QUALITY MANUAL

Approval

The management of Maxmar Motion Technologies, as evidenced by the signature below, has reviewed and approved this corporate Quality Manual, which meets the requirements of ISO 9001:2008. Any revisions, additions and/or deletions to the corporate Quality Manual must be likewise reviewed and approved by the management of Maxmar Motion Technologies.

Issued, reviewed and approved: _____ Date: December 4, 2015

Patrick Wiesner
President and CEO

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Revision History

Section	Revision	Date	Description of Changes
All	Initial	Jun 5, 2011	Initial release
4.2.4.b.	01	Jul 13, 2013	Record retention changed from 7 to 10 years.
7.4.1	01	Jul 13, 2013	Supplier approval in 2-year intervals added
7.4.1	01	Jul 13, 2013	Compliance with RoHS and Conflict Minerals (U.S. Dodd-Frank Act) added
Annex	02	May 1, 2015	Annex D Form Internal Audit, Annex E Internal Audit Schedule added
Scope of business	03	Oct 30, 2015	Added: Assembly of electro-mechanical products and wholesale distribution of gearboxes.
4.2.4.b.	03	Oct 30, 2015	Added: Records will be discarded after 10 years after order completion. Electronic records will be deleted and hard copies will be shredded.
Annex	03	Oct 30, 2015	Added: Annex F Control of Documents Annex G Employee Training Document Annex H Quality Notification Report (NCR) Annex I Purchase Order Form Annex J Work Order Form RV600-6151-001 Annex K Work Order Form RV600-6309-001 Annex L Organizational Chart Annex M Job Description CEO Annex N Job Description Assembly Technician Annex O Calibration Log Annex P Approved Suppliers Annex Q RMA Log (Return Merchandise Authorization) Annex R Supplier Rating
4.1	03	Oct 30, 2015	Added: With the followings exclusions: 7.3 Design and Development and 7.5.2 Validation of processes for production provision.
4.2.3	03	Oct 30, 2015	Added: Controlled documents referenced in this manual are applicable in Annex F Control of Documents.
5.1	03	Oct 30, 2015	Added: The annual management review is conducted with a presentation to the board of the directors.
5.4.1	03	Oct 30, 2015	Added: The quality objectives are measured with the number of returns of products.
5.5.1	03	Oct 30, 2015	Added: A current organizational chart is posted. Current job descriptions for positions relevant for the QMS are available.
7.1	03	Oct 30, 2015	Added “The overview process is documented with procedure 7. Product Realization.”
7.4.1	03	Oct 30, 2015	Added “External suppliers are rated regarding conformity of the supplied products annually. The percentage of compliance will be communicated to the supplier at the end of the calendar year. The data is recorded with form Annex R Supplier Rating.”
Annex	04	Dec 4, 2015	Added: Annex S Job Description Internal Auditor
Quality Policy Statemnt	04	Dec 4, 2015	Added: “Maxmar’s objective is zero returns from customers as measured by return merchandise authorization (Annex Q RMA Log).”
4.1	04	Dec 4, 2015	Added: "Justification of exclusions: Maxmar is handling manufactured products only."
4.2.4	04	Dec 4, 2015	Entire table added
5.6.2	04	Dec 4, 2015	Added under b. "and supplier performance reports provided by customers if applicable"
6.3	04	Dec 4, 2015	Added "The location is equipped with an electronic security and fire protection monitoring service."
7.6	04	Dec 4, 2015	Added "Calibration records are scanned and stored electronically."

8.2.2	04	Dec 4, 2015	Added: "Internal audits are conducted by the internal auditor per Annex S Job Description Internal Auditor and Annex L Organizational Chart."
8.3	04	Dec 4, 2015	Added: "Non-conforming material received from suppliers are processed with form Annex A Receiving Inspection" Added: "and dispositioned" Added: "Non-conforming material received from customers are processed with form Annex H Quality Notification Report (NCR). Non-conforming products received from customers must be documented and dispositioned with form Annex H Quality Notification Report (NCR). Re-verification of repaired/reworked products is performed in accordance with the specification for new products."

