

Harris Assembly Group

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SUPPLIER QUALITY MANUAL



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Date:

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1. Purpose and Scope

This Supplier Quality Manual communicates to HARRIS ASSEMBLY GROUP suppliers the requirements for providing products and services.

2. HARRIS ASSEMBLY Materials Points of Contact

Materials Estimator – Buyer is the point of contact for all correspondence relating to:

- quotes for products / services
- purchase orders
- quality issues
- delivery issues

Materials Manager is the point of contact for any issue supplier issue that cannot be resolved by the Materials Estimator – Buyer.

3. Supplier Selection, Evaluation and Status

3.1 Supplier Selection

Supplier selection takes in to consideration:

- Surveys; this includes details regarding:
 - Points of contact
 - Quality management system
 - ITAR registration
 - Counterfeit parts prevention
- Ability to meet requirements for products and services while following industry standards for methods and processes.
- Price and delivery

Note: Suppliers may also be customer mandated; see section 3.3

3.2 Supplier Evaluation

Suppliers are evaluated based on:

- Quality performance
- Delivery performance

The following may also be taken into consideration;

- Ability to react to short lead-time orders
- Responsiveness to situations requiring corrective action.

The current minimum performance threshold is 92%.

Suppliers that do not meet minimum requirements will be issued a Performance Report form 840-4. These suppliers may also receive a request for root cause/corrective action and may be candidates for being placed in a Disqualified status.

3.3 Supplier Status

Supplier Approval Status:

- **Approved:** Provide products/services within their scope of approval
- **Conditional:** Qualifying as new supplier or under review for performance issues.
- **Disqualified:** No longer an Approved supplier. If a disqualified supplier would like to provide products/services to HARRIS, the supplier must contact HARRIS Materials Manager for direction to proceed with Approval process.

The following status may also be used separately or in conjunction with the Supplier Approval Status listed above.

- **Sole Source:** Only source for product/service in the scope of approval
- **Customer Mandated:** HARRIS is directed by its customer to use the designated supplier for products/services defined in scope of approval.

4. Supplier Quality Clauses

Supplier Quality Clauses are used in conjunction with purchase orders to communicate to our suppliers HARRIS purchase order requirements.

Supplier Quality Clauses are listed on:

- HARRIS ASSEMBLY GROUP web site
- HARRIS ASSEMBLY GROUP email signatures

The clauses are listed in two categories:

- General quality clauses that apply to all purchase orders.
- Special quality clauses that are listed on purchase orders where applicable.

5. Additional Requirements, ref. Supplier Quality Clause 500

1. Special Requirements, critical items or key characteristics will be communicated through the purchase order.

2. Test, inspection and verification requirements including production process verification will be specified on the purchase order.
3. Test specimens/samples, if required, will be specified on the purchase order which may include some or all of the following details:
 - a. Quantity
 - b. Reason for sample request: Example; verification of special requirements
 - c. Production process to be followed
 - d. Shipping information including specific addressee at HARRIS
 - e. Due date
4. The use of statistical techniques for product acceptance, if required, will be specified in the purchase order.
5. Competencies / certifications / qualifications required of persons to perform to the industry standard methods and processes specified **will be detailed on the purchase order.**
6. HARRIS' customer designated / approved suppliers and process sources **will be specified on the purchase order.**

6. Design and Development

If Design and Development activities are required from a supplier, a purchase order line item will be created specifying the scope and planning of the Design and Development Project including:

- Design Inputs
- Design Controls
- Design outputs including test specimens required for design approval process.

Design changes are controlled; see Clause 20.

7. Quotes and Purchase orders

7.1 Request for Quotes

HARRIS Materials Estimator-Buyer submits a request for Quote.

The supplier shall:

- Review the quote package
- Determine if able to meet production, quality and delivery requirements
- Note any exceptions to the quote or Supplier Quality Clauses
- Evaluate any risks

7.2 Purchase Orders

HARRIS Materials Estimator-Buyer releases products / services and places a purchase order.

The supplier shall:

- Review the purchase order
- Determine if able to meet production, quality and delivery requirements
- Note any exceptions to the purchase order or Supplier Quality Clauses
- Communicate to HARRIS Materials Estimator – Buyer issues with meeting purchase order requirements
- If able to meet the requirements of the purchase order, acknowledge acceptance of the purchase order to HARRIS Materials Estimator – Buyer

8. Verification of Material

Harris will verify incoming material meets the requirements of the purchase order.

If incoming material does not meet the requirements of the purchase order, a Supplier Non-conformance notification form 1020-1S will be sent to the supplier from the HARRIS Material Estimator-Buyer.

The completed form 1020-1S will:

- Detail information on the purchase order
- Description of nonconformance
- Request containment with due date
- Indicate if a root cause and corrective action is required
- Indicate due date for root cause and corrective actions requested.

Note: If the supplier is unable to complete the root cause and corrective action due date, the supplier must request an extension prior to the due date.

9. Handling and Packaging

- Environmentally sensitive materials are to be packaged per instructions contained in the SDS (Safety Data Sheets).
- Shelf Life: See Supplier Quality Clause 120.
- ESD sensitive shall be packaged in appropriate static-shield packaging.

Note: Packaging instructions may be defined by HARRIS. If no special packaging is defined, normally accepted best practices are to be used.

Change Record

Rev	Date	Responsible Person	Description of Change
A	06/02/2020	Materials Manager	DC-0046 Initial Release
B	06/12/2020	Materials Manager	DC-0047 Added bullets 5.5 and 5.6
C	06/22/2020	Materials Manager	DC-0051 Add reference to communication through purchase orders
C	9/22/2021	Materials Manager	Change to signing authority only, no change to procedure.
D	11/2/2021	Materials Manager	Change to signing authority only, no change to procedure, incrementing revision level to D.