SEI Technologies
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ISO 9001:2015 | AS9100D

Revision Date 08/14/2024

Supplier Quality Requirements
SQR-01 Rev. B

When Specified on Purchase Order, the requirements within become a requirement of the purchase order issued by, SEI, Hickory, North Carolina. Failure to comply with the SQR could result in rejection of product and/or delay in payment for materials supplied under the purchase order.

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SQR Purpose & Scope

SEI is committed to building strong supplier partnerships. The Supplier Quality Requirements are the External Providers, (referenced as SEI Suppliers') point of reference to understanding SEI requirements and expectations. These requirements apply to suppliers of products or services performed to SEI specified drawings and/or requirements that may affect product quality or delivery.

The Supplier Quality Requirements are in addition to the standard SEI Purchase Order Terms and Conditions. Unless otherwise stated on the purchase order, all requirements of the SEI SQR Manual apply. Please consult your SEI Purchasing Representative if you have any questions regarding the Supplier Quality Requirements within.

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SQR 1.0 - Quality System Requirement

Supplier shall implement and maintain a basic Quality Management System, which

addresses at a minimum, (as appropriate for the organization) the elements of Management responsibility for:

- **Quality Records**
- **Continuous Improvement**
- **Management of Resources**
- **Product Development**
- **Purchasing – Approved Supplier**
- **Process Control**
- **Document Control**
- **Measurement & Analysis,**
- **Nonconforming Material Control**
- **Corrective and Preventive Action**

Suppliers will be required to submit ISO 9001 or AS9100 Certification and complete the profile and equipment portions of the SEI Supplier Survey. If the supplier is not ISO 9001, AS9100 certified but is conforming, the supplier must complete the entire SEI Supplier Survey, **Form F-840**. SEI may perform initial or periodic review of the supplier's Quality system.

SQR 2.0 First Article Inspection

First Article Reports and Inspection are required for (1) complete part

- First time build by a supplier who shall be identified to SEI and shall be repeated;
- Subsequent builds at a new drawing revision, revised requirements only, or
- Process change to significant processes shall include, but not limited to:
  - Machine / Machine facility
  - Braze
  - EB Weld / GTAW Welding
  - Platings/ Coatings/Grinding
  - Cleaning
  - EDM / ECM
  - Change in Inspection Methods/Fixturing
  - Nondestructive testing
- Lapse of 2 years in manufacturing

First Article documentation includes FAI dimensional inspection report on **SEI AS9100 form** or equivalent, ballooned drawing, Supplier MPP (routing/traveler), complete with process parameters (weld schedules, machine/equipment ID, furnace charts, etc.. Once FAI package is approved by SEI, the process is considered frozen/qualified for production. The FAI piece will be clearly identified upon shipment, the FAI report and required support documentation must be supplied to SEI prior to production.

SQR 3.0 - Control of Records and Documents

The Supplier shall maintain a documented procedure(s) for control of internal and

external documents and records as they relate to the requirements of ISO 9001 and/or AS9100. Records shall be retained for a minimum period of 7 years from completion of the purchase order.

Records and documents shall include, but are not limited to:

- Inspection documents (in-process, final, etc.) to assure conformance to applicable drawings / specifications.
- First Article Inspection Report
- Receiving Inspection Reports
- Test Reports (Material, Special Process Certification)
- Records to verify control of Special Tooling, Fixturing, Gages and Test Equipment
- Test data records of all qualification and acceptance of test performed
- Certification of personnel as required by specification and/or contract
- Raw Material and Special process certifications

All records shall be legible, any changes are to display (1) line thru with a signature and date of the individual authorized to make the change(s).

SQR 4.0 - Inspection Sampling & Critical to Quality Inspection

Supplier may use sampling plans, provided the plans are in accordance with industry standards such as ANSI/ASQ Z1.4-2003 or MIL-STD-105E, sampling plan must be defined on all inspection documentation

Product safety information, including statutory or regulatory requirements are identified in SEI drawings, inspection documentation, job and other appropriate documentation.CTQ dimensional requirements will be clearly defined on controlled drawings. Unless otherwise specified CTQ inspection criteria is 100% inspection and recording of designated features. Recording of actual dimensional data will be specified by SEI if required on Purchase Order and/or Drawings.

SQR 5.0 - Measuring & Test Equipment Control

Supplier measuring and test equipment used to validate the conformance of product to SEI drawings and specifications must be of suitable accuracy and undergo calibration at regular intervals. Calibration shall be performed in accordance with industry standards such as ISO 17025 or ISO 9001:2015, AS9100D and traceable to the National Institute Of Standards and Technology (NIST).

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SQR 6.0 - Nonconforming Material Control

Nonconforming material must be identified, documented, evaluated, segregated and disposition to prevent its unintended release or use. The supplier shall provide timely reporting of nonconformities of previously delivered product. Notification must be supplied to the SEI Quality Representative and must include a minimum of the following information:

- Purchase Order number
- Part Number and revision
- Serial # (if applicable)
- Quantity of product affected
- Manufacturing date / SEI Job or Lot # / Heat Lot #
- Specific description of nonconformance (drawing dimension, process)
- Record actual nonconformance dimension
- Information relating to Root Cause and Corrective Action as requested

SEI Quality Representative or designee, will review submitted nonconformance report, accessing the impact of form, fit and functionality of the product and advise disposition. Nonconforming material shall be clearly identified upon disposition from SEI upon shipment.

