

Supplier Quality Requirements

P015, Rev 05

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1.0 Purpose and Scope

This document defines the Supplier Quality Requirements to be met by suppliers in the performance of the purchase order issued by Sagotech to ensure that externally provided processes, products, and services conform to requirements.

Section 2 of this document provides the requirements that apply to all purchase orders, unless otherwise specified.

Section 3 of this document provides the requirements where, when specified on the purchase order, provide specific requirements based on the complexity of the item(s) being procured or otherwise invoked.

2.0 General Requirements

The requirements listed in this section are required by all suppliers and are invoked for all purchase orders issued by Sagotech, unless otherwise specified.

SQR	Title	Description
SQR-01	Supplier Quality System	Supplier certification to AS9100, ISO9000 or equivalent are preferred for items or services intended to be incorporated into products provided by Sagotech. At a minimum, 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. b) ISO9001 c) AS9100 If the purchase order does not specify "a", "b" or "c" above, then "a" shall be the default. A supplier's Quality Manual shall be provided to Sagotech upon request.
SQR-02	Right of Access	The supplier shall provide right of access to the applicable areas of facilities and documented information (including any level of the supply chain). This access shall be granted to the Sagotech, its customers or regulatory authorities as appropriate for the specific contract. Supplier personnel shall be made available as required
SQR-03	Sub-tier Suppliers	When the Supplier sub-contracts any part of the purchase order requirements to a sub-tier supplier, the applicable requirements of the Sagotech Purchase Order must be flowed down to that supplier. Approval of sub-tier suppliers 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 Manager. A copy (with redacted pricing) of the sub-tier purchase order(s) shall be made available to Sagotech upon request.
SQR-04	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 shall be retrievable, legible, 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.

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SQR	Title	Description
SQR-05	Non-Conformance	<p>The Supplier shall obtain written approval from Sagotech prior to the supply of any non-conforming product. A documented statement of non-conformance should be submitted to Sagotech for disposition. If the Supplier finds non-conforming material or product prior to shipment, the Supplier must evaluate whether items already shipped to Sagotech may have the same nonconformance. If the potential exists, the Supplier must notify Sagotech of the potential or actual nonconformance of already delivered products. When Sagotech identifies non-conformance caused by the Supplier, a Supplier Corrective Action Report may be submitted to the Supplier. The Supplier is required to take action and provide response to Sagotech within 15 business days of the date of receipt. Copies of all records related to the non-conformance should be sent to Sagotech upon request.</p>
SQR-06	Certificate of Compliance	<p>All Items or services where special processes such as heat treating, welding, soldering, magnetic particle inspection, penetrant inspection, ultrasonic inspection, surface preparation, treatment and chemical processing or testing and inspections are performed or manufactured to a specified regulation or standard require a Certificate of Compliance with each shipment or service.</p> <p>The Certificate of Compliance shall at a minimum contain the following:</p> <ul style="list-style-type: none"> • Identification of the process, item or service • Sagotech Purchase Order number • Quantity • The specification and revision to the item or service complies with • Name of the agency that performed process (if other than the seller). • Statement certifying item or service compliance and traceability as applicable • Authorized/qualified representatives signature and Date

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SQR	Title	Description
SQR-07	Certificate of Conformance	<p>Items purchased by part number, drawing or approved instruction requires a signed Certificate of Conformance with each shipment.</p> <p>The Certificate of Conformance shall at a minimum contain the following information:</p> <ul style="list-style-type: none"> • Name and Address of manufacturer • Sagitech Purchase Order number • Part Number and Revision (if applicable) • Quantity • Document and revision level to which product was manufactured • Statement certifying product conformance and traceability as applicable • Authorized representatives signature and Date

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SQR	Title	Description
SQR-08	Counterfeit, Fraudulent, and Suspect Item Prevention	<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. 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 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 Sagotech.</p>
SQR-09	Delivery	<p>In the event of any anticipated or actual delay the Supplier must promptly notify Sagotech, in writing, of the reasons for the delay and the actions being taken to overcome or minimize the delay.</p>

