



## Lincoln Tool & Machine Corp.

P.O. BOX 443  
43 Parmenter Road  
Hudson, MA 01749  
**phone:** 978-567-9993 **fax:** 978-562-0707  
Supplier Quality Requirements (ASQR)

### QUALITY REQUIREMENTS

#### General Requirements applicable to all Purchase Orders

##### **A. SURVEILLANCE**

Lincoln Tool & Machine Corp reserves the right to conduct periodic audits of Seller's Quality Assurance inspection system, and to witness and/or conduct inspections and tests to assure materials or supplies satisfactorily meet procurement document requirements; review corrective action activities and other records that reflect on hardware or service quality.

##### **B. CHANGES**

Supplier shall not accept verbal changes to the specifications, drawings or Purchase Orders Requirements without supporting documents from Lincoln Tool & Machine Corp

##### **C. DISCREPANCIES**

Any deviations from established drawing or specifications intended for shipment must be reported to the Lincoln Tool & Machine Corp buyer immediately. No deviations will be considered approved without written confirmation from the buyer. Repairs are not to be undertaken without prior written approval from the buyer. Unless otherwise specified in this Purchase Order, the Supplier and/or any of their Suppliers/Subcontractors do not have authority to process "USE-AS-IS", "REPAIR", "STANDARD REPAIR PROCEDURES (SRPS)" or "NON-SRPS" via their Material Review Board (MRB). These dispositions, as well as deviations and request for waivers, requiring MRB disposition shall be submitted to Lincoln Tool & Machine Corp for approval. This does not include REWORK or SCRAP. The Supplier/Subcontractor shall utilize its appropriate nonconforming material disposition form and submit it to the Buyer for Lincoln Tool & Machine Corp approval.

##### **D. CORRECTIVE ACTION**

Acceptance of this Purchase Order obligates the supplier to perform, upon request, a corrective action investigation when discrepant material is received at Lincoln Tool & Machine Corp. A written report shall be furnished, within a stipulated time period, which is specific and conclusive to prevent a recurrence of the discrepancy.

##### **E. DOCUMENTATION**

Lincoln Tool & Machine Corp shall not accept items delivered under the purchase order if the supplier fails to submit certifications or other documentation specified in the purchase order.

##### **F. PRESERVATION AND PACKAGING**

Unless special packaging requirements are referenced in the purchase order, the supplier shall use best commercial practices for preservation and packaging of articles supplied to Lincoln Tool & Machine Corp, and shall identify each package with the purchase order number, date shipped and packing sheet number.

##### **G. COUNTERFEIT PARTS**

LINCOLN TOOL understands that counterfeit parts are a serious issue worldwide. Acceptance of this Purchase Order obligates the supplier to only send authentic parts. Any product that cannot be verified as authentic with Manufacturer will not be returned to the seller but will be treated as counterfeit and governmental oversight will be final determination.

### **AEROSPACE SUPPLIER QUALITY REQUIREMENTS / CLAUSES**

The following requirement / clauses become a part of the purchase order when specified by number or letter code on the Purchase Order.



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### SQR-1 QUALITY SYSTEM

Supplier shall provide and maintain a quality system that complies with the requirements of ISO9001 or AS9100, unless otherwise directed Lincoln Tool & Machine Corp. Immediate notification is required in case of non-compliance to quality system requirements, e.g. loss of third party certification.

### SQR-2 GOVERNMENT SOURCE INSPECTION

Government Inspection is required prior to shipment from your facility. Upon receipt of this order, promptly notify the Government Representative normally servicing your facility so that the appropriate planning can be accomplished. If a government representative does not service the suppliers' facility, notify the nearest Defense Contract Administrative Office for direction, or Lincoln Tool & Machine Corp.

