



Supplier Checklist for PO Quality Requirements

PO Number:		Date:	
Drawing Number:		Drawing Name:	
		Quantity:	
Supplier:			
Employee Name & Title:			
Employee PH # & Email:			

1. Purpose

This Checklist is intended to be used by Roush Suppliers to verify that applicable Purchase Order Quality Requirements have been fulfilled prior to shipping parts to Roush. The applicable Quality Requirements are stated on the Purchase Order or Contract.

- This Checklist can be used during Contract Review, Inspection Planning, and subsequent performance of inspection by the Supplier.
- A copy of the completed Checklist is to be included with shipment of parts along with the required supporting documentation (i.e. certifications).
- Suppliers shall review the Purchase Order Line Item(s) or Contract to identify the listed Code(s) for the part(s) and refer to this document to determine the requirements associated with the Codes.
 - Requirements may be specified on POs or Contracts and are considered as deliverable items, as applicable to specific parts.
 - Considered supplemental to the Terms and Conditions statement and other requirements listed on the Purchase Order or Contract.

Note: Use Quality Code Master Checklist and when applicable, the Process, Inspection, and Welding Checklists.



Sign off		Read each description for the applicable Quality Codes and sign off that all applicable requirements have been met. Record "N/A" for requirements that do not apply to this shipment (Quality Codes NOT stated on the Purchase Order).
Supplier	Roush QA	
		<p>G-00 GENERAL CODES</p> <p>800 G-01 Part Identification: (Check <input checked="" type="checkbox"/> all that apply)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify Packing Slip and Packaging reference the ordered Customer Number and (if applicable) the Supplier/Manufacturer P/N. <input type="checkbox"/> If applicable, verify that parts contain the Customer Part Number and Revision per the specified SAE-AS478- Method: <ul style="list-style-type: none"> <input type="checkbox"/> G-01a (Metal Stamp) <input type="checkbox"/> G-01b (Electrochemical Etch) <input type="checkbox"/> G-01c (Ink Stamp) <input type="checkbox"/> G-01d (Bag and Tag) Note: SAE AS478-37 (Package) <input type="checkbox"/> G-01e (Engrave) <input type="checkbox"/> G-01f (Laser)
		<p>810 G-02 Part Serialization: Verify parts are individually serialized using the following format: MMDDYY0001.</p> <p>Note: See Master G-Code Listing for details if the drawing does not show a location for the marking or if the PO and/or drawing specifies <u>Serialization</u> and <u>NDT</u> to be performed.</p>
		<p>820 G-03 Roush Receiving Inspection Required: Verify evidence of compliance is provided (certifications, documents, reports, etc.).</p> <p>Note: To help ensure Roush QA receives this required information, place the documents in a separate folder/envelope, mark it as "QA Documents" and place it inside the box/packaging of the parts. <u>Keep it separate from the Packing Slip and/or Invoice.</u></p>
		<p>830 G-04 Material Certification: Verify certification of materials is included to verify conformance to the PO, drawings, and specifications.</p> <p>Note: G-04 Material Certification can be satisfied by including this as part of the statement/scope within the G-07 Certificate of Compliance.</p>
		<p>840 G-05 Physical and/or Chemical Certification: Verify certification of physical and/or chemical analysis is included to verify conformance to PO requirements, drawings, specifications, and standards. Certification shall be in the form of a Material Test Report (MTR).</p>
		<p>850 G-06 Process Certification: Verify certification of processes as specified on the PO, drawings, and specifications is included.</p> <p>Process Certification is to explicitly state the requirements noted on the PO and/or drawing and state that the delivered parts are in compliance with those requirements.</p> <p>When applicable, complete the attached a G-6 Process Certification Checklist prior to signing off this step.</p>
		<p>860 G-07 Certificate of Compliance (CofC): Verify certification for all ride parts is included. Check that the certification states the Part Number, Revision level, PO number, Quantity, Signature, Date and amendments. In addition, certification for manufactured ride parts shall also include a statement attesting to compliance with the PO, drawings, the company name, and referenced specifications.</p>

