	Metal Preparations Co., Inc	Title: Supplier Quality Assurance Requirements and Clauses	
	752 Military Road	Doc. No. SQARC-001	Rev. No. A
	Buffalo, New York 14216	Issue Date: 2/12/2010	Revised Date: - Page 1 of 4

SUPPLIER QUALITY ASSURANCE REQUIREMENTS AND CLAUSES

1.0 Purpose:

- 1.1 To establish and specify systematic steps for the supplier quality requirements applicable to procured materials, products, and services ordered under a contract / purchase order issued by Metal Preparations Co., Inc.

2.0 Definitions and Acronyms:

Word / Acronym	Definition
MP	Metal Preparations Co, Inc.
SUPPLIER	The person(s), Company/Corporation providing goods and services to MP
CONTRACT	The contract, sub-contract, purchase order or other written agreement between MP and the supplier.
PRODUCT	The result of activities or processes. A product shall include, but not limited to: services, hardware, software, processed material, or a combination thereof.
P.O.	Purchase Order issued by Metal Preparations Co., Inc.

3.0 General Requirements:

Unless otherwise specified in the contract, all of the following general requirements apply to a contract issued to a supplier by MP.

3.1 Purchase Order Verification and Acceptance:

The supplier shall verify the purchase order issued by MP upon receipt. Any discrepancy noted in price, quantity, specifications, quality requirements, packaging, or delivery requirements shall be communicated to MP. Resolution to such discrepancies shall be completed prior to the supplier taking action on the purchase order. The supplier shall have clear understanding of the requirements before proceeding with the execution of the contract issued by MP.

Upon Acceptance and during the performance of the purchase order, the suppliers' sub-tier suppliers shall have the flow-down of all MP issued purchase order requirements to include key characteristics as identified on the p.o. The supplier shall provide date of shipment and/or commencement of work or services hereunder, promptly.

3.2 Sub-Tier Flow-down:

The Supplier shall ensure that all applicable technical and quality requirements, including key characteristics are flowed down to sub-tier suppliers. The Supplier is responsible to evaluate and approve sub-tier suppliers to ensure their capability to produce quality product and maintain process control. The sub-tier supplier compliance and conformance to MP's contractual requirements is the responsibility of the Supplier.

3.3 Delivery:


Metal Preparations Co., Inc. expects 100% on-time delivery. Deliveries are considered on-time, if the required product, as specified by the requirement of the p.o., is received on the due date or up to 10 days early. Delivery performance will affect the Suppliers' rating. The supplier shall notify MP before the delivery date whenever a delivery date will not be met. Applicable documents, such as: packing lists, certification of conformance, certificate of analysis, material safety data sheets (MSDS), etc., shall arrive with, or prior to receipt of the shipment.

3.4 Conformance to Requirements:

The Supplier shall establish and maintain a documented non-conformance system to ensure that product that does not conform to specified requirements is prevented from unintended use or delivery. The responsibility for review and authority for disposition of non-conforming product shall be defined in writing by MP.

Metal Preparations Co., Inc. expects all materials and products to arrive defect-free. All deliverables items specified by the contract are expected to meet all p.o. requirements and referenced engineering prints/files unless arrangements have been agreed upon between MP Purchasing, Engineering, and Quality Assurance. All agreed upon arrangements shall be confirmed in writing prior to any shipment.

Product not conforming to the specifications and rejected by MP in whole or part may be returned to the supplier at suppliers' risk and expense, or may be held for disposition by MP after notice to the Supplier at Supplier's risk or expense. Product Rejection may initiate a "Supplier Corrective Action Request" (form QSF-141-3) (form within this document), and will also affect the Suppliers Rating.

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3.5 Unauthorized change in Process, Materials or Specification's:

The Supplier shall not substitute or change any processes, materials or specifications as defined on the p.o. without prior MP approval. All changes shall be submitted on the MP "Deviation / Waiver Request" (form QSF-132-1) found within this document. The supplier shall place all processes on hold until the deviation/Waiver disposition is approved and returned.

NOTE: Unless otherwise specified, use of superseding Industry or Military Standard Specifications shall be acceptable provided a notice of cancellation and/or supersession can be obtained by MP as verification.

