

# 4M Company

Oba Rainier Rubber Company DbA Porter Seal Company  
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## Supplier Quality Notes

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IDocumenl Number: SO-001

Revision: G

Page 1 of 4 1

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### 1.0 PURPOSE

This Quality Assurance Specification establishes the specific requirements that apply when one or more of the following Supplier Quality (SQ) is specified by code on 4M Company: Rainier Rubber Company Porter Seal Company Purchase Orders. These requirements arc in addition to those set forth in any other contractual document. The provisions indicated herein arc an integral part of the Purchase Order.

Compliance with these requirements does not reduce Seller responsibility for furnishing materials and services, which fully comply with all applicable Drawing(s) and Specification(s), nor does it guarantee acceptance of materials or services by 4M Company: Rainier Rubber Compmlly-Porter Seal Company. In the event that materials or services arc found to be defective and cannot be demonstrated by the Seller to be in conformance with the Purchase Order, 4M Company: Rainier Rubber Company-Porter Seal Company has the right to reject them.

## QUALITY REQUIREMENTS

### **SQ1. INSPECTION SYSTEM REQUIREMENTS:**

The Supplier shall provide and maintain an inspection system in conformance with:

- ISO-9001
- AS9100
- AS9120 (For Distributors)

- NADCAP

Or Other Quality System approved by 4M Company: Rainier Rubber Company-Porter Seal Company Quality Manager. The supplier shall ensure that all employees arc aware of their contribution to product or service conformity, product safety and the importance of ethical behavior.

### **SPECIAL TOOLING (ST):**

The i3uyer and Seller shall maintain the appropriate organizational structure, staffing levels, training, processes, procedures and equipment to adequately perform at the designated level of capability. The Seller is required to communicate to the Buyer for evaluation of capability impact when changes to Seller's organizational structures, standing levels, training, processes, procedures or equipment occur. Product shall meet all requirements of AS9100 and of Boeing 1)950-1 !059-1, the current revision, when applicable.

### **SQ2. CONTROL OF CHANGES:**

Supplier and their sub-tier arc to use latest drawing and/or specification revision level unless otherwise specified on the PO. The supplier and their sub-tier agrees not to make any change in materials, design details or other product and/or process definition which would affect the part or any component part thereof without prior written 4M Company: Rainier Rubber Company-Porter Seal Company  
The supplier will identify, on the Statement of Conformance and/or packing sheet, the as built revision level of the end item product being delivered.

Rainier Rubber Company-Porter Seal Company will be notified when any chm lges in:

- a. Top level management organization or the senior Quality representative
- b. Change in name or Ownership
- c. Change in location of Manufacture or distribution
- d. Change in third part accreditation or certification
- e. Any major change in facilities or manufacturing processes used on Rainier Rubber Company-Porter Seal Company products.

### **SQ3. SUPPLIER CORRECTIVE ACTION:**

The supplier shall, on request; on fomls designated by 4M Company: Rainier Rubber Company-Porter Seal Company; provide statements of corrective action on failures of suppliers and/or supplier's sub-tier hardware or quality system. Corrective action statements, at 4M Company: Rainier Rubber Company Porter Seal Company discretion may require approval signature by 4M Company: Rainier Rubber Company-Porter Seal Company, our customers, US government and/or regulatory agencies quality representative.

### **SQ4. RIGHT OF ENTRY:**

4M Company: Rainier Rubber Company-Porter Seal Company, our customers, US government and/or regulatory agencies reserve the right of access to supplier and supplier's sub-tier facilities involved in this order. This includes the right to enter, observe, record, and/or report on any activities and all applicable quality records at the supplier and/or supplier's sub-tiers during the manufacture of our customer's products.

In addition, 4M Company: Rainier Rubber Company-Porter Sea! Company reserves the right to verify at the Supplier and/or Supplier's sub-tier facility that subcontracted product conforms to specified requirements. Such verification shall not be used by the seller as evidence of effective control of quality by the supplier.

