



ROWLEY SPRING AND STAMPING SOP 8.4.1.2

*Supplier Quality
Requirements*



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1. Purpose

This document defines the Supplier Quality Requirements for Rowley Spring and Stampings Corp.

2. Scope

This information applies to all suppliers who have interest in doing business with Rowley Spring and Stampings. It also applies to Rowley Spring and Stampings's outsourced partners or subsidiaries.

3.0 Introduction

Rowley Spring and Stampings Corp. is dedicated to continuous improvement in the quality and integrity of its products and services and to the satisfaction of its customer requirements and expectations.

Supplier contribution to this approach through the quality and reliability of their products and services is a prerequisite. The Rowley Spring and Stampings reputation is built on a foundation of integrity and ethical principles. Our success depends upon maintaining a commitment to integrity, fairness and quality of service. As suppliers to Rowley Spring and Stampings, these attributes must be core competencies within your company.

Business Ethics: The following is a collection of fundamental Company guidelines and standards for behavior we require for our suppliers:

- Conduct all aspects of the Company's business in an ethical and strictly legal manner. Obey all applicable laws and regulations. Compliance with applicable law is the starting point of our ethical behavior and is an absolutely essential part of our ethical responsibility. We conduct our business, and you are required to act, in accordance with all applicable laws and regulations.
- Remember to avoid even the appearance of misconduct or impropriety as it can be very damaging to the Company's reputation.
- Conduct all your business affairs with honesty, integrity, and fairness. Treat employees, customers, suppliers and competitors fairly, displaying good judgment and the highest ethical standards. Remember that these standards do not vary by country or by culture.
- Remember that you are responsible for your actions and that you must conduct the Company's business and affairs in accordance with this Code and the Company's other policies and procedures.

The purpose of this document is to provide the minimum quality system requirements to suppliers of Raw Materials and services to Rowley Spring and Stampings. Suppliers of Raw Materials and services must initially meet this requirement and maintain a Quality Management System that supports the requirements outlined herein.

This requirement is in addition to any purchase order requirements that are in effect and does not replace them.



The document also provides minimum requirements for suppliers of products or services that may impact Rowley Spring and Stampings product, such as raw materials, components, and special process (ex.: plating, heat treat, etc.).

Rowley Spring and Stamping Quality Policy

Rowley Spring and Stamping will meet or exceed customer expectations for Quality, Cost and Delivery through teamwork, continuous improvement and exceptional execution.



4.0 Definitions

Certificate of Compliance: A legal document provided by the supplier that includes the requirements of the certificate of conformance, and specifically cites and certifies that all military, industry, material, and special process specifications referenced on the drawing have been met.

Certificate of Conformance: A legal document provided by the supplier that states their compliance to all applicable drawing, specification, and purchase order requirements.

Drawings: Rowley Spring and Stamping drawings for component or assembly items.

Deliverable Software: All software, including software embedded in deliverable hardware and deliverable firmware.

Deviation: A specific written authorization granted prior to the manufacture or processing of an item to depart from a particular requirement (s) of an item's currently approved configuration documentation for a specific number of units or a specified period of time.

Raw Material: Material that goes into and forms a permanent part or component of the end product. Services that may affect the form fit or function of these materials is included in this definition.

First Production Article: The first items of a production run that are the result of a planned process designed to be used for future production of these same items. Prototype parts, or parts built using methods different from that intended for the normal production process, shall not be considered as first article production parts.

Process: A manufacturing process that has been identified by Rowley Spring and Stamping or Rowley Spring and Stamping customers that shall not be changed without prior Rowley Spring and Stamping approval. These include process operating parameters, sequence of operation, material resources.

Non-Conforming Product: Any material or product that does not meet the associated engineering drawing, purchase order or specification or was not processed in accordance with the proper specification or procedure.

Non-Deliverable Software: Software used in the design, manufacture, inspection, test acceptance, or calibration that has a direct effect on a deliverable product. Examples include but not limited to:

- Computer Numerical Control (CNC)
- Gage Calibration
- Coordinate Measurement Machine (CMM or Vision System)

Product Acceptance Records: Official records to be maintained by the supplier indicating a product passing through planned operations and satisfying planned requirements during product realization



(e.g. signed routers, completed inspection data sheets)

Quality Management System (QMS): The collection of documents and procedures and standard practices that are used to define and effectively implement the organizations quality goals.

