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# **SUPPLIER QUALITY ASSURANCE REQUIREMENTS**

## **(SQAR-1)**

**Revision 2, 9/19/2016**

### **SECTION 1 - INTRODUCTION**

This document is issued for and on the behalf of D. Wheatley Enterprises (DWE) Inc., and outlines the Supplier Quality Assurance Requirements within the company's Purchasing Process. This document is issued on an "as needed" basis, and may not apply to distributors. Where a section states "IF required" or "IF specified", those requirements apply if the PO requires them.

*Supplier acceptance of DWE purchase orders includes acceptance of the requirements of this document.*

### **SECTION – 2 SUPPLIER REQUIREMENTS**

#### **2.1 Quality System Procedures**

The requirements within this manual are in addition to any contained in the purchase order, contract drawing or product specification.

#### **2.2 Supplier Selection, Assessment and Improvement**

Suppliers are evaluated and selected based upon their ability to meet the Quality Requirements as outlined within this manual.

If an on-site management system assessment is either requested or required by DWE, the Buyer will contact the supplier to arrange a mutually agreed date.

#### **2.3 Production Part Approval Process (First Article Inspection)**

IF required by the purchase order, initial samples of parts from production tooling or processes must be accompanied by: -

- 1) An inspection report covering all specified dimensions and features.
- 2) A material/engineering test report for all specified engineering/material properties.

Parts must be manufactured at the production site using the tooling, gaging, process, and operators from the production environment. Parts from each unique production process (e.g. duplicate assembly line and/or work cell, each position of a multiple cavity die, mold, tool or pattern) shall be measured and representative parts tested. Bulk materials require submission of product taken in a manner as to assure that it represents "steady state" operation of the process.

## 2.4 Specification Change Control

The material/product specification/drawing will have been agreed by both parties prior to the material/product being purchased for use within DWE operations. It is the supplier's responsibility to ensure that copies of all applicable specifications/drawings are available, and communicated promptly, and fully understood by the personnel within their organization who are directly responsible for assuring compliance with them.

*Suppliers should note that changes to the **source or grade** of materials or the **processing location or process conditions** may have a **substantial impact** on the **processing and final properties and characteristics** of DWE products.*

The supplier shall notify DWE of any design and process changes as indicated below. DWE may subsequently elect to require a First Article inspection.

1. Use of other construction or material that was used in the previously approved part or product.
2. Production on new, reassigned or modified tools (except perishable tool), dies, molds, patterns, etc., including additional or replacement tooling.
3. Production following refurbishment or rearrangement of existing tooling or equipment.
4. Production from tooling and equipment transferred to a different plant location or from an additional plant location.
5. Change of sub-contractor for parts, non-equivalent materials, or services (e.g.: heat-treating, plating) that affect customer fit, form, function, durability or performance requirements
6. Product produced after the tooling has been inactive for volume production for twelve months or more
7. Product and process changes related to components of the production product manufactured internally or manufactured by subcontractors that impact fit, form, function, performance, and/or durability of the saleable product.
8. Change in test/inspection method

It is the supplier's responsibility to notify DWE in writing in advance of any proposed alteration to the material or product. The supplier must give adequate notice of proposed changes to the source or grade of material, the processing location or processing conditions in order to facilitate proper validation of the change. No changes shall take place without DWE written approval.

In the event that a supplier does not give sufficient notice of a change, DWE reserves the right to:

- a) require the supplier to provide replacement material/product complying with the original specification as soon as possible;
- b) to obtain replacement material/product from another source, in which case the supplier shall refund the price for the material/product in question and reimburse DWE for any additional costs it has incurred in obtaining replacement material/product from another source at short notice;
- c) to arrange for expedited delivery of the material/product to its customers and/or take all other necessary steps to ensure that its own customer expectations are met, in which case the supplier shall reimburse DWE for any additional costs incurred in arranging such delivery and/or taking such steps.

The supplier shall flow down these requirements to its sub-contractors.

## 2.5 Incoming Material Quality

The supplier is responsible for ensuring that all material or components obtained from outside sources for use in products supplied to DWE conforms to all specified requirements. If the supplier is a distributor, that supplier is responsible for adhering to all requirements within this document. MSDS (Material Safety Data Sheets) must also be sent to DWE with the initial shipment as applicable.

Evidence of conformance, usually material and performance test results, must be maintained by the supplier and be made available on request. Suppliers shall request, hold and make available certificates of conformity for all materials incorporated into their parts supplied.

## **2.6 National and International Regulations**

Suppliers are responsible for ensuring that all material and processes used in the manufacturing and sale of products to DWE are in compliance with all national, international and local requirements regarding environmental, toxic and hazardous waste, mechanical, electrical and electromagnetic devices. This will include prevention of counterfeit materials and parts, and the use of conflict minerals and metals. Additional requirements required to be flowed to suppliers will be included as additions to the purchase order.