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SQR	Title	Description
SQR-10	Changes of Circumstances, Product, or Process	<p>The Supplier must notify Sagatech 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 Sagatech 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 Sagatech. All communications between the Supplier and Sagatech must be in writing.</p>
SQR-11	Packaging and Shipping	<p>All parts and materials intended for Sagatech 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 Sagatech or from any sub-tier supplier.</p> <p>All electrostatic discharge sensitive materials or assemblies must be wrapped in ESD protective bubble wrap or placed in anti-static bags prior to boxing.</p> <p>All packages must be accompanied by a packing list detailing the contents.</p>
SQR-12	Right of Inspection and Rejection	<p>No parts received from supplier by Sagatech shall be deemed accepted until Sagatech 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 Sagatech 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 Sagatech for the actual cost to remake damaged, defective or lost parts including shipping and handling costs.</p>
SQR-13	Product and Material Specifications	<p>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 Sagatech provided drawings and/or data.</p>

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3.0 Specific Requirements

The requirements listed in this section are required when specified by purchase order. Specific requirements may be invoked on individual line items and differ between line items on a given PO.

SQR	Title	Description
SQR-14	Certified Test Material Report (CMTR)	Each shipment is accompanied by one legible and reproducible copy of the manufacturer’s CMTR which includes all actual chemical and physical test results. The CMTR shall contain the signature, title and date of the authorized representative of the agency performing the test and must conform to specification requirements. The report shows the purchase order number.
SQR-15	Limited Shelf Life/Age Control	<p>For purchase orders for items subject to shelf life/age control the supplier shall 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>Items supplied shall not have an expiration date less than 6 months from date of purchase. Items received with less than 6 months shelf life may be subject to rejection and return for replacement/credit.</p>
SQR-16	Traceability	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 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.
SQR-17	Federal/Governmental Specifications (FAR/DPAS Orders)	Products supplied shall be in strict conformance to the current revision of the specified Federal/Governmental Specifications (FAR/DPAS Orders). 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.

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SQR	Title	Description
SQR-18	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 Sagatech and /or the Sagatech's customers have approved them in writing as evidenced by a formally released Sagatech alternate parts document, other document or instruction.
SQR-19	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 Sagatech and /or Sagatech customers have approved them in writing as evidenced by a formally released Sagatech alternate parts document, other document or instruction
SQR-20	Key Characteristics	When specified on the drawing or by purchase order, key characteristics may be subject to enhanced inspections or controls such as Statistical Process Control (SPC), 100% inspection or test, or other defined criteria. Requirements for control of key characteristics shall be specified on the purchase order when applicable.
SQR-21	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

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SQR	Title	Description
SQR-22	First Article Inspection Report (FAIR)	<p>The purpose of Supplier’s FAIR 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. 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-tier suppliers. Supplier (including sub-tier) must notify Sagotech of any change to the product, process, sub-tier suppliers performing work, or manufacturing location. These types of changes shall require a new FAIR to be submitted to Sagotech</p>
SQR-23	Calibration	<p>Providers of calibration services must meet the following requirements:</p> <ul style="list-style-type: none"> • ANSI/NCSL Z540 or ISO 17025 compliant and certified by a recognized laboratory accreditation program such as NVLAP, A2LA or ILAC. • Calibration must be performed in accordance with the scope of accreditation. <p>Calibration certificates shall include the following:</p> <ul style="list-style-type: none"> • List of standards/equipment used. Standards must be NIST traceable and have a minimum Test Accuracy Ratio (TAR) of 4:1. • Provide “As-Found” and “As-Left” condition • Unless stated otherwise, calibration will be per manufacturer’s instructions

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4.0 Changes

Table 1

Rev.	Summary of Changes
01	New document. Replaces DOC2020R01 Suppler Quality Manual, Revision Date 12 April 2011 to new document format, numbering system, and streamline procedure.
02	Updated to include requirements for Counterfeit Parts prevention.
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 Sagetech right to evaluation of Sub-tier Suppliers when determined by Sagetech. 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.
04	Revised format, information, SQR number format and layout. Considered a complete re-write.
05	New Sagetech logo implementation template change.

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