















**PHOENIX STEEL LTD**  
**MANAGEMENT SYSTEM PROCEDURE INDEX**

REF	REV	DESCRIPTION	APPROVALS		
			NAME	SIGN	DATE
MP01	2	Handling of enquiries, preparation of quotations and processing of orders	PETER SWICKS		26/6/09
MP02	1	Stock control and distribution	U		U
MP03	2	Control of production	U		U
MP04	2	Transport	U		U
MP05	2	Purchasing	U		U
MP06	2	Document and record control	U		U
MP07	1	Internal auditing and management review	U		U
MP08	2	Control of internal non-conformances and customer feedback	U		U
MP09	1	Control of tools, equipment, measuring and test equipment	U		U
MP10	1	Corrective, and preventive action	U		U
MP11	1	Employee training, awareness and competencies	U		U
MP12	1	Communications	U		U
MP13	1	Goods receiving	U		U
			U		U