



Elinco International, Inc. Motors - Air Moving Devices - Precision Products Since 1926

QUALITY MANUAL

A handwritten signature in black ink, appearing to read 'Tom McLaughlin', is positioned above a horizontal line.

Approved By:

Tom McLaughlin, CEO

Date: July 17, 2017

Elinco International, Inc./Japanese Product Corp.

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Elinco International, Inc./Japanese Product Corp. (JPC)

Background:

Elinco International, Inc. manufactures brushless DC motors and routinely adds or provides gears, gearboxes, encoders, lead assemblies, dampers, and electronic assemblies to internally manufactured or externally sourced motors, fans, and blowers.

Japan Products Corporation (JPC) sells and distributes motors, fans, and blowers, and related components, made by Nidec Servo, with emphasis on BLDC motors, fans, and blowers, for leading OEMs and other customers.

Scope:

The scope of the quality system includes the manufacture and assembly of motors, fans, and blower, as well as the sales and distribution of motors, fans, and blower, and related components including gears, gearboxes, encoders, lead assemblies, dampers, and electronic assemblies.

Exclusions:

Internal design is limited to specific projects because we procure or manufacture to customer specified requirements. We rely on our external partners for other various designs.

Quality Policy:

The Elinco/JPC Manufacturing policy for commitment to quality is stated in our Quality Policy. The Quality Policy statement is as follows:

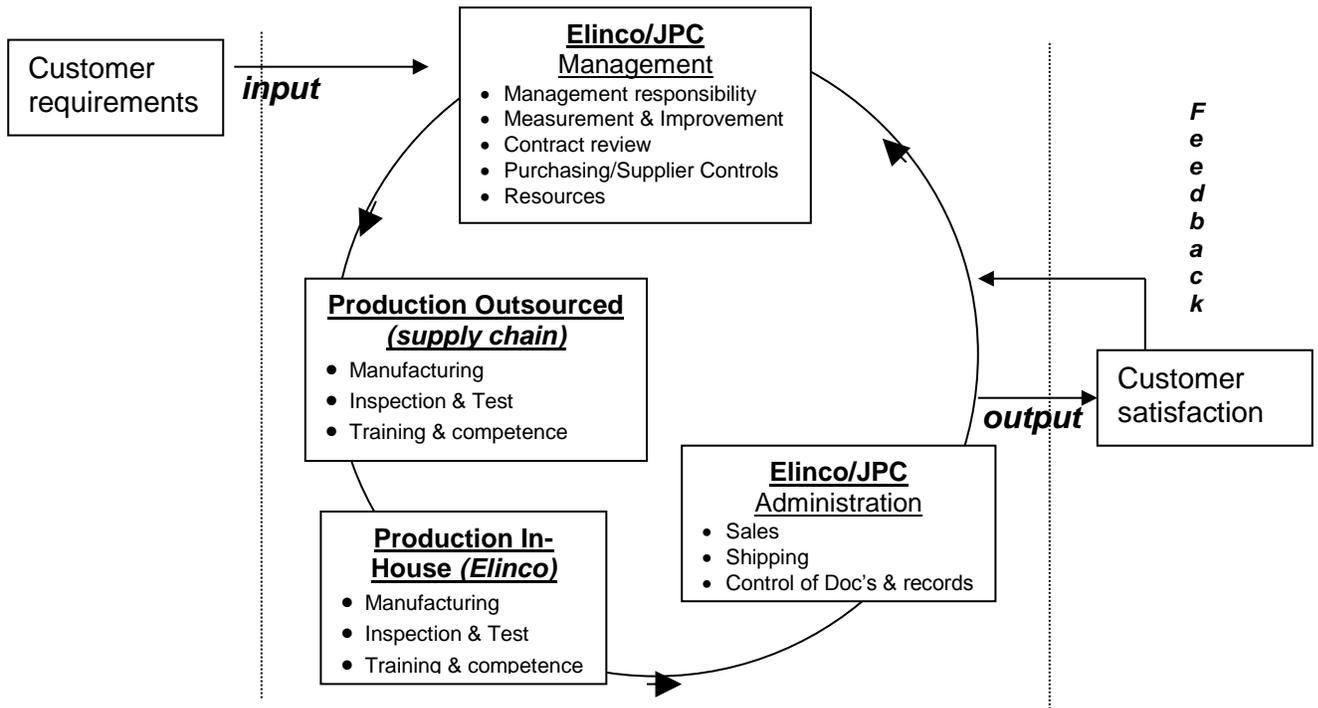
“Elinco/JPC is committed to providing leading-edge motors and related components for a variety of commercial applications, and to meeting or exceeding customer requirements and expectations. Elinco/JPC is committed to remaining competitive and customer-focused by continuously improving our management system processes and the quality of the products we provide.”

Description of Processes:

We have three core processes: a Management process, an Administrative process (sales, shipping, etc.), and a Production process which is divided between outsourced manufacturing and components procured/distributed and product manufactured developed in-house (at Elinco).

Top Management has established Key Performance Indicators for each of the three processes. The specific KPIs and their targets are established and reviewed at the Management Review meetings. Each process has an owner that is responsible to assure their process is effectively implemented and maintained. Process owners are responsible to regularly review performance of their process for continuous improvement.

