



SQR-001, SUPPLIER QUALITY REQUIREMENTS

REV A, 05-02-18

1.0 PURPOSE

The purpose of this procedure is to identify requirements for suppliers who intend to deliver product or services to TriMet Group, LLC.

2.0 SCOPE

Requirements of this document apply to suppliers providing products or services intended to be incorporated into or affecting the quality of TriMet's services. These requirements are to be considered part of purchase order terms and conditions unless amended by purchase order note.

3.0 GENERAL

- 3.1** Products or services provided by the supplier are produced, purchased, or otherwise acquired in conformance with the latest revision of applicable engineering drawings, specifications, statements of work, and etc. unless otherwise specified.
- 3.2** Where applicable, supplier will notify TriMet of issues affecting delivery or quality of products or services. This includes notification of nonconforming product and obtaining TriMet's approval for its disposition.
- 3.3** Relevant processes, materials, or procedures contributing to the quality of product or service may not be changed without TriMet's prior written approval. Suppliers will notify TriMet of substantive revision to quality policies or procedures where product or service quality or configuration may be impacted and get approval for the proposed change. These changes include but are not limited to:
 - Change or loss of quality system registration and/or certification;
 - Change of external suppliers or manufacturing location; or
 - Change of suppliers;
- 3.4** Applicable quality requirements as specified by the purchase order and this document are to be flowed-down to any supplier contributing to the fabrication of the product or service.
- 3.5** Supplier will use customer-designated or approved external providers or approved special processors when services are outsourced.
- 3.6** Personnel performing special processes must be trained and qualified specifically to perform the process required. Equipment used to perform special processes must be qualified/certified/ calibrated as required to perform the specified process. Personnel contributing to any process or activity contributing to the quality of a delivered product or service must be demonstratively competent.
- 3.7** Process parameters affecting product quality that can't be verified at incoming inspection must be recorded and available for inspection/audit per 3.11 below.
- 3.8** Products and accompanying inspection documents will be permanently marked to indicate final quality acceptance.
- 3.9** At a minimum, supplier will supply signed and dated certification of conformance document stating that products were fabricated or supplied or services rendered in accordance with purchase order and referenced documents.
- 3.10** Products to be part marked with contrasting permanent ink. Where parts are too small, wire tags or sealed labeled bags may be used for product identification as long as data as required information is included.
- 3.11** Supplier grants access to facilities and quality records, related to the product or services being purchased, by TriMet personnel and representatives of its customers or regulatory agencies.
- 3.12** Inspection/acceptance/surveillance of product by TriMet personnel does not relieve supplier of requirement to provide quality product, or preclude subsequent rejection.



- 3.13** Supplier will retain documents and records required to identify product and process conformance and configuration for a minimum of 10 years unless otherwise specified on the purchase order.
- 3.14** MSDS information must be supplied with all hazardous products.
- 3.15** Where necessary to ensure subsequent provisions for products or services, suppliers are required to perform design activities appropriate to the complexity of the product or service being delivered.
- 3.16** Suppliers shall ensure the employees contributing to fulfillment of TriMet's requirements are aware of:
 - their contribution to product or service conformity;
 - their contribution to product safety;
 - the importance of ethical behavior.
- 3.17** Suppliers shall plan, implement, and control processes, appropriate to the product or services provided, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer.
- 3.18** Suppliers shall establish and maintain an appropriate quality management system.
- 3.19** Suppliers are evaluated for delivery and quality of products and services. Substandard suppliers may be removed from TriMet's approved supplier list.

4.0 DIGITAL DATA CONTROL

When digital data is used to design, fabricate or accept product, or perform a service, the supplier shall comply with applicable requirements as specified in TriMet's Quality Manual. Suppliers should contact TriMet if requirements can't be met.

5.0 ATTACHMENTS: N/A

6.0 REVISION NOTES:

1. Rev. NC was the original release.
2. Rev A added Clauses 3.14 through 3.19 and eliminated an erroneous reference.

7.0 REVIEWED AND APPROVED:

Tim Dobrinich, President

Date: 05-02-18