



CITY AND COUNTY OF SAN FRANCISCO  
San Francisco Municipal Transportation Agency  
Request for Proposals  
THE PROCUREMENT OF  
30-Foot, 40-FOOT AND 60-FOOT LOW FLOOR  
DIESEL HYBRID COACHES

Proposal Section	Title	Bid Submission Requirements
10	QUALITY ASSURANCE	<p>A. Recent quality assurance program plan and ISO 9000 certification status;</p> <p>B. List of internal quality assurance documents and excerpts of relevant sections;</p> <p>C. Quality assurance documents and excerpts relevant to evaluation of subcontractors and/or sub-suppliers;</p> <p>D. Forms used on the production line to record and track quality problems.</p> <p>In addition, provide answers to the following:</p> <p>E. The vehicles shall be designed to meet the service goal for a Mean Distance Between Failures (MDBF) of 10,000 miles. Explain how the 10,000 miles between failures can realistically be reached.</p> <p>F. Describe in-plant quality assurance organization and procedures.</p> <p>G. Describe how welders in the bus assembly plant are certified.</p> <p>H. Describe the testing program to ensure quality welds.</p> <p>I. Detail how any off-site welding is inspected and tested.</p> <p>J. Describe the coach water tightness test method and procedure.</p>

Please refer to the attached information regarding the quality assurance systems in our Organization. With regards to point E, New Flyer advises that MDBF's are measured to a specific profile and as unique as SFMTA's profile is there would be no data from other transit properties that could be used as a measurement to expected MDBF's in the SFMTA operation profile. The best measurement for this data is SFMTA's current fleet of Xcelior's which we are confident the expected MDBF's are being met.



## Quality Management System

New Flyer's mission is to provide our customers with the best bus value and support for life. Our commitment begins with ensuring that we consistently manufacture vehicles of the highest quality.

New Flyer maintains an **ISO 9001 certified Quality Management System**, designed to ensure that we:

- Consistently provide product that meets customer and regulatory requirements, and
- Improve customer satisfaction through systematic analysis and continual improvement.

A copy of our Management System Manual is attached

**Our quality management system is a framework of policies, procedures and work instructions pertaining to:**

- Human Resources
- Infrastructure
- Work Environment
- Planning of Product Realization
- Customer-Related Processes
- Design and Development
- Purchasing
- Production and Service Provision
- Control of Measuring and Monitoring Devices
- Monitoring and Measurement
- Control of Nonconformity
- Analysis of Data
- Improvement

A copy of New Flyer's ISO procedure index is attached

The effectiveness of our Quality Management System is reviewed by New Flyer management and audited by an external agency on an annual basis.

## Quality Assurance Organization

New Flyer employs a team of approximately **85 trained quality assurance personnel** throughout our manufacturing and service locations.

Reporting directly to the Executive Vice President, Bus Business Unit, the Vice President of Quality Assurance and Continuous Improvement is responsible for the development, implementation and maintenance of New Flyer's Quality Management System.

A copy of the resume for Margaret Lewis, Vice President of Quality Assurance and Continuous Improvement is attached.

Each New Flyer manufacturing facility has a Quality Assurance organization consisting of inspectors, supervisors, managers and technicians with dual reporting responsibility to the Plant Manager as well as the Vice President of Quality Assurance and Continuous Improvement. These individuals are responsible for manufacturing readiness assessment and planning, inspection planning, quality control throughout the manufacturing process, acceptance and rejection of materials from our suppliers, as well as final test and acceptance of product within their respective areas.

A copy of the organization chart for the New Flyer Quality Assurance function is attached.



## Highlights of the New Flyer Quality Process

<b>Manufacturing Readiness Assessment</b>	New Flyer engages in <b>Advanced Product Quality Planning</b> to provide quality and inspection planning prior to the production build, ensuring any previous quality or design issues are addressed by design or process improvements.  Dedicated Advanced Product Quality Planning coordinators review contract specifications and create a Manufacturing Readiness Assessment matrix, ensuring New Flyer processes meet customer requirements.
<b>Pre-Sourcing Supplier Audits</b>	All suppliers of production parts to New Flyer undergo a thorough supplier qualification audit to ensure the supplier is capable of providing product that consistently meets New Flyer's requirements. <b>First Article submissions</b> are required to demonstrate that the part meets the blueprints, both for parts that are received for the first time as well as parts that have been modified.  A Supplier Quality resource at each manufacturing line is dedicated to timely resolution to supplier issues identified during the build of the coach.
<b>Product Quality Standards</b>	New Flyer has developed <b>product quality standards</b> to define aspects of the coach quality considered subjective in nature. Our standards consist of a product feature that gives an "Acceptable" photo and an "Unacceptable" photo.  Any defects that are identified through the various inspections conducted are promptly repaired and re-inspected to ensure the adequacy of the repair.
<b>Property Inspection Orientation</b>	We provide a detailed orientation, when property inspector(s) arrive on site, including: <ol style="list-style-type: none"><li>1. Training on Personal Protective Equipment (PPE) and safety protocol.</li><li>2. Issuance of ID badges as well as sign-in/sign-out protocol.</li><li>3. Keys for the inspector offices and review of available amenities.</li><li>4. Review of New Flyer confidentiality agreement and New Flyer's policy on use of photography and video in the plant.</li><li>5. Review of shift schedules.</li><li>6. Review of critical information including:<ul style="list-style-type: none"><li>• VIN/Bus numbers</li><li>• Technical Summary</li><li>• Master Resolution List</li><li>• Water test information</li><li>• Serial number sheet</li></ul></li></ol>

Property Inspectors are encouraged to follow their coaches through the line assembly process. New Flyer's line speed rate and in-process inspection program provide specific inspection points for property inspectors to complete coach audits with New Flyer's quality assurance group. Property Inspectors will be supplied a pager and will be paged at each quality gate. We frequently



## Quality Assurance

operate on weekends. Inspectors have access to the plant 24-hours a day and are welcome to inspect their product at any time.

### Pre-Production Meeting

To ensure New Flyer meets our customers' expectations, we review quality standards at the pre-production meeting. New Flyer provides a Quality CD which provides the information to the customer on the testing and inspection processes that the bus will undergo at New Flyer, including:

- New Flyer Product Quality Standards
- New Flyer Exterior and Interior Paint Standard
- New Flyer Water Test
- New Flyer Check sheet for Standardized Road Test
- New Flyer Check sheet for Standardized Final Inspection
- New Flyer Check sheet for the Standardized Bus Close-up Process

Approximately 3-4 weeks prior to line entry, our customer program managers will arrange a conference call to see if there are any questions or concerns that should be resolved prior to line entry of the bus.

A copy of the New Flyer Quality CD is attached.

### Responsibilities of Work Cells

Our manufacturing process is a linear process where work stations are organized into work cells. We employ **5S techniques** to ensure our operators have the correct tools and station setup to successfully complete the job. Each work cell is responsible for the quality of the coach. The cell log provides an opportunity for team members to document concerns and requests for assistance. Each week the work cell meets and reviews the cell log and cell metrics to receive feedback on our performance, and develop improvements.

### In-Process Inspections

At New Flyer, we strongly believe in **Quality at the Source**. Throughout the manufacturing process, operators are provided engineering drawings, shop floor instructions and hot sheets (supplements to the shop floor instructions) to supplement the training they receive. Standardized tests and in-process inspections are conducted on the buses to ensure consistent quality.

**Quality gates** have been implemented for purpose of identifying defects on the buses at the source. Information is provided to the work cell in a timely manner to correct the issue and prevent recurrence. Examples of in-process inspections include: inspection of safety critical installations, oversight of critical torque applications and "virtual quality gate" inspections of major systems on the bus.

Welded structures are audited to the BOM and drawings. Structural weld integrity is assured through **Magnetic particle inspection** of frame welds. Details on New Flyer's welding certifications are attached.

**Exterior and interior paint standards** are used to inspect the quality of paint application and appearance of the coach. This commercial-grade vehicle paint



## Quality Assurance

standard was developed by New Flyer, customers and our coating supplier.

The completion of the bus manufacturing culminates in a **final inspection** completed by QA personnel prior to the bus being inspected by the customer.

New Flyer utilizes an online manufacturing system ("Live Bus") and an **online quality system** ("Live QA") to record the completion of installations and to identify issues in real time. Any defects ("Snags") that are identified through the various inspections conducted are promptly repaired and re-inspected.

### Test Procedures

We have a road test area at the conclusion of our manufacturing process where our coaches are put through a number of tests including:

- **Road Evaluation** – Coaches are driven for a minimum of 15 miles during which a thorough operational and ride evaluation is performed.
- **Noise Test** – Coaches are tested to ensure they meet APTA white book specifications.
- **Electrical Checkout** – Electricians test approximately 50 items on the coach, ensuring electrical functions work properly prior to road testing.
- **Water Test** – Using water booths which simulate 95<sup>th</sup> percentile rain, coaches are tested to ensure the vehicle can withstand water intrusion.
- **Final Inspection** (underbody, engine, roof, interior/exterior inspection).
- **Customer Defined Testing** – Engineering is tasked to complete any additional testing requirements to meet customer requirements.

### Customer Acceptance Process

Our buses are delivered to a Customer Acceptance area for inspection. We provide a work area, desk and phone for on-site property inspectors.

Final inspection is carried out in accordance with our standard inspection plans, with any customer-specific requirements included in the check sheet. Snags are identified, documented in Live QA and resolved promptly.

### Continuous Improvement

New Flyer strives to continually improve our processes and products to exceed customer expectations. Through ongoing analysis of metrics and customer feedback, each area defines annual objectives and targets to improve first-time quality, product reliability, responsiveness and customer satisfaction.

New Flyer's Operational Excellence program ("Op Ex") was initiated in the fall of 2008. Our vision is to provide and maintain a safe, clean and efficient working environment for all employees while ensuring we are the most efficient producer through defined processes and procedures that are sustainable for growth. We utilize LEAN manufacturing techniques, such as 5S, Value Stream Mapping and A3 Problem Solving to address areas deemed as opportunities for improvement. New Flyer believes that our Op Ex program provides our customers with a better quality product, while eliminating waste and inefficiency from our processes.



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St. Cloud, Minnesota	Crookston, Minnesota
USA	USA
56301	56716



## **NEW FLYER MANAGEMENT SYSTEM MANUAL**



NEW FLYER

SECTION 2.0

NORMATIVE REFERENCE



NEW FLYER

SECTION 3.0

TERMS AND DEFINITIONS

TERMS	DEFINITIONS
Accident	Undesired event giving rise to death, ill health, injury, damage or other loss
Audit	Systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the New Flyer's policy and objectives
Continuous Improvement	Process of enhancing the New Flyer Management System, to achieve improvements in overall performances, in line with the organization's Management System policy.
Corrective Action Report (CAR)	A document used to recognize and notify affected areas of chronic and repetitive problems in product or processes for which corrective action is required; initiated by Quality, Environmental, Human Resources or Internal Audit personnel.
Customer	The recipient or end user of a product from the organization.
Dimensional Inspection Report	Used by machine shop operators during processing to record the values required by the First Off inspection.
Engineering Change Order (ECR)	Documents used to inform the organization of required changes to Bills of Materials and drawings. An ECR may be used to address Customer requests, Production, Purchasing & Planning requests, Design or drawing errors, or Bill of Material corrections or adjustments.
Environment	Surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans and their interrelation.
Aspect	Element of an organization's activities, products or services that can interact with the environment or affect health & safety. A significant aspect is an aspect that has or can have a significant impact.
Impact	Any change, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.
Objective	Overall goal, arising from the Management System policy, that New Flyer sets itself to achieve, and which is quantified where practicable.
Field Service Action Report (FSAR)	Documents describing an "in-service" product concern, completed by the Regional Product Support Manager and forwarded to the Technical Service Manager, who will provide assessment and appropriate action.
First Article Inspection (sample submission)	Verification of new or changed parts and new or changed customer supplied product that will comply with all requirements of the engineering and processing specification and is suitable for the intended application. This process can be done by either or both New Flyer or the supplier of said part/service.

The following New Flyer Management System Manual through reference in this text, contains the provisions of the ISO 9001, 14001, and OHSAS 18001 International Standards. The most recent edition of this document, shall be applied for dated references, subsequent amendments to, or revisions of, this document.





## NEW FLYER

### SECTION 4.0

#### MANAGEMENT REQUIREMENTS



## NEW FLYER

### SECTION 4.0

#### MANAGEMENT REQUIREMENTS

The Marketing and Sales group maintains a file containing bid information, including customer Bid Specifications in the Marketing and Sales office. This group does not formally issue Bid Specifications. Upon request, copies of Bid Specifications may be issued for reference information purposes only.

The Manufacturing Engineering group maintains a file containing Supplier Product Standards and Supplier Product Procedures which is located in the Manufacturing Engineering office, upon request, copies of Supplier Product Standards and Supplier Product Procedures may be issued for reference information purposes only.

The Environmental Coordinator maintains a file containing environmental licenses. Upon request, copies of environmental licenses may be issued for reference purposes only.

The Environmental and Safety Coordinators shall review the applicable legislation no less than annually, or whenever a new environmental or safety program is initiated. The most recent versions of environmental or safety regulations are available on the applicable regulatory web sites.

#### 4.2.4 Control of Records

Documented procedures are established and maintained for identification, collection, indexing, access, filing, storage, maintenance, and disposition of quality, environmental, and health & safety records.

Quality, environmental, and health & safety records are maintained to demonstrate conformance to specified requirements and the effective operation of the New Flyer Management System. Pertinent records from suppliers and subcontractors are included. The manner in which quality, environmental, and health & safety records are controlled is detailed in **OPI-QAI-48**, and provided as follows:

All quality, environmental, and health & safety records are legible, and stored and retained in a manner to be readily retrievable and prevent damage, deterioration or loss. Retention times of these records are established, and include, but is not limited to:

- a) Contract review records.
- b) Design review records.
- c) Supplier assessment reports (not all suppliers, as required).
- d) Receiving inspection records.
- e) In-process inspection and test reports.
- f) Final inspection and test reports.
- g) Reject reports.
- h) Corrective Action Reports.
- i) Calibration/certification records.
- j) Production Verification/Release Books
- k) SPC Data.
- l) Qualified processes, equipment and personnel records.
- m) Training records.
- n) Internal Audit reports.
- o) Management Review records.
- p) Emissions to air and water.
- q) Waste management.
- r) Contamination of land.
- s) Use of raw materials and natural resources.
- t) Other local and community issues.
- u) Compensation Claims
- v) OSHA Claims
- w) Lost Time Claims
- x) Safety Inspection and Committee meetings

#### MANAGEMENT REQUIREMENTS

Quality Assurance is responsible for ensuring that quality records are accumulated, organized, and stored in the appropriate areas. Human Resources is responsible for ensuring that environmental and health & safety records are accumulated, organized, and stored in the appropriate areas.

Each group shall establish and maintain a system that will enable convenient search and retrieval of the specific data relative to them.

Electronically stored quality and environmental records contained in computer systems, either in the integrated information systems, (Oracle) or in the MIS network system will be stored on back-up systems. All computer files are backed up each day by the MIS department and stored for one month and archived for a period of not less than two years.

Each department is responsible for the control and storage of its own hard copy records.

Requirements for specific environmental records, including those mandated by regulatory requirements are detailed within the relevant environmental program documentation.

The disposal of hazardous waste and the completion of related records and shipping shall be performed by New Flyer's retained disposal firm. The Environmental Coordinator shall maintain a file of shipping manifests and disposal records related to hazardous materials.

Requirements for specific health and safety records, including those mandated by regulatory requirements are detailed within the relevant health and safety program documentation.

Quality records may be destroyed after a retention period required by customer contract, or at the discretion of the Vice President of Quality Assurance. Environmental and Health & Safety records may be destroyed after a retention period required by regulation, or at the discretion of the Vice President, Human Resources.



## 5.4 PLANNING

### 5.4.1 New Flyer Management System Objectives

Objectives are established to meet the New Flyer Management System Policy and provide Quality, Environmental, Health & Safety, and Corporate performance focus. Objectives apply broadly across the organization, while targets apply to site-specific or individual activities. When the targets are set, specific and measurable performance indicators are established to achieve these objectives within a specified time frame.

Objectives include continuous improvement in:

- a) **Safety**
    - i) Compensation Claims
    - ii) OSHA Claims
    - iii) Lost Time Claims
  - b) **Quality of Product and Service**
    - i) Workmanship
    - ii) Engineering Changes
    - iii) Vendor Performance
    - iv) Warranty Costs
    - v) Field Service Costs
  - c) **Customer Response**
    - i) Product Acceptance
    - ii) Field Service Action Report Closure
    - iii) On Time Delivery
  - d) **Asset Preservation and Utilization**
    - i) Equipment Preservation and Utilization
    - ii) Container Preservation
    - iii) Recycling
    - iv) Air Emission Reductions
    - v) Waste Water Discharge
    - vi) Noise Reduction
    - vii) Odor Reduction
  - e) **Productivity**
    - i) Production Efficiency
    - ii) Standard Hours
- Specific environmental objectives include:
- a) **Continuous Improvement**
    - i) Waste Reduction
    - ii) VOC Reduction
  - b) **Compliance**
    - i) Waste Water Discharge
    - ii) Noise By-Law & License
    - iii) Odor Reduction

Environmental and Health & Safety programs are established for each significant impact targeted for reduction including means, timeframes and responsibilities for programs, as detailed in OPI-ENV-04. Specific targets supporting objectives can be found in the division specific Program Matrix located on the Business Processes Directory.

The Vice Presidents of Quality Assurance & Continuous Improvement and Human Resources, report directly to the CEO and/or Executive VP of Operations/Engineering services on all quality, environmental, and health & safety matters. The Vice Presidents of Quality Assurance & Continuous and Human Resources, are responsible for achieving measurable objectives at each relevant function and level of the organization, and the means and time-frame by which they are to be achieved, including:

#### Environmental Evaluation

Identification of environmental aspects and calculation of impact significance as detailed in OPI-ENV-02. Identification and evaluation of legal and other requirements as detailed in OPI-ENV-02.

#### Health & Safety Evaluation

Identification of health & safety aspects and calculation of impact significance as detailed in OPI-ENV-02. Identification and evaluation of legal and other requirements as detailed in OPI-ENV-02.

#### New Flyer Management System Process Planning

Establishment, documentation, and maintenance of a quality, environmental, and health & safety system certified to ISO 9001, ISO 14001, and OHSAS 18001 standards and to ensure that product conforms to specified requirements, including:

- a) Preparation, review and maintenance of the New Flyer Management System Manual.
  - b) Preparation of documented procedures consistent with the New Flyer Management System policy.
  - c) Effective implementation of the New Flyer Management System and its documented procedures.
- New Flyer Management System Resource Planning**
- The preparation of quality, environmental, and health & safety plans, including:
- a) Identification of any equipment, instrumentation or techniques, resources or skills necessary to achieve the required quality, environmental or health and safety result.
  - b) Ensuring compatibility of the design, production, installation, servicing, inspection, and test procedures, and the applicable documentation.
  - c) Periodic updating of quality assurance, environmental, or health & safety inspection and test techniques.
  - d) Identification of suitable verification at the appropriate stages.
  - e) Clarification of standards of acceptability for all features and requirements.
  - f) Identification and preparation of quality, environmental, and health & safety records.
- New Flyer Management System Continuous Improvement Planning**
- Periodic review and updating of:
- a) Equipment, instrumentation or techniques, resources or skills necessary to achieve the required quality, environmental, and health & safety results.
  - b) Quality, environmental, and health & safety inspection and test techniques.
  - c) Standards of acceptability (Product Quality Standards)
  - d) Statistical techniques and application as appropriate

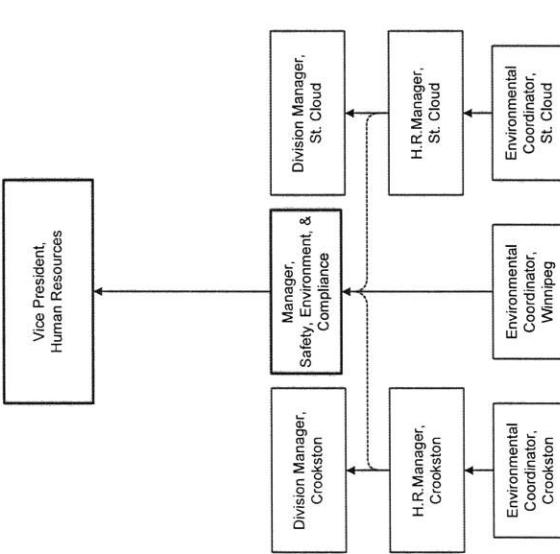


## NEW FLYER

### SECTION 5.0

#### MANAGEMENT RESPONSIBILITY

5.5.1.3 Responsibility and Authority - Environmental Organization Chart

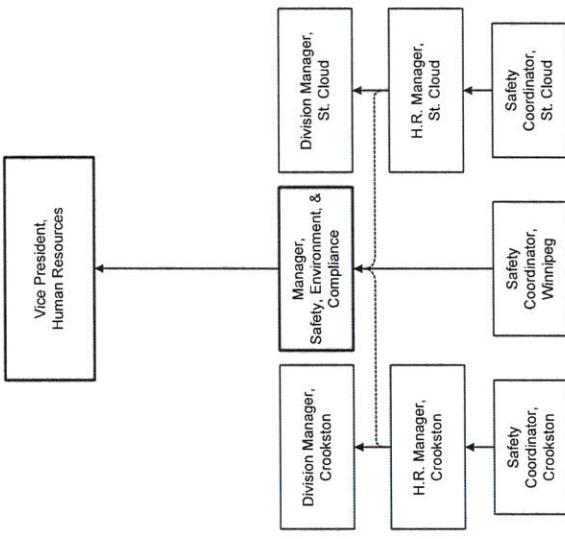


## NEW FLYER

### SECTION 5.0

#### MANAGEMENT RESPONSIBILITY

5.5.1.4 Responsibility and Authority - Health & Safety Organization Chart



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## NEW FLYER

### SECTION 5.0

### MANAGEMENT RESPONSIBILITY



## NEW FLYER

### SECTION 5.0

### MANAGEMENT RESPONSIBILITY

#### Safety Coordinator

Reporting to the Manager, Safety, Environment, and Compliance, the Safety Coordinator is responsible for:

- a) Coordination and maintenance of the overall safety system.
- b) Review and determination of legal requirements
- c) Development, review and approval of safety procedures and standards.
- d) Timely resolution of safety related issues.
- e) Identifying and recording problems in product, processes and safety systems.
- f) Initiating, recommending or providing solutions to problems through designated channels.
- g) Controlling further processing until unsatisfactory safety conditions are satisfied.
- h) Control of safety inspection and test equipment.
- i) Control of safety records.
- j) Participating in Health & Safety meetings, for the purpose of facilitating the exchange of information or resolving safety issues or concerns

#### 5.5.3 Management Representatives

The Vice President of Quality Assurance & Continuous Improvement is responsible for the overall and effectiveness of the quality component of the management system. The Vice President, Human Resources is responsible for the overall and effectiveness of the Safety and Environmental components of the management system.

As the appointed management representatives, they are responsible for all quality, environmental, and safety matters with complete organizational freedom and authority to identify and evaluate problems as they occur and for ensuring the following:

- a) The New Flyer Management System is established, implemented, understood and maintained at all levels in accordance with the ISO 9001, ISO 14001, and OHSAS 18001 standards.
- b) The performance of the New Flyer Management System is reported semi-annually through the management review process. The management review is intended to ensure continuing suitability and effectiveness of the systems, and provide the basis for system improvement. The management review will include

- i. Internal self audits.
- ii. Non-conformances.
- iii. Field Service Action Reports.
- iv. Corrective Action reports.
- v. Identified improvement requirements.

c) The promotion of customer requirements as well as quality, environmental and health & safety awareness

#### 5.5.4 Internal Consultation and Communication

The internal electronic communications vehicle at New Flyer is that of an enterprise-wide e-mail system encompassing all New Flyer sites. The e-mail system architecture consists of Microsoft Exchange Servers located in Winnipeg, Crookston, & St. Cloud, interconnected via network T1 data lines.

Communiques regarding activities specific to Quality, Environmental, and Health & Safety functions shall be released no less than quarterly. This information shall be provided to production personnel during shop floor Toolbox and Quarterly Town hall meetings, and to support personnel via the "Business Processes" or e-mail system.

Consultation with employees regarding health & safety matters is conducted through the Joint Health & Safety Committee. The Safety Coordinator shall ensure that all issues relating to the Joint Health & Safety Committee are recorded and resolved in a timely manner.

### MANAGEMENT RESPONSIBILITY

#### 5.5.5 External Consultation and Communication

Communication from interested external parties regarding environmental issues is forwarded to the Environmental Coordinator for receipt and documentation. The Environmental Coordinator will contact the appropriate individuals or Environmental Regulators as per the requirement of the local Regulatory permits. The Environmental Coordinator will review the organization's activities, products, or services, and the environmental interaction relevant to the issue, ensuring a timely response. Where required, information will also be available at the Quarterly Community Liaison Committee meetings. Communication concerning Significant Environmental Impacts will not be communicated to external parties. The detail of specific environmental communication activities may be referenced in OPI-ENV-05

### 5.6 MANAGEMENT REVIEW

#### 5.6.1 General

Management reviews are required to assure adequate attention is given to each of the quality, environmental, or safety activities described in the New Flyer Management System Manual. The amount of surveillance carried out against each element or activity is based on the status and importance of the element or activity. Evaluation and analysis of each audit report ensures that corrective action, where required, is provided. In cases where corrective action is required but not carried out, management will determine the reason and ensure completion.

The Vice Presidents of Quality Assurance & Continuous Improvement and Human Resources, or their designates will conduct reviews at the end of each audit cycle. They will present a report to the executive management group including the CEO. The management review process will ensure that records are maintained and that these records clearly indicate the state of the New Flyer Management System, including:

#### 5.6.2 Review Input

- a) Audit Results.
- b) Customer Feedback.
- c) Process Performance and Conformance.
- d) Environmental performance and the extent to which objectives and targets have been met.
- e) Safety performance and the extent to which objectives and targets have been met.
- f) Status of Corrective and Preventative Action.
- g) Follow-up actions from earlier Management Review.
- h) Changes that could affect the New Flyer Management System.
- i) Recommendations for Improvement.

#### 5.6.3 Review Output

- a) Management Actions required to improve of the New Flyer Management System and its Processes.
  - b) Management Actions required to improve Product, Process, Customer, Environmental, and Safety Requirements.
  - c) Resource Requirements.
- Records of Management Reviews are archived with the Internal Audit records. Management Review records are maintained in active files for a period of twelve months. Management review records are removed from the active files at the end of twelve months, and stored for a period of not less than two years.



## 6.3 INFRASTRUCTURE

It is recognized that properly organized, equipped, and maintained facilities are components of a quality and health & safety oriented, and environmentally responsible work environment. New Flyer shall identify, provide, and maintain the facilities needed to achieve conformity of product and improve environmental and health & safety performance, including:

- Buildings, Workspace and Associated Utilities - The suitability and capability of buildings, workspace and associated utilities is continuously assessed and reported by Manufacturing Engineering. This report, combined with the Continuous Quality Improvement Process provides the basis for upgrades.
  - Process Equipment, both Hardware, and Software - The Planned Maintenance Program schedules routine maintenance of production equipment whose failure would cause an excessive loss of capacity, quality, environmental performance, or have an impact on safety.
- Planned maintenance shall be conducted on equipment at an interval established and adjusted at the discretion of the Maintenance Supervisor based on the performance or frequency of use of the equipment. The Preventative Maintenance Schedule will be tracked so that adherence to the schedule is visible.
- Persons performing Planned Maintenance will complete and submit a Work Order after planned maintenance is completed. Comments recorded on Work Orders will be reviewed by Maintenance, appropriate action taken to satisfy any problems the comments may contain.

## 6.4 WORK ENVIRONMENT

It is recognized that health, safety, and efficient ergonomics are components of a quality and environmentally oriented work environment. New Flyer shall identify and manage the human and physical factors of the work environment needed to achieve conformity of product, environmental, and health & safety requirements, including:

- All mechanical, electrical, and measuring devices, including those used for verification of product quality, environmental, or health & safety performance will be retained in a secure, clean environment, and stored in a suitable fashion to prevent damage and deterioration.
- Heat and Light shall be sufficient to reduce the possibility of installation or measurement error, or injury.
- Obsolete or unused tools, jigs, fixtures, and sample product lines shall be removed from production and inspection areas.
- Good housekeeping shall be maintained in all areas, at all times.

All quality assurance, environmental, or health and safety personnel shall report whenever improper working conditions, inadequate or disorderly surroundings, continuous evidence of worker carelessness, lack of pride, knowledge, or skill, or any other unsatisfactory condition exists. Such conditions could adversely influence an employee resulting in inadequate product conformance or environmental performance.

## 7.1 PLANNING OF PRODUCT REALIZATION

- Objectives for product, process, project, or contract.

Consistent with the policy of consistently meeting or exceeding all internal and external customer expectations, New Flyer product objectives include:

- Continuous improvement in Bill of Material accuracy.
- Continuous improvement in total build hours required.

- Continuous improvement in the reduction of workmanship issues.
- Continuous improvement in reduction and prevention of pollution in product construction.

- Continuous improvement in reduction and prevention of injury in product construction.

### 7.1.2 Establishment of documentation and provision of resources and facilities specific to product or process.

The Production and Manufacturing Engineering departments are responsible to assess product requirements and ensure the resources provided are adequate, including facilities, equipment, and training.

The Environmental Coordinator is responsible to assess environmental process requirements and ensure the resources provided are adequate, including facilities, equipment, and training.

The Safety Coordinator is responsible to assess processing requirements and ensure the safety resources provided are adequate, including facilities, equipment, and training.

