

**Supplier Quality Requirements**  
**Master List**

**1. Certificate Of Conformance:**

Certificate of Conformance must accompany each shipment. This certificate must include part numbers, standard / specification, latest applicable revision level (including amendments, notices, etc.), description, Purchase Order number, quantity, actual manufacturer (if different than supplier), and the statement that parts meet all requirements of the Purchase Order. The certificate must include the title and signature of an authorized representative of the Company.

**2. Right of Entry / Surveillance:**

Buyer shall have the right of entry into the Sellers facility or any area necessary to determine compliance with the Purchase Order. The Seller shall provide reasonable facilities and assistance to expedite any visits. The Tru-Stop Inc. Buyer may also, upon prior written notice, extend such rights to Tru-Stop Inc. Customers.

All items covered by the Purchase Order are subject to surveillance inspection by Tru-Stop Inc. and its customers at supplier's plant. Surveillance inspection will include surveillance of the products and supplier's systems, procedures, and facilities. If conditions warrant, the supplier shall, as deemed necessary, provide all reasonable assistance, personnel, facilities and equipment for verification of Purchase Order requirements, and for safety of personnel.

**3. Raw Material Country of Origin, I.D. & Traceability, Test Reports and Control:****Country of Origin:**

The Country of Origin must be indicated on the raw material certification provided by the supplier or, the Certificate of Conformance provided by the supplier when required.

**Material Identification & Traceability:**

Material Certification must reference all applicable specifications and latest revision level, and include Tru-Stop Inc. Purchase Order Number; Heat or Vendor Traceability Number; material description; chemical and physical properties; and authorized signature, typed name and title of responsible representative. Chemical and physical properties must be recorded as actual values within limits in accordance with applicable material specifications as referenced on the Purchase Order.

**Physical/Chemical Test Reports:**

A copy of the chemical and/or physical analysis certification to the applicable specification(s) must accompany each material type.

**Raw Material Control:**

Adequate procedures shall be established to control raw material from the time of Supplier's receipt until delivery of material to Tru-Stop Inc. Procedures shall prevent any damage, deterioration, loss or substitution.

**4. Record Retention:**

Procedures must be established to ensure Quality Records are, unless otherwise specified, maintained by the Supplier for a minimum period of ten years after delivery of material and material certification. Quality Records are those records that demonstrate conformance to specified requirements and effective operation of the quality system. Records must be made available for Tru-Stop Inc. review when requested.

**5. Shelf Life:**

Age sensitive materials such as O-rings, gaskets, paints, adhesives, etc. must have a minimum of 75% shelf life remaining from its manufactured date/cure date prior to shipment to Tru-Stop Inc. Items that ship with a limited shelf life, the Supplier must furnish a signed certificate bearing the Part Number, Purchase Order Number, Lot or Batch Number and Manufacturer's expiration date with each shipment. This information must be included on the Certificate of Conformance.

**AGE CONTROLS FOR HOSE CONTAINING AGE SENSITIVE ELASTOMERIC MATERIAL**  
I.A.W. SAE AS 1933, Suppliers shall provide the control of material which has limited storage life requirements.

**6. MSDS Documentation:**

All Material Safety Data Sheets must be included in each Shipment.

**7. Calibration:**

Suppliers must provide and maintain adequate equipment to measure and test all products for conformance to Tru-Stop Inc. requirements and have a Calibration System or use an independent calibration service that has a system complying with ISO/IEC 17025:2005 & ANSI/NCSS Z540.1:1994. The Calibration Vendor will provide documentation for traceability and procedure(s) where used to test and calibrate Tru-Stop Inc. equipment. The Vendor must provide testing data on Certification using Vendor's Letterhead.

**8. MRB Authority and Supplier Process Change Control:**

Supplier does not have MRB authority. Any nonconformance to a Purchase Order or supporting documents and specifications found by the supplier require disposition by Tru-Stop Inc. Any non-standard process implementation must be identified and communicated to Tru-Stop, Inc. in writing to the Quality Representative and Purchasing Agent for approval.

**Request for Material Review:**

The supplier must submit a request for material review to Tru-Stop Inc. in writing prior to shipping. This includes Supplier performing any repair or salvage. The material must remain at the supplier's facility until a disposition is granted.

**Supplier Quality Requirements**

Acceptance by Tru-Stop Inc. is only for the specified quantity and does not establish criteria for future shipments.