## **2.7 Manufacturing Process/Product Traceability**

Batches of raw material, work in process and finished material must be traceable from receipt at the supplier's facility through delivery to DWE. The supplier must manage inventory to ensure stock rotation to optimize stock turns and in consideration of shelf life where applicable.

Special processes are those processes that cannot be adequately evaluated for conformance to specifications through inspection and testing. However, where it is using such special processes the supplier must demonstrate control over these processes so that an assurance of compliance to the specifications is given to DWE.

## **2.8 Inspection and Testing**

All materials and components supplied to DWE must be subjected to inspection and testing on a frequency which will be adequate to ensure consistent conformity with the specification. Unless otherwise specified, incoming goods are inspected to MIL-STD-1916. Gauges and other measuring/test equipment must be calibrated to ensure continued accuracy. Calibration of inspection, measuring or test equipment shall be conducted by a qualified in-house laboratory or a qualified commercial/independent laboratory.

Where source inspection by DWE or the customer's representative is required (e.g. it is a contract requirement), arrangements will be clearly stated. This does not absolve the sub-contractors or suppliers of their responsibilities to provide acceptable product nor shall it preclude subsequent rejection by DWE. Where applicable for Department of Defense (DOD) contracts/orders, sub-contracts between the supplier and its own suppliers shall include the right of a DOD QAR to perform Government Source Quality Assurance tests/inspections.

Certificates of Conformity and Material Certifications for all components are required for each shipment. Where requested on the purchase order, a Certificate of Analysis and/or Inspection Test Report shall also be supplied for special characteristics.

## **2.9 Product Protection, Preservation and Labelling Requirements**

The supplier shall preserve the product during internal processing and delivery to the intended destination in order to maintain conformity to the requirements. As applicable, preservation shall include identification, handling, packaging, storage and protection (i.e. damage, contamination, corrosion, shelf life, etc.). Preservation shall also apply to the constituent parts of the product. The supplier shall comply with all customer packaging standards/guidelines, including applicable service part packaging standards.

All material must be properly labeled and include the DWE Purchase Order number, part number and revision, material description, lot number and the supplier's name. Where requested or where the supplier believes the product/material might deteriorate over time shelf life must be clearly identified, including on all individual bottles or containers.

## **2.10 Non-Conforming Materials**

The supplier's quality system, including manufacturing processes and quality control measures, will be established and operated to consistently produce products that meet all requirements. Absence

of any inspection or process control requirements in the contract does not relieve the supplier of responsibility for assuring that all products or supplies submitted to DWE for acceptance conform to all requirements of the contract.

In the event non-conforming material is received into DWE receiving inspection or found in production, the supplier shall be contacted by DWE and a Corrective Action Report (CAR) may be issued. Corrective Action is due to DWE Quality Assurance within 10 working days. Timely response is necessary for the protection of DWE as well as to protect the supplier from costly charges. In the event the required responses are not received by DWE Quality Assurance, the Supplier will be contacted. Every attempt will be made to partner with the Supplier toward an acceptable solution.

## **2.11 Corrective and Preventative Action**

Corrective Action: Action taken to eliminate the causes of an **existing** nonconformity or other undesirable situation in order to prevent **recurrence**.

Preventive Action: Action taken to eliminate the causes of a **potential** nonconformity or other undesirable situation in order to prevent **occurrence**.

The supplier shall initiate corrective action for all nonconforming product using disciplined problem solving methods.

DWE, its customer or its customer's representative (QAR) reserves the right of access to the suppliers premises during normal business hours on giving reasonable notice for the purpose of ascertaining whether or not satisfactory progress has been achieved and defined quality and technical requirements are being met or for source verification.

## **2.12 Supplier performance**

Supplier performance will be monitored and reviewed on an annual basis. Any supplier with an unacceptable rating may be subject to completing Corrective Action Requests (CAR). The status of the supplier's quality system may be ascertained during DWE on site supplier audits.

## **2.13 Records**

The Supplier must maintain adequate records of all inspections and tests performed.

Suppliers are required to maintain appropriate records for at least 5 years or as per order/contract. Approval to destroy these records shall be obtained from DWE in writing. If the supplier is unsure of what "appropriate records" must be retained, contact DWE for clarification prior to destroying any records.

## **2.14 Export Controls – Notice and Requirements – International Traffic in Arms Regulations(ITAR)**

IF included in the Purchase Order:

- (a) NOTICE: The end item for which the articles under this Subcontract and/or Purchase Order are being purchased is controlled by the United States Munitions List, International Traffic in Arms Regulation.
- (b) Subcontractor / Seller may not transfer any technical data relating to this Order to any non-US Person (wherever located), nor may any technical data relating to this Order be exported from the United States without the prior written approval of DWE and the US State Department, Directorate of Defense Trade Controls.
- (c) No non-US manufacturing of any article under this Subcontract / Purchase is permitted without the prior written approval of DWE and the US State Department, Directorate of Defense Trade Controls.

Revision History:

Rev.	Rev. Date	Change Made
00	7/10/2012	Original
1	3/10/2016	Revised for clarifications