



Purchasing Flowdowns

OP-7.4.1

1.0 TITLE:

- 1.1 FLOW DOWN PROCEDURE
- 1.2 ISO/AS9100 Section 8.4

2.0 PURPOSE:

- 2.1 Establish a procedure for purchase orders requirements that are issued to the suppliers.

3.0 REFERENCE DOCUMENTS:

- 3.1 Purchase Orders
- 3.2 Supplier Surveys

4.0 RECORD:

- 4.1 Purchase Orders
- 4.2 Corrective and Preventive Action (CPA) Database
- 4.3 Supplier Surveys
- 4.4 Supplier 3rd Party Certifications
- 4.5 Test Records
- 4.6 Supplier Database

5.0 General

Raw Material

- 5.1 Raw material received shall be accompanied by a physical and chemical test report when specified within the Orange County Nameplate purchase order

Test Report

- 5.2 Test reports shall be provided with the product as required by Orange County Nameplate purchase order and shall include the following:
- 5.3 Material specification and revision
Heat number and supplier
Chemical and physical results
Traceability to OCN's purchase order

6.0 Process Certifications performed by the suppliers

- 6.1 When specified by OCN's purchase order a copy of the reports of all special processes and inspection verification results shall be furnished with each shipment of processed components.

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7.0 Certification of Conformance

7.1 When specified by OCN's purchase order a copy of certificate of conformance shall be included with each shipment

8.0 First Article Inspection

8.1 When specified by OCN's purchase order a first article shall be provided for review and approval.

9.0 Source Inspection

9.1 When specified by OCN's purchase order Supplier shall make its facility available for source inspection by Orange County Nameplate its customer or a regulatory organization.

10.0 Change Notification and Approvals

10.1 Changes to a process or a product, substitutions, changes of sub-tier Suppliers, facility locations or management changes, must be approved by Orange County Nameplate prior to processing.

11.0 Contract number

11.1 The prime Contract number listed on OCN's purchase order shall be recorder on all subcontracts Po's All items shown on this purchase order including all applicable records, are subject to surveillance and inspection at your facility OCN will provide sufficient notice to schedule surveillance

12.0 Inspection System

12.1 Supplier shall maintain an inspection system in compliance with ISO: 9001, AS9100 or equivalent, including record control and retention for a minimum of 10 years.

12.2 Supplier shall maintain a counterfeit prevention program including notifications to OCN.

13.0 Calibration System

13.1 Calibration system shall be traceable to National Institute of Standards and Technology (NIST) or a recognized entity.

14.0 Non Conforming Product

14.1 Non conforming product shall be properly segregated in accordance with ISO: 9001, AS9100 or equivalent.

15.0 Special Process Control

15.1 Special processes shall be approved by Orange County Nameplate or OCN's customer approved suppliers prior to processing.

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16.0 Customer/Government Source

16.1 Should the customer and/or government sources require inspection/verification at your facility, said requirement will show as a line item on OCN's purchase order

17.0 Key Characteristics

17.1 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.

18.0 Right of Entry Access

18.1 Orange County Nameplate employees, Orange County Nameplate's customers and regulatory authorities shall be given the right of entry access for review of processes, documents and inspection.

19.0 Product Verification Activities

19.1 Product verification which is assigned to the supplier shall be performed in such a manner to conform to the Orange County Nameplate purchase order requirement and test results.

19.2 Verification activities shall be documented by the supplier and be accessible for review by Orange County Nameplate and its customers.

20.0 Supplier's Records

20.1 Supplier shall maintain records related to Orange County Nameplate's Purchase order, including but not limited to inspection and test records for a minimum of 10 years.

20.2 The supplier shall contact Orange County Nameplate prior to destroying such documents, and obtain approval to proceed with the destruction.

21.0 Awareness

21.1 The supplier shall ensure that persons are aware of:

21.2 Their contribution to product or service conformity.

21.3 Their contribution to product safety.

21.4 The importance of ethical behavior.

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Rev	Approval	DATE	ORIGINATOR	Description of Change
A	B.Rodriguez	3.21.10	Gilbert Ochoa	INITIAL RELEASE FOR DRAFT REVIEW
B	D.Rodriguez	8.07.15	Gilbert Ochoa	Updated layout
C	M.Schrade	10.1.18	Gilbert Ochoa	Update and review
D	T.Rodriguez	10.24.18	Gilbert Ochoa	Update and review

Tony Rodriguez

Approved By

Quality Assurance Manager

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