Component: Unfinished constituents of a finished product, material that requires further processing to become the finished product.

Corrective Action: Action taken to eliminate or reduce the cause of an existing non-conformity, defect, or other undesirable condition.

Special Process: A process which may alter the chemical or physical properties of the item. The impact of such a process cannot typically be evaluated without destructive testing, such as;

- Chemical Processing (CP)
- Coatings (CT)
- Welding/Brazing (WLD)
- Non-Destructive Test (NDT)
- Heat Treatment (HT)
- Materials Testing Lab (MTL)
- Electronics (ETG)
- Non-conventional Machining (NM)

Standard Part: A part manufactured in complete compliance with an established U.S. Government or industry accepted specification which includes design, manufacturing, and uniform identification requirements. The specification must include all necessary information to produce the part.

Waiver: A written authorization to accept an item, which during manufacture or after having been submitted for acceptance is found to depart from specified requirements but is suitable for use as is or after a repair.



5. Supplier Requirements

5.1 General Requirements

Requirement for AS9100 /ISO9001 Compliance

Manufacturers shall establish a documented Quality Management System (QMS) that is compliant to AS9100 or ISO9001. Any change in status of the quality management system shall be communicated to Rowley Spring and Stamping.

The supplier shall meet the requirements of the Rowley Spring and Stamping purchase order completely. If any second tier subcontract is required, it is the supplier's responsibility to ensure that all Rowley Spring and Stamping purchase order and drawing requirements, including this requirement, are cascaded to the sub-tier supplier. The sub-tier may not then further subcontract the purchase order. It is the responsibility of the Rowley Spring and Stamping's supplier to ensure that the product conforms to all required specifications and to maintain all records of product manufacture and inspection.

5.2 Control of Documents

All documents in the Quality Management System shall be controlled and accomplish the following:

- Approve documents for adequacy prior to issue.
- Review and update as necessary and re-approve documents. The latest revision of industry standards shall apply unless otherwise stated in the purchase order. It is the supplier's responsibility to obtain these revisions.
- Ensure that changes and current revision status of documents are identified.
- Ensure that relevant versions of applicable documents are available at points of use
- Ensure that documents remain legible and readily identifiable
- "White-out" or correction fluid shall not be used on product acceptance records. Corrections can be made by marking the error with a single line then having the authorized person make and initial the correction.
- Ensure that documents of external origin are identified and their distribution is controlled
- Prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

5.3 Records

Quality records shall be maintained to provide evidence of conformity to requirements and of the effectiveness of the QMS. QMS records are as identified per AS9100/ISO 9001. Product acceptance records shall be maintained for a minimum of 15 years unless otherwise specified by contract. Quality records shall be maintained so as to keep them legible, readily identifiable and retrievable. Records shall be sent to Rowley Spring and Stamping within 48 hours of requesting them. At the end of the retention period the supplier shall provide the option for Rowley Spring and Stamping to take possession of the records.



Examples of Quality Records to be retained are, but not limited to:

- First Article Inspection reports
- In process / final inspection & test records
- Training records
- Manufacturing / fabrication records (e.g. planning sheets, routers)
- Procurement documents (supplier-placed orders)
- Process control records (used as acceptance criteria)
- Receiving inspection records (e.g. test reports and material certifications)

All records supplied to Rowley Spring and Stamping (e.g. test reports and material certifications) shall be in English.

If the supplier ceases business with Rowley Spring and Stamping, quality records shall be maintained until disposal is authorized by the Supply Chain or Quality Manager. If the supplier ceases business completely, or is unable to maintain the records, the Supply Chain or Quality Manager must be informed so that alternative arrangements can be made to store the records.

5.4 Control of Non-Deliverable Software

Non-deliverable software shall have procedure(s) that address the following minimum requirements:

- Identification of requirements:
 - a. Define the purpose or function of the software.
 - b. Define the requirements and how the software requirements are initiated, documented and approved.
- Define coding standards:
 - a. Naming conventions including developmental version production filenames.
 - b. Software version.
 - c. Header information.
 - d. Comments.
- Verification and Validation:
 - a. Define verification and validation process.
 - b. Test procedure or test description and result shall be documented, reviewed and retained.
 - c. Provide objective evidence that the software performs its required function.
 - d. Trace software to requirements.
 - e. Assure software is not counterfeit.
- Version control:
 - a. Uniquely identify each version of the software.
 - b. Identify each item that makes up a software product.
- Change control:



- a. Define the software change process. This includes:
Identifying problems and notify Rowley Spring and Stamping for problem cause, implementation of corrective action. Re-verification and re-validation of software to ensure that the modified software meets the changed requirements.

