

## 1. PURPOSE

This document establishes the quality requirements applicable to products ordered under contract by Sisson Engineering Corp.

## 2. DEFINITIONS AND ABBREVIATIONS:

- a. Product – the result of activities or processes. A product shall include, but not be limited to service, hardware, processed material, or a combination thereof.
- b. Supplier – the Person(s) and/or Company/Corporation providing goods and/or services to Sisson Engineering
- c. PO – Purchase Order

## 3. REVISION CONTROL

This document shall undergo routine and periodic revisions. It shall be Sisson Engineering's responsibility to ensure that the Supplier is provided with the most current revision for both quotation and order acceptance prior to proceeding with order fulfillment.

## 4. GENERAL REQUIREMENTS:

Unless otherwise specified in the Contract all of the following general requirements apply.

*NOTE: Purchase order requirements shall take precedence over the requirements stated herein, should a conflict occur. Refer any questions regarding requirements or other issues to your Sisson Engineering buyer.*

### A. QUALITY MANAGEMENT SYSTEM

This document defines the minimum quality system objectives for Sisson Engineering suppliers and subcontractors to ensure only quality products and services are procured. Sisson Engineering requires suppliers to comply with a Quality Management System (QMS), which assures that the supplier fully satisfies the requirements of Sisson Engineering procurement. ISO 9001 is the preferred QMS. Calibration services shall comply with ISO-17025.

Suppliers who do not yet meet the requirements of the preferred QMS shall maintain a QMS with a level of control proportionate with item complexity and contractual requirements. Suppliers who do not yet meet QMS requirements shall be subject to random audits and approval by Sisson Engineering Quality and/or Procurement Representatives until implementation of the preferred QMS. Suppliers shall notify the Sisson Engineering buyer *immediately* of any changes that take place in a supplier's quality management system after purchase order acceptance.

### B. PURCHASE ORDER RECEIPT AND VERIFICATION:

The supplier shall verify all purchase orders issued by Sisson Engineering upon receipt. Any discrepancies in price, quantity, specifications, quality requirements, packaging, or delivery requirements shall be communicated to and resolved with Sisson Engineering Purchasing prior to performing work on the PO.

### C. DELIVERY

Sisson Engineering expects 100% on time delivery. Deliveries are considered on time, if the required product, as specified on the PO is received on the due date or between 5 days early and 0 days late

(calendar days). Applicable documents, such as packing lists, certification of conformance, certifications of analysis, material safety data sheets, etc., shall arrive with or prior to receipt of the shipment.

#### D. CONFORMANCE TO REQUIREMENTS:

Sisson Engineering expects all material and components to arrive defect free. "Zero Defects" *must* be the standard for all suppliers. Product is expected to meet all PO and referenced engineering specifications. Sisson Engineering reserves the right to use ANSI/ASQC Z1.4-2003, or an equivalent sampling plan for the inspection and acceptance or rejection of goods or services supplied under this contract. Sisson Engineering reserves the right to modify this plan to accept on zero defects (C=0) only.

#### E. NONCONFORMING MATERIAL

The supplier shall establish and maintain an effective system for controlling nonconforming materials pertaining to identification and segregation of such materials. Prompt action to correct assignable causes contributing to non-conformances is recommended as part of the quality system. Nonconforming material returned to the Supplier shall be replaced, reworked or repaired in accordance with the disposition instructions on the Nonconformance Report and, if applicable, additional documented instructions from Sisson Engineering accompanying the returned material.

#### F. CERTIFICATIONS AND REPORTS

*All certifications and reports must bear the following:* date, name, title and signature of authorized company representative. References shall be made to purchase order number, line item, part number, revision and quantity. *NOTE: PAYMENT FOR INVOICED PRODUCT IS NOT AUTHORIZED UNTIL SISSON ENGINEERING RECEIVES REQUIRED TEST REPORTS, CERTIFICATIONS, ETC.*

#### G. MERCURY CONTAMINATION NOTICE

The conditions of purchase forming a part of this order stipulate that materials furnished under this order shall be free from the contamination by the presence of mercury. Mercury is corrosive to stainless steels, aluminum, nickel, copper alloys, gold, and silver. **Accidental trapping of mercury in a component could cause serious damage to vital parts.** Mercury is also toxic if inhaled, ingested or absorbed through the skin. Suppliers subcontracting any portion of a Sisson Engineering purchase order must flow-down, and ensure compliance with the requirements of this notice. In the event of any accident involving mercury contamination of the material being furnished on a Sisson Engineering purchase order, the purchaser shall be notified immediately.

#### H. MATERIAL REVIEW BOARD (MRB) AUTHORITY IS NOT AUTHORIZED

The contractor and/or any of their suppliers/subcontractors do not have authority to process "Use-As-Is" or "Repair" via their Material Review Board. These dispositions, as well as deviations and Requests for Waiver requiring MRB shall be submitted to Sisson Engineering for approval (this does not include Rework and Scrap). The supplier/subcontractor shall utilize its appropriate nonconforming material disposition form and submit it to the buyer of record for Sisson Engineering approval. **NOTE:** MRB disposition by Sisson Engineering shall not set a precedent, nor be considered as approval for the supplier to disposition subsequent or similar discrepancies.

