



## W-8-7 SUPPLIER QUALITY CONTROL REQUIREMENTS

Rev. B  
Date: 04/16/21  
Approved by: SLR

This procedure applies to the documented general quality control requirements applicable to Sterling Engineering supplied material for vendor machining or processing.

### General:

When referenced on the Sterling Engineering purchase order, this procedure sets forth the general quality control requirements applicable to Sterling Engineering supplied material for vendor machining or processing.

### Supplier Quality Control Requirements:

#### 1. Supplier Quality Control

- a. The supplier shall assign one of their personnel to be familiar with the requirements of this document and ensure compliance.
- b. If the requirements of the purchase order cannot be met, the supplier is to contact the Sterling Engineering Purchasing Department before beginning work.
- c. The supplier is required to have an implemented quality management system.**
- d. The supplier shall demonstrate competence, including any required qualification of persons.

#### 2. Operation and Specification Control

- a. The supplier shall ensure that personnel work to the purchase order instructions, including operation sheets as applicable and required specifications.
- b. The supplier shall notify Sterling of changes to processes, products, or services including changes to their external providers or location of manufacture, and obtain Sterling's approval.**

#### 3. Material Control



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The supplier shall have a procedure for the following:

- a. Inspect material upon receipt for shipping damage, correct material, and quality.
- b. Inspect material periodically and take precautions to assure adequate storage conditions, guarding against damage from handling and deterioration.
- c. Identify and protect material from improper use or disposition.
- d. Maintain all marking and identification of parts supplied, including all software.
- e. Supply certification that processing has been done in accordance with the requirements of this procedure.
- f. The supplier shall not use any repair procedure such as welding, heat treatment, or conditioning by any process not approved by Sterling Engineering in writing or directed by purchase order instructions.
- g. Sterling Engineering maintains design and development control.**
- h. Supplier shall complete all special requirements, critical items, and key characteristics communicated on the PO.**
- i. Supplier shall provide test, inspection, and verification (including production process verification).**
- j. Supplier shall only use customer-designated or approved external providers, including process sources.**
- k. The supplier shall provide test specimens for design approval, inspection/verification, investigation, or auditing.**

#### 4. Inspection

- a. The supplier shall maintain a positive system for the identification of inspection status of supplied material.



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b. Identified critical/key characteristics must be inspected 100% and variable data recorded if possible.

**c. The supplier shall use statistical techniques for product acceptance and related instructions for acceptance.**

### 5. Sub-Contracted Work

a. The supplier shall not subcontract any work without prior approval from Sterling Engineering.

**b. Applicable requirements in the purchasing documentation, including key characteristics where required, must be flowed down to the sub-tier suppliers.**

c. If approval is granted, the supplier must use Sterling-approved subcontractors for special processes, and ensure all proper flow-down requirements to sub-tier suppliers.

d. The supplier shall control and monitor external providers' performance.

### 6. Calibration

a. The supplier shall maintain a calibration system in accordance with Calibration Specification ANSI/NCSL Z540.3, Calibration Specification ISO 10012-1 or equivalent.



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### 7. Nonconforming Material

- a. **Sterling Engineering must be notified immediately of any nonconformance. Written reports must be initiated and forwarded to Sterling Engineering Quality Assurance Manager.**
- b. Nonconforming material shall be segregated and properly identified at all times in the Supplier facility, pending disposition.
- c. **The supplier shall prevent the use of counterfeit parts.**
  1. ***training of appropriate persons in the awareness and prevention of counterfeit parts;***
  2. ***application of a parts obsolescence monitoring program;***
  3. ***controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources;***
  4. ***requirements for assuring traceability of parts and components to their original or authorized manufacturers;***
  5. ***verification and test methodologies to detect counterfeit parts;***
  6. ***monitoring of counterfeit parts reporting from external sources;***
  7. ***quarantine and reporting of suspect or detected counterfeit parts.***

### 8. Marking

- a. When marking is removed by supplier processing, the marking shall be reapplied to the part using an approved Sterling Engineering method. The method shall not be detrimental to the part.

### 9. Right of Inspection

- a. **Sterling Engineering, and/or our customer, and regulatory authorities have right of access to your facility and all applicable records (i.e., quality requirements, inspection reviews, certifications, etc.). If Sterling's customer contacts you directly to survey your facility, you must notify Sterling Engineering immediately. This will give Sterling Engineering an opportunity to accompany the customer at your facility.**



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10. Records

- a. **Records are to be retained on file by supplier for a period of at least ten years unless otherwise specified by end-user record retention requirements after completion of the order.**

11. General

- a. **The supplier is responsible for product conformity.**
- b. **The supplier must maintain product safety.**
- c. **The supplier must maintain a high level ethical behavior.**

The supplier will notify Sterling of any known or potential production defects.

Revision History

REVISION	DATE	SECTION	PARAGRAPH	SUMMARY OF CHANGE	AUTHORIZED BY
B	04/16/21	N/A	N/A	Revision Block added	Sandra Rogers, Quality Director