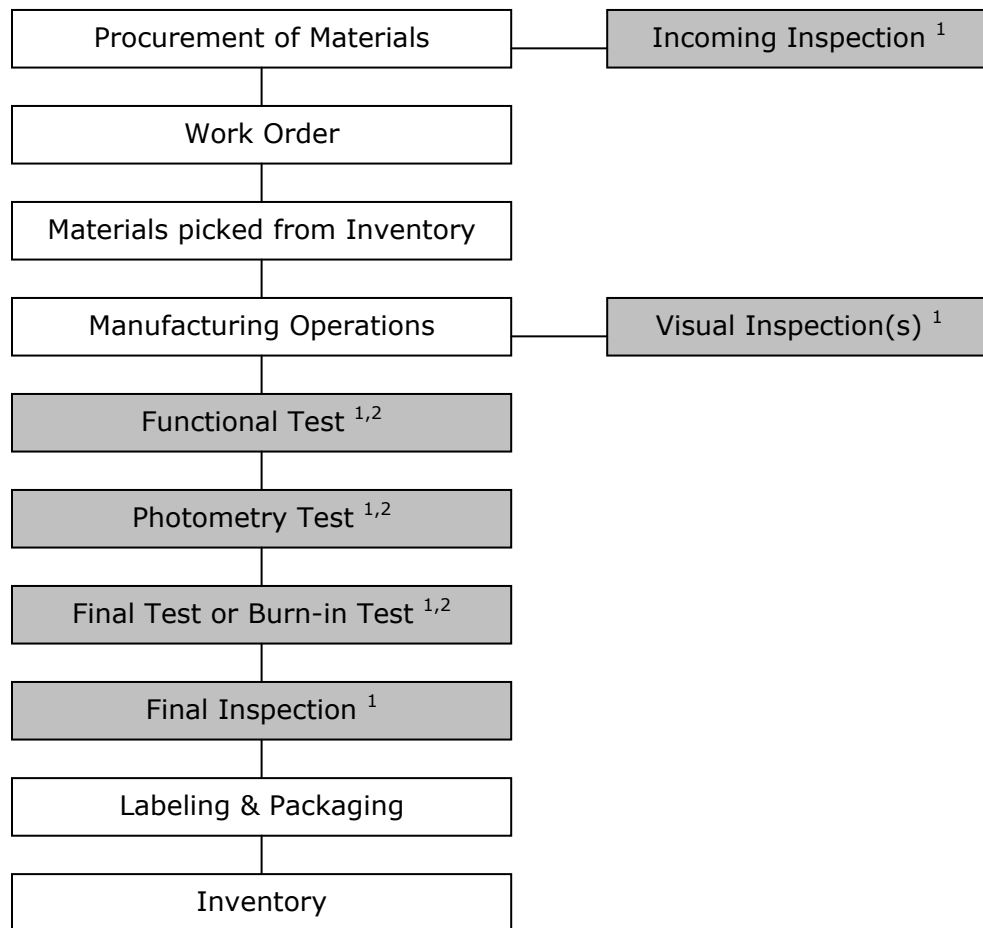


Manufacturing processes that affect product quality are sufficiently planned and documented to ensure that they are performed under controlled conditions. Manufacturing documents are maintained through the documentation control system by document control personnel. Manufacturing operations are initiated by the President or V.P. Engineering and assigned to personnel qualified to perform the tasks. The steps of the manufacturing process are listed below.

- 1) The manufacture of products is initiated by a Work Order along with appropriate manufacturing and test procedures in a shop traveler. The initiator of the work order will review the contents of the shop traveler with the assigned manufacturing personnel. The shop traveler will remain with the product during all phases of manufacture.
- 2) The work order is used to pick needed materials from inventory.
 - a) All procured materials are subject to incoming inspection per standard operating procedure before being placed in inventory.
 - b) Certain materials are stored in labeled inventory bins located in production cells and picking of these items may not be necessary.
 - c) Picked items should be put in containers appropriate to prevent damage or deterioration per SOP13 and should be clearly labeled with the ITL part number per SOP8.
 - d) Materials should be kept in containers or packaging appropriate to prevent damage or deterioration during the entire production process and removed only as needed for preparation, installation or manufacture.
- 3) Manufacturing personnel should immediately notify the initiator of the work order of any part shortages. The initiator of the work order may, depending on part shortages, choose to hold the work order until parts may be procured.
- 4) Manufacturing personnel will perform the tasks required for the manufacture of the product as outlined in the manufacturing documents contained in the shop traveler.
 - a) When the product reaches a Quality Assurance Station manufacturing personnel will notify the initiator of the work order or a Quality Representative.
 - b) Manufacture of the product will not continue until all required inspections of the Quality Assurance Station have been successfully completed.
- 5) When all manufacturing steps have been completed manufacturing personnel will notify the initiator of the work order. The initiator of the work order will determine the schedule for the final testing and inspection of the product. Depending on scheduling needs the initiator of the work order may:
 - a) Immediately assign manufacturing or test personnel to perform the final test and inspection of the product.

- b) Move the product to a holding area to await final test and inspection at a later date.
- c) Hold the product in-place to await final test and inspection at a later date.
- 6) Final testing and inspection will be performed per standard operating procedure.
- 7) Products successfully passing final test and inspection will be packaged and labeled per standard operating procedure.
- 8) The final packaged product will be stored in inventory.

Manufacturing Flow Diagram



¹Quality Assurance Stations

²As Required



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Standard Operating Procedure 9:
**MANUFACTURING QUALITY
CONTROLS**

Reference

SOP8: Product Identification

SOP13: Handling, Packaging & Storage

SOP14: Final Inspection and Testing

Revision	Description of Change	Date	Preparer / Approval
1	Initial Release	9/15/04	Prepared By: Andy Rudolph Approved By: Roberto Schipp
2	Corrected typographical errors and updated titles.	6/21/05	Prepared By: Andy Rudolph Approved By: Roberto Schipp
3	Updated Manufacturing Flow Diagram	5/13/08	Prepared By: Andy Rudolph Approved By: Roberto Schipp
4	Updated ITL logo	6/01/12	Prepared By: Elke Hinson Approved By: Andy Rudolph
5	Updated address	10/26/2015	Prepared By: Elke Hinson Approved By: Andy Rudolph
6	Updated wording, added "by document control personnel".	5/17/2017	Prepared By: Elke Hinson Approved By: Andy Rudolph