

	SUPPLIER QUALITY ASSURANCE REQUIREMENTS	
FM-304 8/23/2018	RELEASED	Page 1 of 4

1.0 SCOPE

- 1.1 When specified, this document defines the Quality System requirements to be met by suppliers in the performance of a purchase order issued by Computech Manufacturing.

2.0 PURPOSE

- 2.1 It is the intent of this document to assure that procured products or services are of the required quality and reliability.
- 2.2 Section Four of this document defines requirements that apply to all purchases in general, unless otherwise specified.
- 2.3 Section Five contains specific quality clauses where, when cited on the purchase order, from a quality requirement specifically based on the complexity of the item(s) being procured.

3.0 ASSOCIATED DOCUMENTS

ANSI/ASQC Z1.4 - Sampling Procedures and Tables for Inspection by Attributes
ISO 9001 - Quality Management Systems - Requirements
AS9100 - Quality Management Systems – Requirements for Aviation, Space and Defense Organizations
ISO 10012-1 - Quality Assurance Requirements for Measuring Equipment
MIL-STD-1686 - Electrostatic Discharge Program for Protection of Electronic Parts
FM-302 - Supplier Quality Survey
FM-305 - Computech Standard Purchase Order Terms and Conditions

4.0 GENERAL REQUIREMENTS

- 4.1 Suppliers furnishing products or services, intended to be incorporated into products or services by Computech for its final customer, shall meet the applicable and pertinent requirements of AS9100 (or other accepted quality system standards) as well as requirements specified in this document.
- 4.2 Supplier Approval: Suppliers may be subject to periodic on-site audits by the Computech Quality Department. Other methods of supplier approval are:
- a) Completion of a Computech supplied Quality self-survey;
 - b) Submission of current ISO or AS registration certificate; or
 - c) Virtue of Performance, tightened surveillance.

- 4.3 Nonconformance Dispositions:

	SUPPLIER QUALITY ASSURANCE REQUIREMENTS	
FM-304 8/23/2018	RELEASED	Page 2 of 5

- a) **Use as Is**: The supplier IS NOT granted MRB authority to knowingly accept and ship nonconforming product that does not meet the drawing or specification without the consent of the Computech buyer.
- b) **Rework**: The supplier shall not rework any product that is damaged or found to be nonconforming prior to shipment unless the rework will bring the product into full compliance with drawings and specifications.
- c) **Repair**: The supplier shall not perform any repair activity that improves the condition of the product, but does not result in full compliance to technical requirements. Some examples of this activity are “weld repair” and “hole plugging”.

4.4. **Special Processes and Fabrication**: A Certificate of Conformance is required for all special processes (such as, but not limited to, plating, heat treating, welding, coating etc.) Any item fabricated, formed or machined to a Computech drawing or other defined requirements requires a Certificate of Conformance with the shipment. Test Specimens for design approval, inspection / verification, investigation, or auditing maybe required. Computech reserves the right to reject or refuse delivery of product that does not have appropriate documentation.

4.5 **Sampling Plan**: Statistical sampling inspection of product is acceptable provided the plan used is validated per ANSI/ASQC Z1.4 unless modified by the purchase order. Accept Criteria is zero defects within the sample.

4.6 **Source Inspection**: Product may be inspected by Computech personnel at the supplier’s facility. Approval at source inspection does not in any way alleviate the quality responsibilities of the supplier. Final product acceptance is at Computech Manufacturing’s facility. Computech’s customer may also require on-site inspection at their discretion.

4.7 **Corrective Action Requests**: Suppliers furnishing nonconforming product or habitual late shipments may receive a Corrective Action Request. A Suppliers quality rating will be further affected if there is failure to respond with an acceptable action plan within the time specified. Information regarding current rating criteria or current supplier status can be requested from Computech Purchasing or Quality.

4.8 **Flow down Requirements**: Suppliers are subject to all applicable Quality requirements imposed upon Computech by its customers. Including any statutory or regularity requirements. Computech Manufacturing will ensure that the suppliers are aware of:

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

If the supplier chooses to subcontract any or all a Computech purchase order, flow down of this document shall be included.

4.9 Additional **flow down requirement**: For aviation, space and defense product, General

	SUPPLIER QUALITY ASSURANCE REQUIREMENTS	
FM-304 8/23/2018	RELEASED	Page 3 of 5

Electric Joint Aviation Affiliates Specification S-1005 is a flow down requirement. A copy can be provided upon request.

