

Minutemen Precision Machine & Tool Corporation

135 Raynor Avenue, Ronkonkoma, NY 11779

Ph: 631-467-4900 Fax: 631-467-6850

Email: jerickson@minutemenmachining.com

Website: MinutemenMachining.com

Purchase Order Quality Notes

Rev. 2-4-20

Purchase Order Quality Notes

These Quality Notes (QN) are requirements that are applicable to every Purchase Order issued by Minutemen to its Suppliers. Minutemen's Quality and Purchasing Departments put together this document in order to flow down Minutemen and its Customers contractual requirements. Suppliers are to review these requirements and ensure compliance to. The latest requirements are available on the website and/or a paper copy can be produced by request. Any questions on conforming to these requirements must be brought to Minutemen's attention prior to work being performed.

Standard Quality Notes applicable to all Purchases Orders:

QN1, QN5, QN6, QN7, QN8, QN9, QN10, QN13, QN17, QN18, QN22, QN26, QN27 (when Applicable)

Customer Specific Quality Notes

Northrop Grumman QN2, QN15

Triumph/Vought QN3, QN25

Boeing QN19

Lockheed QN20

Airbus QN23

Embraer QN24

Additional Quality Requirements applicable to Process/Product being supplied

Heat Treating

QN1, QN4, QN11, QN12, QN14

Special Processing

(Finishing & Coatings Including but not limited to Electroplating, Chemical Finish, Anodizing & Painting)
QN1, QN4, QN11, QN12, QN14

Non-Destructive Testing (NDT)

QN1, QN4, QN11, QN12

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Shotpeen

QN1, QN4, QN11, QN12

Manufacturing

(Vendor supplied Raw Material and Processing)

QN1, QN4, QN11, QN12, QN18, QN21

Manufacturing (including but not limited to: Turning, Deburring, Honing , Grinding.)

(Minutemen Supplied Raw Material and Processing)

QN14

Hardware

(Product supplied to a Customer or Industry Specification)

QN1, QN4, QN11, QN12, QN16, QN18, QN21

Raw Material

QN1, QN4, QN12, QN18, QN21

Quality

Note

Description

- QN 01: Raw material Manufacturers & Suppliers: Use of Foreign Material is strictly prohibited, unless otherwise noted. All Raw Material used to produce items on this Purchase order must be from a qualifying country of origin as listed in DFARS 225.872-1. Copy of all mill certifications required.
- QN 02: Current revisions are posted on Northrop Grumman (Oasis) web site. <https://Oasis.Northgrum.com>
- QN 03: Current revisions are posted on Triumph Aerostructures-Vought Aircraft Division web site. <https://VoughtAircraft.com>
- QN 04: Return a signed order acknowledgement within 5 days of purchase order.
- QN 05: Minutemen and its customers must be allowed to enter your premises to verify that the quality, records and materials meet the requirements of the orders issued to you by Minutemen.

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QN 06:	Record retention for Process & Material Suppliers is required for a minimum of 10 years.
QN 07:	Instruments calibrated will be certified & traceable to N.I.S.T. National Institute of Standards and Technology.
QN 08:	Supplier must inform Minutemen of any nonconforming products being supplied so arrangements can be made for Minutemen to inspect and approve/reject the nonconforming product.
QN 09:	Supplier must notify and seek approval from Minutemen for all changes in product and /or process, changes of suppliers or changes of manufacturing facility location.
QN 10:	Suppliers Quality Management System IAW an industry accepted Standard or a QMS reviewed and approved by Minutemen Quality Manager .
QN 11:	Counterfeit Part Detection: Distributors or Brokers that supply standard parts, such as bushings, fasteners, nuts, washers, springs, o-rings, inserts, and pins, must supply certifications from the Original Component Manufacturer, Original Equipment Manufacturer or authorized aftermarket manufacturer. Parts shall not be used or reclaimed and misrepresented as new.
QN 12:	Copies of all material, processing and test certificates must be delivered with each shipment.
QN 13:	Product must be cleaned of all FOD (Foreign Object Debris) and packaged and delivered in a manner to protect against damage.
QN 14:	Materials (including Tooling (ie..Masking templates, inspection gaging...)) supplied by Minutemen must be used to complete the Purchase Order. Substitute materials purchased/used by Supplier is strictly prohibited unless otherwise noted.

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QN 15:	Items on this Purchase Order are for Northrop Grumman use. The Supplier must be approved and comply with there Approved Special Processor Listing.
QN 16:	Items on this Purchase Order are Age sensitive a minimum of 75% shelf life from Date of Manufacture or Date of Packaging , which ever controls the life of the product is required at time of shipment to Minutemen precision.
QN 17:	Supplier shall maintain a calibration system in compliance with ANSI/NCSL-Z540-1994 or equivalent. Inspection equipment being used must have the capability to attain a measurement of ten percent of the tolerance being inspected.
QN 18:	This order contains parts and directs the use of documents and technical data subject to the U.S. Arms Export Control Act (AECA), and the International Traffic in Arms Regulations (ITAR), enacted pursuant to such act. Any of the parts, documents, or data mentioned in these quality notes may not be transferred to any foreign person or entity in the United States, or to any person or entity abroad, nor shall such persons or entities have access to such documents and technical data except as authorized by the U.S. Department of State or the International Traffic in Arms Regulations (ITAR).
QN 19:	Items on this Purchase Order are for BOEING use. The Supplier must be approved and comply with their Approved Special Processor Listing. Current revisions are posted on BOEING Supplier website http://www.boeingsuppliers.com/supQual.htm
QN 20:	Items on this Purchase Order are for Lockheed Martin use. The Supplier must be approved and comply with their Approved Special Processor Listing
QN 21:	The Supplier must use NADCAP certified Sub-contractors/Vendors for all required special processes and non-destructive testing.

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QN 22:	Supplier may use the current specification revision in effect on the date of the purchase order or a later revision of a process specification. If the revision levels of specifications relevant to this order are not specified, the latest revision shall be used and documented on all certifications. To comply with this requirement the relevant specifications and revision level must be reported on the vendor's C of C, inspection reports, first articles, lab reports, etc. A list if revisions can be found at http://www.minutemenmachining.com/Suppliers.html ,
QN 23:	Items on this Purchase Order are for Airbus use. The Supplier must be approved and comply with their Approved Special Processor Listing
QN 24:	Items on this Purchase Order are for Embraer use. The Supplier must be approved and comply with their Approved Special Processor Listing
QN 25	Items on this Purchase Order are for Triumph Aerostructures-Vought Aircraft Division use. The Supplier must be approved and comply with there Approved Special Processor Listing
QN 26	This Purchase contains Digital Data is provided to the Supplier by Minutemen Precision Machine , the Supplier must complete a Digital Data Acceptance Form and Adhere to the following requirements ensure Data is stored on a secure system without public access. Data will be maintained and used in the original format provided. Any file conversions will be traceable to the original source provided. The Supplied is not authorized to flowdown any files to a sub-tier without written authorization from Minutemen Quality Management. All Data falls under the regulations of ITAR (International Traffic and Arms Regulations), all manufacturers, exporters, brokers of defense articles, defense services or related tech data are required to register with DDTC (Director of Defense Trade Controls). All license requirements imposed by ITAR are the sole responsibility of the subcontractor in possession of the purchase order
QN 27	Ensuring that persons are aware of their contribution to product or Service Conformity, Product Safety and the importance of ethical behavior.