### 7.1.3 Verification and validation activities, and the criteria for acceptability.

The Quality Assurance team has the responsibility to define:

- Critical inspections (safety related)
- Non-safety related but important to function of bus inspections (termed "virtual gate" inspections)

- Final inspection
- Our Quality system utilizes a process called "Live QA" to identify specific installs that require a targeted inspection.

Verification and validation of environmental and health & safety performance will be conducted as a component of internal audits. These audits will examine the environmental and health & safety programs established to support the objectives and the reduction targets associated with them and may include a review of:

- Overview of risk
- Overview of program.
- Method of reduction
- Operational Controls
- Method of measurement
- Associated records

Environmental and health & safety performance will be subject to management review during the Internal Audit process.



### 7.3 DESIGN AND DEVELOPMENT

#### 7.3.1 Design and Development Planning

During the Bid/Tender stage of each procurement, the Account Specialist shall complete a Bid Technical Summary, which details product configuration.

A Master Resolution List (MRL) shall be generated by Sales Administration prior to the Customer pre-production meeting. The MRL contains all approved equals and deviations approved, and any addenda or other correspondence which was used to modify the contract from both a Technical and Commercial perspective.

Following the pre-production meeting, the Account Specialist will submit a revised Technical Summary, reflecting all changes which took place during pre-production meetings, as well as any changes through customer correspondence and internal change requests.

The MRL and Technical Summary are revised as necessary with identified changes subsequent to the customer meeting.

A series of design review meetings occur prior to line entry to ensure proper design and development:

- The first design review meeting is an overview of design requirements with PDM, Sales & Marketing and Engineering attending.
  - The second design review meeting is a review of the new designs developed by engineering for the project. This meeting will be attended as required by PDM, Sales & Marketing, Engineering, Quality Assurance, Manufacturing, Purchasing, Planning, Human Resources, and Manufacturing Engineering.
  - The third design review meeting is attended by the same departments as the second, with the addition of Production. The purpose of this meeting will be to review the new designs produced with Production, each department will provide updates on the status of deliverables.
- Engineering and Product Data Management are responsible for Design and Development Planning, including preparing an activity chart showing key events and design reviews.

The PDM Department is responsible for obtaining all drawings and information for Customer approvals. The Sales Administrator is responsible for obtaining customer approval and returning the approved information back to the PDM Department.

#### 7.3.2 Design and Development Inputs

The Director, Engineering and Product Data Management Coordinator are responsible for ensuring that design input requirements relating to the product, are reviewed for adequacy, including customer specifications, statutory and regulatory requirements.

The review will include:

- Bid/Tender stage of each procurement.
  - The MRL and Technical Summary.
  - Regulatory and legal requirements for basic product.
  - New or revised designs.
- Inputs relative to regulatory and legal requirements for environmental performance will be provided by the Environmental Coordinator and/or the compliance Engineer.
- Inputs relative to regulatory and legal requirements for health & safety performance will be provided by the Safety Coordinator and/or the compliance Engineer.

### PRODUCT REALIZATION

#### 7.3.3 Design and Development Outputs

The Director, Engineering, Product Data Management Coordinator, and Environmental or Safety Coordinator as required, are responsible for ensuring that design output meets the design input requirements. Any applicable acceptance criteria will be referenced on the design output, along with any applicable crucial characteristics that are essential for safe and proper use. Design output is in the format of drawings and bills of material, approved before release. Design output is released through the issue of an Engineering Change Order to the appropriate purchasing, planning, production and service department.

#### 7.3.4 Design and Development Review

At appropriate stages of the design process, reviews by the Product Data Management Coordinator are conducted with representatives of all functions concerned to evaluate the ability to fulfill requirements. Records of design reviews will be maintained in the Product Data Management contract file. Design review plans will be established during the contract review processes.

Product Data Management reviews the bid technical summary and analyses the available and custom options required for the contract, and how the Bill of Material and Engineering is impacted.

When current designs are not available to fill the product structure, Product Data Management determines if Engineering will create a design to fulfill the requirement, or Sales Administration will seek a specification deviation. If the decision is made to seek a specification deviation, Sales Administration will communicate the request to the customer. When the customer has approved the request for deviation from the specification, the Sales Administrator amends the bid technical summary to comply with the specification and approved variances. If the decision is made to create a design fulfilling the requirement, Product Data Management determines the number of hours required to create the design and creates an Engineering task. Design Review of drawings and specifications originated by Engineering, shall include provisions for:

- Reviews carried out at appropriate stages.
- The review process to include representatives, as appropriate, from affected organizations.
- Signature of person preparing the design.
- Approval by the person responsible for the design.
- Distribution and revision.

#### 7.3.5 Design and Development Verification

The Director, Engineering, is responsible for determining when design verification for a new design is to be performed. Design verification shall consist of performing alternative calculations, comparing new designs with similar proven designs, undertaking virtual prototyping utilizing computer modeling, full size prototype installations and design document reviews. The objective of design verification shall be to ensure that:

- The design meets customer specified requirements.
- Other viable design paths have been considered.
- The proposed design can be produced, inspected, tested, installed, operated and maintained in a way that is satisfactory to the customer and New Flyer.

#### 7.3.6 Design and Development Validation

Design validation is performed to ensure that product design conforms to user needs and requirements. The areas of seating designs, paint scheme designs, and driver's controls, as well as any other specified designs, are submitted to the customer for verification. Design validation is performed on finished product and sub-components as required by regulations, customer specifications, or design a requirement.

If testing, test reports, or unique verification tools/fixtures are required, tasks will be generated for these requirements.



Manufacturing Engineering is responsible to ensure that measuring and monitoring and reporting of:

- a) Procedure conformance.
- b) Emissions to air.
- c) Release to water.
- d) Waste management.
- e) Contamination of land.
- f) Use of raw materials and natural resources.

Human Resources is responsible to ensure that measuring and monitoring and reporting of:

- a) Compensation Claims
- b) OSHA Claims
- c) Lost Time Claims

These reports are reviewed at Management / Sales and Operations meetings to ensure opportunities for improvement are identified, and corrective action is provided where needed.

Quality Assurance and Production Personnel shall perform a release assessment to ensure buses are acceptable for shipment. Once a bus has been determined to be acceptable for shipment, Quality Assurance will complete the bus release package.

The Release Package provides the final release information on all buses at time of shipping. This package will contain data specific to the bus such as, test data, component serial numbers and other special information to the customer.

#### 7.5.2 Validation of Processes for Production and Service Provision

Process validation shall demonstrate the ability of processes to achieve planned results, including any processes where deficiencies may become apparent only after the product is in use, or has been delivered.

Prior to final release to the customer, Quality Assurance personnel verify product configuration, ensure that manufacturing has conducted a road test of the vehicle and confirm adherence to specification through Functional Testing.

Records of Functional and Road Tests are completed by Quality Assurance and maintained with the bus release documentation package.

#### 7.5.3 Identification and Traceability

All parts, details and components will be assigned unique identifying part numbers, including purchased and customer supplied product. Contracts are identified by a Sales Release (SR) number, and Bills of Materials issued in support of each contract will reflect all unique and contract specific numbers.

All work scheduled by Production Control is detailed on a work order, which is enclosed in a work package that accompanies the item through all stages of production. On final inspection, inspected items are identified by a Serviceable tag.

Purchased subassemblies, details and manufactured items, where applicable, will have their respective serial numbers documented on work orders or the production verification book under the appropriate operation steps.

Products requiring traceability shall be identified using a product serial number provided by the manufacturer and accessible when required for recording.

The list of items requiring recorded serial numbers is included in the Production Verification Book for each bus. The Production Supervisor responsible for installing the part shall also be responsible for ensuring that the serial numbers are recorded.

#### 7.5.4 Customer Property

Verification, storage, and maintenance of customer-supplied product shall be controlled in the same fashion as purchased products. The Customer is responsible for providing acceptable product. Any product that is lost, damaged or found to be unsuitable at the receiving inspection or installation areas, will be recorded by the Quality Assurance Supervisor, and reported to the customer.

#### 7.5.5 Preservation of Product

Quality Assurance and Director, Material Management shall monitor and review all material handling processes used in the movement of material which could contribute to damage or deterioration of parts, equipment, or environmental performance, and determine if:

- a) Goods are properly identified.
- b) Goods are stored safely in a manner that preserves the original condition, and specified environmental conditions are being maintained.
- c) Only authorized personnel remove, return to stock, replace stored items, or other related documents.
- d) Stock is used or shipped on a first in, first out basis, and obsolete or out-dated goods are removed.
- e) Finished goods are properly packaged prior to shipment, containers are properly loaded and secured in shipping vehicles, packaging and shipping occurs in accordance with safety and regulatory standards.
- f) Appropriate Release Certificates with accompanying shipping documentation are correctly completed.
- g) Bus shell preservation during assembly stages is assured through normal safe practices during line moves to the next assembly stage.
- h) Packaging specifications are in compliance for effective protection and preservation of condition, including the use of dehydrating agents and humidity indicators if required.
- i) Materials and chemicals having a corrosive or deleterious effect on other products and materials are appropriately segregated during storage and issuance.
- j) Storage of dies, jigs and fixtures is such that damage or deterioration will be prevented.

Inventory Control is responsible for the handling and movement of parts through all operations of the manufacturing and assembly cycle. To this end, Inventory Control shall ensure that the appropriate equipment is available, and personnel involved in material handling functions have been adequately trained. Documented procedures are established and maintained for the handling, storage, packaging, preservation, and delivery of products. Methods are provided for handling and transporting product in a manner that will prevent damage, deterioration or reduced environmental or health and safety performance. Designated storage areas are used to prevent damage or deterioration of product pending use or delivery. Receipt and dispatch from storage areas must be authorized.

Packing, packaging, and marking processes and materials are controlled to ensure conformance to requirements. Methods of preservation and segregation of product are applied when appropriate. The quality, environmental, and safety performance of the product is protected after final inspection and test, including delivery.

- A maintenance schedule will be maintained for all material handling equipment which typically includes, forklifts, pallet jacks, under pickers and overhead cranes. Records of all equipment maintenance shall be appropriately filed and retained.
- Production and Inventory Control personnel shall monitor and review material in production areas to ensure the adequacy of material movement operations.



## NEW FLYER

### MEASUREMENT, ANALYSIS, AND IMPROVEMENT

#### SECTION 8.0



## NEW FLYER

### MEASUREMENT, ANALYSIS, AND IMPROVEMENT

#### SECTION 8.0

Upon completion of an audit, the relevant coordinator will produce a report detailing the findings and recommendations. A copy of the completed audit will be forwarded to their Director and the Manager of the area being audited for review and action.

The Vice Presidents of Quality Assurance & Continuous Improvement and Human Resources are responsible for the performance and effectiveness of the Internal Audit process.

Management reviews are required to ensure that the ISO 9001, ISO 14001, and OHSAS 18001 standards have been effectively implemented and maintained; and adequate attention has been given to each of the elements described in the New Flyer Management System Manual. These reviews will be conducted at the end of each audit by the Vice Presidents of Quality Assurance & Continuous Improvement and Human Resources, or their designees who will present a report on the results of the Internal Audits to the Executive Management group.

The management review process will ensure that records of Internal Audits are maintained and that these records clearly indicate the state of the Quality Assurance and Environmental Management System, and the records reflect that:

- a) The amount of surveillance carried out against each functional element is adequate and balanced to the extent that all aspects of those elements are covered over a reasonable period of time.
- b) Evaluation and analysis of each audit report is adequate and that corrective action where required, is taken.
- c) In cases where corrective action is required, but not implemented, management will determine the reason from the responsible department.

#### 8.2.3 Monitoring and Measurement of Process and Product, Objectives and Targets

Statistical techniques are used as appropriate to establish controls and to verify product, process capability, environmental, and health & safety compliance and may include graphical methods such as Histograms, Pareto diagrams and Cause-and-Effect diagrams will help diagnose problems and suggest appropriate approaches to rectifying process problems.

Records of all process, product, environmental and health & safety sampling and testing, indicating acceptance or rejection to test criteria, and shall be prepared, maintained, and stored in an easily accessed manner.

The detail of specific environmental and health & safety operational controls, methods of measurement, and record requirements may be referenced in OPI-ENV-04

#### 8.2.4 Compliance with Legislation

Legal requirements are determined through the government environmental assessment and licensing processes relevant to each facility. Environmental licences and legal requirements are reviewed by the appropriate government agencies whenever a significant process or facility change is proposed, and by the relevant New Flyer Environmental Coordinator annually.

Health & safety legal requirements are reviewed by the relevant New Flyer Safety Coordinator annually, or whenever a significant process or facility change is proposed.

The manner in which environmental and health and safety legal requirements are determined is detailed in OPI-ENV -02

#### 8.3 CONTROL OF NONCONFORMITY

##### 8.3.1 Accidents and Incidents

All employees shall report accidents/incidents to their supervisor, as soon as possible, and must be reported within twenty four hours. The supervisor shall record the accident/incident. Where applicable, those employees wishing to complete a (Green) Notice of Injury Form (WCB) are advised to do so at the same time.

All accidents and incidents are categorized as follows:

**Reportable Accident** - An accident is an event which has resulted in injury to a person; and/or damage to plant, equipment, building or product.

**Reportable Incident** - An incident is an event which has not resulted in any of the above, but had the potential to cause injury or damage to plant, equipment, and building.

**Lost Time Accident (Requiring Investigation)** - A lost time accident is where the victim leaves the workplace either:

- a) directly following the accident and subsequent visit to the nurse, or
- b) where the victim leaves the workplace at a later time, as a result of the accident.

**Incident (Requiring Investigation)** - An incident, requiring investigation, is an incident which had the potential to cause injury or damage to plant, equipment, building or product in excess of \$200.

Supervisors shall ensure that all accidents and incidents within their area of authority, which require investigation, are fully investigated, including:

- a) Recommendations to prevent a recurrence are made and carried out.
- b) Report to Human Resources, that they may notify the appropriate government agencies.

The Safety Coordinator shall prepare a monthly analysis of the accident and incident reports, and maintain records relative to all accident and incident report and investigation activities.

When required, investigation may be initiated by the Supervisor, General Supervisor, VP Operations, or the Safety Coordinator. Safety Committee Co-Chairs also have the authority to investigate an accident. All reports are to be completed fully including appropriate signatures, and must contain:

- a) Actions to mitigate any consequences arising from accidents or incidents
- b) Recommendations to prevent a recurrence
- c) Verification that corrective and preventive action recommendations are commensurate with the risk
- d) Assessment of the risks associated with proposed corrective and preventive actions prior to implementation Initiation and completion of corrective and preventive actions
- e) Confirmation of the effectiveness of the corrective and preventive actions taken
- f) Required changes to documented procedures resulting from the corrective and preventive actions have been implemented and recorded.

The process of investigating an accident involves gathering evidence, analyzing it then making recommendations in a written report. Steps include:

- a) Preparation
- b) Visiting the Scene
- c) Conducting Interviews
- d) Examination of Physical Evidence
- e) Analyzing the Evidence
- f) Preparing the Report

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### SECTION 8.0

#### MEASUREMENT, ANALYSIS, AND IMPROVEMENT

##### SECTION 8.0

#### MEASUREMENT, ANALYSIS, AND IMPROVEMENT

Data concerning environmental performance is provided through the Environmental Performance Report. Vital indicators of environmental performance are measured and reported to Manufacturing Engineering; which produces and issues the Environmental Performance Report. This report includes:

- Emissions to air.
- Release to water.
- Waste management.
- Contamination of land.
- Use of raw materials and natural resources.
- Other local environmental and community issues.
- Items as required by government agencies.
- Data concerning health & safety performance are measured and reported to Human Resources; which produces and issues the Health & Safety Performance Report. This report includes:

- Compensation Claims
- OSHA Claims
- Lost Time Claims

Data concerning Supplier performance is provided through the Supply Chain Management portion of the KPI Report and the Quality Performance Report. Items identified through Quality Improvement planning as vital indicators of supplier performance include:

- Reject Rates.
- Past Due Deliveries.

Department Managers and the Executive group periodically review and assess the data provided through Customer Surveys, the KPI Report, and the Quality, Environmental, and Health & Safety Performance Reports, at operations meetings in order to ensure that appropriate resources are applied.

#### 8.5 IMPROVEMENT

##### 8.5.1 Continual Improvement

Planning for Continual Improvement is based on the evaluation and analysis provided by the Internal Audit Management Review process and formal Continuous Improvement meetings held between managers and the Executive.

##### Internal Audit Management Review

The report presented by the Vice Presidents of Quality & Continuous Improvement and Human Resources, or their designates during the review will contain specific recommendations regarding New Flyer Management System improvement. The criteria used to form recommendations include:

- Audit results.
- Customer feedback.
- Measurement and Analysis results.
- Recommendations of the Directors of Quality Assurance, Manufacturing Engineering, and Human Resources.
- Changes in customer, legislative, industry requirements or the New Flyer Management System.



## NEW FLYER

### SECTION 8.0

#### MEASUREMENT, ANALYSIS, AND IMPROVEMENT

New Flyer has two separate factions within the organization whose primary function is to support continuous improvement:

We utilize LEAN manufacturing, specifically 5S and Value Stream Mapping (VSM) to provide the resources to address areas deemed as opportunities for improvement. The Director of Manufacturing Engineering (reporting into the Vice President of Manufacturing) has the primary responsibility for oversight of the LEAN program at New Flyer. We have a LEAN steering committee chaired by the Director of Manufacturing and attended by the LEAN facilitators in each facility and various members of the Executive Leadership team. Opportunities for improvement are solicited from Plant Managers and the key Leadership team. The ideas are presented to the steering committee and approved. The outcomes of the VSMs are tracked for completion and financial impact to New Flyer. Each manufacturing facility has a LEAN facilitator reporting into the Plant Manufacturing Engineering Manager. The LEAN facilitator is responsible to conduct the VSM sessions.

We have a Business Systems organization within New Flyer led by the Director Manufacturing Business Systems (reporting into the Vice President of Quality and Continuous Improvement). The purpose of the Business systems group is to provide resources for the identification and execution of opportunities to improve the various Business Processes within New Flyer.

##### 8.5.2 Corrective Action

Corrective Action is initiated to eliminate the cause of non-conformities, and applied to the degree appropriate to the magnitude of the problems and risks. Product, process, service, or operation non-conformities and their causes are identified through analysis of appropriate sources of information such as quality, environmental, and health & safety records, audit results, service reports, customer feedback, spills, near misses, accidents, injuries, and environmental or health & safety compliance issues. The evaluation of need for actions to ensure that non-conformities do not recur and determination and implementation of Corrective Action is detailed in OPI-QAI-11, and provided in the following manner:

A Corrective Action Report shall be originated by Quality Assurance, Manufacturing Engineering, or Human Resources, and forwarded to the affected department management for corrective action. Quality Assurance, Manufacturing Engineering, or Human Resources, as appropriate, will audit the action taken to ensure implementation and effectiveness, and reaudit of the results of action taken.

When a customer complaint involves the return of goods, a Return Goods Order shall be prepared by the Service Department. Upon receipt of returned goods, Receiving Inspection shall forward a copy of the Return Goods Order to the Customer Service Supervisor and Finance for closure. A Corrective Action Report may be issued as appropriate for definitive corrective action.

##### 8.5.3 Preventive Action

Preventive action procedures will apply as a means of analyzing and eliminating potential causes of non-conformities in manufacturing, environmental, or health & safety processes as well as the support mechanisms and disciplines.

Opportunities for preventive action are identified through various inputs including but not limited to:

- Audit results (Internal and External)
- Customer Surveys
- Industry trends
- FSARs and Acceptance Reports
- Supplier input
- Engineering prevention tools such as FMEA, Design FMEA and Virtual Basic reviews
- VSM exercises
- Employee feedback
- Near misses, spills
- Accident and Injury reports

**Margaret A. Lewis  
VP Quality Assurance**

## Education

Michigan State University, Master of Business Administration, 2006  
University of Akron, Bachelor of Science: Mechanical Engineering, 1993

## Experience

*New Flyer Industries* 2009 – Present

VP Quality Assurance

- Leads the quality team comprised of business and functional area quality managers
  - Develops and maintains quality processes and systems that meet both customers and regulatory requirements
  - Ensures quality system metrics and key process indicators are identified and that the results are used to drive continuous improvement
  - Ensures manufacturing processes, equipment, facilities and systems are validated and that change/control system and procedures are developed

**Lear Corporation** 1994 – 2009

VP of Quality: Seating Division 2009

- Managed all aspects of supplier quality, including Advance Product Quality Planning for launch activity, quality issue resolution, performance scorecard development, and champion's process implementation for 701 North American suppliers
  - Developed best practice rotation and Quality “toolbox” audits, ensuring modules of excellence were distributed throughout the organization, maximizing efficiency
  - Assumed functional duties of corporate Quality Metrics Team, TS 16949 certification, and warranty groups
  - Utilized “Red X” methodology

VP of Operations:  
India Metals, Seating Division 2008

- Selected as a liaison to collaborate in directing successful founding/development of metals operation supporting increased sales growth

VP of Operations: Metals, Seating Division      2007 –2008

- Accountable for operational/financial performance of four Tier 2 plants, with total annual sales of \$344M and 1,507 US and Canadian employees
  - Managed fifteen key measurables encompassing quality, productivity, cost reduction, inventory management and more

Launch Director 2004

- Served during seat launch for 2005 model year Dodge Dakota; managed all facets of manufacturing, operations, equipment and parts suppliers, and engineering activities

- Directed and managed all plant operations including production, materials, production control, accounting/finance, maintenance, quality, information systems, and industrial engineering

Plant Manager  
Auburn Hills, MI

- Directed and managed over 400 employees in a JIT seat assembly facility proving seat systems to a GM (Delphi) plant

Plant Manager  
Lordstown, OH 1999 – 2000

- Directed and managed over 300 employees in a JIT seat assembly facility providing seat systems to a GM assembly plant; implemented quality system for operation during conceptualization of plant start-up

Operations Manager	1998 – 1999
Quality Manager	1995 – 1998
Quality Engineer	1994 – 1995

*Motor Wheel Corporation* 1986 – 1994

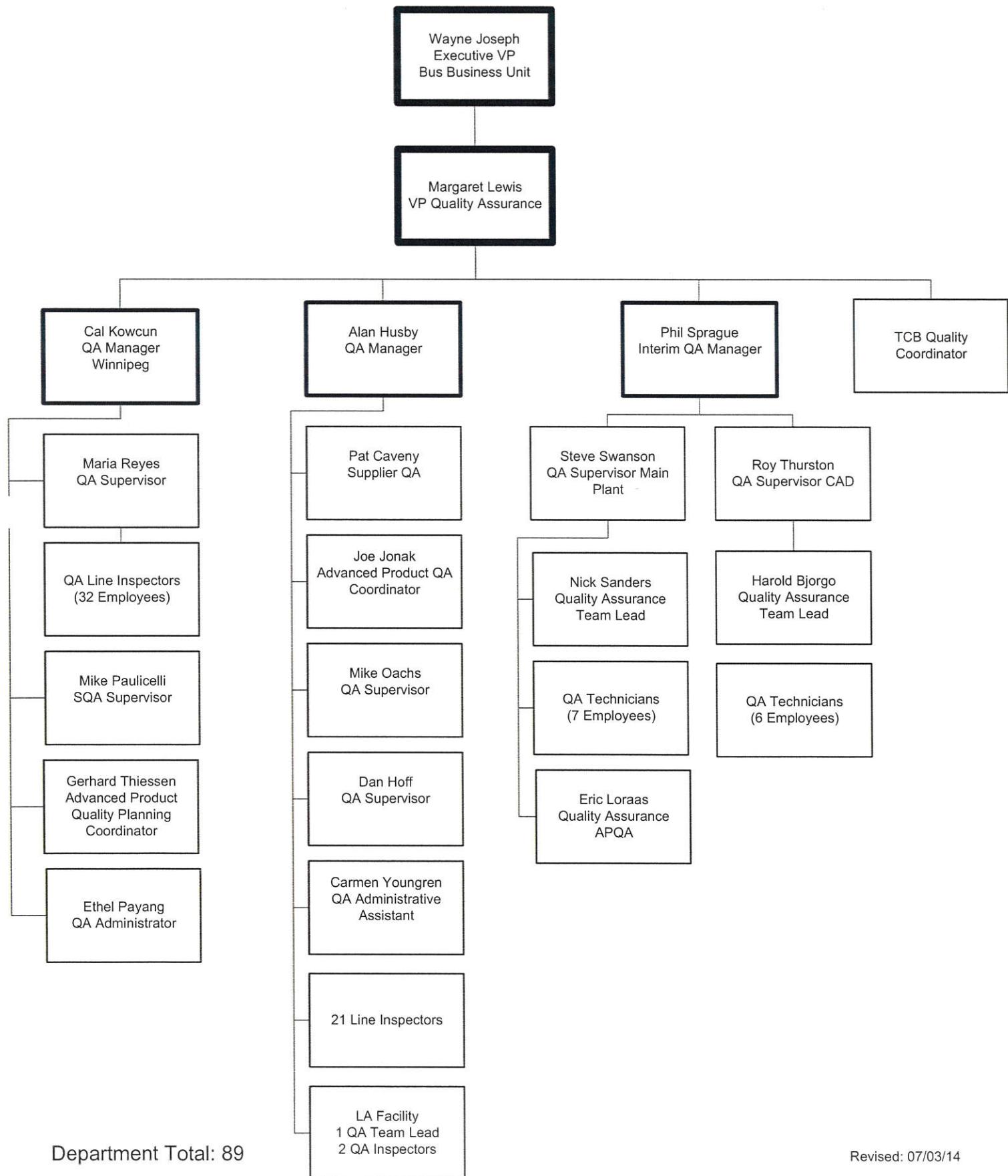
## Quality Engineer

- Gained knowledge of quality systems, processes, design of experiments, statistical methods, analysis of variance, and statistical process control
  - Achieved ISO 9000 certification



# Quality Assurance

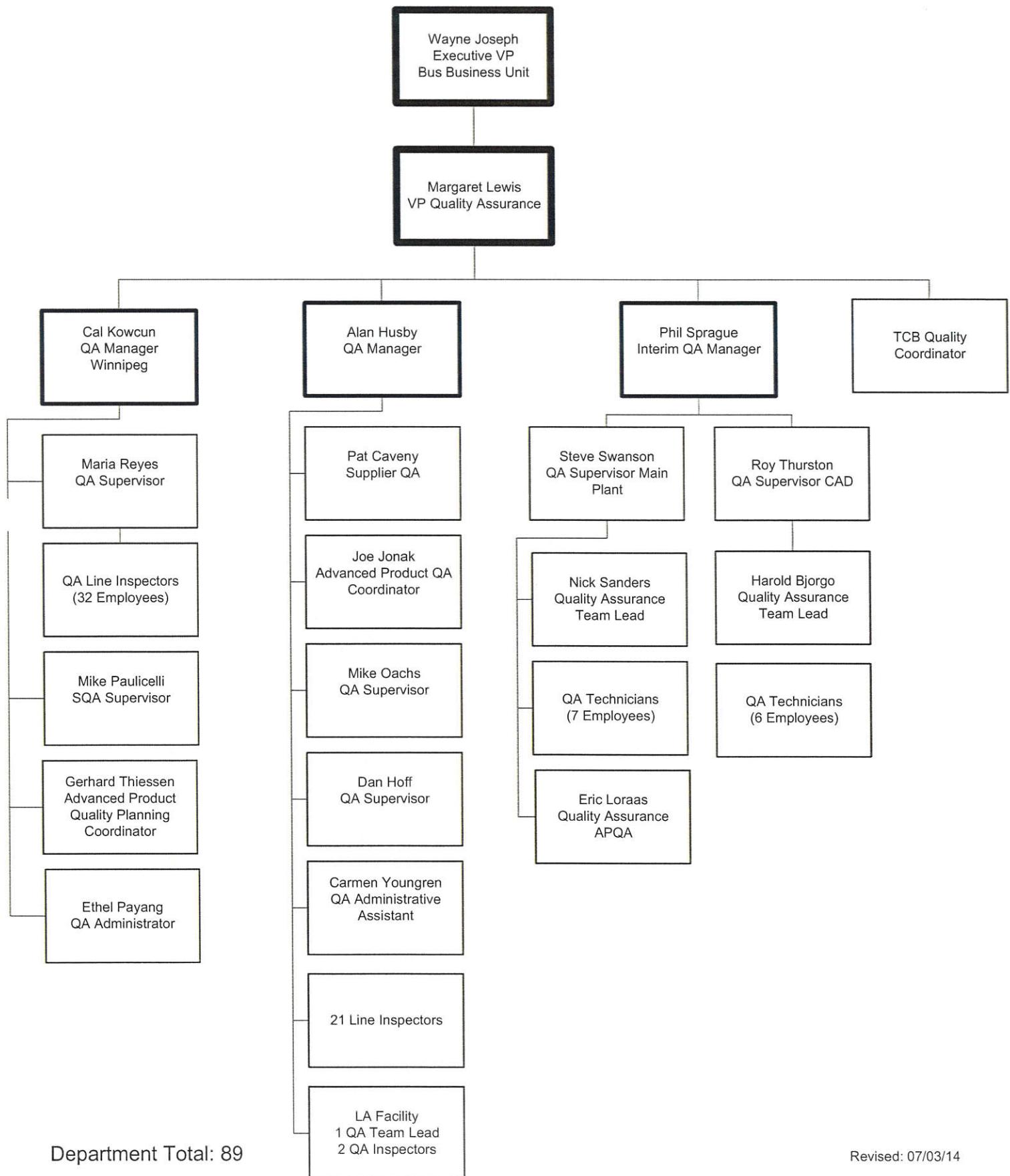
## Organizational Chart





# Quality Assurance

## Organizational Chart

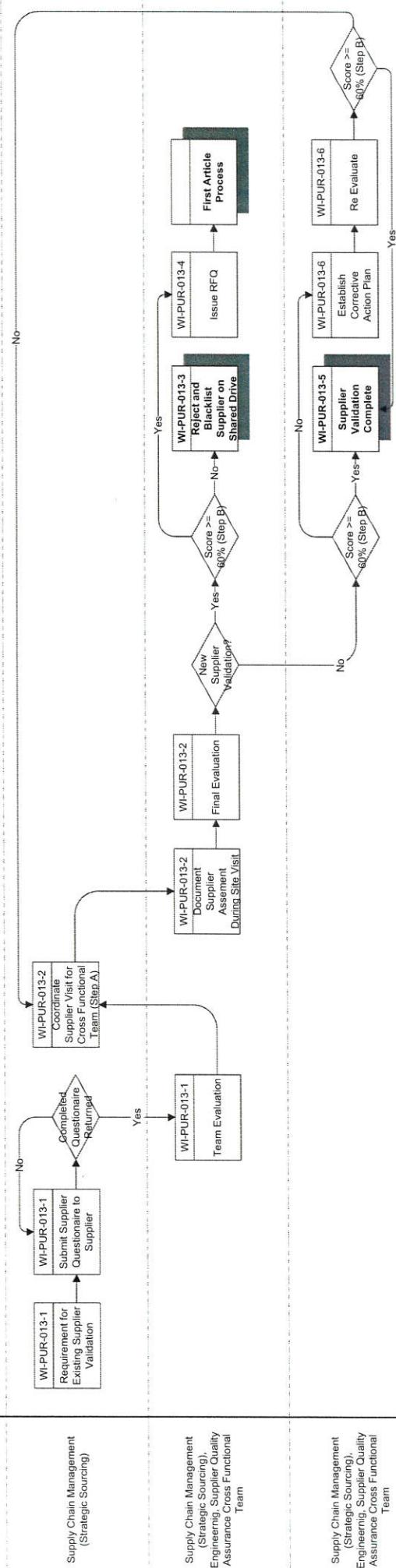




## NEW FLYER

TITLE: Supplier Validation Process

BPPFD-PUR-013 Rev A



DATE: 6/25/2009

FILE NAME:

BPPFD-PUR-013-RevA\_Supplier Validation.vsdj

PGS:

OF 1

PGS:

OF 1

**TITLE: SUPPLIER SELECTION****ISSUED BY:** Purchasing**PURPOSE:** To describe the process and requirements for selecting suppliers for production items, MRO and/or services.**SCOPE:** All personnel with authority or responsibility to procure the above. Deviations from this procedure will be permitted for emergency purchases to support Production or plant operations through Engineering Change Requests.**AREAS AFFECTED:****Winnipeg**

Administration	<input type="checkbox"/>	Mfg. Engineering	<input type="checkbox"/>	Purchasing	<input checked="" type="checkbox"/>
Engineering	<input type="checkbox"/>	MIS	<input type="checkbox"/>	Q. A.	<input checked="" type="checkbox"/>
H. R.	<input type="checkbox"/>	P. D. M.	<input type="checkbox"/>	R & D	<input type="checkbox"/>
Finance	<input type="checkbox"/>	Planning	<input type="checkbox"/>	Sales	<input type="checkbox"/>
Inventory Control	<input type="checkbox"/>	Production	<input type="checkbox"/>	Service	<input type="checkbox"/>

**St. Cloud**

H. R.	<input type="checkbox"/>	Purchasing	<input checked="" type="checkbox"/>	Q. A.	<input checked="" type="checkbox"/>
Production	<input type="checkbox"/>				

**Crookston**

Production	<input type="checkbox"/>
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**Parts**

Sales	<input type="checkbox"/>	Purchasing	<input checked="" type="checkbox"/>	Marketing	<input type="checkbox"/>
Publications	<input type="checkbox"/>				

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**PROCEDURE:**

**Supplier Data Base:** The Purchasing Department will maintain a “data base” for all suppliers. This data base will include all pertinent information retained in our Vendor file.

