



Quality Procedure

Procedure Title	Number	Revision	Release Date
Supplier Qualification Requirements	QP-06001	L	4-17-09

Approved By:

Signature

Date

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Revision History

Rev.	Page	Description of Revision	Date
F	5	Para. 7.1.6 Added ref. to computer data base and level of approval on the ASL. Para. 7.2.2 Added on time delivery	9-18-02
NC	ALL	New Release	11/01/99
A	All	Corrected revisions on footer, corrected header	12/13/99
B	All	Added requirements for on site audit, Corrected appendix A, spelling corrections. Audit corrections.	01-14-00
C	4,5	Section 6 correct spelling; section 7.2 rewritten, audit finding.	6-14-01
D	All	Minor procedural changes to define SQA responsibilities, duties, and clarification of Quality requirements.	3-01-02
E	All	Added AS9100A reference (as needed)	7-15-02
E	6, 7	Supplier monitoring information and on-site audits	7-15-02
F	4	Para. 5.4 & 6.6 added the ASL level of approval and the type of product supplier is approved for Mfg.	9-18-02
G	2, 4	Para. 5, 2 changed to Probational, Para. 7.2 changed supplier to Q, P, L	2-27-06
H	All	Minor procedural changes to define SQA responsibilities, duties, and clarification of Quality requirements Add form QF-06001B & changed requirements for on site audit to use AS9101 checklist.	7-18-06
J	All	Changed SQA to QA throughout document. Updated supplier request form page 8. Minor changes throughout	10-05-07
K	All	Minor procedural changes to define the Quality Engineer's responsibilities and duties. Added changes to be in line with AS9100 & Purchasing.	7-11-08
K	3, 18	Added supplier analysis scorecard form QF-06001D	7-11-08
L	18	Removed form QF-06001D & C. Changed logo, and added CWC to procedure.	2-23-09

1.0 Purpose

To provide a procedure for the selection, qualification, control and monitoring of suppliers' quality systems, products, processes and services to CWC/IMC Magnetics Manufacturing Operations.

2.0 Scope

- 2.1 This procedure applies to those suppliers who provide parts or services for use in the CWC/IMC Magnetics' manufacturing process. Suppliers of office material and general supplies and building maintenance are excluded from this procedure.
- 2.2 Customer directed sources shall meet the requirements of this procedure and also the customer requirements and approvals.

3.0 Responsibility

- 3.1 The Quality Assurance Manager or his/her designee is responsible for the development, implementation and control of this procedure.
- 3.2 Quality Assurance and Materials Purchasing Group personnel shall comply with the requirements of this procedure.

4.0 Reference Documents

- 4.1 AS9100 Aerospace Standard; Quality System, section 7.4
- 4.2 QP-06002 Supplier Quality Requirements
- 4.3 MTP-06003 General Purchasing Procedure
- 4.4 QP-14001 Corrective Action Procedure
- 4.6 QF-06001A Preliminary Quality Systems Survey
- 4.7 QF-06001B Supplier Quality Alert
- 4.8 ISO 14000 International Standard; Environmental Management Systems
- 4.9 AS9101 Aerospace Standard; Checklist for onsite audits

5.0 Definitions

- 5.1 **Qualified supplier (Q)** - An external business, approved by Quality Assurance, providing parts, materials, supplies or services that have demonstrated acceptable quality performance.
- 5.2 **Probational approved supplier (P)** - An external business having probational approval by Quality Assurance to provide parts, materials, supplies or services.
 - 5.2.1 New supplier in probational status - Probational approval is also used while the Quality Engineer is sending out the quality survey or waiting on its return.
 - 5.2.2 Existing supplier in probational status - Supplier that has not demonstrated acceptable quality performance and/or on time corrective action responses, the supplier shall improve its quality rating in a period of twelve months or less in order to revert to the approved supplier status.

