

<b><u>Lehner</u></b> <i>Screw Machine Company</i>		<b>LSM-QPOR REV. A</b> <b>Quality Purchase Order Requirements</b>
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*When the following requirements are identified within the Lehner Screw Machine Company purchase order, they shall become a part of the contract requirements and the Supplier must comply with these requirements to fulfill the complete contract obligations of the purchase order. Lehner Screw Machine Company office personnel shall list applicable requirements, by requirement number, on the purchase order.*

**LS01 – General Requirements – Applies to All Approved Suppliers of Purchased Products or Services**

**A. Quality System Requirements**

*Lehner Screw Machine Company prefers that a supplier maintain a third-party registered quality system (ISO 9000, AS9100, TS16949, NadCap, etc.), and favors suppliers who comply with this expectation. As a minimum, all suppliers shall maintain documented systems per MIL-STD-45208 for the following and may be subject to a Lehner Screw Machine Company audit:*

- 1. A supplier approval and evaluation system*
- 2. A receiving inspection process*
- 3. A process to identify and segregate suspect nonconforming material, and to remove nonconforming material out of the production stream*
- 4. A final inspection process (including verification that product has completed all necessary operations, as well as generation of test reports, certificate of conformance, and other documents required to accompany shipment) Sample size to be determined per MIL-STD-105D and/or ANSI/ASQ Z1.4-2008*
- 5. Appropriate process controls during manufacture of product*
- 6. A process to define, implement and document the qualification and training of personnel*
- 7. A process to manage all documents that originate from Lehner Screw Machine Company, including the process for managing documents when a change is made after order acceptance*
- 8. A process to identify and maintain calibration per MIL-STD-45662 and/or ISO 10012 for all instruments or gauges used to verify or inspect product or processes made for Lehner Screw Machine Company*
- 9. A process to formally investigate and respond to non-conformance reports and requests for corrective actions from Lehner Screw Machine Company*

**B. Late Deliveries**

*Lehner Screw Machine Company will place a requested delivery date on the PO. The supplier will be expected to comply with the delivery date and if the Supplier feels that the date is not attainable the supplier shall inform the listed Lehner Screw Machine Company Buyer of the proposed delay. Please do this as soon as there is awareness of possible slippage. At a minimum, this should be at least 3 business days prior to the delivery date.*

**C. Right of Access**

*With reasonable notification, representatives of Lehner Screw Machine Company, customer companies, and regulatory authorities have the right of access to the supplier and sub-tier supplier facilities and reserve the right to conduct inspection and/or surveillance of the suppliers' facilities, systems, procedures, product, and records.*

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**D. “Frozen Process” Requirement**

*Prior to implementing any significant change to facility, process, product, or material, the supplier shall send notice to Lehner Screw Machine Company. Shipments incorporating the proposed changes will not be accepted until Lehner Screw Machine Company has approved the changes in writing. The supplier must send written notification of any significant organizational (staff) changes to Lehner Screw Machine Company within ten (10) business days of the change. Supplier organizational changes are not subject to Lehner Screw Machine Company confirmation or approval.*

**E. Record and Sample Retention**

*The supplier shall maintain required test coupons or samples and records (material certifications, test reports, completed process routers, inspections, operator training, etc.) for a minimum of ten years after delivering a product or service to Lehner Screw Machine Company. After ten years, material samples or records may be disposed of, preferably through recycling. Test coupons or samples shall be clearly identified. Records may be stored in electronic (if backed up regularly using a documented process) or hardcopy (if protected from damage) format. Records shall remain legible and retrievable within 3 business days of the request.*

**F. Source Inspection**

*With reasonable notification, representatives of Lehner Screw Machine Company, or a named delegate, always reserve the right to conduct source inspection of products prior to shipment from the supplier’s facility. When it is known at the time that the Purchase Order is issued, the requirement will be specified on the PO (see clause LS08). Otherwise, notice shall be provided in writing by Lehner Screw Machine Company to the supplier at least 3 business days prior to the scheduled ship date. When source inspection, or any other requested process / product verification activity is to be performed at the supplier’s place of business, the supplier shall provide all necessary facilities, equipment, documentation and personnel required to perform any inspection at no additional cost to Lehner Screw Machine Company. Lehner Screw Machine Company shall be notified by the supplier no less than two (2) business days in advance to permit scheduling of source inspection.*

