



QP-843

Information for External Providers

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Superior Jig, Inc.

Quality Procedure *QP-843* *Information for External Providers*

QP-843 Approval

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INFORMATION FOR EXTERNAL PROVIDERS – REQUIREMENTS

1. GENERAL

1.1 Purpose

Superior Jig, Inc. (SJI) established this Quality Procedure (QP) in order to document the flow down of additional requirements listed in the purchase order to external providers for products and/or services to be procured.

1.2 Application

This QP applies to all SJI's procurement documents issued to external providers that provide products and/or services that are either modified to achieve compliance to, or manufactured in accordance with drawings and specifications to be used in, or for the processing of products eventually sold by SJI.

1.3 Responsibility for Implementation

- a) SJI Management Team
- b) Purchasing Process
- c) Production & Inspection Process
- d) Applicable External Providers

1.4 Definitions

External Provider: Provider that is not part of the organization and provides a product and/or service to SJI. External providers were previously referred to as suppliers.

Purchase Order Provisions: Requirements external providers are to meet as flowed down on the external provider purchase order (PO). These are listed as 'P' followed by a number, i.e. P1, P2, P3, etc.

2. GUIDELINES

Section 2.1 details purchase order provisions P1 through P26, which are REQUIRED, as applicable, for all external providers. These purchase order provisions are a requirement of the procurement document.

Section 2.2 details purchase order provisions P27 through P36, which ONLY APPLY if specifically flowed down on external provider purchase order.

In the event that a provision cannot be met, SJI shall be notified immediately prior to processing of the purchase order.



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2.1 REQUIRED PURCHASE ORDER PROVISIONS

P1 Flow Down of Requirements

External provider shall flow down all applicable purchase order provisions to the supply chain, including its direct and sub-tier external providers, to ensure requirements are met.

P2 Quality Management System (QMS)

External provider shall maintain a QMS in compliance with an International Organization for Standardization (ISO), Aerospace Standard (AS) or Military Standard equivalent QMS acceptable to SJI for the items covered herein. Widely recognized government or industry quality management system standards should be used as guidelines.

P3 Documentation

All packing slips and invoices must state SJI Purchase Order Number and Job Number. Orders without the following will not be accepted:

- Certificate of Conformance
- Dimensional Inspection Report, if required
- AS9102 FAIR, if required

P4 Changes Notification

Prior to processing and delivery, external provider shall notify SJI of changes in processes, products and/or services, including product obsolescence and/or substitution, changes in external providers or location of manufacture. When required, SJI's approval shall be obtained.

P5 Subcontracting

Products, processes, and/or services shall not be subcontracted without written approval from SJI.

If written approval from SJI is obtained, the applicable purchase order provisions shall be flowed down to direct and sub-tier external providers.

P6 Quality Planning

External provider shall plan and develop the processes needed for product realization. As appropriate, the external provider shall determine, at a minimum, the requirements for approval of product, procedures and equipment.

P7 Qualification of Personnel

Personnel performing work affecting conformity to product requirements shall be competent on the basis of appropriate education, training, skills and experience, including awareness of the following:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior

When applicable, external provider shall only use certified personnel. External provider shall maintain the expected level of competence, training and awareness for all work performed for SJI.



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P8 Control of Monitoring and Measuring Resources

The external provider shall maintain a calibration system in compliance with ANSI/NCSL Z540.3, ISO 10012, ISO 17025 and/or the equivalent.

SJI shall be notified when the equipment is found not to conform to requirements. The external provider shall then determine if the validity of the previous measuring results has been adversely affected and shall take appropriate action on the equipment and any product affected.

P9 Sampling Plans

When utilizing sampling inspection as a means of product acceptance, the sampling plan shall be justified on the basis of recognized statistical principles and appropriate for use (e.g.: matching the sampling plan to the criticality of the product and to the process capability). Acceptable Quality Levels (AQL) shall be $A_c = 0$; $R_e = 1$

P10 Lot Integrity

All supplied material shall be from the same batch, lot, heat number, and/or cure date unless otherwise authorized by SJI buyer in writing.

P11 Return of Remnants

Remnants of SJI supplied material shall be returned when processes/services, as stated on the Purchase Order, are completed.

P12 Identification and Traceability

Where traceability is a requirement, the external provider shall control the unique identification of the product. Where appropriate, the external provider shall identify the product by suitable means throughout product realization maintain the identification of the configuration in order to identify any differences between the actual configuration and the procured configuration.

