



SUPPLEMENTAL QUALITY ASSURANCE REQUIREMENTS

GENERAL INFORMATION

This document establishes quality requirements for procurement and defines supplier responsibilities for ensuring that purchased items and processes conform to company drawing, specification, and procurement requirements. Applicable requirements are indicated by code number in the purchase order document.

- Notes:**
1. Only the Quality Codes specified by the applicable purchase order apply to a specific procurement.
 2. The supplier must implement appropriate action to correct recurring or repetitive nonconformities.

SYSTEM REQUIREMENTS

1. Quality System: The supplier shall maintain a quality system that complies with **ISO 9001:2008/AS9100C** - Model for quality assurance in design (if applicable), development, production, installation and servicing. TDK Machining, Inc. requires the use of "Acceptance on Zero" sampling tables. "Acceptance on Zero" means that if any nonconformances are found in the sample, the lot is not accepted. Note: If you PLAN TO CHANGE facility locations or outsource the work, you **MUST** inform the responsible TDK Purchasing Representative in writing for approval.

1a. Special Processes: TDK MACHINING (TDK) requires any special process required by the purchase order to be performed by an TDK approved special processor, Supplier's sub-tier special processor with NADCAP Accreditation or Customer Approved Source(s). The use of a Customer Approved Source will be specified on the TDK purchase order. The NADCAP Accredited supplier **must** be approved for the process being performed and provide their certification with the NADCAP Accredited Emblem on their certificate or provide a legible copy of the special processor's NADCAP Certificate & Scope with each shipment included in Supplier's certification package (Note: To ensure the special processor is approved for a given process, click on <http://www.eauditnet.com> to access the NADCAP website on the Internet). Special processes included under this requirement are heat treating, metal joining (welding and brazing), plating, anodizing, and NDT/NDE.

2. Calibration System Requirements: The supplier shall maintain a calibration system in accordance with **ISO-10012**, Quality assurance requirements for measuring equipment, Part 1: Metrological confirmation system for measuring equipment or, American National Standard for Calibration. If measuring and test equipment is calibrated by an outside service, the aforementioned requirements must be contained in your purchase order for these services.

3. Right of Entry: TDK suppliers' may be subject to periodic audits and when requested shall provide Right of Entry, granting full access to their facility, personnel, and quality management system to TDK customer(s) representatives, government agencies contracted with TDK, and/or FAA representatives.

INSPECTION REQUIREMENTS

4. Source Inspection (Mechanical or Visual): All items specified by the purchase order are subject to inspection at the supplier's facility by TDK Quality Assurance Personnel before shipment. The supplier shall provide no less than 48 hours advance notice to the responsible TDK Purchasing Representative to permit scheduling of source inspection.

5. Source Inspection (Test): All items specified by the purchase order are subject to witnessing (by TDK Quality Assurance Personnel) of testing being performed by supplier personnel prior to shipment. The supplier shall provide no less than 48 hours advance notice to the applicable TDK Purchasing Representative to permit scheduling of test witnessing.

6. Source Inspection (Government): The items/service produced on this purchase order is subject to government inspection at point of manufacture. On receipt of this purchase order, promptly furnish a copy to the government Defense Contracts Management Agency (DCMA) Representative who normally services your plant or to the nearest Army, Navy, or Air Force Inspection Office. If the representative or office cannot be located, the TDK Purchasing Representative shall be notified immediately. When material is ready for inspection (or, if practical, before that time), the supplier shall notify the government representative who normally services its plant. Evidence of government inspection must be shown on all shipping documents.

TECHNICAL REQUIREMENTS

7. Identification of Shelf Life Material: Supplier shall identify each item, package, or container of shelf life material with its cure or manufacture date, expiration date, and special storage and handling conditions in addition to the standard identification requirements. Materials may not be shipped to TDK with less than 75% of their useful life remaining.

8. First-Article Inspection Report (FAIR): Upon initial production or any subsequent change to the engineering drawing revision level, supplier's process change or a tooling change occurs; the seller shall perform a New First Article Inspection Report. The first article shall be done on one piece, representative of the production lot, and be documented on a report in the supplier's own format. The report shall include actual dimensions and verification of all dimensions, drawing notes, bill of material requirements, processes and characteristics contained on the engineering drawing.

Note 1: Record on FAI Report the reason for initiating the FAI Report, i.e., drawing change or tooling change. This report shall be approved by the supplier's quality organization and shall be submitted with the shipment unless otherwise directed by the responsible TDK Purchasing Representative. An approved current FAI Report and any FAI supplemental (Delta) must be on file for TDK review.

Note 2: Must attach the marked-up drawing (bubble) that corresponds to FAIR item numbers.

Note 3: If any deviations exist on FAIR results, you must request a Concession Request and receive approval to ship known discrepant parts.

