

**ISO9001:2015 / AS9100D:2016**  
**Quality Manual**

**品质手册**

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## 1. INTRODUCTION 介绍

This Quality Manual describes the policies and company-wide control system of the PEI-Genesis Connectors Zhuhai Ltd Quality Management System (QMS). The QMS described in this manual meets the requirements of the ISO 9001:2015 & AS9100D:2016 standards.

本质量手册描述了珠海倍捷连接器有限公司全公司范围内质量管理体系（QMS）和方针政策。本手册中描述的质量管理体系符合 ISO 9001:2015 及 AS9100D:2016 的标准要求。

## 2. BUSINESS STRATEGY 经营策略

### 2.1 QUALITY POLICY 质量方针

**P**ERFORM **E**VALUATE **I**MPROVE  
执行 检验 改进

PEI-Genesis will provide the fastest delivery and flawless quality that meets or exceeds our customers' expectations.

倍捷连接器提供最快的交货和完美的品质，以满足和超越客户的期望。

Our quality objectives are used to build a culture of continuous measurable improvement.

我们质量目标致力于建立可持续量化改善的企业文化。

### 2.2 QUALITY OBJECTIVES 质量目标

Refer to Balanced Business Scorecard and Quality Objectives Management

参考绩效平衡计分卡和质量目标管理表。

## 3. UNDERSTANDING THE ORGANIZATION AND ITS CONTEXT 理解组织背景和环境

In 1946 Murray Fisher formed Philadelphia Electronics, Inc., the company was geared toward value added assembly and distribution of electrical connectors and hardware. In 1985, PEI purchased Genesis Electronics based in South Bend, Indiana and PEI-Genesis was born.

1946 年，Murray Fisher 创立了费城电子公司（PEI），主要经营电子连接器和硬件的增值装配和分销。

1985 年收购了总部设在印第安纳州的 South Bend 的 Genesis 电子公司，从此 PEI-GENESIS 诞生了。

PEI-Genesis is the fastest automated assembler of ITT Cannon, Amphenol, CINCH and LEMO connectors in the world. PEI US & PEI UK are both AS9100 and ISO 9001-2008 certified.

倍捷连接器是世界上最快的自动化组装 ITT Cannon、Amphenol、CINCH 和 LEMO 连接器的工厂。

美国和英国工厂都已通过 AS9100 and ISO 9001-2008 的认证。

PEI-Genesis is one of the 15 largest electronic component distributors in North America, privately held, and has been in business since 1946 as an international connector distributor.

倍捷连接器是一家未上市公司，是北美 15 家最大的电子零件经销商之一，自 1946 年开业以来一直致力于连接器的全球化分销。

PEI-Genesis is a manufacturer, assembling distributor for connectors and cables.

倍捷连接器是一家专注于连接器和线束装配的制造商和经销商。

PEI Genesis UK was established in 1998 and has continued to expand its European foot print.

1998 年，PEI Genesis UK 成立并持续拓展欧洲业务。

PEI Genesis China was established in 2014 and started to serve Chinese market.

2014年，珠海倍捷连接器有限公司成立并开始服务中国市场。

According to the requirement from marketing and customers, PEI Zhuhai to implement ISO9001:2015 & AS9100D:2016 quality management system, and analysis the company's environment, create <Internal and External Environment List>. And review the list in the management review meeting together with requirement from headquarter to make sure it match the business of PEI Zhuhai.

根据市场和客户需求，建立 ISO9001:2015 及 AS9100D:2016 的质量管理体系，并识别公司的内外部环境，形成《内外部环境一览表》。每年于管理评审时对《内外部环境一览表》进行评审，结合总部的要求评审公司经营策略。

#### **4. CODE OF ETHICS 道德规范**

PEI-Genesis expects the highest standard of ethical conduct and fair dealing from each employee, officer, director, volunteer and all others associated with the Company. Our reputation is a valuable asset, and we must continually earn the trust, confidence and respect of our suppliers, our members, our customers, and our community. Refer to <Employee Handbook>.

倍捷连接器希望每位员工、行政人员、主管、自愿者和与公司相关的所有其他人遵照道德规范和公平交易的最高标准。公司的声誉是无价的财富，必须不断地赢取供应商、成员、客户和社区的信任、信赖和尊重。参考《员工手册》

#### **5. UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES 理解相关方的需求和期望**

PEI Genesis Connectors Zhuhai Ltd. interested parties include PG/UK factories, PEI headquarter, US/China governments, related organizations, suppliers, employees, and end users. We created <The needs and expectations of interested parties> and make sure it will be reviewed and communicated in our company.

公司目前相关方包括美国/英国工厂、总部、美国/中国政府及相关组织机构、供应商、公司员工、及其最终用户的需求，形成公司的《相关方及其需求一览表》，确保被定期审核并让全员了解。

#### **6. SCOPE OF REGISTRATION 管理范围**

**ISO9001:2015 & AS9100D:2016**  
**Assembly and Distribution of Connectors and Accessories**  
**连接器和附件产品的装配和分销**

For a List of Processes/Procedures required by the QMS, please refer to Appendix B of this Quality Manual.

