	<i>Equipment &amp; Supply Inc.</i>	<b>Supplier Quality Requirements</b>		
<b>Doc. No.: QP-8.4.1</b>	<b>Revision: J</b>	<b>Date effective: 6/8/2022</b>	<b>Pages: 12</b>	

## 1. PURPOSE

This document defines and communicates the expectations and requirements of Equipment and Supply for its suppliers. The supplier's compliance and understanding of these conditions is essential to helping E&S's provide quality product to its customers.

## 2. SCOPE

The requirements of this document apply as a mandatory condition of acceptance of all E&S purchase orders (P.O.'s).

## 3. QUALITY OBJECTIVES


- Achieve 100% conformance with all P.O.'s and referenced requirements.
- Ensure that purchased material quality and reliability levels are maintained and improved proactively.
- Minimize the need for Incoming Inspection through supplier control and certification.

## 4. SUPPLIER RESPONSIBILITIES

### 4.1 Organization:

- 4.1.1 The supplier must have a management function with well-defined responsibility, authority, and freedom to perform quality functions: identify, evaluate and solve quality problems.
- 4.1.2 The supplier must assure that the personnel contributing to the end-product must be competent and have the required certifications for conducting special processes including NDT. All applicable personnel need to be aware of their contribution to product conformity, their contribution to product safety and the importance of ethical behavior.
- 4.1.3 The supplier must adhere to delivery dates specified in the PO and ensure that all aspects of the Purchase Order and Drawings are met and of good quality. (On Time delivery and Rejections) of the supplier will be monitored and measured by Equipment & Supply Inc.

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**4.2 Quality System:**

- 4.2.1 The supplier must review all requirements specified on P.O.s, engineering drawings and referenced specifications at the earliest practical phase to ensure that compliance is achieved.
- 4.2.2 The supplier must have a system that assures product being manufactured meets purchase orders requirements. The supplier must consult E&S to ensure availability of the required revision on specification documents, part drawings and raw materials. Obsolete documentation must be purged. Supplier's internal inspection and manufacturing control plans must reflect the revision level of the current purchase order.
- 4.2.3 In the event of conflict between drawing and/or P.O. requirements, the supplier must contact their E&S Planner to secure proper interpretation and appropriate documented authorization to proceed.

**4.3 Documentation Requirements:**

- 4.3.1 Data is required with each shipment; it may be emailed to a QC representative if prior arrangements have been made. Failure to submit required data will result in a lot rejection.
  - 4.3.1.1 **Certifications:** Suppliers are required to provide documentation (Certificate of Conformance) for the following:
  - 4.3.1.2 **MATERIAL:** A material certificate is required for all material used in the manufacture of the product to conform to the drawing and/or purchase order requirements. All material must be DFARS compliant.
  - 4.3.1.3 **HEAT TREATMENT:** A heat treatment certificate is required if heat treatment is used in the manufacture of the product to conform to the drawing and/or purchase order requirements.

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4.3.1.4 COATINGS: A plating and/or coating certificate is required if plating and/or coating are used in the manufacture of the product to conform to the drawing and/or purchase order requirements.


4.3.1.5 DROP SHIPPED MATERIAL: For material supplied by Equipment and Supply, when it is received the supplier must scan the packing slip and material certifications and email them to [receiving@equipsy.com](mailto:receiving@equipsy.com).

#### 4.3.2 Dimensional Inspection Reports

4.3.2.1 Suppliers are required to provide a dimensional inspection report for all product supplied or for the work performed on E&S provided parts in the form of a bubbled/numbered drawing and corresponding data sheet. Level I lot sampling per the chart below is acceptable. Special Inspection Levels: Lot size A, first and last piece, for cut to length material, stampings, unmachined castings, laser burned parts, and molded rubber or plastic parts that receive no secondary forming or machining.

4.3.2.2 If there are special requirements, critical items or key characteristics noted on the P.O. or print, the supplier will be provided with direction from E&S as to the expectations (e.g., statistical controls) to accompany the products.



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item is made complete, then an inspection report for all the dimensions on two pieces is required.