Quality Procedure

- 5.3 **Limited approval supplier (L)** - An external business that has not demonstrated acceptable quality performance and/or on time corrective action responses. Purchase orders to provide parts, materials, supplies or services to CWC/IMC will be approved by the Quality Engineer or the Quality Manager. The supplier shall improve its quality rating in a period of twelve months or less in order to obtain the approved supplier status.
- 5.4 **Suspended supplier- (S)** An external business who has not met the quality requirements or has failed to maintain an approved quality level at CWC/IMC.
- 5.5 **Approved supplier list (ASL)** - A listing of suppliers that are approved to provide parts, materials, supplies or services to CWC/IMC that are used in the manufacturing and test of a finished product. The ASL shall show the level of approval and the procurement code, product, or service the supplier is approved to furnish.
- 5.6 **Preliminary quality systems survey** - A self-assessment completed by a supplier either by mail, e-mail, or over the phone to determine conditional acceptance of the supplier's facilities, systems, capabilities and quality procedures (QF-06001A).
- 5.7 **Supplier quality systems survey** - A review / audit of a supplier's manufacturing facilities and quality systems conducted and documented by the Quality Engineer. (Using the Preliminary Quality Systems Survey, or the AS9101 checklist).

6.0 General Policies

- 6.1 The Quality Engineer is responsible for maintaining CWC/IMC approved supplier listing (ASL) located in the network folder SAR 589\ASL Vendors.
- 6.2 The ASL shall contain each approved supplier's name and/or identification number, address, phone number, fax number and e-mail. The ASL shall be assigned a procurement/commodity code and the level of approval per paragraph 7.1.6.
- 6.3 All suppliers will be evaluated on their ability to meet CWC/IMC quality performance and/or on time corrective action responses.
- 6.4 Purchase orders to suppliers listed as "limited" in the CWC/IMC's ASL will be listed with an "L" in the supplier status code in the syteline system, and will require the Quality Engineer or the Quality Manager's approval prior to issuing a purchase order.
- 6.5 The Quality Engineer shall notify purchasing using the Vendor change request form 48 hours in advance of any action to disqualify, limit or change the status of a supplier in CWC/IMC procurement system.

7.0 Procedure

7.1 Initial qualification of suppliers.

- 7.1.1 An initial request to add a new supplier to the ASL shall be initiated by submitting a Vendor change request form.
- 7.1.2 The Manager of Procurement shall review the change request and determine from the justification the need for further action.

Quality Procedure

- 7.1.3 When the Manager of Procurement determines there is a need to add the supplier to the ASL, the Quality Engineer/Purchasing department shall forward a preliminary quality system survey (appendix A), and QP-06002 supplier quality requirements to the supplier. CWC/IMC may request a copy of their quality manual, ISO 9000 certification, AS9100 or other supplier certifications. The Quality Engineer or the Quality Manager may elect, due to special circumstances to perform a desktop / telephone survey of the supplier.
- 7.1.4 The completed supplier quality system survey, QMS approval certificates and supplier's quality manual shall be forwarded to the Quality Engineer for review and approval.
- 7.1.5 The Quality Engineer shall review the document package and, based upon the information provided, make a determination to proceed with or halt the approval process.
 - 7.1.5.1 Should the approval process be terminated, the document package shall be retained on file for not less than 1 year. A copy of the Vendor change request shall be forwarded to the Buyer initiating the change request. The change request shall indicate the reason the supplier is not qualified based upon information supplied. The Quality Engineer shall specifically note the supplier's deficiencies and what issues must be addressed before the quality department will review the supplier again.
 - 7.1.5.2 Should the approval process continue the Quality Engineer or the Quality Manager shall make a determination as to whether or not to perform a supplier on-site audit. This determination shall be based on, but not limited to, existing approvals awarded to the supplier (ISO 9000, AS 9100, etc.), the nature and complexity of the product(s) being supplied, and applicable customer contract requirements.
- 7.1.6 Upon satisfactory completion of the preliminary quality system survey or the supplier quality system audit. The Quality Engineer shall request a "supplier identification number" for the vendor master ASL system and indicate in the enterprise code area of the computer database with the letter "Q", "P" or "L", showing the level of approval that the supplier's has been given on the ASL. The Quality Engineer will indicate the type of service the supplier is approved to perform for CWC/IMC.
- 7.1.7 Prior to purchase order release, the Buyer shall ensure the supplier has a copy of the supplier quality requirements, QP-06002.
- 7.2 Monitoring existing suppliers**
 - 7.2.1 Suppliers shall be subject to quarterly monitoring of quality performance and on time corrective action responses. At least quarterly, a report will be sent to suppliers showing their quality rating at CWC/IMC. (From access data base).
 - 7.2.2 The Quality Engineer or the Quality Manager shall review all suppliers and document their quality rating in terms of quality performance and/or on time corrective action responses. Those suppliers meeting IMC's quality requirements shall be placed on the IMC's ASL.
 - 7.2.3 All suppliers shall be evaluated over a six-month rolling average. Failure to meet these standards may result in the supplier's rating to be changed from a "Q" (qualified) status to a "P" (probational) or an "L" (limited) status. Failure of a supplier to meet these requirements without displaying significant improvement over a twelve-month period will result in a change to a "S" (suspended) status and prompt the removal of that supplier from IMC's ASL.
 - 7.2.4 Supplier quality ratings:

Quality Procedure

Suppliers with a quality rating of 95% and above will be rated as "Q" (qualified) on IMC's ASL.

Existing suppliers with a quality rating in a range of 85% to 94% will be rated as "P" (probational) on IMC's ASL.

New probational approved suppliers "P" (probational) shall be required to maintain the minimum quality performance requirements for a period of 6 months or their initial six deliveries to IMC.

Suppliers with a quality rating below 85% will have a rating of "L" (limited) on IMC's ASL. All suppliers rated "L" will have the RFQ or Buyer's worksheet reviewed by the Quality Engineer before the P.O. is placed with that supplier. The Quality Engineer will sign or place their triangle stamp on the document showing approval of the P.O. for placement with the supplier.

Supplier's with past due corrective action responses will be penalized 10% (per instance) in their quality rating.

- 7.2.5 Vendor Change request form for suppliers may be used to change the level or remove a supplier from the ASL. The Quality Engineer will review the form and the justification for the change. Copies of the change request form will be given to purchasing 48 hours prior to any change in the supplier's approval level or the supplier being "suspended".

7.3 On-site audits

- 7.3.1 Suppliers that are manufacturers of hardware and who do not have the ISO Certification or Mil-Q-9858 shall use Mil-std-45208 being used as a guide. An on site visit or audit by the Quality Engineer or the Quality Manager may be planned to validate the supplier's quality system.
- 7.3.2 The Quality Engineer/auditor shall review past audit reports or the mail in survey for areas of concern when reviewing suppliers for audit.
- 7.3.3 The audits shall be scheduled with the supplier 10 days in advanced if possible.
- 7.3.4 The Quality Engineer/auditor shall meet with a supplier representative (Quality Manager, Production Manager, designee, etc.) to discuss the audit.
- 7.3.5 The Quality Engineer/auditor shall conduct the audit using AS9101 checklist. The Quality Engineer/auditor may depart from AS9101 checklist when it is necessary to investigate specific problem areas. This shall be noted on the audit. Objective evidence shall be collected and verified as necessary.
- 7.3.6 Upon completion of the audit, the results will be reviewed with the supplier's management representative.
- 7.3.7 Based upon the audit findings, the Quality Engineer or the Quality Manager shall rate the supplier as qualified, probational, limited or disapproved to supply product or services to IMC.

A rating of disapproved shall require that the supplier take immediate corrective action to correct audit findings and submit objective evidence of the corrective action taken prior to the rating being re-evaluated.