- Access control:

- a. Limited access control shall be defined and implemented.
 - i. Read and write access of the master and
 - ii. copies. Edit key restrictions (e.g. NC, CNC Machine, etc.).

- Archiving, backup and recovery:

- a. Define process used to prevent use of obsolete software. Software that is no longer required for production shall be restricted and/or removed from all systems.
- b. Master copies shall be stored in a secure location.
- c. Software programs shall be archived in a manner that allows retrieval of all released versions for traceability purposes.

- Identification, storage, handling and release:

- a. Define method for identification, storage, handling and release of software to the user. The end user shall only access the latest software program version.

5.5 Human Resource Requirements

The supplier shall ensure competence of their personnel. Job descriptions shall be prepared identifying the qualifications required for each position that affects product quality.

Qualifications shall include requirements for education, skills and experience, along with required training. The supplier shall provide the competence required for each position.

All employees shall be trained on the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.

5.6 Work Environment

A work environment suitable for achieving product conformance shall be maintained. Requirements for a suitable environment shall be determined during quality planning and documented in the quality plan.

5.7 Review of Requirements Related To Product

The supplier shall have a process in place for the review of requirements related to the product. The review shall be conducted before the order is accepted. The process shall ensure that:

- ☐ Product requirements are defined
- ☐ Contract or order requirements differing from those previously expressed are resolved



- ☐ The supplier has the ability to meet the defined requirements
- ☐ Records are maintained showing the results of the review and any actions arising from the review
- ☐ Where Rowley Spring and Stamping does not provide a documented statement of requirement, the requirements are confirmed with Rowley Spring and Stamping before acceptance
- ☐ When product requirements are changed, the supplier shall communicate changes to relevant personnel and amend relevant documents.

5.8 Order of Precedence

In the event there is a written Rowley Spring and Stamping requirement that appears to be in conflict with any other requirement, the supplier shall contact the Rowley Spring and Stamping Supply Chain Representative who will forward the request for clarification to the proper internal function.

5.9 Purchasing

A documented procedure shall be followed to ensure that purchased product conforms to the specified purchase requirements. The procedure shall outline the extent of control required for suppliers. Suppliers shall be evaluated and selected based on their ability to supply product in accordance with contract requirements.

5.10 Purchasing Information

Purchasing information shall describe the product to be purchased, including where appropriate:

- ☐ Rowley Part ID
- ☐ Rowley Purchase Order Number
- ☐ Material Tolerances (raw material only)
- ☐ Special Material Requirements (ex: DFAR, RoHS, etc.)
- ☐ Special Processing Requirements
- ☐ Notations for document requirements
- ☐ Required test requirements if applicable
- ☐ Flow-down of applicable customer requirements

The purchasing documents shall be reviewed to ensure the adequacy of requirements before orders are placed with the sub-tier supplier. Purchase orders placed with sub-tier suppliers to fulfill Rowley Spring and Stamping orders must cascade pertinent requirements including customer specific requirements to sub-tier suppliers. Additional quality clauses may be incorporated on the Rowley Spring and Stamping purchase orders and those clauses shall be subsequently flowed down to sub-tiers where appropriate.

Proprietary information shall not cascade to second tier suppliers without written permission from Rowley Spring and Stamping.

5.11 Verification of Purchased Product

The supplier shall establish a process to verify that purchased product meets specified purchase requirements.



Verification activities may include inspection and audits on the supplier's premises. If the supplier or Rowley Spring and Stamping desire to perform verification at the sub-tier supplier's premises, the verification arrangements and method of product release shall be documented in the purchasing information.

Independent lab analysis may be performed on raw material on periodic bases by Rowley Spring and Stamping to confirm the accuracy of the material certification received by their suppliers.

The Supplier shall have a system in place to preclude the possibility of counterfeit parts entering the supply chain.

