



QAP-1000 Supplier Quality Requirements

This document is designed to inform the Niles Precision Company Supplier of minimum responsibilities to Niles Precision, incurred by acceptance of purchase orders issued for product or services. If you are unable to conform to this document contact the Niles buyer.

APPROVALS

(signature on file) DATE _____
Dennis M. Bromley, Quality Manager

(signature on file) DATE _____
Jay C. Skalla, President

Any documentation supplied by Niles Precision Company is the exclusive property of Niles Precision Company (unless otherwise noted on such documentation) and cannot be reproduced, distributed or used in other manner without the written consent of Niles Precision Company or rightful owner. This information or any documents provided by Niles Precision Co. may not be exported, released or disclosed to foreign persons inside or outside of the United States without first complying with export license requirements of the ITAR and/or the EAR.



QAP-1000 Supplier Quality Requirements

1.0 SCOPE

This document is applicable to parts manufactured for, parts purchased by or services supplied to Niles Precision Company (NPCO). Any company, organization, or facility that sells a product or service to Niles Precision shall herein be referred to as a supplier. Parts machined, cast, or forged as well as special processes and services shall herein be referred to as product.

2.0 EXEMPTIONS

Procurement of standard hardware parts such as AN, MS or NAS are exempted from the requirements of this document unless specifically required by purchase order.

3.0 ASSOCIATED DOCUMENTS

Compliance to the following document requirements of our customers is mandatory, as applicable, to products intended for their end use. NPCO will list the applicable specification on the purchase order when compliance is required.

SPOC Manual
SABRe
Product Integrity T&C
WPQR

Honeywell E & S Aerospace
Rolls Royce
Parker Hannifin
Woodward

4.0 DISPUTES

In the event a conflict would arise between this document and a documented requirement of our customer(s), the latter requirement will take precedence. NPCO may impose additional requirements. In such cases, the supplier is responsible to comply with those requirements as well.

5.0 APPROVED SUPPLIERS

It is the responsibility of the processor to ensure current approval to specification exists. Product manufactured by a subcontractor for NPCO must have all special processes performed by customer approved suppliers. If you are unsure as to approval status, contact the Niles Precision Company Buyer for assistance. Do not process parts until approval is confirmed.

Supplier must grant the right to NPCO to visit their facility for the purpose of quality and product auditing. The supplier shall aid the NPCO representative during this visit and provide any applicable equipment or information required to complete their objectives.

If a Niles Precision Company purchase order specifies Government or customer involvement is required, the supplier should contact the Niles buyer for arrangements upon receipt.



QAP-1000 Supplier Quality Requirements

6.0 COUNTERFEIT PREVENTION - PARTS COMPLIANCE

The holder of the Niles Precision Co. Purchase Order must be the Original Component Manufacturer (OCM) of the product or the OCM's Authorized Distributor with traceability to the OCM. Niles Precision will only accept hardware with an unbroken chain of custody from these authorized manufacturers or distributors.

Authorized distributors shall provide certification to OCM approved distribution. Or provide evidence of certification, or approval from the appropriate OCM of the product supplied to Niles Precision Co.

7.0 ENGINEERING CHANGES, SPECIFICATIONS, DRAWINGS

It is the responsibility of the supplier to have all applicable specifications at the revision level listed on the purchase order. If the supplier is not in possession of the listed revision level, it is their duty to contact the NPCO Buyer to obtain a copy.

The supplier shall ensure all changes to engineering requirements are incorporated as soon as notified. If notification of change is received after point of change contact the Niles Precision Company Buyer as soon as possible.

8.0 QUALITY SYSTEM REQUIREMENTS

The supplier must have a quality system compliant to AS9100 or ISO-9001 or NADCAP unless otherwise relieved by purchase order. The supplier shall maintain a Quality Management System and perform all necessary inspections and tests to ensure products/services meet purchase order requirements, unless otherwise instructed on the purchase order. Records of the inspections and tests performed must be kept. See section 18.0

The supplier must notify NPCO for approval of any changes in the product, sub-tier suppliers, and manufacturing facility location.

