

## QUALITY REQUIREMENT INSTRUCTIONS For General Quality Requirements SERIES 100 FORM

### 101. Seller's Quality Control

This level of inspection is normally met by the seller, as outlined in the seller's written quality control manual and procedures, which are based on industry wide standards for the products supplied. The seller should have as a minimum, procedures that control and describe the manufacture of the product supplied to assure a product of high quality in accordance with the Purchase Order.

### 102. Certificate of Compliance

The Seller shall submit a Certificate of Compliance for each shipment. Each COC shall contain, as a minimum, the following:

- a. Our Purchase Order Number
- b. Quantity Supplied
- c. Material Heat/Lot Number, If Applicable
- d. Applicable Specification – This includes all revisions, amendments, changes and dates as depicted on our Purchase Order and applicable drawing.
- e. Typed/Printed Name, Signature and Title
- f. Date Shipped
- g. Our Part Number
- h. Positive Statement of Compliance – Such as, "The reported results represent the actual attributes of the material furnished and indicate full compliance with all applicable specification and contract requirements." Statements such as "to the best of my knowledge" or "to the best of my belief" are **not acceptable**.
- i. Mercury Free Statement - The use of mercury, mercury compounds or mercury bearing instruments and/or equipment in a manner which might cause contamination in the manufacturer, assembly or test of material on this contract is prohibited.
- j. Shelf Life and Cure Date, if applicable

NOTE: Material Test Reports are not required at the time of shipment, however, these records shall remain on file at your facility.

### 103. Corrections to Certifications

If corrections to certifications are required, the errored entry must have a single line through, the correction entered aside the error, initials and date. Or, if the certification was corrected and re-issued, the original date must remain on the certification, a date of revision added, and an asterisk next to the correction, for identification.

*The use of white-out is strictly prohibited.*

### 104. Qualifying Country Material

Material supplied on this contract shall be in accordance with DFARS Clause 252.225-7014, Alternate I, and the Berry Amendment as contained therein, Preference for Domestic Specialty Metals, and must be flowed down to all sub-tier suppliers. The clause does not apply to a specialty metal melted in a qualifying country or incorporated in an article manufactured in a qualifying country.

When foreign material is supplied, all certifications must be translated into English.

### 105. Record Retention

All records, including certifications, inspection records, SPC data, etc., must be retained for seven (7) years minimum, **after the date of the last shipment.**

### 106. Information and Nonconformance Requests

If, during contract review or production, the Seller requires information, interpretation or a waiver, it is required that the information be submitted in written format to the Buyer's attention via fax or e-mail.

Nonconformances which affect fit, form or function or reliability of the end item or otherwise affect the terms of this order shall be referred in writing to the Buyer for disposition when it is believed that "use as is" or "use after repair" dispositions would be appropriate. Requests for acceptance of nonconforming supplies/material must contain information necessary to permit the Buyer analysis and disposition. All nonconforming material must be clearly segregated in the supplier's facility.

All Information and Nonconformance Requests must be submitted on a Vendor Information Request Form, QCF-115. This form can be found on our website: [www.globalsfc.com](http://www.globalsfc.com), under the Vendor Portal.

**ALL INFORMATION AND NONCONFORMANCE REQUESTS MUST BE COMPLETED BY OUR COMPANY PRIOR TO SHIPMENT.**

### 107. Drawings, Specifications and Standards

Pertinent drawings, specifications and standards may be issued with the Purchase Order as needed.

In cases where proprietary drawings are issued, the information contained therein may not, in whole or part, be reproduced or used for any other purpose, or disclosed to others without written authorization from the Buyer.

### 108. Welding and Related Processes

Welding and inspection shall be in accordance with Tech Pub 248, Tech Pub 278 and NAVSEA 0900-LP-000-1000, current revisions, or as dictated elsewhere in the Purchase Order.

All welding and brazing procedure and performance qualification shall be in accordance with Tech Pub 248, current revision, or as dictated elsewhere in the Purchase Order. Qualification data shall be submitted to the Buyer prior to any welding or related processes.

