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## QUALITY PROCUREMENT REQUIREMENTS (QPR)

The note code numbers specified on a purchase order must be complied with prior to acceptance of hardware or services by Liberty Tool, Inc. An explanation of each note code requirement is contained herein. Standard note codes are identified with an "S" and must be adhered to by all suppliers. Additional note codes will be specified on the purchase order, as applicable. **Additional quality requirements may be stated on the purchase order that do not carry QPR codes, these requirements must be adhered to even if a similar (QPR) code has not been applied to the purchase order.** Supplier audits may be performed at Liberty Tool's discretion to verify conformance to the stated quality requirements.

All certificates of conformance must be signed by the supplier designated quality representative and include their title. Failure to provide certifications may result in quality rating adjustments and/or delay of payment until proper certifications are received and approved.

This document forms part of PUR-P-001 Purchasing. Revisions may cause amendments to the Purchase Order at the discretion of Liberty Tool, Inc.

- 100-S REVISIONS OF SPECIFICATIONS.** Suppliers shall work to the latest revision of all specifications.
- 110-S CONTROL OF RECORDS.** Records shall be established and maintained to provide evidence of conformity to the QPR's and revision date as stated on the purchase order. Records shall remain legible, readily identifiable and retrievable. Procedures shall be established to define the control necessary for the storage, protection, retention periods and disposal of records.
- 115-S RETENTION OF RECORDS.** Records such as Purchase Orders, Traceability, Approvals of Special Processes, Inspection & Test and Nonconforming Material shall be retained for 10 years unless otherwise specified on the purchase order.
- 120-S CALIBRATION SYSTEM.** The supplier shall maintain a calibration system that is traceable to NIST, NPL or another foreign equivalent.
- 125-S NONCONFORMING MATERIAL.** Upon detection of any nonconformance or deviation to the Purchase Order requirements, supplier shall notify Liberty Tool, Inc.
- 130-S TRACEABILITY.** Traceability shall be maintained from receipt of raw material through finished product. Records and material must be identified by lot number, material type, specification and applicable revision identifier or date of issue, heat number, serial number, etc., as required to maintain traceability. Records shall be maintained on file subject to examination by Liberty Tool, Inc. If a time limit is not specified, records shall be kept for ten (10) years minimum after final shipment of the order.
- 135-S SAMPLING.** Liberty Tool, Inc. reserves the right to approve or disapprove sampling plans and/or process controls used for product acceptance. Submittal of such plans and controls must be approved by Liberty Tool Quality Assurance prior to use.
- 145-S RIGHT OF ENTRY.** Liberty Tool, Inc., our customers and regulatory agencies, have the right of entry of access, through prior notification, to determine and verify the quality of work, applicable records and materials at all facilities involved in the order.
- 150-S SUPPLIERS USING SUB-TIERS.** Liberty Tool Quality Assurance must be notified in writing when a sub-tier to the supplier will be used. Prior to proceeding, the supplier must provide to Liberty Tool Purchasing, evidence that the requirements of this purchase order has been flowed down to the sub-tier, including key characteristics when applicable.
- 155-S HANDLING, STORAGE, PACKAGING, PRESERVATION & DELIVERY.**

**Material Handling.** Parts/Materials shall be protected in all phases of processing to eliminate handling damage. Once raw materials begin their process into parts, metal-to-metal contact is prohibited. Care and use of protective devices shall be considered.

**Cleanliness.** Ensure all parts/materials shipped to Liberty Tool are free from foreign material, debris and contaminants on all surfaces, particularly internal machined and cored passages and crevices, which may result in potential FOD. Part openings shall be controlled at all times during processing to prevent introduction of foreign objects.

**Storage.** Storage facilities shall be provided as necessary to isolate and protect Liberty Tool materials pending use or shipment. Condition of material in stock shall be assessed for degradation periodically.

**Preservation.** When preservation of parts/materials is a requirement of the drawing, fluids used shall be checked regularly for contaminants and maintained free from contaminants through the use of filtering or replacement of the fluid.

**Packaging.** Packaging methods shall take into consideration the weight, physical configuration and method of transportation to preclude damage to parts. Ensure packing materials do not induce contamination to parts and assemblies.

Prohibited packing materials includes, but is not limited to, newspaper print, loose material small enough to block or become embedded into internal cavities, holes and crevices and glue bearing materials.

