



AS9100 & ISO 9001 Certified

Quality Requirements (“Q” Notes) 1 – 11 below are **MANDATORY** on **ALL** Purchase Orders for products or services you provide to SF Tube, Inc. “Q” Notes ‘A’ – ‘Z’ apply **ONLY** when one or more of those letters and/or their text appear on the Purchase Order. Failure to comply with any “Q” Notes listed on the Purchase Order will be cause for rejection, and return of articles at your risk and expense. Please contact our Purchasing department to address any questions.

- (1) **Documentation Requirements:** Many “Q” Notes require you to furnish a certification, report, or other documentation with a shipment under this order. Besides that “Q” Note’s specific data requirements, the documentation must list all applicable specifications **AND** their revision levels (*along with any amendments*), be legible and reproducible, and bear the dated signature and title of a supplier representative.
- (2) **Deleted**
- (3) **Material Traceability:** You must maintain an effective system for material traceability by heat, lot, or batch number, back to its ultimate mill source, including any intermediate sub-tier suppliers. No substitution of material composition, size, or specification is allowed; unless authorized by the SF Tube Buyer by means of an amended Purchase Order.
- (4) **Deviations:** You must report any proposed deviation (before the fact), or any departure (after the fact), for the drawings, specifications, or other requirements of the Purchase Order to the Buyer. You must receive the Buyer’s approval prior to shipment.
- (5) **Inspection System:** You must maintain an inspection system, subject to SF Tube audit, that complies with MIL-I-45208A (or AS9003); and which assures that all products or services provided under this order conform 100% to the Purchase Order’s drawings, specifications, and/or other requirements. All measuring and test equipment used in your inspection system must be subject to periodic calibration in accordance with ISO 10012 or ANSI/NCSL Z540-1.
- (6) **Sub-tier Flow Down:** You must pass down to any sub-tier supplier(s) the applicable portions of the Purchase Order.
- (7) **Rights of Access:** SF Tube, our customers, and regulatory authorities reserve the right of access to applicable areas of your facility and those sub-tier suppliers in the supply chain – at any time during performance under this order – for the purposes of inspecting any or all of the material included in this order or the records associated with the material; or, having given reasonable notice, for the purpose of auditing your quality system.
- (8) **Control of Records:** All quality records pertaining to SF Tube product must be maintained and readily available for review upon request. Records must be retained for a minimum of 7 years unless directed otherwise by SF Tube customer flow down requirements.
- (9) **Process Changes:** You must notify the buyer of any changes to the product and/or process, change of sub-tier suppliers, and changes of manufacturing facility location.
- (10) **Flowdown requirements mandated by AS9100D:** Among the new requirements of ISO 9001:2015 and AS9100D that we are required to flow down to suppliers, include your action to ensure the following:
 - i. Your organization is expected to ensure your employees are aware of:
 1. Their contribution to product or service conformity;
 2. Their contribution to product safety;
 3. The importance of ethical behavior.
- (11) **FOD and Counterfeit Parts:** Product Safety in our business includes FOD and counterfeit parts management. These are flowed down on every purchase order that SF Tube issues. All processes for products and services received must be performed in a manner to prevent foreign objects/materials in the product. Counterfeit parts are an unauthorized copy, imitation, substitute, or modified part, which is knowingly misrepresented as a specified genuine part of an original or authorized manufacturer. You must take the necessary steps to ensure counterfeit parts are not furnished to SF Tube. If is discovered that counterfeit parts have been furnished to SF Tube, you must notify an SF Tube buyer immediately.

