



Quality and Safety Training at Brazos Manufacturing and Welding Services

The purpose of this document is to outline the training, training requirements, responsibilities of the trainer and trainee, and the Brazos Manufacturing Training mission.

All employees that are assigned responsibility for quality and safety, must be involved in all company training programs, and training functions. It is the responsibility of the Quality Director to administer training topics, teamwork activities, cross training initiatives, and to communicate revised or updated training materials. The following list of training topics is an outline of training lessons, classroom activities, practical evaluations i.e., hands-on workshops, and successful completion requirements. It is a mandatory requirement that all Brazos Manufacturing employees show competence and an overall awareness of quality and on-the-job safety.

Safety and Health at Brazos Manufacturing-

The safety manager is responsible for the overall safety awareness and compliance with OSHA and all regulatory agencies that create a safe and healthy work environment for all employees, and contractors. The following list of safety and compliance topics shall be covered during the onboarding process as well as ongoing training requirements for all Brazos manufacturing employees.

Safety and compliance topics-

1. General safety overview.

- This topic will address the introduction to OSHA, starting with the 1970's OSH ACT passed into law by the Department of Labor.
- The purpose of OSHA and its initiatives.
- Employer Rights and Responsibilities.
- Employee Rights and Responsibilities.

2. 29 CFR (Code of Federal Regulations) 1910.

- This topic will provide a complete outline of workplace safety requirements that are current to the General Industry standards. Topics covered in this course will prepare the employee to respond when hazards are present, hazard reporting, JSA (Job Safety Analysis) and reporting requirements.

3. EAP (Emergency Action Plan).

- In this course, the instructor will review the current emergency action plan with each employee. The employee will learn the proper exit routes, means of egress and ingress and how to communicate with the management team when risks are identified.

4. OSHA 300 and 300A Logs-

- Employees will learn the functionality and purpose of the 300 and 300A logs. The trainer will explain how incidents are recorded and reported to OSHA.



- Topics such as, Workers Compensation, Days Away from Work, Incident Rates, and liabilities when workers are injured.

Quality Control topics-

The Quality Director is responsible for the training and oversight of all quality control functions and topics. Quality control is the responsibility of all Brazos Manufacturing and Welding Services employees. Quality topics covered in training will consist of the following:

Quality Control vs. Quality Assurance-

- Employees will learn the purpose and description of each quality function in a manufacturing setting.
- Employees will learn the fundamental principles of internal and external customers, and how to meet the targeted compliance requirements.
- In-puts and Outputs of a quality assurance program.

Welding Inspection Technology (WIT)-

- Basic weld profile identification
- Weld discontinuities
- WPS (Weld Procedure Specification) training
- PQR (Procedure Qualification) training
- WQP (Welder Qualification Procedure) training
- Basic Welding Metallurgy
- MIT (Material Identification Training)
- Visual weld inspection training

Overall Quality Topics-

- **Lean Principles**
- **5S methodology**
- **Plan-Do-Check-Act**
- **Corrective Action Request**
- **Preventative Action Request**
- **Team Building**
- **Design Analysis**
- **Risk Management**
- **Cost of Quality**
- **7 Basic tools of Quality**



The benefit to this training program is to increase the overall output of top-quality products and services. Employees will receive a thorough understanding of their job duties and responsibilities. Incorporating an internal training program for employees and staff is a positive tool that can be used to discover internal talent and skills that are currently within the organization. Training will serve as a guide for professional growth, professional development, and on-the-job confidence.

New training topics will be administered by the training instructor. Employee participation will be highly encouraged for all team members. Materials covered, test, and hands-on exercises will serve as reinforcement to selected training materials.

The management team will review improvements made and areas for improvement on a weekly basis.

It is the goal of the Brazos Manufacturing and Welding Services to uphold the highest standards both in Quality Control and Safety and Health for all its employees and staff members. We believe in creating a culture of excellence and accountability. It starts and ends with training.