9.0 PERSONNEL QUALIFICATION

Suppliers must have a documented Training Program that includes the following training items:

- Awareness
- Ethics/Business Conduct
- Product Safety
- Product Conformity
- Foreign Object Debris Prevention (FOD)
- International Traffic in Arms Regulation (ITAR)

All personnel performing work on NPCO product must be competent and trained to the process they are performing. Supplier must understand and comply to QAP-1000



QAP-1000 Supplier Quality Requirements

10.0 CALIBRATION SYSTEM

All suppliers to NPCO shall establish and maintain a measurement management system that is in compliance with either:

- ANSI Z540-1 – This standard provides a mechanism for promoting confidence in calibration laboratories and measuring and test equipment.
- ANSI/NCSL Z540.3 – Calibration laboratories and measuring test equipment requirements.
- ISO 10012 – Requirements for measurement processes and measuring equipment.
- ISO/IEC 17025 – General requirements for the competence of testing and calibration laboratories.

Accredited calibration certificates are required. In the event the outside source is not accredited or compliant, original equipment manufacturer (OEM) is acceptable. Calibration records will be made available to NPCO representatives upon request. If a significant out of tolerance condition, where the equipment is 50% or more out of tolerance, is discovered on units used in the manufacture of Niles product the supplier must notify the NPCO Quality Manager in writing within 24 hours of the discovery.

11.0 PURCHASE ORDER ACCEPTANCE

By accepting a NPCO purchase order the supplier agrees to comply with all conditions of that order. If the supplier is not able to comply with all conditions including the requirements of this document the supplier must inform the NPCO Buyer. Under no circumstances is production to begin until the order is accepted. Purchase orders should have the acknowledgment copy signed and returned. Right of access by the organization, their customer and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

12.0 APPROVED PROCESSES OR PROCEDURES.

Approved processes or procedures must be in place prior to production when approval is required. Procedures, procedure changes and samples, when required must be submitted to NPCO for customer approval. Written authorization to run at NPCO risk may be provided, and upon receipt, processing may commence.

The organization shall make no changes in design, materials, manufacturing location, manufacturing processes / technologies, or sources of supply without notifying Niles Precision Company, for approval prior to implementation of any changes that affect the approved configuration as defined in QAP-1000. Supplier Process Change Control shall be submitted to Niles Precision for approval.



QAP-1000 Supplier Quality Requirements

13.0 FIRST ARTICLE INSPECTION REPORT/LAYOUT REPORT

First Article Inspection Report (FAIR) must be included for product (excluding services) supplied to NPCO. The FAIR must be produced from a part in the first lot shipped to NPCO. A complete FAIR package includes AS9102 forms 1, 2, and 3 as well as a numbered print and all referenced certifications. All FAIR documentation must conform to AS9102 requirements. Frequency of the FAIR will be as dictated by the customer requirements listed on the purchase order.

Upgrading a FAIR to a higher revision level from a previously produced level requires documentation reflecting only the changes as listed on the print.

14.0 CERTIFICATION OF COMPLIANCE

All supplied product must be accompanied by a certification of compliance to all requirements of the purchase order. Payment will not be made until the certifications are approved by NPCO Quality. All documents, including specifications, referenced on the Certification must include applicable revision levels. At a minimum, the certification must include the following:

ALL PRODUCT:

Part number and revision level produced to,
Total quantity certified
Purchase Order number and serial numbers if applicable,
Listing of any authorized variation and method of authorization,
Fixed/Frozen process approval dates
Signature of authorized Quality Representative,
Requirements listed below based on the type of product.

FABRICATED / MANUFACTURED PRODUCT, CASTINGS, FORGINGS

Conformance to all drawing notes and related documents,
Raw material specification and certifying supplier,
Listing of all special processes and processor,
Special tests performed. (hardness, flow testing, etc.)
Actual hardness must be reported as tested

SPECIAL PROCESSES

Specification processed to and revision level.
Special requirements.
Example; .0002 to .0003 thick, .008 to .012 almen.

15.0 SHIPPING DOCUMENTATION



QAP-1000 Supplier Quality Requirements

Shipments must include the following documentation: Certification of Compliance, FAIR if required, copies of material certifications, and copies of all special process certifications.