Continued on Next Page



Sign off		<p>Read each description for the applicable Quality Codes and sign off that all applicable requirements have been met. Record "N/A" for requirements that do not apply to this shipment (Quality Codes NOT stated on the Purchase Order).</p>
Supplier	Roush QA	
		<p>870 G-08 No Substitution: No substitution is allowed for Materials, Part Numbers, Codes, Specifications, or Processes without prior written approval from the Buyer and Cognizant Engineer. If part is substituted,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify Deviation or Waiver Request Form is approved by Roush Cognizant Engineer. <input type="checkbox"/> Verify Approved Deviation or Waiver Request is referenced on the CofC and/or Inspection Report and included with each shipment of parts
		<p>890 G-10 Special Care Parts Material Certification: Material and its associated G-05 Code Certification (Material Test Report – MTR) shall be obtained from approved manufacturers (i.e. mills and laboratories) as outlined below:</p> <ul style="list-style-type: none"> <input type="checkbox"/> MTRs from mills and/or laboratories that are located within the United States are approved. <input type="checkbox"/> MTRs from mills and laboratories that are located outside of the United States shall include documented evidence that the laboratory generating the MTR is ISO 17025 accredited by a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (www.ilac.org). <p>Note: If the initial MTR from a mill or laboratory is located outside of the United States and is not from an ISO 17025 accredited laboratory, then the Supplier shall perform Third Party testing at an independent laboratory that is ISO 17025 accredited. Proof of accreditation shall accompany the MTRs along with the shipped parts.</p>
		<p>895 G-11 Fastener Requirement: A Certificate of Conformance shall be provided with all orders certifying that the fastener(s) meets all Engineering specifications and applicable requirements as recognized in the fastener industry and purchase order requirements. All fasteners/hardware (screws, nuts, structural fasteners, hardened steel washers) in ¼</p>
		<p>900 G-12 Proof of Inspection: Verify evidence of inspection and acceptance is included by completing detailed G-12 Proof of Inspection Checklist.</p> <p>When applicable, complete a G-12 Proof of Inspection Checklist prior to signing off this step.</p>
		<p>905 Supplier shall have objective evidence of 100% inspection and acceptance. Documented proof shall include an Inspection Report correlated to the part print - verifying compliance to the requirements as specified on the PO/MSR and its associated Drawings, Specifications, and Standards, (e.g. Materials, Dimensions, Processes, and other requirements). All Inspection templates/documents are to be submitted and approved by the Buyer PRIOR to the start of manufacturing.</p>
		<p>907 Supplier shall conduct an automated machine check on each Production cable/harness (excluding first articles, prototypes and/or low volume programs identified by Buyer). Required mating connectors will be specified with our request for quote or supplied by Buyer.</p>

Continued on Next Page



Sign off		Read each description for the applicable Quality Codes and sign off that all applicable requirements have been met. Record "N/A" for requirements that do not apply to this shipment (Quality Codes NOT stated on the Purchase Order).
Supplier	Roush QA	
		908 Supplier shall conduct a Factory Acceptance Test (FAT) on each Power Distribution /Control Box as specified in the FAT Plan provided by Buyer. Required mating connectors to be purchased will be specified in the FAT plan or supplied by Buyer.
		910 G-13 Welding Requirement: Verify all welding meets the applicable standards and requirements for parts by completing the Welder Fabricator Process Inspection Checklist. When applicable, complete a G-13 Welder Process Inspection Checklist prior to signing off this step.
		925 P-01 & P-02 Critical Surfaces. All units shall be packaged to protect critical surfaces from damage or corrosion. Critical surfaces are defined as exposed surfaces which have had paint, plating, powder-coating, anodized coating or other surface applications that if scratched or marred effects the appearance, protection or corrosion capabilities of the material that was applied.
		All Submissions Please attach photos of the product showing the Part ID and Location on one (1) of the parts. This will apply to all manufacturing component types including electrical, machined, fabricated, and other types of processes.
_____ Supplier Employee Signature		_____ Date



850 G-06 Process Certification Checklist

When applicable, complete this detailed checklist prior to signing off for the 850 G-06 requirement on the Quality Code Master Checklist. Attach this checklist and all Process Certification paperwork with shipment.

