



Operational Procedure

Supplier Quality Requirements

SOP-4100

Rev: G

DCR: 004

Date: 1/9/23

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GENERAL SUPPLIER QUALITY REQUIREMENTS

General Requirements applicable to all Purchase Orders

A. SURVEILLANCE

Ital-Tech Machined Products reserves the right to conduct periodic audits of Seller's Quality Assurance inspection system, and to witness and/or conduct inspections and tests to assure materials or supplies satisfactorily meet procurement document requirements; review corrective action activities and other records that reflect on hardware or service quality. Ital-Tech monitors and measures supplier On Time Delivery and Quality. Failure to meet goals set will require corrective action or change in approval status.

B. APPROVALS

Ital-Tech Machined Products reserves the right to approve products, services, procedures, processes, equipment, and release of products and services as necessary.

C. CHANGES

Suppliers shall not accept changes to specifications, drawings, or Purchase Order Requirements without written authorization from Ital-Tech Machined Products.

D. INTERACTIONS

Communications between the Supplier and Ital-Tech Machined Products may take place via email, fax, phone, or in person. Verbal communications of requirements shall be confirmed in writing. Requests for quote, documentation, corrective action, or other information must be acknowledged within 24 hours.

E. DISCREPANCIES

Any deviations from established drawing or specifications intended for shipment must be reported to the Ital-Tech Machined Products buyer immediately. No deviations will be considered approved without written confirmation from the buyer. Unless otherwise specified in this Purchase Order, the Supplier and/or any of their Suppliers/Subcontractors do not have authority to determine "USE-AS-IS", "REPAIR", "STANDARD REPAIR PROCEDURES (SRPS)" or "NON-SRPS" via their Material Review Board (MRB). These dispositions, as well as deviations and request for waivers shall be submitted to Ital-Tech Machined Products for approval. This does not include REWORK or SCRAP. The Supplier/Subcontractor shall utilize its appropriate nonconforming material disposition form and submit it to the Buyer for Ital-Tech Machined Products approval.

F. CORRECTIVE ACTION

Acceptance of this Purchase Order obligates the supplier to perform, upon request, a corrective action investigation when discrepant material is received at Ital-Tech Machined Products. A written report shall be furnished within a stipulated time period, which is specific and conclusive regarding the cause of the discrepancy and includes actions taken to contain affected product and prevent a recurrence. This report is subject to approval by Ital-Tech Machined Products.

G. DOCUMENTATION

Ital-Tech Machined Products shall not accept items delivered under the purchase order if the supplier fails to submit certifications or other documentation specified in the purchase order.

H. COMPETENCY

Suppliers must qualify their employees against the competencies required to ensure product and process conformity. Records of this qualification and any necessary training must be maintained.

I. PRESERVATION AND PACKAGING

Unless special packaging requirements are referenced in the purchase order, the supplier shall use best commercial practices for preservation and packaging of articles supplied to Ital-Tech Machined Products, and shall identify each package with the purchase order number, date shipped and packing sheet number.

J. RECORD RETENTION

Suppliers shall maintain all records pertaining to Ital-Tech for a period of no less than 10 years.

AEROSPACE SUPPLIER QUALITY REQUIREMENTS

The following requirements become a part of the Purchase Order when specified by number or letter code on the Purchase Order.

SQR-1 QUALITY SYSTEM

Supplier shall provide and maintain a quality system that complies with the requirements of ISO9001, AS9100, NADCAP, ISO 17025 unless otherwise directed Ital-Tech Machined Products Immediate notification is required in case of non-compliance to quality system requirements, e.g. loss of third party certification.

SQR-2 GOVERNMENT SOURCE INSPECTION

Government Inspection is required prior to shipment from your facility. Upon receipt of this order, promptly notify the Government Representative normally servicing your facility so that the appropriate planning can be accomplished. If a government representative does not service the suppliers' facility, notify the nearest Defense Contract Administrative Office for direction, or Ital-Tech Machined Products.

SQR-3 SOURCE INSPECTION

Source Inspection shall be conducted by Ital-Tech Machined Products or their Customer at the Supplier's facility or where designated in the Purchase Order prior to shipment. Inspection/test of the items shall be performed by the Seller, and shall be subjected to witness by Ital-Tech Machined Products or their Customer. Ital-Tech Machined Products or their Customer shall determine the level of inspection required. If sampling inspection is elected, the sample will be selected by Ital-Tech Machined Products or their Customer. Seller shall have available and present upon request, documented evidence of in-process and/or final inspection/test data. Required documentation must be completed and signed by Supplier's Quality Assurance Manager or authorized designee and available for review.

SQR-4 CERTIFICATE OF CONFORMANCE

A certificate of conformance shall accompany each shipment signed by its Quality Assurance Manager, or authorized designee, stating the product supplied is in full conformance with all physical configuration and functional test specifications; that all raw material used conforms to applicable specifications. Inspection and test data, physical and chemical analysis, and in-process inspection data are on file subject to review by Ital-Tech Machined Products upon request. The certificate of conformance shall be legible and include:

- Ital-Tech Machined Products purchase order number,
- part number, and revision letter (unless otherwise specified on purchase order),
- Quantity and if applicable, serial numbers,
- Ital-Tech Machined Products job order number and the mill heat number when supplier supplied material, at a minimum. When processing is performed against an RDS job order, parts shall not be mixed and traceability shall be maintained to the work order.
- Material or process specifications with revision level.
- Manufacturer's name, address, Country of Origin, and date of certification.

