

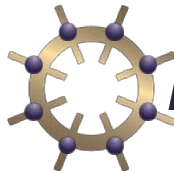
# SUPPLIER QUALITY REQUIREMENT LISTING

SQR-101

Rev.: M

Date: 08-20-2018

Written by: Michael Perry



## ***Metal Processing Co., Inc.***

*Specializing in Glass-to-Metal Seals*

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### **1.0 PURPOSE**

- 1.1 This document details the Supplier Quality Requirements that are used to alert Metal Processing Co, Inc. (MPC) suppliers of special requirements associated with a given purchase order.

### **2.0 SCOPE**

- 2.1 This document applies to all Purchase Orders and Suppliers associated with Metal Processing Co, Inc.

### **3.0 DEFINITIONS**

- 3.1 **SQR** – Supplier Quality Requirements is a permanent note attached to the Vendor Master File which defines a specific requirement for documentation or services which extend beyond the Purchase Specification and which the supplier is contractually bound to meet.

### **4.0 SQR LISTING**

#### **SQR 1 – MINIMUM SUPPLIER REQUIREMENTS**

**SQR 1 – A Certificate of Compliance (C of C):** The supplier shall furnish a C of C with each shipment. At a minimum, the C of C must contain: a statement which certifies the Supplier has manufactured or is supplying the product in accordance with MPC Purchase Order requirements and purchase specifications (including all applicable SQRs), MPC Purchase Order Number, MPC Part Number, MPC Drawing Revision (if applicable), Traceability (if applicable), Ship Quantity, Date, Signature and Title of responsible company official. If applicable, the Supplier shall also furnish a certificate of compliance specifically stating the material(s) provided conforms to applicable (list) UL, CSA or VDE requirements.

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**SQR 1 - B Supplier Discovered Nonconforming Material:** All material(s) provided to MPC are to be supplied in conformance with drawings, and specifications as required in the Purchase Order. Deviations from specifications are strongly discouraged and generally not accepted, however, if the Supplier has identified a nonconformance and feels circumstances preclude all alternatives, the Supplier may request authorization to deviate from the specifications. If acceptable MPC will send a written authorization and a request for corrective action.

**SQR 1 - C Packaging:** The Material shall be packaged in a manner to ensure no damage will occur during general handling, storage, issue and transportation. The supplier continues to be responsible for protecting the material from the hazards of contamination and/or physical damage encountered in transport, general handling, storage and issue.

**SQR 1 - D Maintenance of Records:** Records of qualification, inspection and test, as applicable per Purchase Order or attachments, shall be maintained by the supplier and made available for review on demand by MPC personnel. Such records shall be maintained for a seven- (7) year period.

**SQR 1 - E Certified Inspection/Test Data for Critical Characteristics:** When critical characteristics are required and documented on the MPC Purchase Order/Specification, the supplier is required to measure those characteristics and supply variable data with the product. If critical characteristics are not identified, the supplier is to retain the inspection results for all other characteristics outlined on the MPC Purchase Order/Specification on a Pass/Fail basis unless otherwise noted. The aforementioned inspection results shall include at a minimum: the quantity of the product checked, characteristics checked, and whether or not the product is within the tolerances specified in the MPC Purchase Order/Specification. All inspection results shall be **made available to MPC upon request. When applicable, inspection results should be reported in the Supplier's standard format; a copy of existing records is acceptable, unless otherwise specified. MPC reserves the right to re-inspect the product upon receipt. Compliance with this Supplier Quality Requirement does not absolve the Supplier from ensuring that all** the characteristics meet MPC Purchase Order/Specifications. To facilitate rapid retrieval of the Report, enclose a copy of the Report in the same container as the product when applicable.

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**SQR 1 - F Calibration System Requirements:** The supplier's calibration system shall conform to **ANSI/NCSL Z540-1-1994** Calibration System Requirements and is subject to review and approval by MPC.

**SQR 1 - G Quality System Requirements:** The Supplier's Quality Systems must comply with MIL-Q-9858A or the Supplier must show evidence of developing systems towards compliance. All decisions to "Repair" or "Use-As-Is" and all "Standard Repair Procedures" utilized by the supplier in the performance of this order require MPC approval prior to implementation. Supplier is required to "Flow Down" applicable purchasing document requirements including Key Characteristics to any and all SUB-TIER suppliers where required.

**SQR 1 - GA Statistical Processing Plan:** The Supplier will provide a copy of the Histogram for each lot of material delivered. All decisions to "Repair" or "Use-As-Is" and all "Standard Repair Procedures" utilized by the supplier in the performance of this order require MPC approval prior to implementation. Supplier is required to "Flow Down" applicable purchasing document requirements including Key Characteristics to any and all SUB-TIER suppliers where required.

