



BRONSON & BRATTON, Inc.

# SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS

This document must be kept on file at your facility.  
(Complete this Cover Page and FAX to 630-325-7352, attn: Quality Mgr.)

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Date: November 30, 2010

Supplier: \_\_\_\_\_

Received By: \_\_\_\_\_

Title: \_\_\_\_\_

Date:



BRONSON & BRATTON, INC.

**QUALITY MANAGEMENT SYSTEM PROCEDURE**

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**REV: 3**

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**SUBJECT: SUPPLIER QUALITY REQUIREMENTS AND CONTRACTUAL CONDITIONS**

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**REVIEWED BY:**

**K. Novak**

**APPROVED BY:**

**S. Greene  
QA MGR**

**November 30, 2010**

REV LEVEL	REV DATE	DETAILS		DESCRIPTION OF CHANGE
		Page	Para.	
0	July 25, 2003	All	All	Original Issue
1	Oct. 5, 2004	6	8.1	Add right-of-entry provision.
2	June 1, 2010	4	6.1	Changed ISO 9001:2000 to 2008 re: a,b,c,d,h
3	November 30,2010	6	6.2.2	Changed From (3) years to (5) years
3	November 30,2010	5	6.1 g)	Changed ISO 10012-1:1992 to ISO/IEC 17025:2005



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## 1.0 PURPOSE

- 1.1 The objective of this document is to convey to **Bronson & Bratton, Inc.** suppliers, and potential suppliers, the quality requirements and contractual conditions that must be met when providing goods and/or services to **Bronson & Bratton, Inc.**

## 2.0 SCOPE

- 2.1 This document is applicable to all **Bronson & Bratton, Inc.** suppliers which provide products, processes or services that form part of, or contribute to, a deliverable end item.

## 3.0 DEFINITIONS

- 3.1 For the purpose of this document, a Supplier is a company or business that provides services, processing, or manufactured products to **Bronson & Bratton, Inc.**

- 3.2 Acronyms:

**P.O.:** Purchase Order

**SCAR:** Supplier Corrective Action Request

**NCR:** Nonconformance Report

**QAR:** Quality Assurance Representative

## 4.0 PROCUREMENT & COMMUNICATION

- 4.1 Only **Bronson & Bratton, Inc.** 's authorized Buyers may issue or revise P.O.s.
- 4.2 Only suppliers that are approved by **Bronson & Bratton, Inc.**, may be issued a P.O. for general or specific goods and services.
- 4.3 The **Bronson & Bratton, Inc.** P.O., together with referenced drawings, specifications and this document shall define all **Bronson & Bratton, Inc.** requirements applicable.
- 4.4 As a **Bronson & Bratton, Inc.** Supplier, it is your responsibility to ensure that all clauses, terms and conditions specified or referenced within the P.O., this document and any additional specifications are understood and complied with.
- 4.5 Failure to meet all quality clauses and requirements defined or referenced may result in rejection of the items or services you supply and can affect your **Supplier Approval Status**.
- 4.6 All written and verbal communications with **Bronson & Bratton, Inc.** are to be through the Buyer or a Team Manager.
- 4.7 In special circumstances, which relate to quality, you may contact **Bronson & Bratton, Inc.** 's Quality Manager directly.



## 5.0 SUPPLIER APPROVAL

- 5.1 It is the policy of **Bronson & Bratton, Inc.** to procure goods and services only from those Suppliers who are approved by **Bronson & Bratton, Inc.**. If you are a new supplier, you may be required to complete a Supplier Quality Questionnaire (BB-SQQ) and return it to **Bronson & Bratton, Inc.**  
Attn: Quality Manager
- 5.2 In addition, or as an alternative, **Bronson & Bratton, Inc.** may elect to conduct an on-site survey of your facility to ensure that the required quality system and process controls are in compliance with **Bronson & Bratton, Inc.** quality requirements.
- 5.3 Upon completion of the survey and/or review of your submitted Supplier Quality Questionnaire, **Bronson & Bratton, Inc.** shall determine your **Supplier Approval Status**.
- 5.4 Following initial approval, **Bronson & Bratton, Inc.** may elect to re-evaluate your quality system on a planned periodic basis to ensure continued compliance to quality requirements. This re-evaluation may be in the form of an on-site audit.
- 5.5 Your **Supplier Approval Status** may also be subject to review based on the quality and timeliness of delivered items, responses to **Bronson & Bratton, Inc.** Supplier Corrective Action Requests, changes of administration or ownership of your company, and/or other quality related issues.
- 5.6 In the case of a change in ownership or relocation of your company, **Bronson & Bratton, Inc.**'s Purchasing department must be notified within 30 days.
- 5.7 If, as a supplier of **Bronson & Bratton, Inc.**, you are not specifically requested to use a company approved source, then you may use other sources. In such cases, you are responsible to effect the necessary controls on your suppliers to ensure compliance with the applicable provisions of **Bronson & Bratton, Inc.**'s POs, drawings, specifications and this document.
- 5.8 In all cases, your company is fully responsible for monitoring the work performed by your suppliers and must also ensure a flow-down of **Bronson & Bratton, Inc.**'s quality requirements to your supplier to the extent applicable for the work performed.

