



TRIP REPORT

<u>TRANSMITTAL ACKNOWLEDGEMENT</u> <input type="checkbox"/>		<u>DEVELOPMENT</u> <input checked="" type="checkbox"/>	
<i>And/Or</i>			
<u>SITE VISIT</u> <input checked="" type="checkbox"/>		<u>MAINTENANCE</u> <input type="checkbox"/>	
<i>Client Company:</i> Hooks Industrial Inc.		<i>Project No:</i> D12-0159	
<i>Phase#</i> III, V, VII & IX	<i>Task #</i> 1 - 4	<i>Planned Phase Completion Date:</i> 5/30/2013	
<i>Date:</i> 4/17/2013	<i>Mileage</i> N/A	<i>Next planned visit:</i> Tentative 5/20/2013	
<u>Documents Transmitted</u>			
Quality Manual, Procedures and Forms were installed on Dawn Adam's computer.			
<u>Visit Summary</u>			
<p>Scott Dockery and I met with Dawn Adams, Quality Manager and Joseph Sanchez, Operations Manager on 4/15/2013 to 4/17/2013 at the Hooks Industrial Inc. Corpus Christi facility located at 5325 Leopard Street, Corpus Christi, Texas 78408 to review and approve the Quality Manual, Procedures and Forms. We met with John Valentine, President on 4/17/2013 to review the API Q1 development project progress.</p> <p>The Quality Manual, Procedures and Forms were reviewed and approved by Dawn Adams. Hooks personnel were trained on the Quality Policy and their respective contributions to the Quality Management System. Jody Hoelsher, Office Manager was trained on supplier evaluations and the Approved Suppliers List. One Product and One Quality Objective were created.</p>			
<u>Areas of Concern</u>			
No Purchase Orders are being used for the purchase of tooling cutting tips.			
<u>Recommendations</u>			
Train Hook's personnel on procedures and forms. Create Job Descriptions and training records for all personnel. Calibrate all monitoring and measuring devices and add them to calibration log.			
<u>Comments</u>			
Add form numbers to the E2 computer system generated Work Order and Job Traveler forms.			
<i>Received by:</i>		<i>Quality Professional:</i> John Crump and Scott Dockery	
<i>Date:</i>			