



Quality Procedure

Procedure Title	Number	Revision	Release Date
Supplier Quality Requirements	QP-06002	L	4-17-09

Approved By:	Signature	Date
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Revision History

Rev.	Page	Description of Revision	Date
NC	All	New Release	9/27/99
A	3	Changed paragraph 6.8 to read ".....5,000 Defects per Million Delivery percentage of 95%."	10/25/99
B	All	Update procedure, Add para. 5.3, 5.4 changed 6.14 to 20 Working days. Add code 39 in-process inspection.	01-12-00
C	3, 4, 6,	Added 4.2, changed 5.3 to have P.O.'s approved. Changed para. 6.7, 6.8 & 6.9. changed code 25	06-25-01
D	3,7,8,9 &10	Added 4.3, changed quality code # 50. Added SPM codes to Quality Codes.	12-05-01
E	1, 3, 5, 8 & 9	Revise approval list. Revise para. 4.0 Documents List. Correct procurement codes as required. Deleted codes 01 thru 07.	
F	4, 5	Para. 6.3 Added requirement for supplier to maintain records. Para. 7.1 added product or service.	9-18-02
F	9	Added note that SPM identifies the product or service that the supplier is approved to supply to CWC/IMC.	9-18-02
G	All	Para 5.0 definitions, Added DFARS clause, changed supplier quality codes.	2-24-06
H	All	Changed supplier quality codes for DFARS clause. Add Argo-Tech for special process code. Added raw material testing. Added (DPAS) Rating.	5-24-06
J	All	Minor procedural changes to define supplier's responsibilities and duties. Added changes to be in line with AS9100 & Purchasing procedures.	
K	All	Updated logo, updated signature page	10/14/08
L	6,7,8	Updated Procurement code Requirements	2/23/09

1.0 Purpose

This procedure establishes the Quality System Requirements and Procurement Codes (PC's) that are to be flowed down to suppliers. These purchase order requirements are to be flowed down to a supplier of production material to CWC/IMC. These PC's define the customer requirements that are to be flowed down to sub-tier suppliers.

2.0 Scope

This procedure defines the quality program requirements to be met by suppliers who provide production materials, processes or services to CWC/IMC. Suppliers of office material, general supplies and building maintenance are excluded from this procedure.

3.0 Responsibility

The Quality Assurance and Purchasing departments have primary responsibility for the implementation and adherence to this procedure.

4.0 Reference Documents

4.1	AS 91000	Aerospace Standards - Quality Systems, Sections 7.2 & 7.4
4.2	ISO 14001	International Standard; Environmental Management Systems
4.3	QP-06001	Supplier Qualifications and Control
4.4	MTP-06003	General Purchasing Procedure

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.
- 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 revert to 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 **Procurement codes** - Quality system requirements that are flowed down to suppliers, which provides traceability of raw material and parts received, to final product manufactured / assembled and shipped.

6.0 General Policies

- 6.1 CWC/IMC's Purchasing Department shall flow down the procurement codes herein to suppliers of production materials, components, and processes.
- 6.2 The supplier, unless otherwise specified in the body of the purchase order, shall provide and maintain an adequate quality inspection system. The supplier will assure that all material, parts, processes, assemblies and/or tooling submitted to CWC/IMC for acceptance, conforms to drawings, specifications, and purchase order requirements. A sub-tier manufacturer shall not be used by the supplier to manufacture the parts. Note: (outside processing is not considered a sub-Tier supplier).
- 6.3 The supplier shall maintain adequate records of all inspections and tests. The records shall indicate the nature and number of measurements and/or observations made; the number and type of deficiencies found; the quantities approved or rejected and the nature of the corrective action taken. All records pertaining to work done for CWC/IMC shall be retained for a period of three (3) years after the contract is completed.
- 6.4 All CWC/IMC suppliers are subject to the approval of the Quality Engineer or the Quality Manager.
- 6.5 All CWC/IMC suppliers are required to maintain a chain of evidence, which provides full traceability from raw material received to final product shipped. Suppliers are required to maintain item integrity through all phases of the fabrication, storage and handling process.
- 6.6 All documents submitted to CWC/IMC shall be legible and reproducible.
- 6.7 Suppliers are required to report to the CWC/IMC Buyer all non-conformances encountered during inspection and test of product to be delivered to CWC/IMC. CWC/IMC's Engineering and Quality Assurance Departments shall approve deviations to CWC/IMC's specifications thru the MRB process, prior to delivery to CWC/IMC.
- 6.8 All suppliers shall be evaluated for their ability to meet CWC/IMC's desired quality requirements as listed in QP-06001. Those suppliers able to maintain these quality ratings over a six month rolling average shall be listed as (Q) on CWC/IMC's ASL (approved supplier listing).
- 6.9 Suppliers not able to maintain quality ratings shall be placed on "P" (probational), "L" (limited) or "S" (suspended) approval as specified on QP-06001.
- 6.10 Unless otherwise specified by the specific procurement codes listed here-in, suppliers shall submit a signed certificate of conformance with each shipment that includes the following:
 - 6.10.1 CWC/IMC's purchase order number.

