

## Quality Requirements for Suppliers

### 1.0 INTRODUCTION

Our suppliers (defined in Section 3.0 below) are critical to our company objectives of on-time delivery of quality products to our customers. This document and our Purchase Orders (PO's) establish the requirements to ensure outsourced product and services meet our and our customers' requirements. Organizations whose performance meet these requirements may qualify as Prairie Rivet suppliers.

This document is referenced and invoked in all applicable PO's. By accepting a PO, the supplier acknowledges and accepts the requirements of both the PO and this document.

**Section 2.0 General Requirements is applicable to all suppliers listed in Section 3.0.**

**Section 3.0 Special Requirements contains additional requirements according to the type of work performed.**

## 2.0 GENERAL REQUIREMENTS (applicable to all suppliers)

2.1 **QUALITY SYSTEM & CAPABILITY.** By accepting a PO, supplier ensures that they are capable of performing the contracted processes and have the adequate resources and agency or customer approvals necessary to perform the work being contracted, and can deliver the products or services by the date required by the PO.

2.2 **SUPPLIER SUBCONTRACTING.** Subcontracting by a Prairie Rivet supplier is not permitted unless approved in writing by Prairie Rivet. Once approved, this document and the PO's applicable requirements must be flowed down to the supplier's subcontractor and they must meet the requirements. Supplier must also ensure that their subcontractors apply the applicable controls defined in this document.

2.3 **PRODUCT TRACEABILITY.** Supplier will establish and maintain a process for maintaining product and lot identification by suitable means during all stages of production, processing, and delivery.

2.4 **CERTIFICATE OF CONFORMANCE.** Supplier will provide a Certificate of Conformance (CofC) with each delivery of product or service. The CofC acknowledges conformance to the PO and carries the:

- Date CofC issued.
- PO Number (on CofC or Shipper).
- Part number and revision (if any).
- Name of the supplier.
- Signature and title of an authorized supplier representative approving and releasing the products and services.

Even if is not explicitly stated on the supplier's CofC, Prairie Rivet considers the supplier's CofC as the supplier's acknowledgment that the products or services were processed and provided in compliance with the Prairie Rivet PO requirements and associated specifications, as well as this document. NOTE: Initial acceptance of product or services by Prairie Rivet or its customers in no way diminishes the supplier's responsibility to provide conforming product or services. The CofC is a type of Record.

2.5 **RECORDS.** Records include but are not limited to issues pertaining to inspection and testing, and certification of processes and material. Records will be fully legible, and identifiable to the product involved. Records that substantiate conformance of the finished product or service with the specified requirements will be retained for a minimum period of (10) years from issue date and be made available upon request.

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2.6 CONTROL OF NONCONFORMING PRODUCT. Nonconforming product must be positively identified & controlled to preclude intermingling with acceptable product. All nonconforming product must be identified as such and returned to Prairie Rivet regardless of condition (unless it is the supplier's material). Supplier is not authorized to perform dispositions on nonconforming material except for 'rework' to original requirements. Dispositions allowing departures from drawings, specifications, or other PO requirements must be obtained in writing from Prairie Rivet prior to shipment from supplier's facility. Suppliers will notify Prairie Rivet of nonconforming product or services within 24 hours of discovery.

2.7 CORRECTIVE ACTION. Supplier is responsible for determining and implementing corrective action and for performing follow-up actions to verify the effectiveness of corrective actions related to nonconforming product or processes under their control. All corrective action requests from Prairie Rivet will be answered by completing the form supplied by Prairie Rivet (or by completing a form of the supplier's own design that addresses root cause, corrective action, verification, follow-up activities, and effectivity). The completed form must be sent to Prairie Rivet by the due date requested.

2.8 HANDLING, PACKAGING, STORAGE, AND DELIVERY. Supplier ensures Prairie Rivet supplied product is protected from damage, loss, and deterioration during processing and delivery.

2.9 MATERIAL SUBSTITUTION PROHIBITION. Unauthorized material substitutions are not permitted on Prairie Rivet's products. Unauthorized material substitutions include any deviation from the engineering definition of a raw material or substances used in special processes.

2.10 SPECIFICATION REVISION AND SUPERSESSION. Suppliers are responsible for performing work to the current revision of all specifications listed (or those associated with the work described) in the PO. This is true regardless of any obsolete specification revision level or superseded specification that may be listed in the PO (i.e., due to Customer drawings not being up to date).

**3.0 SPECIAL REQUIREMENTS (applicable to specific suppliers)**

In addition to the requirements in section 2.0, the following sections apply according to the type of subcontracting being performed.

**3.1 RAW MATERIAL**

- Material suppliers will ensure material 'mill heat lot number', alloy or type of material is positively controlled & identified on delivered material.
- Material certifications are required and will show clear traceability to the manufacturer of the material, all thermo-mechanical processing (i.e. forging, rolling, drawing, etc.), heat treatment, and any chemical processing and inspections/testing required by the material specification.
- In addition to the CofC (para. 2.4), provide legible copies of the material producer's certification of physical & chemical properties with material delivery. Raw material certifications will show clear traceability to the manufacturer(s) of the raw material including ingot source, all thermo-mechanical processing (i.e. forging, rolling, drawing, etc.), heat treatment, chemical processing and inspections as required by applicable raw material specification requirements.

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**3.2 HARDWARE (Rivets)**

- In addition to the CofC para. 2.4 requirements, the CofC must list the Prairie Rivet JOB NUMBER.
- Actual inspection readings must be supplied and the sampling inspection method used referenced.
- IF the raw material used is supplied by the supplier, material certifications will be provided showing clear traceability to the manufacturer of the material. If product is supplied with plating or other special processes performed, legible CofC's for those processes must be supplied.
- Unauthorized material substitutions are not permitted on Prairie Rivet's products.

**3.3 PLATING & FINISHES, & OTHER SPECIAL PROCESSING**

- Special Processing suppliers must be Nadcap accredited or approved to other applicable process standards (customer specifications with no applicable limitations); otherwise, no work is to be performed and Prairie Rivet is to be immediately contacted.
- In addition to the CofC para. 2.4 requirements, the CofC must list the Prairie Rivet JOB NUMBER, the Special Processes and finishes performed, and provide legible and approved certifications of inspection/testing applicable to the product.
- CofC or accompanying test reports must list the specification and revision level worked to.
- Prairie Rivet must be immediately notified of any test failures affecting our product. Unauthorized substitutions of substances in special processing are not permitted on Prairie Rivet's products.

**3.4 CALIBRATION**

- Provide CofC listing the serial number for each device.
- Equipment used for calibration must be traceable to the National Institute of Standards and Technology (NIST) and calibration practices must comply with ISO 10012-1 unless otherwise required or permitted by PO.

**REVISION RECORD:**

Rev. N/C:                      5/15/21; New Procedure

Approved by	Signature	Date
Jon Hepner, Owner	<i>Jon Hepner</i>	05/18/21
Coye Harrett, Owner	<i>Coye Harrett</i>	05/18/21

 Controlled Copy contains  
original signatures