



## SSi Supplier Quality Manual

1.0.0 **Purpose:** This document serves as a “Terms of Purchase” that suppliers agree to abide by when accepting an order from SSI. It communicates SSI’s general quality requirements for suppliers. It is not intended to replace the normal supplier certification process. It can also serve as a guide by which potential suppliers can gauge their quality system to facilitate compliance to SSI’s quality requirements during the certification process.

2.0.0 **Application:** The requirements of this procedure (where applicable) apply to all suppliers of direct materials, parts, and services to SSI.

3.0.0 **Procedures:**

*3.1.0 Certification:* SSI desires that suppliers have ISO9000, AS9100, QS9000, NADCAP, ISO/IEC 17025 or other such standard certification but this is not required.

*3.2.0 Inspection System* The supplier will maintain an inspection system, which will assure that all material and services submitted to the purchaser for acceptance, meet the requirements of the purchase order (P.O.). This requirement applies to material and services manufactured or purchased by the supplier. Inspection and testing will be prescribed by clear, complete, and current instructions. The instructions will assure inspection and test of material, work in process, and completed articles as required by specification and the P.O. Criteria for acceptance and rejection will be included. Special Process Controls will be an integral part of the inspection system when such processes are part of the purchase order. As such, special process procedures will not be modified without prior approval of the purchaser.

*3.2.1 Inspection System Documentation:* The supplier's inspection system will be documented, and available for review by the purchaser, prior to the initiation of production and during the life of the P.O. The supplier will notify the purchaser, in writing, of any change to the supplier's inspection system. The inspection system will be subject to disapproval if changes thereto could result in nonconforming product.

*3.3.0 Drawings and Changes:* The supplier's systems will provide controls, which will assure that the latest applicable drawings, specifications, and instructions required by the P.O.; as well as, authorized changes thereto, are used for manufacture, inspection, and testing.

*3.4.0 Measuring and Test Equipment:* The supplier will provide and maintain gages and other measuring and test devices necessary to assure all delivered product is conforming. In order to assure continued accuracy all inspection, measurement, and test devices will be calibrated at established intervals against certified masters, which are traceable to national standards.

*3.4.1 Sampling Inspection:* Dimensional or visual sampling may be used where the process capability is acceptable and stable with prior purchaser approval.

*3.5.0 Purchaser Furnished Material:* When the purchaser furnishes material, the supplier's procedures will include, as a minimum, the following:

- a) Examination upon receipt to detect damage in transit.
- b) Inspection for completeness and proper type.
- c) Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and/or deterioration during storage.
- d) Identification and protection from improper use and disposition.
- e) Verification of quantity.

The supplier will report to the purchaser any purchaser furnished material found damaged or otherwise unsuitable for use. In the event of damage or malfunctioning during or after receipt, the supplier will determine and record probable cause and necessity for withholding the material from use.

*3.6.0 Nonconforming Material:* The supplier will maintain an effective and positive system for controlling nonconforming material. Nonconforming material identified by the supplier will not be shipped to the purchaser without written authority. Unless otherwise instructed by the purchaser, the supplier will hold such material until the purchaser reviews and dispositions the request. Nonconformances, which can be reworked by repeating part or all of the initial process (other than special processes), will be considered as rework and can be accomplished without purchaser approval.

*3.6.1 Shipment of Nonconforming Material:* If during gage calibration, rejection analysis, etc., it is determined that nonconforming material may have inadvertently been shipped, the purchaser will be notified immediately.

*3.7.0 Records:* The supplier will maintain adequate records of all inspections and tests. The records will indicate the nature and number of observations made, the number and type of defects found, the quantities accepted and/or rejected, and the nature of corrective action taken as appropriate.

*3.8.0 Personnel Qualifications:* Qualifications of supplier employees are only critical for calibration services of SSI equipment. Employees of calibration suppliers shall be trained at the 17025 calibration lab or by a 17025 certified course.

Modifications:

11-24-08: Rev B: added 3.1.0 and 3.8.0

2/16/16: Rev C – modified 3.8.0 to state 'trained at the 17025 calibration lab or by a 17025 certified course.'