



the Plate Company

QUALITY CONTROL MANUAL

Revision : May 2019

CORPORATE:

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GENERAL INFORMATION

This manual outlines the Quality Control Program established by Ranger Steel, a steel distributor and non-producer of steel. It is the intention of Ranger Steel, as material supplier of carbon and alloy steel to assure that those products requiring specifications covered in this Quality Control Manual comply with applicable specifications and customer requirements.

STATEMENT OF POLICY AND AUTHORITY

This manual outlines a complete Quality Control Program which will serve as a working document to guide all personnel in complying with the provisions set forth herein.

The Quality Control Manager shall report directly to the Chief Executive Officer and shall have the responsibility and authority to:

- (1) Identify quality problems;
- (2) Initiate, recommend, or provide solutions to quality problems through designated channels;
- (3) Verify implementation of solutions; and
- (4) Control or stop further processing or shipments until proper disposition of a nonconformity, deficiency, or resolution of an unsatisfactory condition has occurred.

Any matter requiring decisions regarding specifications must be referred to the customer for review. No change in specifications will be made without customer authorization.

Management has reviewed and endorses the Quality Program as stated in the manual. Should there be occasions when conflicts occur, the Chief Executive Officer has the responsibility and authority to resolve these differences.

Chief Executive Officer

Date

Quality Control Manager

Date

SECTION I: CONTROL OF THE QUALITY CONTROL MANUAL

The Quality Control Manual shall be the document for demonstrating compliance to the ASTM/ASME Code and/or customer specifications.

Copies of the manual (uncontrolled) shall be distributed by the Quality Control Department. Copies will not be serialized. They are also available online at www.rangersteel.com.

The Quality Control Manual shall be reviewed by qualified personnel designated by management as required for compliance to current standards.

SECTION II: RESPONSIBILITY OF KEY PERSONNEL

- 1) Chief Executive Officer.
- 2) Quality Control Manager - responsible for traceability of material from purchasing through receiving and including shipping.
- 3) Purchasing - responsible for ordering material to designated specifications and obtaining best price and delivery.
- 4) Warehouse Supervisor - operation of warehouse including incoming and outgoing shipments, cutting and processing of material with extreme attention to details for sizes, grades and quantities.
- 5) Sales Force - responsible for sales, estimating and turning in orders.
- 6) Credit Analyst - responsible for establishing and maintaining credit controls and collections according to terms.
- 7) Accounting Department - responsible for standard accounting procedures including accounts payable, accounts receivable and general ledger statements.

SECTION III: QUALIFICATIONS OF INSPECTION PERSONNEL

Inspection personnel shall be assigned at the direction of management, depending on their experience and/or training pertaining to the difficulty of the job assignment.

Specific training of employees for inspection will be at the discretion of management dependent on the capabilities of the individuals and the needs of each department.

Training and qualifications are noted in personnel files.

SECTION IV: QUALIFICATIONS OF NON-DESTRUCTIVE EXAMINATION PERSONNEL

The quality control manager and the warehouse supervisor are approved for testing material for contamination by saltwater.

Ranger Steel has no other nondestructive testing personnel employed. All other nondestructive tests will be performed by an approved independent outside laboratory. Personnel performing non-destructive examination (NDE) **i.e. radiographic (RT), magnetic particle (MT), ultrasonic testing (UT)** shall be qualified to the appropriate level as required by the material specifications and/or customer requirements.

Qualifications of nondestructive examination personnel shall be in accordance with the latest approved edition of American Society of Nondestructive Testing Recommended Practice No. ASNT-TC-1A.

SECTION V: PURCHASE ORDER CONTROL

The purchasing department shall be responsible for issuing purchase orders and for transmitting documents, standards, specifications, and procedures to the appropriate approved vendors.

Material and services shall be purchased only from approved vendors. Vendor approval shall be based on past performance and personal visits with final approval resting with the head of the purchasing department.

SECTION VI: CONTROL OF DOCUMENTS, STANDARDS, SPECIFICATIONS AND PROCEDURES

Customer requirements and revisions are the responsibility of the sales person.

