

General Requirements for all External Providers

1. Quality System Requirements

Unless otherwise designated, suppliers shall maintain a Quality Management System (QMS) suitable to the products and services provided to FCP. The system shall be certified by an accredited third-party certification body to the latest version of one or more of the following, as applicable.

- 1.1. Distributors – It is preferred that they establish and maintain a QMS that complies with AS9120/EN9120, AS/EN/JISQ9100 or ISO 9001
- 1.2. Calibration Suppliers - shall establish and maintain a measurement management system that that complies with either ANSI/NCSL Z540.3 or ISO/IEC 17025
- 1.3. Special Process Suppliers – It is preferred that they establish and maintain a QMS that complies with AS/EN/JISQ9100, AS9003 or PRI/NADCAP AC7004.
- 1.4. Commercial-Off-The-Shelf Suppliers (COTS) - It is preferred that Suppliers that provide commercial products establish a QMS in compliance with ISO 9001, or equivalent.
- 1.5. All Other Suppliers - It is preferred that they establish and maintain QMS that that complies with AS/EN/JISQ9100, and a measurement management system which meets the requirements of either ANSI/NCSL Z540.1 or ISO 10012.
- 1.6. Suppliers registered in accordance with AS9104 shall be listed in the SAE OASIS database.
- 1.7. In the absence of third-party certification, depending on the product, its application, value, and criticality, the FCP Quality Manager may authorize the acceptance of other evidence of compliance. This may include a second-party audit or first-party (self) assessment to the applicable criteria above, or to a set of alternative basic quality requirements.
- 1.8. The Supplier shall maintain objective evidence of Certification Body certification on file at Supplier's facility. Objective evidence must include the following.
 - a. The accredited AQMS certificate(s)
 - b. The audit reports, including all information pertaining to the audit results in accordance with the applicable certification scheme
 - c. Copies of all Certification Body finding(s), objective evidence of acceptance of corrective action, and closure of the finding(s).

Note: Certification records must be maintained in accordance with contractually specified quality record retention requirements.

- 1.9. FCP recognition of Supplier's AQMS certification does not affect the right of FCP to conduct audits at the Supplier's facility. FCP reserves the right to provide FCP identified quality system findings, associated quality system data, and quality performance data to the Supplier's Certification Body.
- 1.10. Suppliers and sub-tier suppliers shall comply with FCP OP-18-072 Corporate Malpractice Policy.

2. Quality Management System Documentation

- 2.1. Upon request, the Supplier shall furnish FCP with documented evidence of the Supplier's Quality Management System, which is to be current and approved by the Supplier's management and shall include or refer to related documents. The quality management system documentation shall include Supplier's statements of a quality policy and quality objectives.
- 2.2. The Supplier shall promptly notify FCP of any substantive changes to the Supplier's quality management system or personnel.

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3. Compliance to Contractual Requirements

Upon accepting an FCP contract, the Supplier is responsible for compliance with all contract (e.g., engineering drawing, specification, purchase order) requirements. All documents, drawings and specifications, regardless of origin, are applicable to the Supplier when specified in the contract or documents referenced in the contract and are required to be used at all levels of the supply chain. Documents referenced in the Purchase Order are regarded with the same force and effect as if set forth in full text and made a part of the order as applicable. Unless otherwise specified in the contract, the document revision in effect on the date of issue of the contract applies to the contract. Neither audit, surveillance, inspection or tests made by FCP, representatives of FCP or its customer(s), at Supplier's facilities, at any sub-tier facilities, or upon receipt at FCP, relieves the Supplier of the responsibility to furnish acceptable products or services that conform to all contract requirements; nor does it preclude subsequent rejection by FCP or its customers.

4. Acceptance of Product

FCP determines lot acceptance based on MIL-STD-1916 with C=O criteria unless stated differently on the purchase order. Non-conforming parts that have been returned to the supplier cannot be comingled with new production. Non-conforming parts that have been reworked must be submitted to FCP identified with the NCR number issued by FCP.

5. Customer Access Rights

FCP, FCP Customers and regulatory agencies reserve the right to have access to the Supplier's and relevant sub-tier supplier's facility and records as necessary. The Supplier is subject to initial and periodic reviews including but not limited to onsite audits, offsite reviews of quality documents, quality system surveys and source inspections to verify and validate the effectiveness of the quality management system. The Supplier shall provide all necessary information, facilities, equipment, documentation and personnel required to perform said activities at no additional cost to FCP. These reviews will be used to determine the approval status of applicable FCP suppliers. Failure to accommodate the above-mentioned reviews may result in the disqualification of the Supplier for future FCP PO's.

6. Traceability Documentation Required

An unbroken chain of objective evidence shall be available upon request traceable back to the OEM and/or the raw material origin. Raw material certifications of chemical and physical properties must be from the supplier who performed the analysis. Analysis data transcribed to an intermediate distributor's letterhead is not acceptable objective evidence of traceability. Manufactured items must have an unbroken traceability back to the OEM or authorized OEM distributor. COTS items are exempt from this requirement if they are available as a catalogue or commercial list item, and it is unmodified in the supplied condition. FCP purchase orders may require additional requirements including, but not limited to, country of origin, approved or accredited analysis or test data. Documentation shall be retained by the supplier for a minimum of ten (10) years after the final payment under the contract. Documentation may not be destroyed without FCP permission.

7. Measuring And Test Equipment

The supplier shall have a documented system for gage calibration and recall. Gages and other measuring and testing equipment used for product acceptance shall conform to specified technical requirements and shall be calibrated in accordance with ANSI/NCSL Z540.1 or ISO 10012. The supplier shall be responsible for assuring that the sources providing calibration services, other than National Institute of Standards and Technology or DoD laboratories, can perform the required service to the satisfaction of this ISO standard. Gages and other measuring and testing equipment used for product acceptance shall have a 10:1 accuracy ratio to the tolerance measured. If a 10:1 ratio cannot be achieved, a minimum accuracy ratio of 4:1 is permitted.

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8. Approval of Sub-Tier Suppliers

Where specified by contract, any FCP supplier that is procuring FCP parts from a sub-tier supplier shall obtain FCP approval prior to placing the purchase order. A change from one approved sub-tier supplier to another, within that commodity type requires FCP notification and approval.

9. Control of Sub-Tier Suppliers:

- 9.1. The Supplier, as the recipient of the contract, is responsible for meeting all requirements, including work performed by the Supplier's sub-tier Suppliers (also known as Sub-Suppliers or subcontract Suppliers). When the Supplier uses sub-tier sources to perform work on products and/or services scheduled for delivery to FCP, the Supplier shall include (flow-down) on contracts to its sub-tier sources, all the applicable technical and quality requirements contained in the FCP contract. This includes quality system requirements, regulatory requirements, the use of FCP designated sources, and the requirement to document and control 'key characteristics' and/or 'key processes,' and to furnish certifications and test reports as required. FCP, its customers, and Regulatory Authorities reserve the right of entry to sub-tier facilities, subject to proprietary considerations.
- 9.2. The Supplier shall establish a risk management program in accordance with the guidelines established by SAE ARP9134 (or equivalent) to effectively assess those elements from all aspects of the business that could affect the quality of the products and/or services scheduled for delivery to FCP. A copy of the Supplier's risk management program shall be furnished to FCP upon request.

10. Deleted

11. Process Changes or Work Transfers

All changes in manufacturing processes, materials, location of manufacturing, or activities affecting fit, form, or function require written approval from FCP before implementation by the supplier.

12. Foreign Object Damage Control

Suppliers shall use best practices to prevent Foreign Object Debris/Damage (FOD). Any parts received with burrs, contamination, excess material, or sharp edges that could result in a FOD event are subject to rejection.

13. Suspect Counterfeit Material Avoidance Procedure

Suppliers shall have a documented procedure to identify and react to any Suspect Counterfeit Material in accordance with SAE AS6174 or shall agree to work to OP-14-098 (see FCP Supplier Portal).

14. Control of Nonconforming Outputs

- 14.1. Suppliers shall ensure that product which does not conform to requirements is identified and controlled to prevent its unintended use or delivery.
- 14.2. Articles rejected by FCP and subsequently resubmitted to FCP shall be clearly and properly identified as resubmitted articles. Reworked items shall not be combined with new items. Contractor's shipping document shall contain a statement that articles are replacement or reworked articles and shall also refer to FCP'S rejection document number.
- 14.3. The supplier shall immediately notify FCP in the event it is discovered that nonconforming material has been shipped. The supplier shall notify FCP with all appropriate written documentation providing a full description and extent of the issue.

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15. Control and Release of FCP Furnished Documents

Documents furnished by FCP to the Supplier are furnished solely for the purpose of doing business with FCP. Proprietary documents may be furnished to the Supplier in hard copy, electronic or other media. The Supplier is responsible for controlling and maintaining such documents to preclude improper use, loss, damage, alteration and/or deterioration. Unless authorized by FCP in writing, the Supplier may not transmit or furnish any FCP furnished documents, or copies of such documents, to anyone outside the Supplier's business organization except to a sub-tier source used by the Supplier for performance of work on the FCP contract.

16. Electronic Documents

The accuracy and authenticity of electronic documents and forms submitted to FCP is of the highest importance. The following rules apply and may be subject to review by FCP at Suppliers facilities:

- 16.1. The issue of electronic documents and application of electronic signatures must be under the direct control of the individual whose name appears on the electronic document
- 16.2. The electronic signatures may only be applied at the place where the individual is located, and the individual must have direct access and responsibility for the products or services described in the electronic document
- 16.3. The application of the electronic signature certifies that the signature (individual) represents an authorized company representative
- 16.4. The signature shall state on the document that it is an electronic signature.

17. Personnel Awareness

Since the actual end use of any parts or services are often obscured by layers of processes and procedures the supplier shall ensure their employees and sub-tier suppliers are aware of their contribution to product or service conformity, to product safety, and the importance of ethical behavior. Unintended consequences of even a minor escape can impact a final product's purpose or safety.

18. Business Continuity

The Supplier shall have a business continuity plan which would allow for the safeguarding, storage and recovery, of engineering drawings, electronic media, and production tooling in the event of damage or loss. This plan should also contain contingency plans to satisfy FCP requirements in the event of significant utility interruptions, labor shortages, equipment failure and field returns.

19. Record Retention

Records documenting the requirements set forth above shall be retained for a period of ten (10) years after the final payment of the PO. FCP may state other retention requirements in the contract. Destruction of such documentation requires FCP approval.

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20. Mercury Contamination

Certificate of Conformance must include a no mercury contamination statement. This must be a documented pass down requirement to any sub-tier suppliers.

Mercury is corrosive to gold, silver, nickel, stainless steels, aluminum, and copper alloys. Accidental trapping of mercury in a component could cause serious damage to vital parts. Mercury is also toxic if inhaled, ingested, or absorbed through the skin. It is evident that grave consequences could result from small amounts of mercury vapor present in an un-replenished atmosphere. Material furnished under this Purchase Order shall not contain functional mercury in any form without the specific written approval of FCP.

Mercury-bearing instruments and/or equipment, which might cause contamination, shall not be used in the manufacture, fabrication, assembly, or testing of any material furnished under this Purchase Order. The most probable causes of contamination are directly connected mercury manometers, mercury vacuum pumps, mercury seals, mercury-in-glass thermometers, or handling of mercury in the immediate vicinity. In case of doubt or question of manufacturing procedures, you may call FCP for assistance.

In the event of any accident involving mercury contamination of the material being furnished on this Purchase Order or suspicion of such contamination, FCP shall be notified immediately.

21. Ozone Depleting Chemicals

Class I Ozone depleting chemicals are not to be used nor incorporated in any items to be delivered under this Purchase Order. This prohibition supersedes all specification requirements but does not alleviate any product requirements. Substitute chemicals must be submitted for approval unless they are authorized by the specification requirements.

22. Corrective Action Requirements

The Contractor's corrective action and disposition system for nonconforming material is always subject to review and approval by FCP. Delegation of Material Review Board activities on FCP requirements is not authorized by this requirement and must be separately authorized in writing by FCP.

23. Unauthorized Repairs

Except for castings, the contractor shall not repair by welding, brazing, soldering, or adhesive, parts damaged or found faulty during fabrication without FCP'S approval. Defects in castings or forgings manufactured and inspected in NAVSEA S9074-AR-GIB-010/278 may be repaired in accordance with S9074-AR-GIB-010/278 unless specifically not allowed on the Purchase Order or the applicable drawings.

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24. Non-Deliverable Software Requirements

The Contractor shall plan, develop, and implement those practices and procedures that are necessary to assure compliance with the following requirements for hardware designed, tested, supported, or operated by software.

The Contractor shall provide controls to ensure that different software program versions are accurately identified and documented, that no unauthorized modifications are made, that all approved modifications are properly incorporated, and that software used for testing is the proper version.

The Contractor shall ensure that support software and computer hardware to be used to develop and test software or hardware under the procurement agreement are acceptable to FCP.

The Contractor shall establish a baseline of procured or developed software by performing validation tests that include demonstration of pass/fail criteria.

FCP reserves the right to observe all validation tests.

25. Access and Technology Control

Customer proprietary data, militarily critical technology and/or export-controlled technical data subject to export control shall be safeguarded from unauthorized disclosure in accordance with FCP OP-18-073.

26. Conflict Free Mineral Compliance

The supplier shall exercise due diligence to verify the source of materials and determine that only "conflict free" materials are contained in any products provided to FCP. This is in accordance with Section 1502 of the US Dodd Frank Act. FCP reserves the right to request copies of documentation showing due diligence measures and the results of any findings.