



## QUALITY ASSURANCE PROCUREMENT REQUIREMENTS

Please note the following general quality assurance provisions which apply to all Anodizing Industries purchase orders.

### **1.0 Purpose**

The purpose of this document is to establish minimum quality assurance requirements for supplies and services procured under an Anodizing Industries purchase order so as to ensure the required level of quality will be met.

### **2.0 Scope**

This document applies to all vendors supplying materials and services which have a direct bearing on the quality of product or workmanship standards of processes performed by Anodizing Industries.

### **3.0 Quality System Requirements**

The vendor shall establish and maintain a documented quality system as a means of ensuring product quality and be able to provide evidence that products conform to defined requirements.

### **4.0 Calibration System Requirements**

The seller shall have, (or procure from outside source), all necessary measuring and test equipment required to inspect and/ or test key characteristics of the materials or services supplied and shall establish and maintain a calibration program capable of assuring quality standards. Calibrations records shall be traceable to NIST.

### **5.0 Notification Requirements**

Sellers agrees to notify Anodizing Industries in writing of any changes to the following:

- A. Material or procedural changes which may affect quality of a product or service.
- B. Notification of facility change, ownership, or policy changes which may affect the supply of product or service.

### **6.0 Surveys, Surveillance, Audits and Inspection.**

The seller shall permit Anodizing Industries, its customers and regulatory agencies the right to conduct surveys, audits, and surveillance of its facility to determine and verify the quality of contracted work, records and material.

### **7.0 Documentation Requirements**

A. Certificate of Compliance - Required with each shipment of purchased materials or services. The certificate shall be signed and dated by an authorized representative and shall include the following information as applicable:

1. Name and address of seller
2. Material and quantity shipped.
3. Sellers work order number, and the Anodizing Industries purchase order number.
4. For supplies- include if applicable; specifications the material is being certified to, with the batch number, date of manufacture, and the expiration date.
5. For calibrations and testing ; include the procedures and specifications being certified to.



B. Test Report (Physical and Chemical Analysis), when applicable. The certificate shall be signed and dated by an authorized representative and shall include the following information as applicable:

1. Actual values of chemical and physical properties obtained from the lot of material.
2. Material description including type, grade and condition.
3. Lot number
4. Material specification, with rev. number, to which material complies (when applicable).

C. MSDS - Material Safety Data Sheets must be included with all shipments of raw materials, chemicals, solvents etc., on file at Anodizing Industries from previous shipments or readily accessible via the internet.

### **8.0 Lot Traceability Requirements**

Each component of the material supplied shall be traceable to a manufacturing and or processing lot from the source.

### **9.0 Shelf Life Requirements**

If the material purchased has a limited shelf life, the certification must state the date of manufacture and the expiration date. The minimum remaining time must be 75% of the shelf life time.

### **10.0 Record Retention**

The seller shall maintain verifiable objective evidence of all inspections and tests performed, for a period of 7 years.

### **11.0 Nuclear Requirements for Reporting Defects**

The provisions of The Nuclear Regulatory Commission as described in 10 CFR part 21 applies to all purchase orders. Seller shall immediately report any defect found during or after manufacturing, processing or service provided.

### **12.0 Responsibility For Conformance**

The seller shall control sub-tier procurement to the extent required to assure quality requirements are satisfied. Materials must be purchased from approved sources only. Inspection of procured items shall be in accordance with documented procedures. Procedures will address nonconforming materials, and implementation of corrective actions.

### **13.0 Corrective Action Request**

If a quality problem exists, Anodizing Industries shall issue a Corrective Action Request. This requires a timely response (30 days) and must include the following:

Corrective action requirements shall include:

1. Finding - a restatement of condition documented.
2. Immediate Correction - to correct short term symptoms.
3. Root Cause - Identify such as inadequate procedures, processes, training, noncompliance, etc.
4. Root Cause Correction - To preclude recurrence

### **14.0 Shipping/Labeling Requirements**

All materials must be protected and handled in a safe manner which will prevent damage while in transit or in storage at Anodizing Industries. All required documents are to be included.

All materials must be properly labeled and include, product identification and lot number, hazardous ratings and precautions, date of manufacture and expiration date (when applicable).