

## Supplier Quality Requirements(SQR's)

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### GENERAL REQUIREMENTS

The general Supplier Quality Requirements as listed in **Section 1** are applicable to all Rubbercraft purchase orders as they pertain to the product being purchased.

*(example: A First Article Report (D) would not be required for a chemical component)*

Purchase Order Specific or unique Supplier Quality Requirements that are imposed will be specifically coded and will be located on the face of the purchase order. These are described in detail in **Section 2**.

In any case where P.O. specific clauses (SQR's in **Section 2**) are in conflict with the General Requirements in Section 1, The **Section 2** requirements shall take precedence.

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## SECTION 1

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### A. SUB-TIER CONTROL & FLOW-DOWN

The supplier shall be responsible for flow down of all the requirements and provisions of the Rubbercraft purchase order applicable to the supplier's sub-contractors. Additionally, the supplier shall comply with special processor requirements when imposed (e.g. – NADCAP, AMS, Customer approvals, etc.).

### B. NOTIFICATION OF CHANGES

Suppliers chosen to be awarded purchase contracts by Rubbercraft have been approved to receive such contracts based upon meeting Rubbercraft Quality System requirements and also based upon their capability to provide the product being purchased. Approved Suppliers are required to notify Rubbercraft of any changes to the product (including material changes), the process(es) utilized to manufacture the product, any change in the manufacturer's location, and/or to their organization's Quality Management System that may differ from the original conditions of approval.

### C. RIGHT OF ACCESS

During the performance of this purchase order, your Quality Assurance or Inspection and Manufacturing process are subject to review, verification and analysis by Rubbercraft, Rubbercraft customers, and/or Government/Regulatory Agency representative(s). This requirement is applicable to your facilities where Rubbercraft products and services are processed as well as your sub-tier's facilities. This 'Right of Access' must be flowed down to all of the sub-tiers that you utilize in performance of the contract.

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### **D. REWORKED/REPLACED MATERIAL**

- **REWORK = Bringing a non- conforming part back into conformance by simply reprocessing a prior sequence.**

When returning previously rejected material to Rubbercraft, the supplier shall reference the rejection notice number on the shipping document, and shall state if the items have been replaced or reworked to conform to requirements.

### **E. PRODUCTION FIRST ARTICLE REPORT**

Compliance to requirements must be demonstrated by submitting a First Article Inspection Report in accordance with AS9102 included with the first lot shipment of product and with the first lot shipment of each subsequent revision. Assistance with the AS9102 reporting format can be obtained by contacting Rubbercraft's buyer.

A new First Article Inspection shall be performed when:

- a. A dimensional change incorporated by a new drawing revision occurs,
  - When a drawing revision has occurred that involves partial dimensional changes in the product, and no change as described in 'b' thru 'f' below is involved, a 'Delta' First Article Inspection Report will fulfill this requirement
- b. Either new manufacturing processes or new methods are used that could effect compliance to drawing requirements; or,
- c. New or reworked tooling is used; or,
- d. A drawing revision has occurred that effects the operations or processes performed by the supplier.
- e. The name or location of the supplier has changed.
- f. The previous first article date exceeds three years.

It is the supplier's responsibility to maintain the necessary records to assure that First Article Inspection requirements remain current.

### **F. SUPPLIER NON-CONFORMANCE APPROVAL REQUESTS**

The supplier shall notify Rubbercraft of non-conforming material. Requests for any departures from drawings, specifications, or other purchase order requirements must be submitted for consideration by Rubbercraft in writing. Rubbercraft will in turn either approve or deny approval of the request in writing. Non-conforming material may NOT be shipped to Rubbercraft without such written approval. Non-conforming material shipped on an approved non- conformance must be accompanied by a copy of the signed Rubbercraft approval document.

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### **G. NON-CONFORMING MATERIALS CORRECTIVE ACTION REQUESTS**

Upon notification from the buyer that material furnished by the supplier is found to be discrepant and Rubbercraft requests Corrective Action, the supplier shall notify the buyer within the allotted time frame, in writing, of adequate and acceptable corrective action taken to eliminate the cause of the discrepancy. The Suppliers response shall include;

- a. Containment Actions taken,
- b. Root Cause of Defect,
- c. Corrective Action Taken,
- d. Action to Prevent Recurrence, and
- e. Effectivity Point of such Corrective Action.

