

2024

Quality Requirements for Suppliers

PURCHASED SUPPLIES AND SERVICES

1245B – REV 02

HAYS FLUID CONTROLS



HAYS

CONTENTS

Overview.....	2
Quality system	2
Source Inspection.....	2
Quality Inspection.....	2
Calibration System.....	3
Drawings and Specifications.....	3
Inspections and Tests	3
Mercury Free	3
Record Retention	3
Certifications	4
Objective Evidence	4
Limited Shelf Life	4
Non-Conforming product.....	5
Welding and Brazing	5
Special Material Identification.....	5
Traceability	5
Cert information	5
Country of Origin.....	6
Counterfeit Parts	6
Compliance / Ethics Requirements	7

OVERVIEW

Hays Fluid Controls, a division of Romac Industries, proudly serves our government sector. As a supplier to military applications, it is necessary to set higher standards for quality. Founded in 1865, Hays has been manufacturing valves for various industries. Since 1963, Hays has been the exclusive supplier to the US Navy for Automatic Flow Control valves. We trust our suppliers to give us the highest quality products and services to ensure that we maintain the high quality in our product offerings.

The purpose of this document is to define our quality expectations and requirements so that we can ensure alignment. This is essential for maintaining a reliable supply chain, ensuring compliance with industry regulations and fostering continuous improvement in our product quality. We are committed to working together to resolve issues quickly and effectively while minimizing disruptions and maintaining a consistently high level of quality that meets our expectations and reputation.

QUALITY SYSTEM

Hays expects our suppliers to have a documented quality system that includes work instructions, procedures and minimum training requirements.

SOURCE INSPECTION

Hays requires all suppliers to be willing to participate in a quality audit by a qualified quality representative, or member of our Leadership Team. Advanced notice will be provided, along with an agenda for any audit requirements prior to the audit date. Hays requests that the supplier furnish, at no cost to Hays, access to the necessary facilities and equipment to conduct the audit in a timely and reasonable manner. Safety shall be prioritized for the Hays quality representative, and any safety Personal Protective Equipment (PPE) shall be provided or requested prior to the onsite visit.

The government reserves the right to conduct an audit at Hays' suppliers facilities for components that Hays does not manufacture. Should the government request an inspection at the supplier's facility, it will not constitute acceptance, nor shall it replace Hays' inspections or relieve the supplier of their responsibility to furnish an acceptable end item. The purpose of such audits are to assist the government representative at our supplier's facility to determine the conformance of the supplies or services with the requirements of the purchase order.

QUALITY INSPECTION

Suppliers must maintain and document an inspection system acceptable to Hays Fluid Controls covering supplies and services under purchase orders. This inspection system shall encompass all tests and examinations necessary to verify conformance with technical requirements and shall, as a minimum but not limited to, include receiving inspection, manufacturing first piece, in-process, final inspections, and lot / heat segregation. As part of the system, the supplier shall prepare records evidencing all inspections and tests made under the system and the outcome. These records shall be kept complete and made available upon request by the buyer or their authorized representative.

Our suppliers shall have an inspection system that is in accordance with MIL-I-45208, ISO9001, or equivalent. The supplier's inspection system shall be documented and available for review by Hays or a government representative prior to initiation of production and throughout the life of the order.

CALIBRATION SYSTEM

Our suppliers must have a documented calibration system that meets the requirements of MIL-STD-45662. Suppliers shall provide and maintain gages and other measuring and testing devices necessary to assure that supplies conform to the technical requirements. To ensure continued accuracy, these devices shall be calibrated at established intervals against certified standards which have known valid relationships to national standards. Records of such calibrations shall be adequately maintained and all measurement equipment and measurement standards shall be identified with the calibration status.

DRAWINGS AND SPECIFICATIONS

Suppliers shall comply with specifications shown or referenced on the orders and all drawings and all specifications referenced on the drawings. Such specifications and drawings are deemed a part of the order and are intended to compliment each other. If any discrepancy is found, the Hays' Quality Manager shall immediately be contacted, and the conflict will be resolved. Unless otherwise specified, all specifications referenced within the order, drawings, or specifications referenced by other specifications, shall be to the current published revision level.

Any requirement of Hays given to the supplier must be flowed down in full to the sub-contractor or sub-vendor. This information shall include Government Source Inspection requirement, DPAS regulations, QC58 and Mercury Free.

