

Document No: EHI-LGC-06-001
Rev. No: 02

INTER-OFFICE MEMORANDUM

TO : ETMC Employees

Designation : All
Department : All

FROM : Camille F. Martin

Designation : Operations Officer
Department : ETMC - Operations

CC : Corp. Gov./QMS/Manual Folders
Subject : Quality Control Policy

Ref No. : ETMC-OPS-24-006
Date : March 14, 2024

EFFECTIVE DATE: March 13, 2024

The objective of Quality Control Policy is to provide guidelines in planning the inspection of the goods being produced based on the schedule of production -- Plan the In-Process, Final Random and On-Receipt inspection. To ensure that 100% of the products accepted conformed to quality standards for all production run throughout the year.

This memo includes the following forms that will be used to support this policy:

1. In Process Inspection Form;
2. Random Inspection Form; and
3. On Receipt Inspection Form.

The 15-day trial period begun last March 13, 2024, and will end on March 28, 2024.

Following that, this document will be examined, evaluated, and revised (if needed) considering the comments and the implementation outcomes.

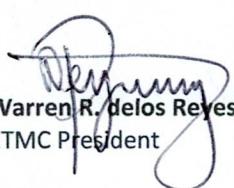
Prepared by:


Camille F. Martin
Operations Officer

Noted By:


Dexter C. Ngo
COO

Approved By:


Warren R. delos Reyes
ETMC President

copy furnished:


Mona Eliza Simangan
Corp.Gov./ QMS Manager

Master Copy Manual folder ✓
Controlled Copy Manual folder ✓