



## FLEXIAL QUALITY PROCEDURE SUPPLIER INSPECTION REQUIREMENT

QP321

Revision: M 5/23/2016 DCN14100

Procedure Owner: Quality

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### 1. **PURPOSE**

- 1.1. This procedure provides specific instructions to suppliers who are required to provide complete inspections of each part provided to Flexial Corporation.

### 2. **SCOPE**

- 2.1. This procedure applies to suppliers who are required to provide complete inspections of each part provided to Flexial Corporation. It does not apply to NDT suppliers that are verifying Flexial's or another supplier's work. If the supplier is required to adhere to this requirement, the number of this procedure (QP321) will be referenced on the purchase order.

### 3. **DEPARTMENTS RESPONSIBLE FOR IMPLEMENTATION**

- 3.1. Quality Assurance
- 3.2. Purchasing
- 3.3. Supplier

### 4. **PROCEDURE**

- 4.1. Applicability of this procedure may be found by referencing the PO Quality Clauses, current revision; an uncontrolled copy of this document is provided with each PO.
- 4.2. See the Flexial website ([www.flexial.com](http://www.flexial.com)) for up to date copies of this documents and Form F4-06E.
- 4.3. When the supplier produces the applicable part or product he will:
  - 4.3.1. Perform a complete dimensional inspection of the part, product or service.
  - 4.3.2. Mark up a copy of the Flexial engineering drawing by numbering each dimension, specification, and requirement (including notes).
  - 4.3.3. Record results of inspection on Flexial Form F4-06E or supplier equivalent form.
- 4.4. Vendor Deviation Requests - Suppliers may submit deviations request when drawing errors are found or when engineering changes are being proposed to Flexial drawings. Deviations cannot be made to existing non-conforming product (see VMRR), but are for on-going engineering changes. Contact Flexial purchasing representative and submit form F1408 for deviation requests.

***Note: Verbal authorization from Flexial to deviate from print requirements is a violation of this procedure, unless the process above has been completed.***

- 4.5. Vendor Non-Conforming Material - If any dimensions are out of specification, the supplier must submit a Vendor Material Review Request (VMRR) and obtain approval from Flexial Material Review Board (MRB) before shipping the nonconforming product. A VMRR is defined herein as a request for acceptance of material that is non-conforming to the engineering requirements defined on the purchase order.
  - 4.5.1. The supplier will submit the VMRR's form F1409 and will include all information required including a description of the root cause, containment, and corrective action being taken.
  - 4.5.2. Upon receipt of VMRR, Quality Engineer will review and process the VMRR submittal, assign an NCR number, scan the VMRR and save as a record (per QP130), and process in the FlexNet NCR system.
  - 4.5.3. After the VMRR has been approved by the MRB team, supplier quality will provide a copy of the completed VMRR with the Flexial MRB Tag disposition to the supplier. The MRB team may



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give one of three dispositions; use-as-is, rework or scrap.

4.5.3.1. Use-As-Is disposition: Parts may be shipped as is.

4.5.3.2. Rework disposition: Supplier is authorized to rework the parts back to print conditions; if parts pass re-inspection, they may be shipped to Flexial per PO requirements, along with the results of the final inspection results on F4-06E.

4.5.3.3. Scrap disposition: Parts may not be used and will be scrapped by the supplier.

4.5.4. A copy of the VMRR must be attached to the inspection report (Form F4-06E) which identifies the nonconformance when parts are shipped to Flexial.

4.5.5. Supplier must maintain identification of which parts are covered under the VMRR.

4.5.6. Without the approved VMRR the parts are subject to rejection and corrective action will be issued for quality escapes from the supplier.

4.5.7. Purchasing shall notify suppliers of the results and any pending VMRR's or NCR's.

**Note: Verbal authorization from Flexial to ship non-conforming product is a violation of this procedure, unless the process above has been completed.**

### 4.6. FAI – First Article Inspection

4.6.1. When the Purchase Order requires QP321-FAI (First Article Inspection), the supplier will provide a completed FAI packet based on the AS9102 FAI requirements (Current Revision). Ref.: SAE / IAQG AS9102

4.6.2. The packet shall include:

4.6.2.1. AS9102 First Article Inspection: Form 1: Part Number Accountability

4.6.2.2. AS9102 First Article Inspection: Form 2: Product Accountability – Raw Material, Special Process, Functional Testing

4.6.2.3. AS9102 First Article Inspection: Form 3: Characteristic Accountability, Verification and Compatibility Evaluation

4.7. The part, its inspection report (F4-06E or supplier equivalent, or FAI if required), and any applicable deviations should be individually bagged as part of packaging for shipment.

4.8. When the supplier provides an FAI or dimensional inspection reports, Flexial Quality Assurance will inspect randomly selected dimensions from the FAI or dimensional inspection report upon each receipt. If discrepancies are found in the results or parts, the lot will be rejected on an NCR and submitted to the MRB for disposition.

## 5. REFERENCE DOCUMENTS

5.1. QP322

5.2. QP180

5.3. QP280

5.4. QP190

5.5. Quality Clauses



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