Supplier Quality Manual

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The Sections within this manual labelled with an asterisk (*) are some items affected if product is being made for fulfillment of a DPAS Rated Order. See section 3.12.

1.0 INTRODUCTION

1.1 QUALITY POLICY

SIG SAUER, Inc. employees are fully committed to meeting or exceeding customer expectations by delivering defect-free products and services on time, every time. We will measure our performance and strive for continuous improvement.

1.2 PURPOSE

The purpose of this Supplier Quality Manual is to assist our supply base in understanding the quality expectations of SIG SAUER, Inc. as well as provide a formal means of collaboration for our mutual benefit. This written guideline is to be used to supplement the requirements of engineered drawings, process specifications, purchase orders, terms and conditions, and other similarly controlled documents which take precedence over this manual.

1.3 SCOPE

This procedure applies to all products or services to be bought for incorporation into the SIG SAUER saleable end product, and complies with Section 8.4, with a focus on section 8.4.3; "*Information for External Providers*" of ISO 9001:2015. This document establishes the minimum quality requirements for all suppliers, whether the products being furnished are provided directly by the supplier or are purchased from sub-tier suppliers for use in SIG products.

1.4 ACRONYMS / DEFINITIONS

Ballooned (Engineering) Drawings: SIG drawings that have had all dimensions and specifications identified with unique identifiers for correlation purposes.

CA:	Corrective Action
CAR:	Corrective Action Report
CTR:	Certified Test Report
C of C:	Certificate of Conformance
DPAS:	Defense Priorities and Allocations System
ECP	Engineering Change Proposal
FA:	First Article
FAI:	First Article Inspection
FAIR:	First Article Inspection Report
NMR:	Non-Conforming Material Report
NVAR:	New Vendor Approval Request

OSP: Outside Service Provider
PO: Purchase Order
PSO: Process Sign Off
QAP: Quality Assurance Provisions
RTS: Return to Stock
RTS: Return to Supplier
SCAR: Supplier Corrective Action Report

Source Control: "Source Control" items are another supplier's proprietary design, not ruled by a standard specification.–Design is proprietary to the sourced supplier who owns the rights to the design.

SPR: Supplier Performance Rating
SQE: Supplier Quality Engineer
SQEM: Supplier Quality Engineering Manager

1.5 RELATED DOCUMENTS & REFERENCES

(Verify the revision utilized is the most current available)

ISO 9001:2015 Quality management systems — Requirements
ISO 17025 Requirements for the competence of testing and calibration laboratories

3-782 Supplier Performance Rating
3-1299 Supplier Guidelines for Providing Components & Services for U.S. Government
4-004 Supplier Corrective Action Report
4-073 Request for Waiver/Deviation
4-117 Supplier First Article Approval
4-1093 Supplier Audit Checklist
4-1033 OSP Supplier Scorecard
4-1015 Certificate of Conformance Template
4-1016 Certified Test Report Template
4-1128 Process Sign Off Form

For more information, visit www.sigsauer.com/suppliers.

2.0 SUPPLIER QUALITY – GENERAL

2.1 SUPPLIER QUALITY MANAGEMENT SYSTEM

The Supplier shall establish, document, and maintain a quality management system (QMS) as a means of ensuring that product conforms to specified requirements. The QMS will be subject to review and periodic audit by SIG SAUER, Inc. in relation to products supplied. The supplier quality system must ensure that products are traceable to all raw materials and/or components to be used in the manufacturing process, production operation, date(s) of manufacture, lot/heat/batch number traceability, revision level, and records of conformance as applicable or requested on the P.O.

2.2 SUPPLIER QUALIFICATION *

Prior to receiving a purchase order from SIG for goods or services, the supplier must be approved through the SIG New Vendor Approval Process, by means of a NVAR form. This may include completion of quality surveys, plant visits, production samples, and manufacturing process capability reviews. Prior to proceeding with any business discussions or transactions, Supplier and SIG must have a signed NDA (non-disclosure agreement) on file.