5.12 Validation of Processes for Production and Service

The supplier shall validate any process or Special process for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement. This includes any processes where deficiencies become apparent only after the product is in use or the service has been delivered or that requires destructive testing to validate. Validation demonstrates the ability of these processes to achieve planned results. For all special processing that requires Nadcap accreditation, the supplier shall provide a certificate of conformance verifying the Special Process was performed by a Nadcap-accredited source with each shipment.

5.13 Identification and Traceability

The supplier shall identify the product throughout product realization. The supplier shall control and record the unique identification of the product. The traceability system must facilitate the rapid identification and notification of any part delivered and suspected of being defective.

5.14 Customer Property

All suppliers in possession of Rowley Spring and Stamping-owned property shall have a documented process for controlling customer property. The supplier shall exercise care with customer property while it is under the organization's control or being used. If any customer property is lost, damaged or otherwise found to be unsuitable for use, this shall be reported to the Rowley and records maintained.

Rowley Spring and Stamping customer property shall be used only as required in the completion of Rowley Spring and Stamping orders.

5.15 Preservation of Product

The supplier shall preserve the conformity of product during internal processing and delivery to the intended destination. This preservation includes identification, handling, packaging, storage and protection. Preservation includes where applicable and in accordance with product specifications or applicable regulations, provisions for cleaning and prevention and detection of foreign objects.

5.16 Cleanliness and Foreign Object Debris/Damage (FOD) Prevention



A FOD prevention program shall be maintained. The supplier's FOD prevention program shall include the review of design and manufacturing processes to identify and eliminate foreign object entrapment areas and paths through which foreign objects can migrate.

The supplier shall ensure work is accomplished in a manner preventing foreign objects or material in deliverable items. The supplier shall maintain work areas and control tools, parts and materials in a manner sufficient to preclude the risk of FOD incidents.

The supplier's FOD prevention program shall include supplier's periodic self-assessment of its internal FOD prevention practices, including each respective subcontractor's FOD prevention program at every tier to measure effectiveness of program compliance to requirements. The supplier's FOD prevention program shall provide initial and periodic FOD training to supplier's employees.

The supplier's FOD prevention program shall, at a minimum, contain the following elements:

- Design & Manufacturing Process Review
- Performance Measurement
- Training
- Material Handling and Parts Protection
- Housekeeping
- Tool Accountability
- Hardware Accountability
- Lost Items Search and Documentation Process
- Physical Entry Control into FOD Critical Areas
- FOD Focal Point(s)

5.17 Material Storage and Environmental Control

When age controlled material is involved, the supplier shall identify each material container with the month, day, and year manufactured, and the time period before expiration (applies to delivered product). Test reports and/or certifications shall include the expiration date in a month, day, and year format. Rowley Spring and Stamping reserves the right to reject and/or return any material with less than seventy-five percent (75%) shelf life remaining unless covered by other Rowley documentation.

Note: Material covered under vendor managed inventory may be excluded from this requirement.

Supplier shall ensure that all ESD sensitive materials, devices, or assemblies capable of being degraded, damaged or destroyed by static electrical charge shall be handled in accordance with MIL-STD-1686.

5.18 Control of Monitoring and Measuring Devices

The supplier shall determine the monitoring and measurement to be undertaken as well as the devices needed to provide evidence of conformity of product to determined requirements. A documented procedure shall outline the process used to ensure that monitoring and measurement be carried out in a manner that is



consistent with Rowley Spring and Stamping intent with the requirements.

Where necessary to ensure valid results, measuring /test equipment shall be:

- ☐ Calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards
- ☐ Adjusted or re-adjusted as necessary
- ☐ Identified to enable the calibration status to be determined
- ☐ Safeguarded from adjustments that would invalidate the measurement result
- ☐ Protected from damage and deterioration during handling, maintenance and storage

In addition, Quality Control shall assess and record the validity of the previous measuring results when the equipment is found not to conform to requirements. The supplier shall take appropriate action on the equipment and any product affected and records of the results are maintained.

When used in the monitoring and measurement of specified requirements, the ability of computer software to satisfy the intended application shall be confirmed. This shall be undertaken prior to initial use and reconfirmed as necessary.

Calibration systems shall meet the applicable requirements.

5.19 Internal Audit

The supplier shall conduct internal audits at planned intervals to confirm compliance to Rowley Spring and Stamping Quality requirements contained within this document. Objective evidence of completed audits must be made available to Rowley Spring and Stamping upon request.

