



MINERVA WELDING AND FABRICATING, INC.

22133 US 30 • P.O. BOX 369 • MINERVA, OHIO 44657 • PHONE [330] 868-7731 • FAX [330] 868-3377
AN ISO 9001/2008 CERTIFIED COMPANY

SQA-2 PURCHASE ORDER QUALITY CODES REV. H 10/08/2010

- Code 1 Identification:** Suppliers shall ensure that all packaged items are permanently and legibly identified with the part number as shown on the purchase order. Materials that do not have an assigned part number, either piece parts or raw material should be identified by applying the MWF purchase order number directly on the material by use of paint stick, tags, marking pens, stapled cards, water proof chalk, bar code labels or other suitable means for identification is acceptable, unless otherwise directed in the purchase order. Plated, painted or other finished material should be identified on the containers and not directly on the parts. **All steel orders must be tarpaulin covered.** See code 5 below for identification of sheet, plate and other steel material(s) requiring material certification traceability.
- Code 2 Quality:** Suppliers shall maintain methods and procedures for the consistent control of quality. The quality control system shall be documented and made available to the MWF representative upon request.
- Code 3 Shelf Life:** Suppliers providing material(s) such as, but not limited to, adhesive, glue, tape, solvents, paint, wood, plastics, or any other material that is age sensitive and deteriorates from its intended purpose due to shelf life time from the start date of manufacture, shall provide the manufacturers certification of shelf life that is traceable for each batch, lot, or group upon receipt with the materials.
- Code 4 Subcontracting:** Suppliers are prohibited from subcontracting any MWF purchase order work directly or indirectly, without prior written authorization to do so. Requests to MWF for authorization to subcontract must identify the sources that will be used.
- Code 5 Material Certification:** Is required for the material identified in this purchase order. The material certification report must be in English using American Measurement Standards, include the MWF purchase order number that this certification applies to, and shall be complete, clear, legible, include the actual chemical analysis, mechanical test results, noting the material specification the material was tested and certified to. The certification must also include heat numbers that is traceable and clearly marked on the material provided, and shall be signed, and dated by the sellers representative. Material certifications are due with the shipment of material upon receipt, unless other arrangements are made with the MWF buyer.
- Code 6 Regulatory Certification:** Applies when the product or material requires a UL or UL related certification, examples (but not limited to) heaters, electronic and mechanical opening devices, electric motors, coolers, and electric motor driven mechanical drive assemblies.
- Code 7 Gage Calibration:** Pre-calibration including out of tolerance readings prior to calibration reports are required for this order. Supplier shall provide and affix a calibration decal listing calibration date, due date, serial number of each gage and by whom. Frequency of calibration shall be established by MWF Quality personnel. Certification traceable to the N.I.S.T. shall be provided for each gage calibrated replaced, reconditioned or purchased new. Calibration certifications must be provide with the equipment upon receipt to MWF.
- Code 8 Powder Coating:** Suppliers providing powder coated material shall ensure the finish product complies with the following requirements:
- Cross hatch adhesion test per ASTM D 3359
 - Hardness tests per ASTM 3363
 - Finish Standards shall be those areas of the product in its final installed configuration that the customer sees or uses on a daily basis, such as product exterior panels are considered a Class A finish.
 - Powder coated smooth or textured surfaces shall be free of visible appearance defects that do not require a concentrated study to detect when viewed .
- Code 9 Hazardous Material:** Suppliers providing material(s) classified as hazardous must provide MWF an MSDS with the material upon receipt. MSDS documentation must be complete, clear, legible and traceable to the specific product. If the MSDS is updated at any time, it must be forwarded to MWF in a timely manner.
- Code 10 Plating:** Shall be in accordance with ASTM B 633-85. Surfaces must be free of obvious appearance defects that do not require a concentrated study to detect when viewed from 36 inches, but may contain minor imperfections as described below:
- Rainbowing and color hue are permissible on all plated surfaces.
 - Zinc plating with yellow chromatic conversion coating having Silver areas within .25 inch adjacent to lap welds, holes, or
 - attachments, such as studs or weldnuts are acceptable.
 - Surfaces must be free of all functional defects.