

**Kreis Tool & Mfg Co., Inc**  
**Document Control Matrix**

Revision: 7/31/2011

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|---|----------------------------|-----------------------------|--------------------------|--------------------|----------------|-------------------|---------------|-------------------------------|----------------|--|--------------------------------|----------|--------|------------------------|
|   |                            |                             |                          |                    |                |                   |               | Document                      | Identification |  |                                |          |        |                        |
| Quality System Manual                       | X                          |                             |                          |                    |                |                   |               | Quality System Manual         |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web(1)                     | Y        | -      | -                      |
| Organization Chart                          | X                          |                             |                          |                    |                |                   |               | OrgChart.pdf                  |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Quality System Overview / Interaction       | X                          |                             |                          |                    |                |                   |               | Quality System Overview.pdf   |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Group Identities                            | X                          |                             |                          |                    |                |                   |               | TwikiGroups                   |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Authorized Users Identified                 | X                          |                             |                          |                    |                |                   |               | TwikiUsers                    |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Document Control Matrix                     | X                          |                             |                          |                    |                |                   |               | DocumentControlMatrix.xls     |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Document Control Procedure                  | X                          |                             |                          |                    |                |                   |               | DocControl.pdf                |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Production Overview Flowchart               |                            | X                           |                          |                    |                |                   |               | ProductionOverview.pdf        |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Manufacturing Workflow Overview             |                            | X                           |                          |                    |                |                   |               | ManufacturingWorkflow.pdf     |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Order Processing/ Contract Review Flowchart |                            | X                           |                          |                    |                |                   |               | OrderProc.pdf                 |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Order Change Process Flowchart              |                            | X                           |                          |                    |                |                   |               | OrderChange.pdf               |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Quote Process Flowchart                     |                            |                             |                          |                    | X              |                   |               | QuoteProc.pdf                 |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Customer Supplied Product Flowchart         |                            | X                           |                          |                    |                |                   |               | CustSuppliedProd.pdf          |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Gage Calibration Flowchart                  |                            |                             | X                        |                    |                |                   |               | Calibration.pdf               |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Purchasing Process Flowchart & procedures   |                            |                             |                          | X                  |                |                   |               | PurchasingProc.pdf            |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Supplier Approval Flowchart                 |                            |                             |                          | X                  |                |                   |               | SupplierApproval.pdf          |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Training Flowchart                          | X                          |                             |                          |                    |                |                   |               | Training.pdf                  |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| NonConforming Material Process Flowchart    |                            |                             | X                        |                    |                |                   |               | NonCon.pdf                    |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Shipping/Billing Process Flowchart          |                            | X                           |                          |                    |                |                   |               | BillingProc.pdf               |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Receiving Flowchart                         |                            | X                           |                          |                    |                |                   |               | ReceivingFlowchart.pdf        |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Accounts Payable Flowchart                  |                            | X                           |                          |                    |                |                   |               | PaymentProc.pdf               |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Inspection Process Flowchart                |                            |                             | X                        |                    |                |                   |               | InspectionProc.pdf            |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Performance Measurement Process             | X                          |                             |                          |                    |                |                   |               | PerformanceMeasurementProcess |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| Internal Audit Process                      | X                          |                             |                          |                    |                |                   |               | InternalAuditProcess          |                | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |

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|                                       |                            |                             |                          |                    |                |                   |               |                                    |  |                                |          |        |                        |
| Internal Audit Records                | X                          |                             |                          |                    |                |                   |               | File by Date/Audit                 | Management Rep Office  | n/a                            |          | Y      | 7                      |
| Internal Audit Worksheet Blanks       | X                          |                             |                          |                    |                |                   |               | InternalAuditProcess/Worksheet.pdf | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Internal Audit Plan (Calendar)        | X                          |                             |                          |                    |                |                   |               | InternalAuditPlan                  | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Management Review Meeting Minutes     | X                          |                             |                          |                    |                |                   |               | ManagementReview                   | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Ontime Delivery by Customer           | X                          |                             |                          |                    |                |                   |               | ManagementReview/CustomerData      | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Quality Rating by Customer            | X                          |                             |                          |                    |                |                   |               | ManagementReview/CustomerData      | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Vendor Delivery Ratings               |                            |                             |                          | X                  |                |                   |               | ManagementReview/VendorData        | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | Purchasing                     |          | Y      | 7                      |
| Vendor Quality Ratings                |                            |                             |                          | X                  |                |                   |               | ManagementReview/VendorData        | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | Purchasing                     |          | Y      | 7                      |
| Non Con Rate Metric                   |                            | X                           |                          |                    |                |                   |               | ManagementReview/NonConRate        | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Lost Work Days Record                 |                            | X                           |                          |                    |                |                   |               | ManagementReview/AccidentDays      | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Monthly Job Performance Rating        | X                          |                             |                          |                    |                |                   |               | ManagementReview/JobPerformance    | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Customer Survey Data                  | X                          |                             |                          |                    |                |                   |               | ManagementReview/CustomerSurveys   | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Quality Meetings Minutes              | X                          |                             |                          |                    |                |                   |               | ManagementReview/QualityMeetings   | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        |          | Y      | 7                      |
| Uploading/Naming Documents Convention |                            |                             | X                        |                    |                |                   |               | QualityWebDocumentsNamingConv      | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        | -      | -                      |
| A/P Jobboss Entry Instructions        |                            |                             |                          |                    |                | X                 |               | AccountsPayable                    | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Billing Jobboss Instructions          |                            |                             |                          |                    |                | X                 |               | Billing-AccountsReceivable         | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Freight Charges Reference             |                            |                             |                          |                    |                | X                 |               | FreightCharges                     | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Purchasing Additional Instructions    |                            |                             |                          | X                  |                |                   |               | WorkInstructions/Purchasing        | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Military "A" Order Instructions       |                            |                             |                          |                    |                | X                 |               | MilitaryOrderInstructions          | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Freight Companies Reference           |                            |                             |                          |                    |                | X                 |               | FreightCompanies                   | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Traveler Preparation Instructions     |                            | X                           |                          |                    |                |                   |               | TravelerPrep                       | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Saw Workcenter Instructions           |                            | X                           |                          |                    |                |                   |               | SawWorkCenter                      | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Manufacturing Router Blank Form       |                            | X                           |                          |                    |                |                   |               | Manufacturing Router Blank.pdf     | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |

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|   |                            |                             |                          |                    |                |                   |              |                                     |  |                                |          |        |                        |
| Company Owned Inspection Log                    |                            | X                           |                          |                    |                |                   |              | Company Owned Inspection Tool Log   | Quality Dept   | Gage Pack (6)                  | Y        | Y      | 7                      |
| Employee Owned Inspection Log                   |                            | X                           |                          |                    |                |                   |              | Employee Owned Inspection Tool Log  | Quality Dept   | Gage Pack                      |          | Y      | 7                      |
| Non Conformance Record                          |                            | X                           |                          |                    |                |                   |              | NCR                                 | Quality Dept   | n/a                            |          | Y      | 7                      |
| NCR Log File                                    |                            | X                           |                          |                    |                |                   |              | NCR Logbook                         | Quality Dept   | n/a                            |          | Y      | 7                      |
| General Operator Work Instructions              | X                          |                             |                          |                    |                |                   |              | P9001                               | Production Department  | 6/29/2000                      | Y        | -      | -                      |
| Machine Maintenance Log                         | X                          |                             |                          |                    |                |                   |              | Machine Log                         | Attached to Machine  | n/a                            | -        | -      | 7                      |
| Training Record                                 | X                          |                             |                          |                    |                |                   |              | Training Record                     | Mgmt Rep Office  | n/a                            | -        | Y      | 7                      |
| Job Spreadsheet of Bill of Material & Processes |                            |                             | X                        |                    |                |                   |              | Job Number/Part Number BOM          | KTMSBS\BOMS  | n/a                            | -        | Y      | 7                      |
| PO Folder for Government Level Jobs             |                            |                             |                          | X                  |                |                   |              | Po Folder by Job Number             | Office   | n/a                            | -        | Y      | 7                      |
| Quality Folder for Governement level Jobs       |                            | X                           |                          |                    |                |                   |              | Quality Folder by Job Number        | Quality Dept   | n/a                            | -        | Y      | 7                      |
| Shop Folder for Government level Jobs           | X                          |                             |                          |                    |                |                   |              | Shop Folder by Job Number           | Production Dept  | n/a                            | -        | Y      | 7                      |
| Jobboss Traveler                                | X                          |                             |                          |                    |                |                   |              | Jobboss Traveler/ Work Instructions | Jobboss System   | n/a                            | -        | Y      | 7                      |
| Job Descriptions                                | X                          |                             |                          |                    |                |                   |              | JobDescriptions                     | <a href="http://www.kreisquality.com">www.kreisquality.com</a> | see web                        | Y        |        |                        |
| Approved Supplier List                          |                            |                             | X                        |                    |                |                   |              | Jobboss Vendor Master               | Jobboss System   | current                        | Y        | -      | -                      |
| Supplier Approval Form                          |                            |                             | X                        |                    |                |                   |              | Supplier Approval Form              | Payable File   | n/a                            |          | Y      | 7                      |
| Supplier Survey                                 |                            |                             | X                        |                    |                |                   |              | SupplierSurvey.doc                  | Purchasing Dept  | n/a                            | -        | Y      | 7                      |
| Assessment Checklist                            |                            | X                           |                          |                    |                |                   |              | D6-86479 Assessment Checklist       | Quality Dept   | n/a                            | -        | Y      | 1                      |
| Controlled metrics Data Files                   | X                          |                             |                          |                    |                |                   |              | Metrics Data Files                  | Common Drive   | see KTServer                   | -        | Y      | 7                      |
| <b>Other Quality Related Documentation</b>      |                            |                             |                          |                    |                |                   |              |                                     |  |                                |          |        |                        |
| ISO 9000:2008                                   |                            |                             |                          |                    |                | X                 |              | ISO Standard                        | <a href="http://www.iso.ch">www.iso.ch</a>                     | see source                     | Y        | -      | -                      |
| ISO 9001:2000                                   |                            |                             |                          |                    |                | X                 |              | ISO Standard                        | <a href="http://www.iso.ch">www.iso.ch</a>                     | see source                     | Y        | -      | -                      |

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| SAE AS9003:2001               |                            |                             |                          |                    |                |                   | X             | SAE Standard                  | <a href="http://www.sae.org">www.sae.org</a>       | see source                     | Y                               | -      | -               |
| Boeing D6-82479               |                            |                             |                          |                    |                |                   | X             | Boeing Standard               | <a href="http://www.boeing.com">www.boeing.com</a> | see source                     | Y                               | -      | -               |
| Boeing Approved Supplier List |                            |                             |                          |                    |                |                   | X             | Boeing Approved Supplier List | <a href="http://www.boeing.com">www.boeing.com</a> | see source                     | Y                               | -      | -               |
| Boeing Process Specs          |                            |                             |                          |                    |                |                   | X             | various PS xxxxx              | accesssto.boeing.com                               | see source                     | Y                               | -      | -               |