



Standard Operating Procedure

Title:	Supplier Quality Requirements	Doc. Number:	PUR-0013
Department:	Supply Chain – Purchasing	Revision:	A
Approved by:	Supply Chain Manager	Date:	09FEB2022

A. Purpose

1. The following procedure documents the flow down of Quality Requirements to the Supplier.

B. Roles & Responsibilities

1. **Engineering:** Provide details of Supplier Quality Requirements to Supply Chain to include on Supplier Purchase Order
2. **Supply Chain:** Document/Flow down Quality Requirements on Supplier Purchase Order.

C. Procedure

1. **Packaging:** Preservation and packaging must adequately protect against corrosion deterioration, and physical damage during shipment, handling, and storage.
2. **FOD Requirement:** Delivered material must be free of foreign objects and be clean and free from any contamination or material / debris on surfaces. This includes but is not limited to oils, cutting fluids, plating residue.
3. **Corrective Action:** Failed product that have been determined, by the buyer, to be the supplier's responsibility shall be returned to the supplier for analysis and corrective action. A written reply, when specifically requested, shall be prepared by the supplier in the Hardin Optical Supplier Corrective Action Report (SCAR), and such reply shall include, as a minimum, the root cause for the failure and the corrective action taken.
4. **Material Review Board (MRB):** Dispositions of USE-AS-IS (UAI) is not authorized. The supplier shall notify the buyer of any non-conformances and must request Hardin Optical to authorize a USE-AS-IS disposition. The buyer must provide permission to ship. Permission to ship may be for evaluation only and does not oblige Hardin Optical to accept non-conforming articles. A waiver number shall be issued if the part is deemed USE-AS-IS, and the part must be labeled with the waiver number when delivered.
5. **Nonconforming services:** Nonconforming services applied to furnished material that is not able to be dispositioned as UAI will be segregated, clearly identified, and returned to HOC. Services are defined as any supplier operation where HOC provides furnished material for processing.
6. **Requirement Flow downs:** Flow down requirements identified in the Purchase Order shall also be flowed down to the supplier's sub-tier supplier(s) as applicable.
7. **Right of Access:** The supplier shall provide Hardin Optical, our customers, and regulatory authorities access to all facilities involved in this Purchase Order and to all applicable artifacts. Hardin Optical and/or Customer(s) reserves the right to perform manufacturing/test process verification audits and quality system surveys at the supplier's facilities in support of this order.
8. **Traceability to Raw Material:** Product supplied shall be traceable to the raw material lot. All records relating to material certs, manufacturing, testing and inspection of parts



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supplied to a Hardin Optical Purchase Order will be maintained for a minimum of 10 years unless otherwise specified by Hardin Optical. This retention requirement includes First Article Records, if applicable.

9. **Process Control:** No changes in the material, process, procedures, and inspection / testing methods shall be made without prior written approval/acknowledgement from the Hardin Optical Buyer. This includes but not limited to, facility relocations, new equipment, etc. Prior to implementation of a change, the supplier shall submit a written request notifying Hardin Optical of the change. Hardin Optical will communicate results back to the supplier via the Hardin Buyer.
10. **Only Codes that are called out of the Purchase Order are applicable.**

D. Quality Codes

1. **Certificate of Conformance:** One copy of the Certificate of Conformance, signed by a responsible officer of the Supplier, must be supplied along with, or included on, the packing sheet for each shipment. The Certificate shall verify that all material supplied to the Purchase Order have been tested and/or inspected and conform with all referenced specification(s) and/or the drawing, as applicable. The C of C will contain the following information:
 - Purchase Order Number
 - Part Number (Per Hardin Optical PO)
 - Revision
 - Quantity
 - Lot/Date code or Job #
 - Serial Numbers, if applicable
 - Certification Statement
 - Authorized signature with the title(s) of the Seller’s personnel who have signed the certificate
2. **Raw Material Certification:** The Supplier shall furnish actual chemical/physical analysis test reports with each shipment. Reports must include heat or lot number, actual results of tests, test specifications, and bear the company name, signature, and title of an authorized representative of the company
3. **Certificate of Origin:** Supplier to provide a Certificate of Origin Certification declaring that all product was manufactured in the United States and comply with origin requirements as specified per Purchase Order.
4. **Safety Data Sheets (SDS/MSDS):** Safety Data Sheets (formerly MSDS) must accompany shipment.
5. **Acceptance Data Sheet (ADS):** Supply 100% attributes data in accordance with the ADS,



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unless otherwise specified.

6. **Interferometer / Profilometer Scans:** 100% testing is required for lens surfaces in accordance with the detailed optical specifications provided as part of this purchase order or in the designated specification(s); acceptance test data must include either:
 - Full aperture interferograms
7. **Interferometer / Profilometer Scans:** 100% testing is required for lens surfaces in accordance with the detailed optical specifications provided as part of this purchase order or in the designated specification(s); acceptance test data must include either:
 - Full aperture profilometer scans – minimum of 3 scans taken 120 degrees apart, normalized to the same radius
8. **Coating Spectral Transmission Data:** Each lot shall be accompanied by a spectral transmission chart, and the data shall be sent electronically (Microsoft Excel format compatible) in increments of 0.01 microns over the specified spectral band, prior to shipment of parts.
9. **Coating Spectral Reflection Data:** Each lot shall be accompanied by a spectral transmission chart, and the data shall be sent electronically (Microsoft Excel format compatible) in increments of 0.01 microns over the specified spectral band, prior to shipment of parts.
10. **Coating Witness Samples:** Coating witness samples to be provided with shipment for each coating lot. The number of witness samples required shall be identified on the Purchase Order.
11. **Special Packaging Requirements:** Special packaging requirements for product will be identified on Purchase Order or accompanying documentation.
12. **First Article Inspection Report (FAI):** An independent First Article Inspection conforming to the requirements of the latest revision of AS9102 is required on one part for items manufactured, assembled, and tested to Hardin Optical Co. controlled drawings and specifications unless otherwise specified in documentation attached to this Purchase Order.
 - The first article piece shall be identified. First Article Report does not have to be on AS9102 forms but must contain all the required fields from AS9102.
13. **Data Approval:** Approval of Data by Hardin Optical is required before parts are shipped.

E. Related Documents

1. N/A