**G. Request for Deviation**

*All requests for deviation shall be submitted to Lehner Screw Machine Company for approval prior to shipment of product. Requests should be directed to the Lehner Screw Machine Company Quality Manager, who will coordinate documentation, engineering review, and purchasing contact as necessary. A copy of the approved deviation request (usually a signed and dispositioned NCR) must accompany the shipment, referencing all nonconformities.*

**H. Flow-down of Requirements**

*The supplier shall flow down all applicable requirements contained in the purchasing information, including key characteristics, to sub-tier suppliers. Flow-down pertains to any applicable requirements on the PO, as well as this or other PO-referenced documents. Where Lehner Screw Machine Company customers mandate the use of designated sources, the supplier shall also use those sources, as defined by Lehner Screw Machine Company.*

***I. Packaging***

*The supplier shall package and preserve products so that they are suitably protected from damage either during transit. All part numbers shall be sub-contained from other part numbers in packages and uniquely labeled (no mixing).*

***J. Compliance***

*It is the responsibility of the supplier to ensure that all products produced for Lehner Screw Machine Company and all services rendered to Lehner Screw Machine Company are in full compliance with all statutory and regulatory requirements.*

***K. Infrastructure***

*Suppliers must provide and maintain the infrastructure needed to achieve conformity to product requirements including workspace and associated utilities, process equipment and supporting services.*

***L. Internal Audits***

*The supplier must maintain effective documented procedures for the planning and implementation of internal audits to verify that the quality system is effective and complying with the supplier's quality manual and procedures.*

**LS02 – Certificate of Conformance Required**

*The supplier shall include a separate Certificate of Conformance for each part number with each shipment. Multiple shipments from the same production lot still require a Certificate of Conformance with each shipment.*

**LS03 – Material Test Reports Required**

*Mill or source test reports are required for products whenever there is a defined material call-out on the engineering drawing. The test reports are to present all chemical and physical analysis necessary to demonstrate compliance with the specification(s) identified on the drawing. The mill test report shall be signed off by a designated representative of the mill producing the material. Mill test reports must be included with each shipment.*

**LS04 – Material Must be DFAR Compliant**

*Material for this order MUST meet the requirements for DFAR 252.225-7014, Preference for Domestic Specialty Metals or Buy American Act per DFAR 252.225-7001. Material must be melted in the USA or a qualified country as required. In addition, all shipments to Lehner Screw Machine Company must have the country of melt identified on the raw material certification or certificate of test and accompany the shipment. Not meeting this requirement will result in rejection of parts sent.*

**LS05 – First Article Inspection**

*The supplier shall perform first article inspection per SAE AS9102 or equivalent, and include a copy of the report with the shipment. The sample selected for FAI must represent production materials and processes.*

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**LS06 – Machined or Formed Part Requirements**

*For all machined or formed parts, the supplier shall inspect Lehner Screw Machine Company - defined key characteristics or Lehner Screw Machine Company - approved inspection points. The sampling plan shall be approved by Lehner Screw Machine Company as well. Copies of the inspection plan and test reports presenting measurement data from the sampled units shall accompany each shipment of products.*

**LS07 – Certification of Special Processes**

*All special processes defined on the engineering drawing (ex. anodizing, plating, heat treat, weld, etc.) shall require documented batch certification with each shipment. Certification shall consist of process control data and / or test data that demonstrate compliance with defined specifications. Required test coupons shall be retained by the Supplier.*

**LS08 – Source Inspection Required**

*Lehner Screw Machine Company requires inspection by a designated representative at the supplier's facility prior to shipment. A signed shipment release by the designated representative shall be included with the shipment.*

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**Appendix 1**  
**Supplier Acceptance Sign-Off Sheet**

*After reviewing the requirements described in this document, a representative from the supplier's organization who has binding authority within the organization shall sign the statement below and return the signed page to the Lehner Screw Machine Company purchasing agent.*

Name of Supplier Organization: \_\_\_\_\_

*After careful review of all of the contents of LSM-QPOR, this organization agrees to abide by these requirements. We understand that not all requirements will pertain to all contracts for product or service, and we will review each Lehner Screw Machine Company purchase order for applicable requirements.*

*If our organization has taken exception to or asked for a deviation from or modification to any requirement, a description has been attached to this document. In order for the change to be acceptable to Lehner Screw Machine Company, the supplier must provide evidence of written acceptance to the change from a representative of Lehner Screw Machine Company management. Documentation of this written acceptance (email, memo, etc.) shall also be attached to this document.*

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<i>Signature</i>	<i>Date</i>
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*Name and Title (please print)*