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VENDOR QUALITY REQUIREMENTS

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APPROVALS: Signatures on file

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REVISION CONTROL

DATE:	1/31/01	4/8/11	1/5/13
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GENERAL

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HEARTLAND PRECISION FASTENERS, INC
VENDOR QUALITY REQUIREMENTS

REVISION CHANGE SUMMARY

DOCUMENT NUMBER: HPQP-8.1	
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HEARTLAND PRECISION FASTENERS, INC
VENDOR QUALITY REQUIREMENTS

DATE	ECCO NO.	REV	CHANGE
1/31/01		N/C	RELEASED FOR USE IN THE SYSTEM
4/8/11		A	Reformatted and editorial changes made.
1/4/13		B	Added: section 4.4 AS6174: Counterfeit Material: Assuring Acquisition of Authentic and Conforming Material. 4.4.1 When applicable the vendor shall maintain a method of commodity and item level traceability that ensures tracking of the supply chain back to the manufacturer of all supplies being delivered.
12/17/19		C	Changes made to sections 1.0, 2.0, 3.0, 4.2, 4.4, 4.10. changes made to address a NCR generated by the AS9100 audit

DOCUMENT NUMBER : HPQP-8.1
HEARTLAND PRECISION FASTENERS, INC
VENDOR QUALITY REQUIREMENTS

1.SCOPE

DOCUMENT NUMBER : HPQP-8.1

HEARTLAND PRECISION FASTENERS, INC

VENDOR QUALITY REQUIREMENTS

- 1.1.This document covers essential Quality Assurance Requirements that apply to all vendors supplying Critical materials or services. "Critical materials or services" are those materials or services which are incorporated into final product, or which have a direct impact on the company's product or quality system, or which are otherwise deemed as critical by management.
- 1.2.Office supplies, administrative consumables, furniture, etc. are not critical materials, and therefore not subject to this procedure.
- 1.3.HPF understands it is responsible for the conformity of all products purchased from vendors, including product from sources defined by the customer

2.PURPOSE

- 2.1.The purpose of this document is to outline HPFI's minimum Quality Assurance requirements for vendors supplying Critical materials or services for an essential business relationship with HPFI.

3.DEFINITIONS

- 3.1.For the purpose of this document the following definitions shall apply:
 - 3.1.1.Vendor: a vendor supplying Critical materials or services

4.QUALITY REQUIREMENTS

4.1.Access

- 4.1.1.HPFI and its customers' representatives, including regulatory authorities shall be given access to any premises where work on its contracts is performed for the purpose of surveillance/inspection of HPFI products and/or conduct any investigation upon request.

4.2.Quality System

- 4.2.1.The vendor shall establish and maintain a documented quality system that meets or is comparable to ISO 9000/AS9100 quality system requirements as a means of ensuring product quality and provide evidence that products conform to defined requirements. Evidence that products conform to defined requirements can require 100% inspection or sample inspection of the product as required by purchase order.
- 4.2.2.NADCAP accreditation, the vendor's name on Heartland's customer qualified vendor's list, accreditation to AS9100, and the completion of Heartland's vendor survey shall be considerations when evaluating vendors.

- 4.3.AS6174: Counterfeit Material: Assuring Acquisition of Authentic and Conforming Material

DOCUMENT NUMBER : HPQP-8.1

HEARTLAND PRECISION FASTENERS, INC

VENDOR QUALITY REQUIREMENTS

4.3.1. When applicable the vendor shall maintain a method of commodity and item level traceability that ensures tracking of the supply chain back to the manufacturer of all supplies being delivered.

4.4.Organization

4.4.1.The vendor shall establish and maintain a Quality Program to include identified functions and activities that directly affect quality and assign specific authority and responsibility separate from the other functions in the organization.

4.4.2.The vendor shall ensure that persons are aware of:

4.4.2.1 Their contribution to product or service conformity.

4.4.2.2 Their contribution to product safety.

4.4.2.3 The importance of ethical behavior.

4.4.3 The vendor shall notify HPFI of changes to the processes, products, or services, including changes of their external providers or location and obtain HPFI approval.

