VACCO

Supplier Training

Updated 2/6/2023 (Page 13, field 22 FAI form 1 requirement updated)

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Items Found on VACCO Website

https://www.vacco.com/suppliers

a) **Quality Flowdowns**

Three key documents:

- **VI-QFD-001**, General Quality Clauses
- **VI-QFD-002**, Supplier Counterfeit Control Requirements
- **VI-QFD-003**, Supplier False and Fraudulent Requirements

Review the website for possible changes each time purchase order is received or once per month.

b) **Supplier Instructions** – Provides guidance to suppliers to meet VACCO's requirements. Provides summary of Quality Clause updates.

c) **Purchasing Terms and Conditions**

d) **Supplier Performance Requirements**

e) **Supplier Forms** – SRMR, False and Fraudulent Statement,

f) **Purchasing Department Contact Information**

g) **Supplier Training**

VACCO General Information

- Purchase Orders are only valid if they come from a member of the Purchasing Department.

- Contract flow downs will vary for each Purchase Order. Repeat part number orders may not have the same flow down requirements.

- It is recommended that the supplier…
  - ✓ Review the Purchase Order and drawing requirements carefully prior to the acceptance of the PO.
  - ✓ Some documentation may be conflicting. The order of Precedence is located on VI-QFD- 01 – Section 6.
- In-process Source inspection may be required due to measurements that state prior to outside processing, etc. (Use VACCO Source Inspection Request form QF-SI-001),
  - Allow 1 week for Source Inspection to be scheduled and performed at a minimum. Source inspection time must be considered within the supplier production lead time.
- Parts **must be** on VACCO's dock on the date promised on the PO.
  - No early deliveries will be accepted unless authorized by the buyer.

A penalty clause may be added to PO's to ensure on time delivery, shipping nonconforming product and/or documentation.

Supplier Management Team

Supplier Performance

- Suppliers are reviewed Quarterly for performance by the Supplier Management Team.

  Suppliers are expected to meet a minimum:

  On Time Delivery 95%, Product Acceptance 97% and Documentation Acceptance 97%

- Suppliers are expected to deliver Product and all documentation in accordance with Purchase Order and Drawing requirements.
- Suppliers may be put on Conditionally Approved status if their score falls below performance goals for 2 consecutive Quarters.
- Suppliers will be required to complete a SCAR or RCCA for failure to meet the performance goals.

Purchase Order

Order of Precedence:

If there is a contradiction between documents, the following is the Order of Precedence (VI-QFD-001 Appendix 6):

- Purchase Order
  - ✓ Special Notes
  - ✓ Specifications identified on the Purchase Order
  - ✓ Quality Flow Down Notes
  - ✓ Purchase Order Flow Downs
- Drawings – Identified on the Purchase Order
- Documents and Specifications referenced on the Drawings
- Notes on the PO take precedence over Quality and PO flow downs. VACCO may flow down a specific Material, Material Revision and/or Process as a Note on the PO.
- Specification and revision are required to be stated on Mill certification.

  Specification on supplier certifications shall match the specification and revision stated on the PO or Drawing (as applicable)

Mandatory DCMA Signature

- Supplier must check and ensure that PO with Clause 7.2 contains DCMA representative signature prior to acceptance.

7.2 **SUPPLIER VERIFY THAT THERE IS MANDATORY SIGNATURE PRIOR TO PO ACCEPTANCE**

GOVERNMENT SOURCE INSPECTION

Government Source Inspection is required on this order; it may involve in-process and final inspection. Upon receipt of this purchase order, promptly notify the Government Representative who normally services your plant, so that appropriate planning for Government Inspection can be accomplished. If none is currently assigned, contact the nearest Army, Navy, Air Force, or Defense Supply Agency Inspection Office. In the event the representative or office cannot be located, notify VACCO Industries' buyer immediately.

****SUPPLIER - NOTIFY THE BUYER IMMEDIATELY IF THERE IS NO SIGNATURE UPON RECEIPT OF THIS PO.****

DCMA Review: _____

QAR/EXTBF `S4306A Date

CofC SAMPLE

NOTE: QFD's apply when flown down on the Purchase Order. For full description/definition of QFD, see VACCO website.

