|  |
| --- |
|  |
|  **http://www.baileyhyd.com/image/23886616.bmp**  |
| Title: **SUPPLIER QUALITY REQUIREMENTS** |  Document Number: **CP-703** |
| ISO 9001/AS 9120 Section Ref.: 8.4  | Issued On:4/15/18 | Revision No:C | Supersedes:B |
| Prepared By: QSM INTL INC. | Approved By:  President  QA |

REVISION CHANGE SUMMARY \_\_x\_\_\_Controlled Copy \_\_\_\_Uncontrolled Copy

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **Authorized****Signature** | **REV** | **REASON FOR CHANGE** |
| 12/15/1103/01/12 03/27/12 4/15/18  |  N/ABill BaileyBill BaileyQSM | N/CAB C | Release for useAdded sales mgr, purchasing mgr and distr/mfg fieldsAdded website reference for supplier quality requirements CP703 Revised the document to meet the requirements of ISO9001.2015 /AS9120B |

**CP-703**

 **SUPPLIER QUALITY REQUIREMENTS**

**1. SCOPE**

This document covers Quality Assurance (QA) requirements for BAILEY HYD approved Suppliers/suppliers or qualified sources.

**2. PURPOSE**

 The purpose of this document is to outline Suppliers’ minimum QA requirements.

**3. QUALITY REQUIREMENT**

 **A. ACCESS**

BAILEY HYD and its customer’s representatives, including government agencies and/or regulatory authorities, shall be given access to any facility where work on its contracts is performed for the purpose of surveillance, audits, inspection and/or to conduct any investigation upon request.

 **B. QUALITY SYSTEM**

BAILEY HYD Suppliers shall establish and maintain a documented recognized quality system or one that meet or comparable to ISO 9001.2008, quality system requirements.

B.1 BAILEY HYD shall only use customer-designated, industry specified or approved external providers per CP 702 -including process sources (e.g., special processes).

B.2 Special process Suppliers, for processes such as NDT testing, Heat treat, Welding, Chemical Processing, Coating, Painting, etc. shall be NADCAP accredited when required by customer and/or specified requirement.

B.3 When BAILEY HYD chooses to outsource any process or service that may affect the quality of its product, the elements of this document and all required specifications shall be met.

 **C. ORGANIZATION**

Supplier’s established quality program shall include, identified functions with trained and competent personnel and they shall be:

1. made aware of their contribution to product or service conformity,
2. their contribution to product safety; and
3. the importance of ethical behavior**.**

 **D. CONTRACT/PURCHASE ORDER REVIEW**

All BAILEY HYD, purchase orders shall be reviewed by the supplier prior to acceptance to assure that all associated risks and quality requirements are taken into consideration and can be met.

 **E. INSPECTION**

 The supplier shall establish a quality monitoring system that will be structured to provide

100% defect free product/services to BAILEY HYD. As a minimum the inspection of BAILEY HYD products/services shall be documented and traceable to BAILEY HYD purchase order and specified requirements.

 **F. QUALITY RECORDS**

 The records shall show an unbroken chain of documentation and traceability from the raw material from which the product was made to BAILEY HYD customers, when required by contract. All records retained by the supplier that affect our product shall be maintained and controlled to enable easy retrieval upon request from BAILEY HYD or its customers. These records shall be identified, traceable to the product, retained for a minimum of 10 years, stored in such a way to prevent damage and to enable the records to be readily located and retrieved, unless otherwise specified by BAILEY HYD or it’s customers.

**G. PROCESS CONTROL**

The Supplier shall demonstrate adequate control of its processes to the current requirements for their quality system as applicable. The controls shall include:

 G.1 When specified and/or identified, specified critical, key characteristics and/ or special

requirements shall be monitored and controlled during processing.

G.2 When it becomes necessary to change production process that would affect BAILEY HYD procured product or its customer’s requirement, such changes shall be documented and BAILEY HYD shall be notified promptly of the change.

