

Garner Industries
Supplier's General Requirements
Revision _0

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1.0 SUPPLIER QUALITY ASSURANCE REQUIREMENTS

1.1 Contract Review

Supplier shall review all requirements related to the product which includes all flow down requirements prior to accepting any Garner Industries purchase order to ensure the Supplier has the ability to meet the requirements.

Records of contract reviews shall be maintained.

1.2 Supplier Management

Supplier's purchasing process shall provide for the flow down of Garner Industries technical and quality requirements to their suppliers.

Supplier shall verify that purchased product meets specified drawing and purchase order requirements.

Supplier shall have a system to select, evaluate and re-evaluate their suppliers.

Supplier shall maintain an approved supplier list.

1.3 Control of Documents & Records

Supplier shall ensure applicable drawings, specifications, procedures, and instructions to support Garner Industries purchase orders are used and controlled for procurement, fabrication, inspection, and acceptance. Supplier shall ensure obsolete documents are promptly withdrawn from use.

Supplier shall establish and maintain records to provide evidence of conformity to purchase order requirements. Records shall remain legible, readily identifiable, and

retrievable. Garner Industries shall be provided records upon request. These records shall be retained for a minimum of 7 years or as required by the purchase order. Prior to any destruction of Garner Industries records, Garner Industries shall be notified for the disposition of those records to be destroyed.

1.4 Control of Non-Conforming Product

Supplier shall identify, segregate, and disposition articles that do not conform to purchase order requirements. Supplier shall provide prompt notification to Garner Industries if nonconforming product is identified after shipment to Garner Industries and take immediate containment and corrective actions. When non-conforming material is corrected, it shall be subject to re-verification to demonstrate conformity to the requirements.

The Supplier does not have MRB Authority and cannot use dispositions of “use as is” or “repair” without written authorization Garner Industries using Figure 1 – Supplier Change / Deviation / Waiver Request Form. The Supplier shall flow this requirement to any sub-tiers performing work for Garner Industries.

Returned product back to the Supplier shall be reworked or replaced using the same standard manufacturing processes utilized initially when qualified. Any rework that requires non-standard work to correct returned product must first be approved by Garner Industries by submitting Figure 1 – Supplier Change / Deviation / Waiver Request along with the proposed rework procedure. All returned product reworked or replaced shall be identified as such on the Certificate of Compliance.

2.0 SUPPLIER QUALITY ASSURANCE PROCUREMENT PROVISIONS

2.1 Certificate of Compliance

Supplier shall include a Certificate of Compliance (C of C) with each shipment to Garner Industries. The C of C shall include at a minimum:

- Statement of conformance to purchase order, applicable specifications, and drawing requirements with signature of authorized representative.
- Supplier's name, address, and contact information.
- Purchase order number.
- Garner Industries part number & drawing revision.
- Statement that test results or documents verifying the conformity of product is available for review by the purchaser

Copies of all Materials Certifications shall be submitted with the C of C.

Supplier shall include a Certificate of Analysis (C of A) for any raw material manufactured for Garner Industries.

2.2 Special Processes

Suppliers performing special processes shall have their special process approved by either Garner Industries, our Customer, or maintain NADCAP approval.

Supplier shall only use NADCAP approved sub-tiers for any subcontracted special process unless directed otherwise by Garner Industries Purchase Order. Examples of special processes include, but are not limited to; passivation, anodizing, chemical films, plating, soldering, non-destructive testing, welding, brazing, and heat treating.

2.3 Change Control

Supplier shall not make any changes to their processes, manufacturing location, equipment, material, product design (or any change which may affect product design or function), sub-tier suppliers, or any purchase order requirements without specific written approval from Garner Industries.

If changes are deemed necessary from the Supplier, Figure 1 – Supplier Change / Deviation / Waiver Request Form, shall be submitted to Garner Industries Buyer for proper distribution and approvals. If approval is granted, this form shall accompany supplier's Certificate of Compliance (C of C) with each shipment the request form applies to.

2.4 Foreign Object Damage / Debris (FOD)

The Supplier shall ensure that Foreign Objects and subsequent Foreign Object Damage (FOD) are eliminated from all parts prior to shipment. Suppliers are to maintain a FOD free environment during machining, manufacturing, assembly, maintenance, inspection, storage, packaging and shipping.

Suppliers are responsible for flow down of these requirements to their sub-tier suppliers to ensure FOD free products.

2.5 Right of Entry

The Supplier shall provide access to Garner Industries representatives, their customer and regulatory authorities (accompanied by Garner Industries), if required, to all facilities involved in the order including Suppliers' sub-tier suppliers. Supplier shall provide all applicable procedures, records or other objective evidence as requested for review by Garner Industries. This right of access shall be flowed down to sub-tier suppliers.

Figure 1

garner industries		DEVIATION/WAIVER REQUEST		Deviation / Waiver No.:
Customer / Supplier Information:		Date:	Purchase Order / Job No.:	
		Customer Part No.:	Garner Part No.:	
		Revision Level:	Material:	
Quantity of Parts:	Part Description:			
Requested By:			Date:	
INSPECTION REPORT				
Description of Discrepancy:				
Deviation / Waiver Justification:				
DISPOSITION				
<input type="checkbox"/> Acceptable for Use <input type="checkbox"/> Accept for _____ Parts / Pieces Only <input type="checkbox"/> E.C.O. / Drawing Revision				
Corrective Action Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No CAR No. _____				
APPROVALS (signature and date)				
Quality Assurance	Engineering	Manufacturing	Purchasing	Customer
Date:				
Comments:				
Shaded areas to be completed by requestor				
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