2.3 SUPPLIER SITE AUDITS and/or EVALUATIONS *

SIG reserves the right to perform periodic on-site appraisals of the supplier's facility, quality systems, equipment, records, and product. The supplier's personnel, gauging, tooling, and testing facilities shall be made available as requested. This applies to both new and current suppliers. SIG reserves the right to request proof of record retention as requested, which must be presented within 48 hours of request.

2.4 SUPPLIER PERFORMANCE RATING (SCORECARD)

Supplier Performance Ratings are designed to allow SIG to accurately assess and communicate supplier performance while collaboratively working with suppliers to improve. SIG measures and reviews supplier quality and delivery performance on a cyclical basis. Supplier performance rating values are tracked over time and evaluated for consistency and/or improvement.

In accordance with the SIG Quality Policy, we expect our suppliers to measure their own performance and strive for continuous improvement. Suppliers should strive to achieve at least an 80-point score. Scores below 80 points may result in a plan for score improvement, as agreed upon between the Supplier and SIG.

2.5 NONCONFORMITY AND CORRECTIVE ACTION

The supplier shall maintain a non-conformity and corrective action system. SIG may issue, at the discretion of SQE management, a SCAR as a result of audit finding(s) or non-conforming material. Due dates for SCAR response shall be assigned by the cognizant SQE. Once the issue is deemed by SIG to be corrected, at least 3 consecutive shipments of conforming parts or services must be received in order to close out the SCAR unless otherwise agreed by SIG SQE management.

3.0 SUPPLIER QUALITY - SPECIFIC

3.1 CONTRACT REVIEW

The Supplier shall establish and maintain procedures for coordination of contract review. Before acceptance of a purchase order or contract, the Supplier shall review the order to ensure that:

- The requirements are clear and adequately defined.
- Any differences between the P.O., records kept on file, and contract have been resolved, including that pursuant to drawing revisions and verbal communications. If a conflict exists between items on SIG engineering drawing, P.O., and/or the specification called out, notify buyer immediately for proper procedure moving forward. Exceptions to the SIG engineering drawing, PO, or SIG specification must be submitted and accepted on a SIG waiver deviation form.
- The supplier has the capability, personnel, and equipment (including tooling and gauges) to meet the contract requirements.

3.2 DESIGN AND DOCUMENT CONTROL

It is the responsibility of the supplier to verify that all drawings and specifications are consistent with that delineated in the purchase order. The supplier is required to adhere to any secondary specifications referenced in the primary specifications unless otherwise stated in the contract or in writing from the SIG buyer. It is also the responsibility of the supplier to assure that those persons within its organization, who are directly responsible for assuring conformance of the product, fully understand all drawings and specifications. When clarifications and/or interpretations are needed, the supplier is to contact the SIG buyer and SQE.

Supplier shall maintain all design records for the product, including all components. Documents provided by SIG are considered proprietary and supplier shall maintain control of these drawings at all time. Drawings kept on file by the supplier must be the current revision documented on the P.O.

Where the supplier is the design authority for the item being purchased ("Source Control" items), records and design documents shall be made available to SIG upon request. If supplier design changes, it is the responsibility of the supplier to immediately notify the assigned buyer.

3.3 PRODUCT ENGINEERING SAMPLES

When required by SIG, supplier shall provide engineering samples in advance of Qualification for review of compliance to drawings, specifications, and for supplier qualification. Parts are to be sent to SIG address with Attention to the requestor of the samples listed clearly. Parts are to be non-destructively labelled or marked and identified on packaging as well as packing slip as "Engineering Test Samples- PN XXXX, Rev X" or similar.

3.4 PRODUCT QUALIFICATION *

Product qualification requirements for non-commercial items in support of a DPAS order shall be defined by the drawing, the P.O., and any supplemental documents provided by the buyer at time of order placement. The supplier should review all documents prior to the start of work to ensure that they fully understand and are able to satisfy requirements listed. Questions regarding these requirements shall be directed to the SIG SQE and Buyer.

