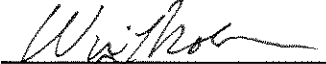

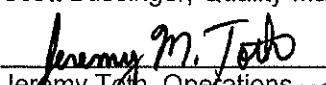







SUPERIOR TUBE COMPANY, INC.

QUALITY ASSURANCE PROCEDURE
 SUBJECT QUALITY MANAGEMENT SYSTEM MANUAL
 FUNCTIONAL REPORTING STRUCTURE

ADDENDUM #1, REV. 4 TO
 STCP-1

PAGE 1 OF 9
 REWRITTEN: 12/21/2017
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1. SCOPE

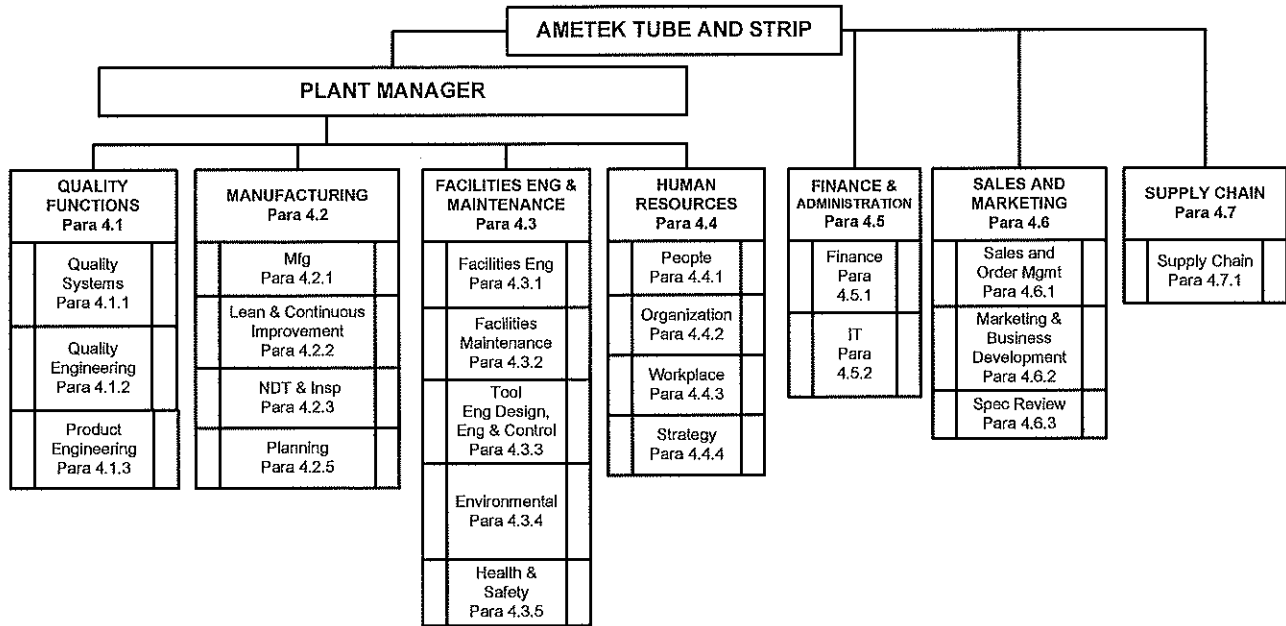
1.1 This procedure details the organizational and functional reporting structure of Superior Tube Company, Inc.

2. REFERENCE DOCUMENT

2.1 STCP-1, Quality Management System Manual

* Indicates Change or Addition

* 3. ORGANIZATIONAL CHART



4. FUNCTION AUTHORITY AND RESPONSIBILITY

* 4.1 Quality Functions – Reports to the Plant Manager

The Director of Quality & New Product Development has overall management authority for technical compliance for the Quality Systems, Quality Engineering, Product Engineering functions to ensure they meet Customer requirements and Superior Tube Company, Inc. Goals.

4.1.1 Quality Systems

- Owner and Administrator of the Quality Management System Manual.
- Owner of the Documentation System.
- Customer and government source inspection, as needed in conjunction with Sales and Quality Engineering.
- Manage the system for Product certification which includes test reports and certificates of compliance or other documents required by the Customer.
- Manage record retention activities.
- Review of those sections of the Customer's specifications and prints and purchase order requirements for which the QA Department has a responsibility.
- Manage the Auditing Program.

* Indicates Change or Addition

SUBJECT: QUALITY MANAGEMENT SYSTEM MANUAL
FUNCTIONAL REPORTING STRUCTURE

- Management of the corrective action system
- Approval of purchase orders for raw materials and quality related services.
- Vendor qualification, including compliance to 10CFR21, as applicable.
- Manage the Approved Vendors List (AVL).

4.1.2 Quality Engineering

- Participation in product development activities, including equipment and process qualification and validation.
- Recommend actions to continually improve manufacturing and other processes.
- Management of material nonconformance.
- Documentation of Gage R & R Studies.
- Technical Manager of the calibration and metrology process.
- Statistical methods technical liaison and resource.
- Final Inspection of Product to customer requirements including the Qualification and Training of Inspection personnel.

