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|  | Issue Date: 12-20-06 | Revision: - | Revision Date: 12-20-06 | Number: QI15053 |
| | DELAFIELD QUALITY INSTRUCTION | | | |
| | Title: Delafield Procurement Quality Requirements | | | Page 1 of 5 |

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PURPOSE AND SCOPE:

Delafield Procurement Quality requirements are defined by the various numbered "DQR" Clauses. These apply only when the specific clause number is called out on the Purchase Order.

Flow Down Requirements - To assure conformance to all Purchase Order requirements, seller shall adhere to requirements and flow down to seller's subtier sources, when such sources are used by seller for procurement of products for Delafield Corporation.

1 DQR1 Quality System Approval

The supplier shall, as a minimum, maintain an accredited 3d party registration to AS9100 if a manufacturer and AS9120 if a Distributor. If a supplier has less than 50% Aerospace business then IS09001 is acceptable.

2 DQR2 Right of Entry

Delafield Corporation, Delafield customers, government representative or applicable regulatory agencies shall have the right to survey seller's facilities, with suitable notification to review all processes, subcontractors, contracted parts, procedures and records that are applicable to Delafield Corp.

3 DQR3 Traceability

Seller must ensure that all certifications (Manufacturers Certificate of Conformance, Test Reports, Process Certs, Raw Material etc) for a part is traceable to one another by either a lot number, heat number, job or work order number or material P.O. number.

4 DQR4 Nonconformance


No known nonconformance shall be shipped to Delafield Corporation without written authorization from Delafield Quality. The product shall be held at the supplier pending instruction from Delafield. If nonconforming product is found by the supplier after shipment to Delafield the supplier shall notify Delafield within 48 hours of the discovery.

5 DQR5 Multiple lots

Multiple lots shall be bagged separately and identified. No mixing of lots is allowed under any condition.

6 DQR6 Packaging

Seller must assure that all product shipped is adequately packed and/or packaged to prevent damage, contamination, the introduction of Foreign Object Debris (FOD) and/or deterioration. Unless otherwise specified on the purchase order, seller must use best commercial practices to prevent damage, contamination and/or deterioration to all products during transit.

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7 DQR7 Labels

Supplier shall provide bar codes on the packing slip and outer container label per commercial Bar Code specification.

Data fields required but not limited to: Purchase Order Number, Ordered Part Number, Quantity shipped, Lot Number. Number of boxes shipped does not have to be bar coded but needs to be located with the above information.

Font required is 3 of 9 (Code 39) type, human readable characters printed below each bar code.

The outer container label shall have the bar code printed on it or a white label with black print attached with the bar code information on it. Size of the bar code information shall be .375 inch minimum in height and must be placed without blocking any information.

8 DQR8 Procurement Specification Document and Certification Requirements

When the procurement specification and this purchase order have differing certification requirements, the higher-level requirement takes precedence.

9 DQR9 Record Retention

Seller shall retain quality records for a minimum of 10 years. Records shall be made available to Delafield for review upon request. Delafield must be notified prior to the destruction of any quality records.

10 DQR10 Calibration

Tools and equipment used in the final acceptance of manufactured product shall be calibrated in accordance with ANSI Z540-1 or TS/ISO 16949.

11 DQR11 Hazardous Material

Seller shall furnish a label on product that indicates hazardous material and type (Ex: cadmium, lead, hexavalent chromium, polybrominated biphenyls (PBB), and polybrominated diphenyl ethers (PBDE), or any chemical known to cause cancer.

12 DQR12 Mercury Free


To the best of your knowledge all products and/or services provided have not come in contact with, or have been exposed to, mercury bearing instruments or equipment, or mercury in any other form.

13 DQR13 Delafield Terms and Conditions

Delafield Terms and Conditions apply to all items shipped.

14 DQR14 Return Policy

Delafield Corporation reserves the right to return product, within a reasonable time frame, if it does not meet the dimensional and/or structural requirements of the purchase order or drawing.

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15 DQR15 Country of Origin

Country of Origin statement is required on the Manufacturers Certificate of Conformance. If no statement is on the C of C it will be assumed that the product was manufactured and/or assembled in the United States.

16 DQR16 Certifications

The following certifications must accompany the product shipped: Manufacturers Certificate of Conformance, Raw Material Test Reports and Distributor Certificate of Conformance (as applicable). Applicable specification and part revision level must be present on certifications and test reports.

17 DQR17 Certifications

The following certifications must accompany the product shipped: Manufacturers Certificate of Conformance and Distributor Certificate of Conformance (as applicable). Applicable specification and part revision level must be present on certifications and test reports.

18 DQR28 Shelf Life

On certifications for product having a limited or specified shelf life, Seller shall indicate the cure date and when applicable, any special storage or handling conditions. Cure date must also appear on all packaging. The remaining shelf life at time of delivery shall not be less than 80% of total life.

19 DQR19 Drawing

Seller must supply the drawing (print) with the part.

20 DQR20 First Article


A documented first article is required. First article shall be required on the first production run per AS9102. All additional revisions due to engineering, design and/or specification change then a Delta AS9102 is required.

21 DQR21 First Article

A documented first article is required. First article shall be required on the first production run.

22 DQR22 Source Inspection

Delafield Corporation source inspection is required. Inspection shall be conducted at the Seller's facility and shall be requested and accomplished prior to shipment. When the items on the Purchase Order are ready for inspection, notify the Delafield Corporation Quality Manager so that coverage can be arranged. Drawings, specifications and other pertinent data shall be made available to the Delafield Corporation Quality Representative at time of inspection.

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23 DQR23 ESD

The Seller shall provide safeguards for all Electrostatic Discharge (ESD) sensitive components and assemblies. ESD components and assemblies shall be packaged and transported in electrostatic shielding containers. All ESD containers or cushioning materials must have the mechanical characteristics to properly protect parts against damage. All ESD packaging containers must have an ESD caution label affixed to the outer surface.

24 DQR24 100% Inspection Required

Seller shall perform 100% inspection of all characteristics or specified characteristics on all products covered by the Purchase Order. Records of seller's 100% inspection results, showing actual range of values, shall accompany each delivery of product(s).

25 DQR25 Product Serialization

Serial numbers for all items on the purchase order shall be assigned by Delafield Corporation, applied on all products and recorded on all applicable documentation by the Seller. The assigned serial numbers shall not be altered or replaced without prior written authorization from Delafield Corporation.

26 DQR26 Preference for Domestic Specialty Metals

Any specialty metals incorporated in articles delivered under this order must be melted in the United States, its possession or in a qualifying country as defined in the DFARS 252.225-7014 Alternate 1. Please refer to the DFARS clause located in the Government Websites for identification of Specialty Metals and list of Qualifying Countries.

27 DQR27 DFAR

DFAR 252.225-7016 applies

28 DQR28 Record Retention for Bearing Manufacturers

Seller shall retain quality records for a minimum of 10 years for 10 years. Records shall be made available to Delafield for review upon request. Delafield must be notified prior to the destruction of any quality records.

29 DQR29 Special Processes Approval

Special processes shall be performed by sources that are accredited by the National Aerospace and Defense Contractors Accreditation Program (Nadcap). This requirement applies whether the process is performed by the Seller or by Seller's sub-tier sources. Special Processes include but not limited to: NDT, Non-conventional Machining, Heat Treat, Plating/Coating, Welding and Chemical Processing.