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1 Purpose


- 1.1 The Product Safety Manual procedure shall be used to develop a safety program to meet the safety requirements of MTS standard products and systems.

2 Scope – *applies to where & when the procedure is used*

- 2.1 Applies to MTS-Test machinery, partly completed machinery, or electrical equipment, as defined in Section 3.

3 Definitions

- 3.1 Machinery
- An assembly, fitted with or intended to be fitted with a drive system other than directly applied human or animal effort, consisting of linked parts or components, at least one of which moves, and which are joined together for a specific application.
 - An assembly missing only the components to connect it on site or to sources of energy and motion.
 - An assembly ready to be installed and able to function as it stands only if mounted on a means of transport, or installed in a building or a structure.
 - Assemblies of machinery arranged and controlled so that they function as an integral whole.
- 3.2 Partly Completed Machinery

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- An assembly that is almost machinery but which can not in itself perform a specific application.
- A drive system is partly completed machinery.
- Partly completed machinery is only intended to be incorporated into or assembled with other machinery or other partly completed machinery.

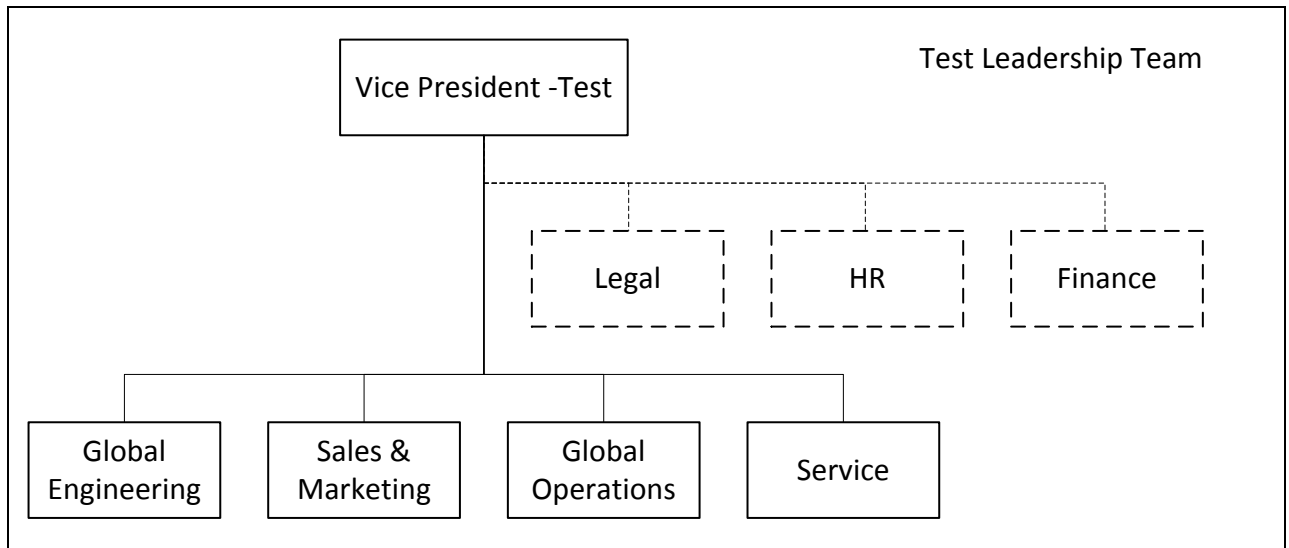
3.3 Electrical Equipment

- Any equipment designed for use with a voltage rating of between 50 and 1000 V for alternating current and between 75 and 1500 V for direct current.


