



1. PURPOSE AND SCOPE

Sagotech shall [AS9100D-287] ensure that externally provided processes, products, and services conform to requirements.

Sagotech shall [AS9100D-291] require that external providers apply appropriate controls to their direct and sub-tier external providers, to ensure that requirements are met.

Sagotech shall [AS9100D-321] communicate to external providers its requirements for [AS9100D-322] the processes, products, and services to be provided including the identification of relevant technical data (e.g., specifications, drawings, process and regulatory requirements, work instructions) and shall [AS9100D-341] flow down to external providers applicable requirements including customer requirements.

2. GENERAL REQUIREMENTS

The requirements listed below declared as Supplier Quality Requirements (SQR's) may be included with the Purchase Order, as needed and where required, to facilitate flow down requirements to the supplier.

Supplier Quality Requirements (SQR's)

SQR	TITLE	DESCRIPTION
SQR005	SUPPLIER QUALITY SYSTEM	The Supplier must establish and maintain a documented Quality Management System to ensure adequate controls throughout the production process and to assure product compliance with specifications and purchase order requirements.
SQR010	RIGHT OF ACCESS	Right of access to Sagotech's authorized personnel or their customers must be afforded to all facilities involved in the order, and to all applicable records, as well as for verification of parts and materials at the Supplier's premises. Sagotech may request that the Supplier provide documentation, including registration documentation, certification approval, audit reports, findings, corrective actions, test results etc. The Supplier must provide assistance for on-site evaluation processes and completion of reports and surveys where appropriate.
SQR015	SUB-TIER SUPPLIERS	When the Supplier sub-contracts a process or requirement to a sub-tier supplier, the applicable requirements must be flowed down to that supplier. Approval of sub-tier supplier by Sagotech does not relieve the Supplier of the responsibility of assuring that work performed or products supplied by the sub-tier supplier are in accordance with specified requirements. Sagotech reserves the right to participate in the evaluation and qualification of critical process lower-tier suppliers and to inspect at the source any product or service not manufactured or performed within the primary supplier's facility. The election to participate in these activities will be made by Sagotech Quality Assurance.
SQR020	RECORDS RETENTION	Records related to the manufacturing and/or process operations, including inspections, tests and traceability are to be retained by the Supplier and made available upon request for verification by Sagotech, customers or regulatory authorities. Records should be identifiable, accurate and complete. The Supplier must retain quality records of products and services provided to Sagotech for a minimum of 10 years or the life of the contract, whichever is greater. At the end of the retention period, the Supplier should provide the option for Sagotech to take the possession of the records.



<p>SQR025</p>	<p>NON-CONFORMANCE</p>	<p>The Supplier must obtain approval from Sagetech prior to the supply of any non-conforming product. A documented statement on non-conformance should be submitted to Sagetech for disposition.</p> <p>If the Supplier finds non-conforming material or product prior to shipment, the Supplier must evaluate whether items already shipped to Sagetech may have the same nonconformance. If the potential exists, the Supplier must notify Sagetech of the potential or actual nonconformance of already delivered products.</p> <p>When Sagetech identifies non-conformance caused by the Supplier, a Request for Supplier Corrective Action may be submitted to the Supplier. The Supplier should take action and provide response to Sagetech's request within 30 days of the date of receipt. Copies of all records related to the non-conformance should be sent to Sagetech upon request.</p>
<p>SQR030</p>	<p>TECHNICAL REQUIREMENTS 1: Chemical and Physical Test Reports</p>	<p>Each shipment is accompanied by one legible and reproducible copy of all chemical and physical test reports. The report contains the signature and title of the authorized representative of the agency performing the test and must conform to specification requirements. The report shows the purchase order number.</p>
<p>SQR035</p>	<p>TECHNICAL REQUIREMENTS 2: Process and Material Certification</p>	<p>Each shipment is accompanied by one legible and reproducible copy of a Certificate of Compliance for each process or material used. Such processes as heat treating, welding, soldering, magnetic particle inspection, penetrant inspection, ultrasonic inspection, surface preparation and treatment and chemical processing are included. The certificate identifies the process or material, the purchase order number, the specification to which they conform and the name of the agency that performed them (if other than the seller). In addition, the signature and title of the authorized representative approving the information is included.</p> <p>A signed Certificate of Conformance (CoC) must accompany each shipment and contain the following information:</p> <ul style="list-style-type: none"> • Name and Address of manufacturer • Sagetech Purchase Order number • Part Number, Revision (if applicable) • Quantity • Drawing number and revision level to which product was manufactured • Special Processes (if applicable) • Statement certifying product compliance and traceability as applicable <p>Authorized signature and Date</p>
<p>SQR040</p>	<p>TECHNICAL REQUIREMENTS 3: Shelf Life/Age Control</p>	<p>Purchase orders are placed with instructions to suppliers of shelf life/age control items to provide the following information, as applicable:</p> <ul style="list-style-type: none"> * Part Number and Revision Letter * Manufacturers' Part Number * Manufacturers' Name and/or Identity Number * Rubber Class Designation * Date of Manufacture * Cure Date * Expiration Date - (Provide information if the shelf life/age control item is not controlled also.) * Batch or Lot Number * Storage Temperature Information * Special Handling Instructions
<p>SQR045</p>	<p>TECHNICAL REQUIREMENTS 4: Traceability</p>	<p>Items under this purchase order must be traceable to heat lot/lot numbers of the original manufacturer, if applicable. Copies of all traceability and inspection records are submitted with raw materials, parts, or assemblies to which they apply. Raw materials used are identified by lot number as well as material type, specification and</p>