All revisions shall be maintained and kept current in the Customer Order Files. It shall be the responsibility of the sales person or their designated representative to review the applicable specification for each order, to obtain the specification if not available in the files, and to issue instructions for the necessary requirements to meet the referenced specifications.

Changes or revisions to a customer's Purchase Order must be reviewed and accepted by the appropriate departments prior to initiating a change in the Sales Order.

It shall be the responsibility of the sales person to have a "HOLD" put on the customer's order to prevent mis-shipments while the change or revision is being reviewed.

It shall be the sales person's responsibility to assure that all orders and other documents are replaced or corrected to reflect all acceptable changes or revisions.

It shall be the responsibility of the Quality Control Manager to verify that all orders and other documents reflect latest approved changes or revisions prior to being shipped.

SECTION VII: SALES ORDER CONTROL

Sales Orders and Customer Purchase Orders shall be reviewed to assure compliance to material specifications and customer requirements. Acceptability shall be the responsibility of the sales person.

Additions and/or changes on specifications or procedures shall require permission from the customer prior to implementation.

When required by customer specification or Purchase Order, "Right of Access" shall be granted to the purchaser or designated representative for the purpose of inspection or quality control survey.

SECTION VIII: IDENTIFICATION OF MATERIAL

All material shall be identified by the following as a minimum requirement:

1. Grade of material.
2. Heat number of Heat code of the material
3. Any additional marking required by the applicable customer specification requirement, and as necessary to facilitate traceability or test results.

The identification marking shall be transferred to all pieces prior to material being cut or divided.

Material shall be marked by any method acceptable to the purchaser which will not result in harmful, contamination or sharp discontinuities and will identify the material in accordance with the material specification. Material markings are certified by their manufacturer and documented in the Mill Test Report files. Stamping, when used, shall be done with "low stress" die stamps.

All material shall have Certified Material Test Reports from the manufacturer. These test reports shall be reviewed and approved by the Quality Control Department prior to passing the material into stock.

With agreement between Ranger Steel and the customer, some material not ordered to any set specification shall be shipped without any mill test reports.

SECTION IX: NON-DESTRUCTIVE EXAMINATION

Non-Destructive Examination (NDE) such as radiographic examination (RT), magnetic particle (MT), ultrasonic testing (UT) shall be performed per ASTM/ASME code per A370, A578, A435, A6 or A20 and/or customer requirements. Names and SNT-TC-1A levels (I1 or III) of NDE operators shall be required on all NDE reports.

SECTION X: RECEIVING INSPECTION

Receiving inspection shall assure that those items covered under the QC Manual are received in compliance with the purchase requirements by verifying material to our receiving reports.

Certified test reports for material shall be reviewed by the Quality Control Department and approved prior to release for filing by vessel and vendor name.

Items which are found to be nonconforming shall be noted on the receiving report, and material stored in a special holding area until proper disposition; this disposition being the responsibility of the quality personnel.

SECTION XI: CONTROL OF MEASURING AND TEST EQUIPMENT

Tapes, rulers, micrometers and similar devices shall be purchased from reliable vendors using reliable brands. These items shall be manufactured using traceable measurement standards and are regarded as satisfactory for use within normal tolerance.

Accuracy of micrometers shall be checked and calibrated on a periodic basis to insure reliability.

Should any of the above items become damaged in any way that affects their accuracy, they shall be replaced. Responsibility for maintaining this program shall be assigned to the Quality Control Manager.

SECTION XII: CONTROL OF STOCK MATERIALS AND ITEMS

All stock material and items shall be identified and documented from date of purchase through receiving, storage, processing and shipping to insure traceability.

Storage of stock material and items shall be accomplished in a manner that will insure proper protection from contamination and damage.

Marking and loading for shipment shall be per customer requirements. Marking of material, if requested by customer, shall be in accordance with the purchase order as specified in the purchase order.

When processing an order under the qualifications of the Quality Control Manual, any "drops" created will be marked, identified and stored for further use.

SECTION XIII: QUALITY CONTROL RECORD RETENTION AND STORAGE

Quality Control Records shall be permanent records and consist of the original copies of the documents but not limited to these:

- 1) Test Reports
- 2) Sales Orders
- 3) Bills of lading
- 4) Customer purchase orders, documents, standards, specifications and procedures.

