



Division of Detroit Chrome, Inc.

## Operating Procedure 6-02 Supplier Quality Requirements

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Page: 1 of 6

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Date Written: 12/14/2017  
**UNCONTROLLED IF PRINTED**

Dir. of QA: D. R. Thompson  
Approval Date: 1/10/18

<b>1</b>	<b>Purpose</b>
1.1	To define DCI Aerotech's supplier quality assurance requirements.

<b>2</b>	<b>Scope</b>
2.1	These requirements apply to all DCI Aerotech suppliers.

<b>3</b>	<b>Responsibilities</b>
3.1	Acceptance of DCI Aerotech purchase orders constitutes acceptance to the requirements set forth within this procedure.

<b>4</b>	<b>Definitions / Acronyms</b>	
4.1	DPPM	Defective Parts Per Million
4.2	FOD	Foreign Objects, Damage
4.3	MRB	Material Review Board
4.4	NCR	Nonconformance Report
4.5	OTD	On-time Delivery
4.6	RTV	Return to Vendor
4.7	SCAR	Supplier Corrective Action Report
4.8	DMR	Defective Material Report
4.9	MRR	Material Review Report
4.10	RCCA	Root Cause Corrective Action
4.11	CAR	Corrective Action Response
4.12	NWP	No Work Performed
4.13	WIP	Work In Progress
4.14	RMA	Return Material Authorization

<b>5</b>	<b>Requirements</b>
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### 5.1 Supplier Quality System Requirements

- 5.1.1 The supplier shall develop and maintain fundamental Quality Systems that provide for continuous improvement and ensure product or services provided to DCI Aerotech (DCI) meet all applicable drawing, specification, purchase order, and quality requirements. Suppliers shall be compliant to the latest revision of AS9100, ISO9001, ISO17025, Nadcap or any quality system acceptable to DCI's customers as appropriate or have an approved audit/survey on file.
- 5.1.2 In addition to basic Quality System requirements, DCI contractually mandates that requirements and procedures defined below are complied with.



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Page: 2 of 6

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### 5.2 Documents and Data

- 5.2.1 Documents and data supplied to DCI shall be in the English Language.
- 5.2.2 DCI supplied blueprints and sketches will be considered uncontrolled. It is the supplier's responsibility to ensure the blueprint revision coincides with the P.O.
- 5.2.3 Whenever a specification or drawing is called out on a P.O., it should be interpreted to mean the latest revision issued at the date of the P.O. issuance, unless otherwise specified on the P.O.

### 5.3 DCI Surveillance and Access

- 5.3.1 DCI, its customers, and regulatory agencies reserve the right to access the supplier's facilities for monitoring and inspecting of products and services supplied to DCI.

### 5.4 Non-conformances

- 5.4.1 Any product not conforming to drawings or specifications found by the suppliers require disposition by a Material Review Board (MRB) in advance of shipment to DCI. All non-conformances of DCI controlled requirements must be submitted to the appropriate facilities' MRB.
- 5.4.2 The supplier may submit a deviation request through DCI Aerotech's Quality Department, via an email or electronic communication. The supplier shall submit the request prior to performing any rework or repair. Acceptance by DCI is only for the specified quantity and does not establish any criteria for future shipments.
- 5.4.3 Any costs incurred due to a nonconformance caused by a supplier may be assessed back to that supplier.
- 5.4.4 The supplier shall notify DCI Quality, within 24 hours, upon determining that nonconforming product, or items containing latent defects, have been shipped to DCI.
- 5.4.5 Nonconforming material found by DCI may be reported to the supplier on a Nonconformance Report (NCR).
- 5.4.6 Material may be classified as Return to Vendor (RTV) and returned with notification from DCI Quality Assurance Department. Where business needs warrant, nonconforming material may be submitted to the DCI Material Review Board (MRB) for acceptance. Acceptance of nonconforming material through the MRB does not relieve the supplier of the responsibility to provide product that conforms to all DCI contract requirements and will adversely affect their Supplier Quality Rating. Note certain deviations may require approval from DCI's customer.
- 5.4.7 Where warranted by the type of nonconformance, a Supplier Corrective Action Request (SCAR) may also be issued. Failure to complete and return the SCAR by the requested due date will affect the suppliers performance rating and may result in DCI withholding quotation opportunities.



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Page: 3 of 6

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### 5.5 Record Retention

- 5.5.1 Suppliers shall establish procedures to ensure Quality records are, unless otherwise specified, maintained for a minimum of fifteen (15) years after delivery of material and material certification. Quality records are those records which demonstrate conformance to specified requirements and effective operation of the quality system.
- 5.5.2 Records shall be made available for DCI review upon request.

### 5.6 Notification of Changes

- 5.6.1 The supplier shall notify DCI Purchasing of changes to product and/or Process definition a minimum of 2 months prior to incorporation, or as required by Purchase Order, drawing, or specification.
- 5.6.2 Suppliers shall notify DCI Purchasing of any management changes or certification status changes within 30 days of such change occurring.

### 5.7 Foreign Object and Debris (FOD)

- 5.7.1 Suppliers shall maintain procedures to control FOD (Foreign Objects, Damage) for all products and services delivered to DCI.