- 4.10 **Record Retention and Retrieval:** Retention of all Quality records as defined in ISO 9001 and AS 9100 is required for 10 years. Records shall remain legible and readily retrievable for Computech's (or its final customer's) review during reasonable business hours.
- 4.11 **Nonconforming / Counterfeit Material:** Any nonconforming / counterfeit material must be addressed to the Computech buyer and the material quarantined at the supplier premises pending final disposition. When product is found to be nonconforming / counterfeit after shipment, the Computech buyer shall be promptly notified.
- 4.12 **Resubmittal of Rejected Product:** In the event of a rejection and subsequent resubmission of reworked product, the product shall be clearly identified as "Resubmitted".
- 4.13 **Material (Mill) Test Reports:** A Certificate of Analysis (C of A) is required to accompany each shipment when specified on the Purchasing document. The analysis (chemical and physical) must be conducted by a laboratory whose Quality Management System is accredited by an internationally recognized certification body. If not, the supplier is responsible for having these analyses performed by such an accredited laboratory prior to shipment.
- 4.14 When required for Aviation, Space or Defense purchases, the supplier must notify Computech Mfg. **and obtain approval** of:

Changes of product or process;
Changes of sub-tier suppliers;
Changes of manufacturing location.

5.0 PURCHASE ORDER QUALITY CLAUSES (Selected paragraphs apply only when referenced on PO)

SQAR 5.1 Supplier's Quality System: The supplier shall establish and maintain a Quality System that complies with one or more of the following:

- a) A system that is compliant with general industry requirements for acceptable manufacturing practices. At a minimum, practices should include incoming inspection, process controls, product acceptance, calibration and control of nonconforming product. The system shall use MIL-I-45208 (cancelled) as a model.
- b) MIL-Q-9858 (Cancelled)
- c) ISO9001

	SUPPLIER QUALITY ASSURANCE REQUIREMENTS	
FM-304 8/23/2018	RELEASED	Page 4 of 5

d) AS 9100

If the purchase order does not specify “a”, “b”, “c” or “d” above, then “a” shall be the default. A supplier’s Quality Manual may be requested prior to becoming a Computech approved source.

- SQAR 5.2** Calibration Requirements: The supplier is required to establish and maintain a calibration system in accordance with ISO 10012-1. For gage calibration laboratories, accreditation to ISO/IEC 17025 or equivalent is required.
- SQAR 5.3** First Article Required: Submit a complete layout including drawing notes along with the identified first article piece. The preferred format is AS9102, however the suppliers format may be used provided the following data is included: A drawing with all attributes identified with consecutive numbers corresponding to the attributes as listed on the layout, all dimensions, tolerances, drawing notes, accept/reject determination and method of inspection.
- SQAR 5.4** Preference for Domestic Specialty Metals: Supplier agrees to comply with DFARS 252.225-7014 and Alternate 1.
- SQAR 5.5** Traceability: Materials, whether procured by the supplier or provided by Computech, must be tightly controlled to maintain traceability to heat number, lot number, cure date etc. If the material is supplier procured, provide material test report with Certificate of Conformance in the shipment.
- SQAR 5.6** Electrostatic Discharge (ESD) Controls: Supplier shall have a plan to safeguard electronic hardware from the susceptibility to ESD. ESD sensitive items must be handled, packaged and identified per nationally recognized standards.
- SQAR 5.7** Control of Customer Supplied Materials: When materials are provided by Computech to the supplier for incorporation into product in the execution of a purchase order, such material shall be adequately identified and controlled to prevent damage, mix-up or any otherwise detrimental condition. If Computech supplied product is found to be damaged, missing or otherwise nonconforming, the Computech buyer shall be promptly notified of the condition.
- SQAR 5.8** Special processes require processing at a NADCAP certified facility.
- SQAR 5.9** FOD Prevention: Delivered material must be clean and free from any material/debris, such as wire clippings, machined chips, burrs, grinding dust, forming materials, corrosion, oil and other foreign material on surfaces to prevent Foreign Object Debris entrapment. The Supplier should have special emphasis controls in place appropriate for the manufacturing environment.
- SQAR 5.10** Shelf Life items: Items with limited shelf life shall be marked on the item, package, or container with the manufactured date, storage temperature, special handling requirements, and expiration date of the items. When items are fabricated of

	SUPPLIER QUALITY ASSURANCE REQUIREMENTS	
FM-304 8/23/2018	RELEASED	Page 5 of 5

rubber, the cure date of the rubber is to be shown in lieu of the date of manufacture. All identification markings shall be placed in accordance with applicable specifications. Unless otherwise stated, Computech will not accept materials with less than 75% of shelf life remaining, without written authorization from the buyer.