 IBS ELECTRONICS GROUP <small>COMPONENT DIVISION</small> WWW.IBSELECTRONICS.COM <small>Since 1980</small>	Document Title		
	QF 010 IBS External Provider Requirements		
	Quality Standard	Effective Date:	Pages
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QF 010 IBS External Provider Requirements			
Revision:	Description:	Date:	Revised By:
-	Initial Release	10-1-2018	

IBS ELECTRONICS INC (IBS) shall communicate to Suppliers and Sub-Contractors its requirements for the processes, products, and services to be provided, including the identification of relevant technical data. Communications and interactions between IBS and suppliers and sub-contractors shall be via e-mail or telephone, or in-person as appropriate. Day to day communication shall be via Requests for Quote and Purchase Orders.


These documents shall include, as applicable, requirements for the approval and release of products and services.

In addition, other requirements that may be communicated include;

- A.** Method, process, and equipment specifications
- B.** Verification or validation activities that IBS, or its customer, intends to perform at the external providers' premises
- C.** Any special requirements, critical items, or key characteristics
- D.** Test, inspection, and verification requirements (including production process verification)
- E.** The use of statistical techniques for product acceptance and related instructions for acceptance by the organization
- F.** The use of customer-designated or approved external providers, including process sources (e. g., special processes)
- G.** Requirements for test specimens for design approval, inspection/verification, investigation, or auditing Suppliers and Sub-Contractors are required to;
- H.** Implement a quality management system to a level appropriate to the business activities.

Where not certified to an internationally recognized standard, such as ISO9001, Suppliers and Sub-Contractors shall provide details and evidence to enable completion of a Supplier Risk Assessment. This process may require an on-site audit by IBS (or customer).

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I. Where applicable, control design and development activities in accordance with ISO9001:2015 paragraph 8.