Document

QSS-730

Metal Master, Inc.

Quality System Specification

# Supplier Quality Requirements

QUALITY SYSTEM SPECIFICATION

# Supplier Quality Requirements

## REVISION TABLE.

| REVISION | DATE | ISSUED BY | DESCRIPTION |
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| N/C | April 4, 2014 | Quality Engineering | Initial Release |

## APPROVALS

| ISSUED BY: | APPROVED BY: | APPROVED BY: | APPROVED BY: | APPROVED BY: | APPROVED BY: | APPROVED BY: | APPROVED BY: |
|---|---|---|---|---|---|---|---|
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| April 4, 2014<br>Date | April 4, 2014<br>Date | April 4, 2014<br>Date | April 4, 2014<br>Date | April 4, 2014<br>Date | April 4, 2014<br>Date | April 4, 2014<br>Date | April 4, 2014<br>Date |

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## 1. PURPOSE

To define requirements for quality which are applicable as defined by the supplier type.

## 2. SCOPE

This specification applies to the following suppliers:

**PLATINUM**: Suppliers that offer critical products or services such as complex parts or testing.

**GOLD**: Suppliers that provide unique products or services

**SILVER:** Suppliers that provide off-the-shelf products or standard services.

## 3. DEFINITIONS

3.1 **Test Laboratories.** Testing and examining of equipment and materials to determine conformance with appropriate test standards

3.2 **Calibration Services**. Evaluation and adjustment of measuring equipment that has traceability to national or international standards.

3.3 **Distributors.** Providers of standard and DFAR Country approved parts and material.

3.4 **Industrial Services/Supplies**. Equipment or facility maintenance services and supplies consumed in the production process but which do not either become part of the end product or are not central to the firm's output. Industrial supplies include consumables (such as cleaning, laboratory, or office supplies), industrial equipment (such as compressors, pumps, valves) and plant upkeep supplies (such as gaskets, lubricants, repair tools), and computers, fixtures, furniture, etc.

3.5 **Manufacturing Services**. Basic operations with minimal risk in the manufacturing process, such as: material forming, screen printing, laser marking, honing, assembly, or packaging.

3.6 **Outside Essential Processes**, Operations that require customer approval before shipping products to be processed, such as anodizing or heat treatment.

3.7 **Special Processes.** Operations that require NADCAP approval.

## 4. SPECIFICATION

### 4.1 Test Laboratories

| Ref | PURCHASING QUALITY TERMS AND CONDITIONS |
|---|---|
| A | All materials must be identified by a part number and revision, permanently and legibly affixed directly to the surface of each article, In the event this is not possible due to physical size or nature of material, an identification tag must be securely affixed to each article, or If articles are supplied in individual or multi-unit containers the container must reveal the appropriate identification.<br>Notwithstanding any other provision of this PO, Supplier must not procure any of the completed or substantially completed Items described herein from any other party, by subcontract or otherwise, without the prior written consent of METAL MASTER, INC. (MMI hereafter). |
| B | Performance test reports must contain the signature and title of the person (or traceable inspector stamp) responsible for the tests. |
| C | The Quality Management System must be in compliance with ISO 9001 requirements. |
| D | Certification of Conformance must be provided with each shipment with the following information at a minimum:<br>1.- Purchase Order and Line Item Number<br>2.- Identifying nomenclature such as Item Name, Part Number, Revision, Serial Numbers (when applicable)<br>3.- Quantity shipped<br>4.- The Certification of Conformance must be signed by Supplier's duly authorized representative. |
| E | If a specific test facility was previously approved by MMI as provided for in the purchase order, the Supplier must not change a test facility or use another test facility to meet specification/drawing requirements without prior MMI's written approval. Critical Items must be clearly identified in test reports. |
| F | Supplier and their sub-tier Suppliers must furnish performance test data for tests conducted on, and identifiable to the article(s) submitted (by serial number), when applicable. Data must meet the requirements of MMI's specifications or Purchase Order and, at a minimum, be identified with :<br>1.- MMI's Purchase Order Number.<br>2.- Part number<br>3.- Lot numbers, serial numbers, or date codes of items tested.<br>4.- Drawing/specification and revision used<br>5.- Type of tests performed<br>6.- Identification number of test equipment used<br>7.- Total quantity of items tested, quantity of items accepted, and quantity of items rejected. |
| G | N/A |
| H | No deviations, including the selection of supplier's sub-tiers/processors, is permitted without MMI prior knowledge and written authorization. |
| J | MMI, our customer, our customer's representative, or the government (FAA, DOD, etc.), has the right to audit your quality management system, manufacturing process, and product and/or audit the Supplier and their sub-tier Supplier facilities, if requested. |
| K | You cannot transfer, export, re-transfer, and re-export, any technical data, hardware or other technical tooling (e.g. documentation, software, drawings and specifications) by any means to any entity without written approval of MMI as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130. Additionally, any employee of your company who is a foreign person will not have access to such data and hardware. Please see additional requirements on the Purchase Order. |
| L | All records generated by Supplier and throughout the supply chain needed to show compliance to the applicable requirements related with this PO must be maintained and made available to MMI during a minimum of ten (10) years unless otherwise specified by purchase order or customer. Records to be retained should include, but are not limited to, inspection and test records, calibration records, supplier records, special process certifications, MRB records, and production travelers. Records are to be legible, complete, and accurate. |

