



**ITT
Aerospace Controls**

QUALITY WORK INSTRUCTION

TITLE: Supplier Purchase Order

PROCEDURE: QWI 8.4

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REVISION: H

RELEASE DATE: March 5, 2014

SUPPLIER PURCHASE ORDER

1.0 PURPOSE

To ensure applicable requirements, quality clauses and special flow down requirements are transmitted to suppliers of ITT Aerospace Controls (ITTAC). Requirements to be met by an ITTAC supplier are defined and maintained in SR-1.

2.0 SCOPE

- 2.1 This procedure applies to processed and procured aerospace materials, components and/or assemblies included in ITTAC's saleable aerospace products.
- 2.2 This procedure applies to services such as non-destructive testing, calibration and laboratory testing which are used to verify product conformance.
- 2.3 This procedure does not apply to service and/or products such as tooling, maintenance, etc., which do not affect product conformance.

3.0 PROCEDURE – Standard Parts and Processes

- 3.1 The MRP computer system initiates a requirement for procurement products or services and notifies Purchasing.
- 3.2 Quality Engineering has established Quality Clause codes sets based upon standard types of procurements. The code sets are identified in Table 1 of this procedure.
 - 3.2.1 The purchasing quality provisions contain right of entry provisions for ITTAC, our customer, and applicable subcontractors, including regulatory agencies (e.g., FAA).
 - 3.2.2 Where specified in the contract the customer has the right to verify, at the supplier's or ITTAC's premises, the product conforms to specified requirements. Customer verification will not be used by ITTAC as evidence of control of our subcontractor or for accepting product.
- 3.3 The Purchasing Department generates the purchase order.

- 3.3.1 Purchasing shall input the appropriate quality clause code set name (refer to Table 1) which in turn then automatically lists the associated applicable quality clauses on the purchase order.
 - 3.3.2 Purchasing shall contact Quality Engineering if one of the code sets listed in Table 1 does not cover the product or service being procured.
 - 3.3.3 Quality system requirements are flowed down to subcontractors to the extent necessary to ensure characteristics, not verifiable upon receipt, are adequately controlled by the subcontractor. Purchase orders may define additional requirements beyond those established in the ITTAC quality assurance requirements for suppliers, such as but not limited to, delegation of verification to the supplier.
 - 3.3.4 Unique, stand-alone quality clauses may be added to the existing code set assigned to any specific part number when deemed necessary by either Engineering or Quality.
- 3.4 Control of applicable requirements flow down is through the Engineering drawing, this will include customer-approved special process. In the event these requirements identify a supplier not listed on the ITTAC Approved Supplier List, the Quality Engineer will proceed with supplier qualification per QWI 8.2 when required.
- 3.4.1 Unique requirements may also be described in the Item Master notes in the computer system and typically these notes print out on the purchase order.
 - 3.4.2 Quality will coordinate with Engineering and Manufacturing Engineering at the time of drawing review to ensure applicable quality requirements are incorporated in the Engineering drawing or the Item Master (including but not limited to assignment of unique, stand-alone quality clauses).
- 3.5 The purchase order shall describe the product or service being procured using the part number, part number revision, applicable specifications, process instructions and other relevant technical data to ensure requirements for the product or service are properly transmitted.
- 3.5.1 Material or process descriptions shall include type, class, grade or other descriptions as required.
- 3.6 Requirements for source inspection by ITTAC, ITTAC's customers or the Government will be called out on the purchase order. Quality Engineering has

the option to issue a memorandum to Purchasing describing which parts or programs source inspection is required.

3.6.1 The memorandum and subsequently the purchase order will provide instructions required for the supplier to obtain and accomplish source inspection for the product or service. ITTAC shall specify verification arrangements and the method of product release on the purchase order.

3.7 The purchase order may be reviewed either on-line or by print out to ensure all required information is included prior to release to the supplier. Release of the purchase order shall be evidence of successful review.

3.8 Purchasing shall supply a copy of the purchase order, the Engineering Drawing, Quality Provisions and if applicable, work instructions to the supplier when necessary.

4.0 PROCEDURE – Other Services

4.1 The requesting department may complete a requisition describing the service required such as calibration, testing, etc., in sufficient detail to provide Purchasing necessary information to complete a purchase order.

4.2 Purchasing shall review the requisition and if complete, shall generate a purchase order. Otherwise all open issues will be resolved before the P.O. is released or placed.

5.0 AUDIT – Quality Verification

5.1 Purchase orders may be periodically audited to verify the applicable quality clauses are transmitted to the purchase order.

5.1.1 The auditor may review the purchase order (either on-line or a printed copy of the purchase order) to ensure the applicable Quality clauses from the "Quality Provisions" list have been included on the purchase order.

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TABLE 1

QSTD -	Quality Provisions Standard (Catalog Items/Hardware): 1
QMI -	Quality Provisions for Machining, Material Supplied by ITTAC: 1, 5, 10
QMV -	Quality Provisions for Machining, Material Supplied by supplier: 1, 4, 10
QRM -	Quality Provisions Standard for Raw Stock: 1, 4
QOP -	Quality Provisions Standard for Outside Processing: 1
QMCAST -	Quality Provisions Standard for castings: 1, 4, 10
QAGE -	Quality Provisions Standard for age control material: 1, 6
QMAT -	Quality Provisions Specialty Metals Source of Supply: 7 (add this clause to other applicable clauses as required)
QUSA -	Quality Provisions Domestic (United States of America) Source: 11 (add this clause to other applicable clauses as required)
QOIL -	Oilite Bushings: 12 (add this clause to other applicable clauses as required)
QMERC -	Mercury Free: 13 (add this clause to other applicable clauses as required)
QPED-	QPED (Pressure Equipment Directive): 14 (add this clause to other applicable clauses as required)

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REVISION HISTORY

The following table documents the changes made in this latest revision. It does not include changes in formatting or correction of typographical or grammatical errors.

DATE	REVISION	SECTION	SUMMARY OF CHANGES
4/2/2013	F	Table 1	Added QPED.
1/22/2014	G	Table 1, & 3.3.4	Updated all Quality Strings in Table 1 to reflect SR-1 Rev P. Removed "such as 34. QUSA, 35. QOIL, 36. QMERC."
03/05/2014	H	Table 1	Updates to QSTD & QMCAST, deleted QDC