MDC
Mechanical Drive Components,

Purchase Order Quality Assurance Codes QF 8.4-3

General Information Terms and Conditions, for External Providers
MDC shall communicate to external providers its requirements using code numbers and specifications, drawings, process requirements, work instructions: The Service Provider is responsible for compliance of general information (e.g., specifications, drawings, process requirements, and job instructions), assigned Quality codes and Purchase Order(s). Product identification must be per any or all of the following; the design drawing, verbal/email purchase order. The supplier must maintain lot traceability throughout manufacturing, inspection and test;

a. the processes, products, and services to be provided ***including the identification of relevant technical data (e.g., specifications, drawings, process requirements, work instructions);***
b. the approval of:
    1. products and services;
    2. methods, processes, and equipment;
    3. the release of products and services;
c. competence, including any required qualification of persons;
d. the external providers' interactions with its service providers;
e. control and monitoring of the external providers' performance to be applied by MDC;
f. verification or validation activities that MDC, or its customer, intends to perform at the external providers' premises***;***
g. design and development control; (as flowed down)
h. special requirements, critical items, or key characteristics;
i. test, inspection, and verification (including production process verification);
j. the use of statistical techniques for product acceptance and related instructions for acceptance by MDC, the service provider shall use standard sampling plans unless otherwise specified on Purchase Order;
k. the need to: Q6 for all Purchase Orders.
- ***implement a quality management system;***
- ***use customer-designated or approved external providers, including process sources (e.g., special processes);***
- ***notify MDC of nonconforming processes, products, or services and obtain approval for their disposition;***
- ***prevent the use of counterfeit parts, Foreign Object Damage Prevention (FOD). Product must be free from any contamination. (at all times);***
- ***notify MDC of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain MDC's approval;***
- ***flow down to external providers applicable requirements including customer requirements; The identification and revision status of specifications, drawings, process requirements, inspection / verification instructions and other relevant technical data must be flowed down to the sub-tiers who will certify to the specification and revision level.***
- ***provide test specimens (if required) for design approval, inspection/verification, investigation, or auditing;***
- ***retain documented information, including retention periods and disposition requirements; (Quality Documentation records and certifications must be maintained on file for a period of ten years after final payment of this purchase order. After this time period, Supplier shall not destroy such records without the written approval of MDC. Prime Contractor retention period requirements will supersede this note as applicable.);***

l. the right of access by MDC, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain;
m. ensuring that persons are aware of:
- ***their contribution to product or service conformity;***
- ***their contribution to product safety;***
- ***the importance of ethical behavior.***

Q1 Certifications – Raw Material
With each shipment, MDC requires mill certification to the required material specification. The material will not be accepted without the required certs with the materials lot# identified. None of the materials used can be conflict minerals or counterfeit materials. Also, please review for additional requirements such as Rohs, mercury free, etc.

Q2 Certifications – Purchased Product
With each shipment, MDC requires a Certificate of Conformance and if necessary the material mill cert and any outside process certifications. The product will not be accepted without the required certs. None of the materials in the product can be conflict minerals or counterfeit materials. Also please review for additional requirements such as Rohs, mercury free, etc.

Approvals	Revision/Date	Reason for Change
Joe Giffune	01 2/28/20	Changed retention period

Q3 Certifications – Outside Services
With each shipment, MDC requires a Process Certificate of Conformance to the specification on the P.O. The product will not be accepted without the required certs.

Q4 Shipment Delays
Supplier agrees to provide us timely written notice of his/her inability to maintain the shipment schedule.

Q5 General Packaging and Preservation Procedures
Unless specific instructions are required, product shipped to MDC must be delivered, packaged and preserved to prevent damage.

Q6 Other MDC Purchase Order Requirements
- The supplier must maintain their measuring and test equipment that is traceable to The National Institute of Standards and Technology (NIST) and calibrated per ANSI Z540, ISO 17025 or ISO 10012.

- The supplier must maintain lot traceability throughout manufacturing, inspection and test.

- The identification and revision status of specifications, drawings, process requirements, inspection / verification instructions and other relevant technical data must be flowed down to the sub-tiers who will certify to the specification and revision level.

- The supplier must obtain MDC approval for nonconforming product disposition.

- The supplier must notify MDC of changes in product and/or process definition, changes of suppliers, change of manufacturing facility location and, where required, obtain MDC approval.

- The supplier must require record retention for five years minimum unless otherwise stated in our P.O.

- Right of access by MDC, their customer, and regulatory authorities to all applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

- Foreign Object Damage Prevention (FOD). Product must be free from any contamination.

- Product identification must be per any or all of the following; the design drawing, verbal/email purchase order.

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Q7 1st Article Inspection
If called out on the P.O., a 1st article is required for prototype and first production run

Q8 Shelf Life Procedure
It is the supplier's responsibility to identify and verify articles, components and/or material being capable of quality degradation with age and shall include shelf life data with each shipment as it relates to the completed articles. Shelf life shall be more then 90% as received by MDC.

Q9 Previously Rejected Articles
Suppliers shall not submit a previously rejected article(s) for re-approval without documentation stating the article(s) was previously rejected by MDC and is being resubmitted for approval.