All items manufactured under the applicable purchase order shall be traceable to raw materials used. Traceability and inspection records shall be available upon request. Identification of raw materials used, shall include, as applicable, but not limited to, lot numbers, material types, specifications number, etc. In any case, external provider shall record sufficient identification information to adequately identify all material in such a manner that full traceability of raw materials used is included.

P13 Preservation of Product

The external provider shall preserve the product during internal processing and delivery to SJI in order to maintain conformity to requirements.

As applicable, preservation shall include identification, handling, packaging, storage and protection. Preservation of product shall also include, where applicable in accordance with product specifications and applicable statutory and regulatory requirements, provisions for:

- Cleaning
- Prevention, detection and removal of foreign objects
- Special handling for sensitive products
- Marking and labeling including safety warnings
- Shelf life control and stock rotation



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- Special handling for hazardous materials

Product must be packaged to prevent shipping damage.

P14 External Provider Performance

External providers are reviewed periodically for both conformity (of product, process, and/or service) and on-time delivery. External providers not meeting external provider performance will be issued a corrective action and may be relegated to “Conditional” or “Disapproved” status.

P15 Nonconforming Product

External provider shall ensure that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery.

If nonconforming product has been shipped to SJI, SJI shall be immediately notified.

All materials/products furnished are subject to receiving inspection and may be returned at external provider’s expense if found to be nonconforming.

P16 Nonconforming Product Disposition

Approval shall be obtained from SJI regarding nonconforming product disposition.

External provider shall make certain that reworked product has no adverse effect on safety, performance, interchangeability or reliability, and within applicable requirements.

Product dispositioned for scrap shall be conspicuously and permanently marked, or positively controlled, until physically rendered unusable.

External provider shall not use dispositions of use-as-is or repair, unless specifically authorized by SJI’s Quality Manager, if the nonconformity results in a departure from the Purchase Order requirements.

When applicable, upon disposition of nonconforming product, involved parties shall be notified within 72 hours. Involved parties can include SJI’s Quality Manager, supply chain and regulatory authorities.

P17 Corrective Action

When applicable, the external provider shall eliminate the causes of nonconformities in order to prevent recurrence. External provider shall determine and implement actions needed, and review the effectiveness of the corrective actions taken.

If requested by SJI, external provider shall provide timely root cause and corrective actions.

P18 Certificate of Conformance

External provider shall provide a Certificate of Conformance with each shipment including the following: Part Number, Revision, Quantity, Signature of Quality Representative, and all applicable specifications with revision levels.

Raw material certifications including chemical and physical test reports are required to be accompanied with delivery. Documentation shall show full chain of custody for raw materials and/or finished items from manufacturer to seller, including all certifications issued by direct and sub-tier external providers. The Certificate of Conformance and associated documented supplied as evidence of purchase order fulfillment must be in English.



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Finished product shall be new, in the unused condition, and if applicable, with 75% minimum of original shelf life remaining.

P19 Retention of Documented Information

External provider shall control the established documented information to provide evidence of conformity to requirements and retain them for a minimum period of ten (10) years, unless otherwise specified on Purchase Order.

Established documented information shall remain legible, readily identifiable and retrievable.

The external provider shall address the following activities, as applicable, for the control of documented information:

- Distribution, access, retrieval, and use
- Storage and preservation, including preservation of legibility
- Control of changes (e.g., version control)
- Disposition
 - SJI shall be notified prior to destruction of any documented information and offered the option to transfer to SJI.
- Prevention of the unintended use of obsolete documented information by removal or by application of suitable identification or controls if kept for any purpose.

Documented information retained as evidence of conformity shall be protected from unintended alterations.

When documented information is managed electronically, data protection processes shall be defined (e.g., protection from loss, unauthorized changes, unintended alteration, corruption, physical damage).

P20 Right of Access

External provider's system shall include right of access by SJI, SJI's customer and regulatory authorities to all applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

P21 Source Inspection

When required, SJI and/or its customers or government agencies representatives will inspect the products submitted on the applicable purchase order at the external provider's facility.

Source inspection acceptance by SJI and/or its customers or government representatives shall not constitute final acceptance of the items procured, nor shall it relieve the external provider of their responsibility to furnish acceptable product.

As applicable, external provider shall notify SJI 48 hours in advance when order is ready for source inspection.

The external provider is required to hold all materials at external provider's facility until completion of source inspection at which time the external provider may ship to SJI.



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P22 DFARS Compliance

Raw materials shall be in compliance with DFARS clause 252.225-7003, 252.225-7008, 252.225-7009 and 252.225-7010.