Supplier:	
Supplier Employee Name:	

Part Number:	Revision:
--------------	-----------

1) Identify the type of process used on this part (Check all applicable):

Check				
<input type="checkbox"/>	Heat Treatment	<input type="checkbox"/>	Shot Peening	<input type="checkbox"/> Other _____
<input type="checkbox"/>	Plating/Coating/Finishing	<input type="checkbox"/>	Bonding	

2) Check that all applicable Process Certification paperwork is included with shipment.

Heat Treatment – Process Certification may include (but is not limited to) the following:

<input type="checkbox"/>	Reference to the Process requirement (i.e. Hardness Test Type and required value).
<input type="checkbox"/>	Specific key requirements stated on the associated PO, drawing, specification, or standard.
<input type="checkbox"/>	Statement that the requirements have been complied with. As a minimum, it shall include: <ul style="list-style-type: none"> o Surface Hardness results on 100 percent of heat treated components. o Destructive testing results (tensile, core hardness, etc.) on coupon(s) or sample part(s) as required to verify conformance to the PO, drawing, specification, or standard.

Plating/Coating/Passivation/Finish– Process Certification may include (but is not limited to) the following

<input type="checkbox"/>	Reference to the Process requirement.
<input type="checkbox"/>	Specific key requirements stated on the associated PO, drawing, specification, or standard (i.e. Plating/Coating/Finish including Class and Type, Plating Thickness, Painting Thickness).
<input type="checkbox"/>	Statement from the supplier actually performing the process that the requirements have been complied with.

Shot Peening – Process Certification shall include (but is not limited to) the following:

<input type="checkbox"/>	Reference to the Process requirement.
<input type="checkbox"/>	Specific key requirements (variables) stated on the associated PO, drawing, specification, or standard (e.g. Shot size, hardness, material, intensity, percent coverage).
<input type="checkbox"/>	Statement that the requirements have been complied with.

Bonding – Process Certification shall include (but is not limited to) the following:

<input type="checkbox"/>	Reference to the Process requirement.
<input type="checkbox"/>	Specific key requirements stated on the associated PO, drawing, specification, or standard (e.g. Adhesive, Type, Preparation, Temperature and Cure Time).
<input type="checkbox"/>	Statement that the requirements have been complied with.

Supplier Employee Signature

Date



900 G-12 Proof of Inspection Checklist

When applicable, complete this detailed checklist prior to signing off for the 900 G-12 requirement on the Quality Code Master Checklist. Attach this Checklist and all Inspection paperwork with shipment.

Supplier:			
Employee Name & Title:			
Part Number:		Revision:	

Supplier shall have objective evidence of inspection and acceptance. Proof shall include the following:

- | Check | |
|--------------------------|--|
| <input type="checkbox"/> | Verify Inspection Report is included with shipment. |
| <input type="checkbox"/> | Verify detailed Inspection Report includes results for all dimensions stated on the drawing. |
| <input type="checkbox"/> | Verify parts were inspected according to the Roush Entertainment Systems Inspection Sampling Plan - ENGR-08-PM |
| <input type="checkbox"/> | Verify detailed Inspection Report includes information pertaining to all notes stated on drawing (Record N/A if not applicable) |
| <input type="checkbox"/> | Verify detailed Inspection Report includes information regarding all items in the Bill of Materials (Record N/A if not applicable) |

Indicate which NDT Method was used below (Record N/A if not applicable):

- | | |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | Eddy Current Test (ET) |
| <input type="checkbox"/> | Liquid Penetrant Test (PT) |
| <input type="checkbox"/> | Magnetic Particle Test (MT) |
| <input type="checkbox"/> | Radiographic Test |
| <input type="checkbox"/> | Ultrasonic Test (UT) |

Verify the following applicable NDT Information is provided (Record N/A if not applicable).

