



**RUBBERCRAFT CORPORATION OF CALIFORNIA  
(A Division of Sanders Industries)**

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**SQRs**

**SUPPLIER QUALITY REQUIREMENTS**

**Revision F 1/10**

**When specified on a Rubbercraft Purchase Order, the requirements, as stated herein, become a part of the purchase order issued by RUBBERCRAFT CORPORATION OF CALIFORNIA. Failure to comply with these SQR'S could result in the rejection of and/or delay in payment for material supplied under the purchase order issued.**



# Mandatory SQR's

## **SQR-1 QUALITY SYSTEM REQUIREMENT**

The supplier's quality system, as a minimum, must comply with the requirements as stated in ISO-9001

## **SQR-2 RIGHT-OF-ENTRY REQUIREMENT**

By acceptance of this purchase order, the subcontractor grants to Rubbercraft, its customer, their customer and/or applicable regulatory agency, the right-of-entry for the purpose of examining work, materials, and records to insure conformance to contractual requirements. The supplier shall flow down this requirement to their sub-tiers.

## **SQR-3 PROCESS APPROVAL REQUIRED**

The process specification(s) indicated on our purchase order requires prior approval of your facility by our customer. Notify our Purchasing Department immediately if you are not an approved supplier or if there has been a change in your approval status.

## **SQR-4 INSPECTION REPORT REQUIRED**

The supplier shall furnish a copy of the completed final acceptance dimensional inspection report, along with actual measurement data and Quality Control acceptance stamps/buyoff evidence, for each shipment of each item listed on this purchase order.

## **SQR-5 CERTIFICATE OF CONFORMANCE REQUIRED**

The supplier shall furnish a Certificate of Conformance (C of C) with each shipment of each item listed on this purchase order. As a minimum, the C of C shall include the following information:

- A) For suppliers of components produced from metallic raw materials as well as raw metals in any form:**
1. The Rubbercraft purchase order number.
  2. Part number and Current Revision Level.
  3. A reference to all applicable specifications & Current Revision Levels as listed on P.O. or drawings.
  4. Quantity and U/M of items shipped.
  5. Name and address of manufacturer/processor.
  6. Date of Certification.
  7. The statement: "WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL DRAWINGS, SPECIFICATIONS, PROCESSES, AND/OR OTHER REQUIREMENTS AS STATED ON THE ABOVE REFERENCED PURCHASE ORDER." (Reasonable variations of this statement are acceptable as long as the content concurs.)
  8. The ORIGINAL signature of an authorized company representative.



- B) For suppliers performing or subcontracting manufacturing/inspection processes such as: plating, anodize, chemfilm, x-ray, penetrant, heat treat, welding, etc.:**
1. The Rubbercraft purchase order number.
  2. Part number and revision level.
  3. Quantity and U/M of parts shipped.
  4. Each process/test performed.
  5. Each process specification and revision level.
  6. For N.D.T.- each test specification and revision level.
  7. For N.D.T.- each test acceptance standard, revision level, and acceptance level.
  8. All certifications of Nondestructive Tests (**NDT**) must include the **NDT** certification level of the inspector that signs and stamps the certification.
  9. Process approval number if issued by a certifying agency.
  10. Name and address of process/test source (if subcontracted).
  11. Date of certification.
  12. The statement: "WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL SPECIFICATIONS, DRAWINGS, OR OTHER REQUIREMENTS AS STATED ON THE ABOVE REFERENCED PURCHASE ORDER." (Reasonable variations of this statement are acceptable as long as the content concurs.)
  13. The ORIGINAL signature of an authorized company representative.

#### **SQR-6 CHEMICAL AND PHYSICAL TEST REPORTS REQUIRED**

The supplier shall furnish a copy of a certified test report with each shipment for each item listed on this purchase order. As a minimum, the test report shall include the following information:

**For suppliers of components produced from metallic raw materials or raw metal material in any form, one of the following test reports shall accompany the shipment:**

1. A certified copy of the actual producing mill's test report, or
2. A certified copy of an accredited laboratory's test report, or
3. A certified copy of the distributor's test report. These test reports must contain the following:
  - The name of the producing mill.
  - The material specification and revision level.
  - The raw material heat/lot number.
  - The actual quantitative results of all lot acceptance testing as required by the raw material specification (i.e. – chemical, physical, and metallurgical).
  - The ORIGINAL signature of an authorized mill, laboratory, or distributor representative.

