



# Supplier Quality Assurance Requirements

(SQARs)

Revision: 9

**When the following SQAR codes appear on a Purchase Order and are applicable to the product or service, the supplier must comply with the requirement. If the supplier has questions, concerns, or is unable to fulfill the requirement in any way, they are to contact the Buyer prior to performing any work.**

## **001 Supplier Quality System**

Compliance with RI Quality System for Suppliers is required for this Purchase Order. (ref AS9100)

## **002 Right of Access**

Rocker Industries (RI), including our customers and regulatory authorities, have the right of access to Supplier and sub-tier facilities and all applicable records. As specified in the Contract / Purchase Order, RI representative shall be granted the right to verify at the subcontractor's premises that subcontracted product and/or processes conform to specified requirements. Such verification will not be used by the supplier as evidence of effective control of quality. Verification by the customer does not absolve the supplier's responsibility to provide acceptable product nor will it preclude subsequent rejection by the customer. Contact RI (minimum of 10 days prior to scheduled completion, for scheduling purposes). Release of product prior to source inspection is not allowed unless you are otherwise notified by Rocker in writing.

## **003 Notification of Changes and Nonconformance**

Suppliers are required to notify RI within 24 hours of any changes or impact to:

- QMS
- Management Structure / Personnel
- Manufacturing/distribution location
- Manufacturing / Inspection processes
- Products / Print design
- Nonconformance
- Material /Special process

On Items in which RI or its customers hold design authority suppliers cannot make changes without prior written approval. In the event of nonconforming material, the supplier is required to notify RI of the nonconformance and obtain disposition from an authorized RI representative. All changes and notification shall be completed in writing and retained as evidence.

## **004 Records Retention**

The supplier shall establish and maintain documented procedures for identification, legibility, safe retention, maintenance, and retrieval of quality records. The supplier shall maintain adequate records of all inspections and tests. The records shall indicate the nature and number of observations made, the number and type of deficiencies found, the quantities approved and rejected, and the nature of corrective action taken as appropriate. Such records shall be made available to RI upon request and shall be retained for 15 years after final payment under the related Purchase Order or for an additional period as imposed in the Purchase Order. Records may be in the form of any type of media, such as hard copy or electronic media. Supplier shall notify RI of its intent to dispose of records that meet these retention requirements before the completion of disposal.

## **005 Counterfeit Part Prevention Program**

The supplier shall establish and maintain a Counterfeit Parts Prevention and Control Plan conforming at a minimum to the AS5553. The supplier and their sub-tier suppliers agree and shall ensure that Counterfeit work is not delivered to RI. The supplier shall immediately notify RI with the pertinent facts if the Supplier becomes aware or suspects that it has furnished Counterfeit work.



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## **006 Use of Sub-Tier Suppliers**

All certifications provided to RI from suppliers and their sub-tier suppliers must contain complete traceability to RI documentation or PO number. Where the use of sub-tier suppliers is permitted, suppliers shall impose all RI Purchase Order and flow down requirements on their sub-tier suppliers including key characteristics and approved processors.

## **007 DRC Conflict Free Minerals**

The supplier shall provide components that are free from “Conflict Minerals” originating from the Democratic Republic of the Congo (DRC) and surrounding regions identified at [www.sec.gov](http://www.sec.gov). If requested by RI or RI Customers, the supplier must be able produce documented evidence the product sold to RI meets these requirements.

## **008 Supplier FOD Requirements**

The supplier shall establish a FOD program that complies with NAS 412 Foreign Object Damage/Debris Prevention. Goods found with FOD will be returned to the supplier for inspection and cleaning as required before being introduced into RI inventory.

## **009 Employee Awareness**

Supplier is required to ensure that employees performing work on this PO are aware of their contribution to product and service conformity, product safety, as well as the importance of ethical behavior.

## **010 Certificate of Compliance**

The supplier shall submit a Certificate of Compliance with each shipment stating that products shipped against this order are in compliance with all requirements. Referenced specifications must be to the latest revision released unless otherwise specified. The Certification shall include Purchase Order number, part number (including revision level) and must be signed by an authorized Quality Representative (including title). When the supplier is not the Manufacturer, the Manufacturer’s Certificate of Compliance shall be included.

## **011 Full Certifications**

Supplier is to provide RI with a Manufacturer's Certificate of Compliance and complete chemical and physical test reports (for raw materials) as well as process certification for supplied material/items.

## **012 Re-Submission of Product**

Reworked product being re-submitted for acceptance shall reference the original and the return PO number on the new Certificate of Compliance. If re-work involved replacement of materials, or re-processing, appropriate new certifications are required.