**160-S PROHIBITED MATERIALS.** Delivered hardware shall not contain the materials listed in Table 1, nor shall they require the use of these materials for operation, maintenance, storage, transportation or service of the hardware per EPA guidelines. Go to the EPA website for a current listing of these materials and any limited used materials.

**TABLE 1  
PROHIBITED MATERIALS**

- Arsenic & Compounds
- Asbestos (including fibrous silicates such as actinolite, amosite, anthophyllite, chrysolite, crocidolite, and tremolite)
- Benzene (except in fuel)
- Beryllium & Alloys (>2%)
- Chlorinated solvents including the following:
  - Dichloromethane (methylene chloride)
  - Tetrachloroethylene (perchloroethylene)
  - 1,1,1-trichloroethane (methyl chloroform)
  - Trichloroethylene
  - Trichloromethane (chloroform)
- Class I Ozone Depleting Substances (including CFCs with suffixes 11 to 13, 111 to 115, 211 to 217 and 500 to 502; Halons 1011, 1202, 1211, 1301 and 2402)
- Ethyl Alcohol (as a hand wipe)
- Ethylene Glycol Ether Compounds (except in inks)
- Hydrazine
- Mercury & Compounds
- Methanol (as a hand wipe)
- Polychlorinated Biphenyls (PCBs)
- Radioactive Materials, including Thorium/Thoriated (TD) Nickel (excluding welding rods)

**200 MATERIAL SAFETY DATA SHEETS REQUIRED.** Supplier/Vendor shall forward Material Safety Data Sheets, as applicable, with, or prior to, shipment to Liberty Tool, Inc.; Attention: Quality Manager.

**205 DATED MATERIAL (SHELF LIFE CONTROLLED).** Time sensitive material shall be furnished with a minimum of 80% of its shelf life remaining at date of shipment. Shelf life duration, date of manufacture and date of expiration shall be listed on material certification. The supplier shall mark the life information on each container per its respective specification. If life data marking requirements are not covered by specifications, the supplier shall mark each container with date of manufacture and expiration date.

**215 FIRST ARTICLE INSPECTION (FAI) DOCUMENTATION MAINTAINED BY SUPPLIER.** FAI shall be performed on all new and or revised production manufactured items by supplier at supplier's facility. Results shall be documented on a report identified as "First Article Inspection Report (FAIR). The report will be maintained at the supplier's facility and be available for review by Liberty Tool when requested.

**220 FIRST ARTICLE INSPECTION (FAI) DOCUMENTATION SENT TO LIBERTY.** FAI shall be performed on all new and or revised production manufactured items by supplier at supplier's facility. Results shall be

documented on a report identified as "First Article Inspection Report (FAIR). The identified first article unit and the FAIR will be sent to Liberty Tool, Inc.

The FAI report shall reflect actual readings and show compliance to the drawing, related specifications and in compliance with AS 9102.

