



2621 NORTH IROQUOIS AVENUE  
TULSA, OK 74106

# *Supplier Quality Requirements*

## *Manual*

This document is uncontrolled if downloaded or printed.  
Latest revision is available on FO-MAC web site.

Page 1 of 11

Issue Date 4/16/08  
Form 7.4\_3, Revision A

## Revision Sheet

Revision	Date	Description of Change
Rev. N/C	12-01-07	Initial Release
Rev. A	4/16/08	

---

Approved By:

---

Craig Landon  
Vice President and Director of Quality  
Fo-Mac, Inc.

---

# Document Overview

The document is uncontrolled if downloaded or printed from our web site.

The Supplier is responsible for maintaining the current revision of this document when providing products or services to Fo-Mac.

***For questions regarding this document contact the Quality Manager (918)-425-5524.***

## Purpose

This document is the Suppliers' guide to understanding our quality requirements and defines our Standard Purchase Order Terms and Conditions. This document will form a part of Fo-Mac purchase orders.

## Scope

This document establishes and defines the quality assurance requirements for suppliers who provide Fo-Mac, inc. with products or services.

## Application

When this document is incorporated, by reference, in Fo-Mac purchase order requirements, contents of this document herein are applicable to products and services provided to Fo-Mac, Inc. The supplier must document and submit any deviation of the requirements defined in this document to the Fo-Mac Buyer and obtain approval from the Fo-Mac Buyer before products or services provided to Fo-Mac.

The requirements of this document are in addition to all other purchase order requirements and are not interpreted to conflict with those requirements.

Requirements listed in the engineering specifications and purchase order shall take precedence over the requirements in this document.

## Table of Contents

<b>Section</b>	<b>Title</b>	<b>Page</b>
1.0	Supplier Quality Management System Requirements	6
1.1	General Quality Management System Requirements	6
1.2	Changes in Quality Management System	6
1.3	Sub-Tier Control	6
1.4	Right of Access	6
2.0	Document Control Requirements	6
2.1	Document Management Requirements	6
2.2	Revision Control	7
2.3	Document Control Audit	7
3.0	Control of Nonconforming Material	7
3.1	Documented Nonconforming Material Procedure	7
3.2	Dispositions	7
3.3	Internal Material Review	7
3.4	Disclosure/Notification of Nonconforming Delivered Products	7
3.5	Foreign Object Damage (FOD) Prevention Program	7
4.0	Material Identification and Part Marking Requirements	7
4.1	Product Identification – General Requirements	7
4.2	Hardware	8
4.3	Raw Material	8
4.4	Shelf Life Materials	8
5.0	Inspection Requirements	8
5.1	First Article Report and Approval Requirement	8
5.2	Release of Products and Services	8
5.3	Source Inspection	8

5.4	Tooling Inspection Requirements	8
6.0	Shipping Documentation Requirements	8
6.1	Shipping Document	8
6.2	Packaging Method	9
7.0	Quality Records Requirements	9
7.1	Quality Record Maintenance Process	9
7.2	Types of Records	9
7.3	Record Retention	9
8.0	Corrective and Preventive Action	9
8.1	Corrective and Preventive Action Process	9
9.0	Special Process Requirements	9
9.1	Special Process Accreditation	9
9.2	Approval of Special Process Suppliers	10
9.3	Special Process Certificate	10
10.0	Purchase Order Terms and Conditions	11

## **Section 1.0 Supplier Quality Management System Requirements**

### **1.1 General Quality Management System Requirements**

Supplier shall maintain a quality management system which complies with industry standards and specifications which is appropriate to the type of product or service.

Fo-Mac strongly recommends our suppliers to be certified or compliant with ISO 9001:2000 or AS/EN9100. Suppliers shall submit a current copy of certifications to Fo-Mac.

Recommendations for Suppliers' quality management system by type of supplier:

Calibration: A2LA, ANSI-Z540-1, ISO 17025

Special Process: Nadcap AC7004, AS/EN9100

Manufacturer: ISO 9001, AS/EN9100

Pass-Thru Distributor: ISO 9001, AS9120, ASA 100

### **1.2 Changes in Quality Management System**

Supplier shall promptly notify Fo-Mac within five business days of any change in management representation, company name change, ownership, quality system, or manufacturing location. Supplier shall submit written notification to Fo-Mac Quality Manager.

### **1.3 Sub-tier Control**

Supplier shall flow down requirements in Fo-Mac purchase orders and the contents in this document to sub-tier suppliers who provide products and services which are subsequently delivered to Fo-Mac.