4.5.Contract/Purchase Order Review

4.5.1.All HPFI purchase orders shall be reviewed by the vendor's quality assurance department, or equivalent, prior to release for production to assure that all quality requirements are reflected in production and inspection procedures. The vendor shall meet all requirements of HPFI purchase order, which includes the requirements of this document.

4.6.Records

4.6.1.Records and other objective evidence of inspection, testing, processing and fabrication shall be retained by the vendor for a minimum of 10 years after the completion of the contract unless otherwise specified. The records shall be traceable to the originator. The records shall be identified and stored in such a way to prevent damage and to enable the records to be readily located and retrieved.

4.7.Inspection

4.7.1.The vendor shall establish a quality monitoring system that will be structured to provide 100% defect free products/services to HPFI. As a minimum the inspection of HPFI products/services shall be documented and traceable to the HPFI purchase order. Inspection shall include either 100% inspection of material produced or sample inspection of the product/service as required by the purchase order.

DOCUMENT NUMBER : HPQP-8.1

HEARTLAND PRECISION FASTENERS, INC
VENDOR QUALITY REQUIREMENTS

4.8.Process Control

4.8.1.The vendor shall be able to demonstrate adequate control of its processes. Records shall be maintained for qualified processes, equipment, tooling, testing and personnel as required.

4.9.Certification

4.9.1.When required a certification of conformance (COC) or test report for the product/service applicable to the HPFI purchase order shall be provided. Processes shall be certified to the applicable specifications and revisions. Raw material certification shall be available upon request.

4.10.Rejections

4.10.1.All non-conforming material shall be identified and placed in the vendor's bond area. The vendor is responsible for notifying HPFI within 24 hours of any latent defects with any product/service provided.

4.11.Corrective Action

4.11.1.The vendor quality organization shall implement a corrective action program for all products/processes/services provided to HPFI. Non-conformance discovered shall be documented, investigated and appropriate corrective action implemented. Corrective action issued by HPFI shall be answered with the period of time stated on the corrective action, or an extension may be requested when needed.

4.12.Calibration System

4.12.1.The vendor shall establish a calibration system acceptable to HPFI's quality assurance department for the control and calibration of all measuring and test equipment. Calibration shall be traceable to the National Institute of Standards and Technology. Outside calibration sources must be accredited to ISO17025.

4.13.Protection

4.13.1.The vendor is responsible for utilizing a protective method acceptable by HPFI that will protect HPFI products from damage. In cases when specific requirements are provided by HPFI purchase order, the instructions are to be followed.

4.13.2.HPFI encourages its vendors to embrace Continuous Improvement principles and techniques with regards to quality, delivery, and cost. HPFI may specifically impose some tools of Continuous Improvement such as SPC for HPFI Key Characteristics or other processes.

DOCUMENT NUMBER : HPQP-8.1

HEARTLAND PRECISION FASTENERS, INC
VENDOR QUALITY REQUIREMENTS

4.14. Vendor Survey and Control

4.14.1. The requirements set in HPQP-019 HPFI QA Audits and Vendor Control shall be used as the approved procedure for selection, approving and performing vendor rating and control.

4.15. HPFI Approved Vendor List

4.15.1. HPFI approved vendors shall be listed in HPQP-8.3 Approved Vendor List.

4.16. Addition Requirements

4.16.1. Additional requirements beyond this procedure shall be specified on individual purchase orders.

4.17. Changes to Purchase Orders

4.17.1. Changes or amendments made to purchase order, drawing, or specification requirements shall be communicated promptly to the applicable vendor for immediate action.

5. Related Documents

5.1. All documents shall be to the latest revision

5.2. AS6174 Authentic	Counterfeit Material; Assuring Acquisition of And Conforming Material
5.3. HPQM-001	Heartland Fasteners Quality Manual
5.4. ISO 9000	Quality System Requirements
5.5. HPQP-8.3	Approved Vendor List
5.6. HPQP4.7	Counterfeit Material