- 6.10.2 Part number (customer's or CWC/IMC's), revision and nomenclature.
 - 6.10.3 Quantity and serial or control number (if applicable).
 - 6.10.4 Applicable operation and/or service performed.
 - 6.10.5 Applicable CWC/IMC's customer or industry specifications and revision (if applicable).
 - 6.10.6 Evidence of inspection on form AS-9102 is preferred. Supplier's inspection form may be accepted on a case by case basis.
- 6.11 Suppliers shall return all drawings, MOT's and specifications to CWC/IMC with all applicable deliverable items.
 - 6.12 All suppliers shall respond to CWC/IMC's documented requests for corrective action within twenty working days. Failure to respond with effective corrective and preventive action will affect the supplier's quality rating. Final result is suspension of future operations to procure or process any product as specified on QP-06001.

7.0 Procedure

- 7.1 Purchasing shall flow down the following customer requirements:

Defense Priorities and Allocations System (DPAS) Rating:

All prime contracts, subcontracts or purchase orders in support of an authorized program are given a priority rating. A DX rating is assigned to those programs of the highest national priority. A DO rating is assigned to those programs that are vital to national defense. An unrated order is a commercial order or a DOD order that is not ratable. A DX rating takes priority over a DO rating which takes priority over an unrated order. Rated programs are also given a program identifier symbol. Examples are A1 for aircraft and A3 for ships. The program identifier symbol does not, by itself, indicate any priority.

- 7.2 Purchasing shall flow down the following procurement codes by number to suppliers based on commodity product, or service type.

Procurement Codes

Procurement Code 10, required on each purchase order for manufactured/processed items.

- 10 A certificate of conformance from manufacture of the product or part:
 - Signed by company quality representative or designee and sent with each shipment.
 - List the part number and nomenclature.
 - List applicable process operation and/or service performed and the specification.
 - List quantity and serial or control number if applicable.
 - List CWC/IMC's purchase order number and CWC/IMC's part number and drawing revision.
 - Reference the manufacturers work/build order number. Each multiple or split lot shall be identified.

Procurement Code 15, required on each purchase order for items ordered from a distributor of parts manufactured by another company.

- 15 A certificate of conformance from distributor:
- Signed and sent with each shipment.
 - List the CWC/IMC and/or the customer's part number and quantity of parts.
 - List the drawing number and revision.
 - List CWC/IMC's purchase order number.
 - Copy of the original manufacture certificate of conformance or copy of manufacturer's certification traceable to the original manufacturer's purchase order shall be sent with parts. Each multiple or split lot shall be identified on the certificate.

Procurement Code 20, required on each purchase order for raw material and on each purchase order for suppliers manufacturing items for CWC/IMC. Suppliers who furnish parts manufactured from raw material shall have a testing plan, process/procedure for independent material verification of the certification.

- 20 A material certificate of conformance must list:
- Material
 - Part/specification number and revision letter.
 - Lot and melt/heat number and country of origin.
 - Purchase order number
 - DFARS clause 252.225-7014 (Domestic specialty metals)

Note: All items manufactured or purchased containing "specialty metals" must be compliant with DFARS clause 252.225-7014 and the alternate clause for DFAR Material

Procurement Code 25, required on each manufacturing purchase order for first time builds and all builds to revised drawings and/or specifications.

- 25 A first article inspection report on form AS9102 is to be sent with this order, (this code will be required if the supplier is manufacturing the part for the first time. A drawing revision change will also be cause for a new first article to be completed.) This code will be listed as a separate line item on the P.O. every three years as a flow-down requirement from CWC/IMC or its customer.
- This report will list the drawing requirements, notes, revision level, tolerance, and the actual dimension taken on the first article.
 - Type of equipment used to perform the inspection will be listed and the personnel performing the inspection will be indicated on the report.
 - The report shall state the acceptance or rejection of each measurement taken.
 - This code does not apply if the first article is on file from the present manufacturer and meets the 3 year requirement.
 - Delta FAIR's are acceptable on minor changes such as typing errors and specification updates.

Procurement Code 30, required on each manufacturing purchase order issued to suppliers for all manufactured parts, tooling & gage suppliers.

30 Detailed inspection report (DIP) is to be sent with each shipment using the supplier's inspection report or AS-9102 inspection form.