## I. MAINTENANCE OF RECORDS AT THE SUPPLIERS' FACILITY – 10 Years

Any records generated by the supplier relative to Sisson Engineering purchase orders shall be identified, stored and protected, readily retrievable and kept for **a minimum of ten (10) years** from end of contract. The supplier must apply this requirement to lower-tier suppliers if the inspection or test records are not forwarded to the contractor. These records shall be available for review by Sisson Engineering and its' customers.

## J. SUPPLIER CORRECTIVE ACTION REQUEST

The seller agrees to provide a formal response to any Supplier Corrective Action Request (SCAR) within the timeframe indicated on the SCAR. The Seller is also requested to contact the buyer of record when the material associated with a SCAR investigation has not been returned by the Buyer to the Seller or if more time is required to adequately perform an investigation. Failure to provide a formal response to a SCAR will adversely affect your supplier approval status for future procurements.

## K. MATERIAL AUTHENTICITY / COUNTERFEIT MATERIAL PREVENTION

All material delivered under this purchase order shall be authentic and traceable to the original manufacturer. Seller shall provide such authenticity records to Purchaser upon request. Seller shall establish and maintain a material authenticity process which ensures the requirements of this clause are met. The substance of this clause shall be incorporated into any subcontract or purchase order entered into by Seller for the performance of any part of the work under this purchase order. Suppliers shall refer to SAE Standards; AS6174 (Counterfeit Material, Assuring Acquisition of Authentic and Conforming Material) and AS5553 (Fraudulent/Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition) for avoidance and mitigation techniques.

**All distributors (Sources of Supply)** shall be Authorized / Franchised distributors of the OEM / OCM and be under contractual agreement with the manufacturer to sell /distribute the OEM/OCM product lines.

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## PURCHASE ORDER CODE NUMBERS AND DEFINITIONS OF REQUIREMENTS

*Note: Only Items Designated by the PO apply*

### 01 – Material Certification, including Chemical and Physical Test Report

Material certifications and/or chemical and physical test reports shall be submitted with each shipment. The certification shall contain as a minimum and/or as appropriate:

- a. Description of the Material
- b. Trade Name
- c. Manufacturer's Name
- d. Specification number and revision material was produced to (type, grade, etc.)
- e. Manufacturers part number
- f. Batch, heat and lot number (if applicable)
- g. Sisson Engineering purchase order number
- h. Mechanical and other test results
- i. Specific values of composition
- j. Country of Origin

## 02 – DFARS 252.225-7014, Alt 1, Preference for Domestic Specialty Metals

Any specialty metals incorporated into or delivered under this contract shall be melted in a qualifying country.

Specialty metal means:

- 1) Steel with a maximum alloy content exceeding one or more of the following limits: manganese 1.65%, silicon 0.60%, or copper 0.60%.
- 2) Steel containing more than 0.25 % of any of the following elements: aluminum, chromium, cobalt, columbium, molybdenum, nickel, titanium, tungsten or vanadium.
- 3) Metal alloys consisting of nickel, iron-nickel, and cobalt base alloys containing a total of other alloying metals (except iron) in excess of 10 percent.
- 4) Titanium and titanium alloys
- 5) Zirconium and zirconium base alloys

*Call your buyer for a list of qualifying countries.*

## 03 – Certification of Special Processes

Certification reports from the processor(s) identifiable to the materials delivered are required for each process or nondestructive test performed. Reports shall include the following:

- a. Processes performed/Method/Type
- b. Specification/drawing and revision level
- c. Purchase order number
- d. Part number
- e. Compliance to required acceptance criteria

Materials processed must be certified in accordance with the applicable specification. All plating certifications must annotate baking times or durations, temperatures, and if materials were processed within the proper time-period. Heat Treat certification(s) must show final hardness obtained and include oven run time and temperature charts. **\*\*Please notify your buyer PRIOR to process completion if your company does not comply with the above documentation requirements.**

## 04 – Certificate of Compliance (C of C)

The supplier shall submit with each shipment a legible, typed or printed, reproducible certified statement (C of C) that the items listed thereon comply fully with all purchase order requirements. The "C of C" shall bear:

- a. Part number
- b. Revision
- c. Quantity
- d. Sisson Engineering Purchase order number
- e. Line Item number
- f. Date, Title and Signature by the seller's authorized representative

In addition, if parts involve an RMA and Nonconformance, the supplier must specify whether parts were reworked or replaced.

## 05 – First Piece Inspection

The first piece produced shall be submitted to Sisson Engineering for Quality approval prior to the production run.

## 06 – First Article Inspection/Reports

The supplier shall perform a first article inspection. One part shall be inspected when the part is made the first time, when there has been a lapse of production for more than twenty four (24) months, when the manufacturing method has changed, or when the print revision is changed. The first article part shall be clearly identified with the words “first article.” The first article report shall list all characteristics, including notes; tolerance limits, dimensions, and material requirements, and shall accompany shipment of the production run parts.