Note 4: Prefer suppliers' forward an electronic copy of the completed FAIR results to the responsible TDK purchasing representative.

8a. & 8b: Reserved

8c. First Article Inspection (FAI): Must utilize the AS9102A forms 1 thru 3 format.

9. Chemical and Physical Test Reports (Raw Material Certifications): Each shipment shall be accompanied by one legible and reproducible copy of test reports (chemical, physical, etc.) only when such tests are explicitly required to be reported by the procuring specification or the TDK Purchase Order. The reports shall contain the signature and title of the authorized representative of the agency performing the test and must conform to specification requirements. The reports shall reference the purchase order number of the procuring agency (to provide traceability in the case of sub-tier contracts.)

Note: Physical Test Reports- are not required for the following reasons: Synthetic/Composite Materials, Die Castings, and Castings that have not been annealed or directed by the purchase order.

10. Certificate of Compliance: Each shipment shall be accompanied by one legible and reproducible copy of a Certificate(s) of Compliance certifying to the conformance of the product or service to the applicable requirements. The certificate shall identify the part or process name, the TDK purchase order number, the specification and drawing to which they conform, and the name of the agency that performed/manufactured them (if other than the seller). In addition, the signature and title of the authorized representative approving the information is included. On TDK designed products, include copies of Certificate of Compliance from sub-tier suppliers for all sub-contracted special processes and provide copies of the Actual Material Manufacturers' Certificate of Compliance.

Note: The material, special processors and NDT certifications must be referenced on the contracted suppliers' Certificate of Compliance (all paperwork must coincide with each other) or reference the applicable TDK purchase order number on the attached documentation.

11. Test Reports: If functional or nondestructive tests are required by product specification or other procurement document, each shipment shall be accompanied by one legible and reproducible copy of reports of actual test

results identifiable with the test parameters and products submitted. These reports shall contain the signature and title of the authorized representative of the agency performing the test and must conform to specification requirements.

12. Seller-Controlled Products: One legible and reproducible copy of applicable specifications, drawings, and catalogs shall accompany the initial shipment on this purchase order.

13. Tool Proofing: Acceptance of production tools is contingent upon inspection and acceptance by TDK of the applicable characteristics on the number of the dimensional samples specified on the purchase order. The tooling and dimensional samples must conform to the tolerance limits of engineering drawing and specifications stated on this purchase order. Items may be shipped to the TDK for inspection, when so directed by purchasing.

14. Full Traceability of Raw Materials: Items under this purchase order shall individually be traceable to specific test results and lots of the raw materials used. Raw materials records shall be identified by lot number as well as material type, specification, and heat number (as applicable) and must be traceable to records of acceptance. Specific details (sub-parts) utilized in assemblies shall be traceable to the lot of raw material used and provide copies of the Actual Material Manufacturers' Certificate of Compliance.

Note: Only use the specific material called out on the drawing, "ANY" substitutions will require submitting a Concession Request Letter to TDK for Approval.

15. Mixed Traceability of Raw Materials: Items under this purchase order shall individually be traceable to a group of test results and lots of the raw materials used. Raw materials records shall be identified by lot number as well as material type, specification, and heat number (as applicable) and must be traceable to records of acceptance. Specific details (sub-parts) utilized in assemblies shall be traceable to a group of lots of raw material used.

16. Statistical Process Control (SPC) Applies: Parts containing key characteristics produced on this order shall be controlled by an TDK approved statistical process control plan. Approval from the responsible TDK Purchasing Representative must be attained prior to the start of production.

17. Foreign Object Damage (FOD): Assemblies susceptible to introduction of any foreign materials shall be manufactured and controlled through an effective FOD program. This program shall be documented and include provisions for prevention/ detection during design (if applicable), manufacture, final acceptance, and shipping of affected products. Extreme caution should be exercised to assure that areas being closed are free of any debris or foreign objects.

FOREIGN RAW MATERIAL RESTRICTIONS

18a. Domestic Material Only: The supplier agrees not to incorporate any articles to be delivered under this purchase order with any Raw Metals melted outside the U.S., its possessions, or Puerto Rico.

18b. Preference for Domestic Material: The supplier agrees only to supply materials in accordance with Defense Federal Acquisition Regulation Supplement (**DFARS**) **252.225-7014**. Click on the **DFAR No.** to access the **specification on the Internet**. Contracted Suppliers' C of C, must reference the specific section of the DFAR 252.225-7014 that the material is in compliance to.

19. Notification Of Changes: The supplier must notify TDK Machining of any significant changes to their process affecting product quality and submit a First Article Inspection with the following shipment. Changes include but are not limited to, supplier organizational changes, manufacturing processes, machining procedures, machine or plant relocation, or any changes to supplier controlled features which may affect performance requirements as specified by TDK Machining.

20. Record Retention Period: will be (7) years or as contractually required by our customer.