## 4.2 Calibration Services

| Ref | PURCHASING QUALITY TERMS AND CONDITIONS |
|---|---|
| A | All equipment must be identified with a label, permanently and legibly affixed directly to the surface of each equipment or equipment container. The label must indicate Equipment ID Number, Calibration Date and Calibration Due Date.<br>Notwithstanding any other provision of this PO, Supplier must not procure any of the completed or substantially completed Items described herein from any other party, by subcontract or otherwise, without the prior written consent of METAL MASTER, INC. (MMI hereafter). |
| B | Performance test reports must contain the signature and title of the person (or traceable inspector stamp) responsible for the tests. |
| C | The Quality Management System must be in compliance with ISO/IEC 17025 requirements. |
| D | Certification of Calibration must be provided with each shipment with the following information at a minimum:<br>1.- Equipment Identification<br>2- Standards used for calibration<br>3- Traceability to National or International Standards<br>4.- Frequency of calibration as specified on the purchase order<br>5.- The Certificate of Calibration must be signed by Supplier's duly authorized representative. |
| E | N/A |
| F | N/A |
| G | N/A |
| H | N/A |
| J | MMI, our customer, our customer's representative, or the government (FAA, DOD, etc.), has the right to audit your quality management system, manufacturing process, and product and/or audit the Supplier and their sub-tier Supplier facilities, if requested. |
| K | You cannot transfer, export, re-transfer, and re-export, any technical data, hardware or other technical tooling (e.g. documentation, software, drawings and specifications) by any means to any entity without written approval of MMI as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130. Additionally, any employee of your company who is a foreign person will not have access to such data and hardware. Please see additional requirements on the Purchase Order. |
| L | All records generated by Supplier and throughout the supply chain needed to show compliance to the applicable requirements related with this PO must be maintained and made available to MMI during a minimum of ten (10) years unless otherwise specified by purchase order or customer. Records to be retained should include, but are not limited to, inspection and test records, calibration records, supplier records, special process certifications, MRB records, and production travelers. Records are to be legible, complete, and accurate. |