Product qualification for commercial items shall be by means of a First Article (FA) approval and an optional on-site audit / PSO. The purpose of this approval is to verify that the product being produced complies with all requirements identified in the referenced ballooned engineering drawings, specifications, SIG inspection sheets, and other requirements as applicable so that it can be continuously and sustainably manufactured.

When approved in writing by the SQE, Delta FA submittals may be required. A Delta FA requires any and all critical features to be inspected, as well as any dimensions, OSP, or features affected in the change or correction. If not specified as such, always provide a full FA submission, or ask SQE for clarification. In instances where received parts fail FA, and it is deemed by engineering to revise prints (via ECP as required) to accept the parts, FA approval will be granted as documentation only on existing parts without the need for FA re-submittal.

All certification documents require SIG part number and revision, supplier name (company letterhead acceptable), PO number, shipment quantity, and creation date. Any certifications not adhering to this will be considered non-conforming and rejectable at the supplier's expense. This applies to both First Article and Production certifications that are kept on file.

- Certification documents for non-commercial items in support of a DPAS order require a signature and signatory's title.

FA submittals are required in the following instances:

- New Production part or assembly
- Change in production process or method (Including OSP, mold, or tool changes)
- Drawing revision
- Parts not received within the previous 12 months

In the event of production facility or equipment move or extensive modification, SIG must be notified in writing immediately with the details of the change. This change requires re-qualification through First Article, On-Site Audit, and a separate written authorization from SIG prior to continuing production.

All First Articles, regardless of commercial/non-commercial, must include with submission:

- SIG ballooned drawing (OSP items are exempt)
- Completed SIG First Article Inspection Report (FAIR); template available from SIG.
- SIG specification drawing/s as applicable

Upon either quote, PO receipt, or submission, please request a print review or feasibility discussion as required, of your SQE via the Buyer. Key discussion points for successful FA submissions include, but are not limited to:

- SIG Ballooned drawings included with SIG FA P.O.
- SIG FA inspection sheets included with SIG FA P.O.
- Methods of inspection, including use of fixtures and gages if different than SIG FA inspection sheet(s). At least one set of dedicated gages should be retained, and one set provided to SIG to be used during inspection for correlation.
- Please be sure to note most efficient manufacturing lot sizes quoted or proposed to satisfy outside process lot/batch fees and optimal run lengths.

The sample size to be supplied for commercial FA approval shall be a minimum production run of 25 pieces from each lot/cavity to be submitted for inspection. The sample size to be supplied for non-commercial FA approval shall be a minimum of 100 pieces evenly distributed from each cavity. Additional quantities for validation may be requested, as recorded on the Purchase Order.

The submissions shall include:
SIG dimensional inspection report for all characteristics of the 5-piece subgroup from each sample. If multiple cavities, 5-piece dimensional inspection is required on each cavity. Parts from each cavity shall be separated and labelled as Part Number (P/N),

Tool #, and cavity number (Ex. “P/N 2, Tool# 7, cavity 4” or similar). Inspection shall be performed using the same identification numbers as listed on the ballooned drawing and the FA inspection template received from SIG. Suppliers are not to use any alternate ballooned drawing or inspection template without prior written authorization from SIG.