#### 4.4 **Calibration**

4.4.1 Suppliers must have a system to ensure measuring and test equipment is calibrated at intervals appropriate for the device, its use and stability.

#### 4.5 **Sub-tier Supplier Control**

4.5.1 Suppliers are responsible for control of subcontracted products and processes that are used on products. Care must be exercised on raw materials and any outsourced process. Suppliers must have documented evidence that their sub-tier sources can perform or provide the product or service specified. Suppliers must “flow down” the requirements needed to fulfill the product requirements.

4.5.2 As necessary, the E&S P.O. will designate any customer-designated or approved external providers for processes or special processes.

#### 4.6 **Records**

4.6.1 Suppliers are expected to maintain accessible files, traceable to E&S’s P.O. and/or part numbers, which contain the following, and must be maintained for a minimum of 4 years after shipment date:

4.6.1.1 Inspection results, test reports and COC’s for each shipment.

4.6.1.2 Engineering Drawings and Specifications.


4.6.1.3 Any deviations received from E&S.

#### 4.7 **Packaging and Preservation**

4.7.1 If packaging instructions are not specified, the supplier must insure that good commercial packaging techniques are followed. Improper packaging or lack of identification may be cause for rejection. Material subject to corrosion must be properly protected by rust preventive measures.

4.7.2 Delivery drivers are to stay in the shipping/receiving area. Photography of any kind is prohibited.

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#### 4.8 Nonconformance Requests

- 4.8.1 E&S expects its suppliers to manufacture conforming parts. If a deviation from a requirement becomes necessary, a deviation request must be made through the Planner.
- 4.8.2 No requests will be considered without adequate cause and corrective action.
- 4.8.3 Shipments are not permitted without prior written approval of requests.
- 4.8.4 E&S will make reasonable efforts to grant deviations, with customer approval as required, but is under no obligation to do so.
- 4.8.5 E&S will send an 8D Corrective Preventative Action Report form if the supplier is a repeat offender, if the product delays delivery time, or the product does not uphold E&S's quality policy. Further action will be taken if the vendor does not uphold E&S's quality policy and will lead up to termination as an E&S supplier if not compliant. Top Management and the Quality Manager will determine if the vendor will be terminated using form F-84-01 (Supplier Risk Evaluation Form).


#### 4.9 Supplier Contacts

- 4.9.1 Suppliers should feel free to contact or visit E&S at any time to discuss and resolve problems that may arise. All visits must be coordinated with the Planner who placed the PO.
- 4.9.2 E&S reserves the right to access the supplier's applicable areas of their facilities to resolve quality or delivery issues. This includes any customers of E&S and/or regulatory authorities as necessary.

#### 4.10 Supplier Counterfeit Material Avoidance

- 4.10.1 Suppliers shall establish and maintain a Counterfeit Parts\Material Prevention and Control Plan using AS5553 (Reference elements of Section 4) and\or AS6174 (Reference elements of Section 3) to ensure that counterfeit goods are not delivered to Equipment and Supply. The purpose of the control plan shall be to develop a robust process to prevent the

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delivery of counterfeit commodities and control commodities identified as counterfeit.

4.10.2 Suppliers shall only purchase products to be delivered or incorporated as goods directly from the Original Component Manufacturer (OCM)\Original Equipment Manufacturer (OEM), OCM\OEM authorized distributor chain, aftermarket manufacturer, or authorized reseller. These products shall have verification that goods are traceable to OCM\OEM; OCM\OEM authorized distributor chain, aftermarket manufacturer, or authorized reseller. If Goods can only be acquired from independent distributors or brokers in cases of diminishing material supply (DMS) or obsolescence, written notice shall be provided to the Quality Manager and Purchasing Department prior to procurement of these goods. After written approval by Quality is received by supplier, goods shall be subjected to testing and screening process appropriate to the commodity (in accordance with AS5553 and AS6174). Records of evidentiary tests and inspections performed that ensure verification of the goods shall be provided for review and approval by Quality Manager and Purchasing Department prior to delivery. Written notice is not required for raw material and standard hardware purchased from independent distributors or brokers, but products must be able to provide commodity level traceability to the OCM\OEM.