**SQR 1 - H Right of Entry Provision:** These provisions shall allow MPC; it's Customer, and Regulatory Agencies to determine and verify the quality of work, records, and material at any place, including the manufacturing plant of the supplier with reasonable notice.

**SQR 1 - I Lot Acceptance:** MPC reserves the right to sample and inspect incoming parts for critical characteristics in accordance to ANZ1.4, Single Sampling, General Inspection Level II, Normal Inspection, AQL 1.0. If the sample fails the inspection criteria MPC will either reject the shipment or, according to an agreement with seller, screen 100% with seller reimbursing the screening cost.

**SQR 1- J Changes:** The supplier is to notify MPC of any changes in product and/or process, changes of suppliers, changes of manufacturing locations, and where required, obtain MPC's approval.

**SQR 1 - K Flow Down:** External Suppliers are to apply appropriate controls to their direct and sub-tier external suppliers to ensure requirements are met. This includes the avoidance of introducing counterfeit materials, parts, testing or the products provided.

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### SQR 2 – MATERIAL SAFETY DATA SHEET (MSDS)

The Supplier shall furnish an MSDS with the first shipment and/or on an annual basis if materials are repeat orders. If the material and/or the MSDS have been revised, the supplier must furnish a revised MSDS with the next shipment.

### SQR 3 – CHEMICAL AND PHYSICAL ANALYSIS

The Supplier shall furnish quantitative results of tests obtained from the point of manufacture, indicating that materials furnished meet all MPC, Military, Federal and other requirements called by the Purchase Order/Specification. A supplier certificate of compliance alone is not sufficient but chemical test reports from sub-tier suppliers are acceptable along with a Supplier Certificate of Compliance.

### SQR 4 – PLATING TEST DATA

A copy of the Supplier's test report containing quantitative results of plating thickness tests is required with each lot (minimum of 5 pcs of final finish) and shall reference the plating specifications and revision level when MPC plating specifications are required.

Any additional testing requirements shall be noted on the PO and/or an accompanying letter with the required testing specifications.

**SQR 4 – A Under Plate & Final Plate Measurement:** When requested a 5 pcs thickness measurements of under plating and final finishes report will be supplied.

**SQR 4 – B Under Plate Test Samples & Final Plate Measurement:** When requested a 5 pcs thickness measurement report of the under plate with the measurement samples returned to Metal Processing Co., Inc. along with a 5 pcs final plate thickness measurement report to be supplied.

**SQR 4 – C NADCAP Required:** When required the product will be plated IAW the NADCAP requirements and a 5 pcs thickness measurements of under plating and final finishes report will be supplied.

### SQR 5 – CALIBRATION SERVICES

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The calibration facility shall be accredited to the National Institute of Standards and Technology (N.I.S.T.). The calibration service supplier must provide MPC with a certificate of calibration for each service performed. At a minimum, the certificate shall include the following:

- Verification of calibration in accordance with the requirements of ANSI/NCSL Z540-1-1994.
- Identification of all standards used with certifiable traceability to NIST.
- Actual measurements of calibrated equipment vs. standards used.
- Statements describing any adjustments made to the equipment.
- A statement of the environmental conditions at the time of calibration.
- Unless otherwise specified on the Purchase Order, accuracy shall be in accordance with the manufacturer's recommendations.
- Statement of conformance to specification after calibration.

### SQR 6 – TOOL QUALIFICATION

Tool Maker must supply objective evidence that a full dimensional inspection has been performed and that the manufactured tool/gauge meets the requirements of the MPC design.

### SQR 7 – OUTSIDE TESTING ACCREDITATION REQUIREMENTS

The outside testing house must be accredited to ISO/IEC 14025.

### SQR 8 – RESTRICTION of HAZARDOUS SUBSTANCES (RoHS)

All product(s) supplied under this purchase order must be compliant to the Restriction of Hazardous Substance (RoHS) Directive. Any unintentional trace elements present shall be less than 10 ppm.

These Hazardous RoHS Substances are identified as but not limited to this listing:

- Lead
- Mercury
- Hexavalent Chromium
- Polybrominated Biphenyls (PBB)

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- Polybrominated Diphenyl Ethers (PBDE)
- Cadmium

**Compliance to the above Prohibited Materials must be stated on the Certificate of Compliance.**

### SQR 8 – A – RoHS Prohibited Materials Certificate:

When required the following in addition to complying with the prohibited materials in SQR – 8 the parts must comply to the below prohibited materials. The following statement of compliance must be included on Materials Certification and free of any prohibited materials supplied to us:

**“Prohibited Material Certificate – All material and/or finishes used to manufacture the item/part number for Metal Processing Co., Inc. is free of any prohibited materials. The prohibited materials are: Pure Tin > 97% by wt., Cadmium > 5% by wt., and Zinc > 5% by wt.”**

Prohibited Materials:

- Cadmium > 5% by wt.
- Pure Tin > 97% by wt.
- Zinc > 5% by wt.