3.4 Standard Product

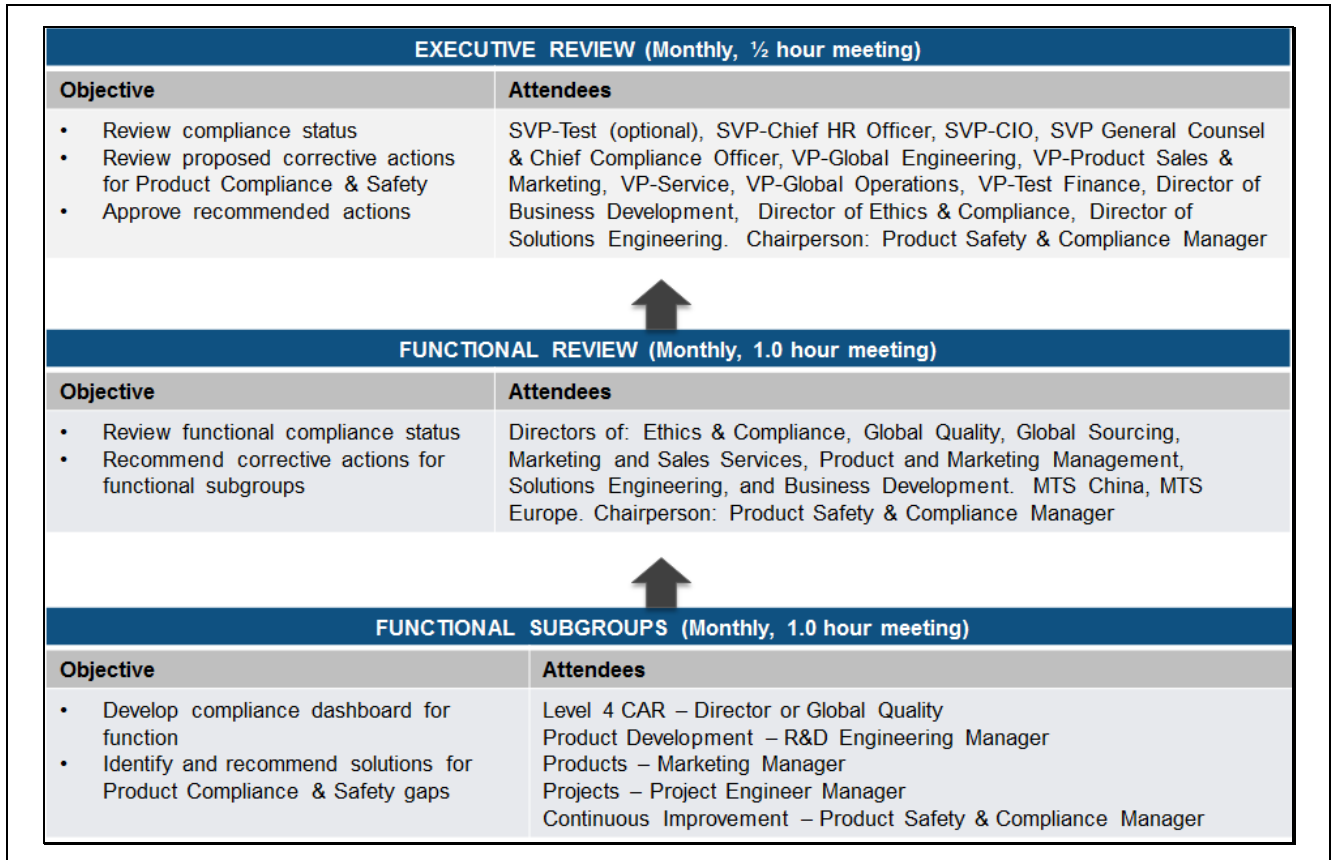
- Any machinery, partly completed machinery, or electrical equipment with an assigned Product Manager.

4 Graphics



MTS Test Leadership Team

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MTS Test GCS Committee

5 Responsibilities by Function


5.1 GLOBAL COMPLIANCE AND SAFETY COMMITTEE RESPONSIBILITIES

5.1.1 Safety Manual and Development Program

5.1.1.1 The Global Compliance and Safety (GCS) committee is composed of the Managers of Functions representing the functions critical to product safety and compliance.