Welding Records shall include the following:

1. Joint Identification
2. Joint Design
3. Base Material Type and Lot Number
4. Filler Material Type and Lot Number
5. Fit-Up
6. Welding Procedure Identification
7. Heat Treatments(including preheat, interpass, and post-weld heat treatment temperatures)
8. Welder Identification

- 9. NDT Methods and Results
- 10. Disposition of Welds
- 11. Cycles of Repairs to Weld
- 12. Inspection Procedures
- 13. NDT Personal Identification

**109. Calibration System**

The Supplier shall be responsible for providing and ascertaining accuracy of tools, gauges and inspection equipment to assure conformity. A written schedule shall be maintained to provide for periodic inspection and calibration in accordance with MIL-STD-45662A.

**110. Malpractice Prevention**

The Seller must ensure that systems are available for the prevention and detection of deliberate malpractice.

**111. First Piece Inspection**

When invoked by the Purchase Order, the supplier will notify and submit to the Buyer the first acceptable unit for inspection and acceptance prior to proceeding with the contract if requested elsewhere in the Purchase Order. The Buyer will notify the supplier of its acceptance or rejection within 24 hours after receipt.

**112. Receipt Information**

- 112.1 Warehouse Receiving Inspection shall be performed upon receipt at the buyer's facility. This includes, but is not limited to:
  - a. Items are properly packaged, undamaged, identified and are of the correct type, quantity and condition as required by the Purchase Order.
  - b. Verify that supplier OQE has been received as required by the Purchase Order.
  - c. Verify that Material Certifications are attached as required by the Purchase Order.
  - d. Verify marking is as required by the Purchase Order.
- 112.2 Quality Assurance Receipt Inspection will be performed at the Buyer's facility. This includes, but is not limited to:
  - a. Perform certification review to assure compliance with Purchase Order requirements.
  - b. Perform dimensional inspections to assure product conformity to drawings, specifications and plans. Sampling shall be in accordance with MIL-STD-105D, Level II, AQL 1.0, unless specified elsewhere in the Purchase Order.

**113. Corrective Action Requests**

When material is found to be discrepant, a Request for Corrective Action may be sent to the Seller. The return of this request must be completed within the time specified. The action must be effective and permanent in removing the cause of the defect. Such statements as "Cautioned the Operator" or "Changed the Drill" are not acceptable. However, changes in the written work instructions to include these warnings or directions may be acceptable. Failure to respond or abnormal delays is cause for refusal to accept further shipments or removal from our Approved Vendors List.

**114. NOFORN**

If invoked by the Purchase Order, Series 400 and 500 Forms must be completed prior to issuance of any drawing, specifications or standards and be returned to the Buyer.

**115. Source Directed Component Procurement Requirements**

The actual part number of the manufacturer/source must be supplied when requested. "Or equal" substitutes are prohibited unless specifically noted on the Purchase Order. All paperwork accompanying material must also reflect the manufacturer's part number.

**116. Preservation and Packaging**

Unless specified elsewhere in the Purchase Order, the following shall be invoked:

All material shall be preserved, packaged and packed to afford adequate protection against dust, moisture, rust, corrosion, deterioration and physical damage during shipment from the supply source to the user and for storage in a temperate climate for a minimum of one (1) month. Inlet and outlet connections on material and/or components shall be sealed to prevent entrance of foreign matter.

**117. Use of Global/SFC Valve Gauges**

If SFC Valve supplies measuring and test equipment to a sub-tier supplier performing manufacturing work, the sub-tier supplier will return the measuring and test equipment upon completion of work. Or, if measuring and test equipment cannot be returned immediately, the sub-tier supplier will provide an inspection record of the dimensions inspected by the supplied measuring and test equipment. If vendor inspection records are supplied instead of the gauges, the vendor inspection records will be approved by the Quality Assurance Manager or designee prior to release of part into production.

**118. Tooling Approval (Castings and Forgings)**

Prior to proceeding with tooling for castings or forgings, the Seller shall submit a sample for dimensional inspection. Sample may be manufactured with contracted material, plaster or wax.

**119. Seamless Pipe**

Unless specifically authorized, only seamless tubing and pipe shall be used in items/components supplied. The Seller's material control system must assure that seamed pipe and tubing is controlled such that it cannot be mixed with seamless pipe and tubing. This material control requirement must be passed on to the supplier's mill or distribution sources and sub-tier suppliers.

