

Purpose:

Defines and explains quality requirements for supplier and supplier's sub-tiers on product purchased or processed.

Scope:

This document is invoked by direct reference on the purchase order.

- * No deviation from these requirements is permitted unless otherwise governed by Obars' customer, or authorized in writing by Obars' President, Buyer or Quality Manager.
- * Suppliers and processors shall flow down all applicable requirements to all sub-tier suppliers and/or processors.
- * Purchase Order requirements take precedence over this document in the event of conflict

Process:

Acceptance Authority Media (media used to record the status of tasks/operations)

- * Processes are accomplished prior to signing the process documentation ("stamp/sign as you go")
- * Processes are performed by those that are qualified/trained
- * Assure that documentation is complete and correct per industry standards
- * Stamps used to approve product are appropriately controlled to prevent unintended/unapproved usage
- * Staff is trained on the above criteria.

Certificate of Conformance: (C of C)

When required by the purchase order, the supplier shall certify in a signed certificate of conformance that all parts, raw material processes, and finished items supplied under this purchase order/contract were inspected, tested and found to comply with all specifications, drawings, and purchase order/ contract requirements with each shipment. The certificate of conformance shall also include the part number, quantity purchase order number, and reference any approved waivers/deviations for non-conforming product.

Foreign Object Debris (FOD)

The supplier shall employ appropriate housekeeping practices to assure timely detection and removal of residue / debris generated, if any, during operations and/or normal daily tasks. Parts, containers, bags, trays, totes, shipping containers etc. are to be free of foreign objects which may include machining chips, wood, paper, food etc.

Counterfeit Goods; Product Safety & Ethical Behavior

The supplier shall ensure that all persons are aware of their requirement for the need to prevent the use of counterfeit parts, their contribution to product safety, and the importance of ethical behavior.

Calibration System:

The supplier shall maintain a calibration system in compliance to ISO 17025, ISO 10012-1, ANSI-Z540-1 or MIL-STD-45662.

Traceability of Product or Process:

A traceability number must be on the shipping paperwork and traceable back to the supplier's production and product conformity. The supplier shall retain evidence to document that items furnished under this contract conform to contract requirements. Evidence will generally include information tracing the items back to the manufacturing source, and conformance to the product.

Control of Special Process:

The supplier and any sub-tier supplier shall be an Obars and/or customer approved source for special processes. These include operations to process controls such as: plating, heat treating, cleaning, non-destructive tests, etc. The supplier shall be approved as per above to perform specific required Special Processes, or use Special Process suppliers acceptable to Obars and Obars' customer.

Non-Conforming Material :

Upon the discovery of non-conforming product, the supplier shall contact Obars Machine & Tool Co, for disposition prior to shipment. Suppliers cannot deviate from the purchase order without Obars' approval. A request for deviation must be submitted to Obars Machine & Tool Co for disposition.

Right of Entry:

The supplier shall allow the right of entry to Obars Machine & Tool Co., its customers and regulatory agency to audit any and all systems, processes and materials to determine and verify the quality of contracted work.

Record Retention:

Suppliers shall establish and maintain records. Records shall be retained for a period of 10 years unless otherwise specified on the purchase order. Records shall be made available to Obars Machine & Tool Co, its customers and/or regulatory agencies upon request.

Change in Product or Processes:

Changes in manufacturing product, processes, facilities, or outsourcing to an alternate supplier may not be implemented without written approval by Obars Machine & Tool Co.

Competence:

The suppliers employees will have the required competence and training to consistently provide quality products/services.