Quality Policy Statement
Our mission at Maxmar Motion Technologies is to ensure our business growth through continuous reminders that it has and always will be our customers that come first. A business that is successful is defined by the contentment of its customers, the work ethic of its employees and successful collaboration with suppliers. We want to partner with our customers to offer them quality products, services and solutions to their problems and meeting their challenges for the future.
Our integrity, honesty, and commitment to continuous quality and technological improvement will continue to be the cornerstone of our business. Maxmar's objective is zero returns from customers as measured by return merchandise authorization (Annex Q RMA Log).

Manual Scope and Purpose
This manual includes all aspects of our business. It is our manual on how to ensure quality management for all aspects of the business.

Organization

Company name	Gysin America, Inc. dba Maxmar Motion Technologies (hereafter "Maxmar")
Address	9034 Marshall Court
City/State/Zip code	Westminster, Colorado 80031, USA
Phone	720-626-2229
Fax	303-425-9354
Accountable Manager	Patrick Wiesner
Titel	President and CEO
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Scope of Business
Assembly of electro-mechanical products and wholesale distribution of gearboxes.
Maxmar markets, sells and distributes products designed and manufactured by third party suppliers. The main focus of our business is on gear products designed and manufactured by Gysin AG, a Switzerland-based company specializing in gear cutting technology.

Quality Motivation and Costs
It is our motivation to provide high quality products and services to our customers and keep the quality cost at an absolute minimum as this directly impacts the financial success of our business.

4. Quality Management System (QMS)

4.1. General Requirements
Maxmar established, documented, implemented and maintains a quality management system and continually improves its effectiveness in accordance with the requirements of ISO 9001:2008 with the followings exclusions: 7.3 Design and Development and 7.5.2 Validation of processes for production provision. Justification of exclusions: Maxmar is handling manufactured products only.

4.2. Documentation Requirements
4.2.1 General
All personnel, customers or regulatory authorities have access to the quality system documentation.

4.2.2 Quality Manual
This document is Maxmar's Quality Manual. It includes the scope of the quality management system and the documented procedures established for the quality management system, or reference to them.

4.2.3 Control of Documents
a. Documents required by the quality management system are controlled. This may include drawings, specifications, procedures, and QA forms (hereafter “controlled documents"). Controlled documents referenced in this manual are applicable in Annex F Control of Documents.
b. Only the latest revision of documents must be used for all aspects of Maxmar's business at all points of use.
c. Latest revisions of controlled documents must be obtained from customers and suppliers for Purchase Orders (hereafter “PO") from customers and PO's to vendors.
d. If applicable the revision must be referenced on PO's from customers and PO's to vendors.
e. Obsolete documents must be removed from work all areas.

4.2.4 Control of Quality Records
a. Records are established and maintained to provide evidence of conformity to requirements and of the operation of the quality management system. Records remain legible, readily identifiable and retrievable. The control of records procedure is established to define the controls needed for the identification, storage, protection, retrieval, retention time and disposition of records.

Identification	Document	Storage	Protection	Retrieval
Internal Audits	Annex D Form Internal Audit	electronically	Back-up to online cloud storage	Retrieval from online cloud storage
Control of Nonconforming Product	Annex H Quality Notification Report (NCR)	electronically	Back-up to online cloud storage	Retrieval from online cloud storage
Corrective Actions	Annex H Quality Notification Report (NCR)	electronically	Back-up to online cloud storage	Retrieval from online cloud storage
Preventive Actions	Annex H Quality Notification Report (NCR)	electronically	Back-up to online cloud storage	Retrieval from online cloud storage
Management Review Minutes	Corporate files	electronically	Back-up to online cloud storage	Retrieval from online cloud storage
Notice to customer of lost or damaged customer property	Annex H Quality Notification Report (NCR)	electronically	Back-up to online cloud storage	Retrieval from online cloud storage
Calibration records	Supplied by calibration provider	electronically	Back-up to online cloud storage	Retrieval from online cloud storage
Quotations		electronically	Back-up to online cloud storage	Retrieval from online cloud storage
PO from customer		Hard copy in order folder	Steel cabinet	Steel cabinet
Customer drawing and specifications		Electronically and hard copy in order folder	Steel cabinet and back-up to online cloud storage	Retrieval from online cloud storage
Maxmar PO	Annex I Purchase Order Form	Electronically and hard copy in order folder	Quickbooks is externally hosted	Retrieval from Quickbooks externally hosted

