



Supplier Quality Requirements

SQR-01 Rev. B

When Specified on Purchase Order, the requirements within become a requirement of the purchase order issued by, ARC, Spartanburg, South Carolina. Failure to comply with the SQR could result in rejection of product and/or delay in payment for materials supplied under the purchase order.



SQR Purpose & Scope

ARC PRODUCTS is committed to building strong supplier partnerships. The Supplier Quality Requirements are the External Providers, (referenced as ARC PRODUCTS Suppliers') point of reference to understanding ARC PRODUCTS requirements and expectations. These requirements apply to suppliers of products or services performed to ARC PRODUCTS specified drawings and/or requirements that may affect product quality or delivery.

The Supplier Quality Requirements are in addition to the standard ARC PRODUCTS Purchase Order Terms and Conditions. Unless otherwise stated on the purchase order, all requirements of the ARC PRODUCTS SQR Manual apply. Please consult your ARC PRODUCTS Purchasing Representative if you have any questions regarding the Supplier Quality Requirements within.

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SQR 1.0 - Quality System Requirement

Supplier shall implement and maintain a basic Quality Management System, which addresses at a minimum, (as appropriate for the organization) the elements of Management responsibility for:

- **Quality Records**
- **Continuous Improvement**
- **Management of Resources**
- **Product Development**
- **Purchasing – Approved Supplier**
- **Process Control**
- **Document Control**
- **Measurement & Analysis,**
- **Nonconforming Material Control**
- **Corrective and Preventive Action**

Suppliers will be required to submit ISO 9001 or AS9100 Certification and complete the profile and equipment portions of the ARC PRODUCTS Supplier Survey. If the supplier is not ISO 9001, AS9100 certified but is conforming, the supplier must complete the entire ARC PRODUCTS Supplier Survey, **Form ARCP-102**. ARC PRODUCTS may perform initial or periodic review of the supplier's Quality system.

SQR 2.0 First Article Inspection

First Article Reports and Inspection are required for (1) complete part

- First time build by a supplier who shall be identified to ARC PRODUCTS and shall be repeated;
- Subsequent builds at a new drawing revision, revised requirements only, or
- Process change to significant processes shall include, but not limited to:
 - Machine / Machine facility
 - Braze
 - EB Weld / GTAW Welding
 - Platings/ Coatings/Grinding
 - Cleaning
 - EDM / ECM
 - Change in Inspection Methods/Fixturing
 - Nondestructive testing
- Lapse of 2 years in manufacturing

First Article documentation includes FAI dimensional inspection report on **ARC PRODUCTS Form ARCP-113** or equivalent, ballooned drawing, Supplier MPP (routing/traveler), complete with process parameters (weld schedules, machine/equipment ID, furnace charts, etc). Once FAI package is approved by ARC, the process is considered frozen/qualified for production. The FAI piece will be clearly identified upon shipment, the FAI report and required support documentation must be supplied to ARC PRODUCTS prior to production.



SQR 3.0 - Control of Records and Documents

The Supplier shall maintain a documented procedure(s) for control of internal and external documents and records as they relate to the requirements of ISO 9001 and/or AS9100. Records shall be retained for a minimum period of 10 years from completion of the purchase order.

Records and documents shall include, but are not limited to:

- Inspection documents (in-process, final, etc.) to assure conformance to applicable drawings / specifications.
- First Article Inspection Report
- Receiving Inspection Reports
- Test Reports (Material, Special Process Certification)
- Records to verify control of Special Tooling, Fixturing, Gages and Test Equipment
- Test data records of all qualification and acceptance of test performed
- Certification of personnel as required by specification and/or contract
- Raw Material and Special process certifications

All records shall be legible, any changes are to display (1) line thru with a signature and date of the individual authorized to make the change(s).

SQR 4.0 - Inspection Sampling & Critical to Quality Inspection

Supplier may use sampling plans, provided the plans are in accordance with industry standards such as ANSI/ASQ Z1.4-2003 or MIL-STD-105E, sampling plan must be defined on all inspection documentation

Product safety information, including statutory or regulatory requirements are identified in ARC PRODUCTS drawings, inspection documentation, job and other appropriate documentation. CTQ dimensional requirements will be clearly defined on controlled drawings. Unless otherwise specified CTQ inspection criteria is 100% inspection and recording of designated features. Recording of actual dimensional data will be specified by ARC PRODUCTS if required on Purchase Order and/or Drawings.

SQR 5.0 - Measuring & Test Equipment Control

Supplier measuring and test equipment used to validate the conformance of product to ARC PRODUCTS drawings and specifications must be of suitable accuracy and undergo calibration at regular intervals. Calibration shall be performed in accordance with industry standards such as ISO 17025 or ISO 9001:2015, AS9100D and traceable to the National Institute Of Standards and Technology (NIST).

SQR 6.0 - Nonconforming Material Control

Nonconforming material must be identified, documented, evaluated, segregated and disposition to prevent its unintended release or use. The supplier shall provide timely reporting of nonconformities of previously delivered product. Notification must be supplied to the ARC PRODUCTS Quality Representative, and must include a minimum of the following information:

- o Purchase Order number
- o Part Number and revision



- o Serial # (if applicable)
- o Quantity of product affected
- o Manufacturing date / ARC PRODUCTS Job or Lot # / Heat Lot #
- o Specific description of nonconformance (drawing dimension, process)
- o Record actual nonconformance dimension
- o Information relating to Root Cause and Corrective Action as requested

ARC PRODUCTS Quality Representative or designee, will review submitted nonconformance, accessing the impact of form, fit and functionality of the product and advise disposition. Nonconforming material shall be clearly identified upon disposition from ARC PRODUCTS upon shipment.