### SQR-3 SOURCE INSPECTION

Source Inspection shall be conducted by Lincoln Tool & Machine Corp. at the Supplier's facility or where designated in the Purchase Order prior to shipment. Inspection/test of the items shall be performed by the Seller, and shall be subjected to witness by Lincoln Tool & Machine Corp. Lincoln Tool & Machine Corp. shall elect to do 100% or sample of the units. If sample is elected, the sample will be selected by Lincoln Tool & Machine Corp. Seller shall have available and present upon request, documented evidence of in-process and/or final inspection/test data. Required documentation for shipment must be completed and signed by its Quality Assurance Manager, or authorized designee, and available for Lincoln Tool & Machine Corp. review.

### SQR-4 CERTIFICATE OF CONFORMANCE

A certificate of conformance shall accompany each shipment signed by its Quality Assurance Manager, or authorized designee, stating the product supplied is in full conformance with all physical configuration and functional test specifications; that all raw material used conforms to applicable specifications. Inspection and test data, physical and chemical analysis, and in-process inspection data are on file subject to review by Lincoln Tool & Machine Corp. upon request. The certificate of conformance shall be legible and include

- Lincoln Tool & Machine Corp. purchase order number,
- part number, and revision letter (unless otherwise specified on the purchase order),
- Quantity and if applicable, serial numbers,
- Lincoln Tool & Machine Corp. job order number and the mill heat number when supplier supplied material, at a minimum. When multiple lots of material are used in completing a shipment, parts shall not be mixed and all material lot numbers or

mill heat numbers shall be reported. When processing is performed against an RDS job order, parts shall not be mixed and traceability shall be maintained to the work order.

- Material or process specifications
- Manufacturer's name, address, Country of Origin, Date

### SQR-5 CHEMICAL AND PHYSICAL TEST REPORTS

For raw material shipments, or where material was supplied by the supplier, physical and chemical test report certifications shall be supplied with each shipment. Test reports shall be legible and include the material designation, specification and revision letter (material must be certified to the latest revision in effect at the time of shipment), results of all specified testing requirements, the mill heat number, and any other requirements specified on the purchase order must be traceable to the material.

### SQR-6 INSPECTION SHEETS AND TEST REPORTS

With each shipment the supplier shall submit inspection reports, data sheets, test reports, etc... as applicable. Reports shall be identified with the applicable drawing / specification number, revision, Lincoln Tool & Machine Corp. purchase order number, and the suppliers lot identification number.

A. Inspection reports shall cover all physical and dimensional characteristics for the item as called out on the drawing, or in the applicable specification. The supplier shall report the actual dimensions of each part inspected. The inspection results shall be traceable by serial number or other identification method to the actual part inspected.

A1 Inspection reports shall cover all physical and dimensional characteristics for the item as called out on the drawing, or in the applicable specification. The supplier shall report the dimensional range and average of parts inspected. The inspection results shall be traceable to the lot of parts inspected.

B. Inspection reports shall list the physical and dimensional characteristics of the items. Sample inspection shall be performed to verify critical dimensional characteristics of the lot of parts are within drawing specification limits. Actual dimensions do not have to be reported except where specific dimensions are requested.

C. Test reports for special tests such as vibration, shock, rain, sand and dust, pressure, environmental, EMI, ATP and others shall be supplied by the seller.

D. Destructive Testing Analysis (DTA) report is required. The supplier is to permanently identify the parts that have gone through DTA and are no longer suitable for intended use. The tested parts shall be delivered to Lincoln Tool & Machine Corp.



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NOTE: Out of tolerance dimensions shall be identified on an inspection report. The supplier shall not deliver parts that are out of tolerance to Lincoln Tool & Machine Corp without approval from Lincoln Tool & Machine Corp

### **SQR-6A RECORD RETENTION AND RIGHT OF ACCESS– NON-AEROSPACE**

Supplier shall retain all records pertaining to material, manufacturing processes, special processes, testing, and inspection for a minimum of three (3) years as applicable. Supplier shall notify Lincoln Tool & Machine Corp prior to destruction. Supplier shall provide Lincoln Tool & Machine Corp, our customers, and regulatory authority access to all applicable records.