Objective evidence of all stated corrective actions should be included in the response and may be requested if not provided. *(example: If Corrective Action included a change in a work instruction, a copy of the revised document should accompany the response)*

### **H. REPAIR**

- **REPAIR = Brining a non-conforming part back into conformance using methods outside the original process**

Under no circumstances shall a Supplier or a Supplier's Sub-tier perform any repair procedures/operations without specific written authorization and an approved repair procedure from Rubbercraft. Repair procedures shall be submitted to the Rubbercraft buyer for approval.

### **I. DISPOSITION DELEGATION AND MATERIAL REVIEW**

Rubbercraft does NOT grant nor delegate any disposition or material review authority to any of its suppliers.

### **J. SUBCONTRACTING WORK**

The supplier is prohibited from subcontracting any portion of their work to be performed in the performance of this contract without written approval by the Rubbercraft buyer.

### **K. CERTIFICATION TRACEABILITY, GENERAL**

All certifications shall be traceable to the material submitted and shall contain the signature of the authorized representative of the seller. Serial numbers shall be listed if the components are serialized. Electronic Signatures, as well as Computer generated facsimile signatures, are acceptable.

### **L. RECORDS RETENTION**

The Supplier shall maintain adequate records of all aspects of the fulfillment of the purchase order for a period of not less than ten (10) years from the closing of the purchase order unless stated otherwise on the purchase order.

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### **M. DRAWINGS, SPECIFICATIONS, AND QUALITY REQUIREMENTS**

The Suppliers Quality System shall assure that the latest applicable drawings, specifications, and quality requirements are compatible with current purchase order agreements and are available and in use by the Supplier's manufacturing and inspection areas.

Military Standards and Industry Specifications utilized shall be current to the latest revision in effect on the date of the purchase order, unless otherwise specified.

The supplier may work to a subsequent revision of a document unless a specific document revision is specified.

Unless otherwise stated by contract, when the referenced document has been cancelled and no superseding document has been specified, the last published issue of that document shall apply.

### **N. PACKAGING, HANDLING AND MARKING**

- a. In performance of the contract, the Supplier shall assure that all articles are packaged in a manner and with materials necessary to prevent deterioration, corrosion, or damage.
- b. When packaging small parts the use of staples is prohibited.
- c. The use of Foam 'peanuts' in packaging is prohibited.

### **O. SHELF-LIFE MATERIAL**

Unless otherwise specified on the Purchase Order, all shelf-life materials shall be delivered to Rubbercraft with a minimum of 80% shelf life remaining. The date of manufacture and expiration dates are required to be on the certification and the packaging.

### **P. MERCURY FREE**

The use of mercury bearing instruments or equipment is prohibited during the fabrication assembly, testing or any phase of manufacture of any material furnished to Rubbercraft.

### **Q. OZONE DEPLETING SUBSTANCES**

The use of ozone depleting substances must not be allowed in any phase of manufacture of any material furnished to Rubbercraft.

### **R. RoHS/REACH COMPLIANCE**

All materials and products delivered to Rubbercraft must be in compliance to RoHS and REACH requirements unless authorized in writing otherwise. Information on REACH and RoHS compliance is available on the internet.

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### **S. HAZARDOUS MATERIAL COMMUNICATION REQUIREMENTS**

All materials and products delivered to Rubbercraft must be accompanied by the appropriate MSDS sheet as applicable in accordance with all current State and Federal codes.

### **T. DOMESTIC SPECIALTY METALS REQUIREMENT**

Any specialty metals as defined in DFARS 252.225-7014 *Preference for Domestic Specialty Metals* – must originate from a domestic melt source.