## 6.0 SUPPLIER CATEGORIES & QUALITY REQUIREMENTS

- 6.1 Goods and services purchased by **Bronson & Bratton, Inc.** are grouped into the principal categories identified below. Within each are specific quality requirements which must be met. As a **Bronson & Bratton, Inc.** supplier, it is your responsibility to identify the category applicable to you and comply to all requirements defined:
- 6.1 a) Fabrication and Mechanical Assembly: (Type A Supplier) This category involves Suppliers



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who provide machining, sheet metal fabrication, tool and die making, castings, extrusions and mouldings, fusion and adhesive-bonding, fabricated hardware, and mechanical assembly. As a supplier for the above, you are required to have a quality system which meets those requirements defined within ISO 9001:2008 or equivalent (re:6.2.4). When special processes are involved, the requirements outlined within para. 6.2.5 shall apply.

- 6.1 b) Heat Treating, Finishing and Coating: (Type B Supplier) This category involves Suppliers who provide painting, electrostatic coating, anodizing, plating, CVD/PVD coating, hardening and nitriding. As a supplier for the above processes, you are required to have a quality system which meets those requirements defined within ISO 9001:2008 or equivalent (re:6.2.4) excluding the design and development requirement. The requirements for Special Processes outlined within para. 6.2.5 shall apply.
- 6.1 c) Electric and Electro-mechanical Assembly: (Type C Supplier) This category involves Suppliers who provide specialized connectors, cables and wiring harnesses and electro-mechanical assembly. As a supplier for the above type of products and/or processes, you are required to have a quality system which meets or exceeds those requirements defined within ISO 9001:2008 or equivalent (re:6.2.4).
- 6.1 d) OEM Equipment: (Type D Supplier) This category involves Suppliers who provide original parts, components, subassemblies and/or complete assemblies, etc. As a supplier for these type of products, you are required to have a quality system which meets those requirements defined within ISO 9001:2008 or its equivalent (re:6.2.4).
- 6.1 e) Distributors/Dealers: (Type E Supplier) This category involves a Supplier who distributes or resells other manufacturers' products. As a distributor, you must have a system which ensures that material is stored, identified, packaged and preserved properly. You must also have a system of traceability which ensures that any product shipped to **Bronson & Bratton, Inc.** is traceable to the original manufacturer including all batch or lot numbers applicable.
- 6.1 f) Construction and Installation: (Type F Supplier) This category involves installation performed by third-party contractors. As a contractor, you must have a control system for ensuring that the defined **Bronson & Bratton, Inc.** quality and specification requirements identified within the P.O. or contract will be met. When special processes are involved, the requirements outlined within 6.2.5 shall apply.
- 6.1 g) Calibration Services: (Type G Supplier) This category involves Suppliers who perform calibration of measuring, monitoring and testing equipment for **Bronson & Bratton, Inc.** As a calibration lab, you must meet the requirements of ISO/IEC 17025:2005 or its equivalent and have a system of traceability to national or international recognized standards. A certificate of Calibration must be included with each instrument calibrated.
- 6.1 h) Carbide, Ceramics and Metals: (Type H Supplier) This category involves Suppliers who provide raw or semi-finished materials. As a supplier for the above type of products you are required to have a quality system which meets or exceeds those requirements defined within



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ISO 9001:2008 or equivalent (re:6.2.4) excluding the design and development requirement.

6.2 The following contains general quality requirements for **Bronson & Bratton, Inc.** Suppliers:

6.2.1 Quality System Review: During the performance of a **Bronson & Bratton, Inc.** contract, your quality system and manufacturing and test processes may be periodically reviewed and evaluated by **Bronson & Bratton, Inc.**, or its customer representative, to the degree and frequency determined necessary by **Bronson & Bratton, Inc.**, or its customer.

6.2.2 Quality Records: Your quality records are to be maintained on file for a period of not less than five (5) years from the date of the completion of the contract or as specified on the P.O.

6.2.3 Certificates of Compliance: When a Certificate of Compliance is required to be furnished by your company, it must contain the following relevant information:

- a) **Bronson & Bratton, Inc.** 's Purchase Order number;
- b) **Bronson & Bratton, Inc.** 's Dwg. No. & Rev. level; if applicable
- c) **Bronson & Bratton, Inc.** 's part number;
- d) Your Dwg. No. & Rev. level to which items were manufactured;
- e) Your Lot number; if applicable
- f) Serial numbers; if applicable
- g) Material specifications
- h) Date of assembly or manufacture;

6.2.4 Quality System: If you cannot meet all of the quality requirements specified within this document, you are to contact **Bronson & Bratton, Inc.** 's Quality department and request a concession for the requirement(s) before shipment of an item or order.

