



## Oak Ridge Tool-Engineering Supplier Quality Assurance Requirements

<b>This document establishes the Quality requirements (Q-codes) that are applicable to the extent specified in the purchase order.</b>	
SQAR-1	The Certificate of Conformance document must reference the Oak Ridge Tool-Engineering (ORT-E) purchase order (PO) number, and all required provisions identified in the purchase contract.
SQAR-2	The supplier will provide immediate written notification to Oak Ridge Tool-Engineering when known or suspect defective, nonconforming or counterfeit parts, materials, components, software, or vendor items have been delivered to ORT-E. The report shall contain a detailed description of the non-conformance, lot, and/or serial number traceability, along with supplier corrective/preventative actions taken to preclude recurrence.
SQAR-3	Product shall be packaged and protected for shipment in accordance with standard shipping practices or the instructions within the ORT-E purchase order. Supplier must follow best commercial practice to protect from damage and/or deterioration during transportation.
SQAR-4	Foreign Object Debris (FOD) The supplier shall establish procedures to control and eliminate Foreign Object Debris, Damage, or Contamination throughout the entire process.
SQAR-5	Hazardous Material seller agrees to furnish the applicable Material Safety Data Sheets (MSDS) with each shipment for products designated by industry, state, or federal agencies as hazardous material.
SQAR-6	The supplier is required to retain manufacturing, material, and inspection records and maintain a system able to provide records on request by ORT-E, in a period not to exceed five business days. Unless specifically identified in this PO, these quality records are required to be maintained for a period of ten (10) years after final delivery of all items addressed in this PO.
SQAR-7	Government, Customer, or Regulatory Agency reserve the rights to source inspect or audit any or all work included in this purchase agreement at seller's plant prior to shipment. Verification by the customer does not absolve the seller of the responsibility to provide conforming product, nor shall it preclude subsequent rejection by customer. Seller shall be notified prior to shipment if Government, Customer or Regulatory Agency inspection is required.
SQAR-8	The supplier and supplier subcontractors shall meet and maintain a Calibration System in compliance with Calibration System Requirements of ISO17025.
SQAR-9	Seller shall perform a First Article Inspection Report (FAIR) in accordance with the requirements contained in AS9102 Aerospace First Article Requirements. Seller may document using the AS9102 form or an internal form that contains the information defined by AS9102, including 100% of specification requirements. One copy of supplier FAIR shall be furnished along with the first shipment for this PO/contract.
SQAR-10	The supplier shall perform 100% inspection of the ORT-E noted characteristics, a record of the inspection results shall be provided to ORT-E. Sampling inspection is not allowed.
SQAR-11	The supplier shall implement and maintain a Key Characteristics (KC) control program acceptable to Cumberland Additive.
SQAR-12	The supplier shall have a Quality System that complies with AS9100/ISO9001 latest revision.
SQAR-13	The supplier shall conform to all Department of Defense Federal Acquisition Regulation Supplement (DFARS) government requirements and is responsible for flowing down this requirement to all sub-tiers and raw material sources.
SQAR-14	The Supplier shall be responsible for awareness of "Critical to Quality" markings and performing the required inspections to satisfy conformance. A process/program must be in place to handle this requirement. Copies of relevant specifications will be flowed down at PO transmission, or available for review at Supplier request.
SQAR-15	The supplier shall ensure that employees are aware of their contribution to product conformity, product safety, environmental protection, and the importance of ethical behavior.

**Oak Ridge Tool-Engineering monitors supplier quality and delivery performance and will require supplier corrective action when they fall below expectations.**