- If a drawing specifies that dimensions apply pre-plating, a minimum of 20% of the subgroup shall be inspected in the pre-plate condition (i.e. 1 out of 5), and 20% of the sample lot shall be nondestructively marked and provided in the pre-plate condition for correlation of measurements.
- The 5 pieces shall be nondestructively marked 1 through 5, bagged and tagged with traceability to the inspection reports and included.
- If it is discovered that one or more characteristics of the FA subgroup do not meet print and the supplier would still like to submit the sample for FA approval, a waiver request must be submitted and approved by SIG before shipment of product, and the waiver must later accompany the paperwork sent in electronically.
    - Note that FA full approval cannot be granted with any waivers against it. Product can be Conditionally Approved for Production by SIG, via issuance and conditions outlined via use of the Request for Waiver/Deviation Form and the Supplier FA Approval Form. Waivers & Conditional Approvals accepted will default to a 90 Day expiration period and a subsequent default PO Line Issuance requiring another FA submission with compliant product.
    - An existing SIG signed and approved waiver on file will allow for proper receipt and production use during this expiration period. If beyond this period, an extension via the same form must be requested with explanation of why an extension is required.
- Material/raw material certifications on representative sample parts approved by SIG:
    - Heat treatment or special process certification and other data as required, where heat treatment or special processes are used. Special processes include but are not limited to plating, assembly of components, and coatings.
- The following must be emailed to certs@sigsauer.com, with the Buyer on copy, prior to every shipment (One email per part number; paperwork other than pack slip in box not accepted.):
    - As a PDF file; zip files are not allowed. Excel versions of inspection reports are acceptable.
    - Part Number, P.O. Number, and Quantity must be in subject line
    - Packing Slip (Must be included in box with parts and in this email)
    - Certificate of Conformance
    - Certified Test Reports as applicable with data from 5 test specimens
    - Full, complete SIG Dimensional Inspection Report (FAIR)
    - Signed and approved waiver or deviation form if applicable to shipment
    - Other testing/paperwork as communicated by the SIG SQE, buyer, or P.O.

Other First Article/New Product Requirements *

- Packaging and FA parts shall be clearly marked “First Article Samples”.
- Packaging and Delta FA parts shall be marked “Delta First Article Samples”.
- FA approval (conditional or full) and a waiver approved by SIG (if applicable) is required prior to any subsequent production deliveries.
- Failure to meet these FA Requirement will result in FA rejection with possible returns or rework for completion by supplier or at supplier cost.
- Commercial assemblies must have 5 of each individual component in the same box as the 25 FA assembly pieces. The individual components do not need to be received against a SIG PO. Individual components are to be inspected to the dimensions on applicable drawings in order for assembly P/N FA approval. This is in addition to the 25 piece completed assembly parts required. Component pieces must not be assembled or altered. This does not apply to “Source Control” or “Specification Control” parts.
- Non-commercial assemblies must have 5 of each individual component in the same box as the 100 FA assembly pieces. The individual components do not need to be received against a SIG PO. Individual components are to be inspected to the dimensions on applicable drawings in order for assembly P/N FA approval. This is in addition to the 100 piece completed assembly parts required. Component pieces must not be assembled or altered. This does not apply to “Source Control” or “Specification Control” parts, which only require C of C from the original manufacturer.
- When the product requires metallurgical verification, the verification activity shall be performed by an independent laboratory certified to ISO 17025 (or equivalent) or SIG internal laboratory when agreed to at time of purchase order issue.

Exceptions allowed by SIG to above FA requirements

- In the case of Raw Material or OSP process, FA and CTR data will consist of a 2-piece sample minimum unless specified otherwise within ruling SIG specification or P.O. instruction. Sample to be inspected, non-destructively labelled, and kept segregated.
- Parts provided to “Source Control” or “Specification Control” drawings do not require certificate of conformance or certs to be emailed. Drawings will be clearly marked as such.
    - Suppliers must keep FA certs on hand, available for audit at SIG’s request. This includes material certs, Certificate of Conformance, FAIR listed above. Note: Traceability must be available upon request.
    - “Source Control” or “Specification Control” Assemblies are NOT exempt from product qualification as explained above.

Manufacturing process is considered frozen upon receipt of FA Approval to ensure that manufacturing practices that have demonstrated acceptability will continue to be used by the supplier. Any proposed changes to approved manufacturing or quality processes must be submitted and approved in writing. Partial or full Re-qualification may be required. Submit request to Buyer and SQE.

Delta FA Requirements *

Delta FAs are subject to the same SIG ballooned drawings, SIG FA inspection forms, and all requirements listed above, except:

1) Report shall be clearly labelled as a “Delta FA”
2) Report shall contain required characteristics determined by the SQE and critical features as deemed appropriate by SIG. 100% of dimensions are not required to be inspected, only those detailed on the SIG supplied Inspection Sheet.
3) Any additional requirements will be listed on the P.O.