6.2.5 Special Processes: A special process is defined as a production process, the results of which cannot be fully verified by subsequent inspection and testing of the product and where, for example, processing deficiencies may become apparent only after the product is in use. Accordingly, continuous monitoring and/or compliance with documented procedures is required to ensure that the specified requirements are met. Examples of special processes are: welding, brazing, soldering, adhesive bonding, heat treatment, non-destructive examination and painting. Supplier equipment and personnel performing special processes are required to be qualified and records are to be maintained by the Supplier, as appropriate. Approval of a Supplier's special process may be granted by **Bronson & Bratton, Inc.** on an as-required basis.

## 7.0 **Bronson & Bratton, Inc.** SUPPLIED MATERIAL AND DOCUMENTATION

7.1 As a **Bronson & Bratton, Inc.** supplier, you are responsible for evaluating damage due to transport at time of receipt of **Bronson & Bratton, Inc.** supplied materials and for the appropriate controls and periodic inspection of **Bronson & Bratton, Inc.** supplied material



during storage, handling and processing.

- 7.2 Strict segregation and control of **Bronson & Bratton, Inc.** material is required by your organization. No material substitution is permitted without prior **Bronson & Bratton, Inc.** written approval.
- 7.3 It is your responsibility to ensure that the latest issue of **Bronson & Bratton, Inc.** drawings and specifications as stated on the P.O. are available and maintained within your facility. Any missing or additional documentation you may require can be obtained through the **Bronson & Bratton, Inc. Buyer** upon request.

## 8.0 SOURCE & RECEIVING INSPECTION

- 8.1 **Bronson & Bratton, Inc.** may elect to conduct source inspection of items at your facility before shipping. Source inspection shall include right-of-entry provision. The provision shall allow Bronson & Bratton, Inc., our customers, and regulatory agencies to determine and verify the quality of work, records, and material at any place including your facility.
- 8.2 Prior to Source Inspection by **Bronson & Bratton, Inc.**, you are required to ensure that all items have successfully passed required inspections and/or tests and that all the supporting documentation is complete and available for review by the QAR.
- 8.3 As a **Bronson & Bratton, Inc.** supplier you are to provide the facilities and the assistance that may be reasonably required by the **Bronson & Bratton, Inc.** QARs in the performance of their functions.
- 8.4 Upon completion of Source inspection, the **Bronson & Bratton, Inc.** QAR will complete a Source Inspection Report. A copy of this report must be included with your shipment to **Bronson & Bratton, Inc.** and you must retain a copy within your files.
- 8.5 **Bronson & Bratton, Inc.** reserves the right to independently verify your suppliers.
- 8.6 The acceptance of an item at your facility by **Bronson & Bratton, Inc.** is not to be interpreted as final acceptance by **Bronson & Bratton, Inc.** nor does it relieve you of your responsibility for quality.
- 8.7 Products delivered to **Bronson & Bratton, Inc.** are required to meet all applicable drawings, specifications and/or P.O. requirements. Workmanship standards are expected to be consistently high to meet **Bronson & Bratton, Inc.** quality requirements.
- 8.8 Nonconforming material discovered at any stage of **Bronson & Bratton, Inc.** manufacture will be returned to you for rework/repair/replacement or, if mutually agreed upon, the nonconformities may be corrected by **Bronson & Bratton, Inc.** at your cost.



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## 9.0 NONCONFORMANCES & CORRECTIVE ACTION

- 9.1 NCRs and SCARs will be used by **Bronson & Bratton, Inc.** as a means of advising you of an observed nonconformance and to request corrective action, as required.
- 9.2 Your response to an NCR or SCAR is expected within 15 working days, unless otherwise specified on the NCR or SCAR. Should additional time be required, you are requested to inform **Bronson & Bratton, Inc.** of the reason for the extension and the estimated date of completion.
- 9.3 Within your response you are to identify the root cause and corrective action taken to eliminate the cause of the discrepancy in addition to the repair or rework action required to resolve the item rejected.  
The effect on items already delivered must also be addressed within your response.
- 9.4 Records of outstanding NCRs and SCARs are maintained by **Bronson & Bratton, Inc.**'s Quality department and shall be used in the process of evaluating suppliers. Failure to provide timely and corrective action to an NCR or SCAR can adversely affect your **Supplier Approval Status**.

## 10.0 REQUEST FOR CHANGE or DEVIATION

- 10.1 If you require a change to released **Bronson & Bratton, Inc.** drawings, specifications, etc., these changes must be approved in writing by **Bronson & Bratton, Inc.**'s authorized Buyer or Team Manager
- 10.2 Without an authorized change, you are expected to meet all requirements defined or referenced within the PO.