**120. Buyer's Source Inspection**

The buyer reserves the right to inspect at source, supplies and services not manufactured or performed at the buyer's facility. In addition, the seller is required to inform the buyer if the tentative dates of the conductance of all tests applicable to this item at least seven (7) days in advance of such tests. The seller is further required to inform the buyer of any changes in the above test/inspection/operation scheduled; testing shall proceed unless otherwise notified by the buyer. Witness of manufacturing processes and/or tests by the buyer's Quality Assurance shall not be construed to indicate acceptance of the product. Evidence of Source Inspection shall normally accompany shipment.

## 121. Government Source Inspection

The Government reserves the right to inspect at source, supplies and services not manufactured or performed at the buyer's facility with advanced notification.

## 122. Shipment Instructions

122.1 Unless specified elsewhere in the Purchase Order, the following shall be invoked:

All material shall be preserved, packaged and packed to afford adequate protection against dust, moisture, rust, corrosion, deterioration and physical damage during shipment from the supply source to the user and for storage in a temperate climate for a minimum of one (1) month. Inlet and outlet connections on material and/or components shall be sealed to prevent entrance of foreign matter.

122.2 Partial deliveries of either line items or the entire Purchase Order are prohibited unless specified elsewhere in the Purchase Order. In the event partial shipments are made without approval, the material will be held at receiving until the order is completed.

122.3 All containers shipped to the buyer's facility shall include the following information:

- a. Our Purchase Order Number
- b. Our Part Number
- c. Package Number

122.4 All shipping documents shall be located in container one (1), or in an attached envelope.

122.5 All loose material such as plates, burn-outs, etc. must be marked with our part number as a minimum.

122.6 Please visit [www.globalsfc.com](http://www.globalsfc.com) to retrieve a copy of Series 600 form for Standard Transportation Routing Instructions.

## 123. Order of Precedence

In cases where the Purchase Order is rated, the following clause is invoked:

- a. This is a rated order certified for National Defense use, and you are required to follow all of the provisions of the Defense Priorities and Allocations System Regulation (15 CFR Part 700).
- b. Copies of the DPAS regulations may be obtained by writing or calling the Office of Industrial Resource Administration, Room 3876, U.S. Department of Commerce, Washington, D.C. 20230 (Ref. DPAS); telephone (202) 377-4506. Alternatively, the regulations may be found in many Public Libraries or any Law Office.
- c. There are two types of priority ratings: DO and DX. DO rated orders take precedence over unrated defense or commercial orders you now have in hand or may receive prior to the completion of this Purchase Order. DX rated orders take precedence over DO rated orders.
- d. All Government rated orders must be scheduled realistically. If you or your suppliers have difficulty obtaining the materials required to complete this Purchase Order on schedule, expediting assistance can be obtained by submitting a Request for Special Priorities Assistance (Form ITA-999) to the Department of Defense Contract Management Organization Area office administering the prime contract. The Buyer can provide assistance in the submittal. Immediate notification of any recognized potential delay (and the cause therefore) which would jeopardize meeting the required delivery date(s) of the Purchase Order must be made by the Seller to the Buyer.

## 124. Cyber Security

Federal Acquisition Regulation (FAR) 204.73 requires that all companies maintain accurate security to safeguard unclassified controlled technical information on their unclassified information systems from unauthorized access and disclosure.

Contractors must report DoD certain cyber incidents that affect unclassified controlled technical information resident on or transitioning contractor unclassified information systems. Detailed reporting criteria and requirements are set forth in the clause 252.204-7012, entitled "Safeguarding of Unclassified Controlled Technical Information".

## 125. Vendor Survey Report

If not previously furnished, the subcontractor must complete a Vendor Survey Report, and forward to SFC Valve Corporation, Post Office Box 630, 160 Cannery Road, Somerset, PA 15501, Attn: Quality Assurance Department. If you are unsure if this has been completed for your company, or to request a Vendor Survey Report, please contact [documentationcontrol@globalsfc.com](mailto:documentationcontrol@globalsfc.com)