



TRIP REPORT

<u>TRANSMITTAL ACKNOWLEDGEMENT</u> <input type="checkbox"/>		<u>DEVELOPMENT</u> <input checked="" type="checkbox"/>	
<i>And/Or</i>		<u>MAINTENANCE</u> <input type="checkbox"/>	
<u>SITE VISIT</u> <input checked="" type="checkbox"/>			
<i>Client Company:</i> Hooks Industrial Inc.		<i>Project No:</i> D12-0159	
<i>Phase#</i>	<i>Progress Review</i>	<i>Task #</i> N/A	<i>Planned Phase Completion Date:</i> N/A
<i>Date:</i> 5/7/2013	<i>Mileage</i> 40	<i>Next planned visit:</i> 5/21/2013 Corpus Christi Operation	
<u>Documents Transmitted</u> None.			
<u>Visit Summary</u> I met with John Valentine, President and Dawn Adams, Quality Manager on 5/7/2013 at the Hooks Industrial Inc. Spring, Texas office to review the progress of the following quality management system elements for the Corpus Christi operation: <ol style="list-style-type: none"> 1. NCR Process (No NCRs written) 2. CAR Process (3 CARs written for customer complaints) 3. PAR Process (No PARS written) 4. Customer Complaint Process (3 customer complaints written) 5. Job Descriptions (In progress) 6. Training Records (In progress) 7. Equipment Calibration (No equipment calibrated) 8. Provided an API Specification Q1 Clause 7 Product Realization overview to Dawn Adams. Overview included relationship between 7.1 Planning of Product Realization, 7.2 Customer-related processes, 7.3 Design and Development (excluded from Hook's QMS), 7.4 Purchasing, 7.5 Production and Service Provision and 7.6 Control of Monitoring and Measuring Equipment. 			
<u>Areas of Concern</u> Monitoring and Measuring Equipment is not calibrated. Form number F-622-005 Training Summary By Individual needs to be modified so that the form number is not cutoff during printing.			
<u>Recommendations</u> Complete job descriptions and training records for all personnel. Calibrate and/or verify all monitoring and measuring devices and add them to the calibration log.			
<u>Comments</u> None.			
<i>Received by:</i>		<i>Quality Professional:</i> John Crump	
<i>Date:</i>			