

# Quality Assurance Manual



Quality Procedure (QP) 19.0 Supplier Quality Assurance Requirements (SQAR'S) Date Issued: 1-11-18  
Rev. C

**1.0 Purpose:**

To outline Supplier Quality Requirements on Riverhawk Company Purchase Orders.

**2.0 Scope:**

This procedure applies to all Riverhawk Company Purchase Orders for direct material parts and services.

**3.0 Forms:** RIV-150 Supplier Request MRB Action

**4.0 Procedure:**




When any of the following SQAR codes appear on a Purchase Order, the supplier must comply with the requirement. If the supplier has any questions, or concerns about the requirement, they are to contact the buyer prior to performing any work.

**01 – Supplier Quality System** – The Supplier's Quality System must be approved or be in the process of being approved by the Riverhawk Company. Suppliers should have an established Quality System in compliance with standards such as ISO. When this is not possible, the Riverhawk Company will utilize its own Quality System to ensure that acceptable products or services are being supplied.

**02 - Material Certification** – Supplier must furnish Material Certificate of Conformance from the producing mill showing actual chemical and physical properties. The reports must be certified (signed) by Manufactures Quality representative and all reports must provide traceability by heat number.

**03 - Certificate of Compliance** – The supplier shall submit with each shipment, a Certificate of Compliance, stating that products shipped against this Purchase Order are in compliance with all requirements and referenced specifications. The Certification shall include the Purchase Order Number, Part Number (including revision level) and must be signed by an authorized Quality Representative (including title).

**04 – Special Process Certification** - The supplier shall provide certification for all special processes performed (MPI, FPI, Plating, Heat Treat, Shot Peen, X-Ray etc.). The certs must state company performing the process and list part number/lot for traceability.

Approved By: Joe DiLiberto Quality Director  1-26-18	Approved By: Ed Gunn General Manager 
Approved By: Mike Giacobelli Operations Director  1/11	

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- 05 – Riverhawk Source Inspection @ Supplier** – Supplier shall grant Riverhawk representative the right to verify at the subcontractors premises the subcontracted product and /or process. Such verification will not be used by the supplier as evidence of effective control of quality. Verification by the customer does not absolve the supplier's responsibility to provide acceptable product nor will it preclude subsequent rejection by the customer. Contact Riverhawk a minimum of 10 days prior to scheduled completion for scheduling purposes.
- 06 – Supplier Deviations and Waivers** – All requests for Deviations and Waivers must be submitted to Riverhawk for approval on form # RIV-150. Supplier shall hold shipment until disposition is complete by Riverhawk.
- 07 – Safety Data Sheets** – Seller/Supplier shall supply with the material ordered, the most recent copy of the Safety Data Sheet (SDS) as published by the original material manufacturer. Legible copies of the SDS must be attached to the material and sent separately to the buyer.
- 08 - Age Control Materials** – Certificate of Conformance shall include the name of the manufacturer, address, cure date, batch number and compound type with each shipment of "O" rings, seals, gaskets, and other shelf-life controlled items. All such items must have been manufactured within the last (8) quarters. Adhesives, paints, sealants and other items that require SDS sheets shall have a minimum of 75% of their shelf life remaining. The expiration date must be marked on the outside of all containers.
- 09 – First Article Inspection** – Supplier shall perform a complete First Article Inspection (FAI). The Supplier may use their own forms as long as they contain all required information. The First Article Inspection Report (FAIR) shall include a 100% inspection of one part, subassembly or assembly and a record of all actual dimensional measurements, drawing notes and part specific Purchase Order requirements. All certifications for material and special processes required by blue print must also be included. The first article parts shall be identified/tagged and submitted with the FAIR(s).
- 10 - Record Retention** – All records associated with the product produced must be retained for seven (7) years after completion of order.
- 11 – Right of Access** – The Riverhawk Company reserves the right to have access to the supplier's facility with the proper notification and involvement of the supplier's representative.
- 12 – ESD** – Electrostatic Discharge Protection packaging and handling is required for the product on this order per *ANSI/ESD S20.20-2007*

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## **13- Revision Index**

- C**      **Removed Riv. 375 1-11-18**
- B**      **Updated approval Block**
- A**      **Revised section 07 & 08 to remove Material from Safety Data Sheets 2-2-16**