

## **Category 4**

### **Document Inspection/Calibration Process**

#### 1.0 Scope

- 1.1 Scope: The scope of (Category 4) is to address additional quality requirements that are applicable on MSM purchase orders when (Appendix A) is referenced, for the supplier "Category 4". A Category 4 supplier's QMS at a minimum shall maintain a documented process that ensures adequate inspection equipment being utilized by qualified personnel, and that there is a process that ensures inspection equipment is appropriately calibrated and calibrations are traceable to NIST. It will be the responsibility of applicable suppliers to obtain these additional requirements on the MSM web site as depicted on the purchase order
- 1.2 Purpose: The purpose is to flow down consistent quality expectations that ensures requirements of applicable International Standards are being addressed and implemented in accordance to MSM's customer expectations. The expectations are that all applicable requirements shall be meet, and/or if it is determined that there are requirements that are not able to be achieved MSM must be notified of the non-conforming condition

#### 2.0 Requirements:

- 2.1 As part of any Job-Related Purchase Order issued from MSM, the following supplemental requirements apply as applicable for suppliers identified as "Category 4" when performing work in accordance to MSM P.O.
  - 2.1.1 (Trained, Qualified Personnel) All personnel performing work shall be qualified for the work they are to perform and only perform work that is required per P.O. Any work that may be required but is not specifically addressed as the work scope on the P.O. shall be addressed with MSM engineering and documented.
  - 2.1.2 (Measuring Resources) All monitoring and measuring resources shall be adequate for the planned inspections to be performed. An uncertainty no less than 4 to 1 shall be maintained for characteristic to be verified. For devices that are being used for inspection activities, the device identification shall be documented on the inspection documents for the characteristic being verified.
  - 2.1.3 (Measuring Equipment) All measuring devices shall be calibrated and their calibration traceable to NIST
  - 2.1.4 (Document Control) The applicable controlled documents that are required shall be provided by MSM Document Control. For information that is not complete or documents that are illegible or inaccurate notify MSM engineering and/or document control as applicable for adequate information.

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- 2.1.5 (Manufacturing Plan) Implement a manufacturing process that is in accordance to the MSM manufacturing plan as provided by MSM. Once the plan has been approved, the supplier is not allowed to deviate or make any changes from the plan without authorization from MSM Quality
- 2.1.6 (Quality Plan) The Quality plan is to be completed as supplied by MSM. The supplier is not permitted to deviate from the plan or by pass any inspection criteria without written authorization from MSM Quality. The Quality plan shall include receiving documentation for products ordered by supplier.
- 2.1.7 (Purchasing) All sub-tier Purchasing activities shall be as depicted on the Purchasing document requirements, and all suppliers shall be approved and documented on the MSM AVL list. If there are any concerns with any sub-tier supplier notify MSM Quality. All applicable requirements depicted on the P.O. and applicable (Category) supplemental requirements shall be flowed down to sub-tier supplier. **Initial Purchase orders for new part numbers that are initiated by a Category 4 supplier for sub-tier work shall be reviewed and approved by MSM Quality**
- 2.1.8 (Conflict Minerals) Material suppliers that are providing materials that will be provided to MSM. All materials shall be in accordance to the (Dodd-Frank Section 1502) conflict minerals regulation. Materials that contain (3TG) minerals, (Tin, Tungsten, Tantalum, Gold) are applicable, and shall be provided by approved smelters, and or revert. Smelters must be identified on all C of C's submitted to MSM. **This requirement shall be addressed on the sub-tier suppliers purchase order for suppliers that are purchasing material.**
- 2.1.9 (Identification, Traceability, and Control) The supplier shall maintain identification and control of material to be provided to MSM. Any unique part individual identification shall be maintained. A process to re-apply identification shall be initiated if a manufacturing operation removes identification. Supplier must maintain control of material and ensure that material is kept in the applicable container that was provided when product was sent to be processed. **If the method of marking and location of marking is not clearly identified the supplier shall notify MSM Quality for the proper marking process.**
- 2.1.10 (Handling, Storage, Preservation, and Packaging) It is the responsibility of the supplier to ensure care is taken at all times to prevent contamination, deterioration, damage, and FOD (Foreign Object Debris) while the material is in the custody of the supplier, whether it was supplied by MSM, and/or purchased by supplier in accordance to MSM purchase order.
- 2.1.11 (Non-Conforming Outputs) Any Process that is being performed to MSM, Customer, and Industrial and/or Government specification, where the results deviate from planned accepted results and is considered non-conforming even though re-work is permitted by the procedure and/or process is subject to review and approval by MSM prior to continuance of the process. In the event the supplier has material that is non-conforming and not re-workable to the

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applicable requirements a request for permission to ship must be approved by MSM’s Quality department prior to shipment. The supplier shall be responsible to respond to MSM’s “Discrepant Material Report” with the cause and corrective action requested.

- 2.1.12 (Special Processes) All special process suppliers that are utilized shall be either approved by MSM’s customer and/or MSM.
- 2.1.13 (Records) It is the responsibility of the supplier to retain records that ensures that processes have been carried out as planned. Records shall be retained for an indefinite period and MSM shall be notified for authorization prior to destroying.
- 2.1.14 (Offload) The supplier shall not offload any part of the order without the knowledge and approval of MSM
- 2.1.15 (Supplier Facility Access) If so requested and/or necessary MSM’s representatives and/or MSM’s customer’s representatives. Reserve the authority to access and initiate validation activities at the supplier’s premises. This authority reserves the right of access by MSM, our customers, and regulatory authorities to applicable areas of facilities and to applicable documented information, at any level of the supply chain.

### Revision Table

Revision Number	Revision Description	ECN/PA Number	Revision Date	Revised By
-		-	-	-
Owner Signature:		Management Rep. Signature:		
Author:	<i>Mark White</i>	Date:	10/23/2017	