The goal of the GCS is to be the one stop shop full service integrated for help with product safety and compliance issues and questions that cannot be resolved through normal channels, drive consistency though the organization, and raise issues to a higher level when needed.

The roles and responsibilities of both the GCS committee and the Functions that support the GCS are defined in this Product Safety Manual.

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5.1.1.2 The GCS leadership groups shall be composed of a chairperson and Senior Vice Presidents, Vice Presidents, Directors, and Managers from various departments stated in this manual, whereby they shall aim to work with functional departments on awareness.

The chairperson shall organize periodic meetings including agendas, meeting materials, and meeting minutes. Each leadership team member is required to be in attendance at the monthly meetings or send a representative. The leadership team will vote on a course of action as required.

The GCS framework shall be composed of three levels to allow for efficient and effective resolution of product safety concerns and, when required, a path for escalation. Refer to the graphic in section 4.

5.1.1.2.1 Functional Subgroups

The objective of the Functional Subgroup is to identify and recommend solutions for Product Compliance & Safety gaps


Functional Subgroups: 1) Quality for Level 4 Corrective Actions (CAs) and Level 3 CAs identified by Quality to be Product Compliance CAs, 2) Product Development, 3) Products, 4) Project, 5) Continuous Improvement (Compliance Engineering and Systems Engineering)

5.1.1.2.2 Functional Review Group

The Functional Review Group consists of directors of the cross functional groups and is the one stop shop for help with product safety and compliance issues and questions that cannot be resolved through normal channels. The Functional Subgroups shall provide compliance status and present compliance issues to the Functional Group on a monthly basis. As required, the Functional Group will recommend corrective actions for the functional subgroups, vote to approve solutions proposed by the functional subgroups, or agree to elevate to the Executive Review Group. To ensure suitability, adequacy, and effectiveness, no less than 2/3 of the functional review group is required when voting.

5.1.1.2.3 Executive Review Group

The Executive Review Group meets monthly with the leaders of the Functional Review Group to review

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compliance status, review proposed corrective actions, and approve/disapprove recommended actions. The Executive Review Group consists of vice presidents and the senior vice president.

5.1.1.3 The GCS shall prepare, review, and maintain the Product Safety Manual, whereby they shall aim to develop and sustain effective safety programs within the QMS framework.

5.1.1.4 QMS Web path: QMS-Engineering and Project Quality, General Engineering, Hazard Analysis / Safety, [Global Compliance and Safety \(GCS\) \(December 2014 thru present\)](#).

5.1.2 Assignment of Functional Responsibilities and Audit of Compliance

5.1.2.1 The GCS shall work with functional representatives that are responsible to develop procedures to comply with the requirements in the safety manual.

5.1.2.2 The GCS shall direct the Quality Function to audit compliance to the safety manual.

5.1.2.3 Corrective action and/or revision to functional responsibilities shall be initiated by the GCS in concert with functional management input.

5.1.3 Communication and Training

5.1.3.1 The GCS shall review new regulations and standards pertaining to MTS machinery safety and shall give guidance to the functional management. Regulations and standards are maintained in the MTS Test Standards Library. See library link in 5.1.5.


5.1.3.2 The GCS shall work with functional representatives to develop and implement communication and awareness programs across the corporation.

5.1.4 Loss Control

5.1.4.1 The GCS shall provide services of knowledgeable MTS personnel to aid Legal Services in the investigation of incidents or accidents that can lead to potential claims against the corporation.

5.1.5 QMS Web paths: QMS-Quality, Process Management, [Control of Records](#); QMS-Engineering and Project Quality, General Engineering, [Hazard Analysis / Safety](#) and QMS-Engineering and Project Quality, General Engineering, [Engineering Standards Library](#).

5.2 CFO FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of Treasury and Legal Services to implement safety procedures.