Order acknowledgement		Electronically and hard copy in order folder	Steel cabinet and back-up to online cloud storage	Retrieval from online cloud storage
Work order documents	Annex J and Annex K	Hard copy	In fire and water proof storage box	Retrieval from fire and water proof storage box
CofC		Electronically and hard copy in order folder	Steel cabinet and back-up to online cloud storage	Retrieval from online cloud storage

b. Records must be retained for a minimum of 10 years after order completion. Records will be discarded after 10 years after order completion. Electronic records will be deleted and hard copies will be shredded.
c. Records in possession of or created by suppliers must be referenced on the PO.

5. Management Responsibility

5.1. Management Commitment

Evidence of management's commitment to the development and implementation of the quality system and the continual improvement of its effectiveness is provided by:
a. communicating to the organization the importance of meeting customer and regulatory requirements,
b. establishing the quality policy and ensuring that quality objectives are established,
c. conducting management reviews, and
d. ensuring the availability of resources
The annual management review is presented to the board of the directors.

5.2. Customer Focus

Customer requirements are determined and are met with the aim of enhancing customer satisfaction. The customer requirements are documented with customer documents.

5.3. Quality Policy

Management ensures that the quality policy:
a. is appropriate to the purpose of the organization,
b. includes a commitment to comply with requirements and continually improve the effectiveness of the quality management system,
c. provides a framework for establishing and reviewing quality objectives,
d. is communicated and understood within the organization, and
e. is reviewed for continuing suitability.

5.4 Planning

5.4.1 Quality Objectives

Quality objectives, including those needed to meet product requirements, are established at relevant functions and levels within the organization. The quality objectives are measurable and consistent with the quality policy. The quality objectives are measured with the number of returns of products.

5.4.2 Quality Management System Planning

a. Planning of the quality management system is carried out to meet the requirements of 4.1, as well as the quality objectives, and

b. the integrity of the quality management system is maintained when changes to the system are planned and implemented.

5.5 Responsibility, Authority and Communication
5.5.1 Responsibility and Authority
Responsibilities and authorities are defined and communicated within the organization. A current Annex L Organizational Chart is posted. Current job descriptions for positions relevant for the QMS are available per Annex M and Annex N. Relevant positions as identified as such on Annex L Organizational Chart.

5.5.2 Management Representative
The Accountable Manager is the Management Representative and has the ultimate responsibility and authority that includes
a. ensuring that processes needed for the quality management system are established, implemented and maintained,
b. reporting to management on the performance of the quality management system and any need for improvement, and
c. ensuring the promotion of awareness of customer requirements throughout the organization.

5.5.3 Internal Communication
Management ensures that appropriate communication processes are established within the organization and that communication takes place regarding the effectiveness of the quality management system.

5.6 Management Review
5.6.1 General
Management reviews the organization's quality management system at planned annual intervals to ensure its continuing suitability, adequacy, and effectiveness. This review includes assessing opportunity for improvement and the need for changes to the quality management system. The annual management review is presented to the board of the directors. Records from management reviews are maintained.

5.6.2 Review Input
The input to management review includes information on
a. results of audits,
b. customer feedback, (based on Annex Q RMA Log and supplier performance reports provided by customers if applicable)
c. process conformance and product conformity, (based on Annex Q RMA Log)
d. status of preventive and corrective actions, (based on Annex Q RMA Log)
e. follow-up actions from previous management reviews,
f. changes that could affect the quality management system, and
g. recommendations for improvement.

