Plateronics Processing Inc.
SQAR – 01
Supplier Quality Assurance Requirements

1.0 PURPOSE

This document defines the minimum quality requirements acceptable to conduct business with Plateronics Processing.

2.0 SCOPE

This document is applicable to all Plateronics Processing suppliers of products and/or services and is independent of and in addition to other requirements contained in the Purchase Order. The flow down of this document is in accordance with the Plateronics Processing Procedures SOP-002, SOP-005, SOP–006 and the requirements of the SAE AS9100 Standard.

3.0 REQUIREMENTS

3.1 RIGHT OF ACCESS

The supplier shall allow right of access by Plateronics Processing, their customers and regulatory authorities to all facilities involved in the order and to all applicable records. Plateronics Processing will be rating the suppliers based on the quality of their products, delivery to schedule, quantity of document errors and the timeliness of responses to request for corrective action. A continued history of substandard ratings may be cause for removal from the Plateronics Processing ASL (APPROVED SUPPLIER LIST) by the Quality Assurance Manager of Plateronics Processing Inc.

3.2 INSPECTION

The supplier shall have a system for inspection to prevent the shipment of nonconforming products.

3.3 CALIBRATION

For Calibration Services; the supplier must have a calibration system conforming ANSI Z540-1-1994, ISO 17025 or ISO 9001. Calibration procedures must be maintained which provide sufficient information for periodic calibration of measuring and test equipment. The report as a minimum, shall include the following information: Date of calibration, Specification(s) to which calibrated, Identification, Model or Serial number of the equipment to which report pertains, Evidence of Traceability calibration to the N.I.S.T. (National Institute of Standards and Technology); Supplier name and signed by the party responsible, Results of calibration (s) performed including the tolerances or standards used.

3.4 NONCONFORMANCE NOTIFICATION

The supplier shall notify Plateronics Processing of any nonconformance identified after product delivery. The Quality Assurance Manager and/or the Buyer of Plateronics Processing Inc. must be notified immediately of suspect or non-conforming product shipped to the Plateronics facility. The notification shall be via fax, telephone or electronic mail not to exceed 24 hrs from the shipping date (or next business day). The president will act as the MRB to determine the disposition of any non-conforming product.

3.5 CONTROL OF DOCUMENTS

The supplier shall control all documents supplied by Plateronics Processing pertaining to the order. It is the responsibility of the supplier to destroy any documents provided by Plateronics Processing that are obsolete or superceded. Supplier may elect to retain documents per their internal process for document control. No documents are to be returned to Plateronics Processing and are considered in-valid at the completion of the order.

3.6 CHANGE NOTIFICATION

The supplier shall notify Plateronics Processing of any changes in the products and/or process relevant to the order.

3.7 CERTIFICATIONS AND TEST DATA

The supplier shall provide certification of conformance and, where applicable, test data with each shipment. Certifications to specifications shall reflect the latest revision level unless otherwise noted on the order. Each shipment shall be accompanied by a packing slip and a copy of the Certificate of Conformance that shall contain as minimum the following: Supplier name, Plateronics P.O. number, Part number including the current revision, Part name, Quantity, Lot number (if applicable). Each shipment must be also accompanied by a legible and reproducible copy of all chemical and physical test reports identifiable by material lot number with materials shipped. These reports must contain the signature and title of the authorized representative of the agency performing the test (s) and must assure conformance to specification requirements. Materials having definite characteristics of quality degradation (shelf life) with age shall have the manufacturing date, expiration date and the minimum 75% self-life remaining. Temperature requirements shall be added when applicable.

3.8 MATERIAL SAFETY DATA SHEETS

A copy of the current MSDS shall be submitted with the items if the revision changes. If the product is exempt from having an MSDS, a statement of the exemption must accompany the item.

3.9 PACKAGING

The supplier shall package products appropriately to avoid the possibility of damager during shipment.

3.10 RECORDS

The supplier shall retain all process, inspection, certification and test documents/ records pertaining to the order for a minimum of 10 years. If requested, the supplier shall provide Plateronics Processing with copies of records pertaining to the order within 24 hours of request.

3.11 SUB-TIER SUPPLIER SUBCONTRACTING

The supplier shall flow down the applicable purchase order requirements, including key characteristics when required, to its sub-tier suppliers when a portion of or all requirements of the purchase order are subcontracted out.