


KENSON PLASTICS PROCEDURE

	Title:	Purchasing Quality Clauses	Number:	PUR-014
	Approved By:	Christopher O’Leary	Effective Date:	2018 MAY 08
	Signature:	<i>Signature on File</i>	Revised Date:	2018 MAY 08
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This document has been prepared and issued by Kenson Plastics Inc. (KPI) to provide instructions and information necessary to satisfy the quality requirements of KPI and their customers.

The term "Supplier" used herein shall mean any company approved to fabricate, process, and/or supply materials, parts, assemblies, appliances, services, etc. to Kenson Plastics Inc.

All queries raised by the Supplier regarding the contents of this document shall be addressed to the Kenson Plastics Inc.

Applicable Quality Clauses [REF: Kenson procedure KPP-7.4-1]:

Clause Reference Number	Clause
DOCUMENTATION	
KPQ-001	Vendor shall supply Certificate of Conformance / Quality / Analysis for each purchase order of critical product which shall include as a minimum: <ul style="list-style-type: none"> • Supplier’s name and location; • Manufacture’s name and location (if different); • Date of Manufacture / expiration if applicable; • Identification of the lot, batch, serial number if applicable; • A statement of conformance indicating that all requirements have been met.
KPQ-002	Quality Records (i.e. Certificates of Calibration, etc.) must be retained by the vendor for a minimum of ten (10) years.
KPQ-003	Vendor must supply documentation that certifies each device was verified / calibrated to National Institute of Standards and Technology (NIST); International System of Units (SI); or through an ISO 17025 accredited laboratory. ISO 17025 accredited laboratories must have a valid certificate on file.
KPQ-004	Right of entry must be granted to Kenson Plastics Inc., their customers, and regulatory authorities to determine and verify the quality of work, applicable quality records and materials at facilities involved in the order.
KPQ-005	Supplier must flow down any requirements to all sub-tier suppliers, including any key characteristics where required.
KPQ-006	Supplier must notify Kenson Plastics Inc. of any changes in product and / or process that would affect the fit, form, function, cosmetic appearance and / or delivery of product supplied to Kenson Plastics Inc. Changes include but are not limited to: Relocation of manufacturing facility; Change in Sub-tier Suppliers; Significant Changes in Quality Management System to include loss of or changes to ISO or other appropriate certifications.
KPQ-007	Supplier must notify Kenson Plastics Inc. of any nonconforming product prior to delivery to determine if said product / material can be accepted.
KPQ-008	Supplier shall ENSURE THAT SHELF LIFE OF ALL ADHESIVES IS 80% OR GREATER AT TIME OF SHIPMENT.
KPQ-009	Fastener Manufacturers shall comply with the 'Fastener Quality Act (FQA), Public Law 101-592'. Each shipment shall be accompanied by one (1) legible and reproducible copy of a certificate of conformance containing the signature and title of an authorized representative which states that the fasteners have been manufactured in accordance with requirements of the applicable NAS, AN, MS government approved Parts Standard and Procurement Specification; and the chemical / physical test reports required by the government approved Procurement Specification are on file with the manufacturer, and available for review by customer and /or government quality assurance representative upon request.
KPQ-010	Counterfeit Parts and Materials Avoidance: Components, parts and materials shall be procured only through Original Equipment Manufacturers or their franchised dealers / distributors. The supplier shall verify and document the procurement source and perform appropriate incoming inspection to detect potential counterfeit parts and materials.

KPQ-011	A current revision of the material Safety Data Sheet (SDS) must accompany product shipped.
KPQ-012	When Purchase Order, drawing, and/or specification do not otherwise stipulate, at a minimum all items shall be enclosed with wrappings, bags, cartons, boxes, or other container, as applicable to the extent necessary to provide protection from hazards of contamination and physical damage encountered in general handling, shipping, and storage conditions
KPQ-013	Minimum identification shall consist of the Manufacturer's part number, and trademark if applicable. If the part does not lend itself to stamping due to size, composition, etc., the container or tags shall bear appropriate identification. Parts manufactured to Kenson supplied drawings / CAD shall be identified as specified on the drawings.
KPQ-014	COMMERCIALY AVAILABLE PARTS: Include documentation containing manufactures certificate of conformance (C of C) with shipment. Certification and material lot/batch control not required for this part. CoCs shall be retained by the vendor for a minimum of 10 years.
KPQ-015	Flammability Tests shall be conducted in compliance to the appropriate / required Code of Federal Regulation and a certificate of analysis shall detail the results; applied specifications and lot traceability / identification. CoAs shall be retained by the vendor for a minimum of 10 years.
KPQ-015A	60 Second Vertical Burn (F1): 14 CFR Part 25.853 (a), Appendix F, Part I, Section (a)(1)(i), Amendment 25-116 (60 Second Vertical Burn)
KPQ-015B	12 Second Vertical Burn (F2): 14 CFR Part 25.853 (a), Appendix F, Part I, Section (a)(1)(ii), Amendment 25-116 (12 Second Vertical Burn)
KPQ-015C	2.5 Inch Horizontal Burn (F3): 14 CFR Part 25.853 (a), Appendix F, Part I, Section (a)(1)(iv), Amendment 25-116 (15 Second - 2.5 Inch Horizontal Burn).
KPQ-015D	4.0 Inch Horizontal Burn (F4): 14 CFR Part 25.853 (a), Appendix F, Part I, Section (a)(1)(v), Amendment 25-116 (15 Second - 4.0 Inch Horizontal Burn)
KPQ-015E	30 Second – 45 Degree Penetration (F5): 14 CFR Part 25.855 (d), Appendix F Part I (a)(2)(ii), Amendment 25-116 (30 Second – 45 Degree Penetration).
KPQ-016	The supplier shall establish and maintain a system that complies with applicable industry or regulatory standards and is deemed acceptable by Kenson Plastics Inc. Quality Assurance. When registered, a copy of the approval certificate from a third party shall be forwarded to Kenson Plastics Inc. Supplier Quality Assurance including all renewals and/or updates.
KPQ-017	First Article Inspection Report is required. A part representing the tooling and methods to be used for the finalized production process shall be inspected by the Supplier and documented in accordance with AS 9102 or the relevant Kenson specification. The report must include dimensional and functional data as required. A new or revised First Article Inspection Report is required when a change in design, tooling, materials, or methods of the production process occurs.
KPQ-018	REACH Certification Required.
KPQ-019	RoHS Certification Required
KPQ-020	Conflict Minerals Declaration Required (i.e. CFSI – CMRT)
KPQ-021	Suppliers and their sub-tier suppliers are responsible for ensuring that all persons are aware of their requirement for the need to prevent the use of counterfeit parts, their contribution to product or service conformity, their contribution to product safety, and the importance of ethical behavior.