Responsibility for records retention, maintenance and control shall lie with the Quality Control Department under the general supervision of the Chief Executive Officer.

These records shall be stored to prevent damage for a period of as least five (5) years, or as dictated by customer order requirements as agreed upon at the time of order acceptance.

SECTION XIV: SIGNIFICANT CONDITION CORRECTIVE ACTION

When a significant condition adverse to Quality is found to exist, the following steps shall be taken:

- A. Corrective action requests shall identify the adverse condition, its cause and recommend action. The recommended corrective action shall be recorded and reported to appropriate levels of Management.
- B. Corrective action shall be required of vendors when appropriate and the Quality Control Department shall monitor responses and disposition.

SECTION XV: APPENDIX INDEX

- Exhibit # 1 – Purchase Order Form
- Exhibit # 2 – Sales Order Form
- Exhibit # 3 – Common Carrier Detail Sheet
- Exhibit # 4 – Stock Cutting Acknowledgement
- Exhibit # 5 – Copy of Liability Insurance Certificate
- Exhibit # 6 – Sample Receiving Report
- Exhibit # 7 – Cutting Report Form
- Exhibit # 8 – Gate Pass
- Exhibit # 9 – Shipping Order / Bill of Lading
- Exhibit # 10 – Organization Chart

EXHIBIT #1



PURCHASE ORDER

1225 North Loop West Suite 650
Houston, TX 77008
Tel: 713.980.7380 Fax: 713.980.7381

No:

Date:

ISSUED TO:

SHIP TO:

QUANTITY	DESCRIPTION	PRICE	EXTENSION

Special Instruction:

Invoices & Mill Test Reports are required when the vessel docks in Houston, TX. Original & two (2) copies of both are required. Failure to receive the Invoice & MTRs promptly could delay payment beyond the agreed terms. Under no circumstances will payment be approved until the MTRs are received.

Ranger Steel Services LP

By: _____

EXHIBIT #2

DATE _____ SALES ORDER # _____ CUSTOMER PO _____
 BILL TO _____ SHIP TO _____ SHIP VIA _____ PPD _____ WC _____ DATE PROMISED _____
 TERMS _____ N30 _____ OTHER _____ TAXABLE _____
 SALES PERSON _____ WAREHOUSE _____
 MTR WITH TRUCK _____ INVOICE _____ EMAIL _____ FAX _____

MTR TO:

GRADES

	20 OR 25	40 OR 45	60	SIZE	ORIGIN	QTY	WEIGHT	CWT	TOTAL
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				
36 ABS	572 50 65	516 AR N	573	OTHER	F D MM CHSI NC				

NOTES:



COMMON CARRIER DETAIL SHEET

EXHIBIT #3

DATE: _____

SALES ORDER: _____

CUSTOMER PO#: _____

CUSTOMER NAME: _____

DELIVERY ADDRESS: _____

DATE TO LOAD: _____ PROMISE DATE: _____ WEIGHT: _____

SHIP VIA: TRUCK RAIL OTHER

PICK-UP HOUSTON FORT WORTH TULSA

LOCATION: BUYOUT / LOCATION CALIFORNIA
 OTHER: _____

AVAILABILITY: READY CUT INBOUND OTHER

BLOCKING & TARP LEGAL WIDE
LOADING
INSTRUCTIONS: _____

JOBSITE STEEL-TOED BOOTS NO TENNIS SHOES LONG SLEEVES
REQMENTS NOMEX SUIT NON-FLAMMABLE CLOTHING HARD HAT
 SAFETY GLASSES NO FACIAL HAIR/BEARD NO BEARD

MAX ALLOWED: _____ STOP: _____ TOTAL FREIGHT: _____

PREFERRED CARRIER: _____ DATE QUOTED: _____

SALESMAN



CALIFORNIA

FT. WORTH

HOUSTON

TULSA

EXHIBIT #4

CUTTING ORDER

CUSTOMER: _____

SO# _____

DATE: _____

STOCK ITEM TO BE CUT:

QTY	SIZE	GRADE	NOTES

TO BE CUT TO:

QTY	SIZE	NOTES	REM	NEW PRICE

ADDITIONAL NOTES:

SALES PERSON SIGNATURE

PICKUP DATE: _____

X _____



EXHIBIT #5 PAGE 2 CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

Acct#: 1168915

10/01/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies, LLC 3657 Briarpark Dr., Suite 700 Houston, TX 77042	CONTACT NAME: PHONE (A/C. No. Ext): 888-828-8365	FAX (A/C. No):
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Indemnity Insurance Co. of North America		43575
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
 Insperity, Inc.
 19001 Crescent Springs Drive
 Kingwood, TX 77339
 *SEE BELOW

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	C66698506	10/01/2019	10/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RANGER STEEL SERVICES, L.P. (2337200) IS INCLUDED AS A NAMED INSURED THROUGH ENDORSEMENT.

CERTIFICATE HOLDER**CANCELLATION**

PROVIDED UPON REQUEST

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

[Signature]

EXHIBIT #6

RSSC (Company Name)

Receipt #

Date **/**/2019

RSSC

SIZE	GRADE	QTY	C.C.	P.O.	ORDER#	Carrier	WEIGHT
		0					0.000

I have visually inspected all of the above plate. All of it is in good condition and shippable to any Ranger customer unless otherwise noted.

Emilio Ventura

PORT OF HOUSTON AUTHORITY

GATE PASS

NO: R 319053

Company Name:		Date:
Contact Phone: 713-671-2881		
Truck Line:	Tractor Lic. #:	
	Trailer Lic. #:	
Quantity	Description / Commodity	Remarks
	Plate Steel	
Clerk / Agent	Driver's Signature	

PASS-OUT

EXHIBIT #9

05/17/19 RANGER STEEL-HOUSTON
 ** LOAD PICK LIST **

Order # Load# 1 Load Date 05/17/19 BOL#
 Page # 1
 Ship Via CC

**STRAIGHT BILL OF LADING
 SHORT FORM
 ORIGINAL - NOT NEGOTIABLE**

Shipping Instructions

Terms: NET 30 DAYS
 P.O. #
 Vendor #

** MTR ** TRUCK
 ** MTR **

Sold To: Cust #

DELIVER TO
 =====
 * *
 * *
 * *
 * *
 * *
 =====

W/H	Item Description	Pcs Selected	Weight Loaded	Pcs Loaded
	CLEAN & FLAT, HEAT # EACH PC!			
* 1*	1.0 1000750288 A-36 3/4 X 96" X 240" D MM CH SI	3	14,702	

WAREHOUSE ADDRESS:

Load# 1

Total Load Pieces 3 Total Load Weight 14,702

NOTE - Rejection of plate must be prior to fabrication especially, but not limited to surface rust, pitting or other cosmetic reasons. Ranger Steel will not accept any claims or rejections after plate has been fabricated. Refer to terms and conditions on back of invoices for complete details.

RECEIVED, subject to the classifications and lawfully filed tariffs in effect on the date of issue of this Bill of Lading. The property described above is in apparent good order, except as noted, marked, consigned, and destined as indicated above which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry its usual place of delivery at said destination. If on its route, otherwise to deliver to said destination. It is mutually agreed as to each carrier of all or any of, said property over all or any portion of said route to destination and as to each party at any overall or any portion of said route to destination and as to each party at any time interested in all or any said property, that every service to be performed hereunder shall be subject to all the bill of lading terms and conditions in the governing classification on the date of shipment. Shipper hereby certifies that he is familiar with all the bill of lading terms and conditions in the governing classification and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns. Subject to section 7 of the conditions of Bill of Lading in N.M.F.C. and U.P.C. - No recourse clause exercised. Consignor - RANGER STEEL • 1225 NORTH LOOP WEST • HOUSTON, TEXAS 77008	SHIPPER: RSS BY: _____ CHECKED BY: _____	CARRIER: _____ DRIVER: _____ TRUCK #: _____ DATE: _____
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EXHIBIT #10