5.6.3 Review Output
The output from the management review includes any decisions and actions related to
a. improvement of the effectiveness of the quality management system and its processes,
b. improvement of product related to customer requirements, and
c. resource needs.

6 Resource Management

6.1 Provision of Resources
Resources are provided for the following:
a. To enhance customer satisfaction by meeting customer requirements.
b. To implement and maintain the quality management system and continually improve its effectiveness.
c. Ensuring that quality objectives are established.
d. Conducting management reviews, and
e. Ensuring the availability of resources.

6.2 Human Resources
6.2.1 General
Personnel performing work affecting product quality are competent on the basis of appropriate education, experience, training, skills and experience.

6.2.2 Competence, awareness and training
Maxmar does
a. determine the necessary competence for personnel performing work affecting product quality,
b. provide training,
c. evaluate the effectiveness of the actions taken,
d. ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives, and
e. maintain appropriate records of education, training, skills and experience with Annex G Employee Training Document.

6.3 Infrastructure
Maxmar provides required process equipment to conduct all aspects of the business.
Maxmar's total area of warehouse and office space is 1,500 sq. ft. located at the above address. The location is equipped with an electronic security and fire protection monitoring service.

6.4 Work environment
Maxmar provides a clean and hazard free work environment.

7 Product Realization

7.1 Planning of realization processes
Needed processes are planned and developed for product realization with work instructions, technical data, inspection forms, process specifications and drawings. The overview process is documented with procedure 7. Product Realization. Any assembly work is performed based on a work order form as applicable in Annex J and Annex K.

7.2 Customer-Related Processes
7.2.1 Determination of requirements related to the product
Maxmar will determine:
a. requirements specified by the customer per customer's PO
b. regulatory requirements related to the product.

7.2.2 Review of requirements related to the product
Requirements related to the product are reviewed. This review is conducted prior to commitment to supply a product to the customer with a quotation.
The review ensures that:
a. Product requirements are defined,
b. contract or order requirements differing from those previously expressed are resolved, and
c. the ability to meet the defined requirements.
Records of the results of the review and actions arising from the review are maintained with the quotation and customer PO.

7.2.3 Customer communication
Arrangements are determined and implemented for communicating with customers in relation to:
a. product information,
b. inquiries, contracts or order handling, including amendments, and
c. customer feedback, including customer complaints.

7.3 Design and Development - excluded

7.4 Purchasing
7.4.1 Purchasing process
Purchased product is ensured that it conforms to specified purchase requirements. Products are purchased from approved suppliers only. Every supplier requires approval in 2-year intervals. All approved suppliers are applicable on document Annex P Approved Suppliers. Products are purchased with Annex I Purchase Order Form. All purchased products must be compliant with regulatory requirements such as but not limited to Restriction of Hazardous Substances Directive 2002/95/EC (RoHS compliance) and U.S. Dodd-Frank Act concerning “Conflict Minerals”. Applicable suppliers must complete the evaluation form applicable in Annex C Conflict Mineral

Suppliers are evaluated and selected based on their ability to supply products. Criteria for selection, evaluation and re-evaluation is established with form “Supplier evaluation” applicable in Annex B. Records of the results of evaluations and any necessary actions arising from the evaluation are maintained. External suppliers are rated regarding conformity of the supplied products annually. The percentage of compliance will be communicated to the supplier at the end of the calendar year. The data is recorded with form Annex R Supplier Rating.

7.4.2 Purchasing information
Purchasing information describes the product to be purchased, including where appropriate requirements for approval of product, procedures, processes and equipment as well references to work instructions, technical data, inspection forms, process specifications and drawings.

7.4.3 Verification of purchased product
A receiving inspection for all purchased products must be conducted and documented with form “Receiving Inspection” applicable in Annex A. The completed form “Receiving Inspection” must be filed with the PO.

7.5 Production Provision
7.5.1 Control of production provision
Production is planned and carried out under controlled conditions. Controlled conditions include as applicable:
a. the availability of information that describes the characteristics of the product,
b. the availability of work instructions,
c. the use of suitable equipment,
d. the availability and use of monitoring and measuring devices,

e. the implementation of monitoring and measurement, and
f. the implementation of release, delivery and post-delivery activities.