**NOTE:** Unless specified otherwise on the P.O., typical test values are acceptable for all aluminum and copper alloys.

**NOTE:** In addition to the above, some type of traceability is required to be maintained between our purchase order, the supplier C of C, and the material test report.



#### **SQR-7 DOMESTIC MATERIAL REQUIREMENT**

All material used for fulfilling this purchase order must be from domestic stock and wholly manufactured and processed within the borders of the UNITED STATES OF AMERICA. The BUY AMERICAN ACT, FAR 52.225-3, dated January 1989 (In accordance with FAR 25.109[d], applies.

#### **SQR-8 MANDATORY RUBBERCRAFT APPROVAL OF SUPPLIER CHANGES**

When specified on individual Purchase Orders, Rubbercraft requires the supplier to notify Rubbercraft of any changes to supplier's product, processes or services.

#### **SQR-9 SUPPLIER FLOW DOWN OF REQUIREMENTS TO SUB-TIER**

When specified on individual Purchase Orders, Rubbercraft requires the supplier to flow down to sub-tier suppliers the applicable requirements in the Purchase Order, including any key characteristics

#### **SQR-10 NON-CONFORMING DOCUMENTATION**

Any deviation to Rubbercraft's requirements set forth in this Purchase Order shall be documented and submitted to Rubbercraft for disposition prior to product shipment from supplier's facility.

#### **SQR-11 SUBCONTRACTING WORK**

The supplier is prohibited from subcontracting any portion of the work to be performed in the performance of this contract, without written RCC buyer authorization.

#### **SQR-12 RECORDS**

The supplier shall maintain records of manufacturing, inspection, testing and traceability used in the performance of this contract. Records shall be maintained, in the appropriate medium, for a period not less than 7 years after the completion of this contract.

#### **SQR-13 RCC PART NUMBER & REV**

The supplier shall include on the (CofC) certificate of conformance the RCC part number and Revision.



## **SQR-19 CERTIFICATE OF CONFORMANCE REQUIRED**

The supplier shall furnish a Certificate of Conformance (C of C) with each shipment of each item listed on this purchase order. As a minimum, the C of C shall include the following information:

**A For suppliers of components produced from synthetic, resin, or polymer based raw materials:**

1. The Rubbercraft purchase order number.
2. Part number and revision level.
3. A reference to all applicable specification & current Revision and/or processes as listed on P.O. or drawings.
4. Quantity and U/M of items shipped.
5. Name and address of manufacturer.
6. Compound number, Batch and/or Lot number and Cure date.
7. Date of Certification.
8. The statement: "WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL DRAWINGS, SPECIFICATIONS, PROCESSES, AND/OR OTHER REQUIREMENTS AS STATED ON THE ABOVE REFERENCED PURCHASE ORDER." (Reasonable variations of this statement are acceptable as long as the content concurs.)
9. The ORIGINAL signature of an authorized company representative.

**B For suppliers of chemicals used as ingredients for compounding, adhesives, primers, fabrics, cleaners, etc., for the processing of Rubbercraft manufactured products:**

1. The Rubbercraft purchase order number.
2. Material designation, Batch and/or Lot No.
3. A reference to all applicable specifications current Revision and/or processes as listed on P.O. or drawings, **OR** if none apply, to the manufacturers published technical data sheets/specifications Quantity and U/M of items shipped.
4. Name and address of manufacturer.
5. Date of manufacture.
6. Shelf life. (Age controlled materials only.)
7. Material expiration date. (Age controlled materials only.)
8. Storage temperature requirements. (If applicable.)
9. Date of Certification.
10. The statement; "WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL DRAWINGS, SPECIFICATIONS, PROCESSES, AND/OR OTHER REQUIREMENTS AS STATED ON THE ABOVE REFERENCE PURCHASE ORDER." (Reasonable variations of this statement are acceptable as long as the content concurs.)
11. The ORIGINAL signature of an authorized company representative.