- 7.3.8 The Quality Engineer/auditor shall notify the Buyer of the audit results. If the Buyer requires that it is necessary to have a disapproved supplier reevaluated. The Buyer and Quality Engineer/auditor

shall coordinate with the disapproved supplier to correct the deficient audit findings. The Quality Engineer/auditor shall coordinate with the supplier for a follow-up audit.

- 7.3.9 Audits shall be retained for not more than one year by supplier name in the supplier quality assurance files.

7.4 Suspended approval suppliers (exceptions)

- 7.4.1 Under certain circumstances, an "S" (suspended) approval may be given to a supplier that has received an unacceptable quality rating but must be utilized because of customer directive or because the supplier is the sole source of the product or service. These suppliers are not included in the ASL and are not conditionally approved. Their approval is limited to a single purchase order and identified as "suspended" in the vendor master. The following process shall be adhered to for each purchase order or purchase order change request.

7.4.1.1 To initiate a purchase order with a suspended supplier, the Buyer shall request the Quality Engineer or the Quality Manager to release the suspension and allow a P.O. to be issued.

7.4.1.2 The purchasing agent shall submit the RFQ or the purchase order to the Quality Engineer. The Quality Engineer will sign or place an acceptance stamp on the document.

7.4.1.3 Once the P.O. is issued and stamped the Quality Engineer shall again suspend the supplier in the vendor master file.

7.4.1.4 The Buyer shall file the approved document and a copy of the purchase order in the procurement files.

7.5 Supplier quality alert

7.5.1 When the Quality Engineer or the Quality Manager determines that a supplier has failed to comply with a quality performance objective that could have an impact on CWC/IMC product quality, i.e. failure to respond to a corrective action request, critical process deficiency, etc. The Quality Engineer shall issue a supplier quality alert (QF-06001B) and change the supplier status in the vendor master to "suspended".

7.5.2 Once a supplier has been suspended in the vendor master the Buyer will not issue any new P.O.'s to the supplier (except as noted in 7.4).

7.5.3 The supplier quality alert shall be forwarded to the Buyer and to receiving inspection personnel.

7.5.4 The supplier quality alert may be issued unconditionally against a supplier, in which case no product or service shall be received or ordered from that supplier. The supplier quality alert may be limited to a product or service that the supplier provides, in which case that particular product or service shall not be received or ordered.

7.5.5 The supplier quality alert shall remain in effect until the Quality Manager or the Quality Engineer determines that all activities have occurred to correct the deficiency.

7.5.6 Only the Quality Manager or the issuing Quality Engineer shall initiate or remove a supplier quality alert.

7.5.7 The Quality Engineer is responsible for notifying the Buyer, receiving and receiving inspection of a supplier quality alert or deactivation of a supplier.

8.0 Records

Record Description	Collection ON-SITE	Location OFF-SITE	Indexed by	Filing Media	Retention
Supplier Qualification/ Audit package	Supplier QE file	N/A	Supplier	Hard copy	Seven (7) years
QF-06001A	Supplier QE file	N/A	Supplier	Hard copy	Two (2) years
QF-06001B	Supplier QE file	N/A	Supplier	Hard copy	Two (2) years



Quality Procedure

APPENDIX A



PRELIMINARY QUALITY SYSTEMS SURVEY

NAME OF FACILITY:
ADDRESS: CITY: STATE: ZIP:
PHONE: FAX: E-MAIL
TYPE MANUFACTURER OR SERVICE:
MAJOR CUSTOMERS:
TOTAL PLANT AREA: SQ. FT.

KEY SUPPLIER PERSONNEL:

SR. COMPANY OFFICIAL: NAME: TITLE:
SR. QUALITY DEPT. OFFICIAL: NAME: TITLE:
NUMBER OF QA PERSONNEL TENURE OF QA MGR. YRS.

