1. **Introduction**

Harley Parts Plus, Inc. requires that Quality is always upheld. This document establishes requirements designed to ensure that Harley Parts Plus, Inc.’s suppliers produce product that meets quality expectations and terms. Only suppliers who demonstrate and maintain compliance with these requirements will remain eligible to receive Harley Parts Plus, Inc. Purchase Orders. This document is referenced and invoked in all applicable Purchase Orders.

1. **Definitions**

*Purchase Order (PO)* is a contract to provide any of the services described in the document. *Supplier* is defined as a facility or individual accepting a Harley Parts Plus, Inc. PO to provide:

* Raw material
* Hardware
* Machining
* Processing
* Engineering / programming / consulting
* Calibration services

*Customer* is defined as Harley Parts Plus, Inc.

1. **Associated Documents**

Harley Parts Plus, Inc. Procedure M10, Control of External Providers (for internal use only).

1. **General Requirements (applicability will be stated in the PO)**

4.1. Raw Material

* Minimum of (1) copy shall support all raw materials on the purchase order for both chemical and physical test reports. Each report shall list the following:
1. Material specification and revision;
2. Heat number and supplier
3. Result of chemical analysis and physical test;
4. Harley Parts Plus, Inc. Jon No., Part No., PO No., and Quantity.

4.2. Test Reports/ Process Certification (Supplier Performance)

* Minimum one (1) copy of reports of all special processes and inspection verification results shall be furnished with each shipment of processed components or assemblies. Any document or record, including Special Process Reports, generated or retained by suppliers shall be controlled per Quality System Standards AS9100 or ISO9001. Latest revisions apply unless otherwise specified.

\*\* All records shall be stored in a manner to preclude deterioration and remain legible, readily identifiable and retrievable, available upon request and retained at facility for a minimum of ten (10) years. Records may be in the form of any type of media, such as hard copy or electronic media.

4.3 Notification of Organization or Process Change

* It is the responsibility of the supplier to notify Harley Parts Plus, Inc. of any organizational changes or changes in process.

4.4 Certification of Conformance (C.O.C.)

* Minimum one (1) copy of the C.O.C. shall be included with each shipment of product.

4.5 Harley Parts Plus, Inc. Supplied Material

* All components shall be manufactured with Harley Parts Plus, Inc supplied material. Substitution or replacement will be cause for rejection and loss of “Approved Supplier” status. All process certifications must indicate the following:
1. Harley Parts Plus, Inc. P.O. number;
2. Job number;
3. Part number;
4. Heat number for all components
5. All additional information provided on the P.O.
6. Process performed/ Latest process Rev. Letter

Continual late deliveries will be cause for loss of “Approved Supplier” Status.

4.6 Inspection System

* Supplier shall maintain an inspection system in compliance with ISO 9001 and AS9100 latest revisions or equivalent.

4.7 Calibration

* Supplier shall provide and maintain his or her calibration system in compliance with ISO/IEC 17025, ISO 10012-1 or equivalent and traceable to NIST.

4.8 Report of Non-Conformance

* All departures from design intent that cannot be reworked to engineering requirements must be reported to Harley Parts Plus, Inc. on supplier’s nonconformance document for disposition.

4.9 Mercury Free Environment

* All process certifications must indicate parts have been processed in a Mercury Free Environment.

4.10 Foreign Object Debris (FOD)

* Supplier shall maintain an FOD prevention program. Supplier’s FOD prevention program shall include the review of processes to identify and eliminate foreign object entrapment areas and paths through which foreign objects can migrate. Processes ordered under this Purchase Order shall be protected from contamination or damage from foreign objects during processing, testing, inspection, handling and packing prior to delivery or pickup.

4.11 Source Inspection (In Process)

* In-Process inspection of product is required by Harley Parts Plus, Inc. Notify Quality department @ (951) 892-8121.

4.12 First Article Inspection

* Suppliers shall perform First Article Inspection (FAI) on new product representative of the first production run. Please follow your I.O.P. (internal operating procedure) on FAI. Specific instructions will be included in the Purchase Order. This process shall be repeated when changes occur that invalidate the original results (e.g. engineering changes, manufacturing process changes, tooling changes).

4.13 Source Inspection (Final)

* Final source inspection of product is required by Harley Parts Plus, Inc. at your facility. Prior to shipment/pickup, please notify Harley Parts Plus, Inc. Quality Department at (951) 892-8121.

4.14 Material Substitution Prohibition

1. Unauthorized Material Substitution
* Unauthorized material substitutions are not permitted on Buyer’s Goods. Unauthorized material substitution includes any deviation from the engineering definition of a raw material.

Engineering definition includes Buyer design drawing and applicable specifications, product specification, form, size, shape, chemistry, melt method, origin, temper/condition, product testing or surface finish.

Alternate materials specified in the engineering definition (and often described as approved material substitutions therein) do not constitute unauthorized material substitution.

4.15 Counterfeit Parts Prevention/ Avoidance Control Plan

* The supplier shall establish and maintain a Counterfeit Parts Prevention/ Avoidance and Control Plan. The process shall be to prevent and control the delivery of counterfeit parts/material in accordance with the AS9100/ISO9001 standards.

4.16 Awareness

* Suppliers shall ensure that all personnel involved in supplying Harley Parts Plus, Inc. with products or services is aware of:
* Their contribution to product or service conformity;
* Their contribution to product safety;
* The importance of ethical behavior.