### **1.4 Right of Access**

Fo-Mac reserves the right to perform initial and periodic review of the Supplier's quality system to obtain objective evidence of compliance to an acceptable quality system. Fo-Mac may honor qualified second and third party audits to provide evidence of compliance of the Supplier's quality system.

Supplier shall provide Fo-Mac, Fo-Mac customers, third party of Fo-Mac or Fo-Mac customer, or regulatory agencies access to the Suppliers' facility and records related to the verification of product conformity.

## **2.0 Document Control Requirements**

### **2.1 Document Management Requirements**

Supplier shall maintain a document control process which ensures the latest technical data is easily identifiable and available at the point of use. The document control system must include provisions for approval, review, update and re-approval. The distribution of documents must be controlled to prevent unintended use of obsolete technical data.

## 2.2 Revision Control

Supplier shall be responsible for obtaining the correct revision level of technical data as specified in Fo-Mac purchase orders.

## 2.3 Document Control Audit

Supplier shall conduct an annual internal audit to ensure adequate control of engineering documentation, including drawings, specifications, datasets or other engineering media.

# 3.0 **Control of Nonconforming Material**

## 3.1 Documented Nonconforming Material Procedure

Supplier shall have a documented procedure to systematically identify and segregate and disposition nonconforming material to prevent unintended use or release to Fo-Mac.

## 3.2 Dispositions

Supplier disposition authority is limited to:

Rework to specification

Return to supplier

Scrap

## 3.3 Internal Material Review

Supplier shall provide written notification to Fo-Mac Quality Manager for dispositions which are not listed in this section. Dispositions of product or services which affect form, fit function, safety, weight, interchangeability, or unique key characteristics require written notification to be submitted on a Material Review document for Fo-Mac approval.

## 3.4 Disclosure/Notification of Nonconforming Delivered Products

Supplier shall provide immediate verbal and written notification to Fo-Mac Quality Manager and Buyer of nonconforming product released from the Suppliers facility or delivered to Fo-Mac. Supplier shall notify Fo-Mac within one business day when a nonconformance is determined to exist, or is suspected to exist. Notification must include product name and number, quantity, clear description of discrepancy, release date, purchase order number, and provide root cause and prevention method to correct the process for subsequent shipments.

## 3.5 Foreign Object Damage (FOD) Prevention Program

Supplier shall promote the awareness of foreign object damage which includes prevention, detection, removal and reporting foreign objects. Fo-Mac reserves the right to obtain information regarding the FOD knowledge of affected personnel.

# 4.0 **Material Identification and Part Marking Requirements**

## 4.1 Product Identification – General Requirements

Supplier shall mark or ensure all products to be delivered to Fo-Mac are identified in accordance with purchase order requirements and identifiably traceable to the Supplier.

#### 4.2 Hardware

Hardware shall be identified by manufacturer, date of manufacture or date control number, such as the batch number, lot number, heat lot number, or serial number for traceability purposes. When size of hardware prevents individual identification, identification information shall be placed on bags, tags, or labels as applicable.

#### 4.3 Raw Material

Supplier shall provide certifications of materials which include the mill certificate or material test report. Test results may include the chemical and/or physical analysis for product shipped to Fo-Mac.

#### 4.4 Shelf Life Materials

Supplier shall provide certification which indicates the manufacture date, lot number, expiration date or length of shelf life, and storage requirements.

### **5.0 Inspection Requirements**

#### 5.1 First Article Report and Approval Requirement

Supplier shall perform first article inspection (FAI) and provide documentation of manufactured products in accordance with Fo-Mac requirements. If Fo-Mac does not specifically define First Article requirements, the supplier shall follow guidelines defined in the AS9102 standard. An official copy of the AS9102 Standard can be obtained from the sae.org web site. Supplier shall obtain approval on first article inspections from the Fo-Mac Buyer, prior to subsequent shipments to Fo-Mac.

#### 5.2 Release of Products and Services

Supplier is responsible for the conformity and required documentation of products released to Fo-Mac. Supplier shall perform appropriate inspection activities to ensure product conforms to specified requirements. If the Supplier does not perform 100% inspection, prior to release, the inspection sampling plan must be approved by Fo-Mac.

#### 5.3 Source Inspection

Fo-Mac reserves the right to perform source inspection activities at the Supplier's facility. The Supplier shall ensure product is not released to Fo-Mac if source inspection is required by Fo-Mac.

