

## SQA001 MINIMUM REQUIREMENTS FOR SUPPLIERS



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### **Applicability and Compliance Statement**

This procedure is applicable to Moog Controls Limited – Industrial Group Tewkesbury and the process has been verified as compliant with BS EN ISO 9001:2008 and BS EN ISO/IEC 80079-34:2011.

### **Confidentiality Statement**

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2000-003-503

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**REVISION RECORD**

Revision	By	Pages	Description Of Change	Date
Release	TP	All	Re-formatted Industrial only version of 8-810-004-503 Revision J	3 <sup>rd</sup> Oct 2011
A	TP	All	Section 5 re-numbered and additional requirements added. Scope change to reference the new IS standard BS EN ISO/IEC 80079-34:2011	4th Jun 2013



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## 1.0 SCOPE

### 1.1 General

This document defines the Supply Chain Departments minimum requirements for Suppliers and their sub-suppliers used for supplying material, goods, services, hardware and products for use in Moog products or part thereof. These requirements include restrictions applicable to production purchase orders imposed on production suppliers.

### 2.1 Application

The requirements of this document are applicable to suppliers providing products and or services into the Moog – Industrial Group (Tewkesbury).

## 2.0 COMPLIANCE

Moog requires each supplier and their sub tiers to comply with the Supplier Quality Requirements set out in this document. Auditors will select the method of Supplier evaluation against the requirements of SQA001, this shall be based upon the effect of the purchased product on subsequent product realisation or the final product.

Suppliers and sub suppliers shall maintain a quality system that ensures supplies and services comply with all Moog' requirements. Any concerns with ability to comply with this document shall be directed to Moog Supply Chain Manager.

### 3.0 DEFINITIONS

**Machined** A component or product where 75% + of the manufacture time is on a lathe or mill etc. The part may contain some element of assembly e.g. a manifold with lee plugs or inserts.

**Assembled** A product which is assembly of a number of sub-components, e.g. frames, PCB, coils, AFSA, sensors etc.

**Auditor** Personnel who have attended a formal auditing course

**SQA001** Abbreviation of 2000-003-503 SQA001 - Minimum Requirements for Suppliers.

**A level 2 quality document setting out Moog' Requirements**

### 4.0 REFERENCE DOCUMENTS

2000-001-503 Control of Purchased Products

2000-002-503 Supplier Selection Assessment & Control

2000-501-503 Supply Chain Departmental Procedure

## 5.0 SUPPLIER QUALITY REQUIREMENTS (SQA001)

### 5.1 Quality System Requirements

The supplier is responsible for notifying the Supply Chain Department within 5 working days of any changes in quality System status, including extensions or reductions in scopes of approval, third party and/or regulatory Quality Approvals that are either gained or withdrawn. This applies to the business and any employees that hold approvals to carry out special processes.

### 5.2 Requirements/Process Restrictions

The use of glass beads are prohibited from use in the processing or manufacturing of Moog design authority components or products unless allowed by specific note from Moog. Requests for exception shall be submitted in writing to the Moog Supply Chain Department.

### 5.3 Delivery

The Supplier shall acknowledge when it is able to complete the requirements set out within a PO. If the Supplier at any time believes it is no longer able to meet the acknowledged delivery, it should inform Moog and undertake whatever action deemed necessary to ensure on time delivery.

### 5.4 Supplier Request for Information/Disposition

Suppliers shall request a review of non-conforming material, changes to drawings or specifications in writing to the Supply Chain Department.

### 5.5 Certificate of Conformance/Advice & Delivery Notes

Unless requested otherwise, a Certificate of Conformance (C of C) or an Advice Note shall be supplied with all components, product or services supplied to Moog. The data shall include, as a minimum:

- Suppliers name
- Purchase order number
- Purchase order line item number
- Moog part number
- Moog drawing revision
- Quantity
- Process specification number if applicable
- Certificates of any treatments or processes
- Manufacturer's name
- Traceability data (e.g. melt or heat number, batch, date code or cure date) and the supplier's authorised representative signature and/or stamp.

The supplier shall retain Certificate of Conformance (C of C) or Advice Note data on file. Upon request the supplier shall provide Moog with a copy of the completed C of C or Advice Note. **The C of C or Advice Note should also include an unambiguous** conformity, inspection, test and compliance with the purchase order requirement.

## 5.6 First Article Inspection Report (FAIR)

When requested, the supplier will provide a FAIR, this will include:

- 100% dimensional checks, listing the dimensions achieved against the drawing tolerance
- The material certificates of any material used in the manufacture of the component
- Certificates of any treatments or processes

The number of parts to be recorded on the FAIR will depend on the number and type of parts being supplied against the PO:

Type of Parts Being Supplied	Quantity of Parts Being Supplied			
	1	2-25	26-50	50+
Machined	1	2	3	4
Assembled	1	1	2	2

The parts subject to FAIR shall be segregated and identified with a unique number. This number shall be referenced on the FAIR alongside the specific data reported.

## 5.7 Right of Entry

Moog, Moog Customers and/or Government representatives reserve the right to determine and verify the quality of work, records and material at any place, including the plant of the supplier and/or its supplier/sub-contractor.

## 5.8 Purchase Order Review

The Supplier shall review the PO, in order to ensure understanding of the requirements and to confirm the ability to achieve them. The review shall take place before the Supplier acknowledges delivery.

