



Work Instruction Requirements for Sub-Tier Suppliers WI-116

Purpose:

The purpose of this Work Instruction is to define the special requirements for sub-tier suppliers.

Scope:

This Work Instruction is applicable to the Quality Department, Purchasing Department and Receiving Department.

Process:

A. General requirements to follow for all sub-tier suppliers:

1. Empire ensures that all customer requirements are stated on Empire's Purchase Order to suppliers. These requirements may include instructions for raw material and special processes.
2. All Empire Purchase Orders are subject to our Supplier Quality Clauses (840-SQC), FAR and DFAR requirements found on our website.
3. Any changes in customer requirements are flowed down to the sub-tier supplier to ensure compliance. Also ensuring sub-tier suppliers have the latest revisions of drawings and specifications.
4. When a customer specifies the supplier source on their print, the source must be used. If for some reason an issue arises with this customer dictated source and Empire is unable to resolve it internally, Empire will contact the customer for resolution.

B. Requirements for processing Raw Material & Special Processes:

1. The Quality Department and Purchasing Department ensures that raw material and special processes are processed according to customer specification requirements. The following are three different circumstances that may arise with customer specifications:
 - a. Sub-tier supplier meets industry specification - The print may reference a universal industry specification such as MIL, ASTM or other specification for the raw material or special process. The sub-tier supplier must follow Empire's Purchase Order which documents the customer's industry specification requirements. When received from the supplier, the Packing Slip and Certificate of Compliance are compared and accepted according to Empire's Purchase Order requirements.



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- b. Sub-tier supplier meets Customer Specification – The print may reference a customer specification for raw material or special process requirements. Empire ensures the sub-tier supplier can supply a product that is compliant with the customer’s specification requirements. Empire’s Purchase Order will include the customer’s specification requirements. When received from the supplier, the Packing Slip and Certificate of Compliance are compared and accepted according to Empire’s Purchase Order requirements, ensuring the documents reference the customer’s specification.
- c. Sub-tier supplier is not able to comply with Customer Specification –
- i. In some instances, raw material and/or special processes may require complying with a customer specification that sub-tier suppliers are not able to comply with. Empire will notify the customer and seek resolution per the customer’s instructions.
 - ii. Some customers will instruct Empire to purchase the material according to an applicable or relevant MIL or ASTM spec. Then any additional test requirements called out in the customer specification are performed after to ensure that the material complies with the customer spec. The process for testing material is as follows:
 - 1) The Quality/Purchasing department sends a request for quote during the contract review stage to a testing laboratory for the missing information that is required for the product to be conforming. The test laboratory must be an ISO 17025 or Nadcap certified laboratory. If otherwise, contact the customer for further instructions.
 - 2) Once the raw material is received, samples of the raw material batch will be sent to a test lab that will perform the tests per the customer specification. The Purchase Order to the testing laboratory will document the applicable customer spec and test requirements to be performed. The material is placed in the hold cage pending compliant test results.
 - 3) When testing is complete the Quality department will receive a formal test report through email documenting the test results performed according to the customer spec. Quality will compare the test results against the customer spec test values to confirm that the test results are in compliance with the customer spec and/or print requirements. If applicable the test results may be sent to the customer for specification verification and approval. Once the material is verified as compliant, the batch of material is approved to be shipped to the customer as compliant material. The Planning form is then updated to record the



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specific batch of material that is approved to ship as compliant material to a customer specification.

- iii. After the raw material is confirmed as being compliant by the Quality department, they will notify Receiving personnel. Receiving personnel will then receive the test report against the Purchase Order. They will ensure the material batch is labeled appropriately.

At a minimum the following must be on the label attached to the tested material:

- (i) Material PO#
- (ii) Test laboratory PO#
- (iii) Test date and expiration (if applicable)

- ii. The batch of material is then authorized for use until it is gone, or until it has reached its shelf-life. Expired material is discarded, unless it can be retested, and recertified based on approved testing by the original manufacturer.

- 2. All raw material used must have an identification label for traceability purposes. If the material identification is not available, then the raw material must be tested to authenticate before use and to obtain the material identification.
- 3. When the material is supplied by a customer, the receiving department will verify the material is in good condition, and confirm paperwork correctly identifies the material. No additional inspection or testing is required of the material, unless specified. However, there must be evidence that the material shipped from a customer's facility from the shipping paperwork. If the material was purchased by a customer, but dropped shipped directly to Empire, we are responsible for verifying that the material conforms to customer requirements.
- 4. Material certifications and test reports are kept on file with the Shipping/Receiving Department and are available for reference.



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Revision History

Date Changed	Description	Approval Name	Approval Date	New Revision Level	Approval Initials
N/A	Initial release	Danielle Szelega	11/26/2018	A	
12/19/2018	Added to section VI the 3 bulleted items	Danielle Szelega	12/19/2018	B	
4/1/2019	Revised section 4	Danielle Szelega	4/1/2019	C	
04/30/2020	Entire document content updated	Sylvia Asante	04/30/2020	D	
1/23/2024	Removed 'GE' from title; Revised entire document content	Danielle Szelega	1/23/2024	E	