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ORIGINATOR	STEVEN NICHOL	ORIG DATE	08/07/07	REVISION D
CHECKED	STEVEN NICHOL	CHECK DATE	08/07/07	
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PRODUCTION	R. MANZO	APPR DATE	09/24/10	

REVISION	ECN	DESCRIPTION OF CHANGES	DATE/APPROVALS
A	4790	INITIAL RELEASE	08/07/07 SMN
B	5241	REVISED BASED ON REGISTRAR SUGGESTIONS REVISED TO SIMPLIFY PROCESS	05/14/08
C	7106	REVISED BASED ON NQA AS9100 AUDIT, SEE ECR	09/21/10 CE
D	7768	ADD CLAUSE TO PURCHASE ORDER FLOW DOWN 2.0 ESD HANDLING AND PACKAGING REQUIREMENTS.	08/11/11 ML



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1.0 PURPOSE

The purpose of this instruction is to define the Procurement Quality Requirements (PQR)

2.0 PROCEDURE

Dytran Instruments Inc. Buyers are responsible for communicating the flow down requirements to all suppliers. These requirements are listed below and a matrix has been created to show which requirements are applicable based on the category of material that is purchased.

a) MANDATORY REQUIREMENTS

All documents sent to Dytran must include the Dytran purchase order number, item number, quantity in the shipment (list lot numbers and serial numbers as required), the part number and revision, and the signature and date from the authorized representatives of the issuing organization. Dytran's suppliers are responsible for ensuring that all subcontractors involved comply with Dytran purchasing requirements.

b) SELLER'S QUALITY CONTROL SYSTEM

The seller shall maintain a Quality Control System acceptable to Dytran. The seller is required to inspect the product sufficiently to assure conformance to requirements and acceptance at Dytran. Dytran inspects the product to a sample plan with an acceptance number equal to zero, that is designed to meet ANSI Z1.9 and ANSI Z1.4 unless otherwise specified. The Supplier Quality System is subject to audit by Dytran representatives. These audits will be scheduled as required by the Quality Assurance Manager. All Dytran suppliers are required to submit to visits from Dytran or our suppliers as required by the original purchase orders to Dytran Instruments Inc.

c) ESD HANDLING AND PACKAGING CLASS 1 DEVICES

All items purchased under this order must be handled, packaged and controlled in accordance with ANSI/ESD S20.20/1997. All part containers, tubes, canisters, boxes or bags shall be conductive in accordance with this standard. The end item next higher level packing shall also be ESD rated: ie; parts in gel pak or tube must be wrapped in outer protection that is ESD rated. Any exceptions must be requested in writing to the buyer of record and Dytran Quality.

d) REPORT OF DISCREPANCY

For consideration by Dytran, any departures from drawings, specifications, or other Purchase Order requirements must be recorded and forwarded on the Supplier's Material Discrepancy Report (or equivalent).

e) PACKAGING

All parts must be packaged and handled in a manner to prevent damage in handling and transit.



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f) **EXCESS MATERIAL**

All Dytran-furnished excess material (scrap or otherwise) is to be identified and held until completion of order, then returned to Dytran properly identified.

g) **RESUBMISSION OF REJECTED MATERIAL**

All items rejected by Dytran and subsequently resubmitted by the supplier shall adequately indicate resubmission on the shipping document and make reference to Dytran's rejection document with evidence that the cause for rejection has been corrected.

h) **DYTRAN SOURCE INSPECTION**

Dytran reserves the right to inspect the material submitted in the performance of the Purchase Order or subcontract at the Supplier's facility in conformance with the general specifications for source inspection instructions. Source inspection approval shall not constitute final approval or acceptance by Dytran of the items covered by this Purchase Order nor shall it relieve the Supplier of responsibility to furnish an acceptable item.

i) **RIGHT OF ACCESS**

Dytran Instruments and their customers, regulatory agencies, and Government Inspectors have the right to enter Supplier facilities for the purpose of verifying processes and to conduct source inspections as required by contract.

j) **GOVERNMENT INSPECTION**

During performance on this order, the Supplier quality control, inspection system and manufacturing processes are subject to review, verification and analysis by authorized Government representatives. Government inspection for release of product prior to shipment is not required unless the Supplier is otherwise notified. The Supplier shall provide a copy of this order to the Government representative upon request.

k) **GOVERNMENT SOURCE INSPECTION (DoD)**

Government Inspection is required prior to shipment from the Supplier's facility. Upon receipt of this order, promptly notify the Government representative who normally services your plant so that appropriate planning for Government inspection can be accomplished. On receipt of this order, promptly furnish a copy to the nearest Army, Navy, Air Force, or Defense Supply Agency Inspection office. In the event the representative or office cannot be located the Dytran Purchasing Agent should be notified immediately.

l) **CERTIFICATE OF CONFORMANCE**

Each shipment must be accompanied by one (1) legible and reproducible copy of a Certificate of Conformance containing the signature and title of an authorized representative of the Supplier stating that the material meets applicable specifications cited in the Purchase Order. "The Supplier certifies that they have inspected the material furnished to PQR, drawing, and/or specification requirements and has found them in compliance.



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m) **RAW MATERIAL CERTIFICATION** (bar stock/steel/metals)

Each shipment must be accompanied by one (1) legible and reproducible copy of the Raw Material Certification traceable to the mill source. The certification shall include chemical composition and quantitative values specified in the applicable material specification.

n) **MATERIAL TRACEABILITY, IDENTIFICATION AND CONTROL**

Positive traceability of parts by cross referencing all manufacturing and shipping documents to test reports and certification for the specific raw material lot from which the parts were manufactured is required.

o) **RoHS COMPLIANCE**

Certification is required that materials supplied by the Supplier compliant with RoHS directives.

p) **PROCESS CERTIFICATION**

Each shipment must be accompanied by one (1) legible and reproducible copy of a certificate containing the signature and title of an authorized representative for all processes used, such as heat treating, welding, surface preparation and treatment, etc. When parts are serialized, serial numbers must appear on the certification.

All orders requiring nondestructive tests shall be accompanied by one (1) legible and reproducible copy of a certified report of compliance. These reports must contain the signature and title of the authorized representative performing the inspection and must assure conformance to specification requirements.

q) **FIRST ARTICLE INSPECTION**

First Articles are considered to be the first part from each new production run. A First Article Inspection Report is a complete record for all drawing characteristics and notes with the actual measurements and method of notes compliance documented. When Source Inspection is a P.O. requirement, the First Article part and the First Article Report shall be presented together with the parts at the time of Source Inspection. If Source Inspection is not a P.O. requirement the First Article part and First Article Report shall be packaged separately and shipped with the balance of the parts to Dytran.

r) **FUNCTIONAL TEST REPORTS**

Each shipment must be accompanied by one (1) legible and reproducible copy of actual test results identifiable with test parameters and products submitted. These reports must contain the TEST STAMP and INSPECTION STAMP of the individual performing the task, or the signature and title of the authorized representative of the agency performing the test and must assure conformance to specified requirements.

s) **LIMITED LIFE MATERIAL**

Each package of limited-life material shall be marked with the expiration date, date of cure, part number, purchase order number, quantity, compound number, and manufacturer's



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identification (if different from part number). Date of cure on o-rings shipped to Dytran shall not be older than is permissible under MIL-STD-1523. Synthetic rubber raw materials shall be identified with date of cure, compound, purchase order number, and manufacturer's name.

t) SUPPLIER RECORDS

All records relevant to Dytran Purchase Orders, including test data, material certifications, travelers and material review board records, shall be retained by the supplier for no less than 7 years and retrievable upon Dytran request.