SQR 7.0 - Corrective & Preventive Action

The Supplier shall respond to all requests for Corrective Action on the ARC PRODUCTS CAR form or an 8D equivalent format. Failure to respond in a timely manner may result in the Supplier being disapproved. Repeat or continued nonconformances may also result in Supplier disapproval. The Supplier shall maintain a documented system for determining root cause and obtaining corrective and preventive action both internally and externally. The supplier is accountable for root cause, corrective and preventive action. The Supplier shall consider human factors when conducting an investigation of root cause and corrective action. Verification and the effective date of when the corrective action was implemented must be stated.

SQR 8.0 - Shipping Documentation Requirements

- **Packing Slips (with every shipment)** - Supplier shall provide a packing slip for each separate shipment with the following minimum requirements:
 - o Suppliers Name and Address
 - o Purchase Order number, line item
 - o Part number and revision
 - o Serial #'s (if applicable)
 - o Special process method or test completed and revision (if applicable)
 - o Quantity and U/M of each P.O. line item
 - o Date

- **Certification of Conformance Requirements**

The Supplier shall provide a Certificate of Conformance (C of C) with each shipment of each item listed on the purchase order. At a minimum, the C of C shall include the following information:

- o Purchase Order Number
- o Part Number and Revision Level
- o Serial #'s (if applicable)
- o Special Process Method or Test Performed and revision level (if applicable)
- o Quantity and U/M of items shipped
- o Name & Address of manufacturer/processor
- o Date of Certification
- o A Statement: **"We hereby certify that all materials furnished conform to all drawing, specifications, processes, and / or additional requirements"**



as stated on the purchase order.” (Example only, variation of the statement above is acceptable as long as the content is present)

- o The original or electronic signature of an authorized company representative.
- **Chemical & Physical Reports – Raw Material & Special Processes**

Upon ARC PRODUCTS Request the Supplier shall furnish a certified test report, English version, with each shipment for each item listed on the Purchase Order. At a minimum the test report shall include:

 - o A certified copy of the mill’s test report, or
 - o A certified copy of an accredited lab test report, or
 - o A certified copy of distributors test report. The test reports must contain the following information:
 - o The name of the producing mill
 - o The material specification and revision level
 - o The raw material heat/lot number
 - o The actual results of all lot acceptance testing as required by the raw material specification (i.e. chemical, physical and metallurgical)
 - o The original signature of authorized mill, laboratory, or distributor representative.
- **First Article Inspection Report** (if applicable)

If a First Article Inspection Report is required the associated report shall be provided with each first article shipment.
- **Nonconformance Acceptance Documentation**

If ARC PRODUCTS has dispositioned a nonconformance from a Supplier, the supporting nonconformance report/document shall accompany each applicable shipment. Nonconforming material shipped by the supplier without ARC PRODUCTS approval will not be accepted.

SQR 9.0 - Right of Entry

By acceptance of a ARC PRODUCTS purchase order, the supplier grants ARC PRODUCTS the right of entry for the purpose of examining work, materials and records to ensure conformance to contractual requirements. An ARC PRODUCTS Purchasing Representative will contact the supplier to make the appropriate arrangements.

SQR 10.0 - Foreign Object Debris / Damage

Supplier shall maintain good housekeeping practices to prevent the introduction of foreign objects, debris or damage to deliverable items. **The use of aluminum oxide is strictly prohibited on all ARC PRODUCTS components.**

SQR 11.0 – ARC PRODUCTS Furnished Material

In the event, ARC PRODUCTS material is supplied to satisfy specific purchase order requirements, the supplier shall not substitute, rework, or dispose of any ARC PRODUCTS supplied material, except if instructed to do so in writing by ARC PRODUCTS Representative. Unused material must remain properly identified at all



times and returned to ARC PRODUCTS upon completion of Purchase Order requirements.

SQR 12.0 - Domestic Material Requirement

All materials used for fulfilling an ARC PRODUCTS purchase order must be in accordance with the appropriate ARC PRODUCTS specified requirement . Any deviation from this requirement needs to be submitted to ARC PRODUCTS in writing and approved by a ARC PRODUCTS Representative.

SQR 13.0 – Counterfeit Part

The Supplier shall implement, control the processes needed for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product. Controls for acquiring externally provided product from approved sources, original manufactures, authorized distributors, and monitoring of counterfeit parts reporting from external sources. The Supplier shall assure tracability of parts and components to their original authorized manufacturer. The Supplier shall train persons in the awareness and prevention of counterefeit parts.

SQR 14.0 Personnel

The Supplier shall ensure persons are aware of their contribution to product and service conformity, product safety and the importance of ethical behavior.

Revision History: A – Initial Release – 1/3/19 - DJC

B – Update 3.0 Retention period 10 years, update SQR 3.0 – 12/11/2023 – DJC