Supplier Letterhead

Certificate of Conformance

Cert. No. Date:

Customer Name:

Purchase Order#: Line Item:

Description: Part Number: Revision:

Job#: Quantity:

Date of Manufacture: Per QFD 9.8 Sampling Inspection: Per QFD 7.7

Batch/Lot#: Shelf Life: Per QFD 8.2 & 8.3 as Applicable

We hereby certify that the material, service(s) and/or part(s) shipped conform to all requirements called out on the above purchase order, drawing and specifications.

These parts are free of mercury contamination at time of manufacture/shipment. Per QFD 8.9

Complies with REACH requirements Per QFD 6.35 DRC Conflict Free Per QFD 6.38B

Printed Name: Signature: Per QFD 8.2 & 8.3

Title:

"The recording of false, fictitious or fraudulent statements or entries on this document may be punishable as a felony under federal statutes, including Federal Law, Title 18, Chapter 47." Per QFD3-6.1 & QFD 3-6.2

VACCO

First Article Inspection Report Training

Suppliers are required to use forms that comply with latest revision of AS9102.

FAIR forms must have the same field reference numbers as the latest AS9102 standard.

A bubbled drawing must be included.

When should the supplier provide a FAIR?

QFD 6.13 is flowed down on the Purchase Order and one or more of the following below applies:

- **Full FAIR**
  - New part introduction
  - New supplier or new location of manufacture
  - Lapse in production of more than 2 years
- **Partial (Delta) FAIR**
  - Design change (Revision Change)
  - Significant change in method of manufacture (e.g.: tooling, processes, machine, location, numerical control program, sequence of manufacture).

FAIR should not be sent if not required or if they do not meet the criteria above.

What should be included in the FAI Report?

- VACCO Industries requires all three AS9102 forms be completed when a FAIR is required.

- The FAIR should address the following:
  - Verification of all design characteristics, including drawing notes.
  - All Material and Special Process Certifications must be clear and legible.
  - Manufacturing Process Verification.
  - Nonconformance Resolution.
  - FAIRs for major subassemblies.

- Some items may be conditionally required or optional per the AS9102 Standard but are required by VACCO. (See below references with *)

AS9102 Form 1 – Part Number Accountability

Box descriptions:

1) **Required –** Part number for the FAI Part (including the dash number as applicable).
2) **Required** – Name of part as shown on the drawing in the description field.
3) Conditionally required – Serial number of FAI Part; unique identifier assigned to the detail part, sub-assembly, or assembly by the purchasing organization/customer if applicable (if applicable to this PO).
4) **Required** – FAIR Identifier (may be internal number).
5) ***Required** – Part revision. If there is no revision, state N/C or (-) as stated on the drawing.
6) ***Required** – The drawing number associated with the FAI part (no dash number is included, in most cases)
7) ***Required** – Reference the revision on the engineering drawing. If there is no revision, state N/C or (-) as stated on the drawing (Should match with Purchase Order. If not, contact VACCO buyer for direction).
8) Conditionally required when the Purchase Order identifies a deviation or exclusion from the drawing, such as: Less note "#"; change in design; or manufacturing change, Identify VACCO PO Number.
9) **Required** – Reference internal manufacturing router, traveler or work order number.
10) **Required** – Name of organization that is identified on the VACCO PO or the manufacturer.
11) ***Required** – Reference VACCO assigned supplier vendor code on Purchase Order.
12) ***Required** – Reference VACCO PO # (add Line Item number if more than one Line Item on the Purchase Order).
13) **Required** – Check as appropriate. Assembly FAIs are those with a parts list.
14) **Required** – Check as appropriate. For partial FAI, provide the baseline part number (including revision level) to which this partial FAI is performed and the reason for it. For example, changes in design, process, manufacturing location, etc.

AS9102 Form 1 – Part Number Accountability

NOTE: Boxes 15, 16, 17 & 18 are required only if the part number in Box 1 is an assembly with lower level VACCO part numbers.