### **SQR-6B RECORD RETENTION AND RIGHT OF ACCESS - AEROSPACE**

Supplier shall retain all records pertaining to material, manufacturing processes, special processes, testing, and inspection for a minimum of ten (10) years as applicable. Supplier shall notify Lincoln Tool & Machine Corp prior to destruction. Supplier shall provide Lincoln Tool & Machine Corp, our customers, and regulatory authority access to all applicable records.

### **SQR-7 FIRST ARTICLE INSPECTION**

Supplier shall perform and document a comprehensive inspection and test of the article to assure the items conform to all specification requirements. First article inspections shall be performed in accordance with aerospace standard AS9102. First Article Inspection is required on a part representative of the production process to be used in the manufacture of these parts. A copy of the First Article document must accompany the first shipment of parts. If two years have elapsed since the last shipment of this part number, a new First Article Inspection is required. If an AS9102-compliant FAIR is not required, an equivalent supplier form may be used and shall include the following:

- Lincoln Tool & Machine Corp part number, revision level,
- All print requirements including, Notes, Feature, Tolerance,
- Actual measured value, Method of Gauging, Accept/Reject indication

Where physical testing is required, the results of the test must be recorded. Where special processes are required, verification of each special process must be recorded, applicable certifications retained, and available for review (or submitted with the FAIR if requested by Lincoln Tool & Machine Corp). The signature and title of the person performing the inspection and date of inspection must also be included.

### **SQR-8 SURVEY/AUDIT RIGHTS**

Lincoln Tool & Machine Corp customers and/or regulatory agencies shall have the right to conduct surveys and perform surveillance and have access of supplier facilities to evaluate their capability to comply with contractual requirements.

### **SQR-9 SPECIAL PROCESS APPROVAL**

Heat treating, welding, electroplating, laser cutting, EDM, non-destructive testing, etc. are considered special process and require approval by Lincoln Tool & Machine Corp prior to use. The Certificate of Conformance shall include the specification number and revision of all special processing performed. Special processes, once approved, may not be changed without Lincoln Tool & Machine Corp approval of the changes.

### **SQR-10 APPROVED INSPECTION PLAN**

When requested; suppliers shall submit a detailed inspection plan to Lincoln Tool & Machine Corp Facility for approval before manufacturing begins. Supplier inspection shall be in accordance with the Lincoln Tool & Machine Corp approved inspection plan for the part number ordered.

### **SQR-11 APPROVED SOURCE OF MATERIALS**

All material used in fulfilling this order must be supplied by a supplier approved by Lincoln Tool & Machine Corp unless specifically authorized in writing to the contrary.

### **SQR-12 SHELF LIFE DATA**

The supplier shall furnish the date of manufacturer, useable shelf life, expiration date of useable shelf life, any special storage conditions, and any safety warnings for each item shipped. Material safety data sheets must be included with each shipment. Items will not be accepted by Lincoln Tool & Machine Corp where shelf life remaining is less than 75% of total shelf life.

### **SQR-13 IDENTIFICATION AND CONTROL BY LOT**

Traceability of items shall be by lot number rather than individual serial number. Seller shall assign a common lot number to all items in a specific manufactured lot.

### **SQR-14 IDENTIFICATION AND CONTROL BY SERIAL NUMBER**

Seller shall identify individual serial numbers, to all items shipped to Lincoln Tool & Machine Corp and shall appear on the certification. Serial numbers shall be assigned by Lincoln Tool & Machine Corp. The method of marking will be specified in the Purchase Order or on a furnished manufacturing drawing. The Seller shall maintain traceability of each serialized item to raw materials used in its manufacturing processes.



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### **SQR-15 TEST AND INSPECTION REPORTS**

Test and inspection reports, with measured data as required by the applicable procurement specification, must accompany each shipment.

### **SQR-16 SPECIALTY METALS**

DFARS 252.225-7014 Preference for Domestic Specialty Metals (Apr 2003) applies to this order if specialty metals are being furnished. For the purpose of this contract / purchase order, Aluminum is considered specialty metal and the domestic preference applies. Contact Lincoln Tool & Machine Corp purchasing for clarification or applicability if necessary.