### **U. INSPECTION SAMPLING**

- a. Unless otherwise specified in the Purchase Order and Quality Codes, the Supplier may use sampling procedures.
- b. Sampling plans shall be in accordance ANSI Z1.4, with the exception that lot acceptance will always be: “accept on zero, reject on one”. Sampling plans other than ANSI Z1.4 must be approved in writing by Rubbercraft for usage on Rubbercraft products. *Rubbercraft will not approve any sampling plan which permits lot acceptance with known defectives in the population sample.*

### **V. CALIBRATION SYSTEM**

Supplier shall maintain a calibration system in compliance with either; Mil-STD-45662, ANSI/NCSL Z540-1, or ISO10012-1 latest revision.

### **W. FOREIGN OBJECT PREVENTION, DETECTION AND REMOVAL**

The supplier shall assure that work is accomplished in a manner preventing foreign objects or material from entering and remaining in deliverable items.

### **X. COUNTERFEIT MATERIALS**

The supplier shall ensure that only new and authentic materials are used in the product delivered to Rubbercraft. The supplier may only purchase materials directly from original manufacturers, manufacturer franchised distributors, or authorized aftermarket manufacturers. Use of material that was not provided by these sources is not authorized unless first approved in writing by Rubbercraft. In order to obtain such approval, the supplier must present compelling support for their request (e.g. original manufacturer documentation that authenticates traceability to the original manufacturer), and include in their request all actions to ensure the material thus procured is authentic and conforming.

- The supplier shall maintain a method of commodity and item level traceability that ensures tracking of the supply chain back to the original manufacturer. This traceability method shall clearly identify the name and location of all of the supply chain intermediaries from the manufacturer to the direct source if the material and must include item level identification factors such as date codes, lot/batch numbers, heat codes, serializations, etc.

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- If suspect/counterfeit material is furnished under this purchase agreement, such items shall be impounded. The supplier shall promptly replace such items with items acceptable to Rubbercraft and the supplier may be liable for all costs related to impoundment, recall, removal, and replacement. Rubbercraft may turn such items over to the authority having jurisdiction for investigation and reserves the right to withhold payment for the items pending results of the investigation
- Any known (or discovered) incidents of fraud will be reported by Rubbercraft to the legal authority having jurisdiction and shall subject the originator of said fraud to any related legal penalties.

### Y. CONFLICT MINERALS

Rubbercraft can accept no product that contains "Conflict Minerals" as defined below where the source of these minerals originates in the DRC or its surrounding countries.

On August 22, 2012, the U.S. Securities and Exchange Commission ("SEC") adopted final rules to implement reporting and disclosure requirements related to "conflict minerals," as directed by the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. The rules require manufacturers who file certain reports with the SEC to disclose whether the products they manufacture or contract to manufacture contain "conflict minerals" that are "necessary to the functionality or production" of those products.

"Conflict minerals" refers to **gold**, as well as **tin**, **tantalum**, and **tungsten**, the derivatives of cassiterite, columbite-tantalite, and wolframite, regardless of where they are sourced, processed or sold. The intent of these requirements is to further the humanitarian goal of ending violent conflict in the Democratic Republic of the Congo (DRC) and in surrounding countries, which has been partially financed by the exploitation and trade of conflict minerals. To ensure compliance with these requirements, each manufacturer in the supply chain must request information regarding the use of conflict minerals from their direct suppliers, who, in turn, must solicit that information from the next tier of suppliers, & etc. through the entire supply chain.

Suppliers to Rubbercraft may be contacted and requested to substantiate the source of products that may contain the minerals listed above.

### Z. CONFORMITY, SAFETY AND ETHICAL BEHAVIOR

The supplier shall commit and be aware of:

- their contribution to product or service conformity;
- their contribution to product safety;
- the importance of ethical behavior.

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### SECTION 2

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#### PURCHASE ORDER SPECIFIC SUPPLIER QUALITY REQUIREMENT CODES (SQR's)

##### **SQR01. QUALITY ASSURANCE SYSTEM REQUIREMENTS**

Unless otherwise approved, Suppliers shall maintain a Quality Program in compliance with ISO9001:2008.