16.0 NONCONFORMING PRODUCT

Nonconforming product may not be shipped to NPCO without prior authorization and disposition. When product is discovered to be nonconforming by the supplier the NPCO Quality Department must be notified immediately.

Product found to be nonconforming by NPCO may generate a Supplier Corrective Action Request (SCAR). This request must be investigated by the Supplier and answered by the date stated on the request. Return all SCAR's to the attention of the Niles Precision Company Quality Department.

17.0 STATISTICAL PROCESS CONTROL (SPC)

SPC requirements where applicable will be conveyed to the supplier by the purchase order. The supplier must have a documented SPC system or program in place to accept an order from Niles containing SPC requirements

18.0 RETENTION OF DOCUMENTATION

Objective evidence of inspection, tests, calibration, raw material certification, special process and final acceptance must be retained permanently. Supplier quality records may be compared to Niles records if an auditor so desires. As a minimum the following records and documents are to be retained as specified above;

First Article Inspection Reports	Any related SCAR
All Quality Records, including	Certification of Compliance
Radiographic Film, Digitized Film	Special process certification data
Or Digital Radiographs	
Raw material and test reports	

All data or records must be retrievable and made available to Niles Precision Company within a twenty four hour period. The supplier shall contact the Niles Precision Buyer for disposition of records upon termination of business activity.

19.0 SUPPLIER RATING

Niles Precision Company shall review each supplier for Defects per million parts ($PPM \leq 1000$) and On-Time Delivery ($OTD \geq 90\%$) on a periodic basis. Any supplier that is found to have sustained PPM or sustained unacceptable OTD will be sent a letter requesting systemic corrective action by the supplier. Niles Precision Company expects the supplier to review this data and to respond to us with systemic corrective action within the timeframe specified. If no



QAP-1000 Supplier Quality Requirements

response is received or if notified of an inadequate response and it is not addressed we will elevate this information to our customer for review and potentially remove the supplier from the NPCO Approved Processor Listing.

20.0 PRESERVATION

Suppliers shall exercise care with property belonging to Niles Precision while under the control of, or being used by the supplier. This shall include tooling, gauging, product, and packaging Identification and traceability etc.

QAP-1000 Supplier Quality Requirements

21.0 REVISION HISTORY

Rev.	Date	Description of Change	Owner	Approved By
E	See Signed Copy	Was extensively rewritten	Executive Management	Jay Skalla / Core Team
F	See Signed Copy	Documentation statement added (page #1)	Executive Management	Jay Skalla / Core Team
G	See Signed Copy	Added last sentence to Section 10.0	Executive Management	Jay Skalla / Core Team
H	See Signed Copy	Revised Para. 11.0 – Added “procedure changes” to statement	Executive Management	Jay Skalla / Core Team
J	See Signed Copy	Added “All quality Records, including Radiographic film. Digitized Film, or Digital Radiographs” to Para 17.0 criteria.	Executive Management	Jay Skalla / Core Team
K	3/14/2016	Revised Para. 7.0 to remove the revision of ISO-9001 and removal of MIL-I-45208. Revised Para 9.0 to add ISO 10012. Revised Para 17.0 to add - The supplier shall contact the Niles Precision Buyer for disposition of records upon termination of business activity. Revised Para. 11.0 for control of process change.	Executive Management	Jay Skalla / Core Team
L	3/15/18	Section 6.0 and 20 added. Sections 6 thru 18 renumbered 7 thru 19. Woodward added to Section 3.0, Goals added to section 19.0, reformatted Header and Rev table, Removed all change bars and note describing change bar use, changed “must” to “should” in section 11	Executive Management	Jay Skalla / Core Team
M	3/11/2019	ITAR requirements added to page 1. Updated section 3.0 WPQR added. Updated section 8.0 added Quality Management System & See section 18.0 Updated section 9.0 adding Awareness training, FOD and ITAR. Updated section 19.0 adding OTD \geq	Executive Management	Jay Skalla / Core Team



Revision: N
Effective: March 4, 2020

QAP-1000 Supplier Quality Requirements

N	3/4/2020	Update to section 10.0	Executive Management	Jay Skalla / Core Team
---	----------	------------------------	----------------------	------------------------