



- 1 QA Program: Supplier's Quality Assurance (QA) Program shall apply to the requirements of the P.O. Supplier shall impose all applicable QA requirements to subcontractors, which shall be qualified under Supplier's QA Program. All revisions shall be submitted to the attention of the "Chatham Steel Corporate Safety and Quality Manager."
- 2 Non Conformance and Error Reporting: The Supplier shall expeditiously submit to the Chatham Steel Corporate Safety and Quality Manager any nonconformance, deficiency, or deviation related to the product/service provided under this agreement before or after product/service completion. Further work shall not proceed until the Chatham Steel Corporate Safety and Quality Manager and Chatham Steel Corporate Safety and Quality Manager have reviewed and approved, in writing, the Supplier's proposed disposition prior to accomplishing the corrective action or disposition. For delivered Software, Supplier shall supply the Chatham Steel Corporate Safety and Quality Manager with all error or problem reports.
- 3 Audits: Chatham Steel and its Agents shall have the right of access to inspect and/or audit Supplier's QA Program, procedures, facilities, equipment, records, and all aspects of Supplier's QA work performed under this Agreement for all material procured from this location and from Supplier subcontracted locations. Supplier shall pass this requirement to subcontractors who are involved in QA tasks or Work.
- 4 Labeling & Documentation: All QA documentation given to Chatham Steel by Supplier, including software packages and reports, shall state compliance to Supplier's QA Program. If applicable, documentation shall be traceable to delivered and/or tested items.
- 5 A Certificate of Conformance shall be sent to Chatham Steel. It shall state compliance to the Chatham Steel procurement document for all material and services purchased, Supplier's QA Program and it's applicable quality standard such as ISO9001, as appropriate. The Certificate of Conformance must be attested to by a person responsible for the quality assurance functions as described in the supplier's QA program. The Certificate of Conformance shall be sent to Chatham Steel Corporate for all products/services whose critical characteristics cannot be readily verified after production. Supplier must maintain inspection records on subject products for a minimum of 3 years.
- 6 If the Supplier's QA Program is registered to ISO 9001, a copy of the current ISO registration certificate shall be forwarded to the attention of the Chatham Steel Corporate Safety and Quality Manager along with the controlled copy of the QA Program Manual requested in paragraph 1 above. Also, the Certificate of Conformance required above shall include a statement of Quality Management system compliance to ISO 9001.
- 7 Record Storage: All final design review records shall be included in the project record file. During the life of the Project, all records shall be retained in either dual storage or a fire rated safe (minimum 350 degrees F for 2 hours) or a fire rated safe (minimum 350 degrees F for 1 hour ) in a sprinkled room. Class 125 2hr fire rated media inserts shall be used for perishable (computer) media stored in a fire safe. Transfer of Supplier records to Chatham Steel for archival purposes may occur under the direction of the Chatham Steel Corporate Safety and Quality Manager. These record storage requirements shall no longer apply once records are transferred to Chatham Steel.
8. No welding of material is allowed.
9. Material must be identified with individual heat numbers with matching test reports to accompany shipment.