Supplier Quality Requirements, Revision A
Quik Tek Machining

The following requirements apply based on the Purchase Order received from Quik Tek Machining Inc.
Please review at the time of receipt of the Purchase Order. Other requirements may be stated on the Purchase Order.

PACKING AND SHIPPING. Supplier shall prepare and package product for Quik Tek Machining Inc. (Quik Tek) to prevent damage and deterioration during shipping.

SHIPMENT/DELIVERY. Shipments or deliveries, as specified in a Quik Tek Purchase Order, shall be in accordance with the specified quantities and to the specified schedule unless approved by Quik Tek. Supplier must notify Quik Tek of any anticipated delay and make arrangements for alternative due dates.

MATERIALS FURNISHED BY QUIK TEK. All materials furnished by Quik Tek, including prints, tooling, etc. are to be returned with the product upon completion of the order unless other arrangements have been made. Supplier must notify Quik Tek of nonconforming product for disposition. Supplier must also notify Quik Tek of supplied property is lost or damaged.

SUBCONTRACTING/APPROVED SUPPLIERS. Any Quik Tek supplier may subcontract Quik Tek work to another supplier. Suppliers may only use Quik Tek-approved suppliers. Prior to subcontracting, Quik Tek must be contacted for approval. All applicable requirements in the Quik Tek Purchase Order must be flowed down to the sub-tier suppliers. Quik Tek must be provided with the same rights and protection as contained in the Right of Access clause following.

RIGHT OF ACCESS. Supplier shall allow Quik Tek representatives, Quik Tek customers, and regulatory agencies right of entry into the entire supply chain’s facilities to determine and verify product, process, records, personnel, material, procedures and systems. These verification activities do not absolve the supplier of its responsibility to provide acceptable product and comply with all Quik Tek requirements.

QUALITY. Supplier shall provide and maintain an inspection system which will assure that all delivered products conform to Purchase Order requirements, whether manufactured or processed by the supplier or a sub-tier supplier. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to requirements. Specifications and other requirements must be performed to the revision stated on the Purchase Order or the most current revision of the specification, as applicable.

INSPECTION AND TEST EQUIPMENT. Supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard. Calibration records must be maintained and made accessible to Quik Tek, if required.

FOREIGN OBJECT DEBRIS (FOD). Supplier shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment. Every effort must be made to ship Quik Tek products without FOD.

RECORDS. The supplier shall maintain records of work performed for Quik Tek. Records shall include the certificate provided to Quik Tek as well as all records that substantiate the certificate. These records are to be maintained for a minimum of ten (10) years unless specified by Quik Tek in a Purchase Order or specific communication.

CERTIFICATIONS. Certifications must reflect that all applicable manufacturing and process specifications called for on the engineering drawing, Purchase Order and any other document provided with an order have been met. It is recommended that all specifications be listed on the certification and in proper sequence, if possible.

FIRST ARTICLE INSPECTION. If required by Quik Tek 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 Quik Tek prior to use.

CALIBRATION SERVICES ONLY. Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration or other similar record must be provided. If calibration is performed on the Coordinate Measuring Machine (CMM), it must include validation of the software using a certified artifact traceable to NIST.

CHANGES. Any changes to the requirements of the Purchase Order or the order details must be approved by Quik Tek in advance of the change for Quik Tek approval.

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If there are any questions, contact:
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