3.5 TOOLING

Purchased equipment and/or tooling is the property of SIG SAUER, Inc. and can be removed or transferred only at SIG’s discretion and/or written approval. Tooling will be maintained and repaired at no charge to SIG by the supplier for the life of the tool.

Mold design, parting lines, injection point(s), and ejector pin locations shall be approved in writing by SIG prior to tooling manufacture and production.

3.6 MEASURING, TESTING, AND CALIBRATION *

The supplier shall have a written procedure with description for determining, calibrating and controlling any and all measuring equipment, test gages, and other tools.
The supplier shall establish and maintain a system assuring that all gauges, measuring devices and test equipment used for product acceptance are calibrated at specific intervals against certified standards that are traceable to nationally or internationally recognized standards such as ISO 17025 or equivalent.

The calibration system should include the process for handling and storing test equipment which prevents abuse, misuse, damage and assuring that any defective measuring and test equipment is promptly identified and removed from service. All measuring, test, or gaging equipment must be deemed suitable for use by SIG if repairs or modification is required. Records of this procedure and evidence of compliance must be kept on file and available to SIG upon request.

Dedicated hard attribute gages to be used, must be approved in writing by SIG before use. Duplicates should be provided for SIG's use.

3.7 IDENTIFICATION AND TRACEABILITY

Supplier shall have a written procedure outlining the requirements for controlling identification and traceability of items throughout all internal and external (OSP) phases of operations. Traceability to this workflow must be made available to SIG upon request.

Suppliers of "Source Control" and "Specification Control" item, must adhere to traceability requirements. Traceability with material conformance and verified compliance to sustained FA approved process must be available to SIG upon request.

The supplier shall establish and implement a process for the avoidance, detection, mitigation, and disposition of Counterfeit Material. Material whose origin, age, composition, configuration, certification status or other characteristic (including whether or not the material has been used previously) has been falsely represented by:

- misleading marking of the material, labelling or packaging;
- misleading documentation; or
- any other means, including failing to disclose information;
    - except where it has been demonstrated that the misrepresentation was not the result of dishonesty by a Supplier or External Provider within the supply chain.

3.8 REQUESTS FOR WAIVER OR DEVIATION *

Any departure from drawing or specification requirements shall be approved by SIG prior to shipment from supplier's plant. This shall be accomplished by supplier submittal of a Request for Waiver/Deviation Form to SQE and Buyer. Copies of approved waivers and deviations shall be included with electronic submittal of certifications prior to each shipment. Products which arrive at SIG with unapproved deviations or waivers will be considered as non-conforming product subject to fees and return.

3.9 SUPPLIER NON-CONFORMING PRODUCT *

It is expected that product supplied to SIG will conform to all requirements. If items supplied are determined to be non-conforming to requirements, a non-conforming material report (NMR) will be issued and subject to the following dispositions:

- RETURN TO VENDOR (RTV) – Return of items for replacement in cases where items are production critical, but the supplier can provide replacements without disruption to SIG production or returned for credit at buyer discretion.

  RTV Process is as follows:
  - The NMR will be sent to supplier, with pictures and/or lab report (if applicable), identifying the issue and requesting an RMA number.
  - An RMA number will be issued to SIG by supplier within 2-3 business days.
  - If credit and replacement, Buyer will reissue the PO for the amount returned.
  - If credit only, supplier is not to ship reworked product back to SIG.
  - If supplier would like the product to be scrapped at SIG, it is to be clearly noted when RMA is provided. It is the supplier's responsibility to issue a credit memo with that request.

- REWORK –Cases where return is not feasible due to production needs or other circumstances, items may be reworked and/or sorted at SIG to meet requirements at supplier expense. If supplier cannot rework/sort at SIG site, supplier will be issued a quote for SIG's cost of sort/rework and supplier will issue a PO for those costs. U.S. Military contracts may require Government input for this stage of supplier non-conforming product disposition.