## 5.9 Infrastructure & Working Conditions

The Supplier shall ensure the building, workspace, process equipment, transport links and communication systems are properly maintained. The work environment shall ensure employees can **meet Moog's requirements.**



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**5.10 Training**

The Supplier will ensure employees are adequately trained in order to ensure components, products or services will repeatable conform to purchase order requirements.

**5.11 Calibration System**

Calibration of measuring and test equipment used for component or product acceptance shall be traceable to established national or international measurement standards. Procedures for periodic calibration and maintenance of tools and equipment shall be established and followed.

**5.12 Inspection System**

Suppliers shall develop and maintain inspection procedures and records of inspection. The inspection system will evaluate product and/or processes to the extent necessary to ensure that only components, products or services which conform to the purchase order requirements are delivered to Moog.

**5.13 Standard Operating Procedures**

The supplier shall develop and maintain process control documents or an equivalent control mechanism to ensure components, products or services will repeatable conform to purchase order requirements.

**5.14 Non-Conforming Product**

Suppliers will have a procedure that assures components, products or services that do not conform to purchase order requirements are not shipped to Moog. In the event a supplier discovers non-conforming components, products or services have been delivered to Moog, they should contact the Supply Chain Department within 24 hours.

**5.15 Supplier's Supplier Control**

Suppliers, including stockists and distributors, are responsible for ensuring that the applicable requirements of Moog purchase orders are imposed on lower tier procurements for raw material, components or processes being used in the manufacture of components, products or services being provided.

**5.16 Product and Material Identification**

Controls shall be established to ensure that specific batches of material, components and products are identified and segregated. Records for material, components and products shall indicate part number, revision level, lot number and, if applicable, serial number and associated detailed information. Records for materials shall indicate type, condition applicable specification and associated detailed information.



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## 5.17 Handling, Packaging and Preservation

The Supplier shall ensure that all products delivered to Moog, are suitably handled and packaged to protect the product and prevent damage. All packages with a total weight in excess of 25kg shall be supplied on a pallet suitable for fork lifting.

## 5.18 Records of Objective Evidence/Record Retention & Storage

Quality records shall be retained for a minimum of 2 years, unless otherwise specified. The Supplier shall be capable of retrieving and delivering specified records to Moog within 10 working days of a request being made. Quality records shall be stored in a suitable location e.g. a building that affords protection against the environment, with suitable heating and ventilation to avoid damage from condensation or damp.

## 5.19 Requirements Specific to BS EN ISO/IEC 80079-34:2011

Any Supplier providing a product, process, or service that can affect the subsequent products compliance with an EC-Type examination certificate must comply with the minimum requirements by one or more of the following way.

- Third party quality system certification appropriate for the item being supplied.
- A documented evaluation which provides evidence that the supplier can provide product, process or services that are fit for purpose.
- A documented site assessment to ensure that all relevant controls are available, documented, understood and effective.

In the situations where the requirements of section 5.19 apply, Moog will ensure this is clearly communicated. If there is any cause for confusion or doubt the Supplier must contact the Supply Chain Department for clarification.



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**6.0 EXHIBIT 1 POSTAL SUPPLIER EVALUATION REPORT**

The "Postal Supplier Evaluation Report" is included in DocuShare, Supply Chain in SQA001 Templates.



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Postal Supplier Evaluation Report

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# POSTAL SUPPLIER EVALUATION

## 1.0 GENERAL INFORMATION

1.1 Company Name: \_\_\_\_\_

1.2 Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.3 Telephone Number: \_\_\_\_\_

1.4 eMail: \_\_\_\_\_

1.5 Website: \_\_\_\_\_

1.6 Registration Number: \_\_\_\_\_

1.7 VAT Number: \_\_\_\_\_

1.8 Sales turn over last financial year: \_\_\_\_\_

1.9 Number of Employees: \_\_\_\_\_

1.10 Percentage of Business with your largest Customer: \_\_\_\_\_

1.11 Does your Company carry out Continuous Improvement: \_\_\_\_\_

1.12 Does your Company have a disaster recovery plan: \_\_\_\_\_

1.13 What was your on time delivery performance for last 12 months: \_\_\_\_\_

1.14 Please provide a Brief Description of Products & Services your  
Company Supplies:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**7.0 EXHIBIT 2 ON SITE SUPPLIER EVALUATION REPORT**

The " On Site Supplier Evaluation Report" is held in Document, Supply Chain in SQA001 Templates.



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# ON SITE SUPPLIER EVALUATION

## 1.0 GENERAL INFORMATION

1.1 Company Name: \_\_\_\_\_

1.2 Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1.3 Telephone Number: \_\_\_\_\_

1.4 eMail: \_\_\_\_\_

1.5 Website: \_\_\_\_\_

1.6 Registration Number: \_\_\_\_\_

1.7 VAT Number: \_\_\_\_\_

1.8 Sales turn over last financial year: \_\_\_\_\_

1.9 Number of Employees: \_\_\_\_\_

1.10 Percentage of Business with your largest Customer: \_\_\_\_\_

1.11 Does you Company carry out Continuous Improvement: \_\_\_\_\_

1.12 Does your Company have a disaster recovery plan: \_\_\_\_\_

1.13 What was your on time delivery performance for last 12 months: \_\_\_\_\_

1.14 Please provide a Brief Description of Products & Services your  
Company Supplies:

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