



## Purpose

To describe the specific policies and requirements to which Sperry suppliers must adhere in order to meet Sperry Quality Standards.

## Requirements

1. **Quality Management System (QMS):** The supplier must have a documented and implemented quality management system that complies with the requirements of ISO 9001 or equivalent.
  - a. Suppliers providing special processing must maintain a system for validating processes.
  - b. Suppliers initially approved for use via Certification (ISO9001, AS9100, ISO17025, etc.) must notify our organization of any changes to that certification. The organization shall assess the impact and implement appropriate mitigation actions. This should include notifying the customer as appropriate.
  - c. Suppliers shall notify SPERRY when there is a change in their QMS, product and/or process, changes of suppliers, and changes of manufacturing facility locations, Quality Leadership personnel or reporting structure, changes in scope, name, address, or approval status of QMS registrations, special process accreditations and production organization holder approvals.
  - d. Suppliers shall have a robust contract review process to ensure all customer requirements have been captured.
2. **Certification:** The supplier shall provide evidence of ISO 9001 certification or an equivalent quality management system certification from a recognized certification body. The certification must be valid and maintained throughout the contract period.
3. **Nonconforming Product/Service:** The supplier must have procedures in place to identify, control, and prevent the delivery of nonconforming products or services. This includes documenting and reporting nonconformities and implementing corrective and preventive actions.
4. **Audit, Inspection and Testing:** The buyer may have the right to perform audits, inspections and testing at the supplier's facility or at the point of delivery to ensure compliance with quality requirements. The supplier shall provide necessary access, documentation, and support during such inspections.
5. **Change Control:** The supplier must notify the buyer of any changes to processes, products, or services that may affect quality. The buyer reserves the right to review and approve these changes before implementation.

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6. **Records and Documentation:** The supplier shall maintain appropriate records and documentation related to the quality of products or services provided. These records must be made available to the buyer upon request.
7. **Supplier Performance Evaluation:** The buyer reserves the right to assess the supplier's performance periodically based on predefined criteria, such as on-time delivery, product/service, quality, and responsiveness to issues. The results of these evaluations may impact future business with the supplier.
8. **Subcontracting:** If the supplier plans to subcontract any part of the work, they must notify the buyer in advance and ensure that the subcontractor meets the required quality standards.
9. **Continuous Improvement:** The supplier should demonstrate a commitment to continuous improvement of their quality management system and processes. This includes actively seeking opportunities for improvement, implementing corrective actions, and providing suggestions for enhancing the quality of products or services.
10. **Awareness:** Supplier shall provide on the job training in applicable requirements including customer, conformity to quality, internal, regulatory, or legislative requirements. In addition to the organization employees, on the job training shall include contract, or agency personnel. Persons whose work can affect quality shall be informed about the consequences of nonconformity to customer requirements.
11. **Compliance:** Supplier must adhere to the Sperry "Supplier Code of Conduct".

**Commodity Specific Requirements**

1. **Custom Engineered/Contract Manufactured Product:**
  - a. The supplier shall maintain the proper identification and revision status of specifications, drawings, process requirements, inspection/verification instructions and other relevant technical data. Unless noted otherwise on our purchase order, the latest revision level is to be provided.
    - Our organization reserves the right to approve or specify any designs, tests, inspection plans, verifications, use of statistical techniques for product acceptance, and any applicable critical items including key characteristics.
  - b. Our organization reserves the right to designate requirements for test specimens for
    - design approval, inspection/verification, investigation, or auditing.

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2. **Special Processes** (e.g. NDT, Heat treat, painting, coating, welding) required by this PO must be performed by qualified personnel.
  
3. **Calibration Services Providers** must:
  - a. maintain Certification to ISO17025, ANSI Z540.3, or equivalent standards, or be otherwise approved by our organization.
  - b. provide reporting of "As Found" and "As Left" status if the item is found to be out of tolerance.
  - c. identify Calibration Standards used.
  - d. utilize Calibration Standards traceable to NIST.
  
4. **Raw Material Providers**
  - a. with No Shelf-Life Requirements: Supplier shall provide original Mill Certs and Test Reports for all materials produced for this purchase order. SPERRY will not accept material without Mill Certs.
  
  - b. with Shelf-Life Requirements: Supplier shall submit a certificate for all shelf-life products. All material must be identified with the respective cure/manufacturing date and expiration date. All controlled storage temperatures must be identified on the product noting any special storage requirements. No material shall be shipped to SPERRY with less than 75% shelf life without written consent from SPERRY.

**Related Documentation**[SOP-11 Purchasing and Receiving](#)

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