	QMS Work Instruction	Document Number:	Rev.:
	MTS Systems Corporation – MTS Test	EHS-300-191	A
Title: MTS - Flag Lowering and Raising Work Instruction		Page #: 1 of 4	
Work Instruction Owner(s) – list functions: MTS - Facilities, EHS, Security, and Senior Management		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

TABLE OF CONTENTS

Section	Page
1 Purpose	1
2 Scope	1
3 Definitions	1
4 Graphic	2
5 Responsibilities by Function	2-3
6 Work Instructions	3
7 Associated Quality Records	3
8 Forms / Templates	3
9 Revision Training Requirements	4
10 Revision History & Approval	4

1 PURPOSE

- 1.1 This work instruction is intended to outline the process associated with the raising and lowering of flags at MTS-Eden Prairie.


2 SCOPE

- 2.1 This work instruction applies to select Facilities, EHS, and Security employees, in addition to Senior Management Representatives involved with determining and assisting the lowering of flags at the following premises:

14000 Technology Drive, Eden Prairie, MN55344-2290

3 DEFINITIONS AND ACRONYMS

- 3.1 **Half-Mast or Half-Staff:** refers to a flag flying below the summit on a pole. In many countries this is seen as a symbol of respect, mourning, or distress.
- 3.2 **Presidential Flag Proclamation:** when the President of the United States issues an executive order for the flag of the United States to be flown at half-staff upon the death of principal figures of the United States government and others, as a mark of respect to their memory. When such an order is issued, all government buildings, offices, public schools, and military bases are to fly their flags at half-staff for a specified period of time, as designated by the proclamation

	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-191	Rev.: A
Title: MTS - Flag Lowering and Raising Work Instruction		Page #: 2 of 4	
Work Instruction Owner(s) – list functions: MTS - Facilities, EHS, Security, and Senior Management		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

4 GRAPHICS



United States and Minnesota State
Flags flying at standard position.



United States and Minnesota
State Flags flying at Half-Staff
position – US flag should be at a
higher position when lowered


5 RESPONSIBILITIES

5.1 Senior Management

- 5.1.1 Will approve the lowering of flags to half-staff at MTS when not already/officially declared by the President of the United States
- 5.1.2 Shall determine the duration the flags will be lowered when not already/officially declared by the President of the United States
- 5.1.3 Shall inform Facilities/Security and or EHS of the decision to lower flags

5.2 Facilities /EHS Department

- 5.2.1 Will work alongside Senior Management and Security/Front Desk to communicate times that the flags should be lowered and then raised.
- 5.2.2 Shall track Presidential Flag Proclamations on websites such as <http://halfstaff.org/> (utilize automatic alerting/tracking features)
- 5.2.3 Shall support the physical process of lowering and raising the flags (Facilities has access to the key and pole handle to adjust the US, State, and MTS flags accordingly)

	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-191	Rev.: A
	Title: MTS - Flag Lowering and Raising Work Instruction	Page #: 3 of 4	
Work Instruction Owner(s) – list functions: MTS - Facilities, EHS, Security, and Senior Management		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

5.3 Security/Front Desk

5.3.1 Shall assist Facilities/EHS with tracking Presidential Flag Proclamations

6 INSTRUCTION


- 6.1 The flags at the MTS Eden Prairie Facility will be lowered for only the following:
- 6.1.1 Upon confirmed Presidential Flag Lowering Proclamation events.
 - 6.1.2 As determined and declared by Senior MTS Management.
- 6.2 The Facilities Department will arrange and perform the lowering and then appropriate rising of flags according to the time frames outlined by Presidential Proclamations or Senior MTS Management declarations.

7 ASSOCIATED QUALITY RECORDS – AS STATED IN THE QUALITY RECORDS LIST

Required Record
Training records (as applicable)

8 REFERENCE FORMS / TEMPLATES / DOCUMENTS (IF NEEDED)

Form / Template / Document Title	Location
Web Site reference with Half Staff Email Reminders and tracking all Presidential Proclamations	http://halfstaff.org/

	QMS Work Instruction MTS Systems Corporation – MTS Test	Document Number: EHS-300-191	Rev.: A
	Title: MTS - Flag Lowering and Raising Work Instruction	Page #: 4 of 4	
Work Instruction Owner(s) – list functions: MTS - Facilities, EHS, Security, and Senior Management		Revision's Training Requirements – select one (per section #9): Awareness <u>X</u> Formal <u>_</u>	

9 CURRENT REVISION'S TRAINING REQUIREMENTS

Select One (mark X)	Training Type	Training Definition
X	Awareness	Awareness training is conducted by communication, which is sent/delivered by the approver/author/owner of the document to the affected employees/groups.
	Formal	Formal training requires the approver/author/owner to collect/store evidence that the affected employees/groups were trained.

10 REVISION HISTORY & APPROVAL

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Initial Document Creation	J. Kinney	5/31/16

APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date
Gene Simon- Operations		
James Kinney, EHS Manager-Documents Originator		