

Supplier Quality Requirements

Code	Name
QR1	General Terms
<p>Enter this order in accordance with the prices, terms, delivery method, and specifications listed. Please notify us immediately if you are unable to ship as specified.</p> <p>SHIPPING DOCUMENTS Every shipment shall be accompanied with a detailed packing slip listing purchase order number, quantity, and description written as shown on the purchase order. Failure to provide this information and other documents that may be required will be just cause for withholding payment without loss of discount privileges until such documents are made available.</p> <p>PACKAGING Unless otherwise specified by the purchase order, the supplier is responsible for assuring that all items are delivered without damage or deterioration. Unit and intermediate packaging shall be employed as necessary to prevent damage, deterioration or the introduction of foreign materials.</p> <p>FLOW DOWN All Requirements in purchasing documents including key characteristics shall flow down to subcontractors.</p> <p>RECEIVING INSPECTION Purchased material will be subject to inspection as necessary to assure conformance to contract or purchase order requirements. Initial acceptance of the order does not relieve the supplier of any responsibility to produce acceptable product for which they are contracted.</p> <p>EMPLOYEE COMPETENCE AND AWARENESS The competency of your personnel, including required qualifications , is adequate for the process being performed. Records describing the personnel qualifications shall be maintained. Suppliers shall ensure that personnel are aware of: 1.) Their contribution to product or service safety and conformity 2.) The importance of ethical behavior.</p>	

Code	Name
QR2	Age Sensitive Materials
<p>The supplier shall identify all materials that are age controlled or life limited with the date of manufacture and the date at which the useful life is expended (shelf life or cycle life). When environment is a factor in determining useful life, the identification shall include the storage conditions required to achieve the stated life. Unless otherwise stated in the body of the purchase order, product supplied shall have a minimum of 70% of its life expectancy remaining at time of delivery.</p>	

Code	Name
QR3	SDS
<p>Safety Data Sheet Required</p>	

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Code	Name
QR4	OSHA Labeling Required
OSHA required labeling according to CFR Title 29, 1910.1200	

Code	Name
QR5	DOT Labeling
If required, DOT (CFR 49) Hazardous Material Labeling must be on the container and bill of lading and placarding must be on the truck when shipped to us.	

Code	Name
QR6	Record Retention
Supplier shall retain Quality records regarding this order for a minimum of three years. Types of records to be retained include as applicable, but are not limited to: First Article inspection reports; Inspection and test procedures; Laboratory and other test records; Non-Destructive Testing techniques and records; X-Ray techniques and records; Inspection history (route cards or record cards); Traceability information; Supplier drawings and specification change history; Calibration records; Quotation/procurement documents; Receipt inspection records and Supplier approval documents. Other records may be required and will be noted accordingly on the purchase order.	

Code	Name
QR7	Right of Access
Alternate Finishing Inc., our customers, and regulatory authorities shall have the right to access all supplier and sub-supplier facilities and to all documents and records involved in fulfilling the requirements of this order.	

Code	Name
QR8	Certification
Each shipment of material, product and / or processed parts shall be accompanied by a legible and reproducible copy of a Certificate of Conformance with the signature of an authorized company representative stating that the material, process or product being shipped meets the requirements of applicable drawings or specifications cited in the purchase order. The certificate must list each special process that appears on the drawing such as: non-destructive examination, and plating or coating, etc. Perishable products controlled by batch number or cure date and products controlled by heat number will have applicable controlling number on the individual certificate. Evidence /records substantiating the C of C must be on file and available upon request in accordance with the records clause of this document.	

Code	Name
QR9	Notice of changes
Supplier shall notify Alternate Finishing Inc. upon any change in the product	

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Code	Name
QR10	Current Instructions
Supplier shall include current version of instructions on the use of the product with shipment or via e-mail.	

Code	Name
QR11	Organization Changes
Supplier shall notify Alternate Finishing Inc. of organizational changes affecting quality management, supply chain management, or ownership within 10 business days of the change.	

Code	Name
QR12	Product Regulatory Requirements
Supplier shall certify that supplied items conform to the Department of Defense Federal Acquisition Regulation Supplement clause 252.225-7014, Preference for Domestic Specialty Metals.	
Products to be delivered in accordance with Section 1502 (the Conflict minerals Provision) of the Dodd-Frank Wall Street Reform and Consumer Protection Act.	
Products delivered shall be ROHS/WEEE compliant, with the exception of lead when specified.	
Products delivered shall be REACH compliant.	

Code	Name
QR13	Non-Conforming Material
The supplier shall establish and maintain an effective and positive system for controlling non-conforming material, product and processes, including procedures for the identification, segregation, presentation and disposition of reworked product. All nonconforming products shall be positively identified to prevent use, shipment and intermingling with conforming product. Nonconforming product shall not be submitted without prior notification and written authorization from Alternate Finishing.	
Supplier shall notify the buyer if it has been found that non-conforming product has been shipped. Alternate Finishing Inc. shall have the right to determine how the non-conformance will be dispositioned.	

Code	Name
QR14	Corrective Action
Corrective action requests issued against materials found to be nonconforming upon receipt at Alternate Finishing Inc. shall be investigated and responded to within the specified time frame with root cause, corrective action taken and the effectivity of its implementation. The effectiveness of the corrective action will be assessed by Alternate Finishing on future orders.	
Noncompliance with this requirement could result in removal from our approved suppliers list, until the issue is resolved.	

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QR15	Measuring and Test Equipment
<p>The supplier shall provide and maintain sufficient gauges and other measuring and test devices that are accurate enough to assure product conformance. As appropriate to the scope of the activities performed, the supplier shall maintain a calibration system that complies with any of the following: ISO 10012-1, ISO/IEC 17025 or ANSI/NCSL Z540-1.</p>	

Code	Name
QR16	ITAR
<p>Alternate Finishing is awarding your firm a, PO or contract involving defense articles, which are under the jurisdiction of the International Traffic in Arms Regulations (ITAR). These are unclassified items, but effective control over these goods must be kept from "foreign persons", defined as anyone who is neither a US citizen nor a permanent resident (Green Card holder). Likewise, any technical data (if any) that Alternate Finishing sends along with the hardware would have to be similarly kept so that foreign persons could not access the data.</p>	