3.6 Notification of Change:

The supplier shall notify Metal Preparations Co., Inc. in writing of all process, design, fabrication, testing, facilities and material changes that may affect the fit, form, function, reliability or interchangeability of the end item specification of drawing requirements during the performance of this contract. The supplier shall provide MP, an opportunity to examine such changes for compliance of the contractual quality assurance requirements, including any necessary approvals. Failure to notify MP may result in removal from the Metal Preparations' Approved Suppliers List.

3.7 Access to Supplier Facilities:

Metal Preparations Co., Inc. and MP's Customer representative(s) and Government representative(s) reserve the right to access the supplier's facility and their sub-tier suppliers, to assure that the supplier's product(s) comply with the contractual requirements issued to the supplier. This access reserves the right to audit and approve and/or disapprove potential suppliers' and their sub-tier supplier levels prior to award of a contract.

3.8 Quality Program Requirements:

The supplier shall establish and maintain a quality system compliant to the requirements of ISO 9000, or AS9100, or an equivalent MP approved quality system. The supplier's quality system shall be approved by MP and is subject to review and approval at all times by MP.

3.9 ISO / AS Certified Quality Systems and NADCAP Process Approval:

Suppliers certified to ISO or AS quality system regulatory standard or equivalent standard and/or NADCAP accreditation as used for approval by Metal Preparation Co., Inc. shall notify MP immediately, if their certification / accreditation has not been renewed or was revoked.

3.10 Supplier Rating System:

Product delivered under a contract issued by MP is included in MP's Supplier rating system. The rating system is comprised of the incoming inspection yield and adherence to the P.O. delivery schedule. The rating system is used as a method of measuring effectiveness of the supplier's quality system and process control. The supplier rating may affect the acceptance of shipments by MP or future procurements.

3.11 Workmanship:


Workmanship shall be in accordance with the drawing requirements, specifications and any requirements to the detail applicable to but not limited to: manufacturing, processing, marking and packaging. Variance from the stated requirements shall require written permission from MP prior to proceed. The supplier shall review products (where applicable and stated) for the detection and removal of foreign objects to include product free from burrs, sharp edges, tooling marks, mismatch conditions, or any other damage or defect that could make the product unsatisfactory for the intended purpose.

3.12 Corrective Action

If the supplier is issued a Supplier Corrective Action Request, the supplier shall complete the applicable sections. These sections include: Containment, Root Cause, Interim Corrective action, Long term Corrective Action, Implementation and effectivity. The Supplier Corrective Action Request must be signed by an authorized representative of the company and be returned to Mp by the assigned due date. If the supplier requires more time to identify and implement corrective action, the supplier must contact MP Quality Assurance Department; 24 hours prior to the due date, and request an extension. Failure to reply to a supplier corrective action request may affect the suppliers' approval status, rating, and/or future procurement opportunities.

3.13 Record Retention:

The Supplier shall retain objective evidence of the quality of any items supplied, these processes include, but not limited to: manufacturing, assembly, inspection, special processes, processed materials, etc... These records shall be retained and made available to MP upon request. Prior to record destruction, the supplier shall request and receive written approval from MP.

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3.14 Packaging:

The supplier is responsible for ensuring that product is packaged and preserved in container(s), Bags, boxes, crated, bins, as applicable for the type of product to prevent damage and / or deterioration. Each item shall be packaged and identified with the following information (by label or tag):

- Part Number**
- Revision Level**
- Lot/Batch Number**
- Serial Number (if applicable)**
- Shelf life / Cure date (if applicable)**

The supplier shall provide packing slip(s) with the item that states the above information and has the supplier name and address. All items must have shipping documentation or may be refused and returned to the supplier, at the supplier's expense.

Do not combine items from different purchase orders in the same shipping container or on the same packing slip without MP approval prior to shipping.

4.0 Quality Clauses:

THE FOLLOWING ADDITIONAL CLAUSES APPLY IF SPECIFICALLY REFERENCED BY NUMBER IN THE MAIN TEXT OF THE PURCHASE ORDER:

QC100 Quality System

The supplier shall establish and maintain a quality system compliant to the requirements of ISO 9000, or AS9100, or an equivalent MP approved quality system. Third party registration by an accredited registrar will be accepted. The supplier's quality system shall be approved by MP and is subject to review and approval at all times by MP.

Suppliers certified to ISO or AS quality system regulatory standard or equivalent standard and/or NADCAP accreditation as used for approval by Metal Preparation Co., Inc. shall notify MP immediately, if their certification / accreditation has not been renewed or was revoked.

