

## ACKNOWLEDGEMENT OF DELIVERY

Please

Sign this ‘Acknowledgement of Delivery’ and return it by Email to the Mesotec’s representative that has sent you this demand.

‘I confirm that we I received the ‘Supplier Quality Requirements Manual’ **WI-742-ACH-1 Rev. 4** from Mesotec Inc. Sherbrooke and that we are compliant at the contents thereof’.

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Name of the company

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Name of the company’s representative

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Position

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Signature

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Date



**SUPPLIER QUALITY  
REQUIREMENTS MANUAL**

**WI-742-ACH-1**

**Rev. 34**

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**HYSTORY OF CHANGES**

Date (Month/day/year)	Affected Sections	Description of changes	Revision
October 8 , 2013	Aknowledgement Scope	Clarify for NADCAP accreditation Clarify for approvals	4
January 24, 2013	All	Complete revision	3
-----	-----	Never existed	2
June 27, 2011	All	Complete revision	1
July 7, 2010	All	New document	0

## **INTRODUCTION**

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Aerospace supplier as Special Process Supplier and Machine Shop that provide Mesotec products or services shall be compliant to this Supplier Quality Requirements Manual.

This Manual:

- specifies the minimum requirements with regards to quality assurance which the supplier and their sub-contractors have to comply with in order to supply goods and/or services to Mesotec;
- constitutes an extension to the Mesotec's PO.

## **SCOPE OF APPROVALS**

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The supplier who receives a purchase order from Mesotec and that PO refers to Prime Customer specification(s) that is requiring approval, shall be approved to the related specification (s).

The supplier that manufacturing parts or do special processes on parts intended for military purposes as per Mesotec PO request must be registered to CGRP or ITAR.

### **APPROVALS**

- The supplier who receives a purchase order from Mesotec and that PO refers to Prime Customer specification(s) that is requiring approval, shall be approved to the related specification (s).
- Supplier who receives a purchase order from Mesotec shall be certified / registered to the Quality Management Systems - Aerospace - Requirements of AS 9100 (latest rev.).
- Supplier and all members of their supply chain that provide special processes (not part manufacturing suppliers) that receive a purchase order from Mesotec:
  - may be accredited to Nadcap AC7004 (latest rev.) in lieu of AS 9100 (latest rev.);
  - Supplier who receives a purchase order from Mesotec and provides special pm must be NADCAP accredited for the following special processes (via the Performance Review Institute (PRI) for the following processes that they provide:
    - ocesses (e.g., Chemical Processing (CP),
    - Coatings (CT),
    - Heat Treating (HT),
    - Materials Testing Laboratories (MTL),
    - Non Destructive Testing (NDT),
    - Nonconventional Machining and Surface Enhancement (NMSE),

- surface enhancement (shot peen), Welding (WLD) plating, heat treatment, bonding, non destructive testing, welding.
  - , coating, chemical processing, electro-chemical machining, etc.) shall be certified/registered to SAE AS 7003. Compliance to SAE AS 7003 is demonstrated by satisfactory audit to National Aerospace and Defence Contractors Accreditation Program (NADCAP).
- If required by Mesotec, supplier shall permit Mesotec to access to all data in OASIS and/or NADCAP databases including registration documentation, certification, audit reports, findings, corrective actions, etc.

## **QUALITY REQUIREMENTS**

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### **1. Confidentiality**

All documents provided with the PO requirements are Mesotec or Prime Customer property and should be strictly confidential nature. These documents must be destroyed or returned to Mesotec upon request.

### **2. Documentation and records**

Documentation and records necessary to demonstrate compliance with the requirements of the purchase order will be maintained and made available.

All documentation must remain legible and readily identifiable; the use of correction fluid on all forms of documents/records must be avoided.

All electronic records must be controlled, retained, and retrievable per the same requirements identified for hard copy records. For electronic records that are transferred from computer files, the storage media must be capable of maintaining the data integrity.

Examples of Quality Records to be retained are, but not limited to:

- First Article Inspection Reports (FAIR)
- In process / final inspection & test records
- Training records
- Manufacturing / fabrication records (e.g., planning sheets, routers, etc.)
- Nonconforming material disposition
- Procurement documents (Supplier placed orders)
- Process control records (used as acceptance criteria)
- Receiving inspection Records (e.g., test reports and material certifications, etc.)

Quality records that substantiate conformance to the finished product with the specified requirements of the quality system shall be retained for a minimum of ten (10) years.

Computer data storage and retrieval system is acceptable for records retention where an efficient backup system is in place.

**3. Personnel qualification**

Supplier shall determine the necessary competence for personnel performing work that affecting product quality and also maintain appropriate training and qualification processes in accordance with their Quality Management System.

**4. Environment**

The Supplier shall ensure that the working conditions and environment are controlled as appropriate in order to perform the Mesotec PO.

**5. Contract Review**

It is the responsibility of the supplier to ensure that they are working to the latest revisions of specifications identified on the purchase order and that all technical information is understood.

