

Apex Design Technology, Inc.

"The Buzz"

OWNERS' CORNER

APEX BASKING IN THE GLOW OF SUCCESS AFTER ISO 9001/AS9100 AUDIT

On August 4th, three representatives of TUV, a 3rd party registration body, came to Apex to perform an ISO 9001 and AS9100 audit. It would be Apex's first attempt at formal registration.

The beginning: After formal introductions of Apex and TUV personnel, an opening statement was made by Todd Gallagher to TUV, "Gentlemen, I am curious to know if you have ever performed this type of audit in the past and found no deficiencies?" After some brief moments of contemplation, all three auditors shook their heads and said, "No".

At the end of the first day, when documents were reviewed and scorecards were tallied, there were no deficiencies to report.

At the end of the second day, when more documents were reviewed and more scorecards tallied, it was official. No deficiencies found! No minors, no majors. Zilch, zip, nada, none!

Wow. Quite an accomplishment and a tribute to all Apex employees whether you played an active or more subtle role, it shows how effective a team can be when everyone stays focused on the goal. Congratulations to all.

QUALITY CORNER

THE RECIPE FOR SUCCESS

Because it is rare for any company to go through the ISO 9001 and AS 9100 registration process for the first time and pass without any findings, we have been asked by others, "what does it take?"

For other companies it may vary, but for Apex it was a combination of the following ingredients:

- ❖ Involvement by all employees
- ❖ Top management commitment
- ❖ A competent coach that has been through the process before (Muriel Sasaki of Alliance for International Management Systems)
- ❖ JobBOSS (our ERP system) provided the tools that allowed us to present a vast array of objective evidence and metrics that otherwise would have been cumbersome.

Thanks to all!

"DON'T LET GO"

Now that we have passed the scrutiny of the third party registrars, what do we do now? Well, our registration is only good for one year. Then the third party registrar will be back to verify we are still adhering to the requirements of the standards. So, we really can't let our guard down too much.

Time passes quickly and we will be under the microscope again before you know it. What can you do? Just continue doing what you have been doing. Always look for ways of improving processes you are involved with. But don't implement any changes without first getting the approval of your supervisor or the process owner. Procedures need to be in-line with what we actually do. So even if we improve a process, the procedure may need to be changed.

We are at the top of our game right now and it's a lot easier maintaining that level than it would be trying to get there from a lower level. We have all worked hard to get where we are. Let's not let it go.

PERSONAL PROFILE

David Valez *Welcome to Apex!*

Years/Months at Apex:

Since June 15th - Two weeks.

Job Title/Position/Duties:
Material Control - Material Estimating

Richard Babcock 1st
 Armando Garcia 1st
 Richard L. Stiller 1st

What do you like most about your job?
The co-workers are great and helpful.

If there were something you can change about your job, what would it be?
The quality of some drawings and lack of information given by drawings.

Where do you see yourself 5 years from now?
Depends on the Lottery!

What do you like to do in your spare time?
Just relax and rest.

Are you married? *No.*

Do you have children and/or grandchildren? *No.*

What is something that no one, or not many, of your co-workers know about you (Hobbies, talents, special interests, etc.)?
I play in a Basketball League on the weekend.

AUGUST BIRTHDAYS

Aug. 3 rd	Phillipa H. Smurthwaite
Aug. 9 th	Edward Y. Michioka
Aug. 9 th	Wes Gordon
Aug. 9 th	Larry Yip
Aug. 11 th	Susana Escorcía
Aug. 11 th	Alfonso Flores
Aug. 11 th	Frank Tran
Aug. 12 th	Scott Reid
Aug. 17 th	Arturo Salinas
Aug. 19 th	Richard L. Stiller
Aug. 25 th	Jose L. Castro
Aug.30 th	Lima Carrera

EMPLOYEE ANNIVERSARIES:

Blaine Dome	10th
James Enos	8th
Manuel Solorzano	7th
Susana Escorcía	3rd
Rene Buelna	2nd
Arturo Salinas	2nd
Higinio Perez	2nd
Alvin Quach	2nd
Jose A. Sanchez	1st

NEW HIRES - *Please extend a warm welcome to our new Apex Teammates:*

James J. Ross - Welding (Alabama)
 Stephen Tocol - Accounting
 Thephiet (Pete) Nguyen - Hydraulics

HEALTH TIPS FOR HEALTHY BACKS

Four out of five (that's **80%**) of us experience **back problems** at some time in our lives. With odds like that we should do everything we can to keep our backs strong and healthy.

When sitting, keep your backs straight and your shoulders back. Support your lower back.

Stand with one foot slightly in front of the other, with knees slightly bent to take pressure off the lower back.

When reaching for things that are higher than shoulder height, stand on a sturdy stool or ladder.

When lifting, stand with your feet planted squarely, shoulder width apart. Bend at the knees, not the waist. Lift slowly and let your legs carry the weight.

Move heavy objects by pushing rather than pulling, since that is easier on the back.

Exercise and lose excess fat to get down to within 10 pounds of your ideal weight and take the strain off your spine.

Sleep on your side with pillows between your knees, or on your back with pillows under your knees, to maintain correct spinal alignment and get a relaxing night's sleep.

Article contributed by Phillipa Smurthwaite: Source: "Chiropractic Wellness Diary 2005"

EDITOR'S NOTE:

In the July "The Buzz" newsletter the "L" in René Buelna's last name was erroneously omitted. Our apologies to René. And, we again congratulate René on his promotion to Project Manager.