	Management system and its process		◆	◇	◇	★	☆	☆	☆
5.1	Leadership and commitment		◆	◇	◇	☆	☆	☆	☆
5.1	Management commitment		◆	◇	◇	☆	☆	☆	☆
5.2	Environmental policy		◆	◇	◇	★	☆	☆	☆
5.2	quality policy		◆	◇	◇	★	☆	☆	☆
5.3	The role, responsibilities and authority of the organization		◆	◇	◇	★	☆	☆	☆
6.1	Measures to respond to risks and opportunities		◆	◇	◇	★	☆	☆	☆
6.1.2	environmental factor		◆	◇	◇	★	☆	☆	☆
6.1.3	Compliance obligations		◆	◇	◇	★	☆	☆	☆
6.1.4	Planning of measures		◆	◇	◇	★	☆	☆	☆
6.2.1	environmental goals		◆	◇	◇	★	☆	☆	☆
6.2.2	Plan measures and achieve environmental goals		◆	◇	◇	★	☆	☆	☆
7.1	resource		◆	◇	◇	☆	☆	★	☆
7.2	ability		◆	◇	◇	★	☆	☆	☆
7.3	meaning		◆	◇	◇	★	☆	☆	☆
7.4	Information exchange (general provisions 7.4.1)		◆	◇	◇	★	☆	☆	☆
7.4.2	Internal information exchange		◆	◇	◇	★	☆	☆	☆
7.4.3	External information exchange		◆	◇	◇	★	☆	☆	☆
7,5	Documented information		◇	◆	◇	★	☆	☆	☆
8.1	Operation planning and control		◇	◆	◇	☆	★	☆	☆
8.2	Emergency preparedness and response		◇	◆	◇	☆	☆	☆	☆

9.1	Monitoring, measurement, analysis and evaluation	◇	◆	◇	☆	★	☆	☆
9.1.2	conformance evaluation	◇	◆	◇	★	☆	☆	☆
9.2	internal check	◇	◆	◇	★	☆	☆	☆
9.3	management review	◇	◆	◇	★	☆	☆	☆
10.	Improvements (10.1 General)	◇	◆	◇	★	☆	☆	☆
10.2	Nonconformity and corrective action	◇	◆	◇	☆	★	☆	☆
10.3	continuous improvement	◇	◆	◇	☆	★	☆	☆

Note: ▲ is mainly responsible, ■ is mainly co-managed, □ is mainly related, and ○ is related

List of procedures

order number	program file	document number
1	Organize environmental and stakeholder requirements control procedures	Q/STJX-CX-01
2	Risk and opportunity response control procedures	Q/STJX-CX-02
3	Organize knowledge control procedures	Q/STJX-CX-03
4	Document Control Procedure	Q/STJX-CX-04
5	Legal, regulatory and other requirements and compliance evaluation control procedures	Q/STJX-CX-05
6	Record Control Procedure	Q/STJX-CX-06
7	Environmental Factor Identification, Evaluation and Control Procedure	Q/STJX-CX-07
8	Procedure for Hazard Identification, Evaluation and Control	Q/STJX-CX-08
9	Information, Communication and Control	Q/STJX-CX-09

	Procedures	
10	Management Review Control Procedure	Q/STJX-CX-10
11	Human Resources Control Procedure	Q/STJX-CX-11
12	Infrastructure and Operation Process Environmental Control Procedures	Q/STJX-CX-12
13	Process control procedures relating to product and service requirements	Q/STJX-CX-13
14	Supplier and Related Party Control Procedure	Q/STJX-CX-14
15	Production Process Control Procedure	Q/STJX-CX-15
16	Environmental and Occupational Health and Safety Operation Control Procedure	Q/STJX-CX-16
17	Monitoring and Measurement of Resource Control Procedures	Q/STJX-CX-17
18	Internal Audit Control Procedure	Q/STJX-CX-18
19	Process and Product Monitoring and Measurement Control Procedure	Q/STJX-CX-19
20	Nonconforming Output Control Procedure	Q/STJX-CX-20
21	Incident, non-compliance with control procedures	Q/STJX-CX-21
22	Emergency Preparedness and Response Control Procedures	Q/STJX-CX-22
23	Corrective Action Control Procedure	Q/STJX-CX-23
24	Product identification and protection control procedures	Q/STJX-CX-24
25	After-sales service control procedure	Q/STJX-CX-25
26	Change control procedures	Q/STJX-CX-26

Change log of management manual

order number	Change the chapter	change page numbering	Change the content summary	Change the person	examine and verify	examine and approve	Change the date
-----------------	-----------------------	-----------------------------	-------------------------------	----------------------	-----------------------	------------------------	--------------------