### **SQ5. SHELF LIFE AND TI"1PERA1HIE SENSITIVE MATERIALS:**

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# Supplier Quality Notes

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I

Document Number: SQ-001

Revision: G

Page 2 of 4

I

The supplier shall identify all materials and articles which have definite characteristics of quality degradation with age or environment. The supplier shall affix this information directly on the material container or article. This identification shall indicate the date useful life was initiated and the date or cycle in which the useful life will be expended.

When environment is a factor in determining useful life, the identification shall include the storage condition (i.e., temperature, humidity, etc.) required to achieve the stated life. A minimum of 75% of the applicable material/article shelf life shall remain upon receipt of the material by 4M Company: Rainier Rubber Company-Porter Seal Company or the material is subject to rejection and returned to the supplier.

## SQG. IDENTIFICATION/PACKAGING:

Unless otherwise specified by purchase order, parts, assemblies and components shall be identified per the engineering drawing and marked with the date of manufacture. When identification is not specified on the engineering drawing, the product shall be identified with the part number specified on the purchase order. When items are too small to be easily identified; parts may be bagged or tagged, with the proper identification indicated on the bag or tag. Raw material procured to Federal, Military, Aerospace or other specifications shall be marked per the identification specification, which is referenced in the controlling specification. The supplier is responsible for assuring that all items are delivered without damage or deterioration and are efficiently and economically packed for the method of transportation and type of handling involved. Unit and intermediate packaging will be employed as necessary to prevent damage or deterioration.

In addition, each shipment by the supplier shall be accompanied by a Statement of Conformance in accordance with the above. When the items or the items contained within an assembly, sub-assembly or detail part on this purchase order are supplied by a distributor, a copy of the Statement of Conformance from the true manufacturer must accompany each shipment.

## SQ7. MATERIAL SAFETY DATA SHEETS:

Materials(s) noted on this purchase order must be supplied in accordance with OSHA's hazard communication standard 29CFR1910-1200, OSHA instruction CPL2-2.38 dated August 5, 1985 and Washington State codes 296-62-05413 a "Materials Safety Data Sheets". All first time orders MUST be supplied with "Materials Safety Data Sheets". Materials not received in compliance with aforementioned OSHA requirements and Washington State codes will be subject to immediate rejection and return at supplier's expense.

In addition, if supplier is aware of any additional precautions and/or handling techniques instituted with regard to other customers, supplier is required to submit those safeguards with MSDS.

Supplier is required to forward a Toxic Substances Control Act (TSCA) certification letter to the 4M Company: Rainier Rubber Company-Porter Seal Company for the product(s) purchased on this purchase order with the statement that every chemical component of the product(s) is listed by the Toxic Substances Control Act Inventory (P.L. 94-94-969).

## SQ8. CALIBRATION SYSTEM REQUIREMENTS:

Supplier shall have a calibration system that assures compliance with ANSI/NCSL Z540-1 "American National Standard for calibration.. or ISO 17025 "General Requirements for the competence of testing and calibration laboratories. Any deviation or waiver to this requirement must be approved by 4M Company: Rainier Rubber Company-Porter Seal Company Material and Quality Assurance Representatives. Records shall be maintained per SQJ5. All calibrations standards must be traceable to NIST. Where no such standards exist, the basis used for calibration or verification shall be recorded. Notification of out of tolerance conditions shall be reported in a timely manner.

## SQ9. STATEMENT OF CONFORMANCE:

The Supplier shall certify that the product delivered conforms in every aspect to the contractual and technical requirements of the purchase order, engineering drawings(s), specifications and standards referenced therein. Where required by the 4M Company: Rainier Rubber Company-Porter Seal Company purchase order, inclusive of all documents referenced therein, parts, materials and processes have been procured from approved sources.

The Statement of Conformance (C of C) document shall be signed by a representative of the Seller and shall contain the specification revision level when applicable, the cure date/shelf life date that might include date of manufacture and a shelf or an expiration date. The C of C will also include at a minimum 4M Company: Rainier Rubber Company-Porter Seal Company purchase order number, lot and or batch number, manufacture identification number, part number and quantity. C of C's may not be required for product, processes, materials or services where no drawing, specification, regulatory or statutory requirement governs the specified purchase order requirement.