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5.2.1 Front-End Contract Review

5.2.1.1 Front end contract reviews shall be completed on any sales opportunity involving MTS equipment subjecting humans to whole body vibration and opportunities where the customer requirements indicate use of the equipment in a manner for which it was not originally designed. Records of the Legal Services supplied approval shall be retrievable by the applications engineer.

5.2.1.2 Legal Services shall provide general Terms and Conditions (T&C) that addresses foreseeable or known safety hazards and shall be referenced in sales quotes.

5.2.1.3 Legal Services shall withhold acceptance or approval of a contract, pending the resolution of unacceptable contract matters related to safety.

5.2.1.4 MTS Policy location: Policies/Procedures, [FIN-014.01](#)

5.2.1.5 QMS Web path: QMS-Engineering and Project Quality, [Pre-sale Reviews](#).

5.2.2 Liability Claims

5.2.2.1 Legal Services shall provide legal defense against liability claims.

5.2.2.2 Treasury shall purchase appropriate liability insurance to protect the corporation from catastrophic loss in the event of a liability claim, safety related or otherwise.

5.2.2.3 For MTS equipment subjecting humans to whole body vibration, Treasury shall review the intended use with the insurance brokers and underwriters as per FIN-014.01. The consultations from the insurance brokers and underwriters shall be communicated to either the appropriate Project Engineer or Product Manager.

5.2.2.4 MTS Policy location: Policies/Procedures, [FIN-014.01](#).


5.2.3 Incidents

5.2.3.1 Treasury shall act as liaison between either the Project Engineer or Product Manager and the insurance underwriter during incident investigations and the resolution of claims, if any.

5.3 QUALITY FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Quality Function Manager to implement safety procedures.

5.3.1 Audit

5.3.1.1 The Quality Department shall include an audit of safety into the ISO9001 “Audit Plan and Schedule” as defined in the QMS system.

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5.3.1.2 The scope of those audits shall include a review of at least one machinery to evaluate compliance to the PRO 29 Product Safety Manual.

5.3.1.3 QMS Web path: QMS-Quality, Process Management, [Internal Process Audit](#).

5.4 SUPPLY MANAGEMENT FUNCTION RESPONSIBILITIES FOR PRODUCT SAFETY - It is the responsibility of the Procurement Manager to implement safety procedures as stated in this Manual in the Supply Management Function.

5.4.1 Supplier Certificates

5.4.1.1 When specified in engineering drawings or models or technical specifications, the Procurement Manager shall select vendors that can satisfy the safety requirements for machinery, partly completed machinery, safety components, electrical equipment, pressure components, and lifting accessories.

5.4.2 QMS Web path: QMS-Materials Management, [Supply Management](#).

5.5 PROJECT ENGINEERING FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Project Engineering Manager to implement safety procedures. (Clarification -- release engineers and system level planners are synonymous for project engineers in standard machinery orders.)

5.5.1 Hazards Analysis

5.5.1.1 The Project Engineer shall ensure the hazards analysis is completed by the engineering team.

5.5.1.2 A hazards analysis report shall be completed and safety measures shall be verified & validated prior to placing the machinery or partly completed machinery into service.

5.5.1.3 The hazards analysis report shall be placed in the Project Folder (or POND) for customer orders.


5.5.1.4 The Project Engineer shall ensure the manual reviews are completed by the engineering team for Custom/ETO orders.

5.5.2 WIP (Safety during assembly and troubleshooting)

5.5.2.1 The Project Engineer shall ensure all hazards and control measures related to the assembly and troubleshooting of the system are discussed with the assembly/troubleshooting team prior to the commencement of their activity.

5.5.3 Safety Checkouts and Procedures

5.5.3.1 The Project Engineer shall ensure the safety checks are performed

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during checkout or related acceptance testing procedures. Procedures to create such plans are found in the Engineering and Project Quality QMS web.

5.5.4 Installation Procedures

5.5.4.1 Where installation is required, the Project Engineer (or Field Service Engineer per FS-AD-3113) shall ensure that the installation program provides for safe installation of the system in the customer facility, including lift and move instructions and customer training per the manual.