## **013 Supplier Deviations / Waivers**

Delegation of Material Review Board authority by RI to its subcontractors is NOT PERMITTED. Requests for deviations/ waivers must be submitted in writing for approval to the RI Buyer and be approved PRIOR to shipment of the product. When approved the supplier shall enclose a copy of the approval with each shipment of the affected product. If the quantity being shipped exceeds the quantity accepted, the affected parts must be tagged and segregated from the rest of the parts.



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## **014 General Inspection**

The supplier is required to create and maintain records and data of all inspections and tests performed. Records shall contain the status of articles and materials and evidence of inspections and tests performed, including dates. 100% inspection shall be performed on all critical and major characteristics when required. Final inspection reports will be required with every shipment. Standard inspection to ANSI/ASQ Z1.4 is acceptable.

## **015 Customer Owned Material / Material Traceability**

Supplier shall furnish certification that any material furnished by RI was used in the manufacture of the hardware. The supplier must provide complete traceability for all RI owned materials, including work order number and Purchase Order number on the supplier's Certificate of Conformance.

## **016 Export Control (ITAR)**

Supplier must conform to International Traffic in Arms Regulations. If additional information is required to comply with this requirement the seller is to contact RI purchasing department.

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## **018 Intentionally Left Blank**

## **019 AS9100 Quality Management System Requirements**

Supplier must have current AS9100 Certification for the completion of this purchase order

## **020 ISO9001 Quality Management System Requirements**

Supplier must have current ISO9001 Certification for the completion of this purchase order

## **021 Special Process Certifications**

Special processes needed for this PO must be completed by NADCAP approved sources only, and by certified personnel as required when completing the process. Referenced specifications must be to the latest revision released unless otherwise specified.

## **022 Test Data**

Performance test results are required as applicable with product furnished on this Purchase Order.

## **023 Material Safety Data Sheets**

Supplier shall provide the most recent copy of the Safety Data Sheet (SDS) as published by the original material manufacturer, with the material ordered.

## **024 Customer Approved Processors**

Use of current RI customer approved suppliers is required. Supplier is required to contact purchasing for a current list of approved sources for this order.



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## **025 DFARS Compliant Raw Material Certification**

Raw material melted outside of the United States will not be used or provided unless the country of origin is listed in DFARS 225.872. Suppliers should use all available means to obtain raw material melted in the United States. When necessary, materials testing must be completed by an accredited, independent laboratory. All Raw materials shall be supplied with a Certificate of Conformance from the producing mill showing actual chemical and physical properties. The Manufacturer's Quality Representative must sign all certificates. All reports must provide complete traceability by heat number to RI documentation. The DFARS list is maintained by the United States Department of Defense and is accessible on the Defense Procurement and Acquisition web site:

[http://www.acq.osd.mil/dpap/dars/dfars/html/current/225\\_8.htm#225.872-1](http://www.acq.osd.mil/dpap/dars/dfars/html/current/225_8.htm#225.872-1)

## **026 Intentionally Left Blank**

## **027 Age Control Materials**

Certificate of Conformance shall include manufacturers name, address, cure date, batch number and compound type with each shipment of "O" rings, seals, gaskets and other shelf-life controlled items. All such items must have been manufactured within the last (8) quarters. Adhesives, paints, sealants and other items that require MSDS sheets shall have a minimum of 75% of their shelf-life remaining. The expiration date must be marked on the outside of all containers.

## **028 First Article Inspection Report (FAIR)**

Supplier shall perform a FAIR in accordance with the current revision of AS9102. The FAIR shall include actual dimensional measurements, drawing notes and part specific Purchase Order requirements. Certifications for material and all special processes must be included. The First Article part(s) shall be identified and submitted with the FAIR.

## **029 Electrostatic Discharge Protection**

ESD packaging and handling is required for the product on this order.

## **030 Nameplates**

When providing a specific nameplate for the first time, or from new drawings and/or revisions, the supplier shall submit a Photo Proof for RI approval, prior to production run.

## **031 Radiographic Inspection**

Items requiring radiographic inspection shall be submitted to a RI Approved X-Ray laboratory, to be processed in accordance with specifications and standards noted on the drawing or Purchase Order. All findings shall be submitted in a suitable format and shall contain the name of the individual reading the film and the signature and title of the authorized laboratory representative. The report will be submitted, with each shipment of material, to the purchaser and contain a means of cross-referencing the report to the film and to each individual part.



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### **032 Calibration Services**

Certification of Calibration, traceable to NIST, with reference to appropriate specification (ANSI Z540-1, ISO 100121, ISO 17025 etc.) is required. \*\* LONG-FORM CERTIFICATE REQUIRED. \*\* Calibration Technicians must have an annual eye exam performed and retained on file.