

## Supplier Quality Requirements (2017)

### Kansas Coil Spring Co.

The following requirements apply based on the Purchase Order received from Kansas Coil Spring

**PERSONNEL.** Personnel performing special processes must be qualified and/or certified per applicable specifications.

**SHIPMENT/DELIVERY.** Shipments or deliveries, as specified in a Kansas Coil Spring Purchase Order, shall be in accordance with quantities and schedules. It is recommended that the Supplier notify Kansas Coil Spring of any anticipated delay and make other arrangements. Supplier shall prepare and package product for Kansas Coil Spring to prevent damage and deterioration during shipping.

**MATERIALS FURNISHED BY Kansas Coil Spring.** All materials furnished by Kansas Coil Spring, including prints, tooling, etc. are to be returned with the product upon completion of the order unless other arrangements have been made.

**SUBCONTRACTING/APPROVED SUPPLIERS.** Suppliers are requested, in some cases required, to be in conformance/certified with AS9100, NADCAP or other known national or international standard as applies to their operation. Supplier must notify Kansas Coil Spring in advance of any changes to facility location, movement of subcontracted services from one supplier to another and changes in management. Suppliers may only use Kansas Coil Spring-approved suppliers including vendors approved by Kansas Coil Spring customers, if applicable. All applicable requirements in the Kansas Coil Spring Purchase Order must be flowed down to the sub-tier suppliers including key characteristics where required. Any Kansas Coil Spring Supplier may subcontract Kansas Coil Spring work to another supplier provided that Kansas Coil Spring is provided with the same rights and protection as contained in the Right of Access clause following.

**RIGHT OF ACCESS.** Supplier shall allow Kansas Coil Spring representatives, Kansas Coil Spring customers, and regulatory agencies right of entry into the entire supply chain's facilities and to all records.

**QUALITY.** Purchasing information to the supplier will include the applicable revision level of drawings and specifications. Supplier shall maintain controls and perform all inspections and tests required to substantiate product conformance to requirements.

**INSPECTION AND TEST EQUIPMENT.** Supplier shall maintain inspection and test equipment to assure calibration traceable to a known national or international standard. Calibration records must be maintained and made accessible to Kansas Coil Spring, if required.

**FOREIGN OBJECT DAMAGE.** Supplier shall control/prevent foreign object damage or contamination during manufacture, assembly, inspection and/or shipment.

**RECORDS.** The Supplier shall maintain records of work performed for Kansas Coil Spring. Records shall include the certificate provided to Kansas Coil Spring as well as all records that substantiate the certificate. These records are to be maintained for a minimum of Fifteen (15) years.

**NON-CONFORMING MATERIAL.** For material supplied by Kansas Coil Spring, notify Kansas Coil Spring of nonconforming product for disposition.

**CERTIFICATIONS.** Supplier must provide certificate of conformance that ensures that all requirements of a specification have been met. Certifications must reflect that all applicable manufacturing and process specifications called for on the engineering drawing have been met. The specifications must be listed on the certification in proper sequence.

**MATERIALS.** Test reports are required for raw materials.

**INSPECTION.** Inspection is to be performed and certified prior to release of product or service. New production runs on manufactured parts require a First Article Inspection report per AS9102 or similar format if required by Kansas Coil Spring on the Purchase Order. Any other format used must be compliant with AS9102 and approved by Kansas Coil Spring prior to use.

**CALIBRATION SERVICES ONLY.** Calibration of inspection equipment shall be performed traceable to National Institute of Standards and Technology (NIST) or other national or international standards. Certificates of Calibration must be provided.

**CHANGES.** If supplier makes any changes to its processes that would affect product or service purchased by Kansas Coil Spring, Kansas Coil Spring must be notified prior to the change for approval.

If there are any questions, contact:  
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