

SOUTHCO QUALITY POLICY MANUAL

Introduction

Southco, under the leadership of W.C. Hale, was formed at the end of World War II as an offshoot of the South Chester Tube Company. Due to capable engineering, quality manufacturing, aggressive marketing and sound financial management, Southco has developed into, we believe, the access hardware and latching system industry leader in the world.

Vision

To be the Leading and Trusted Global Source of Engineered
Access Control Hardware, Services & Solutions.

Mission

Our mission is to *create* continuous growth opportunities through strong customer connectivity and engineering excellence

We will *seize* these opportunities through seamless teamwork and by leveraging our operational excellence and supply chain management.

Together, we will *drive* leadership, growth and extraordinary value for our customer, associates and shareholders.

Southco Key Objectives

- *Protect the Core Business & Target Market Share Growth*
- *Drive Lean & Green Thinking, Action & Results*
- *SAP Implementation & Development Support*
- *Continue to Invest in Our Future*

Quality Policy

By focusing on customer satisfaction, we strive to...

- *Design our products to meet the needs of our customers*
- *Control our processes using appropriate techniques*
- *Manufacture our products to be defect free*
- *Involve all employees in continuous improvement*
- *Deliver our products in a timely manner*
- *Provide our customers with exceptional quality service*

Our success will be measured by the ultimate judge, our customers.

Environmental Policy

Southco is committed to the environmental safety and health of its employees, customers and neighbors and to the protection of the environment.

Southco is committed to an effective environmental management system designed to support our strategic business objectives.

The following principles shall apply to all Southco business practices

- Conduct business so that environmental challenges are managed as an integral part of current and changing business strategies.
- Recognition that all Southco associates must be trained to perform their jobs in a safe and environmentally responsible manner.
- Commitment to the full compliance with applicable governmental requirements and Southco standards.
- Dedication to prevention of pollution and continuous improvement of our environmental management systems.
- Establishment of objectives and targets which consider environmental aspects and impacts as an integral part of our business decision-making process.

Scope

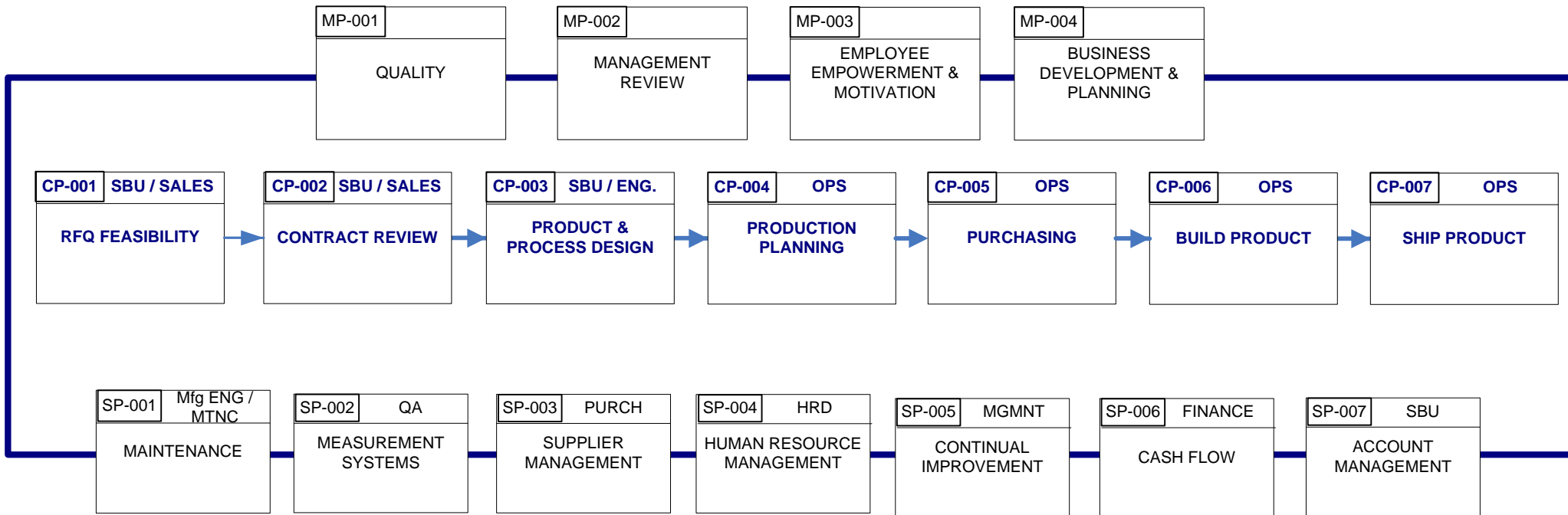
The scope of Southco activities is the design, manufacture and assembly of access hardware, hinges and latching systems following the guidelines of ISO 9001 - 2000, ISO 14001:2004, SAE AS9100, and ISO/TS 16949 Requirements Worldwide. Southco has issued this Policy Manual, effective October 1, 1993, to establish uniform practices to better satisfy the needs of our customers. This manual adheres to the guidelines of the standards above.

The system applies to all Southco processes, goods and services for contract fulfillment and our internal use worldwide and directs the activities for all Southco sites.