## 07 – Dimensional Inspection Reports

A dimensional inspection report to ANSI/ASQC Z1.4 is required. It shall contain quantitative requirements and permissible tolerance(s) for values measured, and shall indicate the factual information necessary to demonstrate conformance to the requirements reflected on the engineering drawing, governing specification, or purchase order. Test data sheet(s) shall reflect the part number, revision, Sisson Engineering purchase order number, sample size, AQL, and the name of the inspector performing and documenting the inspection.

## 08 – Age Controlled Materials

Age sensitive materials being utilized at the suppliers’ facility shall conform to applicable specifications and the following shall be identified on each container (at suppliers’ facility):

- a. Manufacturer’s name
- b. Storage temperature
- c. Date of manufacture
- d. Batch number
- e. Compound/spec. number
- f. Shelf life requirement

Age Controlled Materials shipping to Sisson Engineering that are adversely affected by time, **shall not be delivered with LESS THAN 80% of useful shelf life remaining.** The supplier is to provide a Certificate of Conformance and Technical Data Sheets with each shipment. SDS (Safety Data Sheets) sheets shall be supplied, as applicable. CofC’s and datasheets shall provide the following information:

- a. Manufacturer’s name
- b. Storage temperature
- c. Date of manufacture
- d. Batch number
- e. Compound/spec. number
- f. Shelf life requirement
- g. Manufacturer’s instruction on how to mix, cure, and apply deteriorative material such as inks, paints, adhesives

## **09 – RoHS (acronym for Restriction of Hazardous Substances) Compliance Certification**

Goods furnished shall be free from contamination by the presence of mercury and other hazardous substances as stated in the European Union (EU) adopted Directive RoHS effective July 1, 2006. Compliance with this requirement shall be certified by the supplier.

## **10 – Customer-supplied Material Certification Statement**

The supplier shall certify that material supplied by Sisson Engineering was used for the manufacture and/or assembly of product supplied without exception or substitution of other materials.

## **11 – Location of Work**

All work is to be performed at the suppliers' facility unless the Sisson Engineering buyer is formally notified prior to subcontracting specific operations. The supplier must provide an un-priced copy of the purchase order for sub-contracted operations to Sisson Engineering procurement. All sub-contracted work is subject to the same inspection requirements as the contract with the original supplier.

## **12 – Material Traceability**

Material Traceability must be maintained during all operations. If direct markings or identification on material or product that enable traceability is removed, traceability shall be maintained by alternate means.

## **13 – Excess Material**

Excess material will be returned to Sisson Engineering and shall be identified to maintain material traceability.

## **14 – Source Inspection**

Source inspection of product shall be performed by Sisson Engineering or its Customer prior to its shipment from the suppliers' facility. Notify Sisson Engineering Procurement at least five days in advance of the planned inspection date. Source verification of product and/or services does not absolve the supplier from contractual obligations and from providing product(s) and/or service(s) that conform to requirements.

## **15 – Packaging**

The supplier is responsible for ensuring that product is packaged in a manner to prevent damage and contamination during shipment from the suppliers' facility to the buyer or destination indicated on the PO.

## **16 – Independent Distributor Certificate of Conformance**

With each shipment the supplier is responsible to provide a Certificate of Conformance that includes the following information:

- Sisson Engineering Purchase Order and Line Item Number
- Quantity
- Part Number as listed on the PO
- Original Manufacturer's Name, Address and Cage code
- Original Manufacturer's Part Number (if different)

- Lot code/Date code
- Product Description
- Signature of authorized supplier representative attesting conformance.

All product deliveries should include the documentation as available and applicable. At a minimum these device deliveries shall be accompanied by documentation (ex. Packing slips, invoices, certificates of conformance) that confirms acquisition traceability back to the device OEM/OCM.

## 17 – Product Safety and Ethical Behavior

Materials, handling, and workmanship must be at the highest level using only qualified personnel to perform all activities. Parts/materials designated under this clause are critical to flight and/or mission safety. If able to supply a product or service at a higher quality than specified, you are required to notify SEC’s purchaser.

Please email Sisson Engineering with any questions regarding the QAR:

Email: [quality@sissoncorp.com](mailto:quality@sissoncorp.com)

### Revision History

Revision	Description	Approved by	Date
A	Initial Release	C. Sisson	7/3/15
B	Modified Clause 18 – Material Authenticity / Counterfeit Material Prevention	C. Sisson	8/24/16
C	Moved Material Authenticity clause to General Requirements. Combined Material Cert requirement with Chemical and Physical Test Report. Deleted NADCAP Approval Statement requirement (already covered in Supplier Approval process).	C. Sisson	9/7/16
D	Added SAE information to counterfeit prevention process. Product Safety/Ethical Behavior added.	C. Sisson	10/10/2017
E	Updated MSDS to SDS, Removed acknowledgement section, updated email contact	C. Sisson	2/1/2019