## SQ10. MATERIAL TEST REPORTS:

A legible copy of material test reports from manufacturer and supplier shall accompany each shipment along with material sample and evidence of Boeing approval where applicable. Test reports shall be identified with specification number and heat and/or cure lot number and cure date, as applicable. Chemical and physical test reports shall include actual numerical values for each property tested in accordance with the applicable specification. Material requiring refrigeration must be accompanied by a temperature recorder. When more than one specimen is required, test results of each are required on the report. Specification mid revision shall be shown on each test report furnished. Records shall be maintained per SQJ5.

In addition, a legible unaltered copy of the test report must accompany each shipment, unless verified and validated by the 4M Company: Rainier Rubber Company-Porter Seal Company Quality Assurance Representative at the Supplier's or Sub-tier Supplier's facility.

Raw Material Suppliers and Distributors may be exempted for material not controlled by specification requirements to provide test reports.

## SQ11. APPROVED PROCESS REQUIREMENTS:

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# Supplier Quality Notes

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I

Document Number: SO 00J

Revision: G

Page 3 of 4

I

Special processes D1-4426 (e.g. testing, heat treat, non destructive testing, etc.). When required by the process specification must be performed by sources approved by the customer (process document owner).

The Seller is responsible for assuring that the processing source has in their possession a current customer approval of their process capability for the processes to be performed. prior to their performing the process.

In addition, each shipment must be accompanied by a legible unaltered copy of the certification from the processing source demonstrating compliance with the specification for the processes performed and that the processor is/was approved by the customer to perform the processes at the time the product was processed. If this certification is verified and validated by a 4M Company: Rainier Rubber Company-Porter Seal Company Quality Assurance Representative at the Sellers facility, it may be retained by the Seller.

## SQ12. FIRST ARTICLE INSPECTION:

A legible and reproducible copy of the Sellers First Article Inspection (FAI), compliant with AS9102 latest revision, on the initial part or lot (as applicable) at the detail, subassembly and/or assembly level or after no orders produced for 4M Company: Rainier Rubber Company-Porter Seal Company within 2-years. The results of the FAI shall indicate 100% conformance to engineering drawing characteristics, special processes, and functional test and laboratory requirements.

Subsequent FAI's shall be performed under the conditions: (1) Engineering changes (configuration changes affecting form, fit and/or function) require a Delta FAI for those characteristics affected by the change. (2) if major changes are made in the Seller's method of manufacturing, a Delta FAI shall be performed for those characteristics affected by the change.

## SQ13. REPORT OF DISCREPANCIES:

Any departure from drawing specifications or other purchase order requirements shall be documented by the Seller and submitted to 4M Company: Rainier Rubber Company-Porter Seal Company within 24 hours for consideration and disposition. A copy of the disposition document shall accompany each affected shipment.

### REPORT OF ESCAPE:

The Seller upon discovery of a shipment/delivery of nonconforming product must provide a notice of disclosure to the 4M Company: Rainier Rubber Company-Porter Seal Company within 24 hours of discovery.

### REPORT OF ORGANIZATION CHANGES:

The Seller must notify 4M Company: Rainier Rubber Company-Porter Seal Company of any changes to product, process, facility, manufacturing location, sub-tier supplier or major organizational changes within 24 hours for consideration and disposition.

## SQ14. TRACEABILITY/LOT AND BATCH CONTROL:

Seller shall maintain lot and batch control of raw materials and details to purchased items through the use of lot, batch, serial number, or date of manufacture, as applicable, for all items in the shipment. Shipping documents shall identify the lot/batch or serial number, as applicable, for all items in the shipment.

## SQ15. QUALITY ASSURANCE RECORDS RETENTION:

Seller shall retain manufacturing planning, all certifications, and test reports required to assure that commodity conforms to the contractual and technical requirements of the purchase order for a minimum of 12 years after closure of the purchase order. At such time, disposition is to be performed in coordination with Rainier Rubber QA department.