INSPECTIONS AND TESTS

Suppliers shall have, or establish and maintain, a Quality System appropriate to the size and nature of its operation, but of sufficient scope to assure that supplies delivered our purchase orders will comply with all applicable drawings, specifications, Hays Fluid Controls quality requirements, and other purchase order agreements. The supplier shall keep adequate material control to ensure that it is identified in relation to certification, inspections, and tests, heat identification, and Hays' documentation is maintained.

MERCURY FREE

The material supplied under this order is subject to the prohibition of mercurial contamination and therefore shall contain no metallic mercury and shall be free from mercury contamination. During manufacturing processes, tests, and inspections the supplies shall not have come in direct contact with any mercury containing device employing a single boundary of containment. Mercury contamination of the material shall be cause for rejection. A Certificate of Compliance for these requirements shall be provided when specified or upon request. These requirements shall be passed on to all sub-tier suppliers and or subcontractors.

RECORD RETENTION

All quality records of inspection, tests, and other quality related records shall be maintained by the seller for a period of seven years after final order delivery. Such records shall be made available to Hays upon request.

CERTIFICATIONS

Hays requires packing lists, Certificate of Compliance, Mercury Free statement and Material Test Reports to accompany shipments or to be sent electronically to certs@haysfluidcontrols.com when any shipment leaves the Supplier's facility. The certificate must stipulate that the items ordered and contained in such shipment meet all drawings, specifications, and other applicable documents as cited in the order. This statement should also specify that process certifications, inspection records, chemical, physical, nondestructive, or any other test reports as required are on file and available upon request. This certificate must be recorded on the Supplier's letterhead and at a minimum bear the date, Hays Fluid Controls purchase order number, signature, and title of the authorized representative of the Supplier. Statements of material certification documents, including mercury free statements, must be positive, disclaimers such as "to the best of our knowledge" or "we believe the information contained herein is true" are not acceptable.

OBJECTIVE EVIDENCE

Actual mill chemical and physical test reports which indicate conformance with order requirements for all raw materials used to produce supplies, nondestructive test certifications or reports, if required, hydrostatic testing, chemical test reports indicating conformance, physical test reports indicating conformance, are to be provided where requested.

Any inspection results / reports (first piece, in-process, final inspections, alignment verifications, dimensional measures, shall be made available upon request. Sampling procedures for acceptance of material utilized in finished products delivered under the order is permitted, provided that enough base data is obtained to warrant sampling and that an approved sampling plan is used. This does not relieve the supplier of the responsibility to deliver only fully acceptable items to Hays under the purchase order.

All documentation which serves as objective quality evidence shall be legible, reproducible, and documented with an instrument that provides a permanent record (no pencil). Corrections and additions to the quality documents must be made by drawing a single line through the incorrect entry, entering the correct information, initial and date each correction. When additional information is added to the record, the entry must be initialed and dated. When a quality document is reproduced, in portion or completely, the document must be identified as a corrected copy and all changes shall be identified, resigned and redated.

NOTE: Quantitative, semi-quantitative data cannot be altered on another organization's quality document.

LIMITED SHELF LIFE

On purchases where product has a shelf life, the supplier shall not ship product with less than 5 years shelf life, and a minimum of 80% shall remain at time of receipt at Hays' facility. The supplier must furnish; cure date or date of manufacture, lot and/or batch number, shelf life limitation (suggested shelf life in years of expiration date by "quarter / year") special storage conditions, manufacturer's name and country or origin. Each individual container shall be marked with cure date (date of manufacture), lot/batch, and shelf life expiration date.

NON-CONFORMING PRODUCT

Products not in compliance with the drawing or specification requirements shall not be shipped without prior written concession from Hays. The supplier may request Hays to make a concession for a product that has been identified as non-conforming, prior to the promised ship date. The supplier must notify Hays of the nonconformity in writing detailing the actual discrepancy, reason for discrepancy, and action taken to prevent occurrence. If authorization to ship is granted, nonconforming product must be identified and segregated from conforming materials during shipment. Acceptance will depend upon verification of discrepancy and final approval at Hays' facility.

WELDING AND BRAZING

All welding and brazing procedures and performance qualification shall be in accordance with Hays Fluid Controls drawing and or specified purchase order requirements. Unless specified on the drawing or purchase order Welding Repair/Rework of materials must be approved by Hays Fluid Controls before welding is conducted.