SQR-5 CHEMICAL AND PHYSICAL TEST REPORTS

For raw material shipments, or where material was supplied by the supplier, physical and chemical test report certifications shall be supplied with each shipment. Test reports shall be legible and include the material designation, specification and revision letter (material must be certified to the latest revision in effect at the time of shipment), results of all specified testing requirements, the mill heat number, and any other requirements specified on the purchase order and must be traceable to the material.

SQR-6 INSPECTION SHEETS AND TEST REPORTS

With each shipment the supplier shall submit inspection reports, data sheets, test reports, etc... as applicable. Reports shall be identified with the applicable drawing / specification number, revision, Ital-Tech Machined Products purchase order number, and the supplier's lot identification number.

A. Inspection reports shall cover all physical and dimensional characteristics for the item as called out on the drawing, or in the applicable specification. The supplier shall report the actual dimensions of each part inspected. The inspection results shall be traceable by serial number or other identification method to the actual part inspected.

A1. Inspection reports shall cover all physical and dimensional characteristics for the item as called out on the drawing, or in the applicable specification. The supplier shall report the dimensional range and average of parts inspected. The inspection results shall be traceable to the lot of parts inspected.

B. Inspection reports shall list the physical and dimensional characteristics of the items. Sample inspection shall be performed to verify critical dimensional characteristics of the lot of parts are within drawing specification limits. Actual dimensions do not have to be reported except where specific dimensions are requested.

C. Test reports for special tests such as vibration, shock, rain, sand and dust, pressure, environmental, EMI, ATP and others shall be supplied by the seller as detailed in the PO.

D. Destructive Testing Analysis (DTA) report is required. The supplier is to permanently identify the parts that have gone through DTA and are no longer suitable for intended use. The tested parts shall be delivered to Ital-Tech Machined Products.

SQR-7 FIRST ARTICLE INSPECTION

Supplier shall perform and document a comprehensive inspection and test of the article to assure the items conform to all specification requirements. First article inspections shall be performed in accordance with aerospace standard AS9102. First Article Inspection is required on a part representative of the production process to be used in the manufacture of these parts. A copy of the First Article document must accompany the first shipment of parts. If two years have elapsed since the last shipment of this part number, a new First Article Inspection is required. If an AS9102-compliant FAIR is not required, an equivalent supplier form may be used and shall include the following:

- Italt-Tech Machined Products part number, revision level,
- All print requirements including, Notes, Feature, Tolerance,
- Actual measured value, Method of Gauging, Accept/Reject indication

Where physical testing is required, the results of the test must be recorded. Where special processes are required, verification of each special process must be recorded, applicable certifications retained, and available for review (or submitted with the FAIR if requested by Italt-Tech Machined Products). The signature and title of the person performing the inspection and date of inspection must also be included.

SQR-8 SURVEY/AUDIT RIGHTS

Italt-Tech Machined Products customers and/or regulatory agencies shall have the right to conduct surveys and perform surveillance and have access of supplier facilities to evaluate their capability to comply with contractual requirements.

SQR-9 SPECIAL PROCESS APPROVAL

Heat treating, welding, electroplating, laser cutting, EDM, ECM, non-destructive testing, etc. are considered special process and require approval by PPG-RDs Facility prior to use. The Certificate of Conformance shall include the specification number and revision of all special processing performed. Special processes, once approved, may not be changed without Italt-Tech Machined Products approval of the changes.

SQR-10 APPROVED INSPECTION PLAN

When requested; suppliers shall submit a detailed inspection plan to Italt-Tech Machined Products Facility for approval before manufacturing begins. Supplier inspection shall be in accordance with the Italt-Tech Machined Products approved inspection plan for the part number ordered.

SQR-11 APPROVED SOURCE OF MATERIALS

All material used in fulfilling this order must be supplied by a supplier approved by Italt-Tech Machined Products unless specifically authorized in writing to the contrary.

SQR-12 SHELF LIFE DATA

The supplier shall furnish the date of manufacturer, useable shelf life, expiration date of useable shelf life, any special storage conditions, and any safety warnings for each item shipped. Material safety data sheet must be included with each shipment. Items will not be accepted by Italt-Tech Machined Products where shelf life remaining is less than 75% of total shelf life.

SQR-13 IDENTIFICATION AND CONTROL BY LOT

Traceability of items shall be by lot number rather than individual serial number. Seller shall assign a common lot number to all items in a specific manufactured lot.

SQR-14 IDENTIFICATION AND CONTROL BY SERIAL NUMBER

Seller shall identify individual serial numbers, to all items shipped to Italt-Tech Machined Products and shall appear on the certification. Serial numbers shall be assigned by Italt-Tech Machined Products. The method of marking will be specified in the Purchase Order or on a furnished manufacturing drawing. The Seller shall maintain traceability of each serialized item to raw materials used in its manufacturing processes.