- 225 FIRST ARTICLE INSPECTION (FAI) BY LIBERTY AT SUPPLIER FACILITY.** FAI and/or test shall be accomplished at suppliers facility before the balance of the order may be shipped. Liberty Tool will conduct or witness inspections and/or tests and the results will be on a report form identified as "First Article Inspection Report (FAIR).
- 230 LIBERTY TOOL, INC. SOURCE INSPECTION.** Liberty Tool inspection is required prior to shipment from your facility. Evidence of such inspection must be included in your packaging documents accompanying each shipment. You must contact Liberty Tool and establish verification arrangements and the method of product release. Drawings, inspection/test documents and specifications, as applicable, covering material on this order shall be available for inspection at your facility.
- 235 DELEGATION – SUPPLIER VERIFICATION OF LIBERTY TOOL PRODUCT.** The supplier has met the requirements established by Liberty Tool, Inc. quality organization for the verification of Liberty Tool. Liberty's quality assurance will perform periodic inspections of product from delegated suppliers to ensure continued compliance to the conformance of requirements.
- 245 NON-DESTRUCTIVE TEST/INSPECTION IDENTIFICATION.** All parts found to be unacceptable by nondestructive testing methods are to be so identified; tagging and/or ink stamping are the preferred methods. Parts found acceptable can be tagged as such at the vendor's discretion, no ink stamping is allowed of accepted parts. A certificate must accompany all shipments listing quantity accepted and any rejections if any were found.
- 255 CERTIFICATE OF CONFORMANCE.** Each shipment must be accompanied by (1) legible and reproducible copy of a "*Certification Document*" (Certificate of Conformance, Shipper, Packing List, etc.) that includes the identification (signature, electronic signature, stamp, etc.) of the person authorizing release of the product assuring the items ordered were produced in accordance with and conforming in all respects with the contractual requirements including specifications, drawings, marking requirements, physical item identification and electrical characteristics when applicable. When the parts are serialized, serial numbers shall be included on the certification.
- 260 CERTIFICATE OF MATERIAL CONFORMANCE.** Each shipment must be accompanied by (1) legible and reproducible copy of a "*Certification Document*" (Certificate of Conformance, Shipper, Packing List, etc.) that includes the identification (signature, electronic signature, stamp, etc.) of the person authorizing release of the product certifying each material used to fabricate the items ordered in this "Purchase Order."
- 285 INSPECTION/LAYOUT REPORT.** An inspection layout report, identifying the characteristics produced on the purchased part(s) with the applicable inspection results, is required with the shipment. The report is to be signed, or stamped, and traceable to the person performing the inspection. Failure to send inspection/layout report may result in delayed payment and/or quality rating adjustments.
- 290 LIBERTY TOOL, INC. AND/OR CUSTOMER SOURCE INSPECTION REQUIRED.** Prior to shipment of materials, parts or services, Liberty Tool Purchasing must be notified to schedule Quality for source inspection and initial acceptance of the shipment. Acceptance does not imply that the shipment will not be rejected upon receiving inspection at Liberty Tool should a deviation be found.
- 310 MATERIAL TESTING.** A sample of the material in its finished condition must be supplied with this shipment.
- 315 IDENTIFICATION OF DANGEROUS GOODS.** A "Dangerous Goods" decal must be applied to the outer container of the item being shipped and to the associated shipping document (shipper). Also, one copy of the applicable MSDS sheet must be provided with each shipment.
- This in addition to federal and state requirements noted on IATA and DOT CFR. It does not relieve supplier of their responsibility to comply with any marking and labeling requirements set forth in the IATA and DOT CFR or other legal documentation that apply to this shipment.
- 325 BOEING DIGITAL PRODUCT DEFINITION.** Seller shall follow the requirements noted in the latest published Boeing Document Number D6-51991, "Quality Assurance Standard for Digital Product Definition at Boeing Suppliers".

Revision Record:

<b>Revision Date</b>	<b>Revision Description</b>
11-26-2012	New Document
12-16-2015	<p><b>Removed:</b> 105-S QUALITY SYSTEM</p> <p><b>Removed:</b> 140-S LIBERTY TOOL, INC. SUPPLIED MATERIAL</p> <p><b>Removed:</b> 210 STATISTICAL PROCESS CONTROL</p> <p><b>Removed:</b> 240 RAW MATERIAL IDENTIFICATION.</p> <p><b>Removed:</b> 250 PROCESS CERTIFICATION</p> <p><b>Removed:</b> 265 CERTIFICATE OF CONFORMANCE (CALIBRATION AND/OR INSPECTION).</p> <p><b>Removed:</b> 270 PUBLIC LAW 101-592 FASTENER QUALITY ACT.</p> <p><b>Removed:</b> 275 STATEMENT OF CONFORMITY/TEST RECORDS FOR NAS, AN &amp; MS FASTENERS.</p> <p><b>Removed:</b> 280 CHEMICAL AND PHYSICL TEST REPORTS.</p> <p><b>Removed:</b> 295 DROP SHIPMENT REQUIREMENTS TO RAW MATERIAL SUPPLIER.</p> <p><b>Removed:</b> 300 REQUIREMENTS FOR PROCESS SUPPLIERS RECEIVING/SHIPPING DROP SHIPPED MATERIALS.</p> <p><b>Removed:</b> 305 PROCESS APPROVAL REQUIREMENTS.</p> <p><b>Removed:</b> 320 ISO 17025 QUALITY SYSTEM.</p> <p><b>Removed:</b> Duplicate revision level in title, only to appear in footer.</p> <p><b>Added:</b> "Printed Copy Uncontrolled" to footer.</p> <p><b>Added:</b> To Opening: "Additional quality requirements may be stated on the purchase order that do not carry QPR codes, these requirements must be adhered to even if a similar (QPR) code has not been applied to the purchase order."</p>