



# **PPI/TZ**

## **Standard Quality Requirements for Suppliers**

### **-SQRS-**

**AS9100B and ISO 9001:2008**

Revision: January 17, 2011

For questions concerning Standard Quality Requirements for Supplier (SQRS), please contact your PPI Time Zero, Inc. buyer.

## 1. SCOPE

This document establishes requirements for supplier's quality control system.

These requirements are in addition to those set forth in specific purchase orders or any other contractual documents. Excluded are suppliers of stationary and janitorial suppliers.

## 2. QUALITY SYSTEM REQUIREMENTS

The supplier shall follow PPI Time Zero, Inc. Standard Quality Requirements for Suppliers –SQRS- during the fabrication of all parts, sub-assemblies, assemblies, and tooling involved in the manufacturing, distribution, and shipping of PPI/TZ products or when performing and providing a service for PPI/TZ. The supplier must retain on file evidence of conformance. By shipping the product to PPI/TZ, suppliers confirm that the product meets or exceeds all applicable PPI/TZ engineering and / or purchase agreements, purchase orders, functional test requirements, and / or supplier design control documents. The supplier is also responsible for ensuring sub-tier suppliers-produced parts, components, or services conform to PPI/TZ approved design data.

Certification with ISO9001, AS9100 or NADCAP standards is preferred for all suppliers. However, as a minimum supplier must meet PPI/TZ requirements to the extent further imposed by the provision of applicable drawing, specifications and Purchase Orders.

## 3. DISTRIBUTORS AND BUILD TO PRINT

Distributors are supplier that delivers franchised material per customer Bill of Material –BOM-.

Build to print are suppliers that produces a product from a specific customer drawing.

Distributors and built to print suppliers are responsible for compliance with all procurement action requirements. The applicable requirements of all quality clauses and technical requirements listed on the procurements action will apply to both the distributor / build to print and the manufacture of the product.

NOTE: Distributors / build to print, if a manufacture's Certificate of Conformance is not provided with each shipment of product, PPI/TZ has the right to request at that time of, or after receipt of product, a manufacturer's Certificate of Conformance to ensure that the product provided is as specified in the PPI/TZ procurement document.

## 4. QUALITY AUDITS

The supplier's quality system may be subject to initial and / or periodic audits, at a frequency determined by PPI/TZ or its customers, to determine compliance to these or any other contractually imposed requirement.

## 5. RIGHT OF ACCESS

PPI Time Zero, Inc., its customer and applicable regulatory agencies shall be granted access to the facilities involved in a specific Purchase Order and all applicable records pertaining to that order.

PPI Time Zero, Inc. will have suppliers sign and date a right of access letter in lieu of hard copy Purchase Order. This will be updated every three (3) years.

## 6. FLOWDOWN

The supplier shall flow down all applicable quality requirements to any subcontractors used in the performance of any contract received from PPI/TZ. This includes key characteristic(s) where required.

## 7. SUPPLIER RESPONSIBILITY – PRODUCT / PROCESS CHANGES

The supplier shall maintain a system for the control of quality that complies with the standards as listed above. This system shall be subject to PPI/TZ approval and shall include, but not be limited to, the following:

- The Quality Manager and / or the Purchasing Director at PPI/TZ shall be notified, in writing, when any changes are made to the quality system that may affect product conformance. Notification shall be sent when changes in product and/or process definition will affect product conformance or its intended use.
- The quality system shall assure that all services and product offered for acceptance has been subject to all examinations and tests required to prove conformance to contract or purchase order requirements.
- The supplier shall notify PPI/TZ of organizational changes affecting quality management, supply chain management, or ownership within 15 business days of the change. A change in location or certification status, as well as significant organizational changes, may constitute an on-site visit from PPI/TZ.

## 8. DOCUMENTATION

Supplier is responsible to obtain all referenced documents. Documents not provided with the purchase order are available upon request of PPI/TZ Quality Department. In the event a purchase order does not have a revision listed, it is the responsibility of the supplier to obtain this information from the buyer.

