

**QUALITY SYSTEM REQUIREMENTS FOR
Distributor YFTFC005**

PURPOSE:

This specification outlines the Quality System requirements for **Young & Franklin/Tactair Fluid Controls** suppliers. It is intended to assure that articles purchased from approved suppliers are as ordered and have been subjected to positive control during the supplier's handling and storage.

GENERAL:

The supplier's Quality System *shall* be documented in the form of a Quality Manual, supported by documented procedures as necessary. These documents *shall* be available for review by Young & Franklin/Tactair Fluid Controls.

Young & Franklin/Tactair Fluid Controls' approval of the supplier's Quality System is limited to the location shown on Young & Franklin/Tactair Fluid Controls's Purchase Order and is not transferable to the supplier's other stocking locations or affiliated companies.

YFTFC005 QUALITY SYSTEM REQUIREMENTS

1.0 MANAGEMENT RESPONSIBILITY

Management *shall* immediately notify Young & Franklin/Tactair Fluid Controls of any significant changes in the Quality Program, leadership, procedures, or processes which would affect the quality of products.

1.1 Quality Policy

The supplier *shall* define and document its quality policy. The quality policy *shall* be relevant to the supplier's organizational goals and the expectations and needs of its customers. The supplier *shall* ensure that this policy is understood, implemented, and maintained at all levels of the organization.

1.2 Responsibility and Authority

The supplier's personnel performing quality functions *shall* have sufficient, well-defined responsibility, authority, and the organizational freedom to identify and evaluate quality problems, and to initiate, recommend, or provide solutions.

1.3 Management Review

Management *shall* periodically review the status and adequacy of the quality system to ensure its continuing effectiveness in satisfying the supplier's stated quality policy and objectives. Records of such review *shall* be maintained.

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2.0 QUALITY SYSTEM

2.1 General

The supplier *shall* establish, document, implement, and maintain a quality system to assure product compliance to specified requirements.

The supplier *shall* maintain a quality manual that includes or makes reference to quality system procedures and outline the structure of the documentation used in the quality system.

2.2 Quality Planning

Quality planning will identify and make timely provisions for IM&TE, fixtures, and training.

3.0 CONTRACT REVIEW

3.1 Review

The supplier's quality function **shall** assure the supplier's procurement documents incorporate applicable quality, technical requirements, and verifies that items are procured from approved sources when required by Young & Franklin/Tactair Fluid Controls Purchase Order.

3.2 Amendments

The supplier *shall* identify how an amendment to a contract is made and correctly transferred to the functions concerned within the supplier's organization.

3.3 Records

Records of contract reviews **shall** be maintained.

4.0 DOCUMENT AND DATA CONTROL

4.1 General

The supplier *shall* establish and maintain documented procedures to control all documents and data that relate to the requirements of this standard including, to the extent applicable, documents of external origin such as standards and customer drawings. In essence a system is maintained to control the initiation, revision, issue, and distribution of all Quality related documents.

5.0 PURCHASING

The supplier *shall* establish and maintain documented procedures to ensure that purchased product conforms to specified requirements.

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6.0 PRODUCT IDENTIFICATION AND TRACEABILITY

The supplier *shall* establish and maintain documented procedures for identifying product by suitable means from receipt and during all stages of receipt, storage, and delivery.

7.0 INSPECTION AND TESTING

The supplier *shall* establish and maintain documented procedures for inspection and testing activities in order to verify that the specified requirements for the product are met.

7.1 Receiving Inspection and Testing

The supplier *shall* ensure that incoming product is not used or processed until it has been inspected or otherwise verified as conforming to specified requirements.

The supplier *shall*:

- Inspect and test the product as required by the quality plan and/or documented procedures;
- Hold product until the required inspection and tests have been completed or necessary reports have been received and verified.

7.2 Inspection and Test Records

The supplier *shall* establish and maintain records which provide evidence that the product has been inspected and/or tested.

8.0 CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT

Control and calibration of instrumentation and calibration standards *shall* be in accordance with the requirements of ISO-10012-1 and/or ANSI/ASQ Z 540-1. The supplier *shall* establish and maintain documented procedures to control, calibrate, and maintain inspection, measuring, and test equipment (including test software) used by the supplier to demonstrate the conformance of product to the specified requirements. Inspection, measuring, and test equipment *shall* be used in a manner which ensures that the measurement uncertainty is known and is consistent with the required measurement capability.