- USE AS IS (UAI) – SIG reserves the right to consider items to be used as is but does not absolve supplier from correction for future shipments. These will still be documented on an NMR, require a SCAR, effect quality rating, and may also incur a fee. US Government (USG) contracts will require USG approval for this stage of vendor non-conforming product disposition.

Provision of non-conforming product will have an impact on Supplier Performance Rating and be subject to formal corrective action.

If non-conforming material is found at SIG or at supplier, supplier shall immediately notify the SQE or buyer if it is discovered that non-conforming material may have been shipped to SIG. SIG will notify supplier if non-conforming material is found on site via NMR, SCAR, or otherwise.

3.10 OUTSIDE SERVICE PROVIDERS (SPECIAL PROCESSES) *

Coating, heat treat, and other services for SIG product(s) is of special importance due to the impact on subsequent performance characteristics, appearance, and/or customer requirements. Supplier shall obtain prior approval of sub-tier suppliers prior to use and shall be subject to Product Qualification. All services require a C of C certifying conformance to purchase order, specification, and drawing requirements. Additional requirements such as CTR may be required as stated on PO or within specifications. All metal parts, even ones with coating or finish, must have adequate rust inhibitor applied to protect the finish unless SIG specification states otherwise. Parts with rust inhibitor must be adequately sealed so there is no risk of leakage and/or damage of shipping container during transit or storage. In cases where coatings or other processed parts are determined to be non-conforming, remediation options will be considered.

3.11 PACKAGING AND PRESERVATION *

This section applies to all incoming receipts for FA parts, production runs, and government contracts. Please reference and ensure compliance with Code of Federal Regulations Title 49, Section 173.
Each box or crate shall be identified with a bar code listing the following: purchase order & part number, description box quantity, supplier and if applicable, material heat lot, and job number.

3.11.1 EXTERIOR MARKING REQUIREMENTS

A self-adhesive label of appropriate, legible size should be affixed to one side of carton and be placed in the upper right-hand corner. The label should include the following information:

1. Total number of cartons within the shipment
2. Carton number of individual package
3. Quantity of units contained within the carton
4. Lot number of product within the shipment
5. SIG Item number within the carton
6. Item Revision within the carton
7. Purchase Order Number
8. Weight of the package
9. Shipping Address of Supplier
10. Recipient Address

See blank example below; in order to be acceptable all sections must be filled in.

Ship To:	CARTON #: ____ of ____
SIG SAUER, INC. BAY DOOR "S" 72 PEASE BLVD. NEWINGTON, NH 03801	
PO No: _____ _____	Production Lot #:
SIG P/N: _____	Rev.: ____
Enclosed Qty: _____	Net Weight:_____
Total Shipment Qty: _____	Gross Weight:_____
Shipped From:	

3.11.2 PACKAGE IDENTIFICATION LABEL(S)

An identification barcode with above information MUST be on each carton and/or pallet in the shipment for traceability. Supplier must maintain sufficient records with proof of delivery for every shipment, to be provided to SIG upon request. Sufficient records include tracking number, email confirming receipt of parts, or signed delivery slip.

3.11.3 PACKING SLIP(S)

Packing slip identifying contents of the shipment must be included with every shipment. Packing list should be enclosed in box #1 of the shipment. The exterior of box #1 carton within the shipment must be marked with "**PACKING LIST ENCLOSED**" on a minimum of two sides, not the top or bottom.
If found in violation of the above, every non-conforming shipment could incur a fee to be issued through a debit memo to the supplier at the discretion of SIG.

3.11.4 PACKAGING OF PRODUCT

In addition to requirements of the specific P.O., shipments to SIG must be adequately segregated, preserved, and packaged to prevent damage (including corrosion, rusting, bending, surface damage, spoilage, shock vibration, and contamination) during transport and handling.