		heat number and must be traceable to records of acceptance (e.g., packing slip, bill of lading, etc.). Parts fabricated are identified with the lot or raw material used.
SQR050	QUALIFIED OUTSIDE/SPECIAL PROCESSORS	Supplier shall only use qualified suppliers/personnel to perform special processes. These special processors may be identified by Sagetech and listed on a controlled Approved Vendor List (AVL) prior to use.
SQR055	DELIVERY	In the event of any anticipated or actual delay the Supplier must promptly notify Sagetech, in writing, of the reasons for the delay and the actions being taken to overcome or minimize the delay.
SQR060	CHANGES OF CIRCUMSTANCES, PRODUCT, OR PROCESS	<p>The Supplier must notify Sagetech of changes to its Certification/Registration status and any other changes that may affect product quality, such as:</p> <ul style="list-style-type: none"> • Changes in ownership • Change of manufacturing location <p>The Supplier is responsible for controlling changes and notifying Sagetech of all changes to the approved part design, manufacturing process, or testing procedures. Such changes may require re-qualification or re-submission of FAI (First Article Inspection). A full or partial FAI must be performed for affected characteristics when requested by Sagetech.</p> <p>All communications between the Supplier and Sagetech must be in writing.</p>
SQR065	PACKAGING AND SHIPPING	<p>All parts and materials intended for Sagetech must be protected against the potential damage from shipping, ESD (Electrostatic Discharge), FOD (Foreign Object Debris), corrosion, moisture, contamination, deterioration or damage by processing, handling or storage at the Supplier, or in transit to Sagetech or from any sub-tier supplier.</p> <p>All electrostatic discharge sensitive materials or assemblies must be wrapped in ESD protective bubble wrap of placed in anti-static bags prior to boxing.</p> <p>All packages must be accompanied by a packing list detailing the contents.</p>
SQR070	RIGHT OF INSPECTION & REJECTION	No parts received from processor by Sagetech shall be deemed accepted until Sagetech has had a reasonable time to inspect such items and determine the actual quantity received for any packaged parts. Such inspection and physical count shall be performed at Sagetech facility. Any items which have been discovered to be defective or which fail to conform to the specifications may be rejected upon initial inspection or a later time if the defects contained in the items are not reasonably ascertainable upon initial inspection. Processor shall be liable for any parts lost or damaged by processor and shall reimburse Sagetech for the actual cost to remake damaged, defective or lost parts including shipping and handling costs.
SQR075	CURRENT SPECIFICATIONS 1: Federal/Governmental Specifications (FAR/DPAS ORDERS)	Products supplied shall be in strict conformance to Purchase Order specifications, including but not limited to the most current revision of Military Specification, if specified or other specifications, processes/procedures, reference documents or requirements that may be required by the Purchase Order. Part substitutions are not authorized unless Sagetech and /or Sagetech's customers have approved them in writing as evidenced by a formally released Sagetech alternate parts document, other document or instruction.
SQR080	CURRENT SPECIFICATIONS 2: Aerospace Specifications	Products supplied shall be in strict conformance to Purchase Order specifications, including but not limited to the most current revision of Aerospace Specification, if specified or other specifications, processes/procedures, reference documents or requirements that may be required by the Purchase Order. Part substitutions are not authorized unless the Sagetech and /or the Sagetech's customers have approved them in writing as evidenced by a formally released Sagetech alternate parts document, other document or instruction.