##### **SQR02. SPECIAL PROCESS AND/OR MANUFACTURING PROCESS APPROVALS**

- a. Special Process sub-tiers such as welding, heat treating, plating, coating, nondestructive testing, etc. must be performed by sub-tiers that have been approved by Rubbercraft's Customers. Notify the Rubbercraft buyer immediately if you are not an approved supplier or if there has been a change in your approval status.
- b. The items listed on our purchase order requires prior manufacturing approval by our customer. Notify the Rubbercraft buyer immediately if you are not an approved manufacturer of if your approval status has changed.
- c. Special Process sub-tiers such as welding, heat treating, plating, coating, nondestructive testing, etc. must be performed by sub-tiers that hold NADCAP approval. Notify the Rubbercraft buyer immediately if you are not NADCAP approved for this process or if there has been a change in your NADCAP approval status.

##### **SQR03. SOURCE INSPECTION BY RUBBERCRAFT**

When this SQR is imposed, a Rubbercraft Quality Representative shall perform evaluation/acceptance of product at the supplier's facility. Notify the Rubbercraft buyer prior to shipment of this order to coordinate this inspection.

##### **SQR04. SOURCE INSPECTION BY GOVERNMENT AGENCY OR RUBBERCRAFT CUSTOMER**

- a. Mandatory GSI - Government inspection is required prior to shipment from your plant. Promptly notify the Government Representative who normally services your plant so that appropriate planning for Government Inspection can be accomplished. On receipt of this order, promptly furnish a copy to the Government Representative who normally services your plant. In the event the representative or office cannot be located contact the cognizant Rubbercraft buyer immediately. If this POQC is imposed, Rubbercraft shall reference the Government Contract number on the face of the purchase document as well as furnish a copy of the contract.
- b. Rubbercraft's Customer Source Inspection is required at your facility – At least 48 hours prior to completion of the order, notify the Rubbercraft buyer so that arrangements can be made for a Customer Quality Source Inspector to visit your facility and perform a source inspection.

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### **SQR05 INSPECTION REPORT REQUIRED**

The supplier shall furnish a copy of the completed final dimensional inspection report for each shipment lot of each item listed on this purchase order. The report must include actual variables measurement data and Quality Control acceptance evidence.

### **SQR06 FIRST ARTICLE APPROVAL REQUIRED**

Written acceptance by Rubbercraft of the completed First Article item and First Article Inspection package is required prior to release for production.

### **SQR07 CERTIFICATE OF CONFORMANCE**

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 metallic raw materials and/or suppliers of components produced from metallic raw materials:**

1. The Rubbercraft purchase order number.
2. Part number and revision level.
3. A reference to all applicable specifications as listed on P.O, Drawings, Parts List, etc.
4. Quantity and U/M of items shipped.
5. Name and address of manufacturer/processor.
6. Date of Certification.
7. The statement(s): (Reasonable variations of these statements are acceptable as long as the content concurs.)  
"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."
8. The ORIGINAL signature (Electronic signatures are acceptable) of an authorized company representative.



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**B) For suppliers of components/articles 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 and/or processes as listed on P.O., Drawings, Parts Lists, etc.
4. Quantity and U/M of items ship
5. Name and address of manufacturer.
6. Compound number, Batch and/or Lot number, Cure date, & Shelf Life (or expiration date).
7. Date of Certification.
8. The statement(s): (Reasonable variations of these statements are acceptable as long as the content concurs.)  
"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."
9. The ORIGINAL signature (Electronic signatures are acceptable) of an authorized company representative.

**C) For suppliers of chemicals used as ingredients (including elastomer 'bases') 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 and/or processes as listed on P.O. or drawings **OR** if none apply, to the manufacturer's own published technical data sheets/specifications.
4. Quantity and U/M of items shipped.
5. Name and address of manufacturer.
6. Date of manufacture.
7. Shelf life and/or Material expiration date. (Age controlled materials only.)
8. Storage temperature requirements. (If applicable.)
9. Date of Certification.
10. The statement(s): (Reasonable variations of these statements are acceptable as long as the content concurs.)  
"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."
11. The ORIGINAL signature (Electronic signatures are acceptable) of an authorized company representative.

