

Olin Brass Standard Work Instruction

SUPPLIER QUALITY SYSTEM REQUIREMENTS

SUPPLIER QUALITY
ASSURANCE MANUAL

1.1

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Date: 08/17/15

Scope: To describe the quality requirements for all suppliers and subcontractor products or services as they relate to finish product quality. This procedure will be part of the purchase order requirements.

Application: Applies to suppliers who perform work, specialized services or deliver supplies that affect the finish product quality.

ITEMS NEEDED:

Olin Brass Purchase Orders or Contracts	Olin Brass Material Specifications	ASTM, Military, or Customer Specifications
QSA, Quality System Assessment	Critical to Quality (C2Q) approved supplier list (for Olin Brass internal purposes only)	

DEFINITIONS:

- A. Critical to Quality Supplier** – Organization that supplies **Olin Brass** with commodity items that could directly or indirectly impact the quality of our copper/copper alloy strip. (for Olin Brass internal, refer to controlled list)
- B. Metals Supplier** - Organization that provides raw material (scrap or virgin), purchased re-roll, and/or purchased cake material to Olin Brass.
- C. Services Supplier** – Organization that provides a quality service to Olin Brass. Example would be calibration service suppliers.
- D. Subcontractor** – Organization that provides Olin Brass with a contracted service to add value to our strip; operations such as rolling, polishing, slitting/cutting and/or tin or electroplate coating. (Management of suppliers is controlled through Supply Chain Procedures)

For balance of document those defined in A-D shall be referred to as “suppliers”. Each section below will identify any exclusions, otherwise assume applicable to A, B, C and D.

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PROCEDURE:

1.0		<u>Expectations of Olin Brass Suppliers</u>
1.1	Supplier Scorecards (A only)	Refer to SQAM procedure 5.1 for process and supplier expectations.
1.1.1	Quality	<p>It is highly preferred that all suppliers are certified to a quality system (ISO 9000 or TS16949 or for labs, ISO 17025). If not certified, supplier may be subject to regular audits by Olin Brass personnel.</p> <p>An active quality program helps to ensure the quality and consistency of products and services.</p>
1.1.2	Delivery	Suppliers and Subcontractors are required to deliver material on time. If order is going to be late, a notification of such shall be communicated to the Olin Brass Purchasing / Metals Procurement department.
1.2	Review of Purchase Orders	<p>Olin Brass purchase orders and contracts will contain a description of the service/supplies being ordered and reference applicable specifications, drawings and any special manufacturing, inspection, testing, packing, etc. requirements and acceptance criteria.</p> <p>For metal suppliers or service suppliers, if no specification is listed, the suppliers must comply with the latest applicable ASTM specification.</p> <p>Suppliers are required to review the Olin Brass P.O. or contract and resolve any questions, regarding the quality requirements <u>before</u> work commences.</p>
1.3	Calibration of Testing Equipment Requirements	Suppliers are required to maintain the accuracy of measurement and testing equipment and to calibrate this equipment at regular intervals against certified measurement standards which have known valid relationships to national standards.
1.4	Control of Non-Conforming Material Requirements	Suppliers are expected to maintain a system for identifying the inspection status of products. Nonconforming products must be clearly identified with distinctive tags (or equivalent) and must be segregated from other in-process and finish products.

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1.5	Material Traceability Requirements	Suppliers shall ensure that product supplied has direct traceability back to process data in the event there is a non-conformance detected at Olin Brass so that proper investigation can occur at the supplier.
1.6	Customer Owned Property Requirements (applies to C and D only)	<p><u>D:</u></p> <p>Subcontractors that have our product on site must maintain Olin Brass traceability requirements.</p> <p>Olin Brass uses a 6-digit round number (RN) which is an individual master coil number. The RN maintains traceability from casting through finish processing. Suffixes may be added if the RN is slit (-1, -2, ---) or cross out (-A, -B, ---).</p> <p>Suppliers are required to maintain the Olin Brass RN through their manufacturing process and to re-identify the finished product with this RN with appropriate suffixes.</p> <p><u>C & D:</u></p> <p>All records must trace the progress of material from each specific RN or ID# on manufacturing, inspection and testing reports. Certifications must show each RN / ID# processed and the minimum to maximum range of values of each critical characteristic listed in the purchase order or contract.</p> <p>If material is damaged while at your facility, records must be maintained and issues must be communicated to Olin Brass personnel.</p>
1.7	Product Certification Requirements	Suppliers are required to certify their work when an Olin Spec or ASTM or other spec is referenced a certification MUST arrive with shipment. C of C or C of A will be accepted.
1.8	Control and Notification of Process Changes	Suppliers are required to notify Olin Brass immediately of any changes in their design, specifications, manufacturing processes or statistical process capability that may affect the composition, quality, appearance, properties, or usability of their finish products.

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1.9	Supplier Audits	<p>The effectiveness and integrity of the Supplier quality program may be audited by Olin Brass Quality personnel (or a designee) at intervals consistent with the nature, complexity and quality of product purchased.</p> <p>Test reports, inspection records, calibration records, written procedures, SPC data and other suitable evidence relating to the supplier quality program will be included in this audit.</p>
1.9.1	Self Assessment	<p>The new or non-certified supplier is required to complete and return to Olin Brass Purchasing the Olin Brass Self-Assessment Questionnaire. (SQAM Form 2.1-1)</p> <p>Additional assessments may be requested of scrap and virgin material suppliers via Metal Procurement.</p>
1.9.2	On-Site Audits	<p>On site assessment of suppliers may be scheduled by Purchasing based on supplier performance (quality and delivery), importance of product, quality system status (ISO 9001 certified), and availability of auditing staff.</p> <p>This assessment information shall be used by the supplier to improve their quality system. If action items are identified during the course of the audit, the supplier is expected to respond within 30 days documenting actions taken.</p> <p>Follow-up on-site assessments may be scheduled as necessary depending on the severity of deficiencies observed</p>
2.0	Exclusions	<p>In general, suppliers of MRO (Maintenance, Repair, and Operating) supplies are exempt from this Supplier Quality Program. As determined by Purchasing, Quality, Manufacturing or other related departments, MRO supplies may be purchased from suppliers which have been designated Significant (Key) Suppliers, but do not necessarily fall under the same criteria as those items determined to directly affect the finished product quality. MRO supplies are procured per procedures in the East Alton Purchasing Manual.</p>