**Request for Offer:** Upon receipt of Procurement Definition (**OPI-PUR-02**), the assigned Buyer will prepare a “package” for quote. This “package” will contain all relevant information terms and conditions required for the supplier to provide a quote. It is necessary to solicit offers from new or from multiple sources, identical “packages” must be sent to potential suppliers for quotation.

**Customer Directed Sources:** Sources of supply are specifically dictated by our customer(s) to obtain certain materials. If it is impossible or impractical to use such suppliers, this is to be communicated back to the Customer or Marketing Department so alternatives can be negotiated.

**Selection Criteria:** Preferential treatment will be given to suppliers with the most favorable performance history including deliveries, quality, costs and business information. Vendors and/or subcontractors may be assessed per (**FI-QAI-101-001**). Suppliers selected by the customer will be included on the preferred vendor list as are suppliers who have been selected though not yet assessed.

**Listed Suppliers:** All listed suppliers are categorized as follows:

0. New Suppliers added since the list was created that have not responded to questionnaire or have not been audited by New Flyer Ind.
1. Existing Suppliers (Suppliers that existed at the start)
2. Suppliers who have responded to the ISO questionnaire
3. Suppliers who have been audited by New Flyer Ind.
4. Suppliers that have been specified by Customer as the only source that have not responded to questionnaire or have not been audited by New Flyer Ind.

**Non-listed Suppliers:** Prior to sending a “package” to a non-listed supplier, the Buyer must request a Vendor Quality Questionnaire (**FI-QAI-101-001**), depending if the quote is in regards to a production or plant use.

**Quote Review:** Upon receipt of the “package” the Buyer will select a source based on cost, delivery, quality, packaging, terms, etc. It must be recognized that the “lowest overall cost” is not necessarily the best choice for the company. Consideration must be made to support costs such as; incoming inspection, engineering support, material deviations and possible schedule delays.



**NEW FLYER**

## Weld Certification

New Flyer is certified to the Canadian Standards Association (CSA) W47.1-03 Certification of Companies for Fusion Welding of Steel Structures, which is administered by the Canadian Welding Bureau (CWB). We qualify in Division 2.1 in which we have a retained part-time welding Engineer Frank Roberts of F.A. Roberts and Associates, who is responsible for the welding design and welding procedures and practices. We also have in-house welding supervisors qualified to W47.1-03 criteria.

New Flyer is also certified to the American Welding Society (AWS) D1.3-98 for the welding of light gauge metal, as well as (AWS) D1.6 for welding structural stainless steel. Both are administered by the CWB.

The engineer follows CSA W59-03 Welded Steel Construction (*Metal Arc Welding*) ((*W59-03 is very similar to the AWS D1.1*)) to determine the weld design and welding procedures and practices. He reviews our operation and determines which processes are applicable. He then derives a set of data sheets that cover all of our weld processes.

The CWB takes the data sheet information and performs physical test samples. These samples are then sent out for testing. If the results are acceptable, the data sheet is approved by the CWB. If the results are unacceptable, the procedure is redone with changes being made to the parameters on the data sheet until the desirable test results are achieved.

All New Flyer Production welding personnel are required to be tested and certified in Gas Metal Arc Welding (GMAW) and D1.3-98 process. These tests and certification are required to satisfy the standards in the construction of New Flyers' steel structures.

Once certified, New Flyer Industries Production welding personnel are certified for two years at which time he or she is required to do an upgrade test. New Flyer pays for the testing, but the certification tickets are the property of the CWB.

New Flyer Industries must use certified welding consumables. These certified consumables are found in CSA W48 series, which is administered by the CWB. This also pertains to applicable AWS A5 specifications.

The CWB performs two unannounced audits per year, where they check procedures, consumables and workmanship and write up a detailed report of their findings. Minor infractions are noted on the audit report and the CWB follow up within a few weeks. If the infraction is major (e.g., weld Engineer or Supervisors leave, gross non compliance, welding without proper procedures, welding with unqualified personnel), then a Non Compliance Report is submitted for immediate correction. If this is not done in the specified time on the non-compliance report, the company certification can be revoked by the CWB.

A New Flyer Industries liaison person (usually a weld supervisor) must have available monthly reports of all production welding personnel and their ticket expiry date, and weld engineer monthly reports for inspection during audits. Also noted on this report are any new hires or terminations.

# Certificate of Registration

*This is to certify that QUASAR has registered the Quality Management System of:*



## NEW FLYER

Head Office: New Flyer Industries, 711 Kermaghan Avenue, Winnipeg, MB R2C 3T4

(Additional sites and locations listed on the attached Appendix are also included in this Registration)

*to the Quality System Standard:*

**ISO 9001:2008**

Initial Registration  
24 July 1998

Date of Issue  
11 June 2014

Date of Expiry  
27 August 2016

Certificate Number  
Q9142

**Scope:** Design and development, manufacture and servicing of transit buses and the supply of bus parts.



A handwritten signature in black ink, likely belonging to the registrar.

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Registrar



*Terms and Conditions governing registration and the use of this certificate are defined in the contract between QUASAR and the Holder.  
Contact the certificate holder for further information related to the scope and boundaries of the registration.*

QUASAR, A Division of the CWB Group, 8260 Park Hill Drive, Milton, Ontario, Canada, L9T 5V7, Tel: 1-800-844-6790 / (905) 542-1312, Fax: (905) 542-1318, Web: www.cwbgroup.org

3400E-Multi-Site/2012-05

## APPENDIX

This Appendix refers to:

Certificate Number: Q9142 - Date of Expiry: 27 August 2016



Additional Locations included in the registration are as follows:

### Name & Address

New Flyer Industries, Customer Services  
630 Kernaghan Avenue, Winnipeg, MB R2C 5G1

New Flyer of America  
609 Marin Avenue, Crookston, MN 56716

New Flyer USA  
6200 Glenn Carlson Drive, St. Cloud, MN 56301

New Flyer of America  
214 – 5<sup>th</sup> Avenue Southwest, Crookston, MB 56716

New Flyer Industries, NPD  
630 Kernaghan Avenue, Winnipeg, MB R2C 5G1

New Flyer Industries, Customer Services  
420 Deerhurst Drive, Unit 1, Brampton, ON L6T 5H9

New Flyer Industries, Customer Services  
2300 Progress Drive, Hebron, KY 41048

New Flyer Industries, Customer Services  
3181 S. Willow Avenue, #102, Fresno, CA 93725

New Flyer Industries, Customer Services  
480A Hartney Street, Arnprior, ON K7S 0B8

### Scope:

Design and development, manufacture and servicing of transit buses and the supply of bus parts.

As above

As above

As above

As above

Manufacture and servicing of transit buses and the supply of bus parts.

As above

As above

As above

As above



Registrar



*Terms and Conditions governing registration and the use of this certificate are defined in the contract between QUASAR and the Holder.  
Contact the certificate holder for further information related to the scope and boundaries of the registration.*

QUASAR, A Division of the CWB Group, 8260 Park Hill Drive, Milton, Ontario, Canada, L9T 5V7,

3400E-Multi-Site/2012-05

Tel: 1-800-844-6790 / (905)-542-1312, Fax: (905) 542-1318, Web: [www.cwbgroup.org](http://www.cwbgroup.org)

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
3-NFMSM.pdf	B	New Flyer Management System Manual - Issue 3	Outlines companies goals and objectives and identifies how they will be achieved.	All	12/3/2012	sites/busapps/businessprocesses/Public library
BPFD-ADM-102.pdf	A	NFMS DOCUMENT APPROVAL PROCESS		All		sites/busapps/businessprocesses/Public library
FI-ADM-102-001.rdf		DOCUMENT RELEASE APPROVAL		All		sites/busapps/businessprocesses/Public library
FI-ADM-102-001-002.rdf		DOCUMENT RELEASE APPROVAL		All		sites/busapps/businessprocesses/Public library
FI-ADM-102-001-003.pdf	A	DOCUMENT RELEASE APPROVAL		All		sites/busapps/businessprocesses/Public library
FI-ADM-102-002.pdf	C	DOCUMENT RELEASE APPROVAL	Describing the creation, review, revision, approval and release to third parties of New Flyer Management System documents.	All	5/17/2006	sites/busapps/businessprocesses/Public library
OPI-ADM-102.pdf	G	NEW FLYER MANAGEMENT SYSTEM DOCUMENT CONTROL		All		sites/busapps/businessprocesses/Public library
BPFD-ENG-4.0.pdf		Engineering Approved Deviation		All		sites/busapps/businessprocesses/Public library
FI-ENG-005-001.pdf	E	ENGINEERING CHANGE REQUEST		All		sites/busapps/businessprocesses/Public library
FI-ENG-03-001.pdf	C	Engineering Stop Work Order		All		sites/busapps/businessprocesses/Public library
FI-ENG-05-001.pdf	A	ENGINEERING CHANGE REQUEST		All		sites/busapps/businessprocesses/Public library
FI-ENG-1-131-001.pdf		PDW - Pre Production Meeting Checklist		All		sites/busapps/businessprocesses/Public library
FI-ENG-1-140-001.pdf		VIN Check Sheet		All		sites/busapps/businessprocesses/Public library
FI-ENG-1-142-001.pdf	A	Design Information Summary - New Installation , Rev A		All		sites/busapps/businessprocesses/Public library
FI-ENG-4.0-001.pdf		ENGINEERING APPROVED DEVIATION	This document outlines the process for completing Engineering Change Notices (ECN).	All	12/10/2013	sites/busapps/businessprocesses/Public library
OPI-ENG-001.pdf	B	Engineering Change Notice	Document the procedure for obtaining and requesting a new item number.	Winnipeg	7/1/2005	sites/busapps/businessprocesses/Public library
OPI-ENG-002.pdf	A	New Item Creation		Winnipeg	11/1/2006	sites/busapps/businessprocesses/Public library
OPI-ENG-003.pdf	D	Engineering Stop Work Order (ESWO)	Document the Engineering Stop Work Order process.	Winnipeg		
OPI-ENG-004.pdf	F	Engineering Approved Deviation	This document outlines the procedure for the creation and release of Engineering Approved Deviations (EAD).	All	12/10/2013	sites/busapps/businessprocesses/Public library
OPI-ENG-005.pdf	D	ENGINEERING CHANGE REQUEST (ECR)	Document the Engineering Change Request process used by departments to inform Engineering of requested/ required change to drawings and/or Bills of Material	All	7/23/2007	sites/busapps/businessprocesses/Public library
OPI-ENG-006.pdf	A	ADVANCE PRINT	Document the advance print process used by Engineering to inform Purchasing and/or Planning of parts or installation instructions required for production.	Winnipeg	5/18/2006	sites/busapps/businessprocesses/Public library
OPI-ENG-007.pdf	A	ENGINEERING STANDARDS	Consistent engineering standard documents.	All	10/7/2008	sites/busapps/businessprocesses/Public library
OPI-ENG-008.pdf	D	ENGINEERING STOP WORK ORDER (ESWO)	Document the Engineering Stop Work Order process.	Winnipeg	11/1/2006	sites/busapps/businessprocesses/Public library
OPI-ENG-009.pdf	A	Engineering BoM Changes for Superior Designs	To provide Engineering, New Product Development and Product Data Management (PDM) with documented process on BoM updates	All	9/9/2013	sites/busapps/businessprocesses/Public library
OPI-ENG-122.pdf	A	UNIGRAPHICS IMAN CAD DATA RELEASE PROCEDURE	This document defines the process that exist at New Flyer Industries when Unigraphics CAD (Computer Aided Design) items created in the MAN (Information Manager) database are to be given release status	All	11/24/2000	sites/busapps/businessprocesses/Public library
OPI-ENG-123.pdf	B	UNIGRAPHICS CAD MODELING AND DRAFTING	This procedure is to identify the minimum requirements necessary with respect to modelling and drafting for all Unigraphics CAD (Computer Aided Design) designs created prior to final release.	All	6/20/2001	sites/busapps/businessprocesses/Public library
OPI-ENG-124.pdf	B	UNIGRAPHICS SOLID MODEL UPGRADE PROCEDURE	This document outlines the procedure to be followed by engineering staff when upgrading legacy Unigraphics CAD (Computer Aided Design) models from wireframe geometry (produced in Unigraphics Version 9) to solid geometry, where required.	All	6/20/2001	sites/busapps/businessprocesses/Public library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
QPI-ENG-130.pdf	B	PDM Configuration Maintenance	To maintain a database of installs released by Design Engineering that provides information, history of usage and details, and to maintain the configuration of installs in Teamcenter to allow the PDM Project Coordinators to release a BOM.	All	10/1/2013	sites/busapps/businessprocesses/Public Library
QPI-ENG-131.pdf	A	PDM SR Project Co-ordination	Document the Bill of Material (BOM) management process as used by the Product Data Management (PDM) group to manage Sales Release (SR) BOMs.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-142-001 Revised.pdf	A	Completing Design Information Summary – New Installation Form regarding release of new installations.	Document the process used to provide information sites/busapps/businessprocesses/Public Library	All	12/19/2013	sites/busapps/businessprocesses/Public library
WI-ENG-001-002.pdf	B	Engineering Drawing Revision, Obsolescence and Suppression Gui Outlines the procedure for drawing revisions.	All	12/19/2013	sites/busapps/businessprocesses/Public library	
WI-ENG-001-003.pdf	A	Printing an Engineering Change Order (ECO)	Document the instructions for printing an ECO	Winnipeg	11/15/2006	sites/busapps/businessprocesses/Public library
WI-ENG-005-001.pdf	A	ENGINEERING ECR LOGGING	Document the process used by Engineering to track the location and the status of an ECR. The initial review of the ECR and determination for implementation.	All	5/1/2007	sites/busapps/businessprocesses/Public Library
WI-ENG-019.pdf	A	ENGINEERING QUALITY SWAT ISSUE PROCEDURES	Document the procedures used by Quality Engineering to address SWAT issues.	All	2/11/2011	sites/busapps/businessprocesses/Public library
WI-ENG-130-001.pdf	A	Configuring Lf/LFR Installations	Maintain the configurations of installs released to Lf or LFR coaches that require immediate attention due to Swat Issues and other configuration issues.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-130-002.pdf	B	Configuring Xcelster Installations	To Maintain an accurate Bill of Material for the Xcelster Reference buses, that must be approved by the change Control Board.	All	10/1/2013	sites/busapps/businessprocesses/Public Library
WI-ENG-130-003.pdf	A	PDM Mini-Configuration in Teamcenter	To verify the the variant rule created by the PDM technician for config variant installations is correct.	Winnipeg	10/1/2013	sites/busapps/businessprocesses/Public Library
WI-ENG-131-001.pdf	A	PDM_CREATE A FOLDER IN TEAM CENTER	Document the procedures used by PDM Project Coordinators for creating a folder in Team Center.	All	12/1/2011	sites/busapps/businessprocesses/Public library
WI-ENG-131-002.pdf	A	PDM-CREATING A NEW VARIANT RULE IN TEAM CENTER	Document the procedures used by PDM Project Coordinators for creating a new variant rule in Team Center.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-131-003.pdf	A	PDM_RELEASE OF TECHNICAL SUMMARY (EXCEL)	Document the procedures used by PDM Project Coordinators for producing a Technical Summary and release.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-131-004.pdf	A	PDM_FSAR REPORT GENERATION AND REVIEW	Document the procedures used by PDM Project Coordinators for producing and reviewing FSAR reports.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-131-005.pdf	A	Release Initial Bill of Material (BOM) in Oracle	Provide the user with instructions to load the Initial Bill of Material (BOM) in Oracle for the manufacturing of a customer specific bus.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-131-006.pdf	A	Create Product Structure	Provide the user with instructions to create the Product Structure for maintaining and monitoring a maximum percentage of released installs and track custom required installs for a 100% Bill of Material (BOM) accuracy at the time of line entry.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-131-007.pdf	A	PDM_Raising a task in Task Manager	Document the procedures used by PDM Project Coordinators for raising a task in Task Manager.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-131-008.pdf	A	SRCR Process	Document the procedures used by PDM Project Coordinators for completing of an Oracle Sales Release Change Request (SRCR).	All	12/1/2011	sites/busapps/businessprocesses/Public library
WI-ENG-132-001.pdf	A	PDM_Code 8 ECO Review	Document the process used to review code 8 (rework caused by PDM) EC0's to maintain first time quality.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-133-001.pdf	A	Releasing a new BOM Line Item Sequence	Document the process in generating a new item sequence.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-134-001.pdf	A	Reference Bus Configuration Status Report	Show the weekly change in status of items addressed for X001 to X010 Reference bus configurations.	All	12/1/2011	sites/busapps/businessprocesses/Public Library
WI-ENG-135-001.pdf	A	Technical Summary, Options, Values-Updates	Show the low floor and Xcelster technical summary available options and values.	All	12/1/2011	sites/busapps/businessprocesses/Public library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
WI-ENG-136-001.pdf	B	Technical Summary Options Values - Reporting Status	To show the Xcelis Technical Summary available options and values	Winnipeg	10/1/2013	sites/busapps/businessprocesses/Public library
WI-ENG-137-001.pdf	B	PDM Options and Values Availability Reporting	To document the process used to update the report showing the available bus options and values for the customer.	Winnipeg	10/1/2013	sites/busapps/businessprocesses/Public library
WI-ENG-138-001.pdf	B	PDM ECO Reviews	To provide the various process steps required to list new installations in the PDM matrices documents as available to use for BoM release and validation activities.	Winnipeg	10/1/2013	sites/busapps/businessprocesses/Public library
WI-ENG-139-001.ndf	A	Create New Sales Release in SR-INDEX	Release a new SR to the Oracle Master Item SR-INDEX.	All	12/1/2011	sites/busapps/businessprocesses/Public library
WI-ENG-140-001.pdf	A	PDM Generating and Releasing Vehicle Identifications (VIN's)	Document the VIN release process as used by Engineering. Communicate new tasks created within Task Manager, as they impact Engineering workflow.	All	12/1/2011	sites/busapps/businessprocesses/Public library
WI-ENG-141-001.pdf	A	PDM_CREATING THE SR DAILY TASK REPORT	Provide the instruction for completing and submitting the required information for the new installation.	All	12/1/2011	sites/busapps/businessprocesses/Public library
WI-ENG-142-001.pdf	A	Completing Design Information Summary-New Installation Form	The environmental program designed to quantify the various waste streams at the New Flyer Winnipeg Manufacturing Facility.	Winnipeg	11/30/2004	sites/busapps/businessprocesses/Public library
EP-ENV-01.pdf	A	WASTE REDUCTION MONITORING PROGRAM (WPG)	The environmental program designed to reduce VOC emissions through implementation of powder coating in the zinc frame priming operation at the New Flyer Winnipeg Manufacturing Facility.	Winnipeg	11/30/2004	sites/busapps/businessprocesses/Public library
EP-ENV-02.pdf	A	VOC REDUCTION - POWDER COATING PROGRAM (WPG)	The environmental program designed to reduce VOC emissions through implementation of self etch primer and wet on wet painting in surface coating operations at the New Flyer Winnipeg Manufacturing Facility.	Winnipeg	11/30/2004	sites/busapps/businessprocesses/Public library
EP-ENV-03.pdf	A	VOC REDUCTION - ETCH PRIMER & WET PAINT PROGRAM	The environmental program designed to quantify the emission parameters in the waste water streams being discharged from the New Flyer Winnipeg Manufacturing Facility.	Winnipeg	11/30/2004	sites/busapps/businessprocesses/Public library
EP-ENV-04.pdf	A	WASTEWATER DISCHARGE TESTING PROGRAM (WPG)	The environmental program designed to quantify the noise emissions resulting from the operation of the paint booth exhaust stacks at the New Flyer Winnipeg Manufacturing Facility.	Winnipeg	11/30/2004	sites/busapps/businessprocesses/Public library
EP-ENV-05.pdf	A	NOISE BY-LAW & LICENCE COMPLIANCE PROGRAM (WPG)	The environmental program designed to qualify the nuisance odour emission reductions resulting from the VOC reductions in the surface coating operations at the New Flyer Winnipeg Manufacturing Facility.	Winnipeg	11/30/2004	sites/busapps/businessprocesses/Public library
EP-ENV-06.pdf	A	NUISANCE ODOUR REDUCTION MONITORING PROGRAM	The environmental program designed to identify and quantify various energy conservation projects for the New Flyer USA manufacturing process and building.	St.Cloud	12/9/2004	sites/busapps/businessprocesses/Public library
EP-ENV-07.pdf	A	ST. CLOUD ENERGY CONSERVATION PROGRAM	The environmental programs designed to reduce VOC emissions through implementation of improved coating formulations, application techniques or equipment.	St.Cloud	12/9/2004	sites/busapps/businessprocesses/Public library
EP-ENV-08.pdf	A	VOC EMISSION REDUCTION PROGRAM	The environmental programs designed to reduce HAP emissions through implementation of improved coating formulations and application techniques and equipment cleanup	St.Cloud	12/9/2004	sites/busapps/businessprocesses/Public library
EP-ENV-09.pdf	A	HAP REDUCTION PROGRAM	The environmental program designed to reduce hazardous waste generation through implementation of improved coating formulations and applications and equipment cleanup.	St.Cloud	12/9/2004	sites/busapps/businessprocesses/Public library
EP-ENV-10.pdf	A	ST. CLOUD HAZARDOUS WASTE REDUCTION PROGRAM				

