

# B&F Machine Company, Inc.

## Certification and Quality Requirements

BFM Form QC360 Rev. H, 9/2018

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When this document is specified by the Purchase Order, the applicable paragraphs must be complied with prior to acceptance of product or services by B&F Machine Company, Inc. An explanation of each type of certification and/or quality requirement is contained herein. Purchase Orders will specify the type of certification and/or quality requirements required by noting the corresponding letters below. Supplier audits may be performed by B&F Machine Company, Inc. to verify conformance to stated Quality Requirements.

All certifications must be signed by a **Supplier** authorized agent and include the **Supplier's representative's** title. Descriptions of the information required for each type of certification are listed below. One copy of the certification is required to be supplied with each shipment. Failure to provide proper certification may result in payment being withheld until proper certification has been received.

**Suppliers (including all Sub-tier Suppliers) must comply with the latest revision of specifications listed herein at time of order placement.**

- A. Material Certification** - A material certification, **from the original mill producer**, shall be provided with the shipment stating the specification number of the material being supplied as it appears on the purchase order, revision letter, Purchase Order number, lot code or heat number, shelf life, (if applicable), and date of shipment. Actual test results as required by the specification, such as mechanical test data, chemical properties, hardness, etc., shall accompany the certification. This certification must be signed by an authorized **Supplier representative** including the **Supplier representative** title and date.
- B. Certification of Conformance** - A certificate of conformance is required stating "All blueprint and/or specification requirements have been met" and that "inspection records, material certifications, and/or special process certifications (when applicable), are on file and available for review". This certification must be signed by an authorized **Supplier representative** including the **Supplier representative** title and date. This certificate must also contain the Purchase Order number, part number and revision level, serial numbers (if applicable), raw material lot number and quantity shipped. A supplier packing slip containing the above information is acceptable as a 'B' certification.
- C. Special Process Certification** - A certification is required with a statement certifying conformance to each special process (e.g. welding, plating, fluorescent penetrant, heat treat, etc.) performed on the material to the specification(s) listed on the Purchase Order and/or engineering drawing. The signature of an authorized **Supplier representative** performing each special process including the **Supplier representative** title and date must appear on the certification. The certification must also include the Purchase Order number, part number and revision level, serial numbers (if applicable), lot number (if applicable) and quantity shipped.
- D. First Article Inspection Report** - The supplier shall perform a 100% inspection of all drawing characteristics and notes, and provide a tagged, representative production article indicating "**First Article**". An inspection report shall be submitted identifying each characteristic noted on the engineering drawing. The inspector shall stamp or sign each characteristic and drawing note indicating acceptance status. A certification statement referencing the B&F Machine Company, Inc. Purchase Order number, part number, revision level, serial numbers (if applicable), and quantity inspected shall accompany the First Article Inspection Report.
- E. Shelf Life Certification** - A certification is required for the shelf life of age/environmental sensitive materials which states the date of manufacture, the shelf life and the date of expiration. The certification must include the Purchase Order number, part or specification number, lot or batch number of the material and the quantity shipped. It also must be signed by an authorized **Supplier representative** along with the **Supplier representative** title and date. Materials ordered to a prime contractor specification must meet the requirements of that specification. Distributors may not ship materials with less than 75% of the required shelf life remaining unless specifically authorized by B&F Machine Company, Inc.
- F. Calibration Certification (Independent Calibration Lab)** - The Independent Calibration Lab shall provide a required certificate stating the applicable calibration has been performed to the appropriate standards or test requirements to which the certification applies, and the environmental conditions under which the calibration was performed. The certificate shall specify the date of calibration, serial number of the tool(s) calibrated, the NIST test number for traceability to standards used in calibration or tests, and their due date for recalibration. This certificate must contain a report number for traceability. This document must also state the actual readings or results of the tests and the degree of conformance or acceptance to specified requirements. A statement that calibrations or test were performed in accordance with ANSI/NCSL Z540, ISO10012, ISO/IEC 17025 (or equivalent), and are traceable to NIST, must appear on the certificate. The certificate must be signed by an authorized **Calibration Supplier representative**, including the **Calibration Supplier representative** title and date.  
  
The Independent Calibration Lab shall ensure their Calibration/Inspection Technicians have annual eye exams performed by a medically qualified/trained individual and the results are maintained in accordance with their quality record control procedures.
- G. P&W LCS Required** - Supplier shall control parts/materials in accordance with P&W MCL Manual, Section F-17. Part certification must state: "Parts/Materials Controlled per P&W Requirements for LCS in accordance with P&W MCL Manual, Section F-17" and ASQR-01 (latest revision).
- H. ESA Per PWA370 Required** - Supplier to control and maintain approvals for parts/materials in accordance with PWA370 Standard.
- J. GE S-1000 Required** - The Supplier's Quality System **shall be compliant** in accordance with GE S-1000 (latest revision) **requirements**.

