
LONSEAL

Purchasing Information Flow Downs

Procedure: QP – 016.1	Revision: C	Page 1 of 4
AS9100B Relationship: 7.4	Date:	8/27/09

Review and Approved by:

PROCESS FACILITY

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Reviewed and Approved by
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1.0 Raw Material

- 1.1 Raw material received shall be accompanied by a test report if specified within the purchase order.

2.0 Test Report

- 2.1 Test reports shall be provided with the product as required by the purchase order.

3.0 Process Certifications performed by the suppliers

- 3.1 Copy of the reports of all special processes and inspection verification results shall be furnished with each shipment of processed components.

4.0 Certification of Conformance

- 4.1 Copy of certificate of conformance shall be included with each shipment.

5.0 First Article Inspection

- 5.1 If a first article is required copy of the report shall be provided for review and approval.

6.0 Source Inspection

- 6.1 Supplier shall make its facility available for source inspection by Lonseal its customer or a regulatory organization.

7.0 Change Notification and Approvals

- 7.1 Changes to a process or a product substitution must be approved by Lonseal prior to processing.

8.0 Inspection System

- 8.1 Supplier shall maintain an inspection system in compliance with ISO: 9001:2000 or AS9100B or equivalent, including record control and retention for a minimum of 7 years.

9.0 Calibration System

- 9.1 Calibration system shall be traceable to **National Institute of Standards and Technology (NIST)**.

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10.0 Non Conforming Product

10.1 Non conforming product shall be properly segregated in accordance with ISO: 9001:2000 or AS9100B.

11.0 Special Process Control

11.1 Special processes shall be approved by Lonseal prior to processing.

12.0 Customer/Government Source

12.1 Should the customer and/or government sources visit the supplier facility and accept the product, there is still a possibility that the customer may reject the product, thus it is the responsibility of the supplier to ensure the quality of the product prior to shipment.

13.0 Key Characteristics

13.1 Should a drawing be provided to the supplier, with the representation of key characteristics "KEY", the supplier shall address those elements as directed by the drawing with special attention and care for the request.

14.0 Right of Entry Access

14.1 Lonseal employees, Lonseal's customers and regulatory authorities shall be given the right of entry access for review of processes, documents and inspection.

15.0 Product Verification Activities

15.1 Product verification which are assigned to the supplier shall be performed in such a manner to conform with the Lonseal purchase order requirement and test results.

15.2 Verification activities shall be documented by the supplier and be accessible for review by Lonseal and its customers.

16.0 Supplier's Flow Down to Sub – Tier suppliers

16.1. Suppliers must flow down to the sub-tier suppliers all of the applicable requirements provided by Lonseal either contained within this document or the purchase order including the key characteristics when required.

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17.0 Supplier's Records

- 17.1 Supplier shall maintain records related to Lonseal's purchase order, including but not limited to inspection and test records for a minimum of 7 years.
- 17.2 The supplier shall contact Lonseal prior to destroying such documents, and obtain approval to proceed with the destruction.

18.0 Supplier Notification

- 18.1 Supplier will notify Lonseal of nonconforming product.
- 18.2 Arrangements will be made for Lonseal approval of supplier nonconforming material.

REVISION HISTORY

Revision	Details	Date
A	Initial Release	11/28/07
B	Add "7.4.2 section g" to document. Top Management Change from Takashi Abe to Masaki Inoue.	5/19/09
C	Top Management Change from Masaki Inoue to Toshio Tsuchiya	8/27/09

Supplier Name: _____

Document accepted and reviewed by: _____

Date: _____

Note – Return signed document back to Lonseal for processing, thank you.