

Alpha Synergy Industrial Solutions LLC

SHAMS Free Zone, Sharjah, UAE | License No. 2645817.01

List of QA / QC Procedures

Document No.: AS-QC-001	Revision: Rev. 01	Date: 19 May 2026
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1. Purpose

This document provides a master list of all Quality Assurance and Quality Control procedures maintained by Alpha Synergy Industrial Solutions LLC. These procedures govern the key processes used to measure, control, and assure the quality of procurement and supply activities.

2. Applicability

All procedures listed below apply to the full scope of Alpha Synergy operations including procurement, supplier management, logistics, and client service.

3. Master Procedure Register

Doc. No.	Procedure Title	Owner	Rev.	Status
AS-PRO-001	Supplier Evaluation & Approval Procedure	Procurement Officer	Rev.01	Active
AS-PRO-002	Request for Quotation (RFQ) Processing Procedure	Sales Manager	Rev.01	Active
AS-PRO-003	Purchase Order Review & Issuance Procedure	Procurement Officer	Rev.01	Active
AS-PRO-004	Goods Inspection & Acceptance Procedure	Expediting & Logistics	Rev.01	Active
AS-PRO-005	Nonconforming Goods Handling Procedure	Procurement Officer	Rev.01	Active
AS-PRO-006	Delivery Expediting & Logistics Control Procedure	Expediting & Logistics	Rev.01	Active
AS-PRO-007	Customer Complaint & Corrective Action Procedure	Sales Manager	Rev.01	Active
AS-PRO-008	Document Control & Record Management Procedure	Finance & Admin	Rev.01	Active
AS-PRO-009	Internal Quality Review Procedure	General Manager	Rev.01	Active
AS-PRO-010	After-Sales & Client Communication Procedure	Sales Manager	Rev.01	Active

4. Procedure Descriptions

- AS-PRO-001 — Supplier Evaluation & Approval Procedure
- AS-PRO-002 — Request for Quotation (RFQ) Processing Procedure

- **AS-PRO-003** — Purchase Order Review & Issuance Procedure
- **AS-PRO-004** — Goods Inspection & Acceptance Procedure
- **AS-PRO-005** — Nonconforming Goods Handling Procedure
- **AS-PRO-006** — Delivery Expediting & Logistics Control Procedure
- **AS-PRO-007** — Customer Complaint & Corrective Action Procedure
- **AS-PRO-008** — Document Control & Record Management Procedure
- **AS-PRO-009** — Internal Quality Review Procedure
- **AS-PRO-010** — After-Sales & Client Communication Procedure

5. Review & Approval

All procedures are subject to annual review or upon a significant change in process. The General Manager is responsible for approving all procedure documents.

Approved by: Mohamed Abdul Kader | General Manager | 19 May 2026