SQR-15 TEST AND INSPECTION REPORTS

Test and inspection reports, with measured data as required by the applicable procurement specification, must accompany each shipment.

SQR-16 SPECIALTY METALS

DFARS 252.225-7014 Preference for Domestic Specialty Metals (Apr 2003) applies to this order if specialty metals are being furnished. For the purpose of this contract / purchase order, Aluminum is considered specialty metal and the domestic preference applies. Contact Italt-Tech Machined Products purchasing for clarification or applicability if necessary.

SQR-17 BUYER FURNISHED MATERIAL

When Italt-Tech Machined Products furnishes material, the Seller's System shall provide for examination upon receipt for transit damage, verification of quantity, and storage against damage, improper use or disposition. The seller must furnish certification that the parts used were those furnished by the Buyer and no un-authorized substitution was made.

SQR-18 CONTROL OF EXTERNAL PROVIDERS

All Italt-Tech Machined Products approved suppliers are responsible for maintaining a list of their approved suppliers, and shall have it available upon request for review by Italt-Tech Machined Products. Information shall include name, address, nomenclature of parts or services provided, part numbers and other pertinent information requested by Italt-Tech Machined Products. Suppliers shall only purchase aircraft related parts from suppliers which are controlled by Italt-Tech Machined Products by approval or inspection. Suppliers shall seek written approval prior to making changes in external providers impacting products and services supplied to Italt-Tech Machined Products.

SQR-19 CHANGES TO WORK

The Supplier shall make no changes to Work under this Purchase Order or Contract including any change in design, manufacturing process, materials, or otherwise which may affect form, fit, or function of the Work without prior notification to and approval by Ital-Tech Machined Products. Such notification shall consist of detailed drawings clearly defining such changes and the date such changes are proposed to be effective. Such notification shall not constitute approval of the proposed change nor relieve the Supplier of the obligation to comply with requirements contained in the Purchase Order or Contract. If the proposed change is approved, the change approval shall be documented.

SQR-20 MOVEMENT OF WORK

The Supplier agrees that the manufacturing and/or fabrication of Work being delivered under this Purchase Order will not be moved to another production facility without the express written approval of Ital-Tech Machined Products.

SQR-21 CALIBRATION SYSTEM COMPLIANCE OF INSPECTION, MEASURING AND TEST EQUIPMENT

A system for the maintenance and calibration of inspection, measuring, and test equipment shall be maintained. ANSI/NCCL Z540-1 applicable to calibration activities. Acceptable alternative: MIL-STD-45662A "Calibration System Requirements" All calibration standards must be traceable back to NIST (National Institute of Standards and Technology) and the NIST test number shall be included on the certificate of conformance. If any measuring equipment is found to be out of tolerance, "As Found, As Left" data shall be included.

SQR-22 FOREIGN OBJECT DEBRIS (FOD)

Supplier shall comply with NAS412 to prevent Foreign Object Damage (FOD) to manufactured products. Supplier shall establish and maintain an effective FOD prevention program through a continual improvement approach that proactively addresses and controls the events (conditions and actions) leading to FOD.

SQR-23 EXPORT/IMPORT CONTROLS

Supplier shall control the disclosure of, and access to, technical data, information, and other items including hardware received under this purchase order in accordance with U.S. export control laws and regulations, including but not limited to the International Traffic in Arms (ITAR) and the U.S. Department of Commerce, Bureau of Industry and Security (BIS), and Export Administration Regulations. Contact Ital-Tech Machined Products purchasing for clarification or applicability if necessary.

SQR-24 HEAT NUMBER

Raw material and casting supplied must be of the same heat number for each shipment. If the same heat number is not possible supplier must notify Ital-Tech's buyer in writing prior to shipment.

SQR-25 COUNTRY OF MELT AND MANUFACTURE

Raw material certifications must have Country of melt AND Country of manufacture specified on material certification.

The approved metal melt language is:

- Country of melt
- Source of melt
- Origin of melt
- Country of origin
- Melted in

Any wording other than that listed on this clause must be approved by ITAL-TECH Machined Products LLC. prior to shipping.

SQR-26 REQUIREMENT FLOW DOWN

Suppliers must flow down all specified requirements in this document and any additional requirements communicated by Ital-Tech to their sub-tier suppliers.

SQR-27 EMPLOYEE AWARENESS

Suppliers must ensure their employees are aware of their contribution to product conformity and product safety and the importance of ethical behavior.

SQR-28 COUNTERFEIT PARTS

Suppliers are required to implement controls to prevent the use of counterfeit parts. All components must be purchased from the Original Equipment Manufacturer or their authorized distributors when applicable.

SQR-29 STATISTICAL PROCESS CONTROL

Statistical Process Control is required to be utilized to ensure process conformity for this order. Details of SPC requirements will be defined within purchasing documentation.

SQR-30 TEST SPECIMENS

Test specimens are required for this order as detailed in purchasing documentation.