7.5.2 Validation of processes for production provision - excluded

7.5.3 Identification and traceability
Where appropriate, the product is identified by suitable means throughout product realization. Product status is identified with respect to monitoring and measurement requirements. Where traceability is a requirement, the unique identification of the product is controlled and recorded. Each product is traceable back to the sourcing PO number.

7.5.4 Customer property
Customer property provided for use or incorporation into the product is identified, verified, and safeguarded. If any customer property is lost, damaged or otherwise found to be unsuitable for use, this is reported to the customer and records maintained.

7.5.5 Preservation of product
The conformity of product is preserved during internal processing and delivery to the intended destination. This preservation includes identification, handling, packaging, storage and protection.

7.6 Control of Monitoring and Measuring Equipment
Monitoring and measurement to be undertaken and the monitoring and measuring devices needed to provide evidence of conformity of product to determined requirements is determined. All measuring equipment must calibrated at specified intervals by an accredited calibration provider. The basis used for calibration or verification shall be recorded. All applicable calibrated equipment is applicable on Annex O Calibration Log. Calibration records are scanned and stored electronically.

8 Measurement, Analysis and Improvement

8.1 General
The monitoring, measurement, analysis and improvement processes needed are planned and implemented to demonstrate conformity of the product per customer requirements.

8.2 Monitoring and Measurement
8.2.1 Customer satisfaction
As one of the measurements of the performance of the quality management system, information relating to customer perception as to whether customer requirements have been met is monitored based on Annex Q RMA Log (Return Merchandise Authorization)

8.2.2 Internal audit
Internal audits are conducted at planned intervals to determine whether the quality management system conforms to the planned arrangements. Internal audits are planned per calendar year if required and documented with Annex E Internal Audit Schedule. A full system audit is conducted annually. The audits are documented with Annex D Form Internal Audit. If required corrective action will be implemented. Internal audits are conducted by the internal auditor per Annex S Job Description Internal Auditor and Annex L Organizational Chart.

8.2.3 Monitoring and measurement of processes
Suitable methods for monitoring and, where applicable, measurement of the quality management system processes are applied. These methods demonstrate the ability of the processes to achieve planned results. When planned results are not achieved, correction and corrective action is taken, as appropriate, to ensure conformity of the product.

8.2.4 Monitoring and measurement of product
Characteristics of the product to verify that product requirements have been met are monitored and measured per per customer PO or Annex J Work Order Form RV600-6151-001 and Annex K Work Order Form RV600-6309-001. Records indicate the person authorizing release of product. Product release do not proceed until the planned arrangements have been satisfactorily completed

8.3 Control of non-conforming product
Product, which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery. Nonconforming products must be segregated from servicable products. Non-conforming material received from suppliers are processed with form Annex A Receiving Inspection. Non-conforming products must be documented and dispositioned with form Annex A Receiving Inspection. The supplier must be contacted for all non-conforming products. Non-conforming material received from customers are processed with form Annex H Quality Notification Report (NCR). Non-conforming products received from customers must be documented and dispositioned with form Annex H Quality Notification Report (NCR).
Re-verification of repaired/reworked products is performed in accordance with the specification for new products.

8.4 Analysis of data
The analysis of data is focused on conformity to product requirements, which is performed in the annual management review and uses data applicable in Annex Q RMA Log. The supplier related analysis of data is performed per 7.4.1 Purchasing process

8.5 Improvement
8.5.1 Continual improvement
The effectiveness of the quality management system continually improves through the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review.

8.5.2 Corrective action
Action is taken to eliminate the cause of nonconformity in order to prevent recurrence. Corrective actions are appropriate to the effects of the nonconformity encountered and documented with Annex H Quality Notification Report (NCR).

8.5.3 Preventive action
Actions to eliminate the causes of potential nonconformity are determined in order to prevent their occurrence. Preventive actions are appropriate to the effects of the potential problems and documented with Annex H Quality Notification Report (NCR).