## 4.3 Distributors

| Ref | PURCHASING QUALITY TERMS AND CONDITIONS |
|---|---|
| A | All materials must be identified by a part number and revision, permanently and legibly affixed directly to the surface of each article, In the event this is not possible due to physical size or nature of material, an identification tag must be securely affixed to each article, or If articles are supplied in individual or multi-unit containers the container must reveal the appropriate identification.<br>Notwithstanding any other provision of this PO, Supplier must not procure any of the completed or substantially completed Items described herein from any other party, by subcontract or otherwise, without the prior written consent of METAL MASTER, INC. (MMI hereafter). |
| B | N/A |
| C | The Quality Management System must be in compliance with either ISO 9001:20xx, AS-9100 or AS9120 requirements for production parts. |
| D | Certification of Conformance must be provided with each shipment with the following information at a minimum:<br>1.- Manufacturer Name and Address<br>2.- Purchase Order and Line Item Number<br>3.- Identifying nomenclature such as Item Name, Part Number, Revision, Serial Numbers (when applicable)<br>4.- Batch identification for the item(s) such as date codes, lot codes, serializations, or other batch identifications.<br>5.- Quantity shipped<br>6.- Signature or stamp with title of seller's authorized personnel signing the certificate.<br>Supplier's material/special process and sub-tier supplier/processor certifications and test results shall be made available upon request.<br>Parts shall not be used or reclaimed and misrepresented as new.<br>Seller shall include the following statement preprinted on each Certificate of Conformance initiated by the seller and provided to MMI in conjunction with this purchase order: NOTE: The recording of false, fictitious or fraudulent statements or entries on this document may be punishable as a felony under Federal statute.<br>Seller shall include all provisions of this contract clause, including this sentence, in all lower tier contracts under this order. Any inability or unwillingness of a lower-tier supplier to comply with this provision should be documented in writing and submitted to MMI. |
| E | N/A |
| F | N/A |
| G | When nonconforming products are detected prior or after delivery, a written corrective action report must be completed addressing the problem definition, containment action, root cause determination, corrective action plan/contingency actions, implementation timing, and system/practice/procedure changes to prevent recurrence. You will be required to submit your corrective action report(s) to MMI. |
| H | No deviations, including the selection of supplier's sub-tiers/processors, is permitted without MMI prior knowledge and written authorization. |
| J | MMI, our customer, our customer's representative, or the government (FAA, DOD, etc.), has the right to audit your quality management system, manufacturing process, and product and/or audit the Supplier and their sub-tier Supplier facilities, if requested. |
| K | You cannot transfer, export, re-transfer, and re-export, any technical data, hardware or other technical tooling (e.g. documentation, software, drawings and specifications) by any means to any entity without written approval of MMI as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130. Additionally, any employee of your company who is a foreign person will not have access to such data and hardware. Please see additional requirements on the Purchase Order.<br><br>The supplier shall have a counterfeit detection process that meets the intent of SAE Standard AS5553, Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition on paragraph 4.1 and all appendices.<br><br>Hardware produced in lots, batches, groups, etc. shall have traceable control information applied. When size of hardware, or supplier's automated stamping process does not permit data application to individual hardware (such as standard parts), the information shall be similarly placed on bags, tags, or labels as applicable. All parts delivered and/or used in the manufacture of deliverable products shall be from the Original Component Manufacturer (OCM/ Original Equipment Manufacturer (OEM) or their franchised distributor or authorized aftermarket manufacturer (AAM). The seller shall ensure that only new and authentic materials are used in products delivered to MMI. The Seller may only purchase parts directly from Original Component Manufacturers (OCMs), OCM franchised distributors, or authorized aftermarket manufacturers. Use of product that was not provided by these sources is not authorized unless first approved in writing by MMI. The seller must present compelling support for its request (e.g., OCM documentation that authenticates traceability of the parts to the OCM), and include in its request all actions to ensure the parts thus procured are authentic/conforming parts. |
| L | All records generated by Supplier and throughout the supply chain needed to show compliance to the applicable requirements related with this PO must be maintained and made available to MMI during a minimum of ten (10) years unless otherwise specified by purchase order or customer. Records to be retained should include, but are not limited to, inspection and test records, calibration records, supplier records, special process certifications, MRB records, and production travelers. Records are to be legible, complete, and accurate. |