QC200 Certificate of Compliance

The supplier shall submit a Certificate of Compliance with each shipment stating that the product(s) furnished on this contract conform to the quality requirements, drawings, material, processes, test specifications and other applicable specifications. Each certificate of compliance shall be validated by an authorized Supplier representative, by either an inspection stamp or a signature.

The C of C shall contain the following information, when applicable: suppliers' name, and address, P.O. number, product number and revision, serial number, heat number and lot/batch number.


QC210 Certificate of Compliance (Special Approved Processes)

For contracts/ P.O. issued to the supplier that are designated by MP customer requirements as "Special Process Approved Suppliers", all of the requirements set forth in QC200 are applicable. The supplier and/or Sub-tier supplier shall annotate on the Certificate of Compliance, the supplier approved processor code.

QC300 Control of Special Processes

The supplier must have on file at their facility, or their sub-tier suppliers' facility chemical and mechanical test data on raw materials used on the contract issued by MP. Processes listed below must satisfy the requirements of applicable drawings and specifications. All processes performed under the contract issued by MP shall be performed by the supplier or if the supplier is going to out-source any processes, they must contact MP prior to any out-source activity to sub-tier supplier for verification of MP customer approved supplier status.

Chemical Processing (Plating's)	Heat Treating	Bonding	Non-destructive testing
Material Test Laboratories	Shot Peening	Coatings	Cleaning - de-scaling

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QC350 First Article Inspection

The Supplier shall submit a First Article Inspection (FAI) when any of the following occur:

- The first time Material is provided (Full FAI)
- A change in design (partial FAI for affected features/characteristics)
- A change in manufacturing source(s), process(es), inspection method(s), tooling or material
- The first time the product has been manufactured in over 2 years (full FAI)

If the first piece submitted fails to meet the inspection acceptance requirements, a new first piece will be submitted for approval. This procedure shall be continued until an acceptable first article has been approved. The first acceptance shall be based on the requirements of the drawing, files, specification, and purchase order as applicable. Any costs expended for quantity production prior to acceptance of the first article are at the exclusive risk of the supplier. Acceptance of the first article shall not be considered acceptance of subsequent part production. The submission of the first article shall be accompanied by physical data found by the supplier, the tool number to produce the part and in the case of parts produced on molds, dies, etc.. with more than one cavity.

QC400 Source Inspection

Metal Preparations Co., Inc. and MP customers have the right to inspect any or all of the work (supplies, and/or services) included in contract issued by MP to its suppliers, prior to supplier shipment.

QC450 Traceability

Products provided under a contract issued by MP, must be identified by the lot batch number, material type, specification, revision level and original manufacturer. All accompanying documentation such as a packing list, C of C, inspection/test data shall include the controlling number.

QC500 Heat or Melt Control

All Products or materials shall be identified with heat treat, melt, or heat code, or lot number, if applicable by contract specification or drawings/file requirements. Each heat number must be segregated from one another and the packing slip shall note each lot and its respective quantity.

QC550 Inspection / Test Data

The Supplier shall perform in-process and final inspection and/or test of the product as applicable to validate compliance of the product to the required drawings, specifications, or regulatory standards as defined on the contract issued by MP. Evidence of inspection and/or test shall be documented in the supplier's format and be maintained by the supplier. MP may request copies of the inspection / test data to be provided at the time of shipment, or within the retention time of the record.

QC600 Calibration

The supplier's calibration system for measuring and test equipment shall be in accordance the requirements of Ansi/NCSL Z540-1 or ISO 10012 calibration systems. The supplier's calibration system shall be traceable to NIST. The suppliers' calibration system is subject to review and approval by MP, MP customer and/or Government representative. A copy of the supplier's current ISO 9000 or AS9100 registration, if available, shall be sufficient for compliance to this provision and shall be supplied to MP when such registrations are renewed.

QC650 Key Characteristics

Variation management activities must be performed on key characteristics until they are in control and capability is established. Appropriate monitoring methodology should be implemented to ensure continued performance. A "Control Plan" is required.

If SPC is chosen as the method of control, the process shall be capable with a CPK \geq 1.33 or as specified by the customer. Other variation control methods may be used, however, measureable evidenced must demonstrate that the controls are effective.