19) **Required** – Check as appropriate for documented nonconformances.
20) **Required** – Legible identification and signature of person completing the FAIR. (Note: Electronic signature is acceptable)
21) **Required** – Date when FAIR was completed.
22) **Required** – Legible identification and signature of the person who reviewed the FAIR. (Should not be the same person from field 20) (Note: Electronic signature is acceptable)
23) **Required** – Date when FAIR was reviewed.
24) Conditionally required – Customer Approval (Note: Electronic signature is acceptable)
25) Conditionally required – Date of customer approval
26) Optional – Comments (May be left blank)

AS9102 Form 2 – Product Accountability

1) **Required –** Part number for the FAI Part (including the dash number as applicable).
2) **Required** – Name of part as shown on the drawing in the description field.
3) Conditionally required – Serial number of FAI Part; unique identifier assigned to the detail part, sub-assembly, or assembly by the purchasing organization/customer if applicable (if applicable to this PO).
4) **Required** – FAIR Identifier (may be internal number).
5) Conditionally required – Material or Process Name
6) Conditionally required – Material or Process specification number (include Class, Type, Method…etc. – as applicable)
7) Optional – Any code specified for the material or process. (May be left blank)
8) ***Required** – Supplier of material or special process. Add Name and address. (If VACCO supplied material, add VACCO name and address)
9) ***Required** – Customer approval verification. Yes, No or N/A (if not required).
10) ***Required** – Certificate of Conformance number for material with Heat Number and processes.
11) Conditionally required – Functional test procedure number.
12) Conditionally required – Acceptance report number.
13) Optional – Comments

AS9102 Form 3– Characteristic Accountability Verification

1) **Required –** Part number for the FAI Part (including the dash number as applicable).
2) **Required** – Name of part as shown on the drawing in the description field.
3) Conditionally required – Serial number of FAI Part; unique identifier assigned to the detail part, sub-assembly, or assembly by the purchasing organization/customer if applicable (if applicable to this PO).
4) **Required** – FAIR Identifier (may be internal number).
5) **Required** – Unique assigned number for each design characteristic including drawing notes that is clearly traceable to the bubble drawing.
6) Conditionally required – Reference drawing location includes drawing zone, page number and section.
7) Conditionally required – Characteristic designator for special requirements (Key characteristics, critical items defined by customer).
8) **Required** – Specific design requirement (drawing dimensional characteristic with associated nominal dimension, tolerances, drawing notes).
9) **Required** – Results. List measurement(s) obtained. For multiple characteristics (i.e. 2X, 4X, 3PL) list each characteristic as individual values or list once with the minimum and maximum or by “2X”, “4X”, “3PL”…etc. Results on report shall be traceable to the bubble drawing. For attribute characteristics, include statement of conformance (Complies, Conforms, Accept).
10) Conditionally required – Designed/Qualified Tooling for specific part. Do not add hand inspection tools such as, micrometers, indicators, calipers…etc. May be left blank.
11) Conditionally required – Nonconformance number from nonconformance report.
12) Optional – Additional data/comments. This is reserved for optional fields; add additional columns as necessary.

Top FAIR Issues

Form 1:

- ✓ Box 1 – Part number does not match the Purchase Order (Missing the dash number).
- ✓ Box 6 – PO Part Number is stated instead of Drawing Part no. Drawing Part no. normally does not include a dash.
- ✓ Box 11 – Missing Supplier Code (This is the Vendor number that VACCO assigned and is located on the first page of the Purchase Order).
- ✓ Box 20 and 22 – Missing Legible identification AND Signature. (Employee assigned stamps are not acceptable in place of signature)

Form 2:

- ✓ Box 1 – Part number does not match the Purchase Order or missing the dash number.
- ✓ Box 6 – Processes are missing the Class, Type, etc. (as applicable).
- ✓ Box 8 – Missing the Supplier Name AND Address.
- ✓ Box 10 – Missing the raw material Heat/Lot number.

Form 3:

- ✓ Box 1 – Part number does not match the Purchase Order (Missing the dash number).
- ✓ Box 6 – Missing the Drawing Notes and/or missing a drawing feature.
- ✓ Box 8 – Missing the dimensional tolerance.
- ✓ Box 9 – Multiple characteristics Results are noted as one dimension (Should Be: 2X, 4X, 3PL, etc. or a range).
- ✓ Box 10 – Hand tools are noted. This box should be left blank when special tooling is not used.