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
EP-ENV-11.pdf	A	CRK AND ST. CLOUD WASTE REDUCTION PROGRAM	The environmental program designed to quantify the various waste streams at the New Flyer Crookston and St. Cloud Manufacturing Facilities	St.Cloud	12/13/2004	sites/busapps/businessprocesses/Public Library
EP-ENV-12.c.pdf	C	CROOKSTON ENERGY CONSERVATION PROGRAM	Describes the environmental program designed to identify and quantify various energy conservation projects for the New Flyer of America manufacturing process and building	Crookston	7/23/2007	sites/busapps/businessprocesses/Public Library
EP-ENV-12.pdf	C	CROOKSTON ENERGY CONSERVATION PROGRAM	Describes the environmental program designed to identify and quantify various energy conservation projects for the New Flyer of America manufacturing process and building.	Crookston	7/23/2007	sites/busapps/businessprocesses/Public Library
EP-ENV-13.pdf	D	CROOKSTON VOC EMISSION REDUCTION PROGRAM	Describes the environmental programs designed to reduce VOC (Volatile Organic Compounds)emissions through implementation of improved coating formulations, cleaners and application techniques or equipment	Crookston	7/23/2007	sites/busapps/businessprocesses/Public Library
EP-ENV-14.pdf	A	CROOKSTON HAP EMISSION REDUCTION PROGRAM	The environmental programs designed to reduce Hazardous Air Pollutant (HAP) emissions through implementation of improved coating formulations, application techniques or equipment.	Crookston	12/9/2004	sites/busapps/businessprocesses/Public Library
EP-ENV-15.pdf	C	CROOKSTON HAZARDOUS WASTE REDUCTION PROGRAM	Describes the environmental programs designed to reduce hazardous waste generation through implementation of improved coating formulations and applications and equipment cleanup.	Crookston	7/27/2007	sites/busapps/businessprocesses/Public Library
EP-ENV-16.pdf	B	CROOKSTON WASTEWATER SAMPLING PROGRAM	Quarterly wastewater sampling has been set up for the Crookston facility to assure that wastewater parameters are monitored and controlled.	Crookston	3/27/2007	sites/busapps/businessprocesses/Public Library
EP-ENV-17.pdf	A	ST. CLOUD WASTEWATER SAMPLING PROGRAM	Quarterly waste water sampling will be continued for the St. Cloud facility to assure that important waste water parameters are monitored and controlled within the parameters of our local waste water permit.	St.Cloud	5/12/2004	sites/busapps/businessprocesses/Public Library
OPI-ENV-002.pdf	A	IDENTIFICATION OF LEGAL REQUIREMENTS, ASPECTS, & CALCULATIONS	The method in which legal requirements and environmental and health and safety aspects are identified, and significant impacts are determined.	All	4/22/2005	sites/busapps/businessprocesses/Public Library
OPI-ENV-01.pdf	A	POLICY DEVELOPMENT	Describes the method in which environmental and health & safety policies are developed	All	4/22/2005	sites/busapps/businessprocesses/Public Library
OPI-ENV-03.pdf	A	DEVELOPMENT OF OBJECTIVES, TARGETS, AND PROGRAMS	Describes the method in which New Flyer Management System objectives and targets are determined, and how the supporting management programs are developed and implemented	All	4/22/2005	sites/busapps/businessprocesses/Public Library
OPI-ENV-04.pdf	A	ESTABLISHMENT OF OPERATIONAL CONTROLS AND MONITORING	Describes the method in which significant environmental or health & safety aspects are monitored and measured in order to achieve objectives and targets.	All	4/22/2005	sites/busapps/businessprocesses/Public Library
OPI-ENV-05.pdf	A	COMMUNICATION	Describes the method in which New Flyer communicates with the various levels and functions within the organization, government agencies, and the surrounding community.	All	4/22/2005	sites/busapps/businessprocesses/Public Library
OPI-ENV-08.pdf WI-ENV-067-001.pdf	A	NEW FLYER MANAGEMENT SYSTEM INTERNAL AUDITS (ENV)	Describes the process for conducting and reporting Internal NFMS environmental audits.	All	4/21/2005	sites/busapps/businessprocesses/Public Library
OPI-FIN-108.pdf	C	LABOUR ANALYSIS	Provides accounts payable with the process to debit the supplier whenever the warehouse ships Kan Ban items out to the supplier.	Winnipeg	10/19/1999	sites/busapps/businessprocesses/Public Library
OPI-FIN-123.pdf		Creating a Debit Memo for Items Shipped Out to the		All	4/23/1999	sites/busapps/businessprocesses/Public Library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
OPI-FIN-124.pdf		Processing Invoices for Kan Ban Suppliers	Provides accounts payable with the approval process for invoices from Kan Ban suppliers. Accounts payable will perform a validation of the invoice quantities and prices before making the invoice available for payment.	All	4/23/1999	sites/busapps/businessprocesses/Public library
OPI-FIN-125.pdf	A	Entering CFA and USAFA Sales Orders	Enter CFA and USAFA Sales Orders for transactions between companies.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OPI-FIN-131.pdf	A	Debit Note Creation and Processing	Provides all divisions of New Flyer with a process to create debit notes to suppliers. It also provides accounts payable with a process for processing debit notes.	All	7/17/2001	sites/busapps/businessprocesses/Public library
F1-HR-01-008.pdf	C	Educational Assistance Request		All	5/5/2012	sites/busapps/businessprocesses/Public library
FI-HR-003-001.doc	B	STAFFING REQUEST		All		sites/busapps/businessprocesses/Public library
FI-HR-004-001.pdf	B	EMPLOYEE ORIENTATION CHECKLIST		All		sites/busapps/businessprocesses/Public library
FI-HR-004-002.pdf	A	PROGRESS REVIEW		All		sites/busapps/businessprocesses/Public library
FI-HR-01-001.pdf	A	Training Attendance Record		All		sites/busapps/businessprocesses/Public library
FI-HR-01-002.pdf	A	MANAGEMENT TRAINING NEEDS ASSESSMENT		All		sites/busapps/businessprocesses/Public library
FI-HR-01-003.pdf	A	Training Evaluation		All		sites/busapps/businessprocesses/Public library
FI-HR-01-004.pdf	A	Employee Feedback		All		sites/busapps/businessprocesses/Public library
FI-HR-01-009.pdf	A	Program Assistance Request		All	8/14/2013	sites/busapps/businessprocesses/Public library
FI-TRG-200-001-001.pdf	A	Training Attendance Form	To record trainee attendance	All	5/24/2013	sites/busapps/businessprocesses/Public library
FI-TRG-200-001-002.pdf	A	Course Evaluation	To document feedback from course participants.	All	5/24/2013	sites/busapps/businessprocesses/Public library
HR-NFI-POL-003.pdf	A	Educational Assistance Policy	Educational Assistance program is to assist employees in their professional development and in advancing their careers by encouraging academic studies that contribute to the company goals and performance.	All	7/1/2012	sites/busapps/businessprocesses/Public library
HRP-HR-01.pdf	A	Occupational Health & Safety Responsibility Guidelines	An effective health and safety program encourages an awareness of risk in the workplace, and to that end, this policy supports the elements essential to building, implementing, and delivering the program.	All	6/30/2005	sites/busapps/businessprocesses/Public library
HRP-HR-01.pdf	A	Occupational Health & Safety Responsibility Guidelines	Ensure that employees, contractors and visitors of New Flyer Industries will be protected from possible long term and acute effects of residual chemical exposure in their food and beverages.	All	11/21/2005	sites/busapps/businessprocesses/Public library
HRP-HR-032.pdf	A	Shop Floor/Warehouse Area Food & Drink Policy	Ensure the security of all New Flyer employees and property by limiting.	All	12/22/2005	sites/busapps/businessprocesses/Public library
HRP-HR-033.pdf	A	NEW FLYER YARD ACCESS/PARKING PROCEDURE- St. Cloud & Crookston	Protect the safety and health of New Flyer welders with regards to the hazards that may be present in the process of welding.	All	2/1/2006	sites/busapps/businessprocesses/Public library
HRP-HR-034.pdf	A	Occupational Health & Safety Welding Protection Policy	Identify policy guidelines regarding: 1. Response to employment reference requests or inquiries, and 2. Human Resources responsibility to conduct reference checks.	All	9/2/2009	sites/busapps/businessprocesses/Public library
HRP-HR-035.pdf	B	EMPLOYMENT REFERENCE POLICY	Protect the employees, service providers, and visitors of New Flyer from head injuries while in a workplace controlled by New Flyer.	Winnipeg	4/27/2005	sites/busapps/businessprocesses/Public library
HRP-HR-04.pdf	A	Occupational Health & Safety Head Protection	Assist in making working conditions more comfortable and to help prevent vibratory injuries.	Winnipeg	9/1/2003	sites/busapps/businessprocesses/Public library
HRP-HR-05.pdf	A	Occupational Health & Safety Anti-Vibration Gloves Policy	Protect employees, service providers, and visitors of New Flyer as well as to prevent injury while on New Flyer property or any area under control of New Flyer.	Winnipeg	4/11/2005	sites/busapps/businessprocesses/Public library
HRP-HR-06.pdf	A	Occupational Health & Safety Personal Protective Equipment Policy	Protect employees, service providers, and visitors of New Flyer.	Winnipeg	11/17/2003	sites/busapps/businessprocesses/Public library
HRP-HR-07.pdf	A	Occupational Health & Safety Eye & Face Protection Policy		Winnipeg		

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HRP-HR-08.pdf	A	Occupational Health & Safety Footwear	Ensure that employees, contractors and visitors of New Flyer Industries who may be exposed to the risk of foot injury during the course of their duties, wear approved safety footwear.	Winnipeg	2/1/2004	sites/busapps/businessprocesses/Public library
HRP-HR-11.pdf	A	Occupational Health & Safety Fall Protection	The Fall Protection Program is to prevent employees from being injured by falls. This program will establish minimum criteria for employees when working above ground, floors, or other work platforms	Winnipeg	6/9/2005	sites/busapps/businessprocesses/Public library
HRP-HR-12.pdf	A	Occupational Health & Safety Loading Dock	Prevent the trailer from moving while the forklifts are loading or unloading material from the trailer.	All	6/30/2005	sites/busapps/businessprocesses/Public library
HRP-HR-13.pdf	A	Occupational Health & Safety Compressed Gas Cylinders	Prevent employees, service providers and visitors of New Flyer from injury while on the New Flyer property or any area under control of New Flyer from the hazards of using compressed air	All	6/30/2005	sites/busapps/businessprocesses/Public library
HRP-HR-15.pdf	A	Occupational Health & Safety Compressed Air	Protect the employees, service providers, and visitors of New Flyer from head injuries while in a workplace controlled by New Flyer.	All	8/11/2004	sites/busapps/businessprocesses/Public library
HRP-HR-16.pdf	A	Occupational Health & Safety Compressed Air	Protect the employees, service providers, and visitors of New Flyer from eye injuries while in a workplace controlled by New Flyer.	St.Cloud	4/27/2005	sites/busapps/businessprocesses/Public library
HRP-HR-20.pdf	A	Occupational Health & Safety Head Protection	Protect the employees, service providers, and visitors of New Flyer from injuries while in a workplace controlled by New Flyer.	St.Cloud	5/1/2005	sites/busapps/businessprocesses/Public library
HRP-HR-21.pdf	A	Occupational Health & Safety Eye Protection	Protect the employees, service providers, and visitors of New Flyer from Cut injuries while in a workplace controlled by New Flyer.	St.Cloud	5/1/2005	sites/busapps/businessprocesses/Public library
HRP-HR-22.pdf	A	Occupational Health & Safety Gloves Cut Resistant	Protect the employees, service providers, and visitors of New Flyer from Injuries while in a workplace controlled by New Flyer.	St.Cloud	5/1/2005	sites/busapps/businessprocesses/Public library
HRP-HR-23.pdf	A	Occupational Health & Safety Personal Protective Equipment St.(New Flyer)	Provide guidelines for maximum protection for employees against falls from elevations.	St.Cloud	6/9/2005	sites/busapps/businessprocesses/Public library
HRP-HR-24.pdf	A	Occupational Health & Safety Fall Protection St. Cloud	Protect each employee from the threat of injury to themselves when moving buses in the plant.	All	6/30/2005	sites/busapps/businessprocesses/Public library
HRP-HR-25.pdf	A	Occupational Health & Safety Crane Usage	Ensure that our buses are being driven in a safe manner at all times.	All	6/30/2005	sites/busapps/businessprocesses/Public library
HRP-HR-27.pdf	A	Occupational Health & Safety Bus Push/Line Move	Provide step by step instructions in the process of requesting educational assistance.	All	7/12/2010	sites/busapps/businessprocesses/Public library
HRP-HR-28.pdf	A	Occupational Health & Safety Driving Buses	Ensure that all personnel performing tasks on behalf of New Flyer, that have the potential to cause significant Quality, Environmental, or Health and Safety.	All	7/20/2005	sites/busapps/businessprocesses/Public library
HRP-HR-29.pdf	A	Occupational Health & Safety General Dust Control	Production of a payroll for all hourly workers based on Kronos time and attendance reports; to provide employees with an accurate pay, record & administer statutory deductions and benefits.	Winnipeg	10/19/1999	sites/busapps/businessprocesses/Public library
HRP-HR-30.pdf	A	Eye Protection	To show the documents required to be generated by the department manager when seeking any type of staffing change in their department.	All	6/3/2005	sites/busapps/businessprocesses/Public library
HRP-HR-31.pdf	A	Hardhat/Bump Cap	To control and prevent hearing loss associated with noise exposure at the work place.	Winnipeg	8/16/2013	sites/busapps/businessprocesses/Public library
HRP-HR-33.pdf	A	NEW FLYER YARD ACCESS/PARKING PROCEDURE-St. Cloud & Crox	All	7/12/2010	sites/busapps/businessprocesses/Public library	
OPI-HF-004.pdf	A	Educational Assistance Request Program				
OPI-HF-01.pdf	D	NEW FLYER MANAGEMENT SYSTEM TRAINING				
OPI-HF-02.pdf	A	HOURLY PAYROLL ADMINISTRATION				
OPI-HF-03.pdf	A	STAFFING REQUEST PROCESS				
OPI-SAF-022.pdf	B	Hearing Conservation				
POL-HR-020.pdf	A	New Flyer Education Repayment Policy Agreement				
TRG-HR-13.pdf		WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM				
TRG-HR-14.pdf		Hearing Protection Training Manual				
TRG-HR-15.pdf		Forklift Course				

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TRG-HR-17.pdf	A	Basic Indoor Crane & Rigging Course		All		sites/busapps/businessprocesses/Public library
TRG-HR-19.pdf	A	User Training		All		sites/busapps/businessprocesses/Public library
TRG-HR-20.pdf	A	Winnipeg Fire Plan Training		All		sites/busapps/businessprocesses/Public library
WI-HR-001-001.pdf	C	TRAINING PROCESS GUIDE	To follow which will assist in the identification of training needs, developing a training program, and evaluating the effectiveness of the training program.	All	4/21/2005	sites/busapps/businessprocesses/Public library
WI-HR-001-002.pdf		ANNUAL SAFETY AND ENVIRONMENTAL TRAINING	Provide system to fulfill Annual Training requirements.	St.Claud	6/22/2006	sites/busapps/businessprocesses/Public library
OPI-MIS-101.pdf	A	TRAINING PROCESS GUIDE	A guide for Managers to follow which will assist in the identification of training needs, developing a training program, and evaluating the effectiveness of the training program.	All	4/21/2005	sites/busapps/businessprocesses/Public library
OPI-MIS-101.pdf	B	IMPORT PROCEDURE FOR BoM's	Import the event-driven BoM's into Oracle Database. This procedure assumes the user is familiar with the BoM's structure.	All	4/15/1999	sites/busapps/businessprocesses/Public library
OPI-MIS-991.pdf	A	Procedure for Purging and Archiving Inventory	This is a working manual for the DBA to go through when purging and archiving inventory Transaction data contained in PROD and BST databases.	All	3/22/2001	sites/busapps/businessprocesses/Public library
OPI-MIS-992.pdf	A	Procedure for Purging and Archiving Standard Cost Update	This is a working manual for the DBA to go through when purging and archiving Standard Cost Update history data contained in PROD and BST databases.	All	5/10/2001	sites/busapps/businessprocesses/Public library
OPI-MIS-997.pdf	A	Procedure for Creating PARC & PARTEST Databases	This document explains the steps involved in creating PARC and PARTEST databases and the APPS_ALL user account. PARC and PARTEST respectively contain purged data from PROD and BST, and APPS_ALL Oracle user defines access to these data.	Winnipeg	3/22/2001	sites/busapps/businessprocesses/Public library
OPI-MIS-998.pdf	A	Procedure for Purging and Archiving WIP Data	This is a working manual for the DBA to go through when purging and archiving WIP data contained in PROD and BST databases. All the steps listed in this manual must be completed by the DBA to purge and archive the WIP data.	Winnipeg	5/10/2001	sites/busapps/businessprocesses/Public library
OPI-MIS-999.pdf	A	Oracle Data Purging and Archiving Procedure	How the MIS Database Administrators "purge" and "archive" the Oracle production database on an ongoing basis. Purging and Archiving will allow NFI! to keep the Oracle database.	Winnipeg	5/10/2001	sites/busapps/businessprocesses/Public library
OPI-MPS-01.pdf	A	Create and Maintain St. Cloud Full Assembly Top Level Schedule.	Create and maintain the top level standard discrete jobs for the St. Cloud full coach assembly.	Winnipeg	1/24/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-02.pdf	A	REVIEW PLANNED ORDER REPORTS	Provide Buyers and Schedulers with the required information, by item, within the M.R.P. plan. This report is to supply the user with the total weekly requirements for all items within the M.R.P. plan.	All	6/5/2001	sites/busapps/businessprocesses/Public library
OPI-MPS-03.pdf	A	LOAD MASTER PRODUCTION SCHEDULE	Provide the Master Production Scheduler with the information required to load the Master Production Schedule.	Winnipeg	1/26/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-04.pdf	B	SALES & OPERATION PLANNING PROCEDURE	Sales and Operations Planning is the integration of all company business plans i.e. customer, sales, marketing, new product development, manufacturing, sourcing, and financial.	Winnipeg	1/24/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-05.pdf	A	Release Buy Planned Orders Winnipeg Production	Provide the Master Production Scheduler with the information required to release the M.R.P. Planned order for Winnipeg Production.	All	10/19/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-06.pdf	A	Release "Buy" Planned Orders Crookston Production	Provide the Master Production Scheduler with the required information to release M.R.P. Planned order for Crookston Production.	Winnipeg	1/28/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-07.pdf	A	Release "Make" Planned Orders Winnipeg Production	Release M.R.P. Planned orders for Winnipeg Production.	Winnipeg	2/28/2000	sites/busapps/businessprocesses/Public library

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OPI-MPS-08.pdf	A	Release "Buy" Planned Orders, St. Cloud Production	Provide the Master Production Scheduler with the required information to release M.R.P. Planned order for St. Cloud Production.	Winnipeg	1/28/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-09.pdf		CREATE COACH SPECIFIC NON-STANDARD DISCRETE JOBS	Create an non-standard discrete job for each Shell or USA item that is partially completed.	Winnipeg		sites/busapps/businessprocesses/Public library
OPI-MPS-10.pdf	A	INTERNAL SALES ORDER AND INTERNAL REQUISITION MAINTENANCE	Provide the master scheduler with a process procedure for maintaining the requirements for internal sales orders and acquisitions.	Winnipeg	2/7/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-11.pdf	A	MASTER SCHEDULING POLICY	Control the New Flyer Master Schedule & Business Plan.	All	2/9/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-12.pdf	A	CREATE M.R.P. PLAN	Provide the Master Production Scheduler with the information required to create the M.R.P. plan.	Winnipeg	2/7/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-13.pdf	A	LUNCH MRP	Provide the Master Production Scheduler with the information required to launch M.R.P.	All	2/7/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-14.pdf	A	Create and Maintain Top Level SR, CFA, & USFA Discrete Jobs	Create and maintain the top level standard discrete jobs for the Bus, Canadian Final Assembly, and Crookston Final Assembly.	Winnipeg	2/7/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-15.pdf	A	Create Master Demand Schedule	Used by the Master Scheduler to create a Master Demand Schedule. The Master Demand Schedule is a tool for containing the planned requirements for M.R.P. It is the input M.R.P. used to perform its calculations.	Winnipeg	2/6/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-16.pdf	A	DISASTER RECOVERY	Provide the Master Scheduler with a procedure in case of a system crash.	Winnipeg	2/7/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-17.pdf	A	Release "Make" Planned Orders St. Cloud Production	Release M.R.P. Planned orders for St. Cloud Production.	Winnipeg	2/28/2000	sites/busapps/businessprocesses/Public library
OPI-MPS-18.pdf	A	Release "Make" Planned Orders Crookston Production	Release M.R.P. Planned orders for Crookston Production.	Winnipeg	2/28/2000	sites/busapps/businessprocesses/Public library
OPI-MAT-005.pdf	C	Point Of Use (POU) Overview	Document the POU process.	All	3/13/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-010.pdf	B	Receiving Overview	Define the receiving process.	All	2/15/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-015.pdf	C	Shipping Overview	Define the shipping process.	All	7/10/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-020.pdf	D	Discrete Jobs Overview	Discrete jobs enable a specific number of make build parts.	All	1/13/2014	sites/busapps/businessprocesses/Public library
OPI-MAT-025.pdf	H	Inventory Adjustments Overview	Outlines the procedure to complete inventory adjustments.	All	1/14/2014	sites/busapps/businessprocesses/Public library
OPI-MAT-030.pdf	E	Harness Picking Overview	Defines the harness picking process.	All	1/13/2014	sites/busapps/businessprocesses/Public library
OPI-MAT-035.pdf	A	Kanban Overview	Outlines the Kanban Vendor Managed Inventory (VMI) process.	All	1/1/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-040.pdf	C	Measurement Overview	Outlines material handling measurement tools.	All	10/12/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-045.pdf	C	Availability Reason Codes Overview	Describes reasons codes of unavailable parts.	All	10/18/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-055.pdf	A	Post Processing Sales Order(PPSO) Overview	Defines the process for the sale of missing parts for buses that have already been sold.	All	1/1/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-060.pdf	C	Work Order Variances for Accounting Overview	Defines the process of determining Bill of Material (BOM)/variances.	All	11/22/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-065.pdf	B	Updating Bus Work Order BOM ECO Overview	Ensures Engineering Change Orders (ECO) are implemented properly.	All	4/1/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-070.pdf	B	Reason Codes Overview	Defines 505 reason codes.	All	11/13/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-075.pdf	B	5S Procedures Overview	Outlines the steps of 5S process.	All	5/8/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-080.pdf	A	Past Due Demand Overview	Defines the process of reviewing past due materials.	All	1/1/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-085.pdf	C	Interstate Overview	Defines the process for parts from Interstate Assembly Systems.	All	1/14/2014	sites/busapps/businessprocesses/Public library
OPI-MAT-090.pdf	B	Offsite Overview	Defines the offsite subinventory of parts.	All	2/10/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-095.pdf	A	Subinventory Overview	Defines Subinventories as specific locations for materials within the company.	All	1/1/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-100.pdf	A	Dispatch Report Overview	Outlines the procedure to run a Dispatch Report which describes the status of released jobs.	All	11/30/2012	sites/busapps/businessprocesses/Public library

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OPI-MAT-105.pdf	A	Discrete Job Listing Report	Outilines the procedure to run a Discrete job report which describes the status of discrete jobs.	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-110.pdf	A	Preparing Discrete Job Packages	Outilines the procedure for preparing discrete jobs for production.	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-115.pdf	A	Standard Discrete Job Release	Outilines the instructions to change job status allowing for materials to be picked, issued and populate production lists.	All	10/9/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-120.pdf	B	Cancelling Discrete Jobs	Defines the procedure for cancelling discrete jobs.	All	10/9/2013	sites/busapps/businessprocesses/Public library
OPI-MAT-125.pdf	A	Retrieving Exception Messages from Planners Workbench	Defines the procedure for retrieving exception messages from Planner Workbench.	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-130.pdf	A	Rescheduling Jobs	Outilines the procedure to complete a mass reschedule out of jobs based on the Material Requirement Planning (MRP) output.	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-135.pdf	A	Firm Discrete Jobs	Defines how to firm discrete jobs.	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-140.pdf	A	Creating Internal Requisition and Sales Order	To define the procedure for creating internal requisitions and sales orders to manufactured parts.	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-145.pdf	E	High Dollar Weekly Counts Overview	Outiline the process to increase inventory accuracy by counting high dollar items weekly.	All	1/16/2014	sites/busapps/businessprocesses/Public library
OPI-MAT-150.pdf	A	Weld Kits Cycle Counting Parts at Artik	To define procedure for reconciling inventory at Artik	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-155.pdf	A	Reconciling Parts in Artik99 Locators	To define procedure for reconciling Artik99 inventory at Artik	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-160.pdf	A	Reconciling Parts in Artik Error Locator	Defines reject and inventory transaction proces for the Los Angeles facility.	All	11/30/2012	sites/busapps/businessprocesses/Public library
OPI-MAT-165.pdf	C	Los Angeles Material Transactions	All	8/28/2013	sites/busapps/businessprocesses/Public library	
FI-ME-141-001-02.pdf	A	Coach Reference Sheet	All	9/23/2005	sites/busapps/businessprocesses/Public Library	
FI-ME-142-001.pdf	A	PRODUCTION STANDARD REQUEST	All	9/23/2005	sites/busapps/businessprocesses/Public library	
FI-ME-40-001.pdf	A	Grit Blast (GB)	All	9/23/2005	sites/busapps/businessprocesses/Public library	
FI-TD-004-001.pdf	A	WELDING FIXTURE VERIFICATION	All	9/23/2005	sites/busapps/businessprocesses/Public library	
Hot Sheet W1.pdf	A	Creating a Hot Sheet	Provide instruction on how to create a "Hot Sheet"	Winnipeg	3/7/2008	sites/busapps/businessprocesses/Public library
OPI-ME-02.pdf	E	Creation, Approval, and Issuance of Shop Floor Instructions	Provides the proper procedure to be followed when creating, approving, and issuing Shop Floor Instructions.	All	10/19/2004	sites/busapps/businessprocesses/Public library
OPI-ME-07.pdf	D	EQUIPMENT IDENTIFICATION	Provide general operating guidelines and parameters for the permanent identification of production equipment	All	9/23/2005	sites/busapps/businessprocesses/Public Library
OH-ME-136.pdf	A	IN-HOUSE MAINTENANCE	Provides the basic guidelines for planned and unplanned maintenance of equipment and facilities done by New Flyer Employees.	St.Cloud	12/19/2002	sites/busapps/businessprocesses/Public library
OPI-ME-137.pdf	A	OUTSIDE VENDOR MAINTENANCE	Provides the basic guidelines for planned and unplanned maintenance of equipment and facilities subcontracted to outside vendors.	St.Cloud	12/19/2002	sites/busapps/businessprocesses/Public library
OPI-ME-142.pdf	A	PRODUCTION STANDARDS	Provides the basic ground rules and guidelines for the creation, approval and establishment of New Flyer Production Standards that are consistent, achievable and common through all divisions.	All	3/18/2002	sites/busapps/businessprocesses/Public Library
OPI-ME-143.pdf	A	Requesting Manufacturing Engineering Support	Describes the procedure to be followed when requesting M.E support.	Winnipeg	6/2/2004	sites/busapps/businessprocesses/Public Library
OPI-ME-144.pdf	A	EQUIPMENT AND FACILITY MAINTENANCE	Provides the basic guidelines for NFL Kernaghan equipment and facility maintenance.	Winnipeg	5/11/2004	sites/busapps/businessprocesses/Public Library
OPI-ME-40.pdf	C	GRIT BLAST GB)PREVENTATIVE MAINTENANCE WORK INSTRUCTI	Provides NFL Maintenance Department with the Preventative Maintenance Work Instruction for Grit Blast	All	4/1/1999	sites/busapps/businessprocesses/Public library
OPI-ID-01.pdf	D	TOOL AND DIE	Provides general operating guidelines and parameters for creation, replacement, repair and maintenance of production tooling, fixtures, jigs and dies.	All	8/8/2002	sites/busapps/businessprocesses/Public Library

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OPI-TD-02.pdf	C	TOOLING IDENTIFICATION	Provide general operating guidelines and parameters for the permanent identification of production tooling, fixtures and jigs.	All	8/9/2002	sites/busapps/businessprocesses/Public library
OPI-TD-04.pdf	C	ASSEMBLY FIXTURE CHANGEOVER AND MAINTENANCE	Describes the process for the changeover of jigs and fixtures for production and assembly areas.	All	8/9/2002	sites/busapps/businessprocesses/Public library
OPI-TD-06.pdf	A	TOOL PROCESSING & LINE CHANGES	This procedure describes the process that is utilized for the tool and die department.	All	5/12/2004	sites/busapps/businessprocesses/Public library
WI-ME-001.pdf	B	Making Maintenance and Tool and Die Work Requests	Provide instruction on how to submit a Maintenance (Maint) and Tool and Die (TD) Work Request.	All	8/12/2009	sites/busapps/businessprocesses/Public library
WI-ME-002.pdf	A	Waste Management Program	This instruction provides the basic guidelines for waste management in the NFL Kernaghan facility.	Winnipeg	6/14/2004	sites/busapps/businessprocesses/Public library
WI-ME-003.pdf	A	SHOP FLOOR INSTRUCTIONS	This document describes the procedure to be followed when additional information needs to be created to describe the process.	All	10/19/2004	sites/busapps/businessprocesses/Public library
WI-ME-004.pdf	A	Making Maintenance Request (CRK)	This procedure is to outline the process for requesting the assistance of the Maintenance department.	All	10/6/2005	sites/busapps/businessprocesses/Public library
WI-ME-141-001.pdf	B	Pre-Production Meeting	To ensure the product being built conforms to contractual and production needs.	All	6/10/2004	sites/busapps/businessprocesses/Public library
WI-TD-03-01.d.pdf	D	MAKING TOOL AND DIE REQUESTS	To outline the process of requesting the assistance of the Tool and Die Department	All	4/5/2005	sites/busapps/businessprocesses/Public library
WI-TD-03-01.pdf	D	MAKING TOOL AND DIE REQUESTS	To outline the process of requesting the assistance of the Tool and Die Department.	All	4/5/2005	sites/busapps/businessprocesses/Public library
WI-TD-04-01.pdf	A	WELDING FIXTURE VERIFICATION	To provide detailed instructions for verification of welding fixtures	All	7/2/2004	sites/busapps/businessprocesses/Public library
WI-TD-05-01.pdf	C	PROCESSING OF TOOL AND DIE REQUEST FORMS	To outline the logical steps performed in processing a Tool & Die Request forms (FI-T&D-03-01-001).	Winnipeg	8/9/2002	sites/busapps/businessprocesses/Public library
WI-TD-06-01.pdf	B	TOOL IDENTIFICATION	Provide Instructions on how to properly identify tools, jigs, and fixtures.	Winnipeg	5/13/2004	sites/busapps/businessprocesses/Public library
BPFD-055-PUR-003.pdf	A	CREATING INTERNAL REQUISITIONS FOR SUPPLY FROM OTHER ORGS		All	5/1/1998	sites/busapps/businessprocesses/Public library
BPFD-1-NFP-115.pdf	A	PROCUREMENT PROCESS IN CUSTOMER SERVICE - PURCHASED PARTS		All	5/1/1998	sites/busapps/businessprocesses/Public library
BPFD-1-NFP-141.pdf		HAZMAT/DANGEROUS GOODS - NEW FLYER PARTS SHIPPING INSTRUCTION	Describes the process for order entry. Parts orders come into the customer service area either by fax, mail or telephone.	All	10/11/2012	sites/busapps/businessprocesses/Public library
OPI-NFP-01.pdf	B	ORDER ENTRY	Describes the processing of a Return Goods Authorization.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-02.pdf	B	RETURN GOODS AUTHORIZATION		All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-03.pdf	C	EXPEDITING OF CUSTOMER ORDERS	Describes the process for Expediting of customer orders.	All	5/20/2005	sites/busapps/businessprocesses/Public library
OPI-NFP-04.pdf	B	STANDARD SELLING PRICE CREATION	Describes the process for creating selling prices for price and availability requests.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-05.pdf	B	BIDS AND CONTRACTS MANAGEMENT	Describes the process for Bids and Contracts Management for spare parts.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-06.pdf	C	CUSTOMER TECHNICAL ENQUIRIES	Describes the process for handling technical enquiries.	All	5/14/2003	sites/busapps/businessprocesses/Public library
OPI-NFP-07.pdf	B	CUSTOMER PRICE/AVAILABILITY INQUIRIES	Describes the process used to assess pricing and availability for a customer.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-09.pdf	B	PARTS STORAGE	Provides the basic guidelines on Parts storage at New Flyer Parts Div.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-10.pdf	B	PARTS SHIPPING	Describes the process for shipping spares and service parts from the warehouse.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-107.pdf	A	Creating Manufacturers and Manufacturers Cross Reference Nut to the New Flyer part numbers.	To record current supplier part number data as it pertains	All	10/26/2004	sites/busapps/businessprocesses/Public library

