

**QF-084-2****Aerospace Supplier Quality Requirements**

Issued by: Quality Systems Manager

Effective Date: 1/6/2017

Rev. A

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**Shipment & Delivery**

Supplier shall prepare and package all shipments to prevent damage and/or deterioration. Charges for shipping and related activities are included in Order price unless otherwise specified. As specified by Zeco Machine, Inc. purchase order, all deliveries shall meet expected quantities, schedule, and quality. Supplier shall immediately notify Vector of any expected or actual delays.

**Supplier Approval**

Supplier may not offload sourced work without written approval from Zeco Machine, Inc. Zeco Machine Inc. requires that all specifications, characteristics and requirements stated in purchasing documents flow down to sub-tier suppliers. Sub-tier suppliers may be subject to approval by Zeco Machine Inc. and/or its customers before sourcing.

**Personnel:** Personnel performing special processes must be qualified and / or certified.

**Right of Entry**

Supplier shall allow Zeco Machine Inc. its representatives, customer representatives, and regulatory agencies right of entry to their facilities and all records pertaining to current and past orders.

**Furnished Materials**

All materials furnished to supplier, such as blueprints, specifications, tooling etc., are to be returned upon completion of order unless other arrangements have been made.

**Quality**

Supplier shall maintain controls and perform all inspections and tests required to record and confirm a product's conformance to Zeco Machine, Inc. requirements flows down. The most current revision of files, drawings, and process specifications shall be used as specified in the purchase order or applicable documents. If not listed in the purchase order, the latest revision is to be used.

**Non-Conforming Material**

Non-conformance of product is to be reported to ZECO MACHINE, INC. immediately for disposition. ZECO MACHINE, INC. will dictate rejection, use-as-is, or rework as required. All costs due to non-conformance are the responsibility of the supplier. ZECO MACHINE, INC. reserves the right to recover any costs incurred due to nonconforming products from the responsible supplier(s), this includes material defects that are discovered during or after ZECO MACHINE, INC. manufacturing and/or machining operations.

**Inspection, Measuring, and Test Equipment**

Supplier shall maintain inspection, measurement, and test equipment such that calibration traceable to N.I.S.T or approved standards is maintained and recorded. These records must be made available to ZECO MACHINE, INC. when requested. Further requirements may be specified in the ZECO MACHINE, INC. Purchase Order.

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## **Certifications**

Supplier is responsible for documenting and providing all necessary certifications dictated by purchasing documents and engineering data. These certifications shall reflect that all requirements, including material certification, process certification and other specifications have been met.

## **Records**

Supplier shall maintain records of work conducted for Zeco Machine, Inc. Afore mentioned records shall be maintained for a minimum span of 10 years. Records shall include the certificate of conformance provided at delivery and all supporting and/or supplementary materials.

## **Calibration Services**

Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (N.I.S.T.). Certificates of calibration are required.

## **Non-Disclosure**

Information provided by Zeco Machine, Inc. including drawings, documents, models or other records, shall be considered confidential and shall not be disclosed by the Supplier or used for purposes other than performance of ZECO MACHINE, INC. orders unless written approval from ZECO MACHINE, INC. is obtained.

## **Additional Requirements**

Any order requiring conformance to DFARS, DX, ITAR or other government ratings / requirements will be noted as such. Supplier shall be responsible for conformance to stated requirements / ratings when applicable. These requirements must be flowed down to any sub-tier supplier.

## **Foreign Object Damage**

Supplier shall control / prevent foreign object damage or contamination during manufacture, assembly, inspection and / or shipment.

## **First Article Inspection.**

If required by Zeco Machine, Inc. on the Purchase Order, first article inspections are to be recorded on form AS9102, current revision. Any other format used must be in conformance with AS9102 and approved by Zeco Machine, Inc. prior to use.

If there are any questions, Call and request to speak to a Sales or Quality Systems Management representative

**Zeco Machine, Inc.**

**(405) 282-3313**