

HQ 1 Basic Quality Requirements

- a. The supplier shall provide a Certificate of Conformance with each shipment. The certificate shall stipulate that the material referenced on the certification has been manufactured and inspected in conformance with all applicable drawings and specifications. Statements such as “To the best of my knowledge” are not acceptable unless previously approved by Hydraflow Purchasing. The cert must include the title and signature of the customer representative; certs generated electronically that contain the company representative and title are acceptable. The title “Authorized Signature” is not acceptable.
- b. The supplier shall maintain adequate records of inspection, tests, and other Quality Assurance activities. Records shall provide objective evidence of the Quality Assurance operations performed and results obtained. Such records shall be made available to Hydraflow when requested. Records shall be maintained for at least 10 years from the date of shipment from Hydraflow; exclusions from this requirement may be made if all pertinent supplier records are submitted and maintained by Hydraflow.
- c. The supplier shall maintain an inspection system that provides for ready detection of discrepancies and assures Hydraflow and their customers that items furnished have been inspected and tested to Hydraflow drawings, procurement documents and other applicable specifications. The supplier is responsible for initiation of prompt replies to Hydraflow non-conforming reports, corrective action requests and implementation of required corrective actions.
- d. The supplier should destroy the Hydraflow drawing that is submitted with the purchase order, as stated by the “PRODUCTION COPY” stamp imprinted on the drawing by Hydraflow Purchasing. The drawing may also be returned to Hydraflow after the completion of the job. Destruction may be accomplished by shredding or other means as long as the drawing is rendered completely unreadable. If the supplier chooses to retain the Hydraflow drawing for historical purposes, the supplier is responsible to stamp the drawing “OBSOLETE” after the completion of the job. Electronic copies marked “REFERENCE ONLY” in the left-hand margin of the drawing are also to be destroyed or marked “OBSOLETE” after job completion.
- e. The supplier shall notify Hydraflow of any change in location, and changes in product definition and/or changes in the process that affect product quality and, where required, obtain Hydraflow approval.
- f. If the supplier uses sub-tier suppliers for processing parts or providing services used on Hydraflow parts, the requirements of the Hydraflow purchasing document shall be flowed down to the sub-tier supplier, including key characteristics where required.
- g. Hydraflow and/or its customers, the government and regulatory agencies shall be granted access to the supplier’s facility for the purpose of inspecting progress, quality and/or procedures used in the manufacture of product purchased by Hydraflow.
- h. The supplier shall have a system to control, segregate and identify Hydraflow supplied material and/or tooling. Substitution or replacement of Hydraflow material is prohibited unless authorized, in writing, by the Hydraflow buyer. Any loss, damage or unsatisfactory conditions to Hydraflow tooling must be promptly communicated to Hydraflow.
- i. The supplier shall not exercise discrepant material review authority on parts or material that is Hydraflow designated and/or design controlled to Hydraflow’s specification.
- j. The supplier shall maintain a calibration system capable of controlling the accuracy of devices used to verify the acceptability of materials, equipment or services in the performance of the Hydraflow purchase order. Ref: ANSI/NCSL Z540-1 or similar.

- k. If the supplier uses sampling techniques instead of 100% inspection, the sampling procedures must comply with ANSI/ASQC Z1.4 or equivalent. The number of defects allowed from any sample size must be zero (C=0).
- l. Materials or parts to be shipped to Hydraflow must be properly processed and packaged to protect from damage such as nicks, scratches, deformation and exposure to foreign object debris (FOD) or environments that can cause deterioration during shipping, handling and intended usage.

HQ 2 First Article Approval

A dimensional inspection report with dimensions, notes, block tolerances, etc., as applicable, with the first article part(s) must be submitted to Hydraflow Quality for approval prior to production being run. The first article part should be bagged or tagged for easy identification.

HQ 3 Dimensional Inspection Report

A Dimensional Inspection Report (DIR) shall be submitted with the shipment of parts as stated on the Hydraflow purchase order. The DIR shall address all dimensions, notes, block tolerances, etc., as applicable. The DIR may be documented on the supplier form or a Hydraflow form. This report will include the signature and title or stamp of the Supplier's Quality representative responsible for the accuracy and completeness of the report.

HQ 4 SPC

SPC data is required with this shipment. 1.33 minimum Cpk is required.

HQ 5 Raw Material Physical and Chemical Test Reports

Raw material physical and chemical test reports are required with each shipment. Specialty metals, such as stainless steel, titanium and titanium alloys and zirconium base alloys must be melted in the United States, its possessions or Puerto Rico or melted in a "qualifying country" or incorporated in an article manufactured in a qualifying country as defined in Defense Federal Acquisition Regulation Supplement (DFARS) 252.225-7014, "Preference for Domestic Specialty Metals", including Alternate I (April 2003). "Qualifying Country" means any country listed in 225.872-1 of the DFARS; the qualifying countries are also listed under this clause. The raw material certs must state the country of melt. If the supplier of any raw material is different than the supplier to Hydraflow, the test reports must be tied to the Hydraflow supplier's documentation, such as a Cert of Conformance, usually by heat lot numbers as a minimum. Test reports must contain specification numbers, revision letters or numbers, etc., as stated on the Hydraflow purchase. Test reports must be of sufficient clarity to permit scanning or copying and must include the title and signature of the company representative; electronic signatures are acceptable. Any exceptions to HQ 5 requirements must be specifically authorized in writing.