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Verify Test Report of Acceptance is included in shipment.*
Note: Verify that Report lists the part serial numbers (if applicable per 810 G-2 and/or the drawing) |
| <input type="checkbox"/> | Verify NDT Technique Sheet is included in shipment.* |
| <input type="checkbox"/> | Verify a copy of Technician qualifications per ANST Level II are included in shipment.*
* As required per the Standard specified in the PO, Drawing, etc.
For example, provide objective evidence of satisfying ASTM E1417 Section 6 for PT or ASTM E1444 section 5 for MT and so on depending which Standards are specified and utilized. |

Record any relevant comments below:

Any Roush approved Deviation/Waiver requests, redlined drawings, other pertinent information associated with requirements? If so, indicate and attach objective evidence.

Supplier Employee Signature

Date



910 G-13 Welder Process Inspection Checklist

When applicable, complete this detailed checklist prior to signing off for the 910 G-13 requirement on the Quality Code Master Checklist. Attach this checklist and all Process Certification paperwork with shipment.

Welding Fabricator: _____ Phone #: _____ Date: _____
 Subcontracted From (if applicable): _____
 P.O. Number: _____ Part No: _____ Qty: _____
 AWS D1.1 (Steel) _____ AWS D1.2 (Aluminum) _____ AWS D1.6 (Stainless Steel) _____
 Other – Specify _____ (Must be pre-approved by Roush in advance)
 WPS No: _____ Filler Metal Type: _____
 Welding Fabricator Authorized Representative (Print) _____
 Title: _____