4.10.3 Supplier shall provide written notification to Quality Manager and Purchasing Department if supplier becomes aware or suspects that it has furnished Counterfeit Goods within 24 hours. Supplier shall provide to Quality Manager and Purchasing Department upon request, the supply chain traceability to an Original Manufacturer or authorized distributor chain that identifies the name and location of all the supply chain intermediaries from the part manufacturer to the direct source of the product. Supplier shall have a documented process in place to ensure Counterfeit goods are contained and do not reenter the supply chain.

4.10.4 Supplier shall ensure this procedure is communicated to and enforced with all lower tier suppliers that provide materials in support of any Equipment and Supply order.

**4.11 Federally Regulated Acquisition Orders Supplier Requirements**

4.11.1 All rated orders are subject to 15 CFR 700. 15 CFR 700 can be found at <http://quicksearch.dla.mil/qsSearch.aspx> The following are highlights of



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concern, not a complete list of requirements. See 15 CFR 700 for all requirements.

4.11.2 A rated order is a prime contract, a subcontract or a purchase order in support of an approved program issued in accordance with the provisions of 15 CFR 700. These four elements must appear on every purchase order. A person receiving a rated order must ensure during the receipt and review process determining acceptance or rejection of the order that all four elements are present. Per 15 CFR 700.12 these are the elements of a rated order:

*700.12 Elements of a rated order.*

*(a) Elements required for all rated orders.*

*(1) The appropriate priority rating and program identification symbol (e.g., DO-A1, DX-A4, DO-N1).*

*(2) A required delivery date or dates. The words “immediately” or “as soon as possible” do not constitute a delivery date. When a “requirements contract,” “basic ordering agreement,” “prime vendor contract,” or similar procurement document bearing a priority rating contains no specific delivery date or dates, but provides for the furnishing of items from time-to-time or within a stated period against specific purchase orders, such as “calls,” “requisitions,” and “delivery orders,” the purchase orders supporting such contracts or agreements must specify a required delivery date or dates and are to be considered as rated as of the date of their receipt by the supplier and not as of the date of the original procurement document.*

*(3) The written signature on a manually placed order, or the digital signature or name on an electronically placed order, of an individual authorized to sign rated orders for the person placing the order. The signature, manual or digital, certifies that the rated order is authorized under this part and that the requirements of this part are being followed.*

*(4) A statement that reads in substance: “This is a rated order certified for national defense use and you are required to follow all the provisions of the Defense Priorities and Allocations System regulations ( [15 CFR part 700](#) ).”*

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*(b) Additional element required for certain emergency preparedness rated orders. If a rated order is placed for the purpose of emergency preparedness requirements and expedited action is necessary or appropriate to meet these requirements, the following statement must be included in the order: "This rated order is placed for the purpose of emergency preparedness. It must be accepted or rejected within [Insert a time limit no less than the minimum applicable time limit specified in § 700.13(d)(2)]."*

**8.1.3** Per 15 CFR 700.14 these orders are to receive preferential scheduling:

*700.14 Preferential scheduling.*

*(a) A person must schedule operations, including the acquisition of all needed production items, in a timely manner to satisfy the delivery requirements of each rated order. Modifying production or delivery schedules is necessary only when required delivery dates for rated orders cannot otherwise be met.*

*(b) DO rated orders must be given production preference over unrated orders, if necessary, to meet required delivery dates, even if this requires the diversion of items being processed or ready for delivery against unrated orders. Similarly, DX rated orders must be given preference over DO rated orders and unrated orders.*

*Examples:*

*If a person receives a DO rated order with a delivery date of June 3 and if meeting that date would mean delaying production or delivery of an item for an unrated order, the unrated order must be delayed. If a DX rated order is received calling for delivery on July 15 and a person has a DO rated order requiring delivery on June 2 and operations can be scheduled to meet both deliveries, there is no need to alter production schedules to give any additional preference to the DX rated order. However, if business operations cannot be altered to meet both the June 3 and July 15 delivery dates, then the DX rated order must be given priority over the DO rated order.*