#### 5.4 Tooling Inspection Requirements

Supplier shall ensure tooling, used for inspection purposes, are included in the Supplier's periodic calibration program. Supplier shall provide evidence of periodic tool inspection activities to Fo-Mac upon customer request.

### **6.0 Shipping Documentation Requirements**

#### 6.1 Shipping Document

Supplier shall provide shipping documents including a packing sheet, applicable certification of conformance, and applicable documentation to support product conformity.



## 6.2 Packaging Method

Supplier shall ensure product is packaged in accordance with industry standards to prevent damage and deterioration throughout delivery process.

## 7.0 **Quality Records Requirements**

### 7.1 Quality Record Maintenance Process

Supplier shall maintain quality records which provide evidence that processes meet requirements or conformity to requirements is evident, Quality records must be in English, legible, identifiable, appropriately stored to protect from damage, deterioration or loss, and easily retrievable for review.

### 7.2 Types of Records

Records include, but are not limited to:

Test Results

Inspection Reports

Raw Material Certification

Special Process Certifications

Certificate of Conformance

Material Review Reports

Calibration Records

Control Charts

Traceability Records

Education, training and skills records

### 7.3 Record Retention

Supplier shall retain Quality records for a period of not less than seven (7) years from completion of purchase order. Supplier shall flow down this requirement to sub-tier suppliers.

## 8.0 **Corrective and Preventive Action**

### 8.1 Correction and Preventive Action Process

Supplier shall complete and submit corrective action report by the due date indicated on the request. The due date may be extended upon request to allow the Supplier to effectively respond, but the Supplier must request an extension prior to the initial due date. Fo-Mac reserves the right to reject inadequate responses. Fo-Mac reserves the right to verify corrective action has been implemented to ensure the root cause has been eliminated. Fo-Mac may perform verification at the Supplier's facility or the Supplier shall submit objective evidence as requested.

## 9.0 **Special Process Requirements**

### 9.1 Special Process Accreditation

Supplier shall maintain current certifications for special processes performed in house. Supplier shall also maintain certifications of sub-tier suppliers when Fo-Mac contracts are outsourced to subcontractors. Supplier shall provide special process certifications to Fo-Mac upon request.

9.2 Approval of Special Process Suppliers

Suppliers shall use special process sources approved by Fo-Mac. Approval is indicated when the special process source is listed on a Fo-Mac purchase order.

Special Processes are Brazing and Welding, Calibration, Chemical Film, Coatings, Heat Treat, Non Destructive Testing, Passivation, Shot Peening.

9.3 Special Process Certificate

Supplier shall provide in part of shipping documentation a special process certificate(s) which contains:

Specification Number

Revision Level

Test Results

For processing performed under NAPCAP certification, the NADCAP process statement, accreditation number and expiration date must be included in the certification provided to Fo-Mac.