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OPI-NFP-108.pdf	A	Creating/Maintaining and Assigning Source Rules	To create and maintain Sourcing Rules and assign New Flyer part numbers to the organization specific Sourcing Rule for procurement purposes.	All	10/26/2004	sites/busapps/businessprocesses/Public Library
OPI-NFP-11.pdf	B	PARTS RECEIVING	Describes basic rules and guidelines on how parts are accommodated into New Flyer Parts stock.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-110.pdf	B	Create Blanket Agreements, Blanket Releases and Approved Sup Parts	Provide a procedure for creating blanket agreements, approved supplier lists and blanket releases for purchased parts	Winnipeg	10/7/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-113.pdf	B	Creating Standard Purchase Orders	To electronically or manually create standard purchase orders for inventory and sundry items	All	10/7/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-115.pdf	B	Assign and Maintain Purchased Item Attributes	To ensure correct information is captured and accurately recorded to support the procurement process	Winnipeg	10/7/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-117.pdf	A	Procurement Process for Purchased Parts	Provide buyers with the information required to create purchase orders	All	11/1/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-119.pdf	B	Expediting Process for Purchased Parts	To efficiently schedule purchased parts to ensure timely delivery to the customer	All	10/7/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-12.pdf	C	PACKAGING PROCEDURE	The procedure covers basic guidelines for packaging service parts for shipment to the customer.	All	11/26/2003	sites/busapps/businessprocesses/Public library
OPI-NFP-120.pdf	A	Internal Requisition, Creation and Maintenance	To effectively control and maintain the generation of internal requisitions created in New Flyer organizations.	All	10/26/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-125.pdf	B	PURCHASE ORDER MAINTENANCE	To record accurate purchase order information on purchase orders, blanket agreements and blanket releases within the ERP system.	All	10/7/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-127.pdf	C	SUPPLIER CREATION AND MAINTENANCE	Provide the organization with current and accurate supply base information	Winnipeg	5/19/2005	sites/busapps/businessprocesses/Public library
OPI-NFP-13.pdf	B	FREIGHT CLAIM PROCEDURE	Describes the process of freight claims put into place to ensure that NFP is compensated for any loss or damage. All shipments from our vendors are F.O.B. (free on board) their plant freight prepaid or collect.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-138.pdf	B	PURCHASING REPORTS	To effectively control information required to support the procurement process and to identify critical data elements required to maintain data integrity within the ERP system	Winnipeg	10/7/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-139.pdf	A	KINETIK COMPLAINT PROCEDURE	To define the procedure for dealing with a complaint concerning a Kinetic part.	All	10/18/2005	sites/busapps/businessprocesses/Public library
OPI-NFP-141.pdf	A	HAZMAT / DANGEROUS GOODS – NEW FLYER PARTS SHIPPING IN HAZMAT.	This shipping instruction defines what New Flyer Parts should do when shipping Dangerous Goods/HAZMAT to comply with all applicable laws and regulations. It describes the basic ground rules and guidelines in shipping Dangerous Goods/	All	10/11/2012	sites/busapps/businessprocesses/Public library
OPI-NFP-15.pdf	A	Handling and Preservation	Describes the basic ground rules and requirement guidelines in the Handling and Preservation of all goods, materials components and product.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-NFP-20.pdf	A	COACH DOWN PROCEDURE	To effectively control the supply of parts to the customer to support coach down, warranty coach down and acceptance requirements.	All	10/26/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-22.pdf	A	Direct Shipments to Customer	To effectively monitor and control the flow of parts shipped directly to a customer location from either a supplier site or another New Flyer Organization	All	10/26/2004	sites/busapps/businessprocesses/Public library
OPI-NFP-23.pdf	A	Lead Time Management	To effectively record and control a suppliers lead times on purchased and manufactured parts to ensure on time delivery and improve ship dates to customers.	All	10/26/2004	sites/busapps/businessprocesses/Public library

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WI-NFP-001.pdf	D	Replaced By Code Categories	There are many thousands of New Flyer part numbers (parts) active in Oracle and the disposition of these parts for the aftermarket is constantly changing.	All	3/6/2012	sites/busapps/businessprocesses/Public Library
WI-NFP-002.pdf	B	"Aftermarket" (63 Series) Item Number Creation Process	To ensure that all pertinent information is captured and accurately recorded for the initial item number creation.	All	2/16/2007	sites/busapps/businessprocesses/Public Library
WI-NFP-003.pdf	A	Creating A "Project Type" Job	Used to create jobs for performing disassembly operations on purchased or make items, where in most cases, the subcomponent(s) are required for other demand in urgent situations.	All	10/26/2004	sites/busapps/businessprocesses/Public Library
WI-NFP-004.pdf	A	ITEM ATTACHMENTS	"Item Attachments" are used to provide more detailed information about the item.	All	10/26/2004	sites/busapps/businessprocesses/Public Library
WI-NFP-006.pdf	B	STOCK CODE CATEGORIES	"STOCK CODES" ARE USED TO GROUP ITEMS INTO PREDEFINED CATEGORIES. THESE CATEGORIES DEFINE THE REASON A DECISION WAS MADE TO EITHER STOCK THE ITEM OR NOT, OR EXPLAIN WHY THE ITEM IS IN INVENTORY	All	10/3/2012	sites/busapps/businessprocesses/Public Library
WI-NFP-007.pdf	A	Turnover Code Categories	Turnover codes" are used to group items into pre-defined categories. These categories are based upon the annual dollar sales volume from the previous year.	All	10/26/2004	sites/busapps/businessprocesses/Public Library
WI-NFP-008.pdf	A	Fleet Code Categories	"Fleet codes" are used to group items into pre-defined categories. These categories are based upon which bus type fleet they are used on. These codes also assist in determining which items are of the most importance to the organization.	All	10/26/2004	sites/busapps/businessprocesses/Public Library
WI-NFP-009.pdf	A	Commodity Code Categories	"Commodity codes" are used to group items into pre-defined categories. These categories are based upon the product type. They primarily assist in the sales and marketing of specific products.	All	10/26/2004	sites/busapps/businessprocesses/Public Library
WI-NFP-010.pdf	B	Packaging Code Categories	"Pack codes" are used to group items into pre-defined categories.	All	4/26/2005	sites/busapps/businessprocesses/Public Library
WI-NFP-012-001.pdf	A	NFTA UPLOAD PROGRAM	To update and keep records on file (ORACLE) of vendors NFTA information. Ensuring that up to date data is loaded in the system to comply with CBSA's confirmation of record's on file and to provide the current data file to Customs	All	1/7/2010	sites/busapps/businessprocesses/Public Library
WI-NFP-11.pdf	A	Kinetik Part Complaint Form	To effectively capture all relevant information concerning a complaint about a New Flyer branded part.	All	1/26/2007	sites/busapps/businessprocesses/Public Library
BPFD-PLA-001.pdf	A	High Level Work In Process Process Flow Chart	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-002.pdf	A	Create and Release Top Level and Lower Level Discrete Jobs	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-003.pdf	A	Pick and Issue Raw Material for Discrete Jobs	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-004.pdf	A	ECO Discrete Job Maintenance	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-005.pdf	A	DISPATCH PROCESS FLOW DIAGRAM	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-006.pdf	A	Initial Routing-OR-PLA-157 - Initial Routing vsd	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-008.pdf	A	Project Work Order Create & Close Process	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-020.PDF	A	Maintain Engineering Approved Deviation Process	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-050.PDF	A	Winnipeg Coach Specific Non-Standard Discrete Jobs	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-051.PDF	A	Crookston Coach Specific Non-Standard Discrete Jobs	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-060.PDF	A	Customer Service Coach Specific Non-Standard Discrete Jobs	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-100.PDF	A	High Level "Bus" Order Cycle Process Flow Chart	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-104.pdf	A	Production BST - MASTER SCHEDULING & ROUGH CUT CAPACITY PLANNING	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-115.pdf	A	Master Production Scheduling	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-116.pdf	A	M.R.P. Planned Order Release	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-144.PDF	A	Post Delivery Shortage Process (Planned)	sites/busapps/businessprocesses/Public Library			
BPFD-PLA-144A.PDF	A	Post Delivery Shortage Process (Unplanned Parts)	sites/busapps/businessprocesses/Public Library			

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BPFD-PLA-151.pdf	A	Capacity Requirements Planning		All	sites/busapps/businessprocesses/Public library	
BPFD-PLA-152.PDF	A	Internal Sales Order Maintenance		All	sites/busapps/businessprocesses/Public library	
BPFD-PLA-2.6.pdf	A	High Level Work In Process Process Flow Chart		All	sites/busapps/businessprocesses/Public library	
BPFD-PLA-2.7.pdf	A	ECO Unreleased End Item Job Maintenance		All	sites/busapps/businessprocesses/Public library	
FI-PLA-01-001.pdf	A	FIRST PART INSPECTION REPORT		All	sites/busapps/businessprocesses/Public library	
FI-PLA-116-001.pdf	C	PRODUCTION ROUTING CHANGE REQUEST FORM		All	sites/busapps/businessprocesses/Public library	
FI-PLA-155-001.pdf	A	ANTICIPATED DELAY REPORT		All	sites/busapps/businessprocesses/Public library	
Provides the instruction for the printing, coalition, and distribution of Production and Underbody verification books.				Winnipeg	9/27/2005	sites/busapps/businessprocesses/Public library
OPI-PLA-005.pdf	D	Preparation of the Production Verification Book				
A First Part Inspection is required to verify if a newly designed part, or, a part which will be manufactured differently due to a tooling change, is suitable for the application it was intended.				All	4/14/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-01.pdf	B	FIRST PART INSPECTION	This is an outline of the procedure required when manufactured parts are scrapped.	Winnipeg	5/1/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-04.pdf	C	REPLACEMENT OF "SCRAPPED" FABRICATED PART	Provides the instruction for the printing, coalition, and distribution of Production and Underbody verification books.	Winnipeg	9/27/2005	sites/busapps/businessprocesses/Public library
OPI-PLA-05.pdf	D	PREPARATION OF THE PRODUCTION VERIFICATION BOOK	To create an MRO non-standard discrete job. These are used to account for any items used for MRO.	Winnipeg	4/29/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-109.pdf	C	Create MRO Non-Standard Discrete Job	To run the Min Max Planning Report and Requisition	Winnipeg	9/30/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-110.pdf	B	RUNNING OF THE MIN/MAX PLANNING REPORT AND REQUISITIC IMPORT.				
OPI-PLA-112.pdf	C	ITEM DATA ADMINISTRATION PLANNING	Provide the procedure for Item Data Administration for Planning.	Winnipeg	7/5/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-113.pdf	C	COPYING ECO'S TO CHILD ORGANIZATIONS	Provides the Process Planner with the required steps involved for copying ECO's to the required organizations.	Winnipeg	6/11/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-116.pdf	C	ROUTING MAINTENANCE AND REVISION CHANGES	Provide a detailed step by step procedure used to update routing operations, resources, and revision levels as required by an Engineering Change Order or Production Request.	Winnipeg	2/28/2000	sites/busapps/businessprocesses/Public library
OPI-PLA-119.pdf	C	LOWER LEVEL FABRICATED, ASSEMBLED, AND INSTALLATION (PH) Provide the activities performed when creating a routing.		Winnipeg	9/29/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-120.pdf	D	OUTSIDE PROCESSING	Provides the method to identify any outside processing requirements and creation of outside processing resource.	All	2/18/2000	sites/busapps/businessprocesses/Public library
OPI-PLA-122.pdf	C	Top Level Routing Creation and Application For CFA and USFA	To create the top level routings.	Winnipeg	5/11/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-123.pdf	B	Creating Alternate Routings	Provide a step by step procedure to be used when creating Alternate Routings.	Winnipeg	5/28/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-125.pdf	C	Create and Load a Bill of Resource	The Master Scheduler follows this procedure to create a Bill of Resources, a grouping of the resources or work centers required to build an item.	Winnipeg	6/28/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-126.pdf	B	Plan Rough Cut Capacity	The capacity planner follows this procedure to analyze capacities.	Winnipeg	6/3/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-127.pdf	C	MANAGE CAPACITY CONSTRAINTS	Provide the capacity planner with resolutions in Balancing Capacity Constraints. SCOPE: The process of	All	9/30/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-128.pdf	B	Schedule Master Production	Provide the Master Production Scheduler with the information required to load the Master Production Schedule.	Winnipeg	11/3/1998	sites/busapps/businessprocesses/Public library
OPI-PLA-138.pdf	B	TIME FENCES & LEAD TIMES	Provide the Buyers and Schedulers with detailed information on Time Fences and lead Times	All	5/11/1999	sites/busapps/businessprocesses/Public library

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OPI-PLA-139.pdf	D	VIEW CAPACITY REQUIREMENTS PLANNING	Provide the Capacity Planner with the information to view the Capacity Plan.	Winnipeg	9/29/1999	sites/busapps/businessprocesses/Public Library
OPI-PLA-140.pdf	C	Sub-Contracting	Provide the Capacity planner with the information to perform the Sub-contracting function.	Winnipeg	5/11/1999	sites/busapps/businessprocesses/Public Library
OPI-PLA-141.pdf	C	Re-schedule Discrete Jobs from the Planners Workbench.	Provide the user with the ability to re-schedule the discrete jobs due to capacity constraints	Winnipeg	9/28/1999	sites/busapps/businessprocesses/Public Library
OPI-PLA-142.pdf	D	ECO DISCRETE JOB MAINTENANCE	Provide the user with the ability to revise all of the necessary files when performing Planning's portion of the ECO maintenance process.	Winnipeg	9/21/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-143.pdf	C	MONITOR MATERIAL AVAILABILITY	To monitor the availability of material for the lower level discrete jobs.	Winnipeg	10/4/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-144.pdf	C	POST BUS DELIVERY	Detail the steps taken to identify, create, and relieve, demand for parts and installations that are required on a bus once it is shipped to the customer.	Winnipeg	10/2/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-147.pdf	C	Create "Rush" Discrete Jobs	To release and maintain the lower level standard rush discrete jobs for the fabricated parts and assemblies that are needed in the coach assembly process.	Winnipeg	6/1/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-148.pdf	D	ISSUE LINE ASSEMBLY DRAWINGS	Used by the Production Planner to create the list of Installation drawings and provide the shop floor with these drawings needed to produce the top level jobs.	All	9/21/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-149.pdf	B	Create "505", "506" Shortages	Provide the procedure for determining and moving actual shortages between organizations	Winnipeg	4/13/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-150.pdf	C	Shop Floor Move Transactions (Character)	Provide the procedure for processing the move transactions for the discrete jobs using the customized character version...	Winnipeg	4/7/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-153.pdf	D	REJECTS - REWORK JOB RELEASE	Used by P.C. Planners to create jobs for performing rework operations on purchased or make items rejected by receiving inspection/line inspection..	Winnipeg	2/21/2000	sites/busapps/businessprocesses/Public library
OPI-PLA-154.pdf	C	"Shell" Move Transactions	Provide the procedure for moving the Shell through its operations.	Winnipeg	6/28/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-155.pdf	C	Anticipated Delay Reporting Process	Provide the means to identify component delays to Production and to replan the affected jobs.	All	10/4/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-156.pdf	D	PAINT SHOP - CREATE AND RELEASE SR SPECIFIC ITEMS AND JOB	Used by Planners to create and release SR specific jobs.	All	9/22/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-157.pdf	B	INITIAL ROUTING CREATION	Used by Planning and Master Scheduling to create routings and implement the Engineering Change Order (ECO) for an initial Bill of Material (BOM) of a new customer order.	Winnipeg	10/4/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-158.pdf	B	"Flip" Low Level Job Shortages	Provide the procedure for determining and moving actual shortages between organizations	Winnipeg	6/11/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-159.pdf	C	Create A Non-Standard Discrete Job for Tooling Requirements	Provide the procedure for creating and completing a nonstandard discrete job.	Winnipeg	6/28/2000	sites/busapps/businessprocesses/Public library
OPI-PLA-165.pdf	E	CANCELING DISCRETE JOBS (M.R.P RECOMMENDATION)	Provide the user the process for any necessary transactions before canceling a discrete job..	Winnipeg	12/3/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-2.6.1.pdf	A	ECO Process - St. Cloud I/O. Bom maintenance	Provide the user with the procedure to maintain Inventory Organization specific Primary Bill's of Material.	St. Cloud	5/11/1999	sites/busapps/businessprocesses/Public library
OPI-PLA-2.6.pdf	C	ENGINEERING CHANGE ORDER (ECO) (PLANNING CYCLE)	To receive a Released and Approved Engineering Change Order (ECO) from Engineering for completion of the ECO cycle.	All	4/15/1999	sites/busapps/businessprocesses/Public library
WI-PLA-130.pdf	C	LAUNCH MRP	Provide the Master Production Scheduler with the information required to launch M.R.P.	All	5/28/1999	sites/busapps/businessprocesses/Public library

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WI-PLA-132.pdf	B	REVIEW PLANNED ORDER REPORTS	Provide Buyers and Schedulers with the required information, by item, within the M.R.P. plan. This report is to supply the user with the total weekly requirements for all items within the M.R.P. plan.	All	6/22/1999	sites/busapps/businessprocesses/Public Library
WI-PLA-135.pdf	C	Review Supply Chain Planning Detail Report	Provide the user with multiple views of Supply and Demand. Both Horizontal and vertical displays are produced	Winnipeg	6/11/1999	sites/busapps/businessprocesses/Public Library
WI-PLA-136.pdf	C	WIP Standard Discrete Job Release From MRP	To release and maintain lower level standard discrete jobs for the fabricated parts and assemblies that are needed in the coach assembly process.	Winnipeg	5/20/1999	sites/busapps/businessprocesses/Public Library
			This procedure is only required when making a change to a part already with a source code, or in cases where it is necessary to source a newly developed part where there is no obvious preferred method of sourcing. (Purchased or Manufactured).	Winnipeg	3/25/1999	sites/busapps/businessprocesses/Public Library
WI-PLA-168.pdf	A	MAKE OR BUY PROCEDURE	Provide the user with the procedure to document a request for a change to the Item Type of an item.	Winnipeg	11/21/1999	sites/busapps/businessprocesses/Public Library
WI-PLA-169.pdf	A	ITEM CHANGE REQUEST	The decision to make or buy a part is necessary to insure parts are being provided in the most efficient, and economical fashion to the company.	Winnipeg	4/5/1999	sites/busapps/businessprocesses/Public Library
WI-PLA-171.pdf	A	Make Or Buy Policy	To Assist Process Planners with an outline of functions to complete an ECO.	Winnipeg	5/7/1999	sites/busapps/businessprocesses/Public Library
WI-PLA-172.pdf	A	PROCESS PLANNING ECO CHECKLIST	Provide the user with instructions to maintain the released jobs and communicate the status of the job to production.	All	2/25/2002	sites/busapps/businessprocesses/Public Library
WI-PLA-173-04.pdf	A	Maintaining Schedule Groups	Provide the user with instructions to check the availability of components required to complete the job.	All	3/1/2002	sites/busapps/businessprocesses/Public Library
WI-PLA-173-05.pdf	A	Material Availability Checks	Provide the user with the process to assign the category hot parts to manufactured and purchased parts are not on hand. Notification will be sent to the planner once the parts are received or completed.	All	3/1/2002	sites/busapps/businessprocesses/Public Library
WI-PLA-173-06.pdf	A	Entering Hot Parts	Provide the user with instructions for assigning order modifiers to manufactured parts.	All	6/15/2006	sites/busapps/businessprocesses/Public Library
WI-PLA-174-001.pdf	B	Order Modifiers	Provide the user with instructions for assigning order modifiers to manufactured parts	All	5/21/2002	sites/busapps/businessprocesses/Public Library
WI-PLA-174-01.pdf	A	Order Modifiers	Provide the User with detailed instruction on retrieving exception messages using the Planners Workbench. The messages will notify the planner that an action is required for a part.	All	5/21/2002	sites/busapps/businessprocesses/Public Library
WI-PLA-175-01.pdf	A	Retrieving Exception Messages from Planners Workbench	Provide the user the ability to reschedule jobs based on the MRP output	All	5/21/2002	sites/busapps/businessprocesses/Public Library
WI-PLA-175-02.pdf	A	RESCHEDULING JOBS	To keep the Verification book current with changes that occur	St. Cloud	7/12/2005	sites/busapps/businessprocesses/Public Library
WI-PLA-2-6.1.pdf	B	Verification Book ECO Adds	Throughout production of the bus.	All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0D.pdf		CURRENT HIGH LEVEL BUSINESS PROCESS PRODUCTION		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-001.pdf		Production Business System Test- Create Sales Release & BoM Superstructure		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-002.pdf		Production Business System Test- Initial BoM Release		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-003.pdf		Production Business System Test- Finalize Standard Cost		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-005.pdf		Production Business System Test-Engineering Stop Work Order		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-006.pdf		Production Business System Test- Routing Creation & Operation Detail		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-009.pdf		Production Business System Test- Verify BoM and Routings		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-010.pdf		Production Business System Test- Work Order Release Process		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-011.pdf		Production Business System Test- "Rush" Work Order Release Process		All	5/21/2002	sites/busapps/businessprocesses/Public Library
BPF0F-PROD-012.pdf				All	5/21/2002	sites/busapps/businessprocesses/Public Library

Name	Title	Revision Level	Purpose	Location	Revision Date	Path
BPFD-PROD-014.pdf	Production Business System Test- Electronic Dispatch Process	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-016.pdf	Production Business System Test- Inter Org Transfers-MRP	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-103.pdf	Production Business System Test- ECO Process	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-107.pdf	Production Business System Test- Engineering Approved Deviation	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-115.pdf	Production Business System Test - Procurement Process	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-117.pdf	Production Business System Test - Inter Org Transfers- Crookston Requirements on WPR BOM	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-119.pdf	Attendance Review	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-120.pdf	LONG LEAD TIME ITEM PLANNING	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-130.pdf	CONTRACT SPARES "AS IS"	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-133.pdf	REJECT PROCESS "AS IS"- Purchased Parts	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-134.pdf	REJECT PROCESS "AS IS"- NEWWORK	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-135.pdf	REJECT PROCESS "AS IS"- RTV Recommended	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-136.pdf	REJECT PROCESS "AS IS"- Scrap	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-137.pdf	REJECT PROCESS - MANUFACTURED PARTS FROM LINE "AS IS" PURCHASED PARTS	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-138.pdf	REJECT PROCESS - MANUFACTURED PARTS FROM LINE "AS IS" FABRICATED PARTS	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-139.pdf	REJECT PROCESS - MANUFACTURED PARTS FROM LINE "AS IS"- RTV	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-140.pdf	REJECT PROCESS - MANUFACTURED PARTS FROM LINE "AS IS"	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-141.pdf	REJECT PROCESS - MANUFACTURED PARTS FROM LINE "AS IS"-REWORK	All	sites/busapps/businessprocesses/Public/Library			
BPFD-PROD-148.pdf	REJECT PROCESS - CROOKSTON PURCHASED PARTS TO BE"	All	sites/busapps/businessprocesses/Public/Library			
FI-PROD-004-04-01.pdf	GUIDELINES FOR FILLING OUT PRODUCTION VERIFICATION BOOK	B	sites/busapps/businessprocesses/Public/Library			
FI-PROD-004-04-02.pdf	Production Verification Process	All	sites/busapps/businessprocesses/Public/Library			
FI-PROD-004-13-01.pdf	PRODUCTION VERIFICATION PROCESSES-HANDBOOK FOR AUDITOR'S	All	sites/busapps/businessprocesses/Public/Library			
FI-PROD-013-001.xlsx	Use this packet when completing a road test on a bus. This is an Excel document.	D	3/8/2011	sites/busapps/businessprocesses/Public/Library		
FI-PROD-017-001.pdf	Company wide RT packet Template	A	10/23/2013	sites/busapps/businessprocesses/Public/Library		
FI-PROD-02-01.pdf	Machine Shop Non-Conformance Investigation	All	sites/busapps/businessprocesses/Public/Library			
FI-PROD-08-001.pdf	DIMENSIONAL INSPECTION REPORT	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-08-002.pdf	Lift Truck Operator's Daily Inspection Report Electrical Lift Truck	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-08-003.pdf	Lift Truck Operator's Weekly Inspection Report Electrical Lift Truck	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-08-004.pdf	Lift Truck Operator's Daily Inspection Report Internal Combustion Lift Trucks	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-105-001.pdf	COACH RELEASE CHECK SHEET	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-106-001.pdf	CONDITIONAL RELEASE ASSESSMENT CHECK SHEET	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-106-002.pdf	CONDITIONAL RELEASE ASSESSMENT INSTRUCTION SHEET	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-001.pdf	Machine Shop Critical Equipment listing	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-002.pdf	Machine Shop Maintenance Work Order	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-003.pdf	Machine Shop Monthly Preventive Maintenance Index	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-004.pdf	Machine Shop Monthly Shear Inspection & Preventive Maintenance	C	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-005.pdf	Machine Shop Monthly Saw Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-006.pdf	Machine Shop Monthly Brake Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-007.pdf	Machine Shop Monthly CNC Punch Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-008.pdf	Machine Shop Monthly Plasma Inspection & Preventive Maintenance	C	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-009.pdf	Machine Shop Monthly Punch Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-010.pdf	Machine Shop Monthly Bender Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-011.pdf	Machine Shop Monthly Lathe Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-012.pdf	Machine Shop Monthly Mill Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-013.pdf	Machine Shop Monthly Drill Inspection & Preventive Maintenance	E	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-014.pdf	Machine Shop Monthly Laser Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-015.pdf	Machine Shop Monthly Roller Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-016.pdf	Machine Shop Monthly Sander Inspection & Preventive Maintenance	E	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-017.pdf	Machine Shop Monthly Bander Inspection & Preventive Maintenance	C	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-018.pdf	Machine Shop Monthly Drill Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-019.pdf	Machine Shop Monthly Straightener Inspection & Preventive Maintenance	D	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-020.pdf	Machine Shop Annual Maintenance Index	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-11-021.pdf	Machine Shop Bi-Annual Push Cart Inspection & Preventive Maintenance	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-12-001.pdf	Crane/Jib Hoist Locations	A	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-12-002.pdf	Gantry Crane Operator Log	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-12-003.pdf	Jib Crane Operator Log	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-12-004.pdf	Maintenance Log	B	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-12-005.pdf	Maintenance Log	C	All	sites/busapps/businessprocesses/Public/Library		
FI-PROD-12-001.pdf	PAINT REQUEST	A	All	sites/busapps/businessprocesses/Public/Library		

