

# Quality Terms & Conditions for Micro Steel Suppliers

Suppliers must comply with the following basic Requirements. Additional requirements may be noted on the purchase order.

Purchase Order - General Terms and Conditions	
<b>QA-1</b>	During the performance of the purchase order, Micro Steel, its customer, and regulatory agencies have the right of entry to the supplier's plant to assure and verify the quality, material, records and performance of the order.
<b>QA-2</b>	Any change to the purchase order requirements by the supplier must be approved by Micro Steel. Supplier must notify Micro Steel of any changes to the supplier facility or capabilities that affect product quality or product requirements.
<b>QA-3</b>	Any delay in shipment for any reason has to be conveyed to Micro Steel as soon as the delay is known by the supplier.
<b>QA-4</b>	Ensuring that supplier personnel are competence as applicable to meet purchase order requirements, as well as aware of their contribution to product or service conformity and safety and the importance of ethical behavior.
<b>QA-5</b>	All parts and/or material must be protected against damage and corrosion during delivery and performance of the order, utilizing sound packaging practices.
<b>QA-6</b>	Material, hardware and/or parts provided by Micro Steel may not be substituted by any other material to complete the order requirements. The supplier is responsible to ensure that Micro Steel provided material is segregated to insure traceability.
<b>QA-7</b>	Information in the purchase order must be held in confidence. Supplier shall not engage in any activity of any type with persons or organizations that support terrorism. All documents to be retained for 10-years minimum, unless otherwise specified, and shredded or deleted after. Supplier must flow down purchase order requirements including FOD prevention when using a sub-tier supplier. When Government priority rating (DPAS) is noted, the US Government restrictions and priorities must be followed.
<b>QA-8</b>	Supplier must have a process to control counterfeit parts from being delivered. This includes product produced or altered to imitate or resemble a product without authority, with the intent of mislead or defraud by passing the imitation as original.
<b>QA-9</b>	Supplier must notify Micro Steel of any nonconforming material, product, or services, and all nonconforming items must be tagged and noted on packing slip.
<b>QA-10</b>	Suppliers must provide certificate of conformance and as applicable, material and processing certifications to the purchase order requirements, and shall not process any parts for which they are not certificated or approved. Acceptable quality system requirement are AS9100, AS9120, NADCAP accredited, or ISO9001, or Survey compliant.
Purchase Order - Additional Requirements for Special Process Suppliers	
<b>QA-11</b>	All special processes to be performed to the latest revision level of the process specification, unless otherwise specified.
<b>QA-12</b>	If applicable, parts with assigned serial numbers shall be maintained throughout all processes and shall be identified on all documentation.
Purchase Order - Additional Requirements for Material and Hardware suppliers	
<b>QA-13</b>	Material must be domestic melted in the USA, unless otherwise specified. Material certification must include all chemical and physical testing per required specification from the original material manufacturer with lot/heat number and full chain-of-custody traceability from the manufacturer to the supplier. Exceptions to be reported to M/S prior to order acceptance.
<b>QA-14</b>	Material purchased must come in original temper and thickness as manufactured. No cutting on thickness allowed. No heat treat or material temper altered allowed by distributors.
<b>QA-15</b>	Standard hardware (MS, NAS, etc.) shall be manufactured in the USA, and require a certificate of compliance and the original manufacturer certificate with lot number and chain-of-custody traceability from the manufacturer to the supplier. Exceptions to be reported to M/S prior to order acceptance.
Purchase Order - Additional Requirements for Calibration Suppliers	
<b>QA-16</b>	Calibration and test suppliers must furnish Certificate of Calibration. All calibration must be performed in compliance with ISO 10012 and ANSI/NCSL Z540-3-2006. The standards used for calibration must be certified by or traceable to National Institute of Standards and Technology (NIST). The calibration supplier shall be certified to ISO9001 or ISO 17025.