GENERAL QA INFORMATION

MANUFACTURING PERCENTAGE: MILITARY COMMERCIAL
AIRCRAFT/AEROSPACE

IS YOUR FACILITY UNDER GOVERNMENT QA COGNIZANCE? YES NO

NAME AND ADDRESS OF AGENCY:

QA MANUAL REVISION LEVEL AND DATE:

WHAT SPECIFICATION IS YOUR QUALITY ASSURANCE SYSTEM AUDITABLE TO:

MIL-Q-9858 MIL-I-45208 ISO AS-9100

Approved: Yes No Pending Submit copy of approval.

AGENCY APPROVED BY: DATE:

PREPARED BY: NAME: TITLE:

QF-06001A

Quality Procedure

1.0 QUALITY MANAGEMENT SYSTEM		YES	NO	N/A
A.	Is a system of Quality Assurance adequately described in Management-approved written procedures/instructions/ policies?	_____	_____	_____
B.	Are such procedures/instruction/policies maintained current and made available to all affected personnel?	_____	_____	_____
C.	Are the Quality Procedures reviewed and upgraded at predetermined intervals?	_____	_____	_____
D.	Does Quality Assurance participate in contract review to identify and evaluate quality requirements?	_____	_____	_____
E.	Does your company provide, through written instructions, procedures to notify customer of any change to your inspection system?	_____	_____	_____

COMMENTS: _____

2.0 DOCUMENTATION, RECORDS AND CORRECTIVE ACTION		Yes	No	N/A
2.1 Inspection and Testing Documentation				
A.	Are written instructions provided for in-process and final inspection?	_____	_____	_____
B.	Are in-process inspections documented in such a manner as to provide a positive inspection status of the material?	_____	_____	_____
C.	Are assembly and inspection operations and test results documented and validated by inspection on a traveler, work order, or other identifying document?	_____	_____	_____

2.0 DOCUMENTATION, RECORDS AND CORRECTIVE ACTION		Yes	No	N/A
2.1 Records				
A.	Are written instructions provided for in-process and final inspections?	_____	_____	_____
B.	Does the product and/or its associated inspection test records reflect the test operator and/or inspector performing the detailed operations?	_____	_____	_____
C.	Do records indicate nature of deficiencies and positive corrective action taken?	_____	_____	_____

Corrective Action

Quality Procedure

2.2		Yes	No	N/A
A.	Is there a process to maintain an adequate corrective system?	_____	_____	_____
B.	Does the system ensure prompt action to corrections needed?	_____	_____	_____
COMMENTS: _____				

2.3 Drawings and Changes				
A.	Does your company's system assure that all manufacturing and processing is performed in accordance with the applicable revision of drawings/specifications as required by contract?	_____	_____	_____
B.	Will this system serve to prevent the use of marked, illegible, or obsolete drawings, which are not formally approved and controlled?	_____	_____	_____

COMMENTS: _____

3.0		Yes	No	N/A
<u>MEASURING AND TEST EQUIPMENT</u>				
A.	Are detailed procedures used for inspection and calibration of tools, gauges, and test equipment?	_____	_____	_____
B.	Does the system adequately provide for mandatory recall of all calibrated/inspected tools, gauges, and test equipment?	_____	_____	_____
C.	Are employee-owned tools and gauges subject to same controls as company-owned tools?	_____	_____	_____
D.	Do standards currently in calibration have certifications on file that are traceable to the National Institute of Standards and Technology?	_____	_____	_____
E.	Are uncalibrated or outdated items identified and/or stored in such a manner as to preclude their use pending calibration?	_____	_____	_____
F.	Are tools, gauges and test equipment identified in a manner to reflect:			
1.	Date calibrated/inspected and/or dates due for calibration/inspection?	_____	_____	_____
2.	Item identity or serial number?	_____	_____	_____

COMMENTS: _____

Quality Procedure

4.0				
<u>PROCESS CONTROLS</u>				
		Yes	No	N/A
A.	Are written procedures adequate to control all processes?	___	___	___
B.	Are such specified control procedures an integral part of the inspection system?	___	___	___