G.3 Documented procedures shall be used to maintain and control processes, tooling, equipment, work environment and the facility used to make BAILEY HYD procured products. Process, tooling, equipment and product validation process may include the verification of the in First Article produced or inspection prior to production run or use of equipment or tooling.

G.4 Records shall be maintained for qualified processes, equipment, tooling, testing, and personnel as required.

 **H TRACEABILITY**

 BAILEY HYD procured products and accompanying documentation shall be identified with a traceability system that reflects an unbroken chain of documentation from the mill that produced the product’s raw material when required by contract. The identification and traceability shall be maintained by suitable means such as the supplier’s or manufacturer’s identification symbol or logo, lot/batch control number, purchase order number issued to Suppliers, customer PO and as may be specified by customer.

H.1. Lot control and marking system including product status with respect to lot splits, configuration management, product inspection and testing, and monitoring shall be established, documented and maintained to ensure that lots are properly identified, marked, with all required documentation and segregated when necessary to prevent commingling.

  **I. CERTIFICATE OF CONFORMANCE**

All BAILEY HYD purchased products shall require at minimum a certification of conformance (COC). In addition, a product’s test report and traceable raw material mill certification shall be provided for the product /service as applicable and/or specified and/or shall be made available upon request.

**I.1 COUNTERFEIT or UN APPROVED PARTS.**

Bailey HYD requires the need for Suppliers to prevent the use of suspected unapproved, unapproved,

and counterfeit parts. It is the company’s policy that supplier’s only supply the exact product specified in the company’s purchase order- thereby does not authorize alternate parts and will not accept counterfeit. Parts shall not be misrepresented through documentation.

#  CONTROL OF NONCONFORMING PRODUCTS

# All nonconforming material shall be properly identified, documented and segregated. The Supplier shall notify BAILEY HYD promptly of delays, problems and/or defects that affects any procured products /services.

  **K. CORRECTIVE ACTION**

The supplier’s quality organization shall implement an effective corrective and preventive action system. Corrective Action issued by BAILEY HYD shall be investigated and answered as appropriate and returned within the period stated on the corrective action or an extension may be requested if required through our QA department.

 **L. CALIBRATION SYSTEM**

An effective calibration system shall be established with recognized industry standard and used to calibrate, maintain and control measuring and test equipment. All calibrations shall be current and traceable to National Institute of Standards and Technology (NIST).

 **M. MATERIAL/PRODUCT PROTECTION**

The Supplier is responsible for utilizing a protection method that will protect BAILEY HYD products from damage or follow specified requirements.

  **N. CONTINUOUS IMPROVEMENT**

 Suppliers are encouraged to embrace variability reduction programs and/or the use of statistical techniques to continuously improve quality, cost and delivery when applicable.

 **O. SUPPLIER CONTROL**

The requirements set in [*CP-70*](file:///C%3A%5CUsers%5CDarth_Kahne%5CAppData%5CLocal%5CAppData%5CLocal%5CWINDOWS%5CTEMP%5CCP%20602.doc)*2* shall used as the approved procedure for selecting, qualifying, approving and performing Supplier rating and control.

 **P. APPROVED SUPPLIER LIST**

 BAILEY HYD approved Suppliers shall be listed in[*CF 702-3*](file:///C%3A%5CUsers%5CDarth_Kahne%5CAppData%5CLocal%5CAppData%5CLocal%5CWINDOWS%5CTEMP%5CCP%20603.doc)*, Approved Supplier List.*

 **Q. OTHER REQUIREMENTS**

Other BAILEY HYD requirements and/or customer requirements beyond the ones outlined herein shall be in effect when specified on the Purchase Order.

 **P. CHANGES TO PURCHASE ORDER DOCUMENTATION**

Changes or amendment made to purchase order and/or drawing specification shall be communicated promptly to the applicable Supplier for immediate action when required.

**4.0 REFERENCED AND RELATED DOCUMENTS**

 *QM-001 BAILEY HYD Quality System Manual*

 *ISO 9001.2008 Quality System Requirements*

 *CP-702 Supplier Control*

 *CF 702-3 Approved Supplier List*