

## ***SUPPLIER QUALITY ASSURANCE REQUIREMENTS REVISION C***

### **I. Purpose**

The purpose of this document is to serve as a guide for USP suppliers in describing the aspects of quality essentials. This document establishes general quality assurance requirements clauses for use on the Purchase Order and is part of the terms and conditions when referenced on the Purchase Order. It is intended to define all requirements for the Seller to assure that all products and services delivered by Seller on the Purchase Order conform to Buyer requirements for quality.

### **II. APPLICATION**

This document is applicable to all suppliers fulfilling Purchase Orders/Contracts with USP.

### **III. GENERAL REQUIREMENTS**

#### **1. Flow Down Requirements**

1.1 To assure conformance to all Purchase Order requirements, Seller shall use only sub-tier sources for special processes, with pre-approver Buyer approval prior to starting to process. Seller shall flow down applicable requirements to Seller's sub-tier sources, when such sources are used by Seller for procurement of product. It is Seller's responsibility to ensure by Seller's sub-tier sources for all applicable requirements, and to maintain documented key characteristics.

Right of Access

1.2 USP and (USP Customer's and authorities), reserve the Right of Access to all facilities involved in orders and to all applicable records, and review all associated documentation.

1.3 Suppliers and supplier sub-tiers are required to maintain records related to product or services provided to USP for a period of time no less than 20 years.

1.4 Suppliers and supplier sub-tiers are required to adhere to the requirements for "Domestic Material Only", "DFARS" and other regulatory requirements as defined on purchase order.

#### **2. Prohibited Practices**

2.1 **UNAUTHORIZED FACILITY CHANGES**-During performance of the Purchase order Seller shall give Buyer written notice before relocating any production, inspection or processing facilities; or transferring the work between different facilities.

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2.2 **UNAUTHORIZED PRODUCT CHANGES OR SUBSTITUTIONS**-Seller shall not make any changes or substitutions to any product or services requirement by the Purchase Order, applicable drawing, specification, or document without prior written authorization by Buyer.

2.3 **UNAUTHORIZED REPAIRS**-Seller shall not perform any repairs by welding, brazing, soldering, plugging, bushing, or use of any repair method on product damaged during fabrication or process, unless such repairs are authorized by Buyer in writing.

### **3. Nonconforming Product**

3.1 **NONCONFORMING MATERIAL**-Any product found to be nonconforming to Buyer's drawing; specifications, Purchase Order or other applicable requirements shall be documented by Seller and submitted to buyer for disposition by Buyer's Material Review Board. A Supplier Rejection Report and instruction for its completion shall be requested from Buyer and used by Seller to describe the nonconforming conditions and to submit nonconforming product to Buyer's MRB for disposition. Seller shall not ship to Buyer any nonconforming product pending Buyer's MRB disposition results in acceptance (use as is) of Seller's nonconforming product.

3.2 **REJECTED PRODUCTS**-Product rejected by Buyer and resubmitted by Seller shall be clearly identified as resubmitted product. Seller's shipping documents shall contain a statement that product delivered are either "replacement" or "reworked" product, and shall include reference to Buyer's inspector on inspection performed.

3.3 **CORRECTIVE ACTION**-Nonconformance is identified by Buyer; Buyer may request a formal corrective action response for Seller. Such request require a timely and documented response by Seller within ten working days and shall include the following information

- a) Seller's root cause of problem, including a statement, why Seller's inspection/quality system failed to detect.
- b) Description of the positive action taken by Seller to preclude recurrence.
- c) The affectivity date of the corrective action implemented by Seller.
- d) Shall have name, title and signature of person responsible for submitting corrections action.

### **4. CERTIFICATION REQUIREMENTS**

4.1 **CERTIFICATION**-Seller shall furnish all certification issued by Seller or Seller's Sub-tier sources required by the Purchase Order or the clauses herein, with the initial delivery of product on Purchase Order. Seller is responsible for verifying certification furnished by Seller's sub-tier sources for their adequacy and

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compliance to the Purchase Order and the requirement herein. To assure the adequacy, legibility, and authenticity of all certification furnished by Seller, the certification shall include the name of the issuing organization, and shall be signed by an official of the issuing organization.

4.2 **ACCEPTABLE SIGNATURES**-Only actual signatures render in ink by the signing Official, a facsimile of an actual signature, such as a rubber stamp, or a machine or computer graphics signature are acceptable to buyer. For computer generated certification, Seller shall have a system for control of certification that do bear original signature or where name of authorized official are computer generated. The system may be verified on-site by Buyer's quality representative.

4.3 U.S. Precision Sheet Metal, Inc. ensures that Quality Assurance and Purchasing Has the responsibility and authority for approving supplier quality systems, also the authority to disapprove sources.

### **5. SUSPENSION or REMOVAL**

5.1 Nonconformance with the above conditions is subject to suspension or removal from the Approved Supplier List.