Supplier Request for Material Review (SRMR)

SRMR form is available electronically on the VACCO website:

- SRMRs are used to request approval to ship product that deviate from the purchase order requirement(s). Many SRMR's will require VACCO's customer approval and may require a significant amount of review time.
- SRMR approval is not guaranteed and is typically rejected. It is expected that the supplier to provide parts that meet all Purchase Order and Drawing requirements.
- SRMR must be submitted to supplier quality and buyer. Supplier must notify VACCO supplier quality and buyer as soon as any issue arises with the parts as this may affect lead time.
- Each Purchase Order line item must have its own SRMR.
- Supplier shall not ship deviating material without receiving an approved SRMR from the buyer.

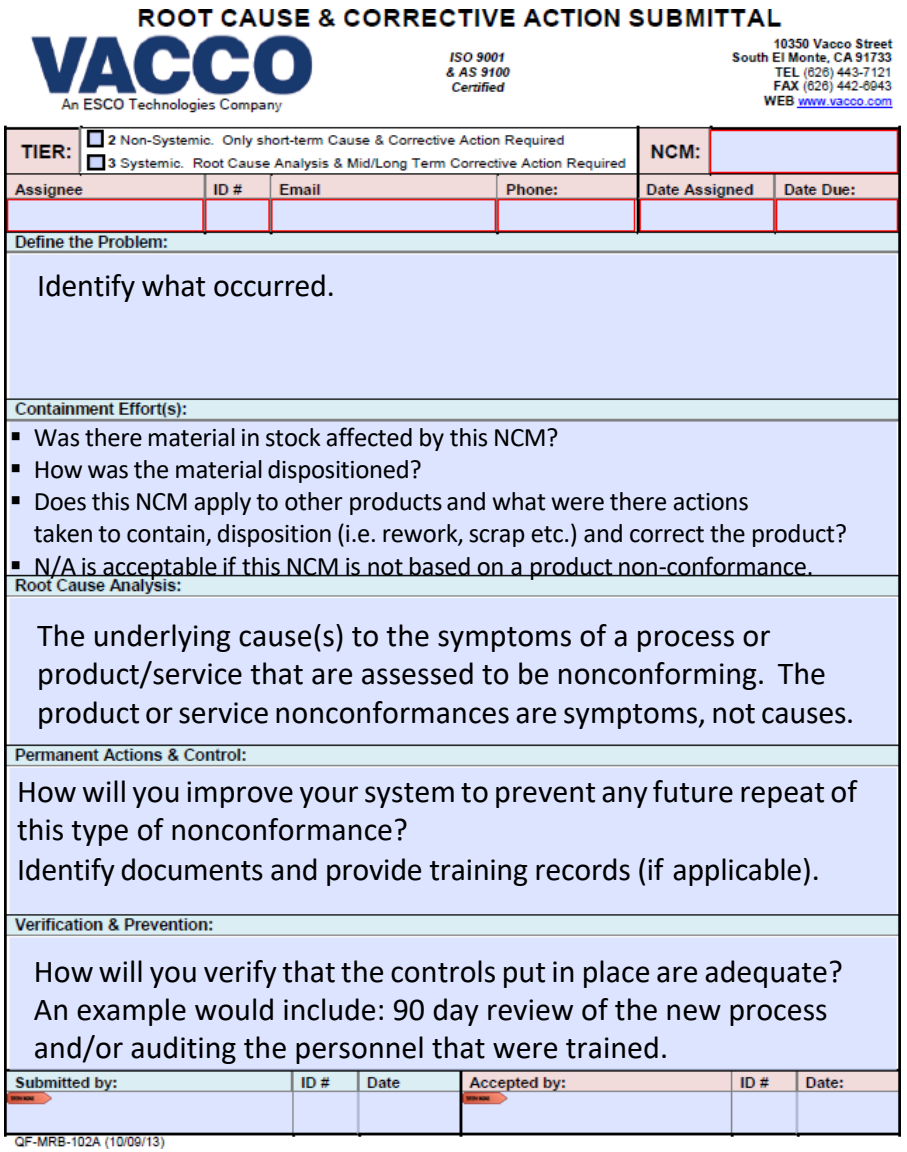
Root Cause Corrective Action (RCCA)

A CAR or RCCA may be issued due to failure to meet VACCO performance requirements.

RCCA replies are required only when the Supplier is notified that a CAR (Corrective Action) is issued.