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### D) 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. Any referenced Material Specification(s) indicated on the purchase order.
4. Quantity and U/M of items shipped.
5. Name and address of manufacturer.
6. Date of manufacture.
7. Shelf Life & Expiration Date
8. Date of Certification.
9. The statement(s): (Reasonable variations of these statements are acceptable as long as the content concurs.)  
"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."
10. The ORIGINAL signature (Electronic signatures are acceptable) of an authorized company representative.

### E. For suppliers performing or subcontracting special manufacturing/inspection processes such as; plating, anodize, chemfilm, x-ray, penetrant, heat treat, welding, brazing, soldering, 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. Process approval number if issued by a certifying agency.
9. Name and address of process/test source (if subcontracted).
10. Date of certification.
11. The statement(s): (Reasonable variations of these statements are acceptable as long as the content concurs.)  
"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."
12. The ORIGINAL signature (Electronic signatures are acceptable) of an authorized company representative.

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**F. 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:
7. "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.)

8. MATERIAL NO:\_\_\_\_\_.
9. BATCH/LOT NO:\_\_\_\_\_.
10. The ORIGINAL signature (Electronic signatures are acceptable) of an authorized company representative.

### **SQR08 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:

**A) For suppliers of metallic raw materials and/or suppliers of components produced from metallic raw materials, 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:

- a) The name & location of the producing mill.
- b) The material specification and revision level.
- c) The raw material heat/lot number.
- d) The actual quantitative results of all lot acceptance testing as required by the raw material specification (i.e. – chemical, physical, and metallurgical).

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

- e) The ORIGINAL signature (Electronic signatures are acceptable) of an authorized mill, laboratory, or distributor representative.

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**NOTE:** In addition to the above, some type of **traceability** is required to be maintained *In order to tie-together* our purchase order, the supplier C of C, and the material test report. (example: *the Mill Heat/Lot number must be referenced on the supplier C of C furnished against the Rubbercraft purchase order number*)

**B) For suppliers of components/articles produced from synthetic, resin, or polymer based raw material:**

1. The Rubbercraft purchase order number.
2. Part number and revision level.
3. A reference to all applicable specifications as listed on P.O. or drawings.
4. Quantity and U/M of items shipped.
5. Name and address of manufacturer.
6. Compound No., Batch and/or Lot No., Cure date, and Shelf Life.
7. Date of Certification.
8. The actual quantitative results of all lot acceptance testing as required by the raw material specification.
9. 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.)
10. The ORIGINAL signature (Electronic signatures are acceptable) of an authorized company representative.

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

1. The Rubbercraft purchase order number.
2. Material designation, Batch and/or Lot No., and Mix date.
3. A reference to all applicable specifications as listed on P.O. or drawings.
4. Quantity and U/M of items shipped.
5. Name and address of manufacturer.
6. Date of Certification.
7. The actual quantitative results of all Lot/Batch Acceptance or Quality Control testing as required by the material specification\*\* or as indicated on the purchase order.
8. The statement:  
"WE HEREBY CERTIFY THAT ALL MATERIALS FURNISHED CONFORM TO ALL SPECIFICATIONS 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 (Electronic signatures are acceptable) of an authorized company representative.

\*\* - Should Rubbercraft require Full Qualification/First Article Testing be performed, this will be indicated in the purchase order verbiage.

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### **SQR09 RUBBERCRAFT FURNISHED MATERIALS**

Items manufactured under this purchase order agreement shall be fabricated from Rubbercraft furnished material. 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.

Any non-conforming product resulting from this outside processing must be clearly identified as non-conforming and separately packaged for return and disposition at Rubbercraft. (Also see C of C requirement in Q05F).

### **SQR10 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 252.225-3, dated January 1989 (In accordance with FAR 25.109[d], applies.

### **SQR11 ITAR RESTRICTED USE**

The supplier shall adhere to ITAR compliance requirements for performing work or servicing involving ITAR compliance. In accordance with ITAR 22 CFR 120-130 International Traffic in Arms Regulation, all documents identified as ITAR controlled shall be identified, maintained in segregated document control from non-ITAR documents. Documents identified as ITAR shall only be viewed by a U.S. Person; a U.S. citizen, Legal Resident, or U.S, organization incorporated to do business within the United States.