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Quality Control Document

QCD No: 00992	Issue: 7	Supplier Quality Requirements

Supplier Quality Requirements



Approval	Name	Title	Signature	Date
Quality	J Bates	Quality Manager		07-Dec-2023

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1. Scope

The intent of this document is to communicate expectations related to goods and services provided by Suppliers to Porvair Filtration Group located at 301 Business Lane, Ashland, Virginia 23005. Suppliers are encouraged to contact their appropriate PFG Buyer or Quality Representative via E-Mail or our main office line 804- 550-1600 with any questions.

All sections shall be mandatory unless specific exceptions have been agreed upon. **Clauses in Bold apply only when the Purchase Order is for a Product Class of "A&D" or "ENE".** Additional requirements may be communicated via Purchase Order. Specific Instructions, technical information, and requirements may also be communicated via part drawings, regulatory specifications, and other product specific documentation. Requirements communicated by these means shall supersede any requirements herein.

Order of Precedence:

1. PO Requirements
2. Part drawing, regulatory and/or product specification
3. QCD 00992 (this document)

2. Acronyms

AQL – Acceptable Quality Level
CoC – Certificate of Conformance
FAIR – First Article Inspection Report
PFG – Porvair Filtration Group, Ashland, VA location
SRN – Supplier Reject Notice

3. General Requirements

3.1 Products and services shall be delivered in a state of 100% conformance to requirements, produced using appropriate methodology, and inspected and tested prior to shipment to PFG. Suppliers may use statistical techniques and AQL sampling plans to monitor conformance prior to shipment of product; however, this does not alleviate responsibility to provide 100% conforming products and services. Parts returned to our suppliers for rework, replacement, or screening inspection shall be 100% inspected for conformance regarding any issues noted for their return.

3.2 Measurement tools, equipment and systems used to determine acceptability of product for PFG shall be controlled under a calibration program traceable to NBS (National Bureau of Standards) or by a lab service accredited to a recognized standard such as ISO 17025 or equivalent.

3.3 Traceability of tooling, methods, machinery, materials, etc. used to produce products or services provided to PFG shall be maintained, along with all appropriate documentation, for a minimum of 10 years.

3.4 Suppliers shall review all Purchase Orders and other associated documentation (part drawings, specifications, etc.) to assure conformance. Such documentation may indicate requirements related to key or critical characteristics and/or mandate the use of specified sources to perform indicated operations. Suppliers shall flow down requirements to sub-tiers when appropriate to assure requirements are met.

3.5 Supplier shall ensure that personnel are competent to perform the work.

3.6 Supplier shall ensure that the work environment and infrastructure are adequate for the manufacture and inspection of product.

3.7 Suppliers may be required to provide test specimens for design approval, inspection / verification, investigation, or auditing.

3.8 If verification or validation activities are required to be performed by PFG, or its customer, at the Supplier's location, PFG shall give the Supplier adequate notice of the required activity.

3.9 Suppliers shall ensure that personnel performing work on PFG products are aware of their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.

3.10 Porvair, Porvair's customers, and regulatory authorities shall have the reasonable right of access to applicable areas of the facility and applicable records of the manufacturing facility and sub tier manufacture's facilities and records.

3.11 A First Article Inspection shall be conducted IAW the current revision of AS9102 on manufactured product provided to PFG. Unless otherwise specified, this requirement does not apply to raw materials, wire mesh, and perforated sheets.

3.12 When the Supplier is responsible for design and development activities, PFG shall communicate necessary information, controls, and requirements.

3.13 Supplier shall be responsible for notifying PFG of changes to processes, products, or services, including changes to sub-tier suppliers and location of manufacture, and obtain PFG's approval.

3.14 PFG encourages its Suppliers to implement and maintain an effective Quality Management System.

4. Workmanship

4.1 Manufactured product shall be clean and free of burrs, scratches, dings, nicks, etc.

4.2 Surface finish shall be in conformance to drawing requirements. Where no drawing requirement is specified, a maximum surface finish of Ra 125 applies. Appearance shall be consistent.

5. Storage and Handling

5.1 Product shall be stored and handled in a manner that protects it from damage and contamination from foreign objects.

5.2 Product shall be positively identified throughout manufacturing, storage, and shipping.

6. Packaging

6.1 All products provided to PFG shall be protected during processing, handling, and shipping against damage and contamination of foreign objects. Parts shall be provided to PFG free of dirt, oil, grease, and other foreign materials.

6.2 Cardboard “egg crates,” Styrofoam “peanuts,” and other packaging materials that may shed are prohibited.

6.3 Product shall be protected against part-to-part damage during shipping. This may include individual bags and boxes.

6.4 Different parts shall be segregated by part number. Multiple batches/lots of the same part number shall be clearly identified.

6.5 All external threads shall be protected for the entire length of the thread, e.g., individual rigid packaging or thread caps.

7. Documentation

7.1 Product shipped to PFG shall be accompanied by a CoC and shall provide traceability to all other required documentation, e.g., Material Certifications, Inspection Reports, Technical Documents, etc.