SQR085	CURRENT SPECIFICATIONS 3: Military Specifications	Products supplied shall be in strict conformance to Purchase Order specifications, including but not limited to the most current revision of Military Specification, if specified or other specifications, processes/procedures, reference documents or requirements that may be required by the Purchase Order. Part substitutions are not authorized unless Sagotech and /or Sagotech customers have approved them in writing as evidenced by a formally released Sagotech alternate parts document, other document or instruction.
SQR090	CURRENT SPECIFICATIONS 4: Key Characteristics	Product or Supplier Advanced Quality Requirements are applicable when “Key Characteristics” (KCs) have been identified on the engineering drawing, specification or as part of the configuration requirements on the purchase order.
SQR095	CURRENT SPECIFICATIONS 5: Material Specifications	It is the supplier's responsibility to verify all product and material specifications utilized at supplier's facility are at current revision levels, including but not limited to, Industry Standards, Government Specifications, and the Sagotech provided drawings and/or data.
SQR100	CURRENT SPECIFICATIONS 6: Process Documentation	Work to be accomplished in performance of this purchase order must be accomplished in accordance with CURRENT AND LATEST REVISION of the process specification stated/requested on purchase order.
SQR105	CURRENT SPECIFICATIONS 7: First Article Inspection Report (FAIR)	<p>The purpose of Supplier’s FAI is to ensure that all design features of a deliverable product and its sub-components meet all applicable levels of design drawing, material and process specification requirements. In order to ensure clear definition, Sagotech FAI requirements are delineated per AS9102 Quality Standard Requirements for First Article Inspection. All Sagotech suppliers will be assessed to AS9100 quality standard requirements.</p> <p>When specified on the PO, the Supplier must perform a First Article Inspection (FAI) for a new part representative of the first production run to verify that all dimensions, features and product attributes meet specified requirements. Documentation of the FAI must be submitted for review and approval to Sagotech prior to the first production shipment. The Supplier is responsible for flowing down FAI requirements to sub-tire suppliers.</p>
SQR110	COUNTERFEIT PARTS/MATERIALS PREVENTION AND CONTROL	<p>Suppliers shall ensure through their processes and/or a formal program against the receipt of counterfeit parts/materials into their inventory, against their use in manufacturing, and against their being sold to other suppliers. Suppliers processes and/or formal program shall be similar to, and meet the intent of SAE AS6174, Counterfeit Material; Assuring Acquisition of Authentic and Conforming Material and/or AS5553, Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition.</p> <p>Counterfeit work - (a) For the purposes of this clause WORK consists of those parts delivered under this purchase order that are the lowest level of separately identifiable items (e.g., articles, components, goods, and assemblies). "Counterfeit Work" means Work that is or contains items misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also includes approved Work that has reached a design life limit or has been damaged beyond possible repair, but is altered and misrepresented as acceptable. (b) Supplier shall not deliver Counterfeit Work under this purchase order. (c) Supplier shall only purchase products to be delivered or incorporated as Work directly from the Original Component Manufacturer (OCM)/Original Equipment Manufacturer (OEM), or through an OCM/OEM authorized distributor chain. Work shall not be acquired from independent distributors or brokers unless approved in advance in writing. (d) Supplier shall immediately notify Sagotech with the pertinent facts if supplier becomes aware of suspects that it has furnished Counterfeit Work. When requested, supplier shall provide OCM/OEM documentation that authenticates traceability of the</p>