**9. Nonconformance's found by Tru-Stop Inc:**

Nonconforming material found by Tru-Stop Inc. will be reported to the supplier on a Nonconformance Report (NCRM). Material may be classified as Return to Vendor (RTV) and returned to Supplier without prior notification and at Supplier's expense. Acceptance of nonconforming material by the Tru-Stop Inc. Material Review Board does not relieve the supplier of his responsibility to provide product that conforms to all Tru-Stop Inc. Purchase Order requirements and will adversely affect the Supplier Quality Rating. Where warranted by the type of nonconformance, a Corrective Action Request (CAR) may also be issued. Failure to complete and return the CAR by the requested due date could affect the Suppliers Performance Rating. Any materials returned to Tru-Stop Inc. as a result of rework or re-supply must be clearly identifiable / traceable to the originally rejected shipment.

**Supplier Performance:**

Tru-Stop Inc. shall maintain a supplier performance rating system. The system shall calculate a supplier percentage rating based upon their delivery and quality performance. Suppliers continually receiving unacceptable rating values will be monitored, notified and/or removed from the Approved Supplier Listing.

**10. Aerospace Supplier's Quality System:**

Suppliers must maintain a Q.M.S. that is ISO9001/AS9100 accredited.

**11. First Article Inspection Report:**

First Article Inspection Report is required. Inspection and/or test reports showing actual values must be submitted with the first piece sample, upon any subsequent modification of tooling or manufacturing process, or if the product has not been produced in the past 24 months.

**12. Closed Die Forgings, Castings & Molds:****First Piece Inspection:**

Sample closed die forgings, castings and Molds representing proposed production must be submitted to Tru-Stop Inc. prior to performance on the Purchase Order.

**NDT Test Reports:**

Purchase Orders requiring special tests such as x-rays, M.P.I., ultrasonic, etc., shall be furnished with films or test reports with each shipment.

**Casting Traceability:**

Traceability Control by the Supplier is required.

**13. Tru-Stop Inc. Source Inspection:**

Tru-Stop Inc. inspection and release is required prior to shipment from Supplier. Notify Tru-Stop Inc. when Supplier is prepared for source inspection. Source inspection and acceptance does not relieve Supplier of any liability with reference to satisfying the requirements of the Purchase Order. If conditions warrant, the supplier must, as deemed necessary, provide all reasonable assistance, personnel, facilities and equipment for verification of Purchase Order requirements, and for safety of Tru-Stop Inc. Personnel.

**14. Special Process Certification:**

All Suppliers must be NADCAP Certified.

Certifications stating conformance to the applicable Specification must accompany each shipment.

Whenever a Specification is called out on the Purchase Order it must be interpreted to mean the latest revision issued at the date of Purchase Order issuance, unless otherwise specified.

**15. Foreign Object Debris / Damage (FOD):**

To preclude introduction of foreign objects into any deliverable item, Supplier must practice good housekeeping, and maintain and comply with a documented Foreign Object Debris/Damage (FOD) prevention program. Supplier must employ appropriate housekeeping practices to assure timely and complete removal of all residue/debris generated during manufacturing operations or tasks. Supplier must determine if sensitive areas that have a high probability for introduction of foreign objects should have special emphasis controls in place for the manufacturing environment. Examples; but not limited to, tape residue, burrs, oils & contaminations.

**16. Packaging:**

Supplier must use standard commercial packaging materials and methods to protect the integrity of the Product. In addition, specific protective covers, tapes, snap-on protectors, etc. may be requested by Tru-Stop Inc. to reduce/improve the overall packaging needs. All packaging materials must be robust enough to protect the Products throughout the handling, vibration, and environmental extremes associated with normal commercial freight practices.

**17. Counterfeit Parts Prevention:**

Seller must establish and maintain a Counterfeit Parts Prevention and Control Plan that ensures that only new and authentic materials are used in Products to be delivered to Tru-Stop Inc. The Seller agrees and must ensure that Counterfeit Parts are not contained in Products delivered through the implementation of Policies that include prevention methods to protect against the use of Counterfeit Parts.

**18. Other:**

All other provisions, as specified on the Purchase Order.

**19. Tru-Stop Inc.'s Terms and Conditions:**

Suppliers of Products and Services must abide by Tru-Stop Inc.'s Terms & Conditions which can be viewed at (Link coming soon!!).

If the Seller does not have access to this Document, contact the Buyer immediately.

**20. Commercial Supplier's Quality System:**

Suppliers must maintain a Q.M.S. that is ISO9001 compliant.