COMMENTS: _____

5.0				
<u>INDICATION OF INSPECTION STATUS</u>				
		Yes	No	N/A
A.	Is the inspection status of products and materials indicated by stamps, tags, routing tickets, or other normal control methods, as appropriate?	___	___	___
	Method: _____			

COMMENTS: _____

6.0				
<u>GOVERNMENT/CUSTOMER-FURNISHED MATERIAL</u>				
		Yes	No	N/A
A.	Is Government/Customer-furnished material:			
	1. Inspected to applicable drawings and specifications?	___	___	___
	2. Adequately stored to preclude damage?	___	___	___
	3. Controlled by identification and segregation?	___	___	___

COMMENTS: _____

6.1 Damaged Government/Customer-Furnished Material				
		Yes	No	N/A
A.	Does the system provide for the identification and segregation of damaged Government/Customer-furnished material that is nonconforming.	___	___	___

COMMENTS: _____

7.0

Quality Procedure

<u>INDICATION OF INSPECTION STATUS</u>			
	Yes	No	N/A
A. Does the company have formal procedures and an established system for:	___	___	___
1. Detection of discrepant material?	___	___	___
2. Segregation of discrepant material?	___	___	___
3. Identification and/or marking of discrepant material?	___	___	___
B. Is a holding area used for nonconforming materials?	___	___	___
C. Is Quality Assurance represented in the materials review activity?	___	___	___
D. Do records of nonconformance and materials review action reflect adequate descriptions of deficiencies and subsequent corrective action?	___	___	___

COMMENTS: _____

8.0 <u>QUALIFIED PRODUCTS</u>			
	Yes	No	N/A
A. Does Quality Assurance review procurement documents for the inclusion of quality requirements?	___	___	___
B. Does the company monitor the special process at adequate intervals by testing at receiving inspection, surveillance of sub-tier suppliers or process survey?	___	___	___

COMMENTS: _____

9.0 <u>SAMPLING INSPECTION</u>			
	Yes	No	N/A
A. Is the sampling performed to MIL-STD-105 or other statistically correct sampling plans?	___	___	___
What other plans? _____			

COMMENTS: _____

10.0

Quality Procedure

RECEIVING INSPECTION

	Yes	No	N/A
A. Does Receiving Inspection check incoming shipments to requirements of the purchase order, referenced specifications, and applicable drawings?	_____	_____	_____
B. Are incoming materials identified to the applicable purchase order or material certification?	_____	_____	_____
C. Are inspected items properly segregated from material awaiting inspection?	_____	_____	_____

COMMENTS: _____

SPECIAL PROCESSES

Please list special processing/nondestructive testing done at facility. List any special processes that your company is approved to perform by another company.

Are processes NADCAP accredited? Yes No

If accredited: Approving Agency: _____ Date: _____

Are Sub-tier suppliers NADCAP approved: Yes No

SPECIAL PROCESSES PERFORMED: State Spec. Class and Grade

PLATING PROCESSES:

CHEMICAL FINISHING PROCESSES:

DRY FILM LUBRICANTS:

—
FUSION WELDING PROCESSES:

—
RESISTANCE WELDING PROCESSES:

HEAT TREATING AND BRAZING PROCESSES:

LABORATORIES:

— MISCELLANEOUS PROCESSES:

Appendix B



Quality Procedure

Supplier Quality Alert

The supplier or product listed has failed to comply with fundamental quality requirements in accordance with IMC purchase order terms and conditions. All materials and quality personnel are here by notified that all parts, materials, supplies and services originating from that supplier or a specific product originating from the listed supplier shall be withheld from further procurement and receiving operations pending supplier action to correct the deficiency described.

Supplier Name: _____

Specific Product Name: _____ Part No: _____

Reason: _____

- This alert requires; Supplier product held at receiving inspection
 Supplier product held from all further processing
 Stock sweep/purge of all inventories. (Route to QA Bond)

Quality Engineer: _____

Date of Alert issue: _____

Alert Release

The supplier or products listed are here by released for further processing.

Quality Manager or Quality Engineer: _____

Date of release: _____