* 4.1.3 Product Engineering

- Review of Customer's specifications and prints and purchase order requirements.
- Manages the technical review of standard routers.
- Manages technical disposition of material discrepancies.
- Manages the product development activities, including equipment and process qualification and validation.
- Developing purchasing specifications for raw materials.
- Technical approval of purchase orders and/or requisitions for raw materials and technical related services.
- Technical disposition of raw material nonconformances.
- Manages conformance to specification requirements of heat treatment by thermocouple check with material.
- Approval of lubrications.
- Technical service to Customers.
- Develop cold working parameters and methods.
- Evaluation of tooling and process fluid suppliers.
- ASNT NDE Level III activities, including: personnel training, qualification, certification, periodic monitoring, performance of reinspections, equipment calibration, procedure preparation, contract/specification compliance, equipment and process evaluations.
- Program management of the validation process.
- Analyze yield scrap and rework.
- Manufacturing process and control improvements, conformance to procedures
- Conducting the physical and chemical tests required to maintain control and to certify the finished product.

SUPERIOR TUBE COMPANY, INC.	ADDENDUM #1 REV. 4 TO: STCP-1
QUALITY ASSURANCE PROCEDURE	PAGE 4 OF 9 12/21/2017
SUBJECT: QUALITY MANAGEMENT SYSTEM MANUAL FUNCTIONAL REPORTING STRUCTURE	

- Surveillance of furnace instrumentation by thermocouple check to meet industry standard.
- Metallurgical evaluation of raw material and finished products.
- Chemical analyses of raw and finished material.
- Technical review of standard routers.
- New route design and optimization.
- Process/Route change control management.
- Assist in new business and process improvement in manufacturing cost estimations.
- Maintain manufacturing standards database.

4.2 Manufacturing – Reports to the Plant Manager

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

4.2.1 Manufacturing

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

4.2.2 Lean / Continuous Improvement

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

SUPERIOR TUBE COMPANY, INC.	ADDENDUM #1 REV. 4 TO: STCP-1
QUALITY ASSURANCE PROCEDURE	PAGE 5 OF 9 12/21/2017
SUBJECT: QUALITY MANAGEMENT SYSTEM MANUAL FUNCTIONAL REPORTING STRUCTURE	

* 4.2.3 The Quality Assurance Inspection and Nondestructive Test Function

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

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

- Quality Assurance inspection of finished product.
- Qualification of equipment, personnel, and processes under the jurisdiction of the Quality Function, when such is required.
- In-process inspection when required for product certification.
- Final visual and dimensional inspection of all products.
- Nondestructive Examination:
 - a. Eddy current.
 - b. Liquid penetrant inspection.
 - c. Ultrasonic.
 - d. Wall thickness measurements (resonant and pulse echo methods).
 - e. Alloy identification.
- Burst testing and air pressure testing, when required.
- Final inspection and nondestructive examination techniques for finished product.

4.2.4 Planning

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

* 4.3 EHS, Engineering & Maintenance – reports to the Plant Manager

The Director of EHS, Engineering & Maintenance has primary responsibility for facilities engineering and maintenance, tool engineering functions, environmental, health and safety to ensure they meet Customer requirements and Superior Tube Company, Inc. Goals.

4.3.1 Facility Engineering

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

SUPERIOR TUBE COMPANY, INC.	ADDENDUM #1 REV. 4 TO: STCP-1
QUALITY ASSURANCE PROCEDURE	PAGE 6 OF 9 12/21/2017
SUBJECT: QUALITY MANAGEMENT SYSTEM MANUAL FUNCTIONAL REPORTING STRUCTURE	

4.3.2 Facility Maintenance

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

4.3.3 Tool Engineering: Design, Engineering and Control

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

* 4.3.4 Environmental

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

* 4.3.5 Health & Safety

- Compliance to required regulations.
- Health and Safety Endeavors.

SUPERIOR TUBE COMPANY, INC.	ADDENDUM #1 REV. 4 TO: STCP-1
QUALITY ASSURANCE PROCEDURE	PAGE 7 OF 9 12/21/2017
SUBJECT: QUALITY MANAGEMENT SYSTEM MANUAL FUNCTIONAL REPORTING STRUCTURE	

* 4.4 Human Resources – Reports to the Plant Manager

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

4.4.1 People

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

4.4.2 Organization

- Effectiveness and Development
- Structure
- Workforce Management
- Employee Relations
- Technology & Data

4.4.3 Workplace

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

4.4.4 Strategy

- Business and HR Strategy

SUBJECT: QUALITY MANAGEMENT SYSTEM MANUAL
FUNCTIONAL REPORTING STRUCTURE

* 4.5 Finance and Administration – reports to Ametek Tube and Strip

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

4.5.1 Finance

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

4.5.2 Information Technology (IT) Function

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

4.6 Sales and Marketing– Reports to Ametek Tube and Strip

The Sales Manager has primary responsibility for the functionality of Sales and Order Management, Marketing and Business Development to ensure they meet Customer requirements and Superior Tube Company, Inc. Goals.

4.6.1 Sales and Order Management

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

4.6.2 Marketing and Business Development

- Identification and development of Customer base.
- Communications with all Customers.
- Analysis and forecasting of the strategic business units, including Aerospace, Durable Goods, Medical and Nuclear.
- Assist with the development and administration of sales information systems.
- Assist with marketing efforts.
- Assist with the administration of the Superior Tube Company, Inc. web site.
- Administration of all STC publications, such as catalogs, product literature, etc.
- Periodic planned Customer communications.

SUPERIOR TUBE COMPANY, INC.	ADDENDUM #1 REV. 4 TO: STCP-1
QUALITY ASSURANCE PROCEDURE	PAGE 9 OF 9 12/21/2017
SUBJECT: QUALITY MANAGEMENT SYSTEM MANUAL FUNCTIONAL REPORTING STRUCTURE	

* 4.7 Supply Chain – reports to Ametek Tube and Strip

The Purchasing Agent has the primary responsibility of Supply Chain to ensure they meet Customer requirements and Superior Tube Company, Inc. Goals.

4.7.1 Supply Chain

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