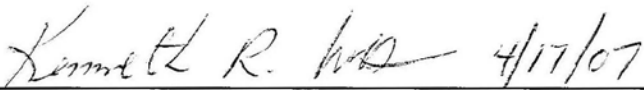


**HARPER ENGINEERING COMPANY  
SUPPLIER QUALITY SYSTEM REQUIREMENTS  
DOCUMENT HED 105**

MANUAL REVISIONS

<u>REV</u>	<u>DATE</u>	<u>DESCRIPTION</u>
-	05/09/95	New document
A	10/08/97	Updated format
B	04/17/07	Updated for AS9100 compliance



Quality Assurance Manager

# Supplier Quality Requirements

Requirement	Application
<b>I General System Requirements</b>	<b>All</b>
Harper Engineering Acceptance Inspection	All
Nonconforming Material	All
Packaging, Preservation and Shipping Documentation	All
Document Retention	All
Corrective Action	All
<b>2 FPM Suppliers</b>	<b>FPM</b>
Measurement and Test Equipment	FPM
Procurement and Special Processing	FPM
Material Control (Including Harper Owned)	FPM
Document and Data Control	FPM
Manufacturing and Production Control	FPM
Inspection and Test	FPM

**PURPOSE:**

To define the quality system requirements for suppliers/sub-contractors used by Harper Engineering Company.

**SCOPE:**

This applies to all suppliers/sub-contractors whose products or services are included in Harper Engineering's end items, who do not have an industry accepted third party certification and/or Harper Engineering customer approval.

**DEFINITIONS:**

**Contract:** Purchase Order

**Harper Engineering (HE):** This includes Harper Engineering Co. employees, representatives, customers and regulatory agency's including the FAA.

**Supplier:** Any subcontractor that include:

- Calibration (P)
- Test Services (P)
- Distributors (D)
- OEM's (E)
- Special Processors (P)
- Raw Material Sources (M)
- Fabrication Services (F)
- Engineering Defined Sources (E)
- Prototyping (F)

**General Requirements (All Suppliers)****General System Requirements**

Suppliers are to maintain a quality system that ensures that all supplies and services conform to contract requirements. The document and data controls shall provide for procedures or industry/HE accepted methods to ensure that the latest applicable drawing, specifications, digital data and purchase order requirements are used for fabrication, inspection, verification and testing.

The Supplier's system shall be available for review by Harper Engineering. Responsibility for control of quality shall be clearly designated within the Supplier's organizational structure.

The Supplier shall take prompt action to correct conditions which have resulted or could result in the submission to Harper Engineering of products which do not conform to drawing, specification and/or purchase order requirements.

Harper Engineering may conduct on-site surveys and surveillance of Supplier's facilities to evaluate the ability to comply with this policy and other requirements. The Supplier shall provide accessibility to facilities and additional assistance as may be required by Harper Engineering and/or our customers and regulatory authorities to perform these functions.

Suppliers are to have a system to review the contract requirements from HE to confirm their ability to meet the stated requirements.

### **Harper Engineering Acceptance Inspection**

All supplies and services received by Harper Engineering shall be subjected to inspection verification after receipt, as necessary to assure conformance to purchase order requirements. Harper Engineering shall not be obliged to subject non-conforming supplies to complete inspection. **Unless otherwise authorized in writing by Harper Engineering, the Supplier shall furnish Harper Engineering only articles which are in complete compliance with all purchase order requirements.**

### **Nonconforming Material**

The Supplier shall provide for control, separation, identification and disposition of non-conforming supplies. Any corrective action request issued by Harper Engineering shall be completed by the Supplier in a timely manner.

When the Supplier identifies a nonconformance to requirements, the Supplier has the option to:

- Rework the product to comply with the requirements.
- Replace the product.
- Submit an Advance Rejection to Harper Eng. for disposition, prior to shipment of product.

Non-conformances identified by the supplier and submitted by Advance Rejection to Harper Engineering, will not count against the Supplier's performance history. Nonconformances identified by Harper Engineering will count against the Supplier's performance history.

### **Packaging, Preservation and Shipping Documents**

Suppliers shall provide a Certificate of Conformance statement of compliance to all requirements when sending product to HE. Suppliers shall maintain controls to assure accomplishment of industry accepted preservation, packaging and shipping requirements that will ensure receipt of supplies to Harper Engineering in an acceptable condition

Suppliers shall have a system to verify all proper documentation and certification is provided before shipment.

### **Record/Document Retention**

Quality related documentation and certifications will be retained and available to Harper Engineering for a period as defined in your internal procedures or a minimum of seven years unless otherwise stated in the contract.

### **Corrective Action**

Suppliers will respond to documented requests for corrective action. The response will be in writing detailing root cause, correction and verification to prevent further occurrence.

## **FPM Suppliers**

### **Measurement and Test Equipment**

The Supplier shall provide and maintain tools, gages and other measuring and test equipment to the extent necessary to ensure that supplies and services conform to the technical requirements and will not compromise the quality of HE end items.

Measuring and test equipment shall be calibrated or validated in accordance with established methods at established intervals using HE accepted standards and methods that are traceable to the National Institute of Standards and Technology (N.I.S.T.). If production tooling (jigs, fixtures, templates, etc.) is used as a media of inspection, such devices shall also be proved for accuracy at established intervals.

Harper Engineering owned tooling must be given periodic tooling inspection and verification as required to verify their continued accuracy and the results must be recorded. Records shall be kept of calibration/validation activities.

### **Procurement and Special Processing**

Suppliers shall have a system to approve and disapprove suppliers based on their ability to meet Harper Engineering contractual requirements.

Supplier procured parts, materials and processing to be used on Harper Engineering end items shall be subjected to a receiving inspection to assure conformance to applicable drawings, specifications and requirements of the Harper Engineering purchase order. Acceptance requirements shall include test reports, certifications, or inspection verification of physical and chemical properties of raw materials traceability to the source.

Supplier shall not substitute other processing or material(s) without specific authorization from Harper Engineering. Special processing used on Harper Engineering end items shall be accomplished by approved facilities, as shown in Boeing Document D1-4426, NADCAP or Harper Engineering Approved.

### **Material Control (Including Harper Owned/Furnished):**

Harper Engineering furnished material shall be identified, separated and stored in the appropriate area. All material drop-shipped at the Supplier's facility, shall have Harper Engineering acceptance before production can begin on said shipment.

Harper Engineering must be notified immediately if condition of material or tooling is damaged or is not capable of producing to its intended purpose.

### **Document and Data Control:**

Documents will be controlled and approved for adequacy before use. Documents will be available to appropriate personnel as required. Obsolete documents will be removed from use to preclude unintended use. Documents retained for historical reasons will be conspicuously marked as obsolete.

**Manufacturing/Production Control:**

Suppliers will at appropriate points in production, have a method of inspection/validation of first piece, in-process and/or final inspection before release to further processing or delivery.

Suppliers will have a system to define the appropriate operators and sequences to product the product/service to HE requirements.

The Supplier is required to maintain adequate records of all inspection, test and other quality control activities and shall be available for review by Harper Engineering and/or our customers.

**Inspect and Test:**

The Supplier shall maintain a system for identifying the inspection status of supplies. Identification may be accomplished by means of stamps, tags, routing cards or other control devices

The Supplier is to perform all inspections and tests necessary to substantiate product conformance to the drawings, specifications and purchase order requirements.