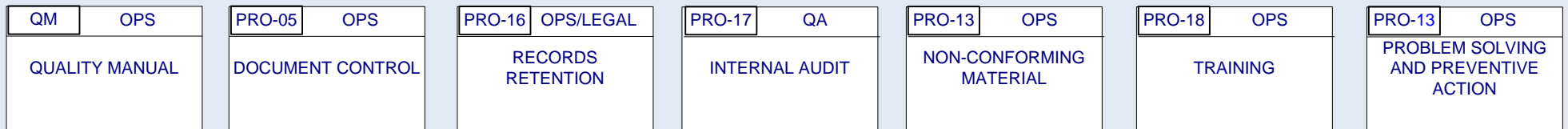
The following exclusions apply:

FACILITY	EXCLUSION	JUSTIFICATION
OFC	Design 7.3X	Design done at Corp and Worcester
	Contract Review 7.2.1	CSR Function at other facilities
	Customer Property 7.5.4	No customer owned property at OFC
Fu Yong	Design 7.3X	Design done at Corp and Worcester
Tecate	Design 7.3X	Design done at Corp and Worcester
	Contract Review 7.2.1	CSR Function at other facilities
	Customer Property 7.5.4	No customer owned property at Tecate
Brandywine	Design 7.3X	Design done at Corp and Worcester
	Contract Review 7.2.1	CSR Function at other facilities
Bridgeport	Design 7.3X	Design done at Corp and Worcester
	Contract Review 7.2.1	CSR Function at other facilities
Audobon	Design 7.3X	Design done at Corp and Worcester
	Contract Review 7.2.1	CSR Function at other facilities
Honeoye Falls	Design 7.3X	Design done at Corp and Worcester
	Contract Review 7.2.1	CSR Function at other facilities

PROCESS INTERACTION MAP



REQUIRED PROCEDURES



MP = Management Oriented Processes

CP = Customer Oriented Processes

SP = Supply Chain Oriented Processes

Note: Facility process maps will show linkage to the Global QMS.

Original Issue: 01 October 1993

Revision Date: 28-April-09 Rev. V

REVISION HISTORY

Contact Corp. QA for prior Revision History

REV	REV DATE	DESCRIPTION OF CHANGE
D	01JUN01	Removed 'Global Environmental Health, and Safety Manager' throughout Policy. Replaced with 'Director, Risk Management'. Section 1.4 removed obsolete PRO-01-2. Section 18.0 removed L&D and replaced with 'HRD'. Section 19.0 removed "Inside Sales". Section 21.1 changed the significant criteria. Appendix B added OFC Quality Policy Poster "3". Added Hong Kong "2". Combined Worcester/Staverton "10". Changed Albany from '10' to '7'. HF changed from '4' to '5'. Korea from '1' to '3'. vb
E	07MAY02	Revised entire Policy Manual. Removed redundancy. Added QS9000 and ISO9001:2000 information. vb
F	22JAN03	Pg. 12 – added Standard Handbook Product flowchart. vb
G	27JAN03	Pg. 5 added Form 63 to flowchart. vb
H	04APR03	Revised Southco Key Objectives for 2003. Added ISO/TS 16949 throughout policy. Added information to "Responsibility & Authority", "Provision of Resources", "Develop. /Training". Added "Acceptance & Maintenance". Added Form 827 to "Measurement Sys. Analysis". Added All facility Process Flow charts. Added "Document Cross Reference Table". vb
I	14APR03	Added "Southco Business Operating System". vb
J	06MAY03	Added 'Bridgeport Facility Process Flows'. Added WORC Cross Reference Table. vb
K	04AUG04	Removed individual process flows. Replace with Process Flow applicable to any Southco Facility. Added ISO14001 Matrix to appendix. Environmental policy added. vb
L	21MAR05	Revised Southco Vision, Mission & Key Objectives for 2005. vb
M	23JUN05	Scope section: Added exclusions apply to facilities OFC, Fu Yong, Tecate. vb
N	08AUG05	Table in appendix – updated with link to each facilities home page. Scorecard – Updated to link back to table of elements and explain 14001 requirement Internal Audits – Added ISO14001 standard to list of standards required for audits Monitoring and Measuring – Updated to include ISO14001 requirements. Updated exclusions table to include Justifications. Updated Supplier section to clarify that supplier and supplier of outsourced process and product are the same. vb
O	17JAN06	Added AS9003 Cross Reference to Document reference table. Removed reference to ISO/TS in manual title. Page 9 Each facility develop their own training procedure using the following. vb
P	02FEB06	Pg 1 - Revised 2006 Key Objectives. Added to Scope: 'hinges'. Pg 2 – Added Farnham & Honeoye Falls facility. Removed Germany to design and replaced with Worcester. vb
Q	21APR06	Minor changes to the Southco Environmental Policy to reflect Globally.
R	01JUL06	Completely reconstructed Policy Manual. (Removed ALL except) 1. Introduction, Vision, Mission, Southco Key Objectives, Customer Quality Policy & Scope. 2. Added a Process Interaction Map
S	25JAN07	Updated Key Objectives for 2007
T	04FEB08	Updated Key Objectives for 2008 and included AS9100 as applicable standard. Added PRO-13 to Process Interaction Map
U	19JAN09	Updated 2009 Key Objectives
V	27APR09	Removed Farnham from the exclusion table