5.20 Monitoring and Measuring of Processes

The supplier shall apply suitable methods for monitoring and, where applicable, measurement of the Quality Management System processes. These methods demonstrate the ability of the processes to achieve planned results. The focus shall be on the control of process inputs. When planned results are not achieved, corrective action shall be taken to ensure conformity of the product.

Special process suppliers shall provide certifications for each special process or NDT method performed (e.g. metal to metal bonding, plating, anodizing, chemical conversion, heat treating, and fluorescent penetrate inspection). Certification shall provide evidence of compliance to drawing, specification and/or purchase order and drawing requirements.

APPENDICES

The following appendices apply to all suppliers unless specifically excluded by purchase order or other agreement.

Appendix A: Fixed Processes



During the Rowley Spring and Stamping Quality review, Fixed Processes may be established for some products. Fixed processes shall be identified as such on the supplier's manufacturing router or shop traveler. These processes shall not be changed without Rowley Spring and Stamping's approval. Changes refer to process parameters, equipment, tooling or plant layout as well as a change of sub-tier supplier.

Requests for fixed process change approval shall be submitted to the Rowley Spring and Stamping Supply Chain Manager or designee.

The supplier shall also flow this requirement to applicable sub-tiers.

All changes to fixed processes will require new first article inspection report in accordance with AS9102 and this document if requested by Rowley Spring and Stamping.

Appendix B: Monitoring and Measurement of Product and Key Characteristics

The supplier shall monitor and validate the characteristics of the product to verify that product requirements are fulfilled. This shall be carried out at appropriate stages of the product realization process.

Evidence of conformity with the acceptance criteria shall be maintained. Records shall indicate the person authorizing release of product. Product release and service delivery shall not proceed until all the planned manufacturing operations have been satisfactorily completed, unless otherwise approved by a relevant authority, and where applicable by the customer.

Suppliers producing product with drawing characteristics designated as KEY characteristics shall manage those characteristics in accordance with the latest version of SAE AS9103. Available at www.sae.org/aaqg/publications

Key characteristic or critical data shall be made available to Rowley Spring and Stamping upon request.

Appendix C: First Article Inspection Requirement

The supplier's system shall provide a process for the inspection, verification, and documentation of the first production article, and updates to it, in accordance with AS9102 (Aerospace First Article Inspection Requirement). In addition to this requirement:

After a two year lapse in production, a new first article inspection is required.

Form 1, Field 18, "FAI Report Number", is a REQUIRED field. The FAI Report Number shall be given for all component parts listed that are required to have a First Article Inspection per section 4 of the Standard. If the component part is a Standard Catalog Hardware then "n/a" shall be entered.

A first article inspection report is required to be submitted for each drawing revision change (without regard to form, fit, or function). If the revision is only an administrative correction, the FAI shall state that.

First article inspections to Rowley Spring and Stamping require certification of compliance and material



certification traceable to the original manufacturer.

Rowley Spring and Stamping tier 1 suppliers utilizing sub-tiers are required to flow-down the specific First Article Inspection requirements of AS9102 and this document to all applicable sub-tier suppliers. The completed FAIs shall be approved and retained by the Rowley Spring and Stamping tier 1 supplier.

Note - AS9102 FAI forms are available at www.sae.org/aaqg/publications/as9102a-faq.htm.

Appendix D: Non-Conforming Product / Deviations and Waivers

Rowley Spring and Stamping does not authorize any supplier to make “use-as-is” or “repair” dispositions on nonconforming material relating to parts, subassemblies, or assemblies of Rowley Spring and Stamping customers design, unless material review authority is granted in writing. Suppliers shall take the following steps when nonconforming material is found:

1. Identify the nonconforming material and segregate it in a bonded area.
2. Submit to Rowley Spring and Stamping Request for Deviation/Waiver detailing the discrepancy, quantity discrepant, the cause and corrective action to eliminate the discrepancy and the effectively point of the correction. Deviation/Waiver forms may be requested.

Repair procedures must be approved by Rowley Spring and Stamping in advance of their use on Rowley Spring and Stamping product. Approval of the repair procedure does not imply final acceptance of the product.

Known defective parts/material is not to be sent to Rowley Spring and Stamping without an approved Deviation/Waiver. This approved document shall be shipped with parts.

The supplier shall notify Rowley Spring and Stamping of any non-conforming material that may have been shipped at anytime against the purchase order. The notification shall take place within 24 hours of discovery.

