

Arrow Laboratory, Inc. Wichita, Ks

Organizational Chart

November 1, 2007

***Board of Directors / Executive Management**

***President / Laboratory Director**
Nick Roark

Office Manager
Accounts Payable & Receivable /
Data / Order Entry
Bonnie Roark

Administrative Office Assistant
Data / Order Entry
Michelle Brewster

Chemistry /
Calibration
Testing Director
(*Secretary)

Dale Roark

Metallurgical
Testing
Director
(*President)

Nick Roark

Mechanical
Properties
Testing Director
(*Vice President)

Bill Bachman

Operations
Manager
Order Entry
Management /
Lab Technician

Paul Bachman

Quality Manager
Quality / Technical
System Compliance /
Nadcap Management

Nick Roark

Chemistry Testing
Supervisor /
Lab Technician

Jennifer Unrein

Metallurgical Testing
Supervisor /
Lab Technician

Shon Moore

Mechanical
Properties Testing
EPT- Supervisor /
Tensile Tests
Lab Technician

Alan Craddock

Quality Assistants
Quality / Technical
System Compliance /
Nadcap Management

Jennifer Unrein/Shon Moore

Chemistry Testing
Assistant Lab Technician

Michelle Brewster

Metallurgical Testing
Sample Preparation /
Lab Technician

Rick Brown

Machine Shop
Supervisor/Lab Technician

Jim Craddock

Arrow Laboratory, Inc.
Wichita, Ks

Personnel - Contact Us

- ★ President / Laboratory Director/Quality Manager – Nick Roark (316)-267-2893
- ★ Director Mechanical Properties Testing / Weld Inspection – Bill Bachman (316)-267-2893
- ★ Director Chemistry & Calibrations – Dale Roark (316)-267-2893
- ★ Operations Manager – Paul Bachman (316)-267-2893
- ★ Supervisor Chemical Analysis – Jennifer Unrein (316)-267-2893
- ★ Supervisor Metallurgical & Failure Examinations – Shon Moore (316)-267-2893
- ★ Accounts Receivable – Bonnie Roark (316)-267-2893

January 2, 2004

Arrow Laboratory, Inc. Wichita, Ks

ALIM 100 Quality Manual

Issue Date: 11/01/2007 Effective Date: 11/01/2007 Revision L

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0.2 Introduction

QUALITY MANUAL - ARROW LABORATORY, INC.

Our Quality Manual defines the management system used to establish compliance with the quality and technical requirements of ISO/IEC 17025:2005, SAE AS7101/B, SAE AS 9003-2001-10, ANSI/NCSL Z540-1-1994, ANSI/ASQC Q2-1991, ANSI/ASQC M1-1996, ISO 9001:2000, ISO 10012-2003, ISO 10012-1-1992, MIL-STD-45662A, applicable test specifications, client specifications for specific testing requirements, client quality control requirements, client quality assurance requirements, and industry driven accreditation requirements for aerospace and the international standards for material testing and calibration laboratories.

The Quality Manual defines the quality policy, objectives, standard operating policies and procedures for Quality Control, Quality Assurance and the Technical System used by the laboratory. These procedures define the general laboratory requirements for the competence of testing and calibration performed, by establishing the necessary controls to ensure that the testing procedures are valid, used properly, the measuring and testing equipment is capable to perform to the requirements for all testing or calibration services provided to our clients.

The Quality Manual makes reference to a number of individual internal laboratory procedures used by Arrow Laboratory, Inc. in order to fully meet the policies and requirements established in the Quality Manual.

The Quality Manual and supporting internal laboratory procedures are issued by Arrow Laboratory, Inc., and any changes must be approved by the Laboratory Director and Quality Manager prior to issuance.

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0.4 Quality Policy Statement

The laboratory is committed to using good professional practice, maintaining and continuously improving the level of quality in testing and calibration in order to ensure accurate and timely testing services and to continuously meet or exceed the stated or implied expectations of our clients.

It is the policy of Arrow Laboratory, Inc. to perform testing as rapidly as possible while still meeting the requirements of our quality system, accreditations, industry standards and the financial limitations of the Laboratory and our clients.

The laboratory is committed to familiarizing all Laboratory Personnel with the quality system and technical system requirements by establishing a training program to ensure the competence of all who operate specific equipment, perform tests, and/or calibrations, evaluate results, sign test reports or calibration certificates, and continue their training development with respect to education, skills relevant for present requirements and anticipated new testing requirements to be undertaken by the laboratory.

The primary objective of the management system is to ensure that our quality and technical system meets and/or exceeds the general requirements for the competence of a testing and/or calibration laboratory in accordance with ISO/IEC 17025:2005, which enables the laboratory to fulfill the established policies and objectives. The objectives of the quality and technical system are identified as follows;

- establish the quality requirements for testing;
- determine the quality of testing;
- maintain the quality of testing;
- maintain records of testing results;
- maintain records of cause and corrective actions that affect the technical and/or quality of work being performed;
- verify the performance of equipment;
- maintain equipment calibration records;
- verify the performance of personnel;
- maintain records of personnel training;
- improve the quality of testing, performance of personnel;
- client satisfaction and;
- establish a quality and technical system compliant with the international standards, accreditation requirements and client requirements.

Nick Roark
President/Laboratory Director

Arrow Laboratory, Inc. Wichita, Ks

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1.0 Scope

1.1 This Quality Manual defines our quality and technical management systems for, but not limited to, document control, supplier control, subcontracting of tests, shelf-life control, internal audits, corrective/preventive action, personnel training, records control, management reviews, etc., and describes the laboratory testing requirements for performing all types of tests, calibrations, test method validations, software and equipment validation, proficiency and round robin testing, uncertainty of measurement, reporting results, replacement tests and/or retests, including sampling when used.

1.2 It covers testing and calibration performed using standard methods, non-standard methods, and laboratory-developed methods. It is applicable to all departments performing tests and/or calibrations and applies to all Laboratory Personnel.

1.3 Arrow Laboratory's management system covers work performed in our permanent facility, at sites away or in associated temporary or mobile facilities.

1.4 This Quality Manual was created by Arrow Laboratory, Inc. to meet the requirements of ISO/IEC 17025:2005, General Requirements for the Competence of Testing and Calibration Laboratories and to meet the intent of client imposed quality/technical system requirements and to facilitate the following:

- recognition of technical competence for standardized methods, non-routine methods and laboratory-developed methods;
- services we provide;
- total quality for our administrative and technical systems;
- audits by clients, regulatory authorities and accreditation bodies;
- client satisfaction.

1.5 The Laboratory Quality System meets the requirement of ISO 9001:2000 when engaging in the design/development of new methods, and/or develops test programs combining standard and non-standard test and calibration methods.

1.6 Laboratory clients, regulatory authorities and accreditation bodies are provided this document for use in audits and to confirm and/or recognize the competence of the laboratory.