- Evidence of inspection will be sent with each shipment indicating that the supplier's quality personnel has checked and accepted dimensions and tests of the parts or assembly being shipped.
- Suppliers that purchase and accept raw material on certifications from their supplier's for the manufacture of hardware for CWC/IMC shall furnish a copy of the certification. The supplier shall have a verification plan to check chemical and physical properties at specified intervals of material accepted on certifications.
- Accuracy of equipment used to perform the inspection will be at least 4 times greater than the required dimension to be measured.

Procurement Code 35, required on each purchase order issued for assemblies, sub-assemblies and items requiring, functional, electrical, mechanical and/or non-destructive testing as required by drawings and/or specifications.

35 Test reports signed and dated to be sent with each shipment.

- Evidence of testing will be sent with each shipment indicating that the supplier has performed and found acceptable the items supplied in accordance with the performance parameters as specified.

Procurement Code 36, required on each purchase order issued for age controlled materials and assemblies containing age controlled materials.

36 All items requiring age control shall have 80% of that shelf life upon receipt at CWC/IMC.

- The batch / lot numbers, manufacture date and expiration date shall be documented on the certificate of conformance.
- Less than 80% of shelf life on product shall be returned to the supplier.
- Each container shall be identified with the batch / lot numbers, manufacture date and expiration date.
- Bearings shall have the lube date, type of lube and the shelf life listed on the certificate of conformance.
- MSDS information shall be sent with all shipments of chemicals, compounds, paints, epoxies, potting etc.

Procurement Code 37, required on each purchase order issued for electrical/mechanical components, wires and PCB/PWB assemblies required to meet J-STD solderability requirements or equivalent.

37 All electronic components and wire subject to solder operations shall have solderability in accordance with J-STD-002 or equivalent.

- All printed circuit boards and PCB/PWB assemblies shall have solderability in accordance with J-STD-003 or equivalent.
- Suppliers shall provide a certificate with each lot submitted to CWC/IMC. The certificate shall be signed and shall specify the part number. Suppliers shall notify the appropriate CWC/IMC's buyer, in writing, where evidence or certification of solderability cannot be provided.

Quality Procedure

Procurement Code 39, required on each purchase order where CWC/IMC procurement quality assurance has determined a need to perform in process inspection.

- 39 In-process source inspection is required prior to material or parts being assembled at a critical point in the manufacturing process. Quality has determined this process is critical and inspection after this point cannot be accomplished before parts are shipped to CWC/IMC.
- Supplier is to notify CWC/IMC when the parts are ready for inspection.
 - A 48-hour notice is required for source inspection.

Procurement Code 40, required on each purchase order where CWC/IMC procurement quality assurance has determined a need to perform on site inspection.

- 40 Source inspection is required prior to material or parts being shipped to CWC/IMC.
- Supplier is to notify CWC/IMC when the parts are ready for inspection.
 - A 48-hour notice is required for source inspection.

Procurement Code 45, required on each purchase order where CWC/IMC's customer or government representative has determined a need to perform on site inspection.

- 45 Customer or government source inspection is required prior to material or parts being shipped to CWC/IMC. Supplier is to notify CWC/IMC when the parts are ready for inspection.
- A 48-hour notice is required for source inspection.

Procurement Code 50, required on each purchase order for outside special processing and on each purchase order for suppliers manufacturing items for CWC/IMC.

- 50 Process certification of conformance for special processes, must be sent with any part or material that requires special processing such as plating, non destructive testing, welding, anodize, heat treat, chem. film and etc. Certificates as a minimum shall:
- Be signed by the certificated operator or designee and sent with each shipment.
 - List the part number and quantity.
 - List the process specification number and revision.
 - List CWC/IMC's purchase order number with any changes.
 - Reference the processors batch/work order number. Each multiple or split lot shall be identified.
 - As indicated on the purchase order or drawing, special processes must be done by customer approved sources. The supplier shall show that they are on the customers approved process list at the time the work is preformed. This can be done by sending a copy of the APL with their name and date on the list.
 - Heat treat process requires two separate tests for hardness be preformed and certified by two different personnel on the certifications.

Procurement Code 60, required on each purchase order.

- 60 All products shall be packaged in a manner that prevents damage or deterioration.
- Products must also be identified per specification and/or drawing requirements when applicable. Mil-STD-130 may be used as a guide.
 - No egg carton containers are to be used to ship parts to CWC/IMC.

Procurement Code 70, required on each purchase order for electrical/electronic devices.

- 70 Electro Static Discharge (ESD) sensitive parts shall be labeled as such. ESD protective packaging IAW MIL-STD-1686 shall be used; ESD labels shall be applied to the outside of the package.