The interaction of the processes is shown in the following diagram:



Core processes are supported by sub-processes. Examples of these sub-processes include:

Management

- Management responsibility
- Provision of resources
- Process monitors & measures
- Analysis of data
- Continual improvement
- Customer satisfaction
- Quoting & contract review
- Purchasing

Administrative

- Control of documents & records
- Corrective action
- Preventive action
- Internal auditing
- Shipping
- Customer communications

Production

Outsourced:

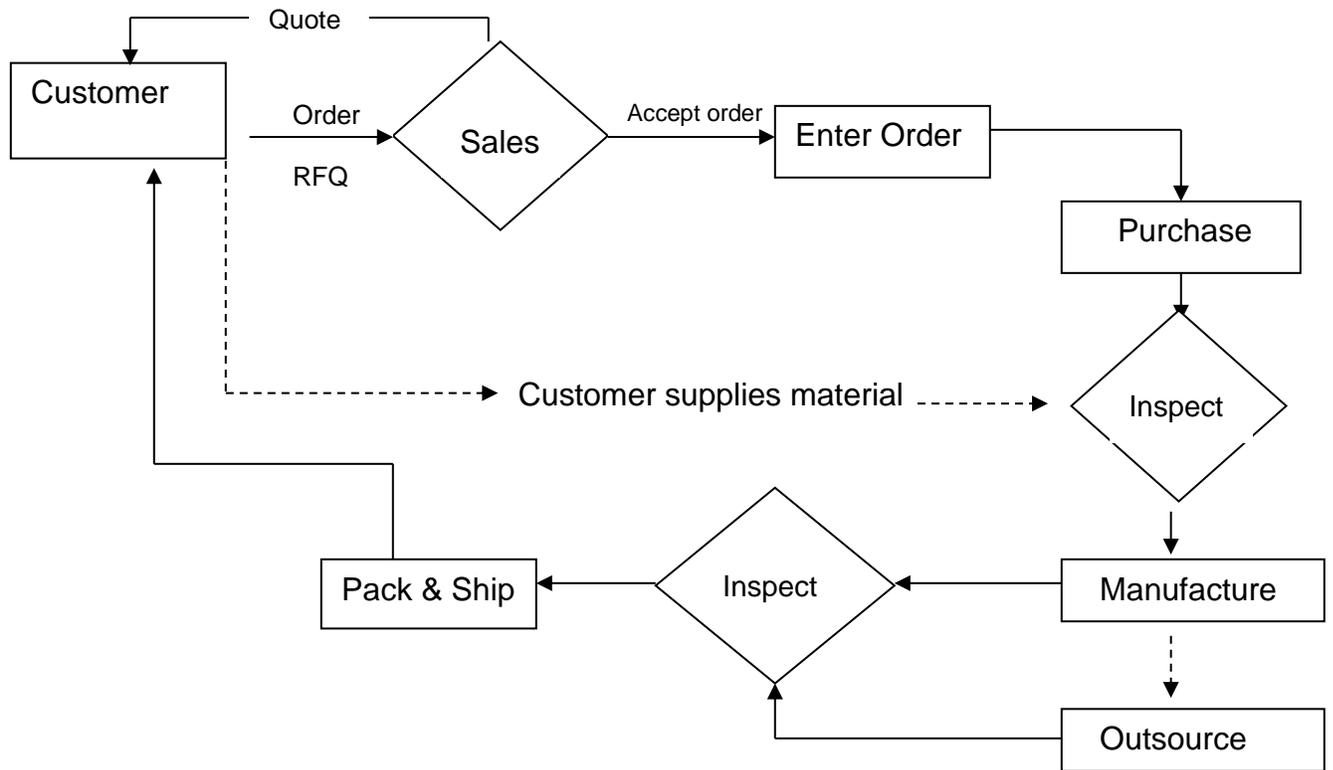
- Planning/flow-down of requirements
- Process monitoring (as applicable)
- Certified product (C of C or equivalent)

In-house (Elinco)

- Production planning
- Manufacturing
- Identification & traceability
- Customer property
- Monitor & measure of product
- Maintenance
- Control of nonconforming products
- Calibration
- Training & competence
- Customer communications

Process Flow Description

The typical product flow is described in the following diagram:



QMS Documentation Structure

The document hierarchy consists of four-levels of documented information subject to control:

- Level one** **Quality Manual**
- Level two** **Quality Procedures (SOPs)**
- Level three** **Quality Work Instructions (WIs)**
- Level four** **Records, forms, tags, etc.**



Quality pyramid showing four-levels of QMS documentation

Management system documents are made available through the QMS Index which allows access to (a read-only version) of the most current QMS document needed. Controlled masters are protected from access by password and location and are backed up to assure their integrity.

Documented information needed to demonstrate QMS processes (records) are listed in a Record/Retention log (also accessible via the QMS Index) which describes the record, its location and standard retention time as well as how disposed.

Note: Customer and/or statutory/regulatory requirements for record retention may supersede Elinco/JPC's standard retention times, as applicable.