## 4.4 Industrial Services

| Ref | PURCHASING QUALITY TERMS AND CONDITIONS |
|---|---|
| A | All materials must be identified by a part number and revision, permanently and legibly affixed directly to the surface of each article, In the event this is not possible due to physical size or nature of material, an identification tag must be securely affixed to each article, or If articles are supplied in individual or multi-unit containers the container must reveal the appropriate identification.<br>Notwithstanding any other provision of this PO, Supplier must not procure any of the completed or substantially completed Items described herein from any other party, by subcontract or otherwise, without the prior written consent of METAL MASTER, INC. (MMI hereafter). |
| B | N/A |
| C | N/A |
| D | N/A |
| E | N/A |
| F | N/A |
| G | N/A |
| H | N/A |
| J | MMI, our customer, our customer's representative, or the government (FAA, DOD, etc.), has the right to audit your quality management system, manufacturing process, and product and/or audit the Supplier and their sub-tier Supplier facilities, if requested. |
| K | You cannot transfer, export, re-transfer, and re-export, any technical data, hardware or other technical tooling (e.g. documentation, software, drawings and specifications) by any means to any entity without written approval of MMI as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130. Additionally, any employee of your company who is a foreign person will not have access to such data and hardware. Please see additional requirements on the Purchase Order. |
| L | All records generated by Supplier and throughout the supply chain needed to show compliance to the applicable requirements related with this PO must be maintained and made available to MMI during a minimum of ten (10) years unless otherwise specified by purchase order or customer. Records to be retained should include, but are not limited to, inspection and test records, calibration records, supplier records, special process certifications, MRB records, and production travelers. Records are to be legible, complete, and accurate. |

## 4.5 Manufacturing Services

| Ref | PURCHASING QUALITY TERMS AND CONDITIONS |
|---|---|
| A | Notwithstanding any other provision of this PO, Supplier must not procure any of the completed or substantially completed Items described herein from any other party, by subcontract or otherwise, without the prior written consent of METAL MASTER, INC. (MMI hereafter). |
| B | N/A |
| C | N/A |
| D | N/A |
| E | N/A |
| F | N/A |
| G | Supplied material will be inspected by MMI in accordance with PO requirements and nonconforming material due to Supplier processes will be charged accordingly. Wrong material will be replaced at the Supplier's expense. No repair must be allowed outside of the specific specification limits unless prior written approval is obtained by Supplier from MMI. No rework must be allowed unless prior written approval is obtained by Supplier from MMI.<br><br>When nonconforming products are detected prior or after delivery, a written corrective action report must be completed addressing the problem definition, containment action, root cause determination, corrective action plan/contingency actions, implementation timing, and system/practice/procedure changes to prevent recurrence. You will be required to submit your corrective action report(s) to MMI. |
| H | Supplier must notify MMI *of changes related to product and/or process definition, suppliers, manufacturing facility location* and, where required, obtain MMI approval.<br>No deviations, including the selection of supplier's sub-tiers/processors, is permitted without MMI prior knowledge and written authorization |
| J | MMI, our customer, our customer's representative, or the government (FAA, DOD, etc.), has the right to audit your quality management system, manufacturing process, and product and/or audit the Supplier and their sub-tier Supplier facilities, if requested. |
| K | You cannot transfer, export, re-transfer, and re-export, any technical data, hardware or other technical tooling (e.g. documentation, software, drawings and specifications) by any means to any entity without written approval of MMI as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130. Additionally, any employee of your company who is a foreign person will not have access to such data and hardware. Please see additional requirements on the Purchase Order. |
| L | All records generated by Supplier and throughout the supply chain needed to show compliance to the applicable requirements related with this PO must be maintained and made available to MMI during a minimum of ten (10) years unless otherwise specified by purchase order or customer. Records to be retained should include, but are not limited to, inspection and test records, calibration records, supplier records, special process certifications, MRB records, and production travelers. Records are to be legible, complete, and accurate. |

