



Baker  
Manufacturing  
Inc.

## Procurement Quality Requirements

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### Procurement Quality Requirements

This document establishes specific quality requirements that apply when specified by QR code on Baker Manufacturing, Inc. purchase orders. Additional requirements and instructions may be included on the purchase order. These are in addition to any other contractual requirements.

**QR1 Right of Access**

**Baker Manufacturing, its customer and any regulatory authorities shall have access to facilities at any level of the supply chain and the specific quality records involved in the processing of this order. Access will only be permitted with advanced written notification and a date that is mutually agreeable to the parties.**

**QR8 Special Process Requirements**

**Each shipment of material, parts, or assemblies, shall be accompanied by a legible and reproducible copy of special process certifications (e.g. Testing, heat treat, nondestructive testing, etc.). Special processes shall be performed by a customer approved source as defined by the process specification owner.**

**QR2 Supplier Approval**

**Baker Manufacturing reserves the right to audit the seller's product, procedures or processes prior to, or during fulfillment of the contract.**

**QR9 Qualification of Personnel**

Personnel training/qualification records must be maintained by the seller, and be available for review by Baker Manufacturing.

**QR3 Quality System**

**Seller must have a Quality Management System accepted by buyer and subsequently be a buyer approved vendor or one that is on the approved supplier list.**

**QR10 Changes in Process or Product**

Seller shall notify Baker Manufacturing for review and approval of any changes in product and/or process definition. Seller agrees not to make any change in materials, processes or design, which would affect the part or any component part thereof, without prior written approval from Baker Manufacturing.

**QR4 Record Retention**

**Quality records shall be maintained at your facility for a minimum of 7 years from date of shipment. Longer durations may apply when specified. Records shall be made available upon request.**

**QR11 Certificate of Conformance**

Seller shall provide a legible and reproducible copy of a Certificate of Conformance (COC) or pack slip, with Baker Manufacturing purchase order clearly noted and signature of a responsible representative stating the material, process, or article being shipped meets requirements of applicable drawings or specifications cited in the purchase order. The COC shall include part, drawing, or process revision, and shall be traceable to the original manufacturer and all other required certifications by means of a lot number, date code, material PO number or equivalent.

**QR5 Flow Down of Requirements**

**All requirements of this purchase order, including any key characteristics, shall be flowed down to seller's sub-tier supplier.**

**QR12 First Article Inspection**

The seller shall perform First Article Inspections (FAI), as stipulated by PO, in accordance with AS9102. A copy shall be provided on the first shipment. FAI shall also be conducted and provided when lapses in production exceed 24 months, when changes in process or configuration occur, or as otherwise directed.

**QR6 Report of Discrepancy**

**Any departure from drawings, specifications or other purchase order requirements, discovered prior to or after shipment, shall be documented by the seller and submitted to Baker Manufacturing for review at time of realization.**

**QR13 Certificate of Analysis or Test Report**

Seller shall provide a legible and reproducible Certificate of Analysis (COA) or physical properties test report. Chemical and/or physical test data shall include actual numerical values for each property tested in accordance with the applicable specification or purchase order requirements. The COA or test report shall be traceable to the original manufacturer and all other required certifications by means of a lot number, date code, material PO number, or equivalent.

**QR7 Time and Temperature Sensitive Materials**

**Seller shall identify all time and temperature sensitive materials (TATS) with necessary information stating proper storage condition required to achieve the stated life. Information shall indicate the date useful life was initiated and the date or cycle at which the useful life will be expended.**

**QR14 Inspection Data**

The seller shall furnish a legible and reproducible copy of inspection data sheets that record objective evidence of acceptance for each assembly, sub-assembly, or component covered by this purchase order. This requirement applies to Baker Manufacturing's suppliers to the extent necessary to determine acceptability of items under this purchase order.

Rev Date 5/13/2013-- Inserted this rev change reason note.

Rev Date 4/8/14 - Update QR6 to reflect timeliness.