SQR 7.0 - Corrective & Preventive Action

The Supplier shall respond to all requests for Corrective Action on the SEI CAR form or an 8D equivalent format. Failure to respond in a timely manner may result in the Supplier being disapproved. Repeat or continued nonconformances may also result in Supplier disapproval. The Supplier shall maintain a documented system for determining root cause and obtaining corrective and preventive action both internally and externally. The supplier is accountable for root cause, corrective and preventive action. The Supplier shall consider human factors when conducting an investigation of root cause and corrective action. Verification and the effective date of when the corrective action was implemented must be stated.

SQR 8.0 - Shipping Documentation Requirements

- **Packing Slips (with every shipment)** - Supplier shall provide a packing slip for each separate shipment with the following minimum requirements:
  - Suppliers Name and Address
  - Purchase Order number, line item
  - Part number and revision
  - Serial #'s (if applicable)
  - Special process method or test completed and revision (if applicable)
  - Quantity and U/M of each P.O. line item
  - Date

- **Certification of Conformance Requirements**
  The Supplier shall provide a Certificate of Conformance (C of C) with each shipment of each item listed on the purchase order. At a minimum, the C of C

shall include the following information:

- Purchase Order Number
- Part Number and Revision Level
- Serial #'s (if applicable)
- Special Process Method or Test Performed and revision level (if applicable)
- Quantity and U/M of items shipped
- Name & Address of manufacturer/processor
- Date of Certification
- A Statement: **"We hereby certify that all materials furnished conform to all drawing, specifications, processes, and / or additional requirements as stated on the purchase order."** (Example only, variation of the statement above is acceptable as long as the content is present)
- The original or electronic signature of an authorized company representative.

- **Chemical & Physical Reports – Raw Material & Special Processes**
  Upon SEI Request the Supplier shall furnish a certified test report, English version, with each shipment for each item listed on the Purchase Order. At a minimum the test report shall include:
  - A certified copy of the mill's test report, or
  - A certified copy of an accredited lab test report, or
  - A certified copy of distributors test report. The test reports must contain the following information:
    - The name of the producing mill
    - The material specification and revision level
    - The raw material heat/lot number
    - The actual results of all lot acceptance testing as required by the raw material specification (i.e. chemical, physical and metallurgical)
    - The original signature of authorized mill, laboratory, or distributor representative.

SQR 8.0 - Shipping Documentation Requirements - Continued

- **First Article Inspection Report** (if applicable)
  If a First Article Inspection Report is required the associated report shall be provided with each first article shipment.

- **Nonconformance Acceptance Documentation**
  If SEI has dispositioned a nonconformance from a Supplier, the supporting nonconformance report/document shall accompany each applicable shipment. Nonconforming material shipped by the supplier without SEI approval will not be accepted.

SQR 9.0 - Right of Entry

By acceptance of a SEI purchase order, the supplier grants SEI the right of entry for the purpose of examining work, materials and records to ensure conformance to contractual requirements. An SEI Purchasing Representative will contact the supplier

to make the appropriate arrangements.

SQR 10.0 - Foreign Object Debris / Damage

Supplier shall maintain good housekeeping practices to prevent the introduction of foreign objects, debris or damage to deliverable items.

SQR 11.0 – SEI Furnished Material

In the event, SEI material is supplied to satisfy specific purchase order requirements, the supplier shall not substitute, rework, or dispose of any SEI supplied material, except if instructed to do so in writing by SEI Representative. Unused material must remain properly identified at all times and returned to SEI upon completion of Purchase Order requirements.

SQR 12.0 - Domestic Material Requirement

All materials used for fulfilling an SEI purchase order must be in accordance with the appropriate SEI specified requirement . Any deviation from this requirement needs to be submitted to SEI in writing and approved by a SEI Representative. No Material will be accepted from Chinese Sources without prior written Approval.

SQR 13.0 – Counterfeit Part

The Supplier shall implement, control the processes needed for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product. Controls for acquiring externally provided product from approved sources, original manufactures, authorized distributors, and monitoring of counterfeit parts reporting from external sources. The Supplier shall assure tracability of parts and components to their original authorized manufacturer. The Supplier shall train persons in the awareness and prevention of counterefeit parts.

SQR 14.0 Personnel

The Supplier shall ensure persons are aware of their contribution to product and service conformity, product safety and the importance of ethical behavior.

SQR 15.0 Environmental, Health and Safety

The Supplier and its staff (and/or any sub-supplier and/or subcontractor) shall comply with the laws and regulations in force related to protection of the environment, the health and safety instructions applicable to the Gods and Services preformed pursuant to the Contract and especially, if appropriate, to the Goods and Services performed on any Site by a third-party company.

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Revision History:

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A	01/21/2018	Rick M Harris	Initial Release
B	08/14/2024	Danyel M Harris	Updated to new formatting standards and added in a section to inform suppliers of their need to comply with all Environmental, Health and Safety laws.