



General Information for External Providers

Poplar Hill Machine shall communicate to external providers its requirements using code numbers and specifications, drawings, process requirements, work instructions: The Service Provider is responsible for compliance of general information (e.g., specifications, drawings, process requirements, work instructions), assigned Quality codes and Purchase Order(s). Product identification must be per any or all of the following; the design drawing, verbal/email purchase order. The supplier must maintain lot traceability throughout manufacturing, inspection and test;

- a. the processes, products, and services to be provided **including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);**
- b. the approval of:
 - 1. products and services;
 - 2. methods, processes, and equipment;
 - 3. the release of products and services;
- c. competence, including any required qualification of persons;
- d. the external providers' interactions with its service providers;
- e. control and monitoring of the external providers' performance to be applied by Poplar Hill Machine;
- f. verification or validation activities that Poplar Hill Machine, or its customer, intends to perform at the external providers' premises;
- g. **design and development control; (as flowed down)**
- h. **special requirements, critical items, or key characteristics;**
- i. **test, inspection, and verification (including production process verification);**
- j. **the use of statistical techniques for product acceptance and related instructions for acceptance by Poplar Hill Machine, the service provider shall use standard sampling plans unless otherwise specified on Purchase Order;**
- k. **the need to:**
 - *implement a quality management system;*
 - *use customer-designated or approved external providers, including process sources (e.g., special processes);*
 - *notify Poplar Hill Machine of nonconforming processes, products, or services and obtain approval for their disposition;*
 - *prevent the use of counterfeit parts, Foreign Object Damage Prevention (FOD). Product must be free from any contamination. (at all times);*
 - *notify Poplar Hill Machine of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain Poplar Hill Machine's approval;*
 - *flow down to external providers applicable requirements including customer requirements; The identification and revision status of specifications, drawings, process requirements, inspection / verification instructions and other relevant technical data must be flowed down to the sub-tiers who will certify to the specification and revision level.*
 - *provide test specimens (if required) for design approval, inspection/verification, investigation, or auditing;*
 - *retain documented information, including retention periods and disposition requirements; (Quality Documentation records and certifications must be maintained on file for a period of seven years after final payment of this purchase order. After this time period, Supplier shall not destroy such records without the written approval of Poplar Hill Machine. Prime Contractor retention period requirements will supersede this note as applicable.);*
- l. **the right of access by Poplar Hill Machine, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;**
- m. **ensuring that persons are aware of:**
 - **their contribution to product or service conformity;**
 - **their contribution to product safety;**
 - **the importance of ethical behavior.**

Q1 Certifications – Raw Material

With each shipment, Poplar Hill Machine requires mill certification to the required material specification. The material will not be accepted without the required certs with the materials lot# identified. None of the materials used can be conflict minerals or counterfeit materials. Also, please review for additional requirements such as Rohs, mercury free, etc.

Q2 Certifications – Purchased Product

With each shipment, Poplar Hill Machine requires a Certificate of Conformance and if necessary the material mill cert and any outside process certifications. The product will not be accepted without the required certs. None of the materials in

Approvals	Revision/Date	Reason for Change
Michael J. Kurkulonis	00 10/1/17	Release



the product can be conflict minerals or counterfeit materials. Also, please review for additional requirements such as Rohs, mercury free, etc.

Q3 Certifications – Outside Services

With each shipment, Poplar Hill Machine requires a Process Certificate of Conformance to the specification on the P.O. The product will not be accepted without the required certs.

Q4 Shipment Delays

Supplier agrees to provide us timely written notice of his/her inability to maintain the shipment schedule.

Q5 General Packaging and Preservation Procedures

Unless specific instructions are required, product shipped to Poplar Hill Machine must be delivered, packaged and preserved to prevent damage.

Q6 Other Poplar Hill Machine Purchase Order Requirements

- The supplier must maintain their measuring and test equipment that is traceable to The National Institute of Standards and Technology (NIST) and calibrated per ANSI Z540, ISO 17025 or ISO 10012;

Q7 1st Article Inspection

If called out on the P.O., a 1st article is required for prototype and first production run

Q8 Shelf Life Procedure

It is the supplier's responsibility to identify and verify articles, components and/or material being capable of quality degradation with age and shall include shelf life data with each shipment as it relates to the completed articles. Shelf life shall be more than 90% as received by Poplar Hill Machine.

Q9 Previously Rejected Articles

Suppliers shall not submit a previously rejected article(s) for re-approval without documentation stating the article(s) was previously rejected by Poplar Hill Machine and is being resubmitted for approval.

Q10 ITAR flowdowns

ITAR regulations shall be flowed down when required