5.5.4.2 Customer sign-off for machinery acceptance/installation shall be retained in the Project Folder (or POND).

5.5.5 Project Folder / POND

5.5.5.1 The Project Engineer shall maintain the Project Folder (or POND) contents as per the Record Control Process.

5.5.5.2 The Project Engineer shall ensure that the European Community (EC) Declaration is completed for the machinery system and stored in the Project Folder (or POND). Existing declarations, if available, may be used to satisfy the requirements located on the Compliance site under products certificates or Compliance Engineering SharePoint under DoC/DoI.


5.5.6 QMS Web path: QMS-Engineering and Project Quality, General Engineering, [POND \(Projects ON Demand\)](#) and QMS-Engineering, Project Quality, [Project Engineering - ETO and Custom](#) and QMS-Engineering and Project Quality, General Engineering, Hazard Analysis / Safety, [Lift and Move Design Work Instructions](#)

5.6 ENGINEERING FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Engineering Manager to implement safety procedures.

5.6.1 Design, Standards, and Documentation

5.6.1.1 The Systems Engineer shall develop safety requirements from the following sources – Market Requirements Document, customer requirements specifications, regulatory requirements (code, directives, government mandates), published engineering standards, and sound engineering practices.

5.6.1.2 QMS Web paths: QMS-Engineering and Project Quality, General Engineering, [Engineering Standards Library](#); QMS-Engineering and Project Quality, General Engineering, Hazard Analysis / Safety, [Product](#)

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[Safety Compliance Procedure for MTS Test \(applied to Product Development\)](#) and QMS-Engineering and Project Quality, General Engineering, Hazard Analysis / Safety, [Lift and Move Design Work Instructions](#)

5.6.2 Hazards Analysis

5.6.2.1 A Systems Engineer (or designate) shall lead the hazards analysis team.

5.6.2.2 A hazards analysis report shall be completed and safety measures shall be verified & validated prior to placing the machinery or partly completed machinery into service.

5.6.2.3 Existing hazard analyses may be used; however, the existing must be reviewed for new risks introduced due to design changes or hardware/software additions impacting safety integrity, as well as customer intended use.

5.6.2.4 A Systems Engineer (or designate) shall review manuals to see performance and hazards are properly stated with reference to hazard analyses for Custom/ETO orders.

5.6.2.5 QMS Web path: QMS-Engineering and Project Quality, General Engineering, [Hazard Analysis / Safety](#)

5.6.3 Engineering Change Control

5.6.3.1 Engineering changes shall be done per the Engineering Change Management (ECM) process.


5.6.3.2 QMS Web path: QMS-Engineering and Project Quality, General Engineering, [Engineering Records Control](#).

5.6.4 Certifications for MTS Listed/Certified/Approved Machinery & Electrical Equipment

5.6.4.1 Listed reports

5.6.4.1.1 For applicable MTS machinery and electrical equipment, the Compliance Engineer and EE Development Engineer shall store the listing/certification/approved reports if issued by agencies, either in the Product Compliance Cabinet or retrievable in electronic form.

5.6.4.1.2 The Compliance Engineer shall coordinate the Listed/Certified listing/certification activities with the listing/certification agencies, as well as coordinate with

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the EE Development Engineering team for electrical equipment activity.

5.6.4.1.3 QMS Web path: QMS-Engineering and Project Quality, General Engineering, [Hazard Analysis / Safety](#).

5.6.5 Changes to Machinery, Partly Completed Machinery, and Electrical Equipment

5.6.5.1 The Product Engineer shall ensure that safety-related changes follow the Engineering Change Management procedure.

5.6.5.2 QMS Web path: QMS-Engineering and Project Quality, General Engineering, [Engineering Records Control](#).

5.6.6 Hazard Warning Labels, Equipment Nameplates and Other Labels

5.6.6.1 Hazard warnings, equipment nameplates, and safety-related labeling shall be documented in engineering drawings and Bills of Materials.

