

Cortec Quality Bulletin

September 2, 2005

QMS Committee: *Debbie Hannan *Dan Tarble *Sharon Stoehr-Good
*In Attendance

Quality Awareness

The QMS committee has put together a quality awareness survey (attached) to help us find out our "Quality I.Q." It's anonymous, so please answer the questions and place it in the box in the lunch room.

Document Control

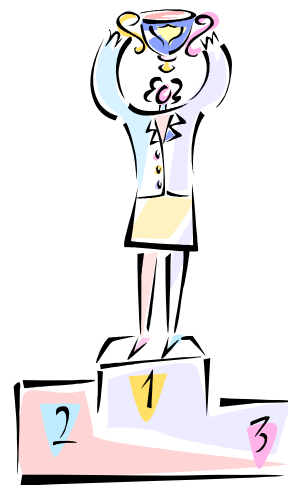
All documents have been updated to Chempax except two. The master files are being updated, and WI's and SOP's will be getting distributed to individual personnel to be used at their work sites.

Manager/Supervisor Tip

- Recognize others for no reason at all!

Want to blow people away? Simply recognize (or reward) others by valuing them for what they bring to the organization. When people feel good about what they do they bring more happiness, productivity and teamwork to the work place. Make these consistent habits and you too can be rewarded by building a more effective work environment. Good Luck!

Quoted from:
(<http://www.trainingsys.com/tips/inspire0009.html>)



Quality Improvement

This month's quality improvement pick is Vanessa Schultz. While taking on all of her new responsibilities in Customer Service, Vanessa has opened 33 Corrective Actions so far this year and has completed all assigned Corrective Actions before their due date. Way to go!

Vanessa's department has also helped process 78 Returns so far this year, and can boast their contributions toward a 98.93 % On-Time Shipment for the Month of August. Thank you for your contributions Vanessa!

QMS Committee Status

We are still looking for another member for the committee. We will also need a Document Control Coordinator. If interested, please speak to your department manager or supervisor.

Quality Training

The September 7th marketing meeting covered Corrective Actions and the importance of them. Training was also provided on how to use the CA/PA SOP and Form. For those who did not come to the meeting, there will be another session coming up. You will be notified of the date and time.



An ISO 9001:2000 training session will be held for all new employees who haven't received this training listed on your Training Matrixes. You will be notified of the date and time.

Corrective/Preventive Actions

Total CA's Open: 14
Total PA's Open: 5
Total CA/PA's Closed: 54

ISO Report is available on the bulletin board by the coffee.

Returns 2005

*Total Shipments: 6,618
*Total Returns: 71 or (1%)

*For Cortec Headquarters only
*From January 1st through August 31st

How Deep and How Frequent do Quality Managers Conduct Training?

A quick anonymous survey shows where Cortec ranks compared to others who took the survey. Check results on the ISO board next to the coffee.

Continual Improvement

A memo was sent out recently regarding departmental quality objectives. The committee plans to report the progress of each department's objectives and goals on a quarterly basis. Debbie will be meeting with department managers/supervisors to get everyone started.

Internal Audits Due September, 2005

Production/Maintenance – Tessa Heroff:
completed, one nonconformity
Document Control (4.1, 4.2) - Rob Rewolinski
Management Review – Randy Reynolds
Cortec Spray Technologies –
Debbie Hannan

Next QMS Meeting

At 10:00 Friday September 16, 2005 in the board room

Join Us!

~