Title: TRS Supplier Quality Requirements

M-015

1. Scope/Purpose

1.1 The objective of this procedure is to set forth the general quality requirements that must be followed by the suppliers of direct material to Tool Room Service.

1.2 Application – This procedure applies in total or in part to all (external providers) suppliers of Productive Materials to Tool Room Service.

1. Procedures
	1. Surveillance - The suppliers quality system will be subject to initial and possibly periodic audits/surveys and acceptance from Tool Room Service.
		1. Right of Entry – The right of entry is to be granted to the purchaser, the purchaser’s customer and/or regulatory agencies, as applicable, to all facilities involved in the order and applicable quality records.
	2. General Supplier Responsibilities – This requirement applies to material and/or services manufactured and/or supplied by the supplier
		1. Inspection System – The supplier will maintain (prior to the initiation of production and during the life of the PO.)A documented inspection system, which ensures that all material and services submitted to the purchaser for acceptance, meet the requirements of the PO.
		2. A process for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer must be documented. All purchased items/services incorporated into the product must have traceability to the original manufacturer and documented on the product accountability form.
	3. Inspection and Testing Documentation – Inspection and testing will be prescribed by clear, complete, and current instructions. The instructions will assure inspection and test of material, work in process, and completed articles as required by specification and the PO in addition, criteria for acceptance and rejection will be included. Records shall include traceability to the person(s) authorizing the release
	4. Measuring and Test Equipment
		1. Gages – The supplier will provide and maintain gages and other measuring and test devices necessary to assure all delivered product is conforming. In order to assure continued accuracy, all inspection, measurement, and test devices will be calibrated at the established intervals against certified masters, which are traceable to national standards.
	5. Nonconforming Material
		1. Control – The supplier will maintain and effective and positive system for controlling nonconforming material. Non-Shipment- Nonconforming material will not be shipped to the purchaser without written authority. Unless otherwise instructed by the purchaser, the supplier will hold such material until the purchaser reviews and dispositions the request.
	6. Certifications or Certificate of Conformance – When specified by the purchaser, the supplier will furnish Certifications or Certificates of Conformance, as specified on in the P.O.

By signing below, as an authorized representative of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you agree to and will adhere to the above referenced TRS Supplier Quality Requirements M-015.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_