## 9. RECORDS

RECORDS of manufacturing planning, certifications and test reports required to assure product conformity to contractual and technical requirements of the purchase order shall be retained for a minimum of three (3) years unless stated otherwise on the purchase order. Unless otherwise specified on the purchase order, the supplier's quality system shall provide for procedures which will assure that the latest applicable drawing, specifications and instructions required by contractor or purchase order, as well as authorized changes, are used for fabrication, inspection and testing. Copies of drawing, specifications and / or procedures supplied by PPI/TZ shall not be reproduced except for internal use. Such proprietary items shall be controlled to preclude their use for other than contract work with PPI/TZ.

## 10. CORRECTIVE ACTIONS

Corrective Action Request -CAR- shall be answered and returned by the due date given on the CAR. The supplier is responsible for determining and implementing corrective action and for performing follow-up actions to verify the effectiveness of corrective actions.

## 11. MEASURING AND TEST EQUIPMENT

The supplier shall maintain sufficient gauges and other measuring and test devices that are accurate enough to assure product conformance. The devices shall be calibrated at established intervals against certified standards, which have known valid relationships to national standards. Calibration of inspection and test equipment shall be in accordance with ANSI (NCSL) Z540-1, MIL-STD-45662, or other ISO/industry recognized calibration system standards.

## 12. PPI TIME ZERO, INC. SUPPLIED MATERIAL

When PPI/TZ furnished material, the supplier's procedures shall include, as a minimum,

- Examination upon receipt to detect damage in transit,
- Periodic inspection and precautions to assure adequate conditions and to guard against damage from handling and deterioration during storage,
- Functional testing, either prior to or after processing, or both, as required by contract or specifications to determine satisfactory operation.
- Identification and protection from improper use or disposition.
- Verification of quality.
- Notification/Reporting of any discrepancies/concerns to the PPI/TZ quality department.

## 13. RECEIVING INSPECTION

Unless otherwise stated with the purchase order, purchased material, product and processes will be subject to inspection at PPI/TZ, as necessary to assure conformance to contract or purchase order requirements. Initial acceptance of the order at PPI/TZ does not relieve the supplier for any responsibility to produce acceptable product for which they are contracted.

For mechanical components, PPI will require first article inspection reports from the supplier. PPI will perform on-site certification for certain mechanical component manufactures. Inventory transferred to PPI Time Zero by PPI Time Zero's end customer will also be considered "certified" unless otherwise stated by PPI Time Zero's customer. Once certified, this certification will allow the supplier to ship dock to stock into PPI Time Zero. PPI will determine and perform critical dimension review for ongoing compliance.

## 14. 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 identifications, segregation, presentation and disposition of reworked product. All non-conforming products shall be positively identified to prevent use, shipment and intermingling with conforming product. Nonconforming product shall not be submitted without prior notification and authorization / approval from PPI/TZ. Supplier shall notify PPI Time Zero, Inc. in writing of any delivered non-conforming material within 24 hours of discovery. This notification shall include PO Number, Part number, Serial Number or date code (if applicable), quantity delivered and date of delivery.

## 15. CERTIFICATE OF CONFORMANCE

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. The supplier shall include the date of manufacturer and the PPI/TZ purchase order number and PPI/TZ or customer part numbers (as it appears on the PO) on the C of C with a statement of conformity of the product shipped. Blanket statements of conformance are unacceptable, as are statements of belief rather than fact. Evidence / records substantiating the C of C must be on file and available upon request in accordance with Records Clause of this document.