SPECIAL MATERIAL IDENTIFICATION

Supplies are required to be identified in accordance with MIL-STD-130 in addition to any other drawing or specification requirements. The use of yellow wrapping and attached yellow protection devices, such as caps and plugs, is strictly prohibited.

TRACEABILITY

It is imperative that traceability be maintained from the material to the material certification test report and other objective quality evidence. Material certification report(s) must completely and accurately reflect that the material supplied meets the specified requirements.

Purchase Orders for raw material shall specify that the material be traceable to material certification test reports by traceability codes, which shall be permanently marked on the material in accordance with MIL-STD-792 and identified on the test reports. The Certification Data Requirements contained in DI-MISC-81020 shall be invoked on all suppliers / subcontractors supplying material.

All raw materials shall be marked with a unique traceability code (except for nonmetallic parts, welding and brazing joints, or filler material). Traceability of consumable materials (weld filler material, silver braze alloys, etc.) shall be by label attached to each container. Each container in the lot must contain material from the same traceability code, as defined in the applicable specification. Raw materials with different lot / batches / heat information shall be packaged separately and identified well.

CERT INFORMATION

Material Certification Data forwarded shall contain the signature, printed name and title of authorized representative of supplier. The report results shall represent the actual attributes of the material furnished and indicate full compliance with all applicable specification and order requirements. Transcription of certification data is prohibited.

Statements on material certification documents must be positive and unqualified. Disclaimers such as “to the best of our knowledge” or “we believe the information contained herein is true” are not acceptable. If material / supplies are received without required certification papers, material will be rejected.

COUNTRY OF ORIGIN

The supplier agrees not to incorporate into any articles to be delivered under this purchase order, specialty metals not melted in the United States, its possessions, Puerto Rico, or a qualifying country. Specialty metals are defined in the Defense Federal Acquisition Regulation Supplement (DFARS) 252.225-7009. Qualifying countries are listed in DFARS 252.225-7002. The supplier understands and complies with the following requirements as defined by the United States government. FAR clauses and definitions can be found at www.acquisition.gov/browsefar.

Supplier furnished material certifications for Specialty Metals ONLY:

1. Description of materials used in the manufacturing of the end-item
2. Material Specifications
3. Lot, heat or batch number identification
4. Source of procurement
5. Origin of material
6. Name and location of Melting facility
7. Name and location of mill
8. Mill Certification
9. All other requirements as specified in the applicable raw material specification, to include chemical and physical analysis.
10. Retain certification for a period of no less than seven (7) years after final payment

COUNTERFEIT PARTS

“Suspect/counterfeit parts” are parts that may be of new manufacture, but are misleadingly labeled to provide the impression they are of a different class or quality or from a different source than is actually the case. The term "suspect/counterfeit parts" also includes refurbished parts, with or without false labeling, that are represented as new parts. The supplier further certifies, to the best of its knowledge and belief, that no “suspect/counterfeit parts” have been or will be furnished to Hays Fluid Controls under this Order. Hays Fluid Controls may, at its discretion, turn over to the appropriate authorities (e.g., without limitation, the Defense Criminal Investigative Service, Naval Criminal Investigative Service, Federal Bureau of Investigation, Offices of the Inspector General, etc.) any Products suspected of being or containing suspect/counterfeit parts and reserves the right to withhold payment for the Products pending the results of any investigation or proceedings related to the matter.

Suppliers to Hays Fluid Controls are contractually obligated and expected to meet all purchase order requirements. Suppliers must also be vigilant and aware for Malpractice and Fraud and Falsification as it affects compliance to the orders placed. Any party aware of or having reason to suspect malpractice is obligated to report to local supervision or management, purchaser/buyer or call the defense department Hotline at phone (800)424-9098 or email to hotline@dodig.osd.mil.

COMPLIANCE / ETHICS REQUIREMENTS

Ethical and compliance requirements are essential to ensuring business is conducted with integrity, accountability, and adherence to applicable laws and regulations. Since Hays and our suppliers are directly responsible for providing the government with the best quality products possible.

Suppliers are responsible for implementing their own Code of Conduct and ensuring that basic requirements are met. The minimum requirements of Hays and our suppliers are found in our respective Code of Conducts. Examples of our top government customers are linked below for review and to assess against the supplier's own Code of Conduct.

Huntington Ingles code of conduct can be found at <https://hii.com/legal/code-of-ethics-and-business-conduct/>

General Dynamics Electric Boat can be found at [General_Dynamics_Standards_of_Business_Ethics_and_Conduct.pdf](#)