**6. Prime Customer Sources Approved**

When specified on the drawing or purchase order, supplier must use only approved sources of the specific Prime Customer to perform special processes.

Note: The use of directed sources does not relieve the responsibility for subcontractor control.

**7. Supplier's Sub-Tiers**

Supplier shall impose requirements comparable to those contained in this document on their sub-tiers.

**8. Right of access**

Mesotec shall have the right of entry into a supplier's facility. Entry shall provide for access to quality system documentation and quality records as well as the ability to conduct audits and verify product and processes. This right to access is extended to all supplier's Sub-Tiers.

**9. Non traditional machining**

Machining by non traditional methods like Electro Discharge Machining, Laser Machining or similar, is prohibited unless authorized in writing by Mesotec Inc.

**10. Product inspection and control requirements**

All products manufactured or processed by the supplier shall be fully inspected against applicable requirements in order to insure that only conforming products are delivered.

**11. Source Inspection**

If necessary, Mesotec will perform a source inspection. If it's the case, this condition will be written on the Mesotec PO.

**12. First Article Inspection****Special Process Supplier**

For a special process supplier, if required by Mesotec, documentation to validate the process can be asked for it. In addition, the supplier must communicate with Mesotec for every questioning in order to produce parts good the first time.

**First Article Inspection****Machine Shop**

A full FAI shall be performed

- For a new part representative of the first production run
- A lapse in production for two (2) years or more occurred
- When requested by Mesotec

A Delta FAI shall be performed in the following situations:

- A change in the design affecting form, fit or function of the part
- A change in manufacturing sources, processes, inspection methods, location, tooling or material with the potential of affecting form, fit or function of the part
- A change in numerical control program or translation to another media
- A natural or man-made event which may adversely affect the manufacturing process
- When required as part of a corrective action request
- All change about drawing and on documentation of Prime Customer.

**13. Notification of Facility Change**

Supplier shall notify Mesotec in a timely manner of any change: of status to its Quality Management System certified/registered, relocation, changes of ownership or changes in top management personnel including the Quality Management Representative.

**14. Tooling**

When measuring instruments, gauges (threads or others), tools or fixtures are provided by Mesotec, supplier must ensure their good condition. No modification of tools provided is allowed unless obtaining the prior written approval by Mesotec.

**15. Notification of process changes**

The supplier shall notify Mesotec of any significant changes in process.

**16. Foreign Object Damage (FOD) Control**

The supplier will ensure that product delivered to Mesotec is controlled in a manner that will prevent FOD from being introduced into the final product.

**17. Packaging**

Parts must be properly packed to avoid any damages or impact during handling and transportation. Also, weight and box format must allow safe handling. When Mesotec provides the parts in containers identified to Mesotec, the parts should be returned in the same containers.

**18. Calibration**

The supplier shall maintain a register of the monitoring and measuring equipment. In addition, it must define the process employed for their calibration / verification including details of equipment type, unique identification, location, frequency of checks, check method and acceptance criteria.



**19. Shipping documentation and certificate**

Supplier must provide the following shipping documents:

a) Packing Slip with a minimum of:

- PO number,
- Quantity of parts,
- Part numbers,
- Job numbers.

b) If required, Copy of FAI or Delta FAI or FIR or Control Sheet

c) CofC must include:

- Mesotec PO number,
- Mesotec Job number,
- Part number and revision number,
- Drawing number and revision,
- Quantity of parts received,
- Quantity of parts rejected,
- Quantity of parts shipped,
- Material description,
- "Factory number" if applicable,
- Supplier CofC number,
- List of the processes that have been applied to the parts,
- Reference to the Prime Customer specifications numbers and applicable revisions,
- All other request on Mesotec PO.

**20. Notification of non conformance**

If any goods are found to be defective or otherwise not in conformance with the requirements of Mesotec's PO, the supplier shall promptly inform Mesotec of such problem. Supplier hasn't the right to declare a Mesotec's part 'Scrap'. Mesotec may require their prompt correction or their replacement at supplier's expense, including shipping and packaging charges. Alternatively, Mesotec may repair or replace such nonconforming goods at supplier's expense.

In the event a condition is discovered that affects previously delivered product, Mesotec shall be notified in a timely manner of the condition. In addition, the supplier shall send a 'Notification of Escape' in writing to Mesotec and shall contain the following as a minimum:

- Supplier name,
- Description of non conformance,
- Packing Slip Numbers,
- Affected Mesotec's PO Numbers,
- Quantity affected and related Part Numbers,

## REFERENCES

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SAE AS9100      Quality Management Systems-Aerospace-Requirements

SAE AS7003NADCAP      National Aerospace and Defense Contractors  
Accreditation ProgramNADCAP Program Requirements

## APPROVAL

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This manual has been approved by:



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Marcel Lévesque  
Quality Assurance Director

October 8, 2013  
Date