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FL-PROD-12-002.pdf	A	PAINT REQUEST LOG SHEET		All		sites/busapps/businessprocesses/Public library
OPI-PROD-01.pdf	C	SHOP PRACTICE AND PROCEDURE	Provide general operating guidelines and parameters which, when followed, will provide for an environment in which quality awareness and good safety oriented operating practices are standard.	All	4/9/2009	sites/busapps/businessprocesses/Public library
OPI-PROD-02.pdf	D	MACHINE SHOP SELF-INSPECTION PROCESS	Describe the process for production documentation in the Machine Shop to ensure it is being filled out properly by all operators.	Winnipeg	11/9/2005	sites/busapps/businessprocesses/Public library
OPI-PROD-020.pdf	A	Bus Protection and Preservation Standard	Provide direction for protecting New Flyer's coaches from damage during the assembly process, storage and transport of the product.	All	4/21/2011	sites/busapps/businessprocesses/Public library
OPI-PROD-04.pdf	B	PRODUCT STORAGE AND HANDLING	Describes basic rules and guidelines on how goods and materials are to be handled and stored on the production line .	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-PROD-05.pdf	B	PRODUCT IDENTIFICATION ON LINE	Describes basic rules and guidelines on how goods and materials are identified on the production line .	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-PROD-07.pdf	B	PREVENTATIVE MAINTENANCE WORK INSTRUCTION FOR MODEL Preventative Maintenance program.	Provides the Preventative Maintenance Work Instruction for the Series IV Automatic Wire Stripper. This information is to be used by Maintenance Technicians in the Preventative Maintenance program.	All	5/1/1998	sites/busapps/businessprocesses/Public library
OPI-PROD-105.pdf	B	RELEASE REVIEW	Describes the procedure used to evaluate and communicate the completeness of shells prior to shipment to the Crookston or St. Cloud divisions	All	8/1/2000	sites/busapps/businessprocesses/Public library
OPI-PROD-106.pdf	B	CONDITIONAL RELEASE ASSESSMENT	Used for the evaluation of shells which do not meet release review criteria to determine if they may be conditionally released for shipment to the Crookston or St. Cloud divisions.	All	8/1/2000	sites/busapps/businessprocesses/Public library
OPI-PROD-107.pdf	A	PRODUCTION AREAS AND INFORMATION CENTERS	Ensure that the most up-to-date information is available per production Area at the Lead Hand and Assembly Station Information Center.	Winnipeg	4/24/2000	sites/busapps/businessprocesses/Public library
OPI-PROD-111.pdf	B	Preventive Maintenance On Machine Shop Equipment	Describes the preventive maintenance program used for the critical production equipment in the machine shop.	Winnipeg	3/8/2002	sites/busapps/businessprocesses/Public library
OPI-PROD-117.pdf	D	Bus Part Removal	Define the method needed when items or components are removed from one bus or assembly and added to another.	All	12/9/2011	sites/busapps/businessprocesses/Public library
OPI-PROD-118.pdf	A	NEW FLYER PRODUCTION STANDARDS CREATION	Provide the ground rules and guidelines for the creation, approval and establishment of New Flyer Standards that are consistent, achievable and common through all divisions.	All	10/30/2002	sites/busapps/businessprocesses/Public library
OPI-PROD-119.pdf	A	ATTENDANCE REVIEW	To maintain a high level of compliance and the accurate management of attendance issues.	Winnipeg	4/21/2003	sites/busapps/businessprocesses/Public library
OPI-PROD-12.pdf	A	PAINT REQUEST	Describes the process by which production parts and subassemblies that require minor paint or primer repair may be resolved.	All	9/29/1999	sites/busapps/businessprocesses/Public library
OPI-PROD-120.pdf	B	Preventive Maintenance On Cranes and Jib Hoists	Describes the preventive maintenance program used for all cranes and jib hoists.	Winnipeg	2/10/2004	sites/busapps/businessprocesses/Public library
OPI-PROD-125.pdf	A	CLOCK IN PROCEDURE	Provides the steps for clocking into and out of the Kronos time clocks, to effectively record hours clocked into and out of the Plant.	All	10/19/1999	sites/busapps/businessprocesses/Public library
OPI-PROD-16.pdf	A	CLOCK IN PROCEDURE FOR OFFLINE WORK ORDERS	Provides the steps to effectively record hours clocked into and out of Off Line Work Orders.	All	10/19/1999	sites/busapps/businessprocesses/Public library
OPI-PROD-17.pdf	B	MACHINE SHOP REJECT CORRECTIVE ACTION PROCESS	Describes the process used to actively investigate machine shop parts that have been rejected and how corrective action is initiated to reduce the overall machine shop reject rate.	Winnipeg	6/10/2004	sites/busapps/businessprocesses/Public library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
WI-PROD-003-001.pdf	A	Manufacturing Readiness Assessment	Ensure that all SRs that are deemed high risk undergo systematic Advanced Product Quality Planning (APQP).	All	10/22/2010	sites/busapps/businessprocesses/Public Library
WI-PROD-004-01.pdf		Create Production Verification Book (Winnipeg)	Describes the contents of the Production Verification Book.	Winnipeg	4/23/2002	sites/busapps/businessprocesses/Public Library
WI-PROD-004-02.pdf	A	CREATE PRODUCTION VERIFICATION BOOK A & B LINE (CRK)	Describes the contents of the Production Verification Book	All	4/5/2005	sites/busapps/businessprocesses/Public Library
WI-PROD-004-03.pdf		CREATE PRODUCTION VERIFICATION BOOK A-LINE (STC)	Describes the contents of the Production Verification Book.	All	7/25/2002	sites/busapps/businessprocesses/Public Library
WI-PROD-004-04.pdf	B	UPDATE PRODUCTION VERIFICATION BOOK	Describe the process for filling out correctly all required information in the Production Verification Book.	All	11/5/2004	sites/busapps/businessprocesses/Public Library
WI-PROD-004-06.pdf		Production Verification Book (SCL)	Describe the process for filling out correctly all required information in the Production Verification Book.	All	7/25/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-07.pdf		CREATE AUDIT SUMMARY FILES	Provide instructions on creating the Audit Summary files for the Production Verification Process.	All	4/25/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-09.pdf		CREATE AUDIT SUMMARY FILES	Provide instructions on creating the Audit Summary files for the Production Verification Process	All	5/15/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-10.pdf		Audit Production Verification Book (WPG)	Orients the basic guidelines to properly complete an audit.	All	4/25/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-12.pdf		Audit Production Verification Book	Orients the basic guidelines to properly complete an audit.	All	4/24/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-13.pdf		SUMMARIZE PRODUCTION VERIFICATION BOOK IN AUDIT FILES	Describe the process for summarizing the coach in each audit station.	All	4/23/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-15.pdf		SUMMARIZE PRODUCTION VERIFICATION BOOK IN AUDIT FILES	Describe the process for summarizing the coach in each audit station.	All	4/25/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-16.pdf		CREATE PRODUCTION VERIFICATION BOOK B-LINE (STC)	Describes the contents of the Production Verification Book.	All	7/25/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-30.pdf		CREATE BOM FOR PRODUCTION VERIFICATION BOOK	Describes the basic guidelines for creating the Bill of Material for the Production Verification Process.	All	4/24/2002	sites/busapps/businessprocesses/Public library
WI-PROD-004-31.b.pdf	B	New Flyer Production Operations and Reporting	Used by production to provide an accurate coach status.	All	6/28/2004	sites/busapps/businessprocesses/Public library
WI-PROD-004-31.pdf		New Flyer Production Operations and Reporting	Used by production to provide an accurate coach status.	All	8/8/2003	sites/busapps/businessprocesses/Public library
WI-PROD-006.pdf	B	PREVENTIVE MAINTENANCE WORK INSTRUCTION FOR MODEL 67 Maintenance program.	Provides the Preventative Maintenance Work Instruction for the Tab Automatic Wire Marker. This information is to be used by Maintenance Technicians in the Preventative Maintenance program.	All	6/2/2005	sites/busapps/businessprocesses/Public library
WI-PROD-006-PWW/wire mark.pdf		PREVENTIVE MAINTENANCE WORK INSTRUCTION FOR MODEL 67 Maintenance program.	Provides the Preventative Maintenance Work Instruction for the Tab Automatic Wire Marker. This information is to be used by Maintenance Technicians in the Preventative Maintenance program.	All	6/2/2005	sites/busapps/businessprocesses/Public library
WI-PROD-006-PWW/wire mark.B		PREVENTIVE MAINTENANCE WORK INSTRUCTION FOR MODEL 67 Maintenance program.	Ensures each Sales Release (SR) is presented to the property representative complete to the Master Resolution list (MRL) and Technical Summary, with low occurrence of work issues, of high quality, and ready for acceptance.	All	10/4/2004	sites/busapps/businessprocesses/Public library
WI-PROD-116-001.pdf		CORPORATE SWAT TEAM PROCEDURE	To provide detailed instructions for the inspection of Weld Fixtures.	All	5/6/2013	sites/busapps/businessprocesses/Public library
WI-PROD-117-001.pdf	A	Weld Fixture Inspection	Describes the procedure for all cracks in the primed and gelcoat fiberglass.	All	5/18/2006	sites/busapps/businessprocesses/Public library
WI-PROD-130-001.pdf	B	Fiberglass Repair Procedure	To move, complete, and issue transactions for the USFA and BUS jobs. Closing the Bus job will create the available inventory to run pick release and process the sale transaction of the Bus.	All	9/27/2005	sites/busapps/businessprocesses/Public library
WI-PROD-145-01.pdf	A	Closing The USFA & Bus Jobs and issuing to Sales				

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
WI-PROD-146-01.pdf	A	Closing USFA Jobs and Bus Jobs and Issuing to Sales Orders for C and process the sale transaction of the Bus.	To process the move, completion, and inter-company sales transactions for the USFA and BUS jobs. Closing the Bus job will create the available inventory to run pick release	All	10/6/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
WI-PROD-171-01.pdf	A	ISSUE OF THE CFA TO THE BUS (CDN. SALE)	To record the receipt and issue of the CFA for a Canadian sale.	All	9/29/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
WI-PROD-172-01.pdf	A	RECEIPT AND ISSUE OF CFA IN CROOKSTON-US SALE	To record the receipt and issue of the CFA in Crookston for a US sale.	Crookston	9/29/2005 sites/busapps/businessprocesses/Public library	sites/busapps/businessprocesses/Public Library
WI-PROD-173-01.pdf	A	ISSUING THE BUS TO SALES ORDER AND SHIPPING THE FINISHED	To issue the bus to the sales order. The pick release process will release the bus order for picking and transacting. The closing of the bus pick slip will make the bus inventory available for invoicing.	All	9/29/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
WI-PROD-174-01.pdf	A	Move To Station	To ensure hours earned on each bus are documented in Oracle by moving buses to their actual location at the close of business each day.	All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
BPF01-PUR-001.pdf	A	Purchase Order Creation Process		All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
BPF01-PUR-010.pdf	A	Open Order Reconciliation Process		All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
BPF01-PUR-011.pdf	A	Exception Message Management Process		All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
BPF01-PUR-012.pdf	A	Supplier Notification of Part Revision Change Process		All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
BPF01-PUR-013.pdf	A	Supplier Validation Process		All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
FI-PUR-03-001.pdf	A	SUPPLIER EVALUATION & ASSESSMENT		All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
FI-PUR-03-002.pdf	B	Supplier Review		All	9/20/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
FI-PUR-138-001.pdf	B	SUPPLIER PRODUCT APPLICATION & INSTALLATION APPROVAL	Define the administrative and working process responsibilities for the Purchasing function.	All	1/7/2003 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-01.pdf	D	PURCHASING - GENERAL	Provides minimum procurement requirements as applicable to the nature of the particular order.	All	9/30/1999 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-02.pdf	C	PROCUREMENT DEFINITION				
OPI-PUR-03.pdf	E	SUPPLIER SELECTION	Describe the process and requirements for selecting suppliers for production items, MRO and/or services.	All	1/12/2005 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-04.pdf	C	PURCHASE AGREEMENT	Describe the administrative requirements for preparing, issuing and maintaining formal Purchase Orders.	All	9/30/1999 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-05.pdf	E	SIGNING AUTHORITY	Provides levels of signing authority to all personnel who perform purchasing functions for MRP Generated purchases.	All	11/22/2004 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-106.pdf	C	MRO New Item Creation & Maintenance	To create and maintain MRO inventory items for procurement purposes using the Min/Max planning methodology.	Winnipeg	4/7/1999 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-107.pdf	C	CREATING MANUFACTURERS AND MANUFACTURER'S CROSS REF ORGANIZATION	To create and maintain manufacturers and manufacturer's crossreference numbers so they can be used on purchasing documents as well as used by other areas of the organization	All	9/30/1999 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-108.pdf	C	CREATING / MAINTAINING AND ASSIGNING SOURCING RULES	To create and maintain Sourcing Rules and assign New Flyer part numbers to the organization specific Sourcing Rule for Procurement and Supply Purposes	All	9/30/1999 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-109.pdf	C	RFP PROCESS FOR NEW MRO ITEMS	To Create Request for Quotes and Quotes for new MRO items.	All	9/30/1999 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-110.pdf	C	Creating Blanket Purchase Agreements	Provide the procedure for creating blanket purchase agreements for purchased items.	Winnipeg	4/28/1999 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library
OPI-PUR-111.pdf	D	CREATING AND MAINTAINING APPROVED SUPPLIER LISTS	Define the procedure for creating approved supplier lists and to show how they are used with Blanket Purchase Agreements.	All	1/7/2003 sites/busapps/businessprocesses/Public Library	sites/busapps/businessprocesses/Public Library

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OPI-PUR-112.pdf	C	CREATING BLANKET RELEASES	Define the procedure for creating blanket releases from blanket agreements.	All	10/27/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-113.pdf	C	Finding Requisitions for AutoCreate Process	Provide the Buyers and Schedulers with the information required to find system generated purchase requisitions for the purpose of creating purchase orders, blanket order releases or adding items to existing documents.	Winnipeg	3/10/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-114.pdf	B	FOLLOW UP PROCESS FOR MRO ITEMS	To effectively schedule material requirements as dictated by the Min/Max Inventory Planning Method used for MRO items.	Winnipeg	1/27/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-115.pdf	C	Item Maintenance for New Items/Existing Items (Includes Temp/Item data information for new and existing part numbers.)	To outline the requirements for entering and maintaining Purchase Orders with the information required to place Purchase Orders to support the demand for raw materials in the machine shop.	Winnipeg	1/12/2000	sites/busapps/businessprocesses/Public Library
OPI-PUR-116.pdf	B	Raw Material Procurement	Provide the Buyers and the Schedulers in the purchasing department with the information required to create purchasing documents from system generated purchase requisitions.	All	12/1/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-117.pdf	C	Procurement Process for Purchased Parts (MRP Output and Purch. Requirements)	Provide the Buyers and the Supplier Schedulers with the information required to create and control inventory Account Transfers.	All	1/19/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-118.pdf	C	INVENTORY ACCOUNT TRANSFERS FOR PURCHASED PARTS	To effectively schedule material requirements as dictated by the MRP Plan	Winnipeg	10/2/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-119.pdf	C	FOLLOW UP PROCESS FOR PURCHASED PARTS (SCHEDULING)	To identify the options and tools available to disposition rejected parts and manage parts flow of the rejected material. This procedure applies to all New Flyer organizations.	All	10/12/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-120.pdf	C	Reject Process for Purchased Parts	To create standard purchase orders for outside processing items that require an outside operation, such as powder coating, or painting.	All	4/17/2001	sites/busapps/businessprocesses/Public Library
OPI-PUR-121.pdf	C	CREATE PURCHASE ORDERS FOR OUTSIDE PROCESSING ITEMS	The buyer or scheduler with the information required to action purchase requisitions that require corrective action.	All	10/13/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-122.pdf	C	Returning Purchase Requisitions (Includes ECR creation for BOM)	By the Process Planning Supervisor.	All	4/12/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-123.pdf	C	MODIFY PURCHASE REQUISITIONS	Provide the buyers with the information required to split a requisition line into multiple requisition lines.	Winnipeg	10/2/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-124.pdf	C	Assign Purchase Requisitions to Buyers and Manage Buyer Worklist	Provide the purchasing manager and the buyers with the ability to forward purchase requisitions to an alternate buyer for action	All	1/27/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-125.pdf	C	PURCHASE ORDER MAINTENANCE (Includes Blanket Releases)	To maintain purchase order data on standard purchase orders, blanket agreements, and blanket releases to ensure that changes are made to documents in a timely manner and to provide accurate information to the organization.	All	10/8/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-127.pdf	B	Maintain Suppliers and Supplier Sites	Provide the buyers, schedulers and purchasing administrative staff with the information required to enter new suppliers and supplier sites into the supply base and to maintain existing supplier information.	All	1/27/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-128.pdf	B	Reviewing Notifications	Provide the user with the information required to action all incomplete purchasing documents.	All	1/26/1999	sites/busapps/businessprocesses/Public Library
OPI-PUR-130.pdf	C	CUSTOMS AND TRAFFIC PROCESS - RETURN TO VENDOR	To prepare the Customs paperwork associated with parts being returned to a vendor	Winnipeg	10/4/1999	sites/busapps/businessprocesses/Public Library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
OPI-PUR-132.pdf	C	CUSTOMS AND TRAFFIC PROCESS FOR PARTS SHIPPED ON SALES	To prepare the required Customs Paperwork associated with goods being shipped on a Sales Order.	Winnipeg	10/4/1999	sites/busapps/businessprocesses/Public library
OPI-PUR-133.pdf	C	Creating Standard Purchase Orders for Inventory Items and Sund	To electronically or manually creates standard purchase orders for inventory items and sundry expense items.	All	3/10/1999	sites/busapps/businessprocesses/Public library
OPI-PUR-134.pdf	D	MATCHING UNORDERED RECEIPTS	Used by the Purchasing department to match unordered receipts to the appropriate purchase order number.	Winnipeg	6/6/2002	sites/busapps/businessprocesses/Public library
OPI-PUR-135.pdf	A	Request for item to be changed from a Purchased to a KanBan (2 /2 Bin).	Describe the steps to be followed in order to change an item that is currently being purchased using the normal method such as MRP and / or Min/ Max to a Kanban item	Winnipeg	4/18/1999	sites/busapps/businessprocesses/Public library
OPI-PUR-137.pdf	A	EXPENSE PURCHASE REQUISITION COMPLETION	Provide the procedure for initiating a Purchase Requisition which must be completed for all non-inventory purchases..	Winnipeg	11/3/1999	sites/busapps/businessprocesses/Public library
OPI-PUR-138.pdf	A	Application Approval – Purchased Parts	An Application Approval is required when New Flyer Industries (referred as NFI in text body) purchases a part or an assembly from a supplier – when it is their design, purchased by NFI to meet NFI's operating conditions.	All	6/10/2004	sites/busapps/businessprocesses/Public library
SOP-PUR-001.pdf	A	Using the Purchase Order Summary Screen to Update Revision Le	This document is to outline the instructions for updating inspection on purchase orders using the Purchase Order Summary screen.	All	11/10/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-002.pdf	A	Updating Attributes for New Items	The purpose of this document is to outline the process to enter and maintain item data information for new part numbers.	All	10/24/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-003.pdf	A	Requisition Line Assignment Process	Provide the steps to be followed to assign items that are on requisitions which are not currently linked to a buyer.	All	10/26/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-004.pdf	B	Purchase Requisition Cancellation Process	This document outlines the instruction for canceling purchase requisitions.	All	6/12/2014	sites/busapps/businessprocesses/Public library
SOP-PUR-005.pdf	A	Purchase Order Shipment Cancellation Process	This document is to outline the instructions for canceling purchase order shipments.	All	11/10/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-006.pdf	A	Update Promise Dates Using the Purchase Order Summary Screen	This document is to outline the instructions for making updates to promise dates using the Purchase Order Summary screen.	All	11/10/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-007.pdf	A	Closing Purchase Order Shipments for Receiving Process	This document is to outline the instructions for closing purchase order shipments for receiving.	All	11/10/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-008.pdf	A	Using the Rapid PO Update Screen to Update Purchase Orders	This document outlines the autocreate purchase order for purchase order shipments.	All	11/10/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-010.pdf	B	Autocreate PO for Requisitions Process	This document outlines the autocreate purchase order for requisitions process.	All	6/12/2014	sites/busapps/businessprocesses/Public library
SOP-PUR-011.pdf	A	Blanket Purchase Order Agreement Creation	To outline the instructions for creating a blanket purchase agreement.	All	10/26/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-012.pdf	A	Autocreate Blanket Release from Requisitions Process	To outline the instructions for automatically creating purchase orders from requisitions.	All	10/26/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-013.pdf	B	Manually Create Purchase Orders Process	This document outlines the manually created purchase order process.	All	6/12/2014	sites/busapps/businessprocesses/Public library
SOP-PUR-014.pdf	B	E-mail Purchase Orders with the Purchase Order Summary Screen	This document outlines the method to email purchase orders.	All	6/12/2014	sites/busapps/businessprocesses/Public library
SOP-PUR-015.pdf	A	Using the Purchase Order Summary Screen to Update Item Prices on an item's price using the Purchase Order Summary Screen.	This document is to outline the instructions for updating item's price using the Purchase Order Summary Screen.	All	11/10/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-016.pdf	A	Approve Purchase Orders with the Purchase Order Summary Screen	Approve Purchase Orders with the Purchase Order Summary Screen.	All	10/26/2007	sites/busapps/businessprocesses/Public library
SOP-PUR-017.pdf	B	Firm a Purchase Order Using the Purchase Order Summary Screen	This document describe how to firm a PO using the PO Summary screen.	All	10/26/2007	sites/busapps/businessprocesses/Public library

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SOP-PUR-018.pdf	A	Reporting Supplier Scheduling Order Cancellations	To outline the instructions for notifying New Flyer Industries LLC of order cancellations within your supplier scheduling agreement's stated firm or WIP time frames.	All	11/28/2007	sites/busapps/businessprocesses/Public Library
SOP-PUR-019.pdf	B	Creating an Expense PO	This document outlines the creation of a expense purchase order	All	11/10/2007	sites/busapps/businessprocesses/Public Library
SOP-PUR-020.pdf	B	Maintaining Suppliers and Supplier Sites	To outline the instructions for creating and managing suppliers and supplier sites.	All	4/22/2009	sites/busapps/businessprocesses/Public Library
SOP-PUR-021.pdf	B	Creating and Maintaining Sourcing Rules	To outline the instructions for creating and maintaining supplier sourcing rules so that supply base information is kept up to date.	All	4/22/2009	sites/busapps/businessprocesses/Public Library
SOP-PUR-022.pdf	B	Creating and Maintaining Manufacturers Part Numbers	To outline the instructions for creating and maintaining manufacturer's part numbers as is required as part of the parts ordering process.	All	4/22/2009	sites/busapps/businessprocesses/Public Library
SOP-PUR-023.pdf	C	Signing Authority	To outline the approval limits for the different levels of authority within the Purchasing department to provide a guide to whose approval will be necessary for any given purchase order.	All	2/3/2014	sites/busapps/businessprocesses/Public Library
SOP-PUR-024.pdf	B	Reviewing Notifications	To outline the instructions for reviewing notifications.	All	4/22/2009	sites/busapps/businessprocesses/Public Library
SOP-PUR-025.pdf	B	Matching Purchase Orders to Unordered Receipts	To outline the instructions for resolving unordered receipts using the Match Unordered Receipts screen.	All	4/22/2009	sites/busapps/businessprocesses/Public Library
SOP-PUR-026.pdf	A	Supplier Quality Assurance (SOA)	Supplier Quality Assurance (SOA) shall act as the liaison between New Flyer industries and external suppliers.	All	6/25/2009	sites/busapps/businessprocesses/Public Library
SOP-PUR-027.pdf	A	Supplier Quality Assurance (SOA)	Supplier Quality Assurance (SOA) shall act as the liaison between New Flyer Industries and external suppliers.	All	11/13/2009	sites/busapps/businessprocesses/Public Library
SOP-PUR-028.pdf	A	Supplier Quality Assurance (SOA)	Supplier Quality Assurance (SOA) shall act as the liaison between New Flyer Industries and external suppliers.	All	10/26/2007	sites/busapps/businessprocesses/Public Library
SOP-PUR-029-A.pdf	A	Disposition of Surplus or Obsolete Inventory	This document outlines the procedure for assigning attributes to unassigned purchase order items.	All	6/12/2014	sites/busapps/businessprocesses/Public Library
WI-PUR-001-001.pdf	B	Assigning Attributes to Unassigned Items	This document outlines the purchase order creation process.	All	6/12/2014	sites/busapps/businessprocesses/Public Library
WI-PUR-001-002.pdf	B	Purchasing Order Creation Process	This document outlines the supplier scheduled purchase order creation process.	All	10/26/2007	sites/busapps/businessprocesses/Public Library
WI-PUR-001-003.pdf	B	Supplier Scheduled Purchase Order Creation Process	This document outlines the order reconciliation PO creation process.	All	10/26/2007	sites/busapps/businessprocesses/Public Library
WI-PUR-001-004.pdf	B	Order Reconciliation Purchase Order Creation Process	This document outlines the order reconciliation PO creation process.	All	10/26/2007	sites/busapps/businessprocesses/Public Library
WI-PUR-001-005.pdf	A	Purchasing Order Confirmations	This document outlines the procedure to confirm purchase orders.	All	6/12/2014	sites/busapps/businessprocesses/Public Library
WI-PUR-001-006.pdf	A	Purchase Requisition Mass Cancellation Process	This document outlines the purchase requisition mass cancellation process.	All	6/12/2014	sites/busapps/businessprocesses/Public Library
WI-PUR-010-001.pdf	A	Open Order Reconciliation Process T	To outline the instructions for reconciling open orders.	All	11/10/2007	sites/busapps/businessprocesses/Public Library
WI-PUR-011.pdf	B	Exception Message Management Process	To outline the instructions for managing exception messages.	All	4/22/2009	sites/busapps/businessprocesses/Public Library
WI-PUR-012.pdf	B	Purchasing Revision Change Process	To outline the instructions for managing item revision changes.	All	4/22/2009	sites/busapps/businessprocesses/Public Library
WI-PUR-013.pdf	A	Supplier Quality Assurance (SOA)	Describe the steps involved in the Supplier Validation Process.	All	6/25/2009	sites/busapps/businessprocesses/Public Library
BPFD-QAI-010-001.pdf		NCP (Non-Conforming Part) - Reference Process Flow Diagram		All	8/12/2009	sites/busapps/businessprocesses/Public Library
BPFD-QAI-011.pdf	A	Corrective Action Report		All	6/18/2013	sites/busapps/businessprocesses/Public Library
FI-QAI-001-001.pdf	B	On-Line Non-Destructive Testing		All	6/18/2013	sites/busapps/businessprocesses/Public Library
FI-QAI-007-001.pdf		MAGNETIC PARTICLE (MT) INSPECTION QUIT DOCUMENTATION		All	7/12/2013	sites/busapps/businessprocesses/Public Library
FI-QAI-007-002.pdf		LIQUID PENETRANT (PT) INSPECTION QUIT DOCUMENTATION		All	7/12/2013	sites/busapps/businessprocesses/Public Library
FI-QAI-007-003.pdf		FI-QAI-007-004.pdf		All	7/12/2013	sites/busapps/businessprocesses/Public Library
FI-QAI-010-003.pdf	A	Supplier Non-conforming Part Authorization		All	6/18/2013	sites/busapps/businessprocesses/Public Library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
FI-QAI-011-001.pdf	C	New Flyer Management System Corrective Action Report		All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-012-001.pdf	C	Internal Management System Audit Schedule		All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-012-002.pdf	C	New Flyer Management Review		All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-012-003.pdf	D	NFMS INTERNAL QUALITY AUDITOR'S GUIDE		All	6/18/2013	sites/busapps/businessprocesses/Public library
FI-QAI-013-002.pdf	B	Component Process Inspection Report	For use while inspecting component assemblies done in house.	All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-014-001.pdf	B	Supplier Corrective Action Notice		All	6/18/2013	sites/busapps/businessprocesses/Public library
FI-QAI-017-001.pdf	C	Water test Forms	Use the page from this for that pertains to the bus that is being water tested.	All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-023-002.pdf	J	QA AUDIT SUMMARY	Used for Winnipeg Paint snags	Winnipeg		
FI-QAI-030-001.pdf	C	CALIBRATION AND RECALL RECORD		All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-030-002.pdf	B	Measuring Instrument Calibration Recall Notice		All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-030-003.pdf	B	Measuring Tool Calibration Request		All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-030-004.pdf	E	CALIBRATION CYCLES		All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-037-001.pdf	A	AVERAGE & RANGE CHART (X & R)	Use this for releasing buses to the Customer or from Wpg to Crk.	All	10/22/2013	sites/busapps/businessprocesses/Public library
FI-QAI-040-001.pdf	C	Vehicle Release Certificate	Check list to use while performing QA function test inspections	All	10/22/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-001.pdf	F	QA Functions Sheet		All	9/2/2011	sites/busapps/businessprocesses/Public library
FI-QAI-054-001-002.docx	C	Quality Assurance Acceptance - Winnipeg	Use this form when presenting a bus to the customer for inspection.	All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-001-003.docx	A	Customer Presentation	Use this sheet for the customer to write down their defects on during their final inspection	All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-001-004.pdf	B	Customer Identified Defects		All	6/11/2014	sites/busapps/businessprocesses/Public library
FI-QAI-054-001-005.xlsx	D	Quality Assurance Acceptance - StCloud and Crookston		All	12/12/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-002.pdf	D	Release form Wpg to Crk	Use as check sheet for closing up buses for shipment to customer	All	10/22/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-005.xlsx	F	Final Close-up Sheet		All	6/19/2014	sites/busapps/businessprocesses/Public library
FI-QAI-054-006.pdf	D	Vehicle Noise Level Test Procedure		All	10/22/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-008.doc	A	New sales packet template	Use as a cover sheet for sales packet. Document is editable	All	12/16/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-009.xlsx	F	Final Inspection Sheet	For use during QA Final bus inspection	All	12/16/2013	sites/busapps/businessprocesses/Public library
FI-QAI-054-010.xlsx	C	Final Inspection Sheet 60'	Use this sheet when inspecting a 60' bus.	All	12/16/2013	sites/busapps/businessprocesses/Public library
FI-QAI-055-001.pdf	A	Property Inspector Information	To ensure property inspector information is documented.	All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-001.pdf	B	Critical Inspection: Air Intake	Critical inspection document for the air intake install.	All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-002.pdf	C	Critical Inspection: Battery Cables	Critical Inspection document for the battery cable installs.	All	10/23/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-003.pdf	C	Critical Inspection: Engine Mounts		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-007.pdf	E	Critical Inspection: Steering Column (LFR/LF/Excelsior)		All	10/22/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-009.pdf	B	Critical Inspection: Brake Test Document		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-012.pdf	B	Critical Inspection: Drive Shaft Install		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-013.pdf	B	Critical Inspection: Front Axle Lf/LFR Only		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-014.pdf	B	Critical Inspection: Center Axle Installation		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-015.pdf	B	Critical Inspection: Rear Axle Installation		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-016.pdf	B	Critical Inspection: Steering Box Bolts (LFR/LF)		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-017.pdf	B	Critical Inspection: Steering Box Bolts (Excelsior)		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-018.pdf	B	Critical Inspection: Front Axle (Excelsior)		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-019.pdf	A	CRITICAL INSPECTION(ARTIC) JOINT-BRAKE SIGNAL LINE INSTALL		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-020.pdf	B	Critical Inspection: Artic Joint Front Coach Mounting		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-021.pdf	B	Critical Inspection: Artic Joint Limboll		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-022.pdf	B	Critical Inspection: Drag Link Installation		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-023.pdf	A	Critical Inspection: EMP Radiator Cable Connections		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-024.pdf	A	Critical Inspection: Engine Power Cable Connections		All	7/15/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-025.pdf	B	Critical Inspection: HVAC Cable Connections		All	7/31/2013	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-026.pdf	B	Critical Install Rework Permit		All	6/11/2014	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-027.pdf	A	Critical Inspection: Current Collector Base		All	6/11/2014	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-028.pdf	A	Critical Inspection: Door Insulation Resistance Test		All	6/11/2014	sites/busapps/businessprocesses/Public library
FI-QAI-061-001-029.pdf	A	Critical Inspection: Electric Air Compressor		All	6/11/2014	sites/busapps/businessprocesses/Public library

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FI-QAI-061-001-030.pdf	A	Critical Inspection: ESS Battery Pack Mounting	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-031.pdf	A	Critical Inspection: Kiepe Modules	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-032.pdf	A	Critical Inspection: Megger Door Seals Test	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-033.pdf	A	Critical Inspection: Power Steering Checkout	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-034.pdf	A	Critical Inspection: Power Steering Motor and Pump	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-035.pdf	A	Critical Inspection: Rear Shelf HVAC Mounting	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-036.pdf	A	Critical Inspection: Roof Module Mounting Support	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-037.pdf	A	Critical Inspection: Side Screen Mounting	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-061-001-038.pdf	A	Critical Inspection: Traction Motor Alignment	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-063-001-001.pdf	A	Critical Inspection: Traction Motor	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-063-001-002.pdf	A	Formal Engine Installation Audit Report Form	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-101-001.pdf	D	Brake Performance Collection Sheet	All	6/11/2014	sites/busapps/businessprocesses/Public library		
FI-QAI-101-003.pdf	B	SUPPLIER QUALITY SYSTEM QUESTIONNAIRE	All	9/1/2006	sites/busapps/businessprocesses/Public library		
FI-QAI-101-003-001.pdf	B	SUPPLIER SAMPLE SUBMISSION MANUAL	All	9/1/2006	sites/busapps/businessprocesses/Public library		
FI-QAI-101-003-002.pdf	B	Part Submission Warrant	All	10/30/2013	sites/busapps/businessprocesses/Public library		
FI-QAI-101-003-003.pdf	B	Prod Part Approval-Dimensional Results	This form is used for the vendor to record their dimensional results. This document goes with the manual.	All	10/30/2013	sites/busapps/businessprocesses/Public library	
FI-QAI-101-003-004.pdf	B	Prod Part Approval-Material Test Results	This form is used for the vendor to record their material test results. This form goes out with the manual.	All	10/30/2013	sites/busapps/businessprocesses/Public library	
FI-QAI-101-003-005.pdf	B	Prod Part Approval-Performance Test Results	This form is used for the vendor to record their performance test results. This form goes out with the manual.	All	10/30/2013	sites/busapps/businessprocesses/Public library	
FI-QAI-101-004.pdf	B	Supplier Request for Engineering Approval	This form is for the vendor to request an engineering change.	All	10/30/2013	sites/busapps/businessprocesses/Public library	
FI-QAI-101-004.pdf	A	SAMPLING PLAN	Provide detailed instructions for the inspection of Weld Fixtures.	All	10/30/2013	sites/busapps/businessprocesses/Public library	
FI-QAI-102-001.pdf	B	Delivery Report	Detailed Instructions for the Quality process used in the weld shops at New Flyer to assure welded structures meet Quality and blueprint requirements.	All	5/6/2013	sites/busapps/businessprocesses/Public library	
OPI-QAI-001.pdf	A	Structure Quality Verification	Ensure Weld Inspectors are properly trained and certified in the methods of Non-Destructive Examinations outlined in the methods of Non-Destructive Examinations outlined in References (a.) through (d.).	St.Cloud	12/14/2005	sites/busapps/businessprocesses/Public library	
OPI-QAI-007.pdf	A	NON-DESTRUCTIVE TESTING: TECHNICIAN TRAINING.QUALIFICAT	Provide detailed instructions for the inspection of Weld Fixtures.	All	5/6/2013	sites/busapps/businessprocesses/Public library	
OPI-QAI-009.pdf	B	Weld Shop First Article Inspection (FAI)	Provide a method for recognizing and notifying affected areas of chronic and repetitive quality, environmental, health and safety problems in product or processes for which corrective action is required	All	10/2/2009	sites/busapps/businessprocesses/Public library	
OPI-QAI-011.pdf	I	Corrective Action Report	Define the steps for documenting and resolving quality issues on parts procured by New Flyer facilities and used by other New Flyer facilities.	All	3/21/2014	sites/busapps/businessprocesses/Public library	
OPI-QAI-052.pdf	D	Interdivisional Problem Report	SQAs shall act as the liaison between New Flyer Industries and external suppliers focusing on all quality related issues with emphasis on sample submission, supplier corrective action, supplier improvement and non conforming product.	All	5/31/2006	sites/busapps/businessprocesses/Public library	
OPI-QAI-101.pdf	D	Supplier Quality Assurance (SQA)	Describes the process for conducting and reporting Internal Quality Audits	All	5/19/2005	sites/busapps/businessprocesses/Public library	
OPI-QAI-12.pdf	F	INTERNAL QUALITY AUDITS	Standard process for investigating and correcting quality problems from suppliers, including sub-contracted components and sub-assemblies.	All	10/23/2013	sites/busapps/businessprocesses/Public library	
OPI-QAI-13.pdf	G	Component Process Inspection	Provide a standard method of determining water tightness of all New Flyer coaches.	All	7/30/2003	sites/busapps/businessprocesses/Public library	
OPI-QAI-14.pdf	B	Supplier Corrective Action Procedure		All	4/29/2010	sites/busapps/businessprocesses/Public library	
OPI-QAI-17.pdf	C	WATER TEST PROCEDURES		All			

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
OPI-QAI-21.pdf	C	QA SHELL RELEASE PROCEDURE	Provide instructions on the releasing of coach shells from the Winnipeg Manufacturing plant.	Winnipeg	7/21/1999	sites/busapps/businessprocesses/Public library
OPI-QAI-23.pdf	D	QA LINE AUDIT PROCEDURE	DESCRIBES THE BASIC ELEMENTS AND REQUIREMENTS FOR QUALITY ASSURANCE TO INSPECT/AUDIT THE COACHES IN THE CELLS.	All	9/21/2009	sites/busapps/businessprocesses/Public library
OPI-QAI-25.pdf	A	Quality Gate Process	Detailed instructions on the Quality/Gate process to be utilized at each New Flyer facility. The Quality Gate is intended to ensure that defects are identified and corrected as close to the cell as possible	All	10/23/2013	sites/busapps/businessprocesses/Public library
OPI-QAI-30.pdf	F	Calibration/Certification of Measuring and Test Equipment	Describes the process for the calibration of measuring and test equipment.	All	10/23/2013	sites/busapps/businessprocesses/Public library
OPI-QAI-34.pdf	A	RECEIVING INSPECTION ON COACH SHELL	Describes the basic guidelines and methodology for the receiving inspection of coach shells delivered to New Flyer of America.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OPI-QAI-40.pdf	D	Bus Final Acceptance and Release	Provide specific instruction regarding the activities and responsibilities involved in Final Inspection / Customer Acceptance, Final Release, and preparation of buses for drive away.	All	10/23/2013	sites/busapps/businessprocesses/Public library
OPI-QAI-47.pdf	D	PREVENTIVE ACTION	Provide a method for recognizing and resolving potential problems in product, processes, or environmental activity and prevent their occurrence.	All	4/21/2005	sites/busapps/businessprocesses/Public library
OPI-QAI-48.pdf	C	New Flyer Management System Records	Defines the controls needed for the identification, storage, protection, retrieval, retention time, and disposal of New Flyer Management System records.	All	10/23/2013	sites/busapps/businessprocesses/Public library
OPI-QAI-53.pdf	A	INSPECTION AND TEST STATUS	Describes the Company's system for indicating the inspection status of materials	All	5/9/2002	sites/busapps/businessprocesses/Public library
Sample Approval Label1_1.pdf		SAMPLES FOR APPROVAL		All	sites/busapps/businessprocesses/Public library	
Viso-SREA.pdf		SUPPLIER REQUEST FOR ENGINEERING APPROVAL (SREA)		All	sites/busapps/businessprocesses/Public library	
WI-QA-40-001.pdf	A	TRANSFERRING COACHES TO CROOKSTON	Used to identify the necessary steps in shipping coaches to the Crookston plant.	All	7/26/2004	sites/busapps/businessprocesses/Public library
WI-QA-007-001.pdf		Non-Destructive Testing: Liquid Penetrant Inspection Process	Provide a step-by-step instruction for the performance of Liquid Penetrant Inspection.	All	2/23/2006	sites/busapps/businessprocesses/Public library
WI-QA-007-002.pdf	A	Non-Destructive Testing: Magnetic Particle Inspection	Penetrant inspection.	All	5/6/2013	sites/busapps/businessprocesses/Public library
WI-QA-010-003.pdf	C	Non Conforming Part (NCP) Process	Instruction of activities related to the processing of non conforming parts (NCP).	All	8/27/2013	sites/busapps/businessprocesses/Public library
WI-QA-022.pdf	E	Smoke Test	To verify that the passenger compartment is sufficiently sealed from the engine bay to prevent engine bay fumes from entering inside of the passenger compartment.	All	10/23/2013	sites/busapps/businessprocesses/Public library
WI-QA-030-001.pdf	A	Torque Wrench Calibration	Provide a step by step instruction on validating torque wrench calibration.	All	1/10/2006	sites/busapps/businessprocesses/Public library
WI-QA-030-002.pdf	C	Validation of Tape Measures	Outlines the technique to validate tape measures.	All	4/4/2014	sites/busapps/businessprocesses/Public library
WI-QA-040-002.pdf	B	Long Term Storage (Over 30 Day)	Describes activities related to long-term storage of buses and subsequent inspection when the bus is released from storage.	All	10/23/2013	sites/busapps/businessprocesses/Public library
WI-QA-049.pdf	D	Use of Yellow Caution Tags	To define the use of yellow caution tags.	All	10/23/2013	sites/busapps/businessprocesses/Public library
WI-QA-054-011.pdf	B	Virtual Gate Inspection Criteria	This document explains what to inspect when an install is labeled Virtual Gate.	All	12/16/2013	sites/busapps/businessprocesses/Public library
WI-QA-055-001.pdf	C	Coach Release In Oracle	To release the coach shell job process from Production and make the coach shell available in Oracle for shipping and invoicing.	All	10/23/2013	sites/busapps/businessprocesses/Public library
WI-QA-064-001.pdf	A	BUS LOADING & UNLOADING INSTRUCTIONS	Provide instructions for the safe loading and unloading of buses from various style flat deck trailers used in transporting vehicles.	All	3/9/2009	sites/busapps/businessprocesses/Public library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
WI-QAI-065-001.pdf	A	Delivery Report Instructions	Describe the process that New Flyer team members must follow when completing form number FI-QAI-102-001.	All	2/9/2009	sites/busapps/businessprocesses/Public Library
WI-QAI-066-002.pdf	A	Witnessing Critical Installs	This document outlines the instructions for QA verification of critical torque installations.	All	7/15/2013	sites/busapps/businessprocesses/Public Library
WI-QAI-067-001.pdf	A	Creation of Parts Verification	A detailed instructions for the creation of the Parts and Weld Verification Book.	All	5/6/2013	sites/busapps/businessprocesses/Public Library
WI-QAI-068-001.pdf	A	Inspection for Loose Cables & Wires	A detailed instruction on the proper way to inspect for loose cables and wires.	All	6/18/2013	sites/busapps/businessprocesses/Public library
WI-QAI-069-001.pdf	B	Coach Release in Oracle	Outlines the procedure to release a coach to Crookston. Detailed instructions to run a Live Bus/Live report for outstanding production and Quality work (called Coach Status for CAD) report.	All	12/16/2013	sites/busapps/businessprocesses/Public library
WI-QAI-25-001.pdf	A	Live Bus Live QA Coach Status	NFMS/SAFE WORK PROCEDURE	All	10/23/2013	sites/busapps/businessprocesses/Public library
BPFD-069-001.pdf	A	EEP - Ayr/prior Ontario.pdf	Emergency Evacuation Plan - Ayr/prior Parts Distribution Center	All	1/12/2012	sites/busapps/businessprocesses/Public library
EEP - Brampton Ontario.pdf	A	EEP - Brampton Ontario - A	Emergency Evacuation Plan - Brampton Ontario - 420 Deerhurst - A	All	11/26/2009	sites/busapps/businessprocesses/Public library
EEP - Crookston Marin Ave.pdf	A	Emergency Evacuation Plan - Crookston 5th ave	Emergency Evacuation Plan - Crookston Marin ave	All	11/26/2009	sites/busapps/businessprocesses/Public library
EEP - Crookston Marin Ave.pdf	A	Emergency Evacuation Plan - Fresno - 3181 South Willow Ave	Emergency Evacuation Plan - Fresno - 3181 South Willow Ave	All	6/29/2009	sites/busapps/businessprocesses/Public library
EEP - Hebron Kentucky.pdf	A	Emergency Evacuation Plan - Hebron Kentucky - A	Emergency Evacuation Plan - Hebron Kentucky - A	All	1/8/2014	sites/busapps/businessprocesses/Public library
EEP - Ontario California.pdf	A	Emergency Evacuation Plan - Jurupa St, Ont, CA	Emergency Evacuation Plan - Jurupa St, Ont, CA	All	3/21/2014	sites/busapps/businessprocesses/Public library
EEP - ST Cloud.pdf	A	Emergency Evacuation Plan - St. Cloud	Emergency Evacuation Plan - St. Cloud	All	11/26/2009	sites/busapps/businessprocesses/Public library
EEP - Winnipeg - BL.pdf	E	Emergency Evacuation Plan - Winnipeg B1 - 711 Kennaughan	Emergency Evacuation Plan - Winnipeg B1 - 711 Kennaughan	All	2/11/2013	sites/busapps/businessprocesses/Public library
EEP - Winnipeg - B2.pdf	A	Emergency Evacuation Plan - Winnipeg B2 - 650 Kennaughan	Document records employee acknowledgement of PPE program	All	1/8/2014	sites/busapps/businessprocesses/Public library
FI-POL-SAF-001-001.pdf	B	Personnel Protective Equipment Program Review & Sign Off	Fire Department Information Map	Winnipeg	Winnipeg	sites/busapps/businessprocesses/Public library
Fire Department Info Map - 711 Kennaughan.pdf			Fire Explosion Spill Hazards Safety Equipment Map	Winnipeg	Winnipeg	sites/busapps/businessprocesses/Public library
Fire Explosion Spill Hazards Safety Equipment Map. Fire, Explosion, Spill, Hazards, and Safety Equipment Map			EMPLOYEE ACCOUNTABILITY CHECK SHEET	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-004-001.pdf	B	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Spill/I Environmental Incident Report	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-004-002.pdf	A	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Spill/I Environmental Incident Report	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-005-001.pdf	A	EMPLOYEE ACCOUNTABILITY CHECK SHEET	VISITOR/CONTRACTOR SIGN-IN SHEET	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-006-002.pdf	C	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Contractor Sign-in Sheet	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-006-003.pdf	B	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Site Commander Report	Winnipeg	Winnipeg	sites/busapps/businessprocesses/Public library
FI-SAF-006-004.pdf	C	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Reporting Warden - South East	Winnipeg	Winnipeg	sites/busapps/businessprocesses/Public library
FI-SAF-006-005.pdf	B	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Reporting Warden - North	Winnipeg	Winnipeg	sites/busapps/businessprocesses/Public library
FI-SAF-006-006.pdf	C	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Reporting Warden - South	Winnipeg	Winnipeg	sites/busapps/businessprocesses/Public library
FI-SAF-006-007.pdf	D	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Service Provider Safety Guidelines	Winnipeg	Winnipeg	sites/busapps/businessprocesses/Public library
FI-SAF-010.b.pdf	B	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Service Provider Safety Guidelines	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-010.c.pdf	B	EMPLOYEE ACCOUNTABILITY CHECK SHEET	Spill/Evaluation Response Guidelines - St. Cloud	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-01-001.pdf	A	Six Steps to Successful Training	Six Steps to Successful Training	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-01-001.pdf	A	EMPLOYEE SAFETY AWARENESS ORIENTATION CHECKLIST	EMPLOYEE SAFETY AWARENESS ORIENTATION CHECKLIST	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-012-001.pdf	A	JOB HAZARD ANALYSIS AND SAFE WORK PROCEDURE	JOB HAZARD ANALYSIS AND SAFE WORK PROCEDURE	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-021-001.pdf	B	Occupational Safety	Occupational Safety	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-021-001b.pdf	B	Personal Protective Equipment (PPE) - by Dept./Station	Personal Protective Equipment (PPE) - by Dept./Station	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-021-001.pdf	A	Hearing Conservation Program Contacts	Hearing Conservation Program Contacts	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-022-001.pdf	A	Equipment Lock Out Log Form	Equipment Lock Out Log Form	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-023-001.pdf	A	HAZARD REPORT FORM	HAZARD REPORT FORM	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-024-001.pdf	B	Improvement, Safety, Housekeeping Reporting Card	Improvement, Safety, Housekeeping Reporting Card	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-024-002.pdf	B	Confined Space Entry Permit	Confined Space Entry Permit	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-025-001.pdf	A	Employee Information Notice Heat Exposure	Employee Information Notice Heat Exposure	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-026-001.pdf	A	Heat Exposure Control Program	Heat Exposure Control Program	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-026-002.pdf	A	Cross Functional Team history and schedule	Cross Functional Team history and schedule	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-027-001.pdf	A	WAREHOUSE AUDIT ISSUES LOG	WAREHOUSE AUDIT ISSUES LOG	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-028-002.pdf	B	NOTICE OF INJURY	NOTICE OF INJURY	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-028-003.pdf	A	ACCIDENT / INCIDENT WITNESS STATEMENT	ACCIDENT / INCIDENT WITNESS STATEMENT	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-028-004.pdf	C	Health Assessment Form	Health Assessment Form	All	All	sites/busapps/businessprocesses/Public library
FI-SAF-031-001.pdf	D	NEW FLYER - NOISE MONITORING RESULTS	Record of employee work-ability restrictions.	Winnipeg	1/29/2014	sites/busapps/businessprocesses/Public library
FI-SAF-032-001.pdf	D	CONFINED SPACE PROGRAM LISTING - NEW FLYER-ST. CLOUD	CONFINED SPACE PROGRAM LISTING - NEW FLYER-ST. CLOUD	All	All	sites/busapps/businessprocesses/Public library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
FI-SAF-032-002.pdf	A	Contractor's Acknowledgement of New Flyer USA's Confined Space Entry Permit		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-032-003.pdf	A	SUPERVISOR'S WEEKLY SAFETY CHECKLIST		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-034-001.pdf	A	New Flyer Loss Control Programs Listing		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-034-002.pdf	A	New Flyer Safety Audit		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-034-003.pdf	A	SUPERVISOR'S WEEKLY SAFETY CHECKLIST		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-034-004.pdf	B	SAFETY COMMITTEE AUDIT SHEET		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-034-005.pdf		MANAGERS SAFETY AND ENVIRONMENTAL AUDIT SHEET		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-034-006.pdf		TEMP. READINGS		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-035-001.pdf	A	Respiratory Protection Program - User Screening Form		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-041-001.pdf	A	NEW FLYER WHMIS/WHI Controlled Product Evaluation		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-042-001.pdf	A	Lift Truck Program-Operator Medical Form		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-045-001.pdf	A	Safety Guideline Powered Lift Trucks		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-045-002.pdf	B	Lift Truck Operator Visual Evaluation		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-045-003.pdf	A	Lift Truck Test		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-045-004.pdf	A	FIRST AID TREATMENT		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-047-001.pdf	A	Automated External Defibrillator (AED) Program		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-048-001.pdf	A	Service Provider Safety Guidelines	Document records Service Provider's acknowledgment of safety guidelines for working at New Flyer.	Winnipeg	9/11/2013	sites/busapps/businessprocesses/Public Library
FI-SAF-049-001.pdf	C	HOT WORK PERMIT		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-050-001.pdf	B	CONTRACTORS POLICY		St. Cloud		sites/busapps/businessprocesses/Public Library
FI-SAF-053-001.pdf	B	NEW FLYER ACCIDENT / INCIDENT INVESTIGATION PROCESS		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-054-001.pdf		NEW FLYER USA OCCUPATIONAL INCIDENT REPORT		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-054-002.pdf	A	WITNESS STATEMENT FOR AN ACCIDENT OR INCIDENT		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-054-003.pdf	A	EMPLOYEE NOTICE OF ACCIDENT OR INCIDENT		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-054-004.pdf	A	New Flyer Industries Working Alone Call Log		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-055-001.pdf	A	NFA@Crookston		Crookston		sites/busapps/businessprocesses/Public Library
FI-SAF-056-001.pdf	A	Identified Machine/Equipment Requiring LO/TO Procedure		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-057-001.pdf	A	Machine/Equipment Specific Energy Control LO/TO Procedure		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-057-002.pdf	A	Lockout Device(s) Inventory Issued to Authorized Employees		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-057-003.pdf	A	Authorized, Affected, & Other Training Outlines		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-057-004.pdf	A	LO/TO Semi-Annual Inspection Form		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-057-005.pdf	A	LO/TO Outside Contractor Policy Form		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-057-006.pdf	A	Safety Condition Assessment	To record safety tours in production.	Winnipeg	7/29/2013	sites/busapps/businessprocesses/Public Library
FI-SAF-059-001.pdf	A	Respiratory Protection Worksheet		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-060-001.pdf	A	RESPIRATOR USE CHECKLIST		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-060-002.pdf	A	VISITOR POLICY		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-061-001.pdf	A	Fire Protection System Impairment Notice		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-066-001.pdf	A	Laser Safety-Hazard Evaluation		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-067-001.pdf	A	LASER SAFETY OFFICER-CONTACT INFORMATION		All	2/1/2007 sites/busapps/businessprocesses/Public Library	
FI-SAF-067-002.pdf	A	LASER EQUIPMENT INVENTORY		All	3/4/2008 sites/busapps/businessprocesses/Public Library	
FI-SAF-067-003.pdf	B	HOT WORK PERMIT		Winnipeg		sites/busapps/businessprocesses/Public Library
FI-SAF-070-001.pdf	B	REFERENCE CHECK LIST FOR BOMB THREATS		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-071-001.pdf	A	Improvement Request Card		All	sites/busapps/businessprocesses/Public Library	
FI-SAF-074-001.pdf	A	Purchased, Borrowed, Leaned or Rented Equipment Checklist		All	sites/busapps/businessprocesses/Public Library	
Gas and Fuel Storage Map - 711 Kermaghan.pdf		Gas and Fuel Storage Locations		All	sites/busapps/businessprocesses/Public Library	
HSP-SAF-01.pdf	A	AWARENESS & EDUCATION PROGRAM	Provide employees with safety education and training to create a safe and healthy work environment at New Flyer.	All	6/30/2005 sites/busapps/businessprocesses/Public Library	
HSP-SAF-02.pdf	A	HAZARD IDENTIFICATION & CONTROL PROGRAM	To create program systems that identify and control known or potential hazards for New Flyer.	All	6/30/2005 sites/busapps/businessprocesses/Public Library	
HSP-SAF-03.pdf	A	EMERGENCY PREPAREDNESS & RESPONSE PROGRAM	Provide guidance on actions to be taken under various possible emergency conditions, including responsibilities for individuals and departments, organization resources available for use.	All	6/30/2004 sites/busapps/businessprocesses/Public Library	
HSP-SAF-04.pdf	A	CHEMICAL AND BIOLOGICAL CONTROL	To control known or potential chemical and biological hazards for New Flyer.	All	6/30/2005 sites/busapps/businessprocesses/Public Library	
OPI-SAF-001.pdf	C	St. Cloud Emergency Response	Detailed Emergency Response Procedures for the St. Cloud Manufacturing facility.	St. Cloud	5/9/2008 sites/busapps/businessprocesses/Public Library	

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OPI-SAF-002.pdf	E	New Flyer Customer Services Emergency Response Plan	Minimize the risk to life and property in relation to fire hazard, by ensuring that all employees are trained and practiced in hazard precautions and procedures, and by providing and maintaining all fire fighting equipment.	All	10/1/2009	sites/busapps/businessprocesses/Public library
OPI-SAF-003.pdf	B	Winnipeg Emergency Response Plan	This Emergency Response Plan has been developed to define and provide guidelines for the implementation, compliance and maintenance in accordance with the Manitoba Fire Code as adopted by by-law 1322/76 and the Environmental License # 2528 E RR.	Winnipeg	7/13/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-004.pdf	B	EMERGENCY ACTION PLAN - CRK	Provide a written document detailing the actions and procedures to be followed in case of emergency	Crookston	5/19/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-005.pdf	B	Winnipeg Hazardous Material Spill Program	Has been developed to define and provide guidelines for the implementation, compliance and maintenance in accordance with the Manitoba Fire Code as adopted by by-law 1322/76 and the Environmental License # 2528 E	Winnipeg	7/13/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-006.pdf	E	Winnipeg Fire Safety Plan	This document establishes the procedures, responsibilities and duties for emergency response.	Winnipeg	10/12/2006	sites/busapps/businessprocesses/Public library
OPI-SAF-007.pdf	A	630 Kernaghan (Zone 3) Fire Safety Plan	This Fire Safety Plan has been developed to define and provide guidelines for the implementation, compliance and maintenance in accordance with the Manitoba Fire Code as adopted by by-law 1322/76 and the Environmental License # 2528 E RR.	Winnipeg	3/14/2008	sites/busapps/businessprocesses/Public library
OPI-SAF-011.pdf	A	MANAGEMENT / SUPERVISORY TRAINING	Management is committed to maintaining a safe and healthy work environment. This environment is achieved by responsible and accountable management through program development and implementation, training, monitoring.	All	6/30/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-012.pdf	A	EMPLOYEE SAFETY TRAINING	It is the Company's duty to provide information, instruction, and supervision to employees to protect their health and safety.	All	6/30/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-013.pdf	A	GROUP MEETING / TOOLBOX	Provide communication regarding all elements of the health and safety program.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-015.pdf	A	GROUP MEETING / TOOLBOX	Provide communication regarding all elements of the health and safety program.	All	6/30/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-016.pdf	A	SAFETY GROUP MEETING / TOOLBOX TALKS	The primary purpose of conducting group meetings is to provide communication regarding all elements of the health and safety program.	Crookston	7/20/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-020.pdf	A	JOB HAZARD ANALYSIS	To conduct systematic analysis of the steps involved in doing a job task, the loss exposures involved, and the controls necessary to prevent loss.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-021.pdf	B	PERSONAL PROTECTIVE EQUIPMENT	Ensure all employees who may be required to wear safety equipment as part of their job, completely understand its proper selection, use and maintenance.	Winnipeg	3/21/2006	sites/busapps/businessprocesses/Public library
OPI-SAF-023.pdf	B	LOCK OUT / TAG OUT	Establish a safe procedure that will prevent an individual from being exposed to a potential hazard from inadvertent energizing, start-up or release of stored energy that could result in injury.	Winnipeg	5/1/2009	sites/busapps/businessprocesses/Public library
OPI-SAF-023b.pdf	A	LOCK OUT / TAGOUT	Establish a safe procedure that will prevent an individual from being exposed to a potential hazard from inadvertent energizing, start-up or release of stored energy could result in injury.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
OPI-SAF-024.pdf	E	Hazard Identification	This document defines the hazard reporting, resolution and tracking process.	All	3/30/2011	sites/busapps/businessprocesses/Public Library
OPI-SAF-025.pdf	A	CONFINED SPACE	Protect employees and service providers from hazards associated with confined spaces.	All	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-026.pdf	E	HEAT EXPOSURE CONTROL	To help alleviate the possibility of heat related injuries to New Flyer employees while at work.	All	6/10/2008	sites/busapps/businessprocesses/Public Library
OPI-SAF-026b.pdf	F	HEAT EXPOSURE CONTROL	To help alleviate the possibility of heat related incidents to employees while at work.	All	5/1/2012	sites/busapps/businessprocesses/Public Library
			To regularly examine the workplace in order to detect hazards, evaluate the associated risks and take corrective actions before health and safety illness, injury, production or environmental loss occurs.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-027.pdf	A	PLANNED INSPECTIONS	The incident/accident investigation is to avoid a repetition of the events that caused, or which could have caused an injury, illness, and death and/or property damage by gathering information about the incident/accident that has occurred.	Winnipeg	1/9/2012	sites/busapps/businessprocesses/Public Library
OPI-SAF-028.pdf	C	INCIDENT/ACCIDENT INVESTIGATION and REPORTING	PDA is to identify the physical and environmental components of a job, which can be a useful addition to the responsibilities contained in job descriptions and job task analyses.	Winnipeg	7/5/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-029.pdf	A	PHYSICAL DEMANDS ANALYSIS	Ensure all employees who may be required to wear safety equipment as part of their job, completely understand its proper selection, use and maintenance.	St.Cloud	3/22/2006	sites/busapps/businessprocesses/Public Library
OPI-SAF-030.pdf	B	PERSONAL PROTECTIVE EQUIPMENT	To control and prevent employee hearing loss associated with noise exposure at the work place.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-031.pdf	A	HEARING CONSERVATION	Protect employees and service providers from hazards associated with confined spaces, and prevent loss of life or injury to employees and contractors in New Flyer facilities.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-032.pdf	A	CONFINED SPACE	To implement best practice activities that consist of regularly examining the workplace in order to detect hazards and evaluate the associated risks, and take corrective actions.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-033.pdf	A	HAZARD IDENTIFICATION	To regularly examine the workplace in order to detect hazards, evaluate the associated risks and take corrective actions before health and safety illness, injury, production or environmental loss occurs.	All	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-034.pdf	A	PLANNED INSPECTIONS	To help alleviate the possibility of heat related injuries to New Flyer employees while at work.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-035.pdf	A	HEAT EXPOSURE CONTROL	Establish a safe procedure that will prevent an individual from being exposed to a potential hazard from inadvertent energizing, start-up or release of stored energy could result in injury	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-036.pdf	A	LOCK OUT / TAGOUT	Ensure all employees who may be required to use various equipment as part of their job, completely understand its proper selection, use and maintenance.	All	3/21/2006	sites/busapps/businessprocesses/Public Library
OPI-SAF-037.pdf	B	EQUIPMENT USAGE	The purpose of RTK training is to reduce the injury or disease of employees working with or in close proximity to hazardous workplace materials and chemicals	All	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-038.pdf	A	RIGHT TO KNOW				

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
OPI-SAF-039.pdf	A	Respiratory Protection	To implement and maintain a safe work procedure for the use of respirators, to provide New Flyer employees with a safe and healthful work environment and to help reduce employees' exposure to airborne occupational contaminants.	St. Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-040.pdf	A	WORKPLACE HAZARDOUS MATERIALS - WHMIS	WHMIS training is to reduce the injury or disease of employees working with or close proximity to hazardous workplace materials and chemicals.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-041.pdf	A	Respiratory Protection	To implement and maintain a safe work procedure for the use of respirators, to provide New Flyer employees with a safe and healthful work environment and to help reduce employees' exposure to airborne occupational contaminants.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-042.pdf	A	HEALTH HAZARD PREVENTION PLAN	Define and provide guidance for the implementation of the New Flyer, Prevention Plan.	Winnipeg	7/21/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-043.pdf	A	CONTROLLED PRODUCTS	The purpose of this program is to protect the safety and health of New Flyer employees, visitors and contractors and to meet regulatory requirements.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-044.pdf	A	BIOLOGICAL HAZARDS	The purpose of this program is to protect the safety and health of New Flyer employees, visitors and contractors with regards the exposure to blood borne pathogens.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-045.pdf	B	LIFT TRUCK PROGRAM-WINNIPEG	Procedure has been developed to implement and maintain a safe system for the operations of lift truck.	Winnipeg	4/26/2006	sites/busapps/businessprocesses/Public Library
OPI-SAF-049.pdf	A	CONTRACTOR & SELF EMPLOYED PERSONNEL SAFETY PROCESS	Protect the contractor and Self-Employed person(s) from occupation injury while providing contract services for New Flyer.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-055.pdf	B	Working Alone	Provide measures to protect the health and safety of, and minimize risk for workers that work alone or at an isolated place of employment as defined in the Work Place Safety and Health Act regulation 217/2005 part 9.	All	10/11/2007	sites/busapps/businessprocesses/Public Library
OPI-SAF-059.pdf	B	PERSONAL PROTECTIVE EQUIPMENT	Ensure all employees who may be required to wear safety equipment as part of their job, completely understand its proper selection, use and maintenance.	Crookston	3/22/2006	sites/busapps/businessprocesses/Public Library
OPI-SAF-066.pdf	A	Fire Suppression System Maintenance- Winnipeg	Define and provide guidelines for the maintenance in accordance with Manitoba Fire Code as adopted by-law 1322/76 and the Environmental License # 2528 E RR..	Winnipeg	1/30/2007	sites/busapps/businessprocesses/Public Library
OPI-SAF-067.pdf	A	LASER SAFETY	Provide reasonable and adequate guidance for the safe use of laser and laser systems to prevent health and safety illness, injury and production losses.	Winnipeg	2/1/2007	sites/busapps/businessprocesses/Public Library
OPI-SAF-069.pdf	A	SAFE WORK PROCEDURE	To incorporate the elements of Safe Work Procedures (SWP) and production assembly steps into a single comprehensive document for release to the shop floor.	Winnipeg	4/8/2008	sites/busapps/businessprocesses/Public Library
OPI-SAF-070.pdf	A	HOT WORK/LINE WELD	To minimize fire hazards, such as removal or guarding of combustible materials when welding outside of the welding department and when possible, restricting hot work to specially designated areas.	Winnipeg	7/21/2008	sites/busapps/businessprocesses/Public Library
OPI-SAF-071.pdf	A	Emergency Response Plan - New Product Development	This Fire Safety Plan has been developed to define and provide guidelines for the implementation, compliance and maintenance in accordance with the Manitoba Fire Code as adopted by-by-law 1322/76 and the Environmental License # 2528 E RR.	Winnipeg	3/4/2009	sites/busapps/businessprocesses/Public Library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
OPI-SAF-072.pdf		New Flyer Publications Emergency Response Plan	Minimize the risk to life and property in relation to fire hazard, by ensuring that all employees are trained and practiced in hazard precautions and procedures, and by providing and maintaining all fire fighting equipment.	All	10/7/2009	sites/busapps/businessprocesses/Public Library
OPI-SAF-073.pdf	A	IMPROVEMENT OF REQUEST CARD	Process to complete an improvement Request Card when a potential improvement, Safety and/or Housekeeping issue is identified by an employee.	All	7/1/2010	sites/busapps/businessprocesses/Public Library
OPI-SAF-074.pdf	A	EQUIPMENT INSPECTION	Provide guidelines for protecting employees from injury when operating purchased,borrowed,loaned, or rented equipment.	All	7/5/2010	sites/busapps/businessprocesses/Public Library
OPI-SAF-075.pdf	A	Brampton PDC Emergency Response Plan	Minimize the risk to life and property in relation to fire hazard, by ensuring that all employees are trained and practiced in hazard precautions and procedures, and by providing and maintaining all fire fighting equipment.	All	2/1/2012	sites/busapps/businessprocesses/Public Library
OPI-SAF-076.pdf	A	Arnprior Service Center Emergency Response Plan	Minimize the risk to life and property in relation to fire hazard, by ensuring that all employees are trained and practiced in hazard precautions and procedures, and by providing and maintaining all fire fighting equipment.	All	2/1/2012	sites/busapps/businessprocesses/Public Library
OPI-SAF-101.pdf	B	Updating Documents to Business Processes Site	To provide prompt, appropriate first-aid treatment to any employee, customer or visitor who is injured or becomes ill in the workplace.	All	8/17/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-47.pdf	B	First Aid	To define the procedure for using the AED	Winnipeg	7/5/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-48.pdf	A	Automated External Defibrillator (AED) Program	To minimize fire hazards, such as removal or guarding of combustible materials when welding outside of the welding department and when possible, restricting hot work to specially designated areas.	St.Cloud	7/20/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-50.pdf	A	HOT WORK/LINE WELD	New Flyer USA is committed to providing a work environment free from the effects of alcohol and illegal drugs.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-51.pdf	A	DRUG & ALCOHOL TESTING	The purpose of this program is to protect the safety and health of New Flyer employees, visitors and contractors with regards the exposure to blood borne pathogens.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-52.pdf	A	BIOLOGICAL HAZARDS	Protect the contractor and Self-Employed person(s) from occupation injury while providing contract services for New Flyer.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-53.pdf	A	CONTRACTOR & SELF EMPLOYED PERSONNEL SAFETY PROCESS	To avoid a repetition of the events that caused, or which could have caused an injury, illness, and death and/or property damage by gathering information about the incident/accident that has occurred.	St.Cloud	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-54.pdf	A	INCIDENT / ACCIDENT INVESTIGATION and REPORTING	To help alleviate the possibility of heart related injuries to New Flyer employees while at work.	Crookston	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-56.pdf	A	HEAT EXPOSURE CONTROL	Protect employees and service providers from hazards associated with confined spaces.	Crookston	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-58.pdf	A	CONFINED SPACE	To implement and maintain a safe work procedure for the use of respirators, to provide New Flyer employees with a safe and healthful work environment and to help reduce employees' exposure to airborne occupational contaminants.	Crookston	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-60.pdf	A	Respiratory Protection	New Flyer of America, Inc. is committed to providing a work environment free from the effects of alcohol and illegal drugs.	Crookston	6/30/2005	sites/busapps/businessprocesses/Public Library
OPI-SAF-62.pdf	A	DRUG AND ALCOHOL TESTING		Crookston	6/30/2005	sites/busapps/businessprocesses/Public Library

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OPI-SAF-63.pdf	A	NEW HIRE CHECKLIST	Ensures all aspects of newly hired employees are reviewed. The following process will maximize personnel safety while working under a coach and during the kneeling checkout process.	All	7/12/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-64.pdf	A	BUS KNEELING SAFETY	Provide a clear and simple method for any employee to report a hazard with a clearly defined process to investigate and resolve the issue using a well documented process that provides answers to the employees issues	St.Cloud	10/4/2005	sites/busapps/businessprocesses/Public library
OPI-SAF-65.pdf	A	HAZARD IDENTIFICATION	Provide a process to protect the health and safety, and minimize risk for workers that may be exposed to dangerous work.	All	7/11/2006	sites/busapps/businessprocesses/Public library
OPI-SAF-68.pdf	B	Right to Refuse Dangerous Work	Protect employees, service providers, and visitors of New Flyer as well as to prevent injury while on New Flyer property or any area under control of New Flyer	All	5/12/2008	sites/busapps/businessprocesses/Public library
POL-SAF-001.b.pdf	B	Occupational Health & Safety Personal Protective Equipment Policy	Protect employees, service providers, and visitors of New Flyer as well as to prevent injury while on New Flyer property or any area under control of New Flyer	Winnipeg	9/7/2006	sites/busapps/businessprocesses/Public library
POL-SAF-001.c.pdf	C	Occupational Health & Safety Personal Protective Equipment Policy	Protect employees, service providers, and visitors of New Flyer as well as to prevent injury while on New Flyer property or any area under control of New Flyer	Winnipeg	6/22/2007	sites/busapps/businessprocesses/Public library
POL-SAF-001.npdf	C	Occupational Health and Safety Personal Protective Equipment Policy	Protect employees, service providers, and visitors of New Flyer as well as to prevent injury while on New Flyer.	Winnipeg	6/22/2007	sites/busapps/businessprocesses/Public library
POL-SAF-002.b.npdf	C	Occupational Health & Safety Eye & Face Protection Policy	Protect employees, service providers, and visitors of New Flyer.	Winnipeg	2/20/2007	sites/busapps/businessprocesses/Public library
POL-SAF-002.pdf	C	Occupational Health & Safety Eye & Face Protection Policy	This policy is to protect employees, service providers, and visitors of New Flyer.	Winnipeg	2/20/2007	sites/busapps/businessprocesses/Public library
POL-SAF-003.b.pdf	B	Occupational Health & Safety Footwear - Winnipeg	Ensure that employees, contractors and visitors of New Flyer Industries who may be exposed to the risk of foot injury during the course of their duties, wear approved safety footwear.	Winnipeg	8/13/2007	sites/busapps/businessprocesses/Public library
POL-SAF-003.npdf	B	Occupational Health & Safety Footwear-Winnipeg	Ensure all employees, contractors and visitors of New Flyer Industries who may be exposed to the risk of foot injury during the course of their duties, wear approved safety footwear.	Winnipeg	8/13/2007	sites/busapps/businessprocesses/Public library
POL-SAF-004.pdf	A	Occupational Health & Safety Head Protection-Winnipeg	Protect the employees, service providers, and visitors of New Flyer from head injuries while in a workplace controlled by New Flyer.	Winnipeg	3/20/2006	sites/busapps/businessprocesses/Public library
POL-SAF-005.pdf	C	Occupational Health & Safety Anti-vibration Gloves Policy - Winn	The purpose of this policy is to prevent possible injuries caused by the use of hand held sanders and polishers.	Winnipeg	5/6/2008	sites/busapps/businessprocesses/Public library
POL-SAF-006.pdf	A	Occupational Health and Safety Fall Protection-Winnipeg	To prevent employees from being injured by falls. This program will establish minimum criteria for employees when working above ground, floors or other work platforms.	Winnipeg	3/21/2006	sites/busapps/businessprocesses/Public library
POL-SAF-007.pdf	A	Occupational Health & Safety Loading Dock-Winnipeg	To prevent the trailer from moving while the forklifts are loading or unloading material from trailer.	Winnipeg	3/21/2006	sites/busapps/businessprocesses/Public library
POL-SAF-008.pdf		Occupational Health & Safety Compressed Gas Cylinders-Winnipeg	Protect employees, service providers and visitors of New Flyer from injury while on the New Flyer property or area under control of New Flyer from the hazards of using compressed air.	Winnipeg	3/21/2006	sites/busapps/businessprocesses/Public library
POL-SAF-009.pdf	A	Occupational Health & Safety Compressed Air-Winnipeg	This Policy supports the elements essential to building, implementing, and delivering the program including: Proper Training and supervision of employees.	Winnipeg	5/11/2006	sites/busapps/businessprocesses/Public library
POL-SAF-010.pdf	A	Occupational Health & Safety Responsibility Policy-Winnipeg		Winnipeg	5/11/2006	sites/busapps/businessprocesses/Public library

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POL-SAF-011.pdf	A	Welding Protection Policy-Winnipeg	Protect the safety and health of New Flyer welders with regards to the hazards that may be present in the process of welding.	Winnipeg	3/21/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-012.pdf	A	Shop Floor/Warehouse Area Food & Drink Policy-Winnipeg	Ensure employees, contractors and visitors of New Flyer Industries will be protected from possible long term and acute effects of residual chemical exposure in their food and beverages.	Winnipeg	3/22/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-013 rev b.pdf	B	Occupational Health & Safety General Safety Rules - Winnipeg	Ensure the protection of workers' health, safety and physical well being, as well as that of managers, supervisors, contractors and visitors.	Winnipeg	2/6/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-013.pdf	B	Occupational Health & Safety General Safety Rules-Winnipeg	Ensure the protection of workers' health, safety and physical well being, as well as that of managers, supervisors, contractors and visitors.	Winnipeg	2/6/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-014.pdf	A	Terms of Office Joint Health & Safety Committee Policy-Winnipeg	Provide Guidance for the effective and enhanced ability to understand the committee member's responsibilities and procedures to resolve safety & health concerns reasonably	Winnipeg	1/29/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-015.pdf	B	Return to Work Policy - Winnipeg	To recognize safety achievements or performance.	All	3/1/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-016.pdf	A	Safety Recognition	To prevent pedestrian/power mobile equipment incidents and accidents, which could result in serious injury and/or death to persons working or visiting New Flyer facilities.	All	3/1/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-017.pdf	A	Pedestrian Safety	It is the objective of New Flyer to ensure, so far as is reasonably practicable, that no worker is subjected to harassment under Human Rights Law, personal harassment or violence in the workplace.	All	3/1/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-018.pdf	A	Respectful Workplace Policy	It is the objective of New Flyer and the CAW Local 3003 to ensure, so far as is reasonably practicable, that no worker is subjected to harassment under Human Rights Law, personal harassment or violence in the workplace.	All	3/1/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-019.pdf	A	Respectful Workplace Policy	This Severe Weather Response Policy has been developed to define and provide procedures in the event that there is the potential or actual severe weather occurring in the Winnipeg area.	Winnipeg	5/1/2009	sites/busapps/businessprocesses/Public Library
POL-SAF-020.pdf	A	Severe Weather Response Policy - Winnipeg	Protect employees, from the hazards of using compressed air by providing safe equipment, procedures and training.	St.Cloud	3/23/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-025.pdf	A	Occupational Health & Safety Compressed Air-St.Cloud	Protect the employees, service providers, and visitors of New Flyer from head injuries while in a workplace controlled by New Flyer.	St.Cloud	3/24/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-026.pdf	C	Occupational Health & Safety Head Protection- St. Cloud	Protect the employees, service providers and visitors of New Flyer from eye injuries while in a workplace controlled by New Flyer.	St.Cloud	3/22/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-027.pdf	A	Occupational Health & Safety Eye Protection-St.Cloud	Protect the employees, service providers and visitors of New Flyer from cut injuries while in a workplace controlled by New Flyer.	St.Cloud	3/22/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-028.pdf	A	Occupational Health & Safety Gloves Cut Resistant- St.Cloud	Protect the employees, service providers and visitors of New Flyer from injuries while in a workplace controlled by New Flyer.	St.Cloud	3/22/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-029.pdf	A	Occupational Health & Safety Personal Protective Equipment-St. New Flyer	Provides guidelines for maximum protection for employees against fall from elevations.	St.Cloud	3/22/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-030.pdf	B	Occupational Health & Safety Fall Protection-St. Cloud	To define the procedure for safely moving WIP Buses in the facility.	St.Cloud	1/28/2008	sites/busapps/businessprocesses/Public Library
POL-SAF-031.pdf	A	Occupational Health & Safety Crane Usage- St. Cloud	Occupational Health & Safety General Dust Control-St. Cloud	St.Cloud	3/21/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-032.pdf	B	Occupational Health & Safety Line Move Bus Push	Occupational Health & Safety General Dust Control-St. Cloud	All	7/30/2013	sites/busapps/businessprocesses/Public Library
POL-SAF-033.pdf	A	Occupational Health & Safety Lift Truck Usage-St. Cloud	Occupational Health & Safety Lift Truck Usage-St. Cloud	St.Cloud	3/22/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-034.pdf	A	Occupational Health & Safety Lift Truck Usage-St. Cloud	Occupational Health & Safety Lift Truck Usage-St. Cloud	St.Cloud	3/21/2006	sites/busapps/businessprocesses/Public Library

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POL-SAF-051.b.pdf	B	Eye Protection - Crookston		Crookston	7/7/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-051.Rev.C.pdf	C	Eye Protection - Crookston		Crookston	6/7/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-051.pdf	C	Eye Protection-Crookston		Crookston	6/7/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-052.pdf	A	Hardhat/Bump Cap- Crookston		Crookston	3/24/2006	sites/busapps/businessprocesses/Public Library
			Ensure that no employees, visitors or contractors are exposed to radiation in excess of limits established by the American Conference of Governmental Hygienists..	All	2/1/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-067.pdf	A	Laser/Radiation Safety Policy		All	3/21/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-076.pdf	A	Occupational Health & Safety Driving Buses St. Cloud & Crookston				
POL-SAF-077.pdf	B	New Flyer Yard Access/Parking Procedure- St. Cloud & Crookston	Ensure the security of all New Flyer employees and	All	3/24/2006	sites/busapps/businessprocesses/Public Library
			Provide guidelines for the safe storage of flammable liquids at all work stations as specified by the local fire Authority (Local Fire Marshal/Chief) and in accordance with International Fire Code.	All	7/17/2007	sites/busapps/businessprocesses/Public Library
POL-SAF-099.pdf		Storage of Flammable Liquids-St. Cloud & Crookston	Provide a safe and healthy work environment, free from the risks associated with direct and secondary exposure to tobacco smoke and tobacco products, and to promote the health of all employees.	All	7/17/2006	sites/busapps/businessprocesses/Public Library
POL-SAF-100.pdf	A	Occupational Health & Safety Smoke Free Environment	Protect the safety and health of New Flyer employees, visitors and contractors and to meet regulatory requirements.	Winnipeg	6/30/2005	sites/busapps/businessprocesses/Public Library
SAF Template.pdf	A	CONTROLLED PRODUCTS		All	6/30/2005	sites/busapps/businessprocesses/Public Library
Safety Policy Statement All Locations.pdf		SAFETY POLICY STATEMENT				
Safety Policy Statement Crookston.pdf	A	SAFETY POLICY STATEMENT		Crookston	4/12/2011	sites/busapps/businessprocesses/Public Library
Safety Policy Statement St.Cloud.pdf	A	SAFETY POLICY STATEMENT		St.Cloud	4/12/2011	sites/busapps/businessprocesses/Public Library
Safety Policy Statement Wpg.pdf	A	SAFETY POLICY STATEMENT		Winnipeg	5/3/2011	sites/busapps/businessprocesses/Public Library
Sprinkler Slarmese Zone Map -711 Kernhaehan.pdf		Sprinkler/Slarmese Zone Map	Third document outlines the procedure for treating waste water on the automated paint line.	Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-APL-1000.pdf	A	Waste Water Treatment Procedure		Winnipeg	5/28/2014	sites/busapps/businessprocesses/Public Library
SWP-B2-3005.pdf	A	Exhaust System		Winnipeg	5/6/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1000.pdf	A	Air Tools – Die Grinder		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1001.pdf	A	Air Tools – Drill / Screw Gun		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1002.pdf	A	Air Tools- Reciprocating Saw		Winnipeg	5/3/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1003.pdf	A	Air Lines		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1004.pdf	A	Compressed Air		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1005.pdf	A	Electrical Extension Cords		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1006.pdf	A	Forklift Operation		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1007.pdf	A	Gantry Cranes		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1008.pdf	A	Jigs & Fixtures		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1009.pdf	A	Grinding (Portable)		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1010.pdf	A	Knives		Winnipeg	5/3/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1011.pdf	A	Ladders		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1012.pdf	A	Lifting Procedure		Winnipeg	4/12/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1013.pdf	A	Underbody Work		Winnipeg	9/30/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1014.pdf	A	Pedestrian Safety & Safety Footwear		Winnipeg	5/2/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1015.pdf	A	Platforms		Winnipeg	7/21/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1016.pdf	A	Portable Lighting		Winnipeg	5/3/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1017.pdf	A	Gloves		Winnipeg	7/21/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1018.pdf	A	Sanding		Winnipeg	7/21/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1020.pdf	A	Step Stools		Winnipeg	7/21/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1021.pdf	A	Tight Fitting Respirator		Winnipeg	7/21/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1022.pdf	A	Vacuums		Winnipeg	9/28/2011	sites/busapps/businessprocesses/Public Library
SWP-GEN-1023.pdf	A	Bench Grinder		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public Library
SWP-GEN-1027.pdf	A	Waste Stream Handling		Winnipeg	All	
SWP-GEN-1028.pdf	A	Line Move		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public Library
SWP-GEN-1029.pdf	A	Eye & Face Protection		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public Library
SWP-GEN-1030.pdf	A	Overhead Lifting		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public Library
SWP-GEN-1031.pdf	A	Air Tools-Torque Tools		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public Library
SWP-GEN-1032.pdf	A	Compressed Gas Cylinder		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public Library

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SWP-GEN-1035.pdf	A	Working Underneath Coaches Raised & On Jacks/Lifts		All	1/3/2012	sites/busapps/businessprocesses/Public library
SWP-GEN-1037.pdf	A	Clamps		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public library
SWP-GEN-1038.pdf	A	Working in A/C Compartment		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public library
SWP-GEN-1039.pdf	A	Working in Engine Compartment		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public library
SWP-GEN-1041.pdf	A	Caulking Guns		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public library
SWP-GEN-1042.pdf	A	Working on top of Coach		Winnipeg	1/3/2012	sites/busapps/businessprocesses/Public library
SWP-MAT-3007.pdf	A	Receiving Roofs		Winnipeg	1/4/2012	sites/busapps/businessprocesses/Public library
SWP-MAT-3008.pdf	A	Roof Lifting Procedure	This document outlines the safe method for loading tube into tube lasers using a crane.	Winnipeg	1/4/2012	sites/busapps/businessprocesses/Public library
SWP-MAT-3009.pdf	A	Loading and Unloading Steel Tubes into Laser Cutters		All	6/9/2014	sites/busapps/businessprocesses/Public library
SWP-MNT-2015.pdf	A	Floor Sweeper (M20 Plant Maintenance		All	1/6/2012	sites/busapps/businessprocesses/Public library
SWP-NSH-2030.pdf	A	Floor Scrubber (T5 Machine Shop Unit)		All	1/6/2012	sites/busapps/businessprocesses/Public library
SWP-SHP-2014.pdf	A	Loading Dock		All	1/4/2012	sites/busapps/businessprocesses/Public library
SWP-SHP-2016.pdf	A	Order Pickers		All	1/11/2012	sites/busapps/businessprocesses/Public library
SWP-SPC-3025.pdf	B	Retro Weld Truck		All	1/14/2014	sites/busapps/businessprocesses/Public library
SWP-TND-3003.pdf	A	Jig & Fixture	Provide a list, as well as documentation of job qualifications for Production personnel	Winnipeg	1/4/2012	sites/busapps/businessprocesses/Public library
WI-SAF-12-001.pdf	A	QUALIFICATION/CERTIFICATION MATRIX		St. Cloud	10/4/2005	sites/busapps/businessprocesses/Public library
BPFD-SAL-131.pdf		CONTRACT SPARES SALES ORDER ENTRY PROCESS		All	3/12/2001	sites/busapps/businessprocesses/Public library
BPFD-SAL-132.pdf		BUS SALES ORDER ENTRY PROCESS		All	3/12/2001	sites/busapps/businessprocesses/Public library
FI-SAL-001.pdf	A	SALES TRANSACTION RECORD		All		sites/busapps/businessprocesses/Public library
To create a Manual Discount. A Manual discount is required when a new Price List is created in order to allow override of sales list prices during Sales Order Entry.						
OP1-SAL-01.pdf	A	Creating a Manual Discount	To set up an Agreement. Agreements allow sales orders to be grouped to permit customer special requirements, and for reporting purposes.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OP1-SAL-02.pdf	A	Creating an Agreement	Provide a process and procedure for setting up a new customer.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OP1-SAL-03.pdf	A	Setting Up A New Customer	Provide a process and procedure for creating a new Price List(s).	All	7/1/1999	sites/busapps/businessprocesses/Public library
OP1-SAL-04.pdf	A	Creating A Price List	To enter BU/Sales Orders.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OP1-SAL-05.pdf	A	Entering Bus Sales Orders	Provide a process for adding an item, or items, to a Bus, Contract Spare or Finance Price List.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OP1-SAL-06.pdf	A	Adding Items To A Sales Order Price List	This procedure outlines the requirements of the Sales Administrator to ensure that the New Flyer's submits a compliant and competitive bid/tender to it's customers.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OP1-SAL-07.pdf	A	BIDDING PROCEDURES	Ensure that New Flyer's customers and internal departments receive the information necessary to achieve successful engineering, building, delivery and payment for all contracts.	All	7/1/1999	sites/busapps/businessprocesses/Public library
OP1-SAL-08.pdf	A	CONTRACT ADMINISTRATION PROCEDURE	Process to record and retain information required for the firm and option order backlog.	All	7/12/2010	sites/busapps/businessprocesses/Public library
OP1-SAL-09.pdf	A	BACKLOG REPORTING	Provide Instructions to employees regarding the reporting of Firm Orders and Options in the Backlog. This policy states the required support to record both Firm Orders and Options in the Backlog.	All	11/1/2010	sites/busapps/businessprocesses/Public library
OP1-SAL-10.pdf	A	BUS ORDER BACKLOG REPORTING POLICY		All	11/5/2009	sites/busapps/businessprocesses/Public library
FI-SEC-001-02.pdf	A	SHELL FINAL RELEASE CHECKLIST		All		sites/busapps/businessprocesses/Public library
FI-SEC-002-01.pdf	A	V.I.T.A.L. SEAL INSPECTION		All		sites/busapps/businessprocesses/Public library
FI-SEC-003-01.pdf	A	Threat Assessment		All		sites/busapps/businessprocesses/Public library
FI-SEC-004-01.pdf	A	Vulnerability Assessment		All		sites/busapps/businessprocesses/Public library
FI-SEC-005-01.pdf	A	Action Plan and Follow-Up		All		sites/busapps/businessprocesses/Public library
FI-SEC-006-01.pdf	A	New Flyer Site Security Frequency Chart		All		sites/busapps/businessprocesses/Public library
FI-SEC-007-01.pdf	A	Key Receipt		All		sites/busapps/businessprocesses/Public library
FI-SEC-008-01.pdf	A	Container and Trailer Integrity Verification List	Complete supply chain risk assessment further to C-TPAT recommendations.	All		sites/busapps/businessprocesses/Public library
OP1-SEC-C-001.pdf	A	Five Step Risk Assessment		All		11/1/2010 sites/busapps/businessprocesses/Public library

Name	Revision Level	Title	Purpose	Location	Revision Date	Path
OPI-SEC-002.pdf	B	VITAL Seal Inspection	To document a verifiable process for visually inspecting all U.S. bound Sealed shipping containers & bus shells To support the provision of physical barriers and deterrents to guard against unauthorized access, New Flyer manages facility access through the controlled issuance of keys and access cards.	All	8/27/2013	sites/busapps/businessprocesses/Public Library
OPI-SEC-003.pdf	A	Site Access Control	Provide a documented and verifiable process for determining risk throughout the New Flyer supply chain, for the selection of business partners including, carriers, other manufacturers, part and raw material suppliers.	Winnipeg	11/1/2010	sites/busapps/businessprocesses/Public Library
PGM-SEC-001.pdf	A	BUSINESS PARTNER SECURITY PROGRAM	Provide procedures to ensure container and trailer integrity is maintained and protect against the introduction of unauthorized material and/or persons.	All	11/1/2010	sites/busapps/businessprocesses/Public Library
PGM-SEC-002.pdf	A	CONTAINER & SHELL SECURITY PROGRAM	Ensure access controls are established that will prevent unauthorized entry to facilities, maintain control of employees and visitors, and protect company assets.	All	11/1/2010	sites/busapps/businessprocesses/Public Library
PGM-SEC-003.pdf	A	PERSONNEL SECURITY PROGRAM	To establish procedures and documentation for security measures that ensure the integrity and security of processes relevant to the transportation, handling and storage of cargo in the New Flyer supply chain.	All	11/1/2010	sites/busapps/businessprocesses/Public Library
PGM-SEC-004.pdf	A	SECURITY PROCEDURES & DOCUMENTATION PROGRAM	Provide New Flyer employees with security education and training intended to maintain the integrity and security of the New Flyer supply chain.	All	11/1/2010	sites/busapps/businessprocesses/Public Library
PGM-SEC-005.pdf	A	SECURITY & THREAT AWARENESS TRAINING	Provide physical barriers and deterrents to guard against unauthorized access.	All	6/4/2014	sites/busapps/businessprocesses/Public Library
PGM-SEC-006.pdf	A	SITE SECURITY PROGRAM	This document outlines how information integrity is maintained to protect data from unauthorized access or manipulation.	All	11/1/2010	sites/busapps/businessprocesses/Public Library
PGM-SEC-007.pdf	B	Information Security Program	To detail completion of Risk Assessments required by C-TAAT	All	11/1/2010	sites/busapps/businessprocesses/Public Library
WI-SEC-001.pdf	A	Documenting the Risk Assessment Process	Describes the steps for processing warranty claims at New Flyer Industries Limited.	All	6/1/1998	sites/busapps/businessprocesses/Public Library
OPI-SEC-01.pdf	B	WARRANTY CLAIMS PROCEDURE	Describes the process for handling problems encountered with vehicles being accepted into service that require corrective action at New Flyer production plants or at the property.	Winnipeg	5/19/2005	sites/busapps/businessprocesses/Public Library
OPI-SEC-02.pdf	C	Field Service Action Report (FSAR) and Instruction to Action Report	Identify what all the VIN positions stand for on a New Flyer vehicle and link CSS related functions.	Winnipeg	4/1/1998	sites/busapps/businessprocesses/Public Library
OPI-SEC-03.pdf	B	Warranty Parts Order Process	To give an instruction set relating to generating vehicle identification numbers.	All	10/1/2004	sites/busapps/businessprocesses/Public Library
OPI-VSC-01.pdf	A	Vehicle Identification Numbers	To establish a procedure to have the most recent acceptance information for each individual vehicle located in an accessible Oracle database	All	10/1/2004	sites/busapps/businessprocesses/Public Library
WI-VSC-01-001.pdf	A	Generating Vehicle Identification Numbers (VIN)	To simplify the process of creating the Coach Delivery & Acceptance Forms	All	10/1/2004	sites/busapps/businessprocesses/Public Library
WI-VSC-01-002.pdf	A	Adding or Modifying Acceptance Information for an Individual Vehicle	To export the VIN information into Excel for future usage in other departments, databases, spreadsheets, etc..	All	10/1/2004	sites/busapps/businessprocesses/Public Library
WI-VSC-01-003.pdf	A	Printing blank Coach Delivery & Acceptance Forms				
WI-VSC-01-004.pdf	A	Exporting VIN Information from Oracle				