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		Revision: 1
	<b>Special processes</b>	Efficiency : 27.03.2022
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**CarryGoods s.r.o.**  
Poděbradova 18  
301 00 Plzeň

+420 602 427 442  
info@carrygoods.eu  
www.carrygoods.eu

IČ 27300242  
DIČ CZ27300242

Společnost je zapsaná v obchodním rejstříku vedeným u krajského soudu v Plzni, oddíl C, vložka 34028.

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## 1. INTRODUCTION

Where the results of processes cannot be fully verified by subsequent inspection and testing of the product and where, for example, processing defects may not be discovered until the product is used, operations (specific processes) must be carried out by qualified personnel or process parameters must be continuously monitored and controlled to ensure that the specified requirements are met. The qualification requirements for process operations, including associated equipment and personnel, shall be specified.

## 2. REVIEW OF THE CONTRACT AND PROPOSAL

The contractual requirements and technical documentation (drawings, specifications, etc.) for the product must be reviewed before new production is introduced. The departments concerned by the introduction of the new production shall comment on this. In addition, all the necessary information for carrying out the production tasks must be made available before work begins.

The review shall serve:

- To confirm that Carry Goods is able to meet or transfer customer requirements within the supply chain.
- To confirm that it has appropriate manufacturing and inspection resources
- To confirm that technical documentation is clear, unambiguous and complete
- Confirmation that it has qualified personnel for the work required
- Confirmation that delivery dates are realistic
- Assessment of basic materials in terms of heat treatment

## 3. COOPERATION

If some production activities are carried out in cooperation, Carry Goods provides the subcontractor with all the necessary documents for production, including the full transfer of the customer's request. The subcontractor must confirm the binding nature of Carry Goods' GTC as part of the confirmation of the offer. He must produce the required reports/documentation/COCs on his work.

## 4. STAFF

A sufficient number of qualified personnel shall be available to carry out the work for process execution, control and supervision. Qualification shall be governed by the general requirements for the class of work of the industry and knowledge of the requirements of the relevant production and inspection instructions (CSN, EN, ISO, etc.). They must be trained in the occupational methods and requirements of the production and inspection instructions.




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They must be instructed in the operation of instruments and equipment. Qualified replacements must be secured well in advance of changes in staffing.

- Welders:

Welders must be qualified by an appropriate test in accordance with EN 287-1, EN ISO 9606 or EN 05 0705.

- Surface protection workers:

Internal training at least once a year within their organisation or external

- Heat treatment workers:

Internal training at least once a year within their organisation or external

- Inspection staff:

The manufacturing organization shall have sufficient number of competent personnel for quality control, testing and verification of relevant work. Competence may be obtained by completing a course for inspectors, by being employed by an experienced worker or by welding supervision and practical experience. Workers carrying out non-destructive testing (NDT) shall be qualified in accordance with EN 473.

## 5. FACILITIES

For internal or external implementation of a special process, the following applies - the organisation must have suitable production and testing facilities for the production and quality verification of welded structures. A list of all major equipment used in welding operations shall be maintained. The list should contain the main details of the equipment. Each major piece of equipment shall have a logbook or record card to record inspections, repairs, maintenance, etc. For production equipment for the implementation of special processes beyond inspection and maintenance, calibration obligations for the main measurable parameters apply for a period not exceeding 3 years.

## 6. WORKING PROCEDURES

Workflows and technological procedures are defined as follows:

- Special processes - external:

Within the work instruction, the technologist defines the required output parameters (e.g. layer thickness and hardness for the hardening process/ layer thickness and visual requirements for the anodizing process) using the Carry Goods supplier manual.

## 7. REPAIR OF A NON-CONFORMING PRODUCT

Appropriate work procedures shall be available in the organisation for the repair of non-conforming products. After repairs have been made, the quality must be re-inspected and




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retested to the original requirements. The supplier shall clearly mark the repaired items to distinguish them from normal production.

## 8. QUALITY RECORDS

Records of the inspection are made directly on the guide as part of internal special processes or are supplied by the supplier to the COC. The quality records shall be retained for a minimum period as defined in the supplier's manual, unless otherwise specified by other prescribed requirements. Logs shall be forwarded to Carry Goods when required by the contract/order.

## 9. CONTROL EQUIPMENT

Suitable and verified instruments shall be available for quality control, measurement and testing of parts

or calibrated inspection equipment with an uninterrupted link to an international standard.

The following applies to measuring and checking equipment. The supplier of the special process shall keep a complete record of all measuring equipment with the following information for each item:

- Identification
- Range and accuracy
- Date of calibration
- Date of next calibration
- Calibration procedure with guaranteed reference to an international standard
- Acceptance criterion
- A maximum calibration interval of 3 years is allowed

## 10. PERIODIC AND EXTRAORDINARY PROCESS CONTROL

All special processes must be checked at regular intervals with regard to ability to produce identical outputs in accordance with the specification. Unless there is an abnormal

event (major non-conformance, accident, claim, finding or decision by a representative management decision), all special processes shall be inspected at least once a year. The inspection shall consist of

an assessment of the properties of the samples on which the special process has been implemented in the same mode

as for standard production. Scheduling of periodic inspections and their ordering and dispatch

of samples is the responsibility of the quality manager. The results of the process checks are maintained by the quality manager

records shall be kept and samples shall not be archived and must be irreversibly damaged before being scrapped.

- Welding: visual weld inspection, dimensional weld inspection



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- Elox: layer thickness, visual inspection of layer
- Passivation: visual inspection of the layer
- Heat treatment: layer thickness, visual inspection of layer

## 11. CHANGE OF TECHNOLOGY BY THE SUPPLIER

The supplier must immediately notify any significant change in technology (machine, equipment, process, location).



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