*©Conflicting rated orders.*



*(1) If a person finds that delivery or performance against any accepted rated orders conflicts with the delivery or performance against other accepted rated orders of equal priority status, the person shall give preference to the conflicting orders in the sequence in which they are to be delivered or performed (not to the receipt dates). If the conflicting rated orders are scheduled to be delivered or performed on the same day, the person shall give preference to those orders which have the earliest receipt dates.*

*(2) If a person is unable to resolve rated order delivery or performance conflicts under this section, the person should promptly seek special priorities assistance as provided in subpart H of this part. If the person's customer objects to the rescheduling of delivery or performance of a rated order, the customer should promptly seek special priorities assistance as provided in subpart H of this part. For any rated order against which delivery or performance will be delayed, the person must notify the customer as provided in § 700.13(d)(3).*

*(d) If a person is unable to purchase needed production items in time to fill a rated order by its required delivery date, the person must fill the rated order by using inventoried production items. A person who uses inventoried items to fill a rated order may replace those items with the use of a rated order as provided in § 700.17(b).*

4.11.3 If a PO is rated, it will be found at the bottom center of our PO's as shown in the illustration below:



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## Equipment and Supply Inc.

4007 Highway 74 West  
Monroe, NC 28110  
Ph: 704.289.6565 Fax: 704.289.6206  
Web: <http://www.equipco.com/>

### Supplier

#### ACME ELECTRIC

3410-T BLVD. 85TH TERR  
KANSAS CITY, MO 64154

Ph:

Fax:

## PURCHASE ORDER

P.O No.: **27806**

RESALE # 707-5-090-05790

Quote #

C/P of 64E1368F-1

### Ship To

#### Equipment & Supply Co. Inc.

4507 Highway 74 West  
Monroe, NC 28110

Ph: 704-289-6565

Fax: 704-289-6574

Ship Via	Contact	FOB	Terms	Require Date
FED-EX			NET 30	03/19/2018

Please Use E&S FEDEX Account Number: 608202154

Line No.	Part Number	Description	Quantity	Price	Ext Price
1	508062	TUBE	30 EACH	\$192.00	\$5,760.00

Thickness:

Width:

Length:

Vendor P/N:

125324

Part Comment:

CALROD --- 4200, 220W X 11.5" LG LESS CONNECTORS & 11.7" LG WITH CONNECTORS WITH 5/16 DIA ELEMENT SIZE  
C OF C REQ

S.O. #	W.O. #	Qt #	Rt Part Number	Rt Desc
21550	2280	2616	64D33892-1	HEATER

#### ADDITIONAL INFO:

Certificate of Conformance and/or Certs required for this order. Supplier shall employ a Counterfeit Material Protection plan in accordance with AS6179 and/or AS3513

Create Date: 3/21/2018

CONTRACT NO. M00183-18-P-063  
RATING: DD-A1

If this is a retail order, certified for national defense use, the Contractor shall follow all the requirements of the Defense Priorities and Allocations System regulation 115 CFR part 700

Approved by: **Duncan Greene**

Email: [duncan@equipco.com](mailto:duncan@equipco.com)

Phone: 704-289-6565 ext 221

Subtotal: \$5,760.00

Freight: \$0.00

Sales Tax 1 Amount: \$0.00

**Total Amount: \$5,760.00**



## CHANGE RECORD

Rev	Date	Responsible Person	Description of Change
0	5/3/17	Sam Hudson	Initial Release
A	11/7/17	Sam Hudson	Counterfeit Parts/Material
B	2/27/18	Sam Hudson	FAR ratings
C	4/18/18	Sam Hudson	Drop Shipped Material
D	1/2/2019	Ash Elam	Modified wording, layout, structure, and document number (Formerly QP-8.4)
E	3/5/2019	Kevin Mann	Personnel Change
F	7/21/2020	John Eberling	Special Inspection Levels
G	10/22/2020	Kevin Mann	Added in sect 4-4.1.2 vendor performance
H	2/10/2021	Arik Adams	Added 4.8.5 on 8D CPAR report
I	5/13/21	Kevin Mann	Added: 4.1.2, 4.3.2.2, 4.5.2, 4.9.2
J	6/8/2022	John Eberling	Added: 4.7.2