Qualifying Countries are: Australia, Austria, Belgium, Canada, Denmark, Egypt, Federal Republic of Germany, Finland, France, Greece, Israel, Italy, Luxemburg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, Great Britain, and Northern Ireland.

HQ 5A Raw material physical and chemical test reports are required with each shipment. If the supplier of any raw material is different than the supplier to Hydraflow, the test reports must be tied to the Hydraflows supplier's documentation, such as a Cert of Conformance, usually by heat lot numbers as a minimum. Test reports must be of sufficient clarity to permit scanning or copying and must include the title and signature of the company representative; electronic signatures are acceptable. Any exceptions to HQ 5A requirements must be specifically authorized in writing.

HQ 6 Process Certification

Process certifications (such as anodize, welding, brazing, dye penetrant, x-ray, etc.) shall be submitted for each item as stated on the purchase order. If the supplier is different than the supplier to Hydraflow, the process certification must be tied to the Hydraflow supplier's documentation, usually by cert number or other means that will tie the process to the Hydraflow purchase order. The certification document shall state that the process was performed to the applicable specification, as cited on the purchase order, including the revision letter, if applicable, to which the process conforms and the date the certification statement was performed. "All process certifications must include the signature, or stamp if applicable and title of the company representative certifying the process."

HQ 7 Shelf Life

The supplier shall identify each elastomeric or other life limited item with the name of material, part number, type, size, quantity, date of manufacture and expiration date. Date of manufacture and expiration should be recorded on certification document or shipper. Material must have 90% shelf life remaining unless otherwise authorized, in writing, by the Hydraflow buyer.

HQ 8 Distributors (Limited Purchases)

- a. The supplier shall provide a Certificate of Conformance (C of C) with each shipment. The certificate shall stipulate that the material referenced on the certification is in accordance with customer purchase order requirements. Statements such as "To the best of my knowledge" are not acceptable unless previously approved by Hydraflow Purchasing. The C of C must include the title and signature of the customer representative; certs generated electronically that contain the company representative and their title are acceptable. The title "Authorized Signature" is not acceptable.
- b. The Hydraflow purchase order must be reviewed to insure product and applicable documentation comply with stated requirements.
- c. The supplier's quality assurance system shall provide for ready detection of discrepancies and for prompt and effective corrective action. The supplier is responsible for initiation of prompt replies to Hydraflow nonconforming reports, corrective action requests and implementation of required corrective actions.
- d. Hydraflow and/or its customers, the government and regulatory agencies shall be granted access to the supplier's facility.
- e. Materials or parts to be shipped to Hydraflow must be properly processed and packaged to protect from damage such as nicks, scratches, deformation and exposure to foreign object debris (FOD) or environments that can cause deterioration during shipping, handling and intended usage.

HQ 9 Limited Capability Supplier

- a. The supplier shall maintain adequate records of inspections and tests and results obtained. Such records must be made available to Hydraflow when requested. Records must be maintained for at least seven years from the date of shipment to Hydraflow; exclusions from this requirement may be made if all pertinent supplier records are submitted and maintained by Hydraflow.
- b. Hydraflow and/or its customers, the government, regulatory and statutory agencies shall be granted access to the supplier's facility for the purpose of inspecting progress, quality and/or procedures used in the manufacture of product purchased by Hydraflow.
- c. The supplier shall not exercise discrepant material review authority on parts or material that is Hydraflow designated and/or designed controlled to Hydraflow's specification.
- d. The supplier shall maintain a calibration system capable of controlling the accuracy of devices used to verify the acceptability of materials, equipment or services in the performance of the Hydraflow purchase order. Ref: ANSI/NCSL Z540-1 or similar.
- e. The supplier shall maintain an inspection system that provides for ready detection of discrepancies and assures Hydraflow and their customers that items furnished have been inspected and tested to Hydraflow drawings, procurement documents and other applicable specifications. The supplier is responsible for the initiation of prompt replies to Hydraflow nonconforming reports, corrective action requests and implementation of required corrective actions.
- f. The supplier shall provide a Certificate of Conformance (C of C) with each shipment. The certificate shall stipulate that the material referenced on the certification is in accordance with purchase order requirements. Statement such as to the "Best of my Knowledge" are not acceptable unless previously approved by Hydraflow Purchasing. The cert must include the title and signature of the customer representative; certs generated electronically that contain the company representative and title are acceptable. The title "Authorized representative" is not acceptable.
- g. Hydraflow tooling used in the fabrication of product must be maintained in a clean and orderly manner. Any discrepancies or damage to Hydraflow tooling must be reported immediately to Hydraflow purchasing.
- h. The supplier shall notify Hydraflow of any change in location, and changes in product definition and/or changes in the process that affect product quality and, where required, obtain Hydraflow approval.
- i. If the supplier uses sub-tier suppliers for processing parts or providing services used on Hydraflow parts, the requirements of the Hydraflow purchasing document shall be flowed down to the sub-tier supplier, including key characteristics where required.
- j. Materials or parts to be shipped to Hydraflow must be properly processed and packaged to protect from damage such as nicks, scratches, deformation and exposure to foreign object debris (FOD) or environments that can cause deterioration during shipping, handling and intended usage.

HQ 10 Nadcap Approval

Nadcap approval is required for the processes as documented on the Hydraflow purchase order, unless otherwise stated.