The country of origin shall be clearly stated on the Certificate of Conformance.

Please notify SJI if raw materials ordered do not meet requirements of “Buy American”, with country of origin as U.S.

DFARS requirements may be found at:

<http://www.acq.osd.mil/dpap/dars/dfars/html/current/252225.htm>

P23 First Article Inspection

The external provider shall use a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation and tooling are capable of producing parts and assemblies that meet requirements. This process shall be repeated when changes occur that invalidate the original results (e.g., engineering changes, manufacturing process changes, tooling changes). First article inspection may be accomplished in accordance with the requirements of AS9102 or equivalent.

P24 Conflict Minerals “The Dodd-Frank Wall Street and Consumer Act”

External provider shall not knowingly supply any product containing Conflict Minerals: Tantalum, Tin, Tungsten or Gold (3T&G) from the Democratic Republic of Congo and/or its surrounding region, including Angola, Burundi, Central African Republic, Rwanda, Tanzania, South Sudan, Uganda, and Zambia.

External provider shall notify SJI in writing if raw material or product contains Conflict Minerals, as part of alloy composition of raw material or design of product. The following shall be included:

- Country of origin for each 3T&G Conflict Mineral present in raw material or product
- Name and address of smelter if 3T&G Conflict Mineral originated in Democratic Republic of Congo or its surrounding region

P25 Counterfeit Materiel Prevention

External provider shall establish and maintain a Counterfeit Materiel Prevention and Control Plan per AS6174 (Section 3) to ensure counterfeit parts are not delivered to SJI. Counterfeit materiel prevention program should consider:

- Training of appropriate persons in the awareness and prevention of counterfeit parts
- Application of a parts obsolescence monitoring program
- Verification and test methodologies to detect counterfeit parts
- Monitoring of counterfeit parts reporting from external sources
- Quarantine of suspect or detected counterfeit parts

External provider shall:

- Ensure that counterfeit materiel has not been delivered and shall ensure that only new and authentic materials are used in materiel delivered to SJI.



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- Only purchase materiel directly from original or authorized manufacturers, authorized distributors, or other approved sources
- Maintain a method of commodity and item level traceability for assuring traceability of parts and components to their original or authorized manufacturers, authorized distributors, or other approved sources
- Immediately notify SJI with the pertinent facts if external provider becomes aware or suspects that it has furnished counterfeit materiel. When requested, the external provider shall provide documentation that authenticates traceability of the affected items to an original manufacturer or authorized distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product.

P26 Foreign Object Debris/Damage (FOD) Prevention

External provider shall have a documented procedure and process in place to prevent Foreign Object Debris/Damage.



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2.2 ADDITIONAL PURCHASE ORDER PROVISIONS

The following apply only when flowed down on External Provider Purchase Order:

P27 Certified AS9100 Quality Management System

Quality Management System must be AS9100 certified.

P28 Certified ISO9001 Quality Management System

Quality Management System must be ISO9001 certified.

P29 Nadcap Certified Special Processes

Special processes must be Nadcap certified.

P30 DPAS Rating

This is a Defense Priorities and Allocations System (DPAS) rated order with DPAS rating. External provider is required to follow all provisions of the DPAS Regulation, 15 CFR 700.

P31 SJI Property

All tools and fabrications charged to SJI are to remain SJI property, to be used exclusively for SJI requirements.

P32 Free of Burrs

Parts shall be free of burrs when inspected using 10X magnification.

P33 Dimensional Inspection Report

Dimensional inspection report is required with delivery.

P34 AS9102 FAIR

First article inspection report (FAIR) in accordance with AS9102 is required with delivery.

P35 Source Inspection

On-site source inspection by SJI and/or SJI's customer is required prior to delivery.

Inspection method must be demonstrated if a dimensional inspection report or first article inspection report (FAIR) is required.

See additional guidance specified in purchase order provision, P21.

P36 United Technologies End User

This order is for United Technologies end use. Requirements of ASQR-01, including eye examinations and control of monitoring and measuring equipment, are included in this purchase order.

ASQR-01: <http://www.utc.com/Suppliers/Pages/Aerospace-Supplier-Quality-Requirement-Documents.aspx>



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3. REVISION HISTORY

Revision	Date	Revision Record
A	06-FEB-2015	All previous revisions.
B	16-MAY-2017	Updated from QF-021A to QP-843. Completely revised to reflect current process and to meet requirements of AS9100, Rev. D.
C	28-JUL-2017	Separated out sections for required and additional purchase order provisions to ensure easier understanding for external providers.