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- K. Quality System** - As a minimum, the Supplier shall maintain a Quality System that **complies with** one (1) of the following requirements: UTC ASQR-01, Hamilton Sundstrand HSM-10, ISO 9001, AS9100, Nadcap or MIL-I-45208.
- L. Calibration System** - The Supplier shall maintain a calibration system that meets one of the following requirements: ISO/IEC 17025, ANSI/NCSL Z540.3 or ISO 10012.
- M. DFAR/Country of Origin Required** - Items shall be purchased from qualifying countries and "DFAR compliant" in accordance with DFARS 252.225-7001. The Supplier shall document the qualifying Country of Origin on the Certificate of Conformance, Material Certificates, etc. Qualifying countries include: Australia, Austria, Belgium, Canada, Czech Republic, Denmark, Egypt, Estonia, Finland, France, Germany, Greece, Israel, Italy, Japan, Latvia, Luxembourg, Netherlands, Norway, Poland, Portugal, Slovenia, Spain, Sweden, Switzerland, Turkey, and United Kingdom of Great Britain and Northern Ireland.
- N. SUBSAFE/Level 1 Materials** - Supplier shall follow the requirements stated in NAVSEAINST 0948-LP-045-7010, Material Control Standard, and NAVICPINST 4355.5, Receipt, Inspection, Storage and Issue of SUBSAFE/Level 1 Material for all SUBSAFE/Level 1 materials.
- P. Source Inspection Required** - Product acceptance **shall be performed at the Supplier (including Sub-tier Supplier)** facility. Prior to shipment of material or product B&F Machine Company, Inc. shall be notified to perform source inspection and initial acceptance of the product at the Supplier's **(including Sub-tier Supplier's)** facility. Acceptance does not imply Supplier's product will not be rejected upon receipt at B&F Machine Company, Inc. should a deviation be found.
- Q. Source Inspection by B&F Machine Co., Inc. Customer Required** - Product acceptance is at the Supplier's facility. Prior to shipment of any material or product, B&F Machine Company, Inc. **shall be** notified to perform source inspection and acceptance of the product by a B&F Machine Company, Inc. Customer Quality Representative, at the Supplier's facility. Acceptance does not imply product or service performed will not be rejected upon receipt at B&F Machine Company, Inc. or B&F Machine Company, Inc. Customer should a nonconformance be found.
- R. Right of Entry by B&F Machine Company, Inc. and/or Customer** - B&F Machine Company, Inc., Customer Representative and/or Regulatory Agency has the right of entry (including the Sub-tier Supplier's facility) to review and conduct audit activities on applicable records, product or services contracted to the B&F Machine Company, Inc. Supplier.
- S. Inspection/Layout Report** - An inspection/layout report, identifying the characteristics produced on the purchased part(s) with the applicable inspection results is required with the shipment. The report is to be signed or stamped and traceable to the person performing the inspection and date. Any deviations to the drawing or specification requirements must be approved by B&F Machine Company, Inc. Customer prior to shipment from the Supplier's facility.
- T. This Purchase Order is for DOD/DFAR** - Product or service performed on the product is for Department of Defense and DFAR requirements shall apply to any product purchased. Furthermore, if applicable, DX or DO rating will take priority over any non-rated order in a Supplier's system.
- U. 10CFR21 OR 10CFR50 - SAFETY RELATED NUCLEAR HARDWARE** - Parts processed or supplied **shall be in accordance with** the referenced standards.
- V. Mercury Free Statement** - The Supplier shall provide a statement on the Certification of Conformance stating that the products, materials and/or services performed did not come in contact and/or were not produced with Mercury.
- W. Nonconforming Product** - The Supplier **(including the Sub-tier Supplier)** shall notify B&F Machine Company, Inc. of any Nonconforming Product (including nonconforming product shipped) within 24 hours and shall obtain B&F Machine Company, Inc. and/or Customer approval for disposition of Nonconforming Product.
- X. Supplier Process Changes** - The Supplier **(including the Sub-tier Supplier)** shall notify B&F Machine Company, Inc. of any changes to **processes, products, or services, including changes of their Sub-tier Suppliers or locations of manufacture** and obtain B&F Machine Company, Inc. approval prior to production. This may include, as applicable: "Frozen Production Processes", Risk/FMEA's, G.E. VSE/P&W ESA requirements, critical/product safety items, key characteristics, etc.
- Y. Record Retention** - The Supplier (including Sub-tier Suppliers) are required to have documented procedures in place for creating, controlling and retaining records in accordance with both their Quality System and B&F Machine Company, Inc. purchase order requirements.
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**Z. Supplier Flow-down of B&F Machine Company, Inc. Requirements** – In the event B&F Machine Company, Inc. outsources products to be manufactured or special processes to be performed, and the contracted Supplier outsources to Sub-tier Suppliers, the applicable B&F Machine Company, Inc. Purchase Order flow-down requirements shall be flowed down to the Sub-tier Supplier, (including key characteristics, special requirements, critical characteristics, records, etc.) where applicable. Additionally, the Supplier (including Sub-tier Supplier) shall ensure that their personnel are aware of:

1. Their contribution to product or service conformity;
2. Their contribution to product safety;
3. Their importance of ethical behavior.

**AA. ITAR/EAR** – When flowed down, the Supplier (including their Sub-tier Suppliers) shall ensure that all ITAR/EAR controlled technical data, including equipment and technology, is not disclosed, both in written and/or visual form, to any foreign persons (“foreign nationals”) within its facility. This requirement includes any subcontracted materials performed by the Supplier’s Sub-tier within their facility. Additionally, ITAR/EAR controlled information must remain within the United States and may not be disclosed to any foreign countries.

**AB. Electric Boat Specification (EB 2678)** – The Supplier (including their Sub-tier Supplier), performing work or services in accordance with this specification shall establish and maintain a Quality System ensuring the quality and adequacy of the item or service provided. Additionally, the Supplier (including their Sub-tier Supplier) is advised to incorporate and strictly follow a Fraud & Falsification and Malpractice Prevention Program in accordance with E.B. Specification 2678, Appendix B, and comply with local laws and Federal Regulations during performance of work in accordance with U.S. Code Title 18, Part I, CH47, Sec. 1001.

**AC. Control of Counterfeit Parts, Materials and Work** – The Supplier (including their Sub-tier Supplier) shall provide only new and authentic parts and/or materials (i.e. electrical components, fasteners, etc.) from Original Equipment Manufacturers (OEM), Original Components Manufacturer’s (OCM), or approved sources listed on the drawing or B&F Machine Company, Inc. purchase order and shall notify B&F Machine Company, Inc. if items required to satisfy the B&F Machine Company, Inc. purchase order cannot be procured from these sources. The Supplier (including their Sub-tier Supplier) shall provide a process for validating authenticity of the purchased parts and/or materials including applicable certifications, test/inspection results and documentation that provides positive identification and traceability that meets all technical requirements of the applicable specifications and have not been altered or misrepresented as being acceptable to the required specification(s).

The Supplier (including their Sub-tier Supplier) providing or manufacturing parts, assemblies or performing special processes on B&F Machine Company, Inc. Supplier material (a.k.a. “outside services”) shall ensure that no “counterfeit work” is delivered to B&F Machine Company, Inc. and shall immediately notify B&F Machine Company, Inc. of any suspect/counterfeit work delivered. The Supplier (including their Sub-tier Supplier) shall provide a Certification of Conformance for all parts, materials and/or work delivered to B&F Machine Company, Inc. per Codes A, B or C of this form, as applicable. The Supplier’s Certificate of Conformity and supporting documentation shall serve as objective evidence that no counterfeit parts, materials or work has been supplied to B&F Machine Company, Inc.

B&F Machine Company, Inc. recommends SAE Standards AS5553, AS6174 and DFARs 252.246-7007 serve as guidance for establishing the guidelines for a counterfeit products/parts program.

**AD. Fraud & Falsification** – The Supplier (including their Sub-tier Supplier) shall incorporate and strictly follow a Fraud & Falsification and Malpractice Prevention Program and comply with local laws and Federal Regulations during the performance of work in accordance with U.S. Code Title 18, Part I, CH47, Sec. 1001. The Supplier (including Sub-tier Supplier) shall include the following statement on each Certificate of Conformance in connection with this purchase order: **“NOTE: The recording of false, fictitious, or fraudulent statements or entries on this document may be punishable as a felony under Federal Statute.”**

Upon detection of any potential or actual Fraud & Falsification and/or Malpractice incident pertaining to this order and occurring either within the Supplier’s organization or within its Sub-tier Supplier’s organization, the Supplier (including Sub-tier Supplier) shall immediately report such incident via the B&F Machine Company, Inc. Malpractice, Fraud/Falsification, Ethics and Compliance Reporting website link @ [www.bfmachine.com](http://www.bfmachine.com).