S&R Tool 6066 Stone Hill Road Lakeville, NY 14480 585-346-2029	**Approved By:** Samuel D'Andrea Richard Panipinto	**Revision Date:** **10/23/26** **Released Revision: 001**
	S&R Supplier Requirements F-8.4-003	

1. Scope and order of precedence

These requirements apply to every S&R purchase order (PO) that references F-8.4-003. If this form conflicts with the PO, the drawing, or the specifications called out on the PO, the PO, drawing, and specifications take precedence. Questions about any requirement must be resolved with S&R before work starts.

2. Quality management system

The supplier shall maintain a quality management system appropriate to the product or service provided. When the PO requires certification to a standard (for example AS9100, ISO 9001, or Nadcap), the supplier shall maintain that certification and notify S&R in writing if it is suspended, withdrawn, or expires.

The Quality Plan referenced in the S&R Purchase Order must be followed - no exception.

3. Sources and sub-tier suppliers

- Materials shall be bought from the original mill or manufacturer, an authorized distributor of that manufacturer, or a customer-designated source. Any other source requires written approval from S&R before purchase.
- Special processes (for example heat treat, plating, anodize, NDT) shall be performed only by processors approved by S&R or designated by the S&R customer when the PO requires it.
- Outsourcing an S&R PO to your suppliers requires communicating all applicable requirements and specifications to your sub-tier suppliers, including the counterfeit parts prevention requirements in Section 5.

4. Product requirements and certifications

- Suppliers are not granted authority, under any circumstances, to alter the product design or characteristics.
- Critical items and key characteristics identified on the PO or drawing shall be controlled and their results recorded as the PO requires.
- Certificates of Conformance are required with every shipment unless the PO states otherwise.
- Raw material shall include the original mill or manufacturer test report, traceable to the heat or lot of the material shipped, showing actual chemical and mechanical test results for that heat or lot. "Typical" or nominal values are not acceptable.
- Certifications shall not be retyped onto a distributor's letterhead or altered in any way. A distributor may add its own certificate, but the original mill or manufacturer certification must be included.
- A Certificate of Authenticity is required when the supplier is not the original manufacturer.
- Hardware shall include a Certificate of Conformance identifying the manufacturer and lot number.

5. Counterfeit parts prevention

- The supplier shall not deliver counterfeit or suspect counterfeit parts or material to S&R.
- The supplier must train appropriate personnel in the awareness and prevention of counterfeit parts. The supplier shall maintain a counterfeit parts prevention process.
- If the supplier becomes aware of, or suspects, that it has delivered counterfeit parts or material, it shall notify S&R in writing immediately, quarantine any remaining stock, and not return suspect material to its source until the investigation is complete.
- Counterfeit or suspect counterfeit parts shall not be shipped to S&R under any deviation, waiver, or approval.

- When flowed down on the PO, the supplier shall comply with DFARS 252.225-7009 (Restriction on Acquisition of Certain Articles Containing Specialty Metals), FAR 52.246-26 (Reporting Nonconforming Items), and DFARS 252.246-7007 and 252.246-7008 (Contractor Counterfeit Electronic Part Detection and Avoidance System; Sources of Electronic Parts).
- These requirements shall be flowed down to all sub-tier suppliers.

6. Special processes

All "special processes" required by this PO must be performed by qualified personnel. The processes require periodic validation to ensure that the output meets the requirements. Process validation records must be available upon request.

7. Inspection, sampling, and first article

- When utilizing sampling inspection, the sampling must follow a statistically valid standard (i.e., ANSI/ASQ Z1.4-2008 (AQL) or equivalent), unless the PO or customer requirements specify a different plan or require 100% inspection.
- First article inspection per AS9102 shall be performed and submitted when required by the PO.
- The supplier shall provide test specimens when requested by S&R for design approval, inspection, investigation, or auditing.

8. Nonconforming product

- Any differences between product requirements and what is provided by the supplier must be identified, communicated, and approved before shipping. Counterfeit parts may never be approved for shipment (see Section 5).
- Shipments with known nonconformities will **not** be accepted without prior written authorization.
- Supplier detection of a nonconforming product must be communicated in writing to the S&R quality department for a risk assessment. This includes products already delivered to S&R. The supplier shall notify S&R within 2 business days of discovery, identifying the part number, PO, heat or lot, and quantity affected.

9. Changes requiring S&R approval

The supplier shall notify S&R in writing and obtain S&R approval before implementing any of the following:

- Changes to the product or its manufacturing processes
- Changes of sub-tier suppliers, including special process sources
- Changes in manufacturing facility location

10. Right of access and source inspection

- S&R reserves the right to conduct a source inspection at a supplier's facility.
- S&R reserves the right to access supplier facilities for its customers and authorities to verify products and processes and ensure conformity with specified requirements. This right extends to our customers, applicable regulatory agencies, and any sub-tier suppliers used to fulfill a purchase order.
- When source inspection is required, the supplier shall notify S&R at least 48 hours before product or process readiness.
- S&R will plan with customers for on-site verification. S&R will accommodate customers' requests for source inspection. If required, S&R will inform the supplier of the customer visit.
- The supplier shall make available the resources, facilities, and equipment to facilitate any such inspections required, including documentation and related items for S&R's customers.
- S&R's quality personnel may use Source Inspection/ Surveillance to evaluate supplier capability, the supplier quality management system, and whether the supplier/subcontractor conforms to S&R and customer requirements.

11. Performance monitoring

S&R monitors supplier quality and on-time delivery performance. Results are used to determine supplier approval status and the level of receiving verification.

12. Records

- S&R Suppliers must maintain conformance and traceability records regarding the product or service provided.
- Documents and records associated with a PO are to be retained for a minimum of 10 years, or longer if the PO or contract requires. Records shall not be destroyed at the end of the retention period without first offering them to S&R.

13. Calibration services

If providing calibration services, all certificates must identify standards used and must be traceable to NIST or another national metrology institute. ISO/IEC 17025 accreditation is preferred.

14. Awareness and ethical behavior

External providers are required to ensure that people are aware of their contributions to product or service conformity and to product safety, and of the importance of ethical behavior.

15. Labor and equal opportunity

Supplier acknowledges that it does not, and shall not, utilize slave, prisoner, child, or any other form of forced or involuntary labor, as defined by applicable law, in connection with the supply of goods or services to S&R under the terms of their Purchase Order.

External providers acknowledge that they are following all federal laws and regulations relating to contracting with small and disadvantaged business concerns and to equal employment opportunity and affirmative action in the employment of minorities, women, individuals with disabilities, and certain veterans. All such laws and regulations are incorporated herein by reference, and the seller agrees not to discriminate against any employee or applicant for employment because of age, race, color, religion, sex, national origin, veterans' status, or physical/mental disability that is not related to the performance of the specific position.

Revision history

Rev.	Changes	Date	Authorized by
001	Initial Release	10/23/2026	R.P.