

SQR-001, SUPPLIER QUALITY REQUIREMENTS

REV E, 01/12/18

1.0 PURPOSE

The purpose of this procedure is to identify requirements for suppliers who intend to deliver product to Burnham Composite Structures, Inc.

2.0 SCOPE

Sections 3.0 and 4.0 of this document apply to suppliers providing products or services intended to be incorporated into or affecting the quality of Burnham's deliverable product. These requirements are to be considered part of purchase order terms and conditions unless amended by purchase order note. Section 5 is required only when imposed in the purchase order's notes.

3.0 GENERAL

- 3.1** Products and services provided by the supplier are produced, purchased, or otherwise acquired in conformance with the latest revision of applicable engineering drawings, specifications, statements of work, and etc. unless otherwise specified.
- 3.2** Where applicable, supplier will notify Burnham of nonconforming product and obtain Burnham's approval for its disposition.
- 3.3** Relevant processes, materials, or procedures contributing to the quality of product may not be changed without Burnham's prior written approval. Suppliers will notify Burnham of substantive revision to quality policies or procedures where product quality or configuration may be impacted and get approval for the proposed change. These changes include but are not limited to:
- Change or loss of quality system registration and/or certification;
 - Change of manufacturing location; or
 - Change of suppliers;
- 3.4** Applicable quality requirements, as specified by the purchase order and this document, are to be flowed-down to any supplier contributing to the fabrication of the product.
- 3.5** Supplier will use approved special processors when services are outsourced.
- 3.6** Personnel performing special processes must be trained and qualified specifically to perform the process required. Equipment used to perform special processes must be qualified/certified/ calibrated as required to perform the specified process.
- 3.7** Process parameters affecting product quality that can't be verified at incoming inspection must be recorded and available for inspection/audit.
- 3.8** Products and accompanying inspection documents will be permanently marked to indicate final quality acceptance.
- 3.9** At a minimum, supplier will supply signed and dated certification of conformance document stating that products were fabricated or supplied in accordance with purchase order and referenced documents.
- 3.10** Products to be part marked with contrasting permanent ink. Where parts are too small, wire tags or sealed labeled bags may be used for product identification as long as data as required information is included.
- 3.10** At a minimum, raw materials (where possible) and their containers must be identified as to the following:
- A)** Product Identification
 - B)** Manufacturer
 - C)** Batch/Lot Identification as required
 - D)** Date of Manufacture
 - E)** Shelf Life information as required
 - F)** Labels and markings required by regulatory agencies

- 3.11 Supplier grants access to facilities and quality records, related to the product being purchased, by Burnham personnel and representatives of its customers or regulatory agencies.
- 3.12 Inspection/acceptance/surveillance of product by Burnham personnel does not relieve supplier of requirement to provide quality product, or preclude subsequent rejection.
- 3.13 Supplier will retain documents and records required to identify product and process conformance and configuration for a minimum of 10 years unless otherwise specified on the purchase order.
- 3.14 MSDS information must be supplied with all hazardous products.
- 3.15 Temperature sensitive material shipments shall be accompanied by data and documents as required to document exposure time accumulated for storage and handling at the suppliers' facility and during transit. Unless indicated otherwise on the Certificate of Conformance or other appropriate documents, Burnham will consider the material without exposure time when it was shipped from the manufacturer.
- 3.16 Suppliers shall ensure the employees contributing to fulfillment of Burnham requirements are aware of:
 - their contribution to product or service conformity;
 - their contribution to product safety;
 - the importance of ethical behavior.
- 3.17 Suppliers shall plan, implement, and control processes, appropriate to the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer.

4.0 DIGITAL DATA CONTROL

When digital data is used to design, fabricate, or accept product, the supplier shall comply with requirements specified in the Burnham Composite Structures Digital Data Control and Configuration Procedure.

- 4.1 Supplier to supply inspection data in the following formats.
 - A) **Text Report:** Actual/Measured coordinates for XYZ points with delta (Magnitude) with evidence of quality acceptance.
 - B) **Digital Report:** Microsoft Excel compatible file of Actual/Measured/Delta for XYZ.
 - C) **Graphic Report:** Point Map enabling inspectors to locate individual points in relation to surface features.
 - D) **Graphic Report:** Whiskers Map illustrating deviation of measured points from supplied model.
 - E) **Data File:** Point cloud of actual measured points in .IGES or .STP formats.

Suppliers should contact Burnham's Quality Department if requirements of 4.1 can't be met.

- 4.2 Digital files containing the inspection data, NC programs and other machine files created during the production of the product, and a copy of the file used to perform the product acceptance inspection to be included with shipment.

5.0 Export Control

When referenced in the purchase order notes, this clause requires that the supplier comply with the requirements set forth in 15 CFR 730-744, Export Administration Regulations, and/or 22 CFR Chapter 1, Subchapter M, Parts 120-130, ITAR.

- 5.1 The supplier must forward a copy of their ITAR registration document. In lieu of a registration document, a letter stating that the supplier is currently in compliance to the above regulations and intends to register with the State Department as required by the ITAR will suffice. Failure to do so may limit the data, and subsequently the work, Burnham can provide to the supplier.

6.0 ATTACHMENTS: N/A

7.0 REVISION NOTES:

1. Rev. NC was the original release.
2. Rev. A, 03/24/09, Refined requirements
3. Rev. B 05/21/09, Removed requirement for AS9100 compliance and added requirement for suppliers to use latest revision of documents.
4. Rev. C, 01/01/10, Removed itemized requirements for digital data control and added requirement to comply with Burnham digital data control procedures.
5. Rev. D, added Paragraph 5.0, ITAR requirements.
6. Rev. E, 1/12/18, Added 3.16 & 3.17, per AS9100D

8.0 REVIEWED AND APPROVED:



Craig Dugan, Vice President Date: 01/12/18