Each box, pallet, or crate shall be clearly identified as per the marking label requirements listed. Parts and raw materials with surface areas susceptible to scratches, dings, and/or other harm must be packaged with sufficient protective materials layered in between and around the edges of each individual part to ensure parts remain blemish free. If parts are not shipped/contained in a box to protect the outer edges of the part from damage, a suitable substitution must be implemented. Corners, tops, and bottoms of parts stacked on pallets are the most susceptible to damage and must be protected by heavy cardboard, wood, or similar dunnage type material.

All ferrous parts must be coated with adequate rust inhibitor to protect the surface finish of the product or contained within VCI packaging. Parts with this rust inhibitor must be adequately packaged and sealed so that there is no risk of leakage and/or damage of shipping container during transit or storage. Failure to adequately preserve and package parts may result in cosmetically and/or functionally unacceptable parts.

3.11.5 SPECIFIC TO SERIALIZED ITEM(S)

Those parts requiring individualized serialization as denoted on part drawings and/or specifications must be identified, marked, and shipped into SIG such that each shipment complies with these additional and unique requirements:

- Serial number must be placed in a manner not susceptible of being easily obliterated, altered, or removed. Supplier must not duplicate any serial number(s) used by any other similar or alternate product. Refer to actual print for detailed specifications.
- Serial number is to be engraved to a minimum of .003'' depth and in a font size of 1/16'' minimum. Refer to actual engineering drawing for detailed specifications.
- All serialized parts within a given shipment must be sequentially packaged and identified on an order level master list which includes parts by box number. Any breaks in the sequence must be noted (e.g., skip a space, part scrap in house, or line). The master list shall be included with the shipping label.
- The serial numbers for each part contained within the individual boxes must be stamped/marked in barcode readable form (font 36-48) on the outside of each box. Any breaks in sequence must be noted (e.g., skip a space, part scrap in house, or line).
- A complete sequential listing of every serial number must also be placed within each box, identifying contents within the box in barcode readable form (font 36-48). Any breaks in the sequence must be noted (e.g., skip a space, part scrap in house, or line).

3.12 DPAS RATED ORDERS

DPAS Rated Orders will have different, more stringent requirements than normal Commercial Products. The Sections within this manual labelled with an asterisk (*) are some items affected if product is being made for fulfillment of a DPAS Rated Order.
In the case of conflicting requirements or information, SIG3-1299 stands as the superseding document for all products and service for contracts. In the case of information not covered in aforementioned document, refer back to this document.

3.13 QUALITY DOCUMENTATION FOR PRODUCTION SHIPMENTS *

Please note that Production shipments are not to be shipped to SIG without prior FA Approval unless otherwise indicated on the PO or approved Waiver

Upon successful completion of Product Qualification, all subsequent shipments shall be accompanied by an electronic copy of the C of C. Additional certs may be requested in the event a non-conformance is identified. These instances require at least 3 accepted shipments, before reverting to C of C requirement. Email must be sent to the Buyer and certs@sigsauer.com prior to every shipment with the following requirements:

- As a PDF file; zip files are not allowed. Excel versions of inspection reports are acceptable.
- Part Number, PO Number, and Quantity must be in email subject line
    - Ex. PN 8591209, PO# 416045, Quantity 15,800 (with spaces and commas in between preferable or similar layout)
- C of C to reference at minimum: SIG Part Number, SIG Part Revision, PO Number, Shipment Quantity, and the date created.
    - If purchased part is an assembly, the assembly and all component part numbers along with revisions must be listed on the cert, except for “Source Control” or “Specification Control” parts.
- Dimensional inspection, test, certifications and all other records for Production lot conformance as well as from initial FA submission shall be retained and be provided if requested by Supplier Quality.
- Inspection reports shall be performed and recorded using the same identification numbers listed on the ballooned drawing received directly from SIG.
- Parts provided to “Source Control” or “Specification Control” drawings do not require certificate of conformance or certs to be emailed with the exception of military contract parts (example: NGSW). Any and all parts associated with military contracts resulting in a suffix to the P/N (example: 1702351**NG**) require certificates of conformance. Drawings will be marked as such.