## 4.6 Outside Essential Processes

| Ref | PURCHASING QUALITY TERMS AND CONDITIONS |
|---|---|
| A | All materials must be identified by a part number and revision, permanently and legibly affixed directly to the surface of each article, In the event this is not possible due to physical size or nature of material, an identification tag must be securely affixed to each article, or If articles are supplied in individual or multi-unit containers the container must reveal the appropriate identification.<br>Notwithstanding any other provision of this PO, Supplier must not procure any of the completed or substantially completed Items described herein from any other party, by subcontract or otherwise, without the prior written consent of METAL MASTER, INC. (MMI hereafter). |
| B | N/A |
| C | N/A |
| D | Certification of Conformance must be provided with each shipment with the following information at a minimum:<br>1.- Purchase Order and Line Item Number<br>2.- Identifying nomenclature such as Item Name, Part Number, Revision, Serial Numbers (when applicable)<br>3.- Quantity shipped<br>4.- The Certification of Conformance must be signed by Supplier's duly authorized representative. |
| E | Inspection sampling is acceptable for this purchase order as follows:<br>• In accordance with ANSI/ASQC Z1.4 *Sampling Procedures and Tables for Inspection by Attributes*, normal Level II, single sampling.<br>Critical Defect = Results in unsafe conditions for end user or noncompliance with governmental standards or regulations.100% Inspection<br>Major Defect. = Results in noncompliance with customer fit, form or functional specifications 1.0 AQL<br>Minor Defect. = Results in noncompliance with appearance or cosmetic customer requirements. 2.5 AQL |
| F | N/A |
| G | Supplied material will be inspected by MMI in accordance with PO requirements and nonconforming material due to Supplier processes will be charged accordingly. No repair must be allowed outside of the specific specification limits unless prior written approval is obtained by Supplier from MMI. No rework must be allowed unless prior written approval is obtained by Supplier from MMI.<br><br>When nonconforming products are detected prior or after delivery, a written corrective action report must be completed addressing the problem definition, containment action, root cause determination, corrective action plan/contingency actions, implementation timing, and system/practice/procedure changes to prevent recurrence. You will be required to submit your corrective action report(s) to MMI. |
| H | Supplier must notify MMI *of changes related to product and/or process definition, suppliers, manufacturing facility location* and, where required, obtain MMI approval.<br>No deviations, including the selection of supplier's sub-tiers/processors, is permitted without MMI prior knowledge and written authorization |
| J | MMI, our customer, our customer's representative, or the government (FAA, DOD, etc.), has the right to audit your quality management system, manufacturing process, and product and/or audit the Supplier and their sub-tier Supplier facilities, if requested. |
| K | You cannot transfer, export, re-transfer, and re-export, any technical data, hardware or other technical tooling (e.g. documentation, software, drawings and specifications) by any means to any entity without written approval of MMI as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130. Additionally, any employee of your company who is a foreign person will not have access to such data and hardware. Please see additional requirements on the Purchase Order. |
| L | All records generated by Supplier and throughout the supply chain needed to show compliance to the applicable requirements related with this PO must be maintained and made available to MMI during a minimum of ten (10) years unless otherwise specified by purchase order or customer. Records to be retained should include, but are not limited to, inspection and test records, calibration records, supplier records, special process certifications, MRB records, and production travelers. Records are to be legible, complete, and accurate. |