5.6.6.2 QMS Web path: QMS-Engineering and Project Quality, General Engineering, [Hazard Analysis / Safety](#).

5.7 MARKETING FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Product Group Manager to implement safety procedures for Standard Product.

5.7.1 Specifications

5.7.1.1 Marketing shall produce Market Requirements Documents for new machinery, partly completed machinery and electrical equipment that go through the product development process (stage 3).

5.7.2 Updates to Manuals

5.7.2.1 Design Changes

5.7.2.1.1 The Product Manager shall ensure the product manuals are current.


5.7.3 Application Literature and Marketing Communications Content

5.7.3.1 The Product Manager shall define the intended use of Standard Product.

5.7.3.2 The Product Manager shall review literature and the manuals to see that performance and hazards are properly stated with reference to the hazards analysis for Standard Product.

5.7.4 Safety Issues and Notices

5.7.4.1 Product safety issues shall be reviewed by the Product Safety Review Committee per the Corrective Action process.

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5.7.4.2 The Product Manager assures communication of resolution (Product Safety Notice) to Tech Support.

5.7.5 QMS Web paths: QMS-Marketing, Product Management, [Market Requirements](#); QMS-Quality, Process Management, [Corrective Action](#); QMS-Product Development, [Product Safety Notice](#)

5.8 SALES & APPLICATIONS ENGINEERING FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Sales and Applications Engineering Managers (Sales Team) to implement safety procedures.

5.8.1 Proposals

5.8.1.1 The Sales Team shall notify the Compliance Engineer and Legal Services, as well as capture intended use of the equipment on the customer requirements document where known hazards in opportunities as identified in Section 5.2.1 exist.

5.8.1.2 The Sales Team shall collect the Customer Requirements during the sales pursuit cycle, and records are retained per the Sales Quality Records List.

5.8.1.3 QMS Web path: QMS-Engineering and Project Quality, [Pre-sale Reviews](#).

5.9 SERVICE FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Service Manager to implement safety procedures.

5.9.1 Installation and Service - When Field Service representatives or an equivalent function (e.g. checkout technician, system assembler) are responsible or are assisting on an installation or repair.

5.9.1.1 Field Service Engineers shall check safety functions and hazard warnings per FS-AD-3113 (Service QMS).

5.9.1.2 The Field Service Engineer shall obtain approval from the Project Engineer or Service Manager prior to making any changes compromising a safety measure on installed machinery.


5.9.1.3 The Field Service Engineer shall record any errors or omissions related to safety in the manuals/documentation via the FAR, which is sent to project engineering.

5.9.1.4 QMS Web path: QMS-Service, [Warranty](#).

5.9.2 MTS Factory Training

5.9.2.1 Trainers shall conduct customer training.

5.9.2.2 Trainers shall report errors and omissions in technical manuals and/or

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related documents to Technical Communications.

5.9.2.3 QMS Web path: QMS-Service, [Training](#)

5.9.3 Product Recall, Retrofit, Repair for Safety

5.9.3.1 The Technical Support Manager shall receive the Product Safety Notice about defective machinery from the Product Manager or cognizant engineering manager.

5.9.3.2 The Technical Support Manager shall prepare/distribute a Field Service Bulletin for internal communication and shall coordinate with Product Manager and Marketing Communications for external communication to impacted customers.

5.9.3.3 The Technical Support Manager shall organize field corrective actions following the Warranty Procedure (FS-AD-3112).

5.9.3.4 QMS Web path: QMS-Service, [Warranty](#).

5.9.4 Technical Support

5.9.4.1 Technical Support shall instruct the customer to interact with the equipment in a safe manner per the documentation during a support incident.

5.9.4.2 Technical Support shall report errors and omissions in technical manuals and/or related documents to Technical Communications.

5.9.4.3 QMS Web path: QMS-Service, [Technical Support](#)

5.10 TECHNICAL COMMUNICATIONS FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Technical Communications Manager to implement safety.