### 5.8 Counterfeit Parts

- 5.8.1 Suppliers shall maintain adequate procedure to control Counterfeit Parts., including (but not limited to) avoidance, detection, mitigation, and disposition per the requirements of SAE AS5553, reference DCI RSOP 01-01.
- 5.8.2 Suppliers shall notify DCI Purchasing, within 24 hours, upon determining that counterfeit materials have been shipped or previously shipped to DCI.

### 5.9 Requirements Flow Down

- 5.9.1 Suppliers shall flow down to sub-tier suppliers all applicable purchase order requirements. This flow down shall include all key characteristics when specified.

### 5.10 Certificate of Conformance

- 5.10.1 Each shipment to DCI must be accompanied by a Certificate of Conformance. At a minimum, the following information must be included in the certificate of conformance:
- DCI Purchase Order Number
  - DCI Part Number/Item Number, Revision Level, and Part/Item Description
  - Serial number or Lot number as applicable
  - Supplier Part Number and Revision Level, if applicable.
  - Standard / Specification and Revision Level, including Amendments, Notices, etc.
  - Quantity shipped
  - Statement of conformance to all purchase order and drawing requirements.
  - Signature and Title of a responsible representative of the supplier.



Division of Detroit Chrome, Inc.

## Operating Procedure 6-02 Supplier Quality Requirements

Doc. #: 6-02 SQR

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Page: 4 of 6

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5.10.2 In addition to 5.10.1 Calibration related C of Cs must include as applicable:

- Procedure or standard used for calibration
- Equipment used for calibration (Instrument, Model, Serial Number, Traceability)
- Points of calibration ( As received, after calibration and deviation)
- Environmental conditions (i.e. Temperature and Humidity)
- Calibration is traceable to NIST
- Weather the equipment was found in tolerance or out of tolerance as received
- Was there repair required to achieve in tolerance condition

### 5.11 Government, Safety, and Environmental Regulations

5.11.1 All purchased materials used in part manufacturing shall satisfy current governmental and safety constraints on restricted, toxic and hazardous materials; as well as environmental, electrical and electromagnetic considerations to the country of manufacture and sale.

### 5.12 First Article Requirements

5.12.1 For certain processes or products, DCI Aerotech may request a FAI to be submitted. This will be specified on the initial Purchase Order. The supplier will be required to submit a new FAI provided that the process or product has not been produced within the two year time frame.

### 5.13 Supplier Classifications

5.13.1 Suppliers shall be classified by commodity:

- Outsource (Special Process suppliers)
- Raw Material
- Tooling
- Gage Vendors, including gage purchases and gage calibration services
- Other suppliers (Suppliers that do not have an impact on the manufacture or validation of DCI products.)

### 5.14 Supplier Performance Rating

- 5.14.1 DCI shall monitor Outsource suppliers, Raw Material Suppliers, Tooling Suppliers, and Gaging Suppliers for delivery and quality. The frequency of monitoring suppliers is established by DCI's management team.
- 5.14.2 Suppliers are expected to maintain an acceptable on time delivery, DPPM, escapes, and order accuracy as determined by the management team. The yearly targets will be provided to each supplier. DCI will monitor and take appropriate action as necessary.
- 5.14.3 Suppliers continually receiving unacceptable rating values will be notified and may be removed from DCI's Approved Suppliers List. Unacceptable ratings will be determined upon management input.



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Page: 5 of 6

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### 5.15 Outsource Suppliers

- 5.15.1 Outsource Suppliers shall provide a certificate of conformance with each shipment of product to DCI, as defined in Section 10.
- 5.15.2 Outsource suppliers will be monitored for OTD, DPPM, and Escapes.

### 5.16 Raw Material Suppliers

- 5.16.1 Raw Material Suppliers shall provide the following with each shipment:
  - Legible mill certifications, the mill certifications must reference the latest specification revision, unless otherwise specified on the purchase order.
  - Chemical suppliers shall supply a certificate of analysis specifying Type, Grade and Specification revision as applicable.
  - All test results showing conformance to the specification requirements and purchase order.
  - Safety Data Sheets
- 5.16.2 Raw materials must comply with DFARs clause 252.225-7009 unless otherwise specified in the purchase order. Raw material from non-qualifying countries may be refused without prior authorization, unless specifically stated in the purchase order.
- 5.16.3 Raw material suppliers will be monitored for OTD and order accuracy.

### 5.17 Tooling Suppliers


- 5.17.1 Tooling suppliers will be monitored for OTD and order accuracy.

### 5.18 Gage Suppliers and Gage Calibration Services

- 5.18.1 New gages must be traceable to NIST. Long form certifications must be included with all new gage purchases.
- 5.18.2 Suppliers that provide dimensional gage calibrations must be ISO17025 certified, unless the supplier is the manufacturer of the gage, other vendors may require other certifications.
- 5.18.3 Gage suppliers and Gage Calibration service suppliers will be monitored for OTD and order accuracy.

### 5.19 Confidentiality

- 5.19.1 Suppliers will maintain confidentiality regarding customer specific designs, prints and proprietary information. The supplier will request written authorization from DCI Aerotech when it is necessary to share such information with other entities.

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## 5.20 Ethical Policy

- 5.20.1 It is expected for suppliers to comply with the Aerospace Industries Association of America (AIA) Global Principles of Ethics in the Aerospace & Defense Industry. It is available for review at <http://asd-europe.org/business-ethics>.