### SQR 9 – REGULATORY REQUIREMENTS

The Supplier shall be compliant with all Local/State/Federal regulations as applicable, including, but not limited to, the following:

- DFARS Restriction on Acquisition of Certain Articles Containing Specialty Metals (DFARS Clause 252.225-7008, -7009 Specialty Metals clause, including DFARS 225.003(10) Qualifying Country List). The specific requirements can be accessed via <http://www.acq.osd.mil/dpap/dars/dfars/html/current/252225.htm>.

**Statement of compliance is required with each shipment.**

- U.S. Export Administration Regulations (EAR) 22 CFR 120-130 or 15 CFR 730-774.
- U.S. International Traffic in Arms Regulations (ITAR) 22 CFR Parts 120 – 130. ITAR Regulations can be found at <http://www.pmdtc.state.gov/reference.htm#regs>.

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### SQR 10 – INTERNATIONAL REGULATIONS

All product(s) supplied under this purchase order must be compliant to the European Union (EU) Regulation EC1907/2006 (REACH Directive).

MPC will send out a compliance letter to all Vendors for review of changed regulations which the vendor will be required to be completed / Signed and returned to MPC indicating compliance to the regulation.

### SQR 11 – COUNTERFEIT PART, MATERIAL, and WORK

- Supplier's Certification of Conformance represents that the shipment does not contain any 'suspect' or 'known' Counterfeit Part, Material, or Work and ensures that parts, material or work are procured only through Original Equipment Manufacturers (OEM's) / Original Component Manufacturers (OCM's) or their Franchised Distributors.
- The supplier shall verify the procurement source and associated certifying documentation.
- Suppliers receiving inspection process shall utilize incoming inspection or test methods, or both, to detect potential counterfeit parts, material or work.
- The supplier shall flow this clause in its entirety or equivalent down to all lower tier subcontractors to prevent the inadvertent use of Counterfeit Parts, Materials or Work. When an Authorized Supplier is not utilized by the supplier's lower tier, the supplier shall provide a copy of the risk assessment and their written approval within the deliverable data package.

### SQR 12 – GOVERNMENT PRIORITY RATING

- This purchase order contains rated order quantities certified for national defense use, and you are required to follow all the provisions of the Defense Priorities and Allocations Systems (DPAS) regulation (15 CFR part 700) only as it pertains to the rated quantities.
  - DPAS Rating: xx-xx

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### **SQR 13 – COMMUNICATIONS**

Communications regarding orders should be documented by email, fax, or mail and directed to the Vice President or Sales Manager.

### **SQR 14 – SUPPLIER PERFORMANCE**

MPC will employ On-Time Delivery and Delivered Quality Metrics as measures for evaluating the performance of its external suppliers.

### **SQR 15 – PRODUCT SAFETY AND ETHICAL BEHAVIOR**

External Suppliers are expected to consider Product Safety and Ethical Behavior in the supplying of materials and parts to MPC.



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### TABLE OF REVISIONS

Rev.	Description	Date	Approved By
A	Original Issue	Feb. 23-2006	MJP
B	Added SQR 1 – GA, Changed wording to SQR 3	Mar. 5, 2010	MJP
C	Added RoHS Compliance Statement (SQR 8), Add SQR 4 – A & – B and additional testing paragraph, SQR 8 – A, DFARS required Statement & ITAR to SQR – 9.	Aug. 25, 2010	MJP
D	DFARS Regulatory Requirement Specifications changed.	Oct. 7, 2010	MJP
E	Added wording for SQR 4 - PLATING TEST DATA: (minimum of 5 pcs of final finish)	Nov. 16, 2010	MJP
F	Changed DFARS Clause Requirement in SQR-9, Added SQR-10 International Regulations.	May 26, 2011	MJP
G	Added SQR 4 – C, NADCAP clause and added AQL (1%) requirement, wording to SQR 1 – G & SQR 1 – GA.	Oct. 18, 2012	MJP
H	Corrected wording throughout, added SQR 1 – J & SQR 1 – K to comply with AS9100C requirements	Feb. 2, 2013	MJP
I	Added SQR 11 & SQR 12, Requirements scope statement & flow down (page 1), Updated company Logo	May 18, 2015	MJP
J	Change standard for SQR 1 – F from MIL-C-45662	Dec. 6, 2016	MJP
K	Added Labeling wording to SQR 1 – C Labeling/Packaging	Nov. 14,2017	MJP
L	Added SQR 11, SQR 12 & SQR 13, changed wording SQR 1-K & SQR 1 – F Calibration Spec. Changed.	Apr. 25, 2018	MJP
M	Older revision used to update Revision L, added SQR 11, 12 & 13 should have been SQR 13, SQR 14 & SQR 15	Aug. 20, 2018	MJP