- 80 All process must be Parker Approved. If the supplier is not approved for this process by Parker or if their approval is not in effect at this time, supplier shall not proceed with the order. Supplier shall contact the Buyer listed on the purchase order.

- 81 All process must be Honeywell Approved. If the supplier is not approved for this process by Honeywell or if their approval is not in effect at this time, supplier shall not proceed with the order. Supplier shall contact the Buyer listed on the purchase order.

- 82 All process must be Argo-Tech Approved. If the supplier is not approved for this process by Argo-Tech or if their approval is not in effect at this time, supplier shall not proceed with the order. Supplier shall contact the Buyer listed on the purchase order.

8.0 Records

Record Description	Collection ON-SITE	Location OFF-SITE	Indexed by	Filing Media	Retention Period
P.O.'s	Yes	N/A	PO #	N/A	7years

Appendix A

Approved Supplier Quality Codes by Commodity Type.

The codes listed herein are issued to CWC/IMC's procurement personnel for the purchasing of parts, supplies and services from sources listed on CWC/IMC's ASL. This material is used in the manufacture of hardware for CWC/IMC's customers. Codes actually listed on the procurement document may vary based on commodity type, supplier history and CWC/IMC's customer requirements.

Note: Standard procurement message numbers (SPM) are listed at the left of the supplier quality codes and are for CWC/IMC use only. The SPM identifies the product, service, or commodity the company is approved to furnish to CWC/IMC. Each supplier on the ASL has been assigned one or more SPM numbers.

<u>SPM</u>	<u>SQC</u>
27	Bearings (Manufacturers) 10, 20, 36, 60
28	Bearings (Distributors) 15, 20, 36, 60
29	Castings 10, 20, 25, 30, 35, 50, 60, 80, 81, 82
30	Chemicals & Compounds (epoxies, paint, potting, etc.) (Manufacturers) 10, 20, 35, 36, 60
31	Chemicals & Compounds (epoxies, paint, potting, etc.)(Distributors) 15, 20, 35, 36, 60
32	Connectors & Components (Manufacturers) 10, 20, 25, 30, 37, 50, 60, 70
33	Connectors & Components (Distributors) 15, 37, 60, 70
34	Customer furnished materials 10, 20, 30, 35, 36, 60, 70, 80, 81, 82
35	Elastomers (O-Rings, Diaphragms, Seals, Tape, etc.) (Manufacturers) 10, 20, 25, 30, 36, 60
36	Elastomers (O-Rings, Diaphragms, Seals, Tape, etc.)(Distributors) 15, 20, 36, 60
37	Electrical/Electronic Assemblies 10, 25, 30, 35, 37, 60, 70

<u>SPM</u>	<u>SQC</u>
38	Environmental & Part Testing Labs 10, 35, 60, 70
39	Gages Calibration & Tooling 10, 20, 25, 30, 60
40	Hardware (Industry Standard, MS, NAS, etc.)(Manufacturer) 10, 20, 25, 30, 60
41	Hardware (Industry Standard, MS, NAS, etc.)(Distributor) 15, 20, 60
42	Hardware (Non Standard) (Manufacturer) 10, 20, 25, 30, 50, 60, 80, 81, 82
43	Hardware (Non Standard) (Distributor) 15, 20, 60, 80, 81, 82
44	Leadwire, Magnet wire and cable) (Manufacturer) 10, 20, 25, 30, 60
45	Leadwire, Magnet wire and cable (Distributor) 15, 20, 60
46	Mechanical Assemblies 10, 20, 25, 30, 50, 60, 80, 81, 82
47	Non-Destructive Test (Mag-particle, Penetrant, X-ray) 10, 35, 50, 60, 80, 81, 82
48	PWB/PCB 10, 20, 25, 30, 60, 70
49	PWB/PCB Assemblies 10, 20, 25, 30, 60, 70
50	Raw Material (Bar Stock, Core Iron, Plastics, etc.) 10/15, 20, 35, 60
51	Shop Overload Manufacturing (Build to print machining) 10, 20, 25, 30, 60, 80, 81, 82
52	Sleeving and tubing (Heat Shrink, etc.) 10/15, 20, 36, 60
53	Special process suppliers (Anodize, Braze, Paint, Plate, Heat Treat, etc.) 10, 20, 30, 35, 50, 60, 80, 81, 82

<u>SPM</u>	<u>SQC</u>
54	Springs 10, 20, 25, 30, 35, 50, 60, 80, 81, 82
55	Stators 10, 20, 25, 30, 35, 60
56	Switches, electrical 10/15, 25, 60
57	Tape 10/15, 20, 36, 60
58	Valve balls, ball poppets 10, 20, 25, 30, 35, 50, 60, 80, 81, 82