Appendix E: Root Cause Corrective Action

The supplier shall take action to eliminate the root cause of nonconformities in order to prevent recurrence. Corrective actions shall be appropriate to the effects of the nonconformities encountered. Corrective actions shall be documented on a Rowley provided SCAR or CAPA form or similar. A documented process shall be established to accomplish the following:

- ☐ Within 24 Hours - Acknowledgment and containment actions shall be communicated to Rowley Spring and Stamping.
- ☐ Within 5 Days - Determine the root cause(s) and provide corrective action plan
- ☐ Within 15 Days - Implement corrective action per plan, review corrective action taken for effectiveness and mistake proofing level, and provide completed SCAR with objective evidence
- ☐ Requests for return material authorization (RMA) shall be responded to within 24 hours.



Appendix F: Supplier Nonconformance Charge Back Program

Suppliers are responsible for administrative costs incurred by Rowley Spring and Stamping associated with the review and disposition of supplier-manufactured or supplier processed nonconforming product. Once a supplier nonconformance has been confirmed, the SCAR process described in Appendix E may be initiated. Any cost associated with the nonconformance will be assessed to the supplier. Examples of these costs can be but are not limited to sorting costs, rework or repair, scrap costs, administrative fees and late delivery charges as assessed to Rowley by our customers.

Note 1 - All products associated with the lot found to be nonconforming will be counted as a single nonconformance for the purposes of the charge back process.

Appendix H: Certificates of Conformance/ Compliance

A Certificate of Conformance/Compliance shall accompany each shipment stating that the material or services being procured meet all purchase order and drawing requirements. For raw materials provided to Rowley Spring and Stamping a Certificate of Analysis is required and actual results of testing for compliance must be provided with the order. The certification documentation shall provide as a minimum:

Statement of certification (example: ***“I hereby certify the materials/service supplied was produced in accordance with the Purchase Order, applicable drawings and specifications.”***)

- Supplier name and address
- Part number (Rowley Spring and Stamping part number if not the same as the supplier’s internal part number)
- The Rowley Spring and Stamping purchase order and line item number (as applicable)
- Quantity of parts
- Engineering revision if applicable
- Serial numbers, lot numbers, batch numbers (as applicable)
- Signature of authorized supplier representative
- Date of the certification
- Reference to any specification, processing requirements or Military Standards
- Country of origin
- Statements of DFAR or RoHS compliance where applicable
- Supplier lot or batch traceability.

Certifications from a sub-tier to the supplier shall provide traceability to the manufacturer and manufacturing lot.

Requirements for the citation of specific drawing callouts or test results may be specified on the drawing or purchase order.



Suppliers performing special processes shall list the number and revision level of the applicable process specification (s), lot size, lot number or heat number, sample size, applicable process specifications/controls and applicable test results.

If the job was processed using a Nadcap accredited process, the supplier shall include a statement indicating the job was processed per their Nadcap accreditation and shall include their accreditation number and expiration date.



TABLE 1: REQUIRED DOCUMENTATION		
CLASS OF PARTS	REQUIRED	WITH SHIPMENTS
Raw material	Physical and chemical properties reports traceable to heat code or lot number, actual results must be listed	Physical and chemical properties reports traceable to heat code or lot number, actual results must be listed
All parts	C of C from producer/processor	C of C from producer / processor
Raw Material/Processed Parts	Results/Certifications from any special testing as required by purchase order or drawing	Results/Certifications from any special testing as required by purchase order or drawing
Purchased Components	C of C and Final Inspection Dimensional Data Physical and chemical properties reports traceable to heat code or lot number	C of C and Final Inspection Dimensional Data Physical and chemical properties reports traceable to heat code or lot number
AS-9120	Requirements for accredited distributors	

TABLE 2: QUALITY STANDARDS	
STANDARD	TITLE

ISO-9001	Quality System Standard
AS-9100	Quality Management System



Appendix I: Export / Import Compliance

The supplier, and their sub-tier suppliers as applicable, shall comply with all export-import control laws and regulations including, but not limited to, the U.S. Export Administration Regulations (EAR) and the U.S. International Traffic in Arms Regulations (ITAR) to the extent applicable to the supplier and Rowley Spring and Stamping.