质量管理体系要求的过程/程序文件清单见质量手册附件 B。

Design and development requirements are generally not applicable to connectors and connector assemblies. All of our products are in accordance with the customer's drawings or specifications for assembly, does not assume the design responsibility. And the products will not result in failure to customer.

设计和开发要求不适用于连接器及其装配。本公司所有产品均按照客户的图纸或规格进行装配，不承担设计责任并且不影响产品的交付。

## 7. INTERACTION OF PROCESSES 过程的相互作用

Related resources required by the QMS are made available to relevant functions at this location and are managed by authorized personnel to whatever extent necessary, appropriate for the scope of operations performed.

提供质量管理体系所需的相关资源给工厂相关部门并由被授权的人员进行必要和适当的管理。

The Interaction of Processes required by the QMS is shown in Appendix C of this Quality Manual. 质量管理体系所需的过程之间的相互作用关系见附件 C。

### Outsourced Processes 外包过程

Outsourced processes required by the QMS are managed in accordance with the requirements described in the Purchasing Procedure.

QMS 要求的外包流程根据采购程序中描述的要求进行管理。

After identification, there is no production process outsourcing in PEI Zhuhai. 经识别，本公司暂无生产制程的外包过程。

## 8. APPENDIX LIST 附件清单

Quality Manual \_Appendix A: Process List 过程清单

Quality Manual \_Appendix B: LIST OF PROCESSES/PROCEDURES 过程/程序文件清单

Quality Manual \_Appendix C: INTERACTION OF PROCESSES 过程交互图

### APPENDIX A Process List 过程清单

Operation 运营		Support 支持过程		Management 管理过程	
Process Code 过程编号	Process Name 过程名称	Process Code 过程编号	Process Name 过程名称	Process Code 过程编号	Process Name 过程名称
C1	PO review 订单评审	S1	Document & Record management 文件和记录控制	M1	Management 管理过程
C2	NPI 新产品导入	S2	Human Resoure 人力资源		
C3	Purchase 采购	S3	Equipment Management 设备管理		
C4	Production, Inspection and Delivery 生产、检验及交付	S4	Warehouse Management 仓储管理		
C5	Customer services 客户服务				

**Quality Manual \_Appendix B: LIST OF PROCESSES/PROCEDURES 过程/程序文件清单**

PROCESS NAME 过程名称	SUPPORTING DOCUMENTATION 支持性文件	DOCUMENTS NO. 文件编号
C1 PO review 订单评审	Sales and Service 销售与服务	QPC012
	Sales Order Maintenance 销售订单维护	CWSA009
	Customer PO Review 客户订单检查	CWSA010
	PEI China Sales Terms and Conditions 销售协议	CWSA043
C2 NPI 新产品导入	Planning of Product Realization 产品实现计划	QPC005
	NPI process 新产品导入作业指导书	CWPR021
C3 Purchase 采购	Purchasing 采购	QPC006
	NPP process	CWPM014
	Purchase Suggestions 采购建议	CWPM009
C4 Production, Inspection and Delivery 生产、检验及交付	Control of NC Product 不合格品控制	QPC001
	Production and Process Control Work Instruction 生产和制程控制	CWPR015
	Incoming Quality Inspection 来料品质检查	CWQA004
	Top level production Flow 生产流程	CWPR023
	Shipping work instruction 出货作业指导书	CWWH007
C5 Customer services 客户服务	Customer Returns - Overview 客户退货总述	CWQA012
	Customer Satisfaction management 客户满意度管理	CWQA017
S1 Document & Record management 文件和记录控制	Control of Documents 文件控制	QPC002
	Control of Records 记录控制	QPC007
S2 Human Resource 人力资源	Training 培训	QPC004
	Employee Handbook 员工手册	CWHR001
S3 Equipment Management 设备管理	Control of Monitoring and Measuring Equipment 监视和测量设备的控制	QPC003
	Equipment and tools management working instruction 设备和工具管理指导书	CWPR026
S4 Warehouse Management 仓储管理	Warehouse Management 仓库管理	CWWH011
	Shelf Life Control 保存期限控制	CWWH005
	Identification and Special Handling for Hazardous Waste 危险废弃物的标识及处理	CWWH009
M1 Management 管理过程	Management Review 管理评审	QPC008
	Internal Audits 内部审核	QPC009
	Corrective Action 纠正措施	QPC010
	Continuous Improvement 持续改进	CWQA015



**Amendment Record 变更履历**

Revision 版本	Changed By 编辑	Reviewed By 批准	Approved By 批准	Summary of Change 变更概述
20161225	John Wu	Euan Sheldon	Alex Tsui	Initial release
20170628	John Wu	Euan Sheldon	Alex Tsui	1. Updated process list; 2. Moved some attachment as a separate file 3. Update the doc list base on new process. 4. Updated the interaction of processes base on new process list.