## 16.CHEMICAL AND / OR PHYSICAL TEST REPORTS

When required, legible and reproducible copies of all chemicals and / or physical test reports, identifiable with the furnished materials, must accompany each shipment. These reports must contain the signature and title of the authorized representative of the agency performing the test. The reports shall be identified with the specifications number, revision and lot identification (heat, run, batch, and / or cure lot numbers as applicable to the product). Chemical and Physical test reports shall include the actual numerical values for each property testing in accordance with the applicable specifications. When more than one specimen is required, a test result of each is required on the report.

## 17.PROCESS CERTIFICATION REQUIREMENTS

A legible and reproducible copy of special process certification (i.e. testing, assembly, nondestructive testing, plating, etc.) shall accompany each shipment of material or parts for which such processing has been accomplished. Special processes shall be performed by customer (process specification owner) approved sources. Certifications are to include all specifications listed in the order of sequence and date performed.

## 18.DOMESTIC MATERIALS

Specialty metals, such as Titanium and Stainless Steel, must be of a domestic origin as defined by DFARS Clause 252.225-7014, Preference for Domestic Specialty Metals.

## 19.AGE SENTITIVE MATERIALS

The supplier shall identify all materials that are age controlled of life limited with the date of manufacture and the date at which the useful life is expended (shelf life or cycle life). A signed statement regarding the commodity on company letterhead stating the shelf life conditions of the particular product is acceptable. 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 to PPI/TZ shall have a minimum of 80% of its life expectancy remaining at time of delivery.

## 20.PACKAGING

Unless otherwise specified by the purchase order, the supplier is responsible for assuring that all items are delivered without damage or deterioration. Packaging and verification of the packaging will cover the prevention, detection and removal of foreign objects. Unit and intermediate packaging shall be employed as necessary to prevent damage or deterioration.

## 21.ELECTROSTATIC DISCHARGE PROTECTION

Static sensitive devices classified by the drawing or by the nature of the product must be properly handled, packaged and labeled as per MIL-STD-1686, ANSI/ESD S20.20, J-STD-001 & IPC-A-610.

## 22.SHIPPING DOCUMENTS

Every shipment shall be accompanied with a detailed Certificate of Conformance and packing slip listing purchase order number, PPI/TZ part number, quantity, and description written as shown on the purchase order. Failure to provide this information will be just cause for withholding payment without loss of discount privileges until such documents are made available.

## 23. SHIPPING, PACKAGING, AND LABELING REQUIREMENTS FOR MATERIAL THAT IS TO BE IMPORTED INTO THE UNITED STATES OF AMERICA

Supplier shall comply with all applicable recommendations or requirements of the Bureau of Customs and Border Protections Customs-Trade Partnership Against Terrorism (“C-TPAT”) initiative. Supplier, upon request shall provide evidence of compliance with the C-TPAT initiative.

## 24. CONFIDENTIALITY ISSUES

All documents provided for the purpose of submitting a quotation of fulfilling purchase order requirements, are Customer property and should be considered of a strictly confidential nature. These documents must be returned to PPI/TZ upon request.

## 25. ON SITE CONTRACTORS – **pre- requisite**

The following are pre-requisite to allowing any contractor on PPI/TZ property to perform any work including, without limitation, cafeteria, calibration service, routine or special maintenance, building modifications, alterations or additions.

- **Calibration Services** – Contractors performing calibration services for PPI/TZ shall use equipment which has been calibrated and maintained using standards which are traceable to the National Institute of Standards and Technology (NIST), in accordance with the latest revisions of ANSI/NCSI, Z540-1, Calibration System Requirements.

## 26. ELECTRICAL / ELECTRONIC ASSEMBLIES & SOLDERING REQUIREMENTS

- All electronic, harness assembly and soldering shall conform to the criteria established in IPC-A-610, J-STD-001 and IPC-A-620, current revision unless otherwise stated on the purchase order.
- Technicians performing work on and inspectors engaged in final acceptance of electrical/electronic product purchased by PPI/TZ shall be Certified Application Specialist per IPC-A-610, IPC-A-620 or J-STD-001, current revisions.
- All electronic, harness assembly and soldering shall conform to the criteria established in the process standard(s)/specification(s) stated on the PPI/TZ purchase order.

