

SCOPE

Marking Systems, Inc., T-Tycoon Solutions, Inc. and MS Die Cut, LLC (referred herein and in other documents as “MSI”.)

RESPONSIBILITIES

The following quality policy and quality objectives are posted around the work areas for employees, and on the MSI website for interested parties. TTY provides the quality policy and quality objectives to interested parties upon request. Quality objectives are evaluated weekly and progress on the objectives is presented to all employees monthly during the “All Hands” birthday meeting.

These set objectives are to be completed through the current year, ongoing until Top Management decides further modifications.

All employees of MSI are responsible to fulfill the quality objectives and to live up to the company quality policy throughout the current year or until further modifications.

QUALITY POLICY

Top Management has created the following Quality Policy for MSI:

We are committed to meet or exceed customer, statutory and regulatory requirements, while providing products and customer service of the highest quality at a reduced cost within the timeframe given. We are committed to maintain a quality management system and will continually improve its effectiveness to meet the requirements of ISO 9001:2015 standard while building relationships with our suppliers to ensure product integrity.

This Quality Policy is appropriate for the purposes and context of MSI and supports its strategic direction.

Top Management reviews the Quality Policy for continuing suitability at the Management Review Meetings.

For better understanding of the Management Review process Inputs and Outputs see [Management Turtle Diagram](#).

The Quality Policy includes commitments to

- comply with ISO 9001:2015 requirements,
- comply with customer product quality requirements,
- continually improve the effectiveness of the quality management system.

QUALITY OBJECTIVES PLANNING

Quality management system (QMS) planning along with the applicable requirements of ISO 9001:2015 are used by Top Management to plan the MSI Quality Objectives. Changes or planning to these objectives are recorded in the Management Review Meeting Minutes.

The Quality Policy provides the framework for establishing and reviewing Quality Objectives. MSI Quality Objectives, consistent with the Quality Policy are measurable, and approved by Top Management.

Top Management assures that Quality Objectives are established and understood throughout MSI, as appropriate, including those that support product quality requirements.

Top Management is responsible to ensure the objectives are met, working with production management and production team members.

Results of the Quality Objectives are evaluated during the DMI Meeting, monthly at "All Hands" birthday meetings and at the Management Review Meetings. Comparisons are made to previous results to determine negative trends. Actions arriving from analysis of the results are documented in Teams DMI Meeting notebook, Management Review Meeting Minutes and, if warranted, in the B3 Log.

MSI&MSD had established the following Quality Objectives:

- ***To meet or exceed customer on-time-shipment on at least 90% of the orders***
- ***To reduce the internal rejects to less than 2.5% of the orders***
- ***To reduce external rejects to less than 1% of the orders***

TTY had established the following Quality Objectives:

- ***To meet or exceed customer on-time-shipment on at least 90% of the orders***
- ***To reduce the internal rejects to less than 3% of the orders***
- ***To reduce external rejects to less than 1.5% of the orders***

The Quality Policy and Quality Objectives are communicated, understood, and applied within MSI by several means, including:

- Posting of the Quality Policy and Quality Objectives throughout the site
- Periodic meetings, such as DMI Meetings, monthly "All Hands" Birthday Meetings and the Management Review Meetings which the Quality Policy and Quality Objectives are discussed. Along with the results, discussion about the employee's contributions and implications of not conforming to QMS requirements are discussed.
- Internal audits inquire of auditees and witnesses their understanding of the Quality Policy and relevant Quality Objectives

| Revision Date | Nature of Revision | Revision Approval |
|---------------|--|-------------------|
| 1-26-16 | Original Release of document | |
| 5-3-16 | Updated year, added responsibilities to achieve objectives, etc. | Julia Rusmanica |
| 12-6-16 | Updated information on who is responsible for Objectives, how evaluated and actions taken | Joe Sofinowski |
| 3-20-18 | Added AS9100D Language | Joe Sofinowski |
| 3-29-18 | Added KPI information | Joe Sofinowski |
| 4-19-18 | Revised QP & QO to resolve OFI from Surveillance Audit to put a "Headline" of "Quality Objective Planning" | Julia Rusmanica |
| 4-27-18 | Updated QP statement | Top Management |
| 5-8-18 | Updated KPI information for Production | Mihai Borcoman |
| 8-27-18 | Removed KPI information and moved to separate document "Core Processes KPI Definitions" | Joe Sofinowski |
| 9-16-19 | Added reference to Management Turtle Diagram | Julia Rusmanica |
| 7-30-21 | DMI meeting frequency changed from weekly to biweekly Removed AS9100D requirements | Songul Gurleyen |
| 11-2-21 | DMI meeting frequency changed back to weekly | Songul Gurleyen |
| 1-19-22 | Removed ENT log with clock in information. | Songul Gurleyen |
| 11-9-22 | Change from relations to relationships per MRM dated 8-16-22. | Songul Gurleyen |
| 12-20-22 | Updated information on Quality Objectives as TTY changes rejection rates | Songul Gurleyen |
| 4-12-23 | Removed "quarterly" from "in management review quarterly", "at quarterly management review meetings", "quarterly management review meetings" | Kevin Cummings |
| 1-9-24 | Removed DMI frequency Added TTY provides the quality policy and quality objectives upon request. | Songul Gurleyen |