5.10.1 Manuals

5.10.1.1 Technical Communications shall incorporate into the manual safety-related information following “Safety-related Documentation for Operation & Maintenance Manuals” and per the hazard analysis.

5.10.1.2 Technical Communications shall translate the manuals into the appropriate language as defined in the Translation Policy TEST-015, via the Marketing Requirements Document, or via the Custom/ETO project definition.

5.10.1.3 QMS Web path: QMS-Product Development, [Tech Comm Procedure](#)

5.11 SHIPPING FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Shipping Manager to implement safety procedures in the

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Function.

5.11.1 Packaging

5.11.1.1 The Shipping Manager shall ensure that the packaging is designed and constructed per the shipping work instructions outlined in the QMS system – as outlined in the reference section.

5.11.1.2 QMS Web path: QMS-Materials Management, [Material Handling & Shipping](#).

5.12 MANUFACTURING CHECKOUT FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Manufacturing Checkout Manager(s) to implement safety procedures.

5.12.1 Safety Checkout

5.12.1.1 The Manufacturing Checkout Manager shall ensure that safety checks are performed per the checkout plan submitted.

5.12.1.2 Records for checkout specifications shall be stored in the Project Folder (or POND).

5.12.1.3 QMS Web path: QMS-Engineering and Project Quality, Project Engineering-ETO and Custom, [Checkout Plans](#).

5.13 EHS MANAGEMENT FUNCTION RESPONSIBILITIES FOR SAFETY - It is the responsibility of the Environmental, Health and Safety (EHS) Manager to implement safety procedures.

5.13.1 Materials Safety Data Sheets (MSDS)


5.13.1.1 Where hazards relate to ordered chemical substances for in-house use or for customer use, the MSDS information shall be supplied to the EHS manager.

5.13.1.2 The Environmental, Health and Safety Manager shall review all MSDSs for chemicals that are received from suppliers.

5.13.1.3 The Environmental, Health and Safety Manager shall ensure that impacted personnel are trained on the safe use of the chemicals per the Employee Right To Know program.

5.13.1.4 The Environmental, Health and Safety Manager shall ensure that the MSDS are on the EHS intranet link and in the machine shop first aid station.

5.13.1.5 QMS Web path: QMS-Environmental Health & Safety (EHS), [MSDS & Hazard Communication](#).

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5.13.2 New Chemicals

5.13.2.1 If a new chemical needs to be introduced, then the Environmental Impact Evaluation process is followed.

5.13.2.2 QMS Web path: QMS-Environmental Health & Safety (EHS), [Environmental \(ISO 14001\)](#).

5.14 MANUFACTURING ENGINEERING FUNCTION RESPONSIBILITY FOR SAFETY TEST EQUIPMENT - It is the responsibility of the Manufacturing Engineering Manager to implement safety procedures.

5.14.1 Production Line Testing

5.14.1.1 The Manufacturing Engineering Manager shall ensure that a budget is available for the purchase of safety test equipment for production line testing.

5.14.1.2 The Manufacturing Engineering Manager shall ensure the maintenance and calibration of the product safety test equipment.

5.14.1.2.1 The Metrology Lab shall retain the records for calibration as per the Record Control process.

5.14.1.2.2 The Metrology Lab shall notify the owner of the asset prior to the calibration due date and the required calibration date is noted on the asset for reference.


5.14.1.3 The Manufacturing Engineering Manager shall ensure preparation of the training materials is done and assists with the training of the assembly and test technicians in the safe use of the test equipment.

5.14.1.3.1 The employee's manager shall ensure records exist for the employee training.

5.14.1.4 The Manufacturing Engineering Manager shall ensure that the test procedures exist for machinery, partly completed machinery, and electrical equipment.

5.14.1.4.1 The Manufacturing Engineering Manager shall ensure the records are retained in the Manufacturing Quality QMS Site, per the Quality Records List.

