



## Meyer Tool Huntersville Supplier Quality Requirements

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## 1. Scope

The requirements found herein apply to orders produced by suppliers of Meyer Tool Huntersville. When an order is placed, Meyer Tool Huntersville will specify if any or all requirements in this document do or do not apply to the purchase order. It is the supplier's responsibility to flow down all applicable sections of this specification to sub-tier suppliers used in the manufacture of product.

## 2. Quality Management System

Our preferred suppliers shall maintain a documented QMS that conforms to ISO9001 2015. Suppliers who are not ISO9001 certified are subject to virtual and/or on-site audits.

## 3. General

### 3.1 Communication

The supplier shall notify Meyer Tool Huntersville of any significant business changes/events in a timely manner. Notification shall include the effective date with associated details. Examples of required notification include:

- A. Change in location of facilities or change in place of manufacturing.
- B. Change in ownership, name, senior company management, or change in quality leadership.
- C. Termination of business activity.

### 3.2 Documentation/Record Requirements

The supplier shall supply documentation as evidence of conformance to the Meyer Tool Huntersville purchase order requirements for the specific product(s) provided. Quality records shall be in English, complete and fully legible. The supplier shall retain Quality Records for a minimum of 7 years.

## 4. Product Realization

Products delivered to Meyer Tool Huntersville must meet all applicable purchase order, drawing and specification requirements.

### 4.1 Traceability

Items shall be segregated into lots and each lot shall be clearly identified to maintain lot integrity. The supplier shall package each lot ensuring that no mixing of lots occurs at any time.

If a lot is split; traceability to the original lot must be maintained.

All documentation shall be clearly traceable to the Meyer Tool Huntersville part number and/or purchase order and applicable serial numbers.

### 4.2 Process documentation

The supplier shall develop/maintain a manufacturing plan which provides evidence that the process was completed in a controlled manner. This plan shall define the steps and processes to be employed in the manufacture of the part/assembly.

## 5. Inspection at Supplier

### 5.1 Inspection Records

The supplier shall retain inspection records clearly traced to the lot/job number. Inspection records shall contain the following:

- A. Measurement results.
- B. Part number, lot, and date of inspection.
- C. Serialized part information (as applicable).
- D. Inspector name with signature, stamp, or identifying mark (or captured electronically through user controls).

## 5.2 First Article Inspection Report

The supplier shall complete and submit a FAIR when required.

The supplier shall clearly identify the article (via label, product separation, etc.) on which the FAI was performed.

### The FAIR shall include:

A. The complete dimensional report (layout) of all features listed on the drawing. Each line item must include the target dimension specified on the drawing with the corresponding tolerance, the measurement result, and be traceable to the inspector.

B. Material type and specification (including heat / lot number if applicable)

C. The inspector's printed name and signature

## 5.3 Visual Inspection

Obvious blemishes (e.g., stains, discoloration, corrosion, dings, pits, scratches, etc.) are not permitted. Visual inspection must be performed before parts are shipped from supplier.

## 5.4 Inspection Methods

Each feature is to be inspected according to one of the following options.

### Option 1 – 100% Inspection

The supplier shall inspect 100% of all characteristics of the product and all parts in the lot.

### Option 2 – Statistical Process Control (SPC) Method

The supplier shall meet the minimum requirement of 1.33 Cpk.

## 5.5 Standard Sampling Plan

In-process inspection at least one per hour or at every 10% of the production lot, whichever is more frequent.

## 5.6 Customer Specified Sampling Plan

In circumstances where the end user specifies a sampling plan required to their delivery, this sampling plan will be described in the purchase order for in-process inspection.

## 6. Certificate of Conformance

The C of C shall be a separate document and included in the shipment to Meyer Tool Huntersville.

The C of C shall contain the following:

A. Supplier name and address

B. Statement that parts conform to the P.O.

C. Meyer Tool Huntersville P.O. and line item number (if more than one line)

D. Meyer Tool Huntersville part number and revision level (if rev level is applicable)

E. Shipped quantity (by lot)

F. Date of shipment

G. Authorized signature of quality representative or company official

H. Supplier job, lot, or equivalent tracking number(s) unique to the production lot and traced through underlying certifications

I. Applicable serial numbers

## 7. Nonconforming Material

The supplier's authority for disposition of Meyer Tool Huntersville parts is limited to rework to print or return to Meyer Tool Huntersville.

Prior to packaging, nonconforming Material must be identified, documented, and segregated to prevent unintended release or use. The supplier shall complete a Vendor Corrective Action Form and return it to Meyer Tool Huntersville for approval within 2 business days.

**8. Packaging**

The supplier shall package materials or parts in a manner to prevent damage by carriers. If the supplier is unsure of the proper packaging method, Meyer Tool Huntersville will recommend a method of packaging.

**9. Vendor Corrective Action Form**

The supplier may be required to complete a Corrective Action Form for any quality or on-time delivery issue. The supplier shall respond within 30 days unless otherwise notified. The form may be completed on the Meyer Tool Huntersville supplied document or the supplier's format but must contain at least the following elements:

- A. Vendor Name
- B. Item # and Description
- C. Meyer Tool Huntersville PO number
- D. Issue Description
- E. Impact
- F. Root Cause
- G. Corrective Action
- H. Comments