The RCCA should address the topics identified in this form. Suppliers are requested to use their own form.

Additional clarification for Corrective Actions and CARs: Supplier Instructions on VACCO website



ROOT CAUSE & CORRECTIVE ACTION SUBMITTAL

VACCO
An ESCO Technologies Company

ISO 9001 & AS 9100 Certified

10350 Vacco Street
South El Monte, CA 91733
TEL (626) 443-7121
FAX (626) 442-6943
WEB www.vacco.com

TIER:	☐ 2 Non-Systemic. Only short-term Cause & Corrective Action Required ☐ 3 Systemic. Root Cause Analysis & Mid/Long Term Corrective Action Required	NCM:	

Assignee	ID #	Email	Phone:	Date Assigned	Date Due:

Define the Problem:

Identify what occurred.

Containment Effort(s):

- Was there material in stock affected by this NCM?
- How was the material dispositioned?
- Does this NCM apply to other products and what were there actions taken to contain, disposition (i.e. rework, scrap etc.) and correct the product?
- N/A is acceptable if this NCM is not based on a product non-conformance.

Root Cause Analysis:

The underlying cause(s) to the symptoms of a process or product/service that are assessed to be nonconforming. The product or service nonconformances are symptoms, not causes.

Permanent Actions & Control:

How will you improve your system to prevent any future repeat of this type of nonconformance?
Identify documents and provide training records (if applicable).

Verification & Prevention:

How will you verify that the controls put in place are adequate? An example would include: 90 day review of the new process and/or auditing the personnel that were trained.

Submitted by:	ID #	Date	Accepted by:	ID #	Date:

QF-MRB-102A (10/09/13)

False&Fraudulent Requirements

VI-QFD-003– Flow downs QFD3-6.1 or QFD3-6.2

Supplier shall have the following statement on all certifications:
"NOTE: The recording of false, fictitious or fraudulent statements or entries on this document may be punishable as a felony under Federal Statute."

If the Supplier is unable to obtain this statement from their supplier/sub-tier on the certifications, they shall:

- Complete the "False and Fraudulent Notification Form". (Available electronically on VACCO website)
- One form must be provided for each supplier that cannot comply.
- Submit this form to the buyer for notification to VACCO's customer prior to shipment.
- Product shall not be shipped until the buyer notifies the supplier that the submission of form to VACCO customer has been completed.
- Form submission is required for each Purchase Order line that is not in compliance.

Top Supplier Issues

Some of the most common issues seen are…

- Individually bag and tag:

  Parts are not individually bagged or tagged, the tag has a misspell or wrong part number or wrong revision or missing serial number.

- Parts were found with burrs (please verify magnification requirement for burrs inspection)
- Parts had dimensional issue(s) or did not meet specification but supplier did not provide corresponding VACCO approved SRMR.
- Parts received with scratches, nicks, and dings.
- Incorrect revision or mill specifications on the mill certification,
- Specification on supplier certifications shall match the specification and revision stated on the PO or Drawing (as applicable)
- Missing revisions of specifications on test reports
- Illegible certifications: information on the page must be readable and complete, page should not be cut off.
- Test/OSP reports & Certifications: Missing: Date, Title, Signature of representative
- NDT certifications - Signature, printed name, date, title of Level 2 or 3

Top Supplier Issues (continued)

- Missing traceability to Heat/Lot or Batch missing on test certifications
- Typos
- False and Fraudulent statement is not included on all Supplier and subtier certifications per QFD3-6.1 or QFD3-6.2 (See False & Fraudulent section for instructions)
- Reach Compliance not stated on the Supplier Certification per VI-QFD-001 (6.35)
- Missing Mercury Free Statement on Supplier and subtier Certifications (8.9)
- Missing statement for sampling plan on Supplier certification for Sampling Plan (7.7)
- Missing 100% Final Inspection Report or report does not have ranges for Results (7.5)
- Missing Date of Manufacture (DOM on Supplier CofC (9.8)
- Extra documentation that were not required but were included in the document package, such as FAIR, Inspection Records, etc. This will be checked and if it contains error, will cause the document package to get rejected.

Supplier Training Record

- **Company Name**_____
- **Date**_____
- **VACCO Employee Name & Signature**_____

First Name	Last Name	Title	Signature and date