## PURCHASE ORDER TERMS AND CONDITIONS

### CONDITIONS COVERING ORDERS AND AGREED TO BY SELLER UPON ACCEPTANCE

1. **CHANGES:** Purchaser shall have the right to make changes in the Purchase Order, but no additional charge will be allowed unless authorized in writing by Purchaser. If such changes affect delivery or the amount to be paid by Purchaser, Seller shall notify Purchaser immediately and negotiate an adjustment.
2. **COMPLIANCE WITH LAWS:** Seller shall comply with all applicable State, Federal and local laws, rules and regulations.
3. **SHIPPING:** Seller shall immediately advise Purchaser of shipping schedule on all times covered by Purchase Order. No allowance will be made for packing, cartage, or crating unless specifically authorized in the Purchase Order. If supplied, Fo-Mac's part number must appear on all packages and documentation. Enclose one copy of packing list with each shipment. Packing list shall list separately each item in the shipment. Each item shall be tagged with proper item numbers as required by the Purchaser Order. Items enclosed in protective coverings shall be identified outside the coverings. List of last item(s) shipped shall indicate final shipment for the Order. Purchaser's amount will be accepted as final and conclusive on shipments. No substitutions shall be made on the Purchase Order without written authority.
4. **ORDER NUMBER:** Our Order Number inclusive of Change Order and Release Order Number and Stock/Item Number (where applicable) shall be shown on all invoices, packing lists, communications, containers and bills of lading.
5. **INVOICES:** Invoices shall be submitted and shall be accompanied by a legible copy of the bill of lading (where applicable), showing the weight of each shipment and legible copy of the packing slip, showing the quantities of the item(s) shipped. All charges covering prepaid freight for Purchaser's Account are to be shown as a separate item on the invoice and must be supported by the original paid freight bill.
6. **SET-OFF:** Purchaser shall be entitled at all times to set-off any amount owing at any time from Seller to Purchaser or any of its affiliated companies against any amount payable at any time by Purchaser to Seller.
7. **PAYMENT:** Delay in receiving invoices or any other data requirements in number of copies specified, or errors and omissions on either, will be considered just cause for withholding payment, without loss of cash discount privilege. All discount periods will begin on the date that Purchaser receives materials.
8. **PATENTS:** Seller shall at its sole expense hold harmless Purchaser and/or its agent from and against, and shall defend, any suit or proceedings brought against Purchaser and/or its agent, based on a claim that the manufacture, use or sale of any equipment, or any part thereof, supplied under the Purchase Order constitutes infringement of any patent, copyright or proprietary information rights of others, and Seller shall pay all damages and costs awarded therein against the Purchaser and/or its agent. Seller shall at its own expense, either procure for Purchaser the right to use said equipment or part; or modify it so it becomes substantially equal but noninfringing; or remove said equipment and refund the purchase price and the transportation, installation and associated costs thereof.
9. **INDEMNITY:** Seller shall indemnify Purchaser against claims, liability, expenses and costs, including attorneys fees, arising from any and all injury, death, damage and loss to persons or property caused by items furnished or services performed by Seller pursuant to the Purchase Order, whether performed on the premises of Seller or Purchaser or elsewhere.
10. **TERMINATION:** Purchaser may terminate the Purchase Order for its convenience in whole or in part, by written or telegraphic notice at any time. If the Purchase Order is terminated for convenience, any claim of Seller shall be settled on the basis of reasonable costs it has incurred in the performance of the Purchase Order.
11. **DELAYS IN DELIVERY:** Seller will not be liable for damages for delays in delivery due to causes beyond its reasonable control. If Seller, however, for any reason does not substantially comply with Purchaser's delivery schedule, Purchaser at its option may either approve a revised delivery schedule or may terminate the Order without liability to Seller on account thereof.
12. **REJECTIONS:** If any of the goods are found at any time to be defective in material or workmanship, or otherwise not in conformity with the requirements of the Purchase Order, Purchaser, in addition to any other rights which it may have under warranties or otherwise, shall have the right to reject and return such goods at Seller's expense. Goods cannot be replaced or substituted without suitable authorization from Purchaser.
13. **ASSIGNMENT SUBCONTRACTING:** Assignment or subcontracting of the Purchase Order, or any interest therein, or any payment due, or to become due thereunder, without the advance written consent of the Purchaser, shall be void.
14. **FABRICATION, DELIVERY SCHEDULE AND MATERIAL COMMITMENTS:** Unless otherwise authorized in writing by Purchaser, Seller shall not make commitments for materials nor fabricate in advance of time necessary, to permit shipment on delivery date. It is Seller's responsibility to comply with the schedule, but not to anticipate Purchaser's requirements. If goods are shipped to Purchaser in advance of schedule without permission, the invoice will not be paid until a maximum of thirty (30) days after the scheduled delivery date.
15. **WARRANTIES:** Seller hereby warrants to Purchaser that each item of equipment sold by it (a) shall conform in all respects to the drawings, specifications and items of the Purchase Order, (b) shall be new unless otherwise agreed to in writing by the Purchaser and shall be free from defects in design, material and workmanship until the expiration of twelve (12) months after the date on which it was placed into service to the purpose for which it was purchased. If any such item of equipment, or any part thereof, fails to meet the foregoing warranties and Purchaser so notifies Seller within a reasonable time after such failure, Seller shall thereupon promptly correct such failure at its sole expense including all shipping costs associated with such correction.
16. **EQUAL OPPORTUNITY CLAUSE:** Reference is made to Paragraphs (1) through (7) ( The "Equal Opportunity Clause") set forth in Sec. 202 of Executive Order No 11246 issued by the President of the United States on September 24, 1965 as amended by Executive Order 11375 issued on October 13, 1967. By such reference such Equal Opportunity Clause is hereby incorporated in all Purchase Orders as a commitment on the part of the Seller, effective during the performance of the contract represented by the Purchase Order and its acceptance. For the purpose of such incorporation by reference, such necessary changes in language shall be deemed to have been made in the Equal Opportunity Clause as are appropriate to identify properly the parties and their undertakings. As a result of such Equal Opportunity Employer information Report EEO-1, copies of the form of which are obtainable from the Office of Federal Contract Compliance, United States Department of Labor. The Seller is further informed that all provisions of Public Law 95-507 are hereby incorporated in all Purchase Orders.