		affected items to the applicable OCM/OEM. (e) This clause applies in addition to any quality provision, specification, statement of work or other provision included in this purchase order addressing the authenticity of Work. To the extent such provisions conflict with this clause, this clause prevails. (f) Supplier shall include paragraphs (a) through (e) and this paragraph (f) of this clause or equivalent provisions in lower tier subcontracts for the delivery of items that will be included in or furnished as work to Sagetech.
SQR115	CALIBRATION	Providers of calibration services must meet the requirements of ANSI/NCSL, Z540-1-1994, ISO 17025:2005 or ISO 10012-1 and standards used must be NIST traceable. Unless stated otherwise, calibration will be per manufacturer's instructions.



Supplier Quality Requirement (SQR) Criteria

SQR	TITLE	CRITERIA
SQR005	SUPPLIER QUALITY SYSTEM	
SQR010	RIGHT OF ACCESS	
SQR015	SUB-TIER SUPPLIERS	
SQR020	RECORDS RETENTION	
SQR025	NON-CONFORMANCE	
SQR030	TECHNICAL REQUIREMENTS 1: Chemical and Physical Test Reports	
SQR035	TECHNICAL REQUIREMENTS 2: Process and Material Certification	
SQR040	TECHNICAL REQUIREMENTS 3: Shelf Life/Age Control	
SQR045	TECHNICAL REQUIREMENTS 4: Traceability	
SQR050	QUALIFIED OUTSIDE/SPECIAL PROCESSORS	
SQR055	DELIVERY	
SQR060	CHANGES OF CIRCUMSTANCES, PRODUCT, OR PROCESS	
SQR065	PACKAGING AND SHIPPING	
SQR070	RIGHT OF INSPECTION & REJECTION	
SQR075	CURRENT SPECIFICATIONS 1: Federal/Governmental Specifications (FAR/DPAS ORDERS)	
SQR080	CURRENT SPECIFICATIONS 2: Aerospace Specifications	
SQR085	CURRENT SPECIFICATIONS 3: Military Specifications	
SQR090	CURRENT SPECIFICATIONS 4: Key Characteristics	
SQR095	CURRENT SPECIFICATIONS 5: Material Specifications	
SQR100	CURRENT SPECIFICATIONS 6: Process Documentation	
SQR105	CURRENT SPECIFICATIONS 7: First Article Inspection Report (FAIR)	
SQR110	COUNTERFEIT PARTS/MATERIALS PREVENTION AND CONTROL	
SQR115	CALIBRATION	

Rev	Revision Summary	Document Effective Date:	Approval
01	New document. Replaces DOC2020R01 Suppler Quality Manual, Revision Date 12 April 2011 to new document format, numbering system, and streamline procedure.	04/15/2015	DCO 060-15
02	Updated to include requirements for Counterfeit Parts prevention.	09/14/2015	DCO 176-15



03	Adjusted the Purpose and Scope to identify AS9100D tags. Coded all Flow Down requirements with SQR (Supplier Quality Requirement) code numbers and applied to General Requirements. Added detail of Sagotech right to evaluation of Sub-tier Suppliers when determined by Sagotech. Added more detail and the inclusion of AS9102 to the First Article requirement. Moved Manufacturer's Certificate of Conformance SQR under Technical Requirements SQR and broadened definition to include special processes, chemical and physical test report requirements, shelf life/age control and traceability requirements. Added SQR's for Qualified Outside/Special Processors, Right of Inspection & Rejection, Current Specifications 1: Federal/Governmental Specifications, Current Specifications 2: Aerospace Specifications, Current Specifications 3: Military Specifications, Current Specifications 4: Key Characteristics, Current Specifications 5: Material Specifications, Current Specifications 6: Process Documentation, moved First Article Inspection Report to Current Specifications 7, broadened SQR for Counterfeit Parts/Materials Prevention Control to include more specific detail and application of AS5553 and AS6174, added SQR for Calibration. Reformatted requirements into a table.	06/27/2017	DCO 099-17
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