INITIALS

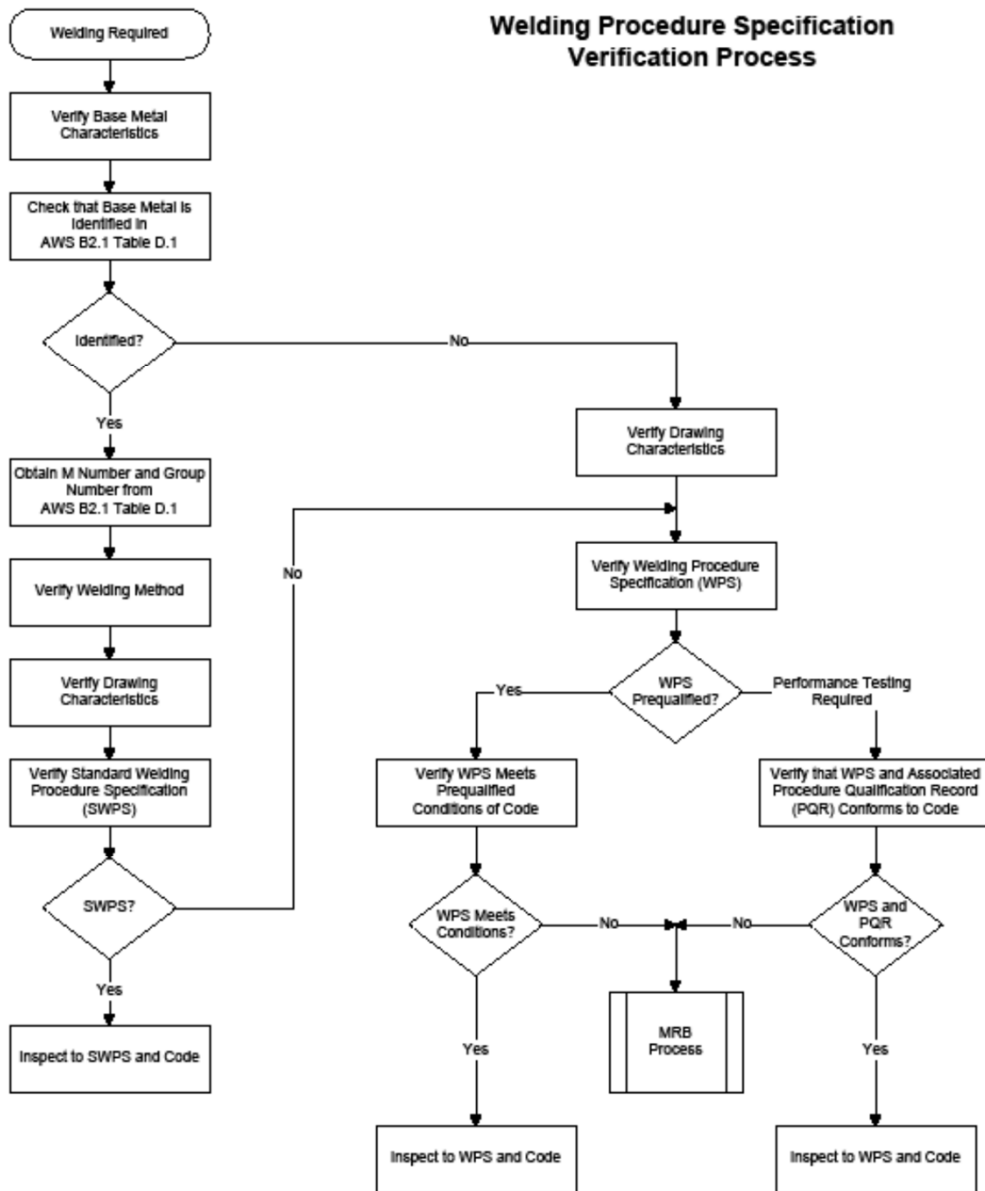
Item #	Requirements	YES	NO
1	Welding Procedure Specifications (WPS) are in accordance with the referenced code and are consistent with the materials and processes used for welding the production parts and are attached to this checklist.		
2	Welder certifications are consistent with the WPS and are submitted with the parts delivery.		
3	The welder certifications submitted represent the actual welder who performed the work. Welder has maintained his certifications by performance since the initial certification test date (must weld once each six month period). Attach welder certification test report. Note: Welder must have been tested by the fabricator producing the work and have been continuously welded without a break in service for more than six months. Signature at bottom of this checklist will also serve as an Affidavit attesting to continuing performance.		
4	Filler metals have been stored properly in accordance with the referenced code.		
5	My company has a current copy of the appropriate code for reference.		
6	Visual weld quality is in accordance with the appropriate standard (for example Table 6.1 and Figure 5.4 in AWS D1.1). All welds have been inspected by a Qualified Inspector or CWI.		
7	Weld size and location is in accordance with the drawing and inspected by a Qualified Inspector or CWI with gages appropriate for the inspection.		
8	Weld preparation for full penetration, partial penetration, and fillet welds is in accordance with the drawing. If parts have been provided with weld preparations already complete, weld preparations have been verified in accordance with the drawing and the WPS.		
9	Preheat is in accordance with the WPS and the drawing if noted.		
10	Post Weld heat treatment has been performed in accordance with the drawing.		
11	Workmanship is in accordance with the appropriate section of the referenced code. (e.g. Clause 5 of AWS D1.1)		
12	Nondestructive testing requirements (NDT), all required nondestructive testing has been performed in accordance with the class of weld designated. Personnel performing nondestructive testing have been certified in accordance with ASNT SNT-TC-1A Level II.		
13	There has been no deviation from the drawing for specific weld joint configurations, weld placement, or other weld code requirements without obtaining documented approval from the Roush cognizant Engineer and Buyer (attach documentation showing approval if applicable).		

I certify that the statements above are true and the parts were welded in accordance with the requirements.

NOTE: If part is marked as a "Class 1 Part" on the drawing, or designated as such in the contract documents, 910 G-13 Checklist must be signed by a CWI.

CWI - Signature, Stamp, & Date or
 Certified Inspector Signature & Date

Welding Procedure Specification Verification Process



For Reference Only
1/12/10