Where test software or comparative references such as test hardware are used as suitable forms of inspection, they *shall* be checked to prove that they are capable of verifying the acceptability of product, prior to release for use during production, installation, or servicing and *shall* be rechecked at prescribed intervals. The supplier *shall* establish the extent and frequency of such checks and *shall* maintain records as evidence of control.

Where the availability of technical data pertaining to the measurement equipment is a specified requirement, such data *shall* be made available, when required by the customer or customer's representative, for verification that the measuring equipment is functionally adequate.

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8.1 Control Procedure

The supplier *shall*:

Determine the measurements to be made and the accuracy required, select the appropriate inspection, measuring, and test equipment that is capable of the necessary accuracy and precision;

Identify all inspection, measuring, and test equipment that can affect product quality, and calibrate and adjust them at prescribed intervals, or prior to use, against certified equipment having a known valid relationship to internationally or nationally recognized standards. Where no such standards exist, the basis used for calibration *shall* be documented;

Define the process employed for the calibration of inspection, measuring, and test equipment, including details of equipment type, unique identification, location, frequency of checks, check method, acceptance criteria, and the action to be taken when results are unsatisfactory;

Identify inspection, measuring, and test equipment with a suitable indicator or approved identification record to show the calibration status;

Maintain calibration records for inspection, measuring, and test equipment

Assess and document the validity of previous inspection and test results when inspection, measuring, and test equipment is found to be out of calibration;

Ensure that the environmental conditions are suitable for the calibrations, inspections, measurements, and tests being carried out;

Ensure that the handling, preservation, and storage of inspection, measuring, and test equipment is such that the accuracy and fitness for use are maintained;

Safeguard inspection, measuring, and test facilities, including both test hardware and test software, from adjustments which would invalidate the calibration setting.

9.0 INSPECTION AND TEST STATUS

The inspection and test status of product *shall* be identified by suitable means, which indicate the conformance or nonconformance of product with regard to inspection and tests performed.

10.0 CONTROL OF NONCONFORMING PRODUCT

The supplier *shall* establish and maintain documented procedures to ensure that product that does not conform to specified requirements is prevented from unintended use or installation.

11.0 CORRECTIVE AND PREVENTIVE ACTION

The supplier *shall* establish and maintain documented procedures for implementing corrective and preventive action.

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11.1 Responding to Corrective Action Requests.

The supplier *shall* respond to a corrective action request in a timely manner. A letter that is sent to the supplier from Young & Franklin/Tactair Fluid Controls is given a description of non-conformities along with a due date that the supplier *shall* respond by. If the supplier does not respond to the corrective action by the due date, their approved supplier status *shall* be revoked and payment of product may be withheld.

12.0 HANDLING, STORAGE, PACKAGING, PRESERVATION, AND DELIVERY

The supplier *shall* establish and maintain documented procedures for handling storage, packaging preservation, and delivery of product.

12.1 Handling

The supplier *shall* provide methods of handling product that prevent damage or deterioration.

12.2 Storage

The supplier *shall* use designated storage areas or stock rooms to prevent damage or deterioration of product, pending use or delivery. Appropriate methods for authorizing receipt to and dispatch from such areas *shall* be stipulated.

In order to detect deterioration, the condition of product in stock *shall* be assessed at appropriate intervals.

12.3 Packaging

The supplier *shall* control packing, packaging, and marking processes (including materials used) to the extent necessary to ensure conformance to specified requirements.

12.4 Preservation

The supplier *shall* apply appropriate methods for preservation and segregation of product when the product is under the supplier's control.

12.5 Delivery

The supplier *shall* arrange for the protection of the quality of product after final inspection and test. Where contractually specified, this protection *shall* be extended to include delivery to destination.

13.0 CONTROL OF QUALITY RECORDS

The supplier *shall* establish and maintain documented procedures for identification, collection, indexing access, filing, storage, maintenance, and disposition of quality records.

14.0 TRAINING

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The supplier *shall* establish and maintain documented procedures for identifying training needs and provide for the training of all personnel performing activities affecting quality.