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	Title: <b>ECFG Purchasing Supplement</b>		
Approved by: Rose Fraley	Author: Nicholas Bunker	Date: 8/17/2022	

## 1.0 SCOPE

This document is to be shared via PO or other recorded means with vendors on the Ellwood City Forge Group's (ECFG) Approved Vendors list for Level I and Level II goods or services as well as any customer directed vendors who supply services within these defined categories.

- Level I and II are vendors that provide processes, products and services that are intended for the incorporation into the products of ECFG or provided directly by a vendor on behalf of ECFG. For an in-depth definition, refer to ECF-QAP-005.

## 2.0 PURPOSE

This supplement is provided to outline the vendors quality requirements aligned with AS9100D and are a mandatory part of any purchase orders placed with your supplier organization. Any conflicts with these requirements are to be resolved in writing prior to the delivery of the goods and services purchased. Delivery of goods/services without such documentation of dispute constitutes acceptance and compliance with these requirements.

## 3.0 ECFG PURCHASED GOODS OR SERVICES QUALITY REQUIREMENTS


- 3.1. ECFG requires that all special processes required by this purchase order must be performed by competent qualified personnel. Special processes are those where the resulting output cannot be verified by subsequent monitoring or measurement including those that become apparent only after the product is in use or service has been delivered.
- 3.2. ECFG, our customers and regulatory agencies reserve the right to perform inspections at the vendor and/or the vendor's subcontractor's facility. When on-site verification of contract/purchase order conformance is required, the vendor shall provide the equipment, facilities and personnel necessary for ECFG representatives to verify compliance. Customer verification activities performed at any level in the supply chain does not absolve the vendor of its responsibility to provide conforming product.
- 3.3. ECFG reserves the right to require vendors to develop and maintain a quality management system. Laboratory and calibration services are to be certified to ANSI/IEC/ISO 17025 by NVLAP (National Voluntary Laboratory Accreditation Program) or an accreditation body recognized through ILAC (International Laboratory Accreditation Cooperation) MRA (Mutual Recognition Arrangement), unless approved by ECFG Quality.

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- 3.4 As applicable, ECFG reserves the right to request ECFG-designated or approved sub-vendors. This will be noted on the purchase order, when applicable.
- 3.5 Promptly notify ECFG, in writing, of delivered product/service found to be non-conforming to purchase order requirements and obtain approval for disposition.
- 3.6 Vendors shall take all necessary measures to ensure counterfeit parts and/or materials are not delivered to ECFG.
- 3.7 Vendors shall also take necessary measures to ensure product is free from foreign objects as applicable to the scope of work being performed.
- 3.8 ECFG reserves the right to require vendors to promptly notify ECFG, in writing, of any changes in product/process, ownership, location, suppliers, or manufacturing facility that could impact the conformity to contracted requirements and obtain ECFG's approval in writing.
- 3.9 Vendors may not sub-contract any scope of work without written approval from ECFG Purchasing.
- 3.10 ECFG reserves the right to require suppliers to flow down through the supply chain the applicable requirements, including customer requirements.
- 3.11 Vendors are required to apply appropriate controls to their direct and sub-tier vendors to ensure ECFG's purchase order requirements are met.
- 3.12 Vendors are required to notify ECFG prior to distributing any ECFG documentation to their sub-suppliers.
- 3.13 When requested, supplier is required to provide test specimens for design and development approval, inspection/verification, investigation or auditing.
- 3.14 Records shall be maintained for a minimum of ten (10) years, after which the vendor shall contact ECFG for disposition. A special retention period, when applicable, will be defined.
- 3.15 Right of Access: ECFG, our customer, and regulatory representatives have the right of entry to applicable areas of all facilities (including subcontractors, contractors) involved in the fulfillment of this order and to all applicable records. The vendor shall provide all reasonable and timely assistance with no additional charges.
- 3.16 The vendor is to ensure that personnel are aware of their contribution to product/service conformity, contribution to product safety and the importance of ethical behavior including any fraud and falsification which could result in penalties under the law for contracts under the jurisdiction of the US Government.

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- 3.17 Vendor shall control documented information that is created and/or retained as a result of an ECFG purchase order in such a manner as to ensure that it is available and suitable for use, where and when it is needed; it is adequately protected from loss of confidentiality, improper use and/or loss of integrity. This includes maintaining the proper identification and revision status of specifications, drawings, procedures and other relevant technical data.
- 3.18 Approval of product, services, procedures, methods, processes, equipment and the release of products and services shall be such as to fully meet all requirements of the ECFG purchase order, relevant specifications and the terms and conditions furnished to the supplier. Supplier quality and delivery performance is monitored by ECFG. Resulting action(s) may be initiated if deemed appropriate.
- 3.19 Quality records providing evidence of compliance to the purchase order requirements must be legible and complete. Any revisions to such records must be noted. Any handwritten corrections are to be corrected with a single line strike through the mistake and an initial and date by authorized persons. No white-out or scribbling to obliterate the original/incorrect reading is permissible. Traceability for all documents and records pertaining to test specimens shall be maintained.
- 3.20 Compliance to the ECFG purchase order is required. Any changes must be approved by ECFG Purchasing.
- 3.21 The vendor shall maintain identification of ECFG supplied material during processing. All identification removed shall be reapplied without detriment to the material and in accordance with special instructions accompanying the purchase order. If loss of identification occurs, work must stop and ECFG Quality must be contacted to determine disposition.
- 3.22 Residual magnetism introduced into the parts during handling within your facility must be less than 3.0 Gauss.

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**Revised By:**

**Approved By:**

Signature: *Victoria J. Palmieri*  
 Title: ECF Quality Engineer  
 Date: 8/17/2022

Signature: *Rose M Fraley*  
 Title: ECFG Quality Manager  
 Date: 8/17/2022

Revision	Date	Paragraph	Revised By	Summary
1	5/16/19	All	JAS	Original
2	8/22/19	3.19	SAB	Added traceability requirements
		8.9.4	NRB	Updated paragraph to define scope of delegation in a purchase order
3	12/20/19	All	VLP	Removed "purchasing approval levels" from ECF-QAP-005 to make it stand alone instruction.
		1.0	VLP	Added "level I and II..."
4	8/4/2020	3.19	NRB	Changed "cross-out" to "single like strike through." This change is editorial and does not need redistributed to vendors.
5	8/17/2022	Acknowledgement Signature	VLP	Removed

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