## 27. FIRST ARTICLES REQUIREMENTS

Compliance to requirements shall be verified by performance of a first article inspection. First article inspection reports shall include the S/N when applicable, all drawing dimensions, general notes, and tolerances range along with the actual measurements results, and where physical testing is required, the results of the tests. First Article parts shall be identified as “First Article” by tagging, separately packing them or other suitable means. If required by contractor or purchase order, the first article shall be in accordance with AS9102 latest revision.

## 28. SOURCE SURVEILLANCE

When this Supplier Quality Requirement is imposed, the PPI/TZ quality representative, PPI/TZ customer, and applicable regulatory authority shall perform evaluation / acceptance of product at the supplier’s facility. This will include surveillance of the products and supplier’s systems, procedures and facilities. The supplier shall furnish, at no cost, the necessary facilities and equipment, supply data, and perform tests / inspections as required by applicable drawing, specifications, or PPI/TZ directed Inspections Instructions under surveillance of PPI/TZ. Supplier quality representative, PPI/TZ’s customer, and / or applicable regulatory authority. The supplier is to notify PPI/TZ buyer, requesting source surveillance at a minimum of 48 hours in advance of desired inspection date.

## 29.FOREIGN OBJECT PREVENTION, DETECTION AND REMOVAL

The supplier shall maintain a FOD (Foreign Object Damage / Debris) control programs assuring work is accomplished in a manner preventing foreign objects or material from entering and remaining in delivered items. Maintenance of the work area and control of tools, parts, and material shall preclude the risk of FOD incidents. The supplier shall document and investigate all FOD incidents assuring elimination of the root cause. The company shall have the right to perform inspection and / or audits as a method of verification that the supplier's FOD control program is functional, documented, and effective. The supplier shall identify a FOD control person responsible for implementing FOD prevention awareness and training.

Prior to closing inaccessible or obscured areas or compartments during assembly the supplier shall inspect for foreign objects/materials. Tooling, jigs, fixture, test equipment, and handling devices shall be maintained in a state of cleanliness and repair to prevent FOD. Supplier shall provide a statement of certification that deliverable products are free of any foreign materials that could cause damage to the product or to the components/systems of which the product is a part or to which the product is attached.

## 30.SPECIAL PROCESS CONTROL

Special processes are those yielding products which cannot be evaluated for conformance to requirements through inspection or non-destructive test testing, waste processing, etc. These include, but not limited to, welding, plating, heat treating, anodizing, printed circuit board fabrication (Rigid and / or flexible), solder mask application, via fill application, assembly, electrical test, chemical machining, chemical coating, mechanical machining, etc. The supplier shall, as a minimum demonstrate a degree of control over these processes to provide assurance that PPI/TZ purchase order specifications are complied with. Supplier is responsible to obtain all referenced documents. Documents not provided with the purchase order are available upon request of PPI/TZ Quality Department. As applicable the supplier shall provide adequate training for personnel, certifications where required and destructive testing of samples and detailed procedures. Upon request, copies of special process procedures and certifications shall be supplied to PPI/TZ. If supplier uses facilities other than his own, that facility is subject to the same conditions stated herein. All certification supplied as objective evidence must indicate the name and location of the facility performing each especial process.

## ADDITIONAL REQUIREMENTS BY COMMODITY, (Unless otherwise stated within the P.O)

## 31.CHEMICALS, GLUES AND COATING

A certificate of compliance (C of C) is required with each shipment. Documentation must include manufactured and expiration dates for each lot shipped. Containers are to be shipped in a single-level bundle and packing to prevent damage in transit.

## 32.PURCHASED PARTS

Original mill raw material certifications with actual chemical and physical values are required. Test reports for all processes performed are required with the shipment. Approved suppliers, as outline previously, shall be used for all special processes.