## SQ16. SUPPLIER FLOW DOWN:

Seller shall notify Buyer prior to outsourcing any requirements pertaining to Buyer's purchase order. After approval for outsourcing, in writing by Buyer, Seller must flow down all requirements outlined on Buyer's purchase order, including any key characteristics, to their supplier. The supplier as the recipient of the purchase order is responsible for meeting all the specified technical and quality requirements, whether the supplier performs the work, or the work is performed by the supplier's sub-tier.

## SQ17. ITAR WARNING:

Equipment and/or technical data generated or delivered in performance of this contract may be controlled by the Code of Federal Regulations, International Traffic in Arms Regulation (ITAR), 22CFR, Chapter L Part 120, Sections 120-130, and may require an export license before assigning any foreign person or foreign national to perform work under this contract or before granting access to foreign persons or foreign nationals to any equipment/technical data generated or delivered in performance of this contract (Sec 22CFR, Ch. I, Section 123).

A foreign person is any natural person who is not a lawful permanent resident of the U.S. or who is not a protected individual. It also means any foreign corporation, business association, partnership, trust society or any other entity or group that is not incorporated or organized to do business in the U.S., as well as international organizations, foreign governments and any agency or subdivision of foreign governments (e.g., diplomatic missions). It also includes any foreign interest and any U.S. person effectively owned or controlled by a foreign interest. A foreign national is any person who is not a citizen or national of the U.S. If you have any questions about the proper application of ITAR restrictions, immediately contact your Danner Corp Procurement Representative for resolution.

## SQ18. WARNING CONCERNING TECHNICAL DATA SUBJECT TO U.S. EXPORT LAWS & REGULATIONS:

Seller agrees to comply fully with all applicable U.S. Laws and Regulations as they may apply to the export of any hardware, software, defense service or technical data (collectively "Data") provided by, through or with the cooperation of Seller in the performance of this subcontract in the U.S. or abroad or under any export license or exemption issued to 4M Company: Rainier Rubber Company-Porter Seal Company Seller agrees that it will not permit the re-export of data, including to foreign persons, employed by or associated with, or under contract to Seller or Seller's sub-tier suppliers, without the prior written consent of 4M Company: Rainier Rubber Company-Porter Seal Company and under authority of an Export License or applicable License Exemption.

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## Supplier Quality Notes

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DocumentNumber:SQ-001

Revision G

Page4of4

Information furnished to Seller under this solicitation/purchase order may contain data subject to U.S. Export Laws and Regulations. Seller is advised that such data may not be exported or re-exported to foreign persons, employed by or associated with, or under contract to Seller or Seller's sub-tier suppliers, without the prior written consent of 4M Company: Rainier Rubber Company-Porter Seal Company and under authority of an Export License or applicable License Exemption. If such data is marked as Export Controlled, Seller indemnifies and holds 4M Company: Rainier Rubber Company-Porter Seal Company harmless from and against any and all claims, liabilities and expenses resulting from Seller's failure to comply with the Export Laws and Regulations of the United States.

### SQ19. PREVENTION OF THE USE OF COUNTERFEIT PARTS

The seller shall have plans implemented and control processes, as appropriate, to ensure prevention or counterfoil or suspect part(s) use and their inclusion in product(s) delivered to 4M Company: Rainier Rubber Company-Porter Seal Company.

### SQ20. DIGITAL PRODUCT DEFINITION

The supplier shall be compliant with D6-51991 when Boeing authority datasets or dataset derivatives are used for manufacturing or product acceptance. The supplier is required to maintain integrity of DPD when DPD methods are deployed. Boeing DPD (authority or derivative) transferred shall be in compliance with the requirements of DG-51991. Supplier flow down requirements shall include ITAR, MLA, MA, TAA and EAR requirements. Boeing reserves the right to survey and/or review the DPD quality assurance and configuration management systems of the supplier.

### SQ21. FOREIGN OBJECT DEBRIS FOI

The Supplier Shall implement a Foreign Object Debris/Damage Program to establish general workmanship practices for the prevention and illumination of Foreign Object Debris/ Damage (FOO) to 4M Company, Rainier Rubber Company, Porter Seal Company.