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INTER-OFFICE MEMORANDUM

TO : ETMC Employees	FROM : Camille F. Martin
Designation : All	Designation : Operations Officer
Department : All	Department : ETMC - Operations
CC : Corp. Gov./QMS/Manual Folders	Ref No. : ETMC-OPS-24-006
Subject : Quality Control Policy	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.


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