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**0. Revision History**

B) 16APR2007 – MQ102 Added requirement for personnel performing work, MQ107 added allowance to deliver records at any date up to 15 years, not just at completion of job.

A) Clarified SPOS MQ202 for definition of “Supplier Controlled” and MQ401 for explanation of responsibility associated with debit being established.

N/C) 09JAN2006 – Original Release

**1. Purpose**

The purpose of this Work Instruction is to set forth a method by which to flow down the contractual requirements assigned to Melkes Precision Products by its customers and to define the requirements that Melkes Precision Products holds its suppliers to.

**2. Application**

This Work Instruction applies to all suppliers of Melkes Precision Products directly in the manner in which they conduct business with Melkes Precision Products in the fulfillment of purchase orders placed with their company.

This Work Instruction indirectly applies to the Purchasing and Quality Assurance departments of Melkes Precision Products for communication of and adherence to the clauses stated herein.

**3. References**

- 1) Work Instruction 06-02-02: ASL

Written By: Kevin Ferris	Date: 16APR2007
Approved By: Kevin Ferris	Date: 16APR2007
Approved By: Brent Melkesian	Date: 16APR2007
Affirmed By: N/A	Date: N/A



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#### **4. Procedure**

The most current revision of this document and *WI 06-02-02:ASL* must be used and can be found online at [www.melkes.com](http://www.melkes.com). These codes are to be used whenever referenced on any purchase order issued by Melkes Precision Products. Acceptance of the purchase order is an agreement to abide by all referenced quality codes.

#### 4.1 Systems

##### MQ100: Right of Access

Melkes Precision Products reserves the right to access, at any reasonable time) to audit work, records and materials at any location where work is being performed under this purchase order and such right and courtesy shall be extended to Melkes Precision Products' customers and any government representatives.

##### MQ101: Furnished Materials, Tools and Gages

Supplier shall ensure that all materials, tools and gages are free from handling or shipping damage as well as material and identification and assumes full responsibility due to their own handling and processing. Supplier is responsible for the return of all tools and gages upon the completion of the job and/or for calibration purposes unless otherwise directed by Melkes Precision Products.

##### MQ102: Quality Management System

As a Minimum, supplier shall establish and maintain a system for prevention, early detection and correction, identification and segregation of nonconformances. Such system should comply with MIL-I-45662, MIL-I-45208 or MIL-Q-9858 at a minimum and third party accreditation to ISO9001:2000, AS9100, NADCAP, A2LA or other internationally recognized specification is preferred. Personnel working under this contract must be qualified to do so, as prescribed by the suppliers quality system.

##### MQ103: Flow-down of Requirements

Supplier shall flow down all requirement of this purchase order, including the use of Melkes Precision Products approved suppliers and these SPOS to all sub-tier suppliers as applicable.

##### MQ104: Melkes Precision Products ASL

Only suppliers approved by Melkes Precision Products and Melkes Precision Products' customers may be used in completion of the requirements of this purchase order. Approved suppliers are found in *WI 06-02-02: ASL* online at [www.melkes.com](http://www.melkes.com). This online version is the only version that is up to date; no printed version is controlled, and should not be used as such. Any supplier without Internet access may contact Melkes Precision Products Quality Assurance for assistance. Melkes Precision Products does NOT approve



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material mills, and raw metal may be procured from any, so long as in compliance with MQ105 or MQ106 where required.

**MQ105: Procurement of Specialty Metals for Defense Contracting**

In compliance with United States Federal regulations, all specialty metals (as defined by DFARS) will be procured from countries on the acceptance list presented therein. This is in compliance with clauses 252.225-7014 A1 and 252-225-7016 A1. This specifically includes ALL metal, including that in a machined part, bearing, thread insert or any other portion of any component used in completion of this purchase order. DOD and DFARS requirements can be located on the web through the United States Government. Supplier shall maintain conformance with this clause for ALL work in performance of this purchase order.

**MQ106: United States Raw Material Only**

Supplier shall only use raw material for machining to blue print requirements that has been produced within the United States of America.

**MQ107: Records Retention**

Supplier shall maintain all records of processes and tests for a minimum of 15 years. Should supplier not wish to maintain the records for this period of time, all test and process related records maybe submitted to Melkes Machine, Inc. with delivery of the product on this purchase order, or at any time thereafter (supplier may keep records per their system for 7 years, as an example, and then turn them over to Melkes Machine, Inc at that time).

**4.2 Process Control**

**MQ200: Nonconforming Material**

Supplier shall notify Melkes Precision Products of any part or product that does not conform to the drawing, specification and/ or purchase order requirements controlling it. Furthermore, no such part shall be shipped to Melkes Precision Products without first obtaining approval from Melkes Precision Products. This may result in requiring a formal cause and corrective action analysis to prevent recurrence, which the supplier will return to Melkes Precision Products within the prescribed time.

**MQ201: Shipping, Handling and Identification**

All Materials shall be properly protected from handling and shipping damage and shall be properly identified. Damaged items will be rejected at the supplier's responsibility and expense.



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**MQ202: Supplier Controlled Products**

A copy of the applicable specification, drawing or catalog shall accompany the initial shipment on this order. Supplier shall notify Melkes Precision Products of any changes to the product and/ or process definition and, where required, obtain approval for such change from Melkes Precision Products and its customer. This is for processes and products for which the supplier (or its sub-tier) has engineering authority.

**MQ203: Specification Revisions**

Supplier shall use the specification revisions called for on this purchase order. This is regardless of current specification revision level. Supplier may call Melkes Precision Products for confirmation prior to performing work, but all decisions must be in writing from Melkes Precision Products and are binding.

**MQ204: Key Characteristics**

Supplier shall statistically control all drawing defined Key Characteristics as applicable. This shall apply **ONLY** when supplier is manufacturing the Key Characteristic, not simply processing it, unless specified by this purchase order or the blue print explicitly. When not under supplier control, supplier shall still use extreme caution in the handling of all features designated on the blue print as Key Characteristic.

**4.3 Quality Assurance**

**MQ300: Certificate of Conformance**

Supplier is required to provide document(s) certifying that the material(s) and/ or service(s) supplied against this order meet all applicable requirements. All certifications, documents or reports provided must be legible, reproducible and shall contain, at the **MINIMUM**:

1. Melkes Precision Products purchase order number
2. Part number, revision and quantity
3. Applicable specification number(s)
4. Supplier's company name
5. Printed name, title and signature of authorized supplier representative
6. Date of certification

**MQ301: Traceability**

Positive traceability of parts by cross-referencing raw material certifications to all manufacturing, processing, reports and shipping documents from which items were manufactured is required where applicable.



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4.4 General Business

**MQ400: Rework Charges**

Supplier will be responsible for any rework charges due to improper handling, processing or manufacturing of the product in conjunction with this purchase order.

**MQ401: Scrap Debit**

Supplier will be debited for any scrap parts in excess of 2% of the total purchase order quantity after determination that the supplier is responsible for causing the scrap condition.

**MQ402: Partial Shipments**

Supplier will not send any partial shipments to Melkes Precision Products unless given prior approval by Melkes Precision Products.



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**MQ403: Order Acknowledgement**

Written confirmation of this written purchase order is required before this contract is considered valid. Any product shipped on this purchase order without written confirmation having been placed may be returned to the supplier, at the supplier's expense, without cause.