## 4.7 Special Processes

| Ref | PURCHASING QUALITY TERMS AND CONDITIONS |
|---|---|
| A | All materials must be identified by a part number and revision, permanently and legibly affixed directly to the surface of each article, In the event this is not possible due to physical size or nature of material, an identification tag must be securely affixed to each article, or If articles are supplied in individual or multi-unit containers the container must reveal the appropriate identification.<br>Notwithstanding any other provision of this PO, Supplier must not procure any of the completed or substantially completed Items described herein from any other party, by subcontract or otherwise, without the prior written consent of METAL MASTER, INC. (MMI hereafter). |
| B | Performance test reports must contain the signature and title of the person (or traceable inspector stamp) responsible for the tests. |
| C | The Quality Management System must be in compliance with NADCAP requirements. |
| D | Certification of Conformance must be provided with each shipment with the following information at a minimum:<br>1.- Purchase Order and Line Item Number<br>2.- Identifying nomenclature such as Item Name, Part Number, Revision, Serial Numbers (when applicable)<br>3.- Quantity shipped<br>4.- The Certification of Conformance must be signed by Supplier's duly authorized representative. |
| E | Inspection sampling is acceptable for this purchase order as follows:<br>In accordance with ANSI/ASQC Z1.4 *Sampling Procedures and Tables for Inspection by Attributes*, normal Level II, single sampling.<br>Critical Defect = Results in unsafe conditions for end user or noncompliance with governmental standards or regulations.100% Inspection<br>Major Defect. = Results in noncompliance with customer fit, form or functional specifications 1.0 AQL<br>Minor Defect. = Results in noncompliance with appearance or cosmetic customer requirements. 2.5 AQL |
| F | Supplier and their sub-tier Suppliers must furnish performance test data for tests conducted on, and identifiable to the article(s) submitted (by serial number), when applicable. Data must meet the requirements of MMI' specifications or Purchase Order and, at a minimum, be identified with :<br>1.- MMI' Purchase Order Number.<br>2.- Part number<br>3.- Lot numbers, serial numbers, or date codes of items tested.<br>4.- Drawing/specification and revision used<br>5.- Type of tests performed<br>6.- Identification number of test equipment used<br>7.- Total quantity of items tested, quantity of items accepted, and quantity of items rejected. |
| G | Supplied material will be inspected by MMI in accordance with PO requirements and nonconforming material due to Supplier processes will be charged accordingly. No repair must be allowed outside of the specific specification limits unless prior written approval is obtained by Supplier from MMI. No rework must be allowed unless prior written approval is obtained by Supplier from MMI.<br><br>When nonconforming products are detected prior or after delivery, a written corrective action report must be completed addressing the problem definition, containment action, root cause determination, corrective action plan/contingency actions, implementation timing, and system/practice/procedure changes to prevent recurrence. You will be required to submit your corrective action report(s) to MMI. |
| H | Supplier must notify MMI *of changes related to product and/or process definition, suppliers, manufacturing facility location* and, where required, obtain MMI approval.<br>No deviations, including the selection of supplier's sub-tiers/processors, is permitted without MMI prior knowledge and written authorization. |
| J | MMI, our customer, our customer's representative, or the government (FAA, DOD, etc.), has the right to audit your quality management system, manufacturing process, and product and/or audit the Supplier and their sub-tier Supplier facilities, if requested. |
| K | You cannot transfer, export, re-transfer, and re-export, any technical data, hardware or other technical tooling (e.g. documentation, software, drawings and specifications) by any means to any entity without written approval of MMI as defined and regulated by the U.S. International Traffic in Arms Regulations (ITAR) in 22 CFR Parts 120-130. Additionally, any employee of your company who is a foreign person will not have access to such data and hardware. Please see additional requirements on the Purchase Order. |
| L | All records generated by Supplier and throughout the supply chain needed to show compliance to the applicable requirements related with this PO must be maintained and made available to MMI during a minimum of ten (10) years unless otherwise specified by purchase order or customer. Records to be retained should include, but are not limited to, inspection and test records, calibration records, supplier records, special process certifications, MRB records, and production travelers. Records are to be legible, complete, and accurate. |

## 5. APPENDIX

| Ref | SYSTEM REQUIREMENTS |
|---|---|
| A | *Terms of business and any requirements for approval of product, procedures, processes and equipment,* |
| B | *Requirements for qualification of personnel,* |
| C | *Quality management system requirements,* |
| D | *The title or other positive identification, and applicable issues of specifications, drawings, process requirements, inspection instructions and other relevant technical data,* |
| E | *Requirements for design, test, examination, inspection and related instructions for acceptance by the organization, and as applicable critical items including key characteristics.* |
| F | *Requirements for test specimens (e.g., production method, number, storage conditions) for design approval, inspection, investigation or auditing,* |
| G | *Requirements relative to*<br>*- Supplier notification to organization of nonconforming product and*<br>*- arrangements for organization approval of Supplier nonconforming material,* |
| H | *Requirements for the Supplier to notify the organization of changes in product and/or process definition, changes of suppliers, changes of manufacturing facility location and, where required, obtain organization approval,* |
| J | *Right of access by the organization, their customer, and regulatory authorities to all facilities involved in the order and to all applicable records,* |
| K | *Requirements for the Supplier to flow down to sub-tier Suppliers the applicable requirements in the purchasing documents, including key characteristics where required.* |
| L | *The documented procedure must define the method for controlling records that are created by and/or retained by Suppliers.* |