7.2 All special processes (e.g., Heat Treating, Passivation, Anodize etc.) shall be performed by a NADCAP approved supplier. Shipments to PFG shall include a CoC and the NADCAP Certification of the supplier or sub- tier supplier performing the special process. NADCAP requirement may be waived at PFG’s discretion.

7.3 Material Certifications, traceable to originating heat or lot number, for metallic products shall be provided with each shipment. Certification must include Chemical and Physical Properties analysis. Material Certifications for non-metallic products shall be included with each shipment of product to PFG.

7.4 MSDS or SDS shall be provided with each shipment of epoxies, sealers, plastisol, acids, cleaners, or any other chemicals or hazardous items shipped to PFG.

7.5 Expiration Date or Shelf-Life expectations shall be identified on the product packaging and noted on the paperwork provided with shipments of O-Rings, gaskets, epoxies, sealers, plastisol, and/or to any other product as applicable. Products shall be supplied with at least 80% of their shelf-life remaining, unless otherwise approved by PFG buyer in writing.

7.6 Handwritten additions to documents shall include the initials of the person making the addition and the date of the addition. Handwritten changes shall be accomplished by striking through the original information with a single line. The change shall include the initials of the person making the change and the date. It is not permissible to use correction fluid/tape (e.g., White Out) on any documents related to product manufactured for or supplied to PFG.

7.7 FAIR documents IAW AS9102 shall accompany the first shipment of new product or when conditions for a new full or partial FAIR are met. The First Article piece shall be identified. PFG may request FAIR documents be submitted for approval prior to shipment of product.

8. Nonconforming Material

8.1 Supplier shall have a process for the identification, handling, and disposition of nonconforming product. The Supplier shall ensure that nonconforming product is identified and controlled to prevent its unintended use or delivery.

8.2 In the event that a nonconforming condition is identified by PFG (or its customer), an SRN will be issued to the Supplier. The Supplier shall provide information regarding Root Cause and Corrective Action activities, as well as evidence of implementation of actions.

8.3 Under no circumstances may counterfeit products be provided to PFG.

9. Supplier Performance

9.1 PFG shall monitor Supplier performance. The primary metrics used will be On Time Delivery and Quality Performance.

9.2 Additional information may influence Supplier Performance, including responsiveness to nonconformances, effectiveness of corrective actions, communication, etc.

10. Revision History

Issue	Author	Date Issue	Notes
1	D. Seminara	11-Aug-2017	Original Release
2	D. Seminara	01-May-2018	Additions identified via vertical bar
3	D. Seminara	03-Aug-2018	Additions identified via vertical bar
4	D. Seminara	22-Nov-2019	Additions identified via vertical bar
5	J. Swanson	14-Aug-2020	Reformatted Revision History Reformatted Table of Contents All instances "…*part prints…"* is "…part drawings…" §0.0 added as Introduction §3.3 was: "…*purchase orders, and etc. documentation*." Is "…purchase orders, and other product specific documentation." §4.6 added "Suppliers shall ensure that their employees performing work on PFG products are aware of: their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior." §4.7 added "Suppliers may be required to provide test specimens for design approval, inspection / verification, investigation, or auditing." § 4.8 added: "Porvair, Porvair's customers, and/or regulatory authorities shall have the reasonable right of access to applicable areas of the facility and applicable records of the manufacturing facility and sub tier manufacture's facilities and records." §5.4 was "…*do not tend to damage each other*…" is "…will not damage each other…" §5.6 was "*External Thread surfaces of a size equal to or greater than .5 inches (12.7 mm) shall be protected over the entire length of the thread. (For example: Rubber caps are recommended.)"* Is "All external threads shall be protected for the entire length of the thread; i.e., individual rigid packaging or thread caps are required." §5.8 clause removed from §5.1 made into new section, reference to FOD added.

Issue	Author	Date Issued	Notes
6	J. Bates	17-Nov-2023	Updated to match QCD format and generally align with AS9100 8.4.3. Moved Revision History from 1.0 to 10. Combined Introduction and Scope into Section 1 Scope, and updated wording for clarity. Added Section 2 Acronyms. Section 3 General Requirements was Section 4.0. Updated wording for clarity. Added clause 3.6. Added clause 3.9 (previously covered by clause 6.6),3.10, 3.11, and 3.12. Added Section 4 Workmanship. Added Section 5 Storage and Handling. Section 6 Packaging Requirements was Section 5.0. Updated wording for clarity. Section 7 Documentation Requirements was Section 6.0. Updated wording for clarity. Added clause 7.6. Added Section 8 Nonconforming Material. Added Section 9 Supplier Performance. Removed previous Sections 7.0, 8.0, and 9.0.
7	J. Bates	07-Dec-2023	Added *"Clauses in Bold apply only when the Purchase Order is for a Product Class of 'A&D' or 'ENE'."* statement to Scope. Changed font to **Bold** on clauses per updated Scope, and moved those clauses to the end of their respective sections.