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- (A) - **Certified Material Test Report:** A test report must accompany each heat lot of material. It must identify the mill source and list the results of the mill’s chemical and physical tests and analysis of the material, plus any other data required to be reported by the material specification.
 - (B) - **Nondestructive Test (NDT) Reports:** An NDT Report must identify (*by part number and quantity or serial number*) the items tested; list the NDT method, and accept/reject criteria, and actual test results; contain the dated signature and level of certification of the person performing the NDT; and – if a sub-tier supplier performed the NDT inspection – their name.
 - (C) - **Heat Treat Certification:** This must be accompanied by time and temperature charts for each material heat load, and must identify the item(s) heat treated.
 - (D) - **SF Tube – Furnished Material Certification:** This must affirm that all products supplied under this order were fabricated only from material furnished by SF Tube.
 - (E) - **Special Process Certifications:** Required for each special process (*i.e. welding, brazing, surface treatment, plating non-conventional machining [EDM/laser], ect.*) performed under this order. It must identify (*by part number and*



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- quantity or serial number) the items processed; and – if a sub-tier supplier performed the special process – the supplier's name.
- (F) - **Shelf Life Certification:** This, and the container(s) of age-sensitive materials furnished, must list the manufacturing or cure date, and the shelf life or expiration date. SF Tube will not accept material that has less than 75% of its shelf life remaining upon receipt. The containers for age-sensitive materials must be labeled with appropriate storage directions, prior to inventory receipt.
 - (G) - **Government Source Inspection:** Government inspection is required prior to shipment from your plant. On receipt of this order, promptly notify and furnish a copy to the Government representative normally servicing your plant, so that Government inspection can be appropriately planned. If a Government representative does not service your plant, contact the appropriate Government Inspection office in your area. If you cannot locate a Government office, contact the SF Tube Buyer immediately.
 - (H) - **Source Acceptance:** Items under this order are subject to SF Tube acceptance, prior to shipment from your plant. SF Tube Buyer must be notified 48 hours in advance of the time the items will be ready for review. Objective evidence of source acceptance must accompany each shipment.
 - (I) - **First Article:** You must submit a First Article Report per AS9102 with the first lot of items furnished under this order. The report must positively identify the individual part in the lot that was inspected 100% for all applicable drawing characteristics, and record the variable data (*actual dimensions*) obtained. Your pack list and shipping container must visibly indicate that the shipment includes a First Article part and Report, and the First Article part must be appropriately tagged.
 - (J) - **Approved Sources:** All material furnished (*or processing performed*) by a sub-tier supplier under this order must be from or by a source approved by SF Tube or its customer. Contact the Buyer prior to placement of the sub-tier order.
 - (K) - **Special Process Approval:** Special processes (*i.e. welding, brazing, plating, surface treatment, heat treatment, NDT, etc.*) required under this order will only be performed by suppliers and sub-tiers approved by SF Tube or its customer. You must submit written descriptions of the special processes applicable to this order for SF Tube approval. Once the processes are approved, they may neither be altered nor deviated from without SF Tube's written approval.
 - (L) - **[Deleted]**
 - (M) - **DFARS 252.225-7009, Restriction on Acquisition of Certain Articles Containing Specialty Metals:** This order is in support of a Government contract, and the provisions of DFARS 252.225-7009 are mandatory. You must assure that any specialty metals incorporated in items delivered under this contract are melted or produced in the United States, its outlying areas, or a qualifying country.
 - (N) - **Certificate of Conformance:** This must affirm that the products/services provided to SF Tube conform to all Purchase Order requirements, including those contained in its referenced specifications.
 - (O) - **Control of Digital Product Definition:** You must maintain a system that has been evaluated and approved by SF Tube to secure and control datasets and their derivatives. When required, you must flow down this requirement and evaluate and maintain sub-tier suppliers.
 - (P) - **Raw Material Identification:** Must be identified with a physical mark/stencil on the material stating the manufactured size, grade, applicable specification(s), heat number and/or any other traceable information.
 - (Q) - **Inspection Report:** A report detailing conformance to drawing and purchase order requirements must accompany the shipment. The report must show drawing/purchase order characteristics and measured variable data.
 - (R) - **[not in use]**
 - (S) - **[not in use]**
 - (T) - **[not in use]**
 - (U) - **[not in use]**
 - (V) - **[not in use]**
 - (W) - **[not in use]**
 - (X) - **[not in use]**
 - (Y) - **[not in use]**