- "Source Control" or "Specification Control" Assemblies are NOT exempt from product qualification as explained above.

3.14 REWORKED OR SORTED MATERIAL *

For parts rejected per NMR and following rework/sort at supplier, a C of C must accompany shipment when returned to SIG. The document should reference rejection NMR # and clearly identify which feature(s) were reworked/sorted. Receiving Inspection will be performed on reworked features to determine if parts are acceptable. These containers must be clearly identified with a minimum of two sides labelled "Rework-Certified Stock to NMR #".

3.15 NMR FEES

A NMR fee will be invoked to suppliers for non-conforming product submittals where the supplier has been deemed responsible. This fee will be applicable per Non-Conforming Material Report (NMR), any shipments made on a previously approved waiver will not be subject to fees. This does not replace charges or fees incurred for non-conforming product that Sig Sauer reworks at supplier cost or returns. This charge will be processed as a debit. It is vital that Sig Sauer receives top quality components and services on time, in properly marked shipping containers, supported by the correct documentation package every time.

3.16 SIG SAUER SUPPLIED GAGES

If it is agreed that SIG will provide gages for specified features or part, it is the responsibility of the supplier to calibrate yearly at a minimum, maintain, and replace gaging as required, unless otherwise specified in writing. In these cases, SIG will verify initial calibration prior to shipment and will provide gage design drawings to supplier for use in annual calibration. SIG will not be responsible for non-conforming material resulting from use of these gages. After revision change, supplier to review if gage(s) need modification and discuss with SIG prior to use.

3.17 SIG SAUER OWNED PRODUCT

The supplier shall exercise care with SIG SAUER, Inc. property while it is under supplier's control. The supplier shall identify, verify, protect, and safeguard SIG property as provided for use, verification, or incorporation into the product.
SIG owned product is defined as: items sent by SIG to supplier or items SIG purchased but sourced through the supplier to aid in manufacturing and/or inspection.
Suppliers shall send a quarterly report to the Buyer identifying each SIG owned product, description, revision, date of last maintenance/calibration, value, and proof of insurance.

Should any SIG SAUER, Inc. property be lost, damaged, or found unsuitable for use, the supplier shall immediately report this to SIG.

3.18 RECORDS RETENTION *

The supplier shall maintain records for a minimum of 7 years (unless otherwise specified, such as contracts) in a readily retrievable form for review upon request within 48 hours of request. Records shall include material certifications, special processing certifications and other documents, work order/traveler/router or similar, test and inspection reports, calibration records, and FA submissions.

4.0 AMENDMENT RECORD

Authorized representative(s) shall process authorized changes, to keep the document current.

Date	Rev	Details	Initials
12/05/18	00	Initial Release, update to ISO 2015 (Obsolete SIG2-7-4-2 Rev 10)	H. Baril
8/22/19	01	Updated sec. 2.5 Corrective Action, 3.1 Contract Review, and 3.4 Product Qualification.	J. Sanborn
09/14/2020	02	Revised definition for “Source Control”; changed exceptions in Sections 3.4 & 3.13 to include “Source Control” and “Specification Control” drawings. Removed definition for “COTS”. Removed dollar value for fee in Section 3.11.3. Revised some formatting.	J. Flynn
8/22/2023	03	Added 3.15 for NMR Fees. Updated section 3.13 to include certs for NGSW source control and spec control parts. Updated rules for commercial assembly FAs in section 3.4. Added rules for non-commercial assembly FAs in section 3.4. Added PSO form # to section 1.5. Added FA sample size for non-commercial parts to section 3.4. Added box/crate identification criteria to 3.11. Changed label with barcode in 3.11.3. Added shock, vibration to 3.11.5.	E. Kordas/ H. ONeil/ E. Murphy
12/5/2023	04	Updated Related Documents and References; corrected Table of Contents	T. Brand