Any supplier who manufactures defense articles or furnishes defense services for Rowley Spring and Stamping is required to register with the U.S. Directorate of Defense Controls per ITAR Part 122.

Follow the link below to register.

<http://www.pmddtc.state.gov/registration/index.html>

Follow the link below for ITAR Part 122. http://www.pmddtc.state.gov/regulations_laws/itar.html

If the data or product provided under the Rowley Spring and Stamping Purchase Order is controlled for US export-import reasons, such data/product will not be further disclosed, exported or transferred in any manner to any other foreign national person (internal or external to the supplier or sub-tier suppliers) or any foreign country contrary to U.S. export-import law.

Prior to a supplier sub-contracting to a foreign facility for product under Rowley Spring and Stamping or Rowley Spring and Stamping Customer design control, they must obtain approval from the Rowley Spring and Stamping. If a supplier has any questions on export jurisdiction for Rowley Spring and Stamping product, contact Rowley Spring and Stamping for assistance.

When supplying product to Rowley Spring and Stamping that is under supplier design control, the supplier shall provide the export classification jurisdiction (e.g., Export Classification Control Number (ECCN), ITAR USML classification), Harmonized Tariff Schedule (HTS) Code, and the Country of Origin information for that product (e.g., on the shipping documentation).

The supplier is required to notify Rowley Spring and Stamping of part or component status changes in regards to facility, address, and country of origin, export control classification jurisdiction and HTS code.

Appendix J: Communication and Responsibilities

During the life of the Purchase Order, the supplier is required to notify the Rowley Spring and Stamping Supply Chain of any change concerning the Product, Process and Means (tools and production/test equipment), major changes to company structure or process (plant location, lay-offs, transfer, organization and management), and changes of suppliers.



When Rowley Spring and Stamping source inspection is required at the suppliers facility it shall be after supplier inspection and prior to packaging and shipment. In-process inspection or witness of inspection when required by purchase order need not be performed prior to customer inspection. Supplier shall supply a copy of the purchase order or contract including amendments, drawings, specifications, and applicable records, certifications and all necessary measuring equipment. Evidence of source inspection must be indicated on the inspection record and the shipping paperwork.

The Rowley Spring and Stamping Supply Chain Representative must be notified at least forty-eight hours (48) in advance of the time product is to be inspected. Rowley Spring and Stamping reserves the right to waive source inspection.

When a purchase order specifies “**Government/Customer Source Inspection required,**” the supplier shall immediately furnish a copy of the purchase order to the government/customer representative who has delegation for the suppliers’ facility. If the supplier does not have such a representative, the supplier shall notify the government/customer inspection service fourteen (14) days in advance, when possible, of the time when such inspection will be required.

In the event that an item becomes obsolete, Rowley Spring and Stamping requires 12 months prior notification of such and reserves the right to make a ‘last buy’ to insure uninterrupted delivery to the end customer.

Appendix K: Lot Sampling

When permitted by drawing or purchase order, a supplier may perform sample inspection. The sampling plan shall be statistically valid and appropriate for use. The plan shall preclude the acceptance of lots whose samples have known non conformances. If the supplier has no valid sampling plan they are to sample inspect in accordance with ANSI Z1.4 to a plan of 0.4 AQL with C=0 or as agreed upon by the purchase order.

Appendix L: Right of Entry

Rowley Spring and Stamping, its customers, or government agencies reserve the right of entry to survey the suppliers’ quality management system, processes, sub-tiers and to review all applicable records or that of the supplier’s sub-tier suppliers.

<u>Revision</u>	<u>Date</u>	<u>Description</u>
1	24-Nov-2015	New Manual
2	22-Nov-2019	Clerical update
3	28-JUL 2021	Clerical update



ACKNOWLEDGEMENT SHEET

Suppliers to Rowley Spring and Stamping Corp. who have received a Supplier Quality Manual must fill out this form completely and Return it to the Rowley Spring and Stamping Quality Department. The Supplier's representative's signature is an indication of acceptance to conditions in the manual, as indicated on manual. If an organization has any questions or concerns in regards to requirements detailed in the manual, note them below prior to returning your signed acknowledgement sheet.

All communications with respect to this guideline should be directed to The Rowley Spring and Stamping Supply Chain or Quality department with respect to the question.

Comments:

Supplier Name	Address	Contact Name	Title
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Contacts Email	Contacts Phone Number
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Signature	Date
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