5.14.1.5 QMS Web path: QMS-Manufacturing, [Production](#)


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6 Procedure

- 6.1 Procedural elements are realized within the QMS framework per functional responsibilities listed in Section 5.


7 Associated Quality Records – as stated in the Quality Records List

Required Record
<ul style="list-style-type: none"> • GCS Agenda • GCS Presentation • GCS Meeting Minutes <p>(QMS Web paths: QMS-Engineering and Project Quality, General Engineering, Hazard Analysis / Safety, Global Compliance and Safety (GCS) (December 2014 thru present) QMS-Engineering and Project Quality, Quality Records, Quality Records List for Standard and After Market)</p>

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8 Reference Forms / Templates / Documents

Form / Template / Document Title	
QMS-Quality	<ul style="list-style-type: none"> • Process Management – Control of Records (see 5.1.5) • Process Management – Corrective Action (see 5.7.5) • Process Management – Internal Process Audit (see 5.3.1.3)
QMS-Engineering and Project Quality	<ul style="list-style-type: none"> • General Engineering – Hazard Analysis / Safety (see 5.1.1.4, 5.1.5, 5.6.1.2, 5.6.2.5, 5.6.4.1.3, 5.6.6.2, Section 7) • General Engineering – Engineering Standards Library (see 5.1.5, 5.6.1.2) • General Engineering – Engineering Records Control (see 5.6.3.2, 5.6.5.2) • General Engineering – POND (Projects ON Demand) (see 5.5.5) • Project Engineering - ETO and Custom – Checkout Plans (see 5.5.5, 5.12.1.3) • Pre-sale Reviews (see 5.2.1.5, 5.8.1.3) • Quality Records – Quality Records List for Standard and After Market (see Section 7)
QMS-Marketing	<ul style="list-style-type: none"> • Product Management – Market Requirements (see 5.7.5)
QMS-Service	<ul style="list-style-type: none"> • Warranty (see 5.9.1.4, 5.9.3.4) • Training (see 5.9.2.3) • Technical Support (see 5.9.4.3)
QMS-Product Development	<ul style="list-style-type: none"> • Product Safety Notice (see 5.7.5) • Tech Comm Procedure (see 5.10.1.3)
Policies/Procedures	<ul style="list-style-type: none"> • FIN-014.01 Systems Involving Live People Within Test Space (see 5.2.1.3, 5.2.2.4)
QMS-Materials Management	<ul style="list-style-type: none"> • Material Handling & Shipping (see 5.11.1.2)
QMS-Environmental Health & Safety (EHS)	<ul style="list-style-type: none"> • MSDS & Hazard Communication (see 5.13.1.5) • Environmental (ISO 14001) (see 5.13.2.2)
QMS-Manufacturing	<ul style="list-style-type: none"> • Production (see 5.14.1.5)
QMS-Materials Management	<ul style="list-style-type: none"> • Supply Management (see 5.4.2)

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9 Current Revision's Training Requirements


Training requirements are determined by the document owner – either awareness or formal.

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

Awareness training was required for Test Leadership Team for the initial QMS release. Per the Quality Management Representative, formal training is required for the Test Leadership Team and a specific group of people reporting to them for the revision B release.

10 Revision History & Approval

REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	QMS initial release – Replacement for Corporate Procedure PRO 29	S. Jordheim	6/21/2012
B	Updated per CA 2787	P. Wozniczka	10/15/2014
	Non-Revision update – updated per CA 2510. Added a link to the QMS Work Instruction Design for Lifting and Moving. Refer to paragraph 5.6.1.2.	P. Wozniczka	1/6/2015
C	Updated for GCS	P. Wozniczka	3/22/2016

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APPROVAL OF CURRENT REVISION		
Name / Function	Signature	Date
Grant Ovsak VP-Global Engineering		
William Hardy VP-Product Sales & Marketing		
Thomas Milas VP-Global Operations		
Ellen White VP-Service		
Melissa Boom Coburn Management Representative		