**C For suppliers of mixed finished compounds and/or master batches.**

1. The Rubbercraft purchase order number.
2. Material designation, Batch and/or Lot No.
3. The quantitative results of all acceptance/QC testing which is required by any and all specifications designated on the P.O.
4. Quantity and U/M of items shipped.
5. Name and address of manufacturer.
6. Date of manufacturer.
7. Date of Certification.
8. The statement: "WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL SPECIFICATIONS OR OTHER REQUIREMENTS AS STATED ON THE ABOVE REFERENCED PURCHASE ORDER." (Reasonable variations of this statement are acceptable as long as the content concurs.)
9. The ORIGINAL signature of an authorized company representative.

**D For suppliers that have processed or manufactured product from Rubbercraft supplied materials:**

1. The Rubbercraft purchase order number.
2. Part number and revision level.
3. Quantity and U/M of parts shipped.
4. Name and address of manufacturer.
5. Date of Certification.
6. The statement: "WE HEREBY CERTIFY THAT ALL PRODUCTS FURNISHED UNDER THIS PURCHASE ORDER WERE MANUFACTURED FROM RUBBERCRAFT SUPPLIED MATERIAL." (Reasonable variations of this statement are acceptable as long as the material no. and batch/lot no. appear.)
7. MATERIAL NO: \_\_\_\_\_.
8. BATCH/LOT NO: \_\_\_\_\_.
9. The ORIGINAL signature of an authorized company representative.



## PO Specific SQR's

### **SQR-14 GOVERNMENT SOURCE INSPECTION REQUIRED**

Upon receipt of this purchase order, promptly furnish a copy to the Government Quality Representative that normally services your facility; or if there is none, to the nearest U.S. Army, Air Force, or Defense Supply Agency Inspection Office. In the event that one of the above mentioned agencies cannot be located in your area, contact the Rubbercraft Purchasing Department for instructions.

### **SQR-15 CUSTOMER SOURCE INSPECTION REQUIRED**

Upon completion of the order and prior to shipment, notify Rubbercraft's Purchasing Department so that arrangements can be made for a Customer Quality Source Inspector to visit your facility and perform a source inspection.

### **SQR-16 RUBBERCRAFT SOURCE INSPECTION REQUIRED**

Upon completion of the order and prior to shipment, notify Rubbercraft's Purchasing Department so that arrangements can be made for a Quality Representative from Rubbercraft to visit your facility and perform a source inspection.

### **SQR-17 MANUFACTURING APPROVAL REQUIRED**

The item(s) indicated on our purchase order requires prior manufacturing approval of your facility by our customer. Notify our Purchasing Department immediately if you are not an approved supplier or if there has been a change in your approval status.

### **SQR-18 FIRST ARTICLE APPROVAL REQUIRED**

A written acceptance by Rubbercraft Corporation of the first article produced or processed against this purchase order is required. The supplier must furnish to Rubbercraft a first article ITEM for approval, along with a completed first article inspection dimensional acceptance report and all necessary verifiable certifications and test reports required by this purchase order – prior to the commencement of any further production.

### **SQR-20 RUBBERCRAFT FURNISHED MATERIALS**

Items manufactured under this purchase order agreement shall be fabricated from Rubbercraft furnished material intended for the completion of this order only. The supplier shall not substitute, rework, or dispose of Rubbercraft furnished material in any way, except as allowed for or instructed to do so in writing. Unused material must remain properly identified and returned with the last shipment of fabricated parts, unless instructed otherwise. (Also see C of C requirement SQR-19 B).



### **SQR-21 SPECIAL PROCESS APPROVAL**

Special process suppliers are responsible for compliance to the applicable specifications, including customer special process approval, whether the operation is performed within their

### **SQR-22 CALIBRATION**

The supplier shall provide and maintain a calibration system that meets at least one of the following requirements, as currently amended, in the performance of this contract.

- MIL-STD-45662A “Calibration System Requirements”
- ISO 10012-1 “Quality Assurance Requirements for Measuring Equipment”
- ANSI/NCSL Z540-1 “American National standard for Calibration”

### **SQR-23 ITAR RESTRICTED USE**

The supplier shall adhere to the ITAR compliance requirements for performing work or service involving ITAR compliance. In accordance with ITAR 22 C.F.R. 120-130 International Traffic in Arms Regulation, all documents identified as ITAR controlled shall be identified, maintained in Document Control and segregated from non-ITAR documents. Documents identified as ITAR controlled shall be viewed only by a U.S. PERSON. A U.S. PERSON means an entity that is: a U.S. Citizen or a Legal Resident, or U.S. organization incorporated to do business in the United States.