### **AQR-17 BUYER FURNISHED MATERIAL**

When Lincoln Tool & Machine Corp furnishes material, the Seller's System shall provide for the following:

1. Examination upon receipt for transit damage
2. Verification of quantity
3. Storage against damage, improper use or disposition

The seller must furnish certification that the parts used were those furnished by the Buyer and no un-authorized substitution was made.

### **SQR-18 APPROVED SUPPLIERS**

All Lincoln Tool & Machine Corp approved suppliers are responsible for maintaining a list of their approved suppliers, and shall have it available upon request for review by Lincoln Tool & Machine Corp. Information shall include name, address, nomenclature of parts or services provided, part numbers and other pertinent information requested by Lincoln Tool & Machine Corp. Suppliers shall only purchase aircraft related parts from suppliers which are controlled by Lincoln Tool & Machine Corp by approval or inspection.

### **SQR-19 CHANGES TO WORK**

The Supplier shall make no changes to Work under this Purchase Order or Contract including any change in design, manufacturing process, materials, or otherwise which may affect form, fit, or function of the Work without prior notification to and approval by Lincoln Tool & Machine Corp. Such notification shall consist of detailed drawings clearly defining such changes and the date such changes are proposed to be effective. Such notification shall not constitute approval of the proposed change nor relieve the Supplier of the obligation to

comply with requirements contained in the Purchase Order or Contract. If the proposed change is approved, the change approval shall be documented.

### **SQR-20 MOVEMENT OF WORK**

The Supplier agrees that the manufacturing and/or fabrication of Work being delivered under this Purchase Order will not be moved to another production facility without the express written approval of Lincoln Tool & Machine Corp.

### **SQR-21 CALIBRATION SYSTEM COMPLIANCE OF INSPECTION, MEASURING AND TEST EQUIPMENT**

A system for the maintenance and calibration of inspection, measuring, and test equipment shall be maintained. ANSI/NCSL Z540-1 applicable to calibration activities. Acceptable alternative: MIL-STD-45662A "Calibration System Requirements" All calibration standards must be traceable back to NIST (National Institute of Standards and Technology) and the NIST test number shall be included on the certificate of conformance. If any measuring equipment is found to be out of tolerance, "As Found, As Left" data shall be included.

### **SQR-22 FOREIGN OBJECT DEBRIS (FOD)**

Supplier shall comply with NAS412 to prevent Foreign Object Damage (FOD) to manufactured products. Supplier shall establish and maintain an effective FOD prevention program through a continual improvement approach that proactively addresses and controls the events (conditions and actions) leading to FOD.

### **SQR-23 EXPORT/IMPORT CONTROLS**

Supplier shall control the disclosure of, and access to, technical data, information, and other items including hardware received under this purchase order in accordance with U.S. export control laws and regulations, including but not limited to the International Traffic in Arms (ITAR) and the U.S. Department of Commerce, Bureau of Industry and Security (BIS), and Export Administration Regulations. Contact Lincoln Tool & Machine Corp purchasing for clarification or applicability if necessary.

### **SQR-23a 15 CFR §758.6 of the EAR:**

*"These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to US Law prohibited"*



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### **SQR-23b 22 CFR §123.9(b) of the ITAR:**

*"These commodities are authorized by the US Government for export only to (country of ultimate destination) for use by (end user). They may not be transferred, trans-shipped on a non-continuous voyage, or otherwise be disposed of in any other country, either in their original form or after being incorporated into other end-items, without the prior written approval of the US Department of State."*

### **SQR-24 CERTIFICATE OF AIRWORTHINESS**

A copy of a certificate issued by the cognizant civil aviation authority (e.g., EASA Form 1, FAA Form 8130-3) that certifies that the part conforms to the applicable regulatory requirements should be supplied to Lincoln Tool & Machine Corp