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## **Peerless Instrument Co.,Inc. Supplier Quality Requirements**

**Document: PIC-SQR**  
**Revision: A**  
**Date: 03/29/2019**



**QUALITY MANAGEMENT  
PROCEDURE**

**REV: A**

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**SUBJECT: Supplier Quality Requirements**

**DOC: PIC-SQR**

**REVIEWED BY:**

**J. Heald**

**APPROVED BY:**

**J. Heald**

**March 29<sup>th</sup> 2019**

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
A	29 Mar 2019	All	All	Newly Established Procedure



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**1.0 SCOPE**

To establish and communicate standard Supplier Quality Requirements to be referenced on Purchase Orders.

**2.0 PURPOSE**

To assure that products/services meet quality requirements of Peerless Instrument and their customers.

**3.0 SUPPLIER QUALITY REQUIREMENTS**

*UNLESS OTHERWISE DIRECTED BY THE PURCHASE ORDER, THE FOLLOWING QUALITY SYSTEM REQUIREMENTS APPLY:*

3.1 **Quality System Requirements:** Suppliers must maintain a quality system that, at a minimum, complies with NADCAP, ISO9001 or AS9100. The supplier is responsible to notify Peerless of any changes in Quality System status. The supplier's loss of certification or failure to notify Peerless of loss could result in disapproval

3.2 **Record Retention:** Suppliers shall retain quality records for a minimum of (15) years from the date of shipment, unless a longer time is specified on purchase order. Quality records include the following; Approved C of C's, Test Reports, Special Process Certifications, Routers/Travelers. This data shall be made available to Peerless upon request. Records are to be maintained and kept in such a manner to prevent damage or loss.

3.3 **Inspection System:** Suppliers shall develop inspection procedures and maintain records of such inspection results.

3.4 **Travelers/Routers:** Suppliers shall maintain a traveler, router, process flow sheet, or equivalent control mechanism that directs procedures appropriate for the control of quality throughout all stages of processes.

3.5 **Nonconforming Product:** Suppliers shall ensure that ALL nonconforming product are identified, segregated, and properly dispositioned per supplier's procedures.



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3.6 **Special Processes:** The following are considered special processing, as a minimum: Heat Treating, Plating operations, Chemical cleaning, Nondestructive testing, Welding/Brazing, Shot Peening, and other special Coatings.

3.7 **Prohibited Sources:** Peerless suppliers and/or sub-tier suppliers are prohibited from using any source listed on the U.S. Government Excluded Parties List System. (EPLS) Ref: <http://www.sam.gov>

3.8 **Counterfeit Parts Prevention:** The supplier shall have a program in place to prevent the delivery of counterfeit parts and materials to Peerless IAW [AS6174](#).

3.9 **Right of Entry:** Representatives of Peerless, Peerless' customer(s), and other regulatory authorities *shall* have access to supplier's facility and all other facilities involved in the fulfillment of the purchase order. Peerless reserves the right to audit for compliance to all requirements.

3.10 **Traceability & Product Identification:** Supplier shall ensure that individual articles, materials and lots thereof are properly identified and segregated from all other articles, materials, and lots at all times. Records for articles shall include the part number, revision level, lot number and if applicable, serial number(s).

3.11 **Certificate of Compliance:** The Certificate of Compliance (CofC) shall be shipped with the product to Peerless. The Certificate of Compliance is a quality record that shall include, but not limited to; Part Number(s), drawing revision(s), Military, Federal, or Industry Specification number and revision, Purchase Order number and line item, quantity, work order number, date shipped, supplier's name and authorized acceptance authority stamp or signature.

3.12 **Industry Specifications & Standards:** For all Military, Federal, and Industry specifications and standards, unless specified on the purchase order, the supplier may use either the latest specification in effect at the time of the PO. Peerless reserves the right to request a different revision that would be specified on the purchase order.

3.13 **Training:** Suppliers shall ensure that all personnel performing activities on Peerless product affecting quality have been suitably trained per supplier procedures or to industry standards if and when applicable. Personnel performing assigned tasks must be qualified on the basis



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of appropriate education, training, and/or experience. The supplier shall ensure that training records are maintained and available upon request.

- 3.14 **Handling, Packing, & Preservation:** It is the sole responsibility of the supplier to ensure that the packaging methods are adequate to protect the product during transportation, handling, and storage. Packaging containers shall be appropriate in size, weight, and fragility of the product being packed.
- 3.15 **Contributions to Product and Service Conformity, Safety and Ethical Behavior:** Products and services provided to Peerless are typically used in mission critical applications where supplier product conformity can have an impact on the safety and well-being of people. It is incumbent upon Peerless suppliers to communicate this to their employees to ensure the appropriate level of action and control.
- 3.16 **Hazardous Material(s):** Material Safety Data Sheets MUST be included with submitted documentation.
- 3.17 **FOD:** Suppliers shall maintain a Foreign Object Debris/Damage (FOD) control program in accordance with the requirements of AS9146, *Foreign Object Damage/Foreign Object Debris (FOD) Prevention*, available from <https://saemobilus.sae.org/>.