

<b>Quality Honeycomb Supplier Quality Requirements</b>	<b>QL 7.4.1-2</b>
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## **1 Surveillance and Auditing**

- 1.1 The Supplier's Quality System is subject to initial and annual audits/surveys and acceptance by Quality Honeycomb, its customers, and government regulatory agencies (e.g. The Department of Defense and Federal Aviation Administration functions), to the extent required to assure the supplier's conformance to this procedure. The intent of these audits/surveys is to evaluate the Supplier's Quality System to the degree necessary to ensure conformance to requirements, and to detect any changes that could affect the quality of the product.
- 1.2 While the primary survey tool is the self-assessment questionnaire, additional surveys and on-site audits may be scheduled for all suppliers if the quality history or changes to the Supplier's quality system warrants.
- 1.3 Quality Honeycomb reserves the right to conduct source inspection and the right to witness manufacturing operations, inspections and tests as necessary to verify conformance of the product or services. The Supplier will provide reasonable facilities, equipment, records, and assistance as required to satisfy this requirement.
- 1.4 Quality Honeycomb shall assign a quality rating to each Supplier based on delivered quality and conformance to this procedure.

## **2 General Supplier Requirements and Responsibilities**

- 2.1 The Supplier shall maintain an inspection system that will assure that all material and services submitted to Quality Honeycomb for acceptance meet the requirements of the P.O. This requirement applies to material and services manufactured or purchased by the Supplier.
- 2.2 The Supplier shall perform, or have performed, the inspections and/or tests required to ensure product conformance to drawing, specifications, and P.O. requirements.
- 2.3 The Supplier shall maintain a documented inspection system available for review by Quality Honeycomb prior to the initiation of production and during the life of the P.O.
- 2.4 The Supplier shall notify Quality Honeycomb, in writing, of any change to the Supplier's inspection system. The inspection system shall be subject to disapproval if changes thereto could result in nonconforming product.
- 2.5 The Supplier shall grant right of access by Quality Honeycomb, their customer, and authorities to all facilities involved in the order and to all applicable records.
- 2.6 The Supplier shall notify Quality Honeycomb of changes in process or product definition, changes of suppliers, changes of manufacturing facility location and, where required by

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contract or purchase order, obtain Quality Honeycomb approval.

- 2.7 The Supplier shall notify Quality Honeycomb of changes in process or product definition, changes of suppliers, changes of manufacturing facility location, and, where required by contract or purchase order, obtain Quality Honeycomb approval.
- 2.8 The Supplier shall be aware of the importance of ethical behavior and their contribution to product conformity and safety.

### **3 Inspection and Testing Documentation**

- 3.1 The Supplier shall maintain clear, complete and current instructions for Inspection and testing. The instructions will assure inspection and test of material, work in process, and completed articles as required by specification and the P.O. Instructions shall include criteria for acceptance and rejection.

### **4 Records**

- 4.1 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 defects found, the quantities accepted and/or rejected, and the nature of corrective action taken as appropriate.
- 4.2 The Supplier shall maintain records for a minimum of 30 years unless otherwise specified in the purchase order.

### **5 Corrective Action**

- 5.1 The Supplier shall take prompt action to correct assignable conditions, which have resulted or could result in the submission of nonconforming material or services to Quality Honeycomb.
- 5.2 The Supplier shall respond, in the period allotted, to any Supplier Corrective Action Request from Quality Honeycomb. If the allotted time is not adequate, the Supplier may request an extension, in writing, prior to the expiration of the assigned due date.

### **6 Drawings and Changes**

- 6.1 The Supplier's Quality System shall provide controls which 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.

### **7 Measuring and Test Equipment**

- 7.1 The Supplier shall provide and maintain gages and other measuring and test devices

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necessary to assure all delivered product is conforming.

- 7.2 The Supplier shall calibrate all inspection, measurement, and test devices at established intervals against certified masters, which are traceable to national standards.
- 7.3 The Supplier's calibration system shall be in accordance with ISO 10012-1 or equivalent.
- 7.4 The requirements of Paragraph 7.2 apply to any production tooling, such as jigs, fixtures, templates, and patterns that are used as a media for product acceptance.

## **8 Special Process**

- 8.1 The Supplier shall establish appropriate controls for special processing (e.g. heat treat, surface enhancement) as an integral part of the inspection system when such processes are part of the purchase order. Supplier may not modify special process procedures without prior approval of Quality Honeycomb.

## **9 Indication of Inspection Status**

- 9.1 The Supplier shall maintain a positive system for identifying the inspection status of all products. Identification may be accomplished by use of stamps, tags, travelers, move tickets, tote box cards, or other control devices.

## **10 Quality Honeycomb Furnished Material**

- 10.1 When material is furnished by Quality Honeycomb the Supplier's procedures shall include, as a minimum, the following:
  - 10.1.1 Examination, upon receipt, consistent with practicability, to detect damage in transit.
  - 10.1.2 Inspection for completeness and proper type.
  - 10.1.3 Periodic inspection and precautions to assure adequate storage conditions and to guard against damage from handling and/or deterioration during storage.
  - 10.1.4 Identification and protection from improper use and disposition.
  - 10.1.5 Verification of quantity.
- 10.2 The Supplier shall report to Quality Honeycomb any Quality Honeycomb 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.

## **11 Nonconforming Material**

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- 11.1 The Supplier shall maintain an effective system for controlling nonconforming material.
- 11.2 The Supplier shall not ship nonconforming material to Quality Honeycomb without written authority. The Supplier shall submit a complete description of the nonconformance, cause of the nonconformance, and corrective action that will permanently resolve the cause. Unless otherwise instructed by Quality Honeycomb the Supplier shall hold such material until Quality Honeycomb reviews and dispositions the request.
- 11.3 Nonconformities that can be reworked by repeating part or all of the initial process (other than special processes) are considered as rework and can be accomplished without Quality Honeycomb approval.
- 11.4 Nonconformities which are produced during special processing, or do not meet the requirements of Paragraph 11.3, are considered repair items and require Quality Honeycomb approval prior to performing the repair. These items will be reported in accordance with Paragraph 11.2 with the addition of a formal repair procedure.
- 11.5 If, during gage calibration, rejection analysis, etc., it is determined that nonconforming material may have inadvertently been shipped the Supplier shall notify Quality Honeycomb immediately.

## **12 Sampling Inspection**

- 12.1 Dimensional or visual sampling may be used where the process capability is acceptable and stable with prior Quality Honeycomb approval. Supplier shall not perform nondestructive test sampling without prior Quality Honeycomb approval.

## **13 Subtier Control**

- 13.1 Supplier shall subject subcontracted or purchased material and services to receiving inspection and any other controls, as required, to ensure compliance to the purchase order and this procedure.

## **14 Lead Time**

- 14.1 Supplier recognizes that time is of the essence. Quality Honeycomb depends on the supplier's stated lead time for scheduling and ultimate delivery of product to Quality Honeycomb's customer. Supplier shall promptly inform Quality Honeycomb of any delays or problems that may affect on time delivery. Quality Honeycomb may, at Quality Honeycomb's sole discretion, charge supplier \$5.00 per line item per day for delays in delivery. This charge is capped at 50% of the order's value and is solely for reimbursement to Quality Honeycomb for administrative costs associated with any delay. Excusable delays (Force Majeure) are not subject to this charge.

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**15 Prohibition of Counterfeit Material/Components**

15.1 The shipment of counterfeit material/components to Quality Honeycomb in fulfillment of purchase order requirements is prohibited. Supplier shall ensure that all material/components supplied to Quality Honeycomb are procured from original material/component manufacturers. Supplier shall provide objective evidence of compliance IAW paragraph 2.7 of this document.

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