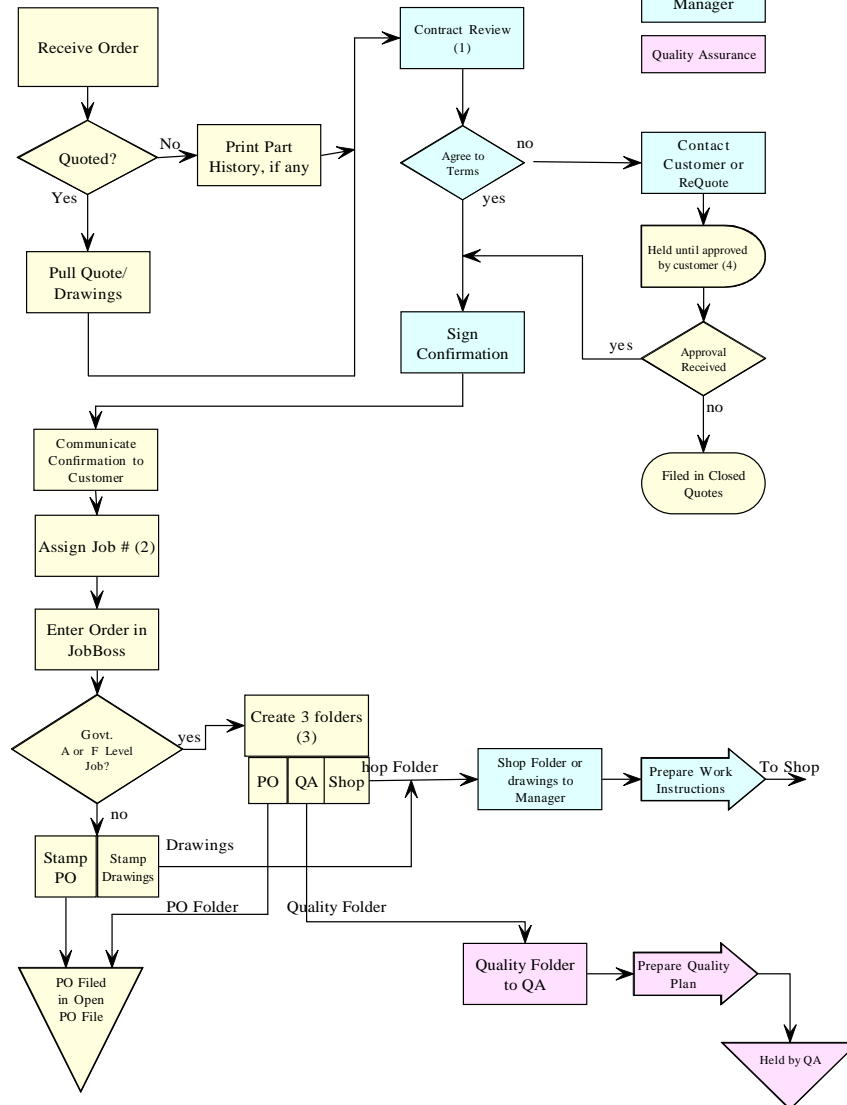
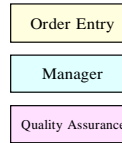


ORDER PROCESSING

Revision 8/10/2011

(numbers) indicate additional notes

Legend



ORDER PROCESSING

Revised 5/7/2009
Notes to Flowchart

- (1) Contract Review - The following items are checked during Contract Review:
- Quantities, Price and Part number agreed between Quote and PO
 - Revision Level agreed between Customer PO and Drawings
 - PO Shipment Date is reviewed and agreed as attainable
 - Shipping Instructions and Special requirements reviewed and noted
 - PO is reviewed for other special unique requirements.

If all the above items are agreed without exception, the manager signs the PO confirmation, which serves as evidence of contract review.

- (2) Assign Job #- Job numbers are assigned based on the nature of the item to be manufactured. All Government/aerospace/military level jobs requiring material and processing traceability are assigned an "A" or "F" job number. All commercial type jobs that require material or processing traceability will have a regular job Number but the certifications that are required will be held with the Customer purchase order.

- (3) Create 3 Folders- All "A" and "F" jobs or jobs with higher level requirements (government, Boeing orders, Flying Part Orders) 3 folders are created: A PO folder, a shop folder and a Quality Assurance Folder.

The PO folders contains all contractual documents, correspondence and quotation information; the shop folder contains work instructions and drawings; the Quality folder contains the quality plan and quality records.

All folders include proper Revision level on the outside of folder. Drawings placed in the Shop folder and Quality Folder are verified as to current revision.

- (4) Customer Approval File- This temporary file contains all POs that have been revised by us and resubmitted to the customer for approval. The file is reviewed at least weekly for follow-up with customers.

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