
Business Management Manual

SENTRY EQUIPMENT CORP

966 BLUE RIBBON CIRCLE NORTH

OCONOMOWOC, WI 53066

CONTAINING CONTROL REQUIREMENTS FOR:

- **ASME BPVC SECTION VIII DIVISION 1,
CERTIFICATION MARK WITH “U” DESIGNATION, SHOP ONLY**
- **ISO 9001:2015**

Business Management Manual

1.0 QUALITY POLICY

1.1 Sentry Equipment is dedicated to exceeding the expected requirements of all interested parties. Through strategic planning, methodical monitoring, and continual improvement; top management sets objectives, ensures executables are delivered, tracks results, and takes appropriate action in an effort to satisfy all stakeholders.

2.0 SCOPE

2.1 Sentry Equipment’s design, manufacture, sales, installation, and service of manual and automatic sampling products, steam and water analysis systems, and sample conditioning and corrosion monitoring products.

2.2 Sentry Equipment’s solutions are applicable in any market, but primarily serves the power, petrochemical and refining, oil and gas, cement, mining, food and beverage, and pharmaceutical markets with solutions for gases, liquids, slurries, solids, powders, steam, and water.

2.3 ASME BPVC Section VIII Division 1, ASME Certification Mark with “U” designation (ASME Code), shop only, requirements are established for applicable products and are under the surveillance an Authorized Inspector (ASME AI) as required by the ASME Code. The applicable location is Sentry Equipment Corp, 966 Blue Ribbon Circle North, Oconomowoc, WI 53066.

3.0 CONTEXT OF THE ORGANIZATION

Internal Issues	Monitoring Method
Process failures	Enterprise risk assessment Management team meetings
Legal failures	Enterprise risk assessment Management team meetings
Control failures	Enterprise risk assessment Management team meetings
Personnel changes	Enterprise risk assessment Management team meetings Succession planning
Information technology failures	Enterprise risk assessment Management team meetings
Knowledge loss	Enterprise risk assessment Management team meetings Succession planning
Financial loss	Enterprise risk assessment Management team meetings Monthly financial reports

Business Management Manual

Credit loss	Enterprise risk assessment Management team meetings
Culture changes	Workplace dynamics survey Management team meetings
Shifts in employee-owner value	Workplace dynamics survey Management team meetings
External Issues	Monitoring Method
Economic variations and trends	Enterprise risk assessment Commercial review
Political & policy changes	Enterprise risk assessment Commercial review
Competitive and pricing shifts	Enterprise risk assessment Commercial review
Supplier changes	Supplier scorecard
Technological advances	Enterprise risk assessment Commercial review
Market shifts	Enterprise risk assessment Commercial review
Customer value/perception changes	Commercial review
Regulatory changes	ASME joint review Press releases Document control

4.0 INTERESTED PARTIES

Interested Party	Requirement(s)	Risk(s)	Monitoring Method
Employee owners	Safe workplace Job security Transparency Recognition/Reward	Employee loss	Injury reports Performance reports Commercial review Wage comparisons Workplace dynamics
Customers	Quality Price Delivery	Loss of business to competitors	Commercial reviews
Suppliers	Mutual benefit Continuity	Shortage of parts	Supplier performance
Regulatory bodies	Compliance	Loss of approval	Audit results
Rep and sales channels	Mutual benefit Continuity	Loss of business	Sales performance
Strategic partners	Mutual benefit Continuity	Loss of business	Sales performance Commercial review
Society	Environmental safety Ethical behavior Statutory compliance	Financial loss (fine) Loss of respect Loss of business	Enterprise risk assessment
Competitors	N/A	Loss of business to competitors	Commercial reviews
Creditors	Financial stability	Credit challenges	Monthly financial reports

Business Management Manual

5.0 STATEMENT OF AUTHORITY AND RESPONSIBILITIES

- 5.1 Sentry’s Director of Quality shall have the authority and responsibility established by Sentry’s President to implement, maintain, identify problems within, and improve the systems required by the applicable ASME Code. The Director of Quality has the authority to inspect, approve product, and halt production within the scope of the ASME Code.
- 5.2 In the event of an interdepartmental conflict, it shall be the responsibility of Sentry’s President to resolve the matter within the requirements of the ASME Code, customer specifications, and the Business Management Manual.
- 5.3 Sentry’s Director of Quality shall review the new ASME Code Editions for any required changes to this program, any required changes shall be approved by the Director of Quality and accepted by the ASME AI prior to the mandatory effective date. The Director of Quality shall document this review by initials and date on the summary of changes page or the cover page of each ASME Code book.

6.0 REFERENCES AND RELATED INFORMATION

Document Number	Document Title
ISO 9001-2015	Quality Management Systems – Requirements
ASME BPVC VIII-2019	Mandatory Appendix 10 Quality Control System
NB-57	The National Board Guide
BPV-GUI-01	Guide for ASME Review Teams for Review of Applicants ASME Certificates of Authorization

7.0 ACRONYMS AND DEFINITIONS

Acronym/Term	Definition
ASME Code	ASME BPVC Section VIII Division 1, ASME Certification Mark with “U” designation, shop only
ASME AI	ASME Code Authorized Inspector
Sentry / Sentry Equipment/ Sentry Equipment Corporation, Sentry Equipment Corp.	Sentry Equipment Corp
BMM	Business Management Manual

Business Management Manual

Clause	Documented Information	Corporate Management	Marketing	Sales	Customer Service	Project Management	Engineering	Production Control	Materials Management	Manufacturing Engineering	Manufacturing	Quality Assurance	Product Support	Field Services	Human Resources	Finance	Information Tech. & Systems
--------	------------------------	----------------------	-----------	-------	------------------	--------------------	-------------	--------------------	----------------------	---------------------------	---------------	-------------------	-----------------	----------------	-----------------	---------	-----------------------------

8.0 ISO 9001:2015 INTERACTION MATRIX

4. Context of the Organization																	
4.1 Understanding the organization and its context	Manu-0047 section 3.0	P															
4.2 Understanding the needs and expectations of interested parties	Manu-0047 section 4.0	P															
4.3 Determining the scope of the quality management system	Manu-0047 section 2.0	P															
4.4 Quality management system and its processes	MDL-0090	P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
5. Leadership																	
5.1 Leadership and commitment		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5.1.1 General		P										S					
5.1.2 Customer focus		P	S	S	S	S	S		S	S	S	S	S	S			
5.2 Policy	Manu-0047 section 1.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5.2.1 Establishing the quality policy		P															
5.2.2 Communicating the quality policy		P															
5.3 Organizational roles, responsibilities, and authorities	Manu-0047 section 5.0	P															
6 Planning																	
6.1 Actions to address risks and opportunities		P										S					
6.2 Quality objectives and planning to achieve them		P	S	S	S	S	S	S	S	S	S	S	S	S			S

P = Primary Responsibility: Accountable for the process(es) as applicable to their area to ensure compliance to the “shalls” in the clause.
S = Secondary Responsibility: Contribute to the execution of process(es) as designed to ensure compliance.

Risk Based Thinking Element

Business Management Manual

Clause	Documented Information	Corporate Management	Marketing	Sales	Customer Service	Project Management	Engineering	Production Control	Materials Management	Manufacturing Engineering	Manufacturing	Quality Assurance	Product Support	Field Services	Human Resources	Finance	Information Tech. & Systems
--------	------------------------	----------------------	-----------	-------	------------------	--------------------	-------------	--------------------	----------------------	---------------------------	---------------	-------------------	-----------------	----------------	-----------------	---------	-----------------------------

6.3 Planning of changes		P	S	S	S	S	S	S	S	S	S	S	S	S			S
7 Support																	
7.1 Resources		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.1.1 General		P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
7.1.2 People		P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
7.1.3 Infrastructure		P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
7.1.4 Environment for the operation of processes		P	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
7.1.5 Monitoring and measuring resources		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.1.5.1 General											S	P					
7.1.5.2 Measurement traceability											S	P					
7.1.6 Organizational knowledge		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.2 Competence		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.3 Awareness		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.4 Communication		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.5 Documented Information	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7.5.1 General	POL-0024											P					
7.5.2 Creating and updating	SOP-0053		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7.5.3 Control of documented information	SOP-0053		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

P = Primary Responsibility: Accountable for the process(es) as applicable to their area to ensure compliance to the “shalls” in the clause.
S = Secondary Responsibility: Contribute to the execution of process(es) as designed to ensure compliance.

Risk Based Thinking Element

Business Management Manual

Clause	Documented Information	Corporate Management	Marketing	Sales	Customer Service	Project Management	Engineering	Production Control	Materials Management	Manufacturing Engineering	Manufacturing	Quality Assurance	Product Support	Field Services	Human Resources	Finance	Information Tech. & Systems
--------	------------------------	----------------------	-----------	-------	------------------	--------------------	-------------	--------------------	----------------------	---------------------------	---------------	-------------------	-----------------	----------------	-----------------	---------	-----------------------------

8 Operation																	
8.1 Operational planning and control			S	P	S	P	P	S	P	P		P	P	P			
8.2 Requirements for products and services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8.2.1 Customer communication			P	P	P	P	P						P	P			
8.2.2 Determining the requirements for products and services				P		P	P										
8.2.3 Review of the requirements for products and services				P	P	P	P	S	S	S		S	P	P			
8.2.4 Changes to requirements for products and services				P	P	P	P	S	S	S		S	P	P			
8.3 Design and development of products and services	18-09007A	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8.3.1 General						P	P							P			
8.3.2 Design and development planning						P	P										
8.3.3 Design and development inputs				P		P	P							P			
8.3.4 Design and development controls				S		P	P				S	P		P			
8.3.5 Design and development outputs				S		P	P			P		P					
8.3.6 Design and development changes						P	P										
8.4 Control of externally provided processes, products and services		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8.4.1 General									P	P		P		P			
8.4.2 Type and extent of control									P			P		P			
8.4.3 Information for external providers							P		P	P		P		P			

P = Primary Responsibility: Accountable for the process(es) as applicable to their area to ensure compliance to the “shalls” in the clause.
S = Secondary Responsibility: Contribute to the execution of process(es) as designed to ensure compliance.

Risk Based Thinking Element

Business Management Manual

Clause	Documented Information	Corporate Management	Marketing	Sales	Customer Service	Project Management	Engineering	Production Control	Materials Management	Manufacturing Engineering	Manufacturing	Quality Assurance	Product Support	Field Services	Human Resources	Finance	Information Tech. & Systems
8.5 Production and service provision		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8.5.1 Control of production and service provision		P					P			P	S	P		P			
8.5.2 Identification and traceability							S		P	S	S	P					
8.5.3 Property belonging to customers and external providers									P		S	P		P			
8.5.4 Preservation									P		S						
8.5.5 Post-delivery activities													P	P			
8.5.6 Control of changes						P	P		P	P	S	P					
8.6 Release of products and services				P		P					S	P		P			
8.7 Control of nonconforming outputs	SOP-0156						S		S	S	S	P		P			
9 Performance Evaluation																	
9.1 Monitoring, measurement, analysis, and evaluation	SOP-0157	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9.1.1 General		P															
9.1.2 Customer satisfaction		P	S	S	S							S	S	S			
9.1.3 Analysis and evaluation		P	P	P					P			P		P			
9.2 Internal audit	SOP-0162											P					
9.3 Management review	WRK-0161	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
9.3.1 General	-	P										S					
9.3.2 Management review inputs	-	P										S					

P = Primary Responsibility: Accountable for the process(es) as applicable to their area to ensure compliance to the “shalls” in the clause.
S = Secondary Responsibility: Contribute to the execution of process(es) as designed to ensure compliance.

Risk Based Thinking Element

Business Management Manual

Clause	Documented Information	Corporate Management	Marketing	Sales	Customer Service	Project Management	Engineering	Production Control	Materials Management	Manufacturing Engineering	Manufacturing	Quality Assurance	Product Support	Field Services	Human Resources	Finance	Information Tech. & Systems
9.3.3 Management review outputs	-	P										S					
10 Improvement																	
10.1 General		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10.2 Nonconformity and corrective action	18-09207A			S	S	S	S	S	S	S	S	P	S	S			
10.3 Continual improvement		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

P = Primary Responsibility: Accountable for the process(es) as applicable to their area to ensure compliance to the “shalls” in the clause.
S = Secondary Responsibility: Contribute to the execution of process(es) as designed to ensure compliance.

Risk Based Thinking Element

Business Management Manual

Clause	Documented Information	Corporate Management	Marketing	Sales	Customer Service	Project Management	Engineering	Production Control	Materials Management	Manufacturing Engineering	Manufacturing	Quality Assurance	Product Support	Field Services	Human Resources	Finance	Information Tech. & Systems
--------	------------------------	----------------------	-----------	-------	------------------	--------------------	-------------	--------------------	----------------------	---------------------------	---------------	-------------------	-----------------	----------------	-----------------	---------	-----------------------------

9.0 ASME INTERACTION MATRIX

Section VIII Div 1, Mandatory Appendix 10																	
10-1 General	MANU-0047	P										S					
10-2 Outline of features included in the written quality control system	POL-0024, SOP-0053											P					
10-3 Authority and responsibility	MANU-0047						S					P					
10-4 Organization	SOP-0150														P		
10-5a Drawings, design calculations, and specification control	SOP-0152						P					S					
10-5b Drawings, design calculations, and specification control	Not applicable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10-6 Material control	SOP-0153								P			S					
10-7 Examination and Inspection program	SOP-0154						S					P					
10-8 Correction of nonconformities	SOP-0156						S	S				P					
10-9 Welding	SOP-0155						P	S	S	S	S	S					
10-10 Nondestructive examination	SOP-0154						S					P					
10-11 Heat treatment	SOP-0154						P	S	S	S	S	S					
10-12 Calibration of measurement and test equipment	SOP-0157										S	P					
10-13a Records retention	SOP-0159						P					P					
10-13b Records retention	SOP-0159						P					P					

P = Primary Responsibility: Accountable for the process(es) as applicable to their area to ensure compliance to the “shalls” in the clause.
S = Secondary Responsibility: Contribute to the execution of process(es) as designed to ensure compliance.

Risk Based Thinking Element

Business Management Manual

Clause	Documented Information	Corporate Management	Marketing	Sales	Customer Service	Project Management	Engineering	Production Control	Materials Management	Manufacturing Engineering	Manufacturing	Quality Assurance	Product Support	Field Services	Human Resources	Finance	Information Tech. & Systems
10-13c Records retention	Not applicable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10-14 Sample forms	Included in applicable procedures											P					
10-15 Inspection of vessels and vessel parts	MANU-0047 section 5.2											P					
10-16 Inspection of pressure relief valves	Not applicable	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
10-17 Certifications	SOP-0053											P					
ASME Authorized Inspector	SOP-0151											P					

P = Primary Responsibility: Accountable for the process(es) as applicable to their area to ensure compliance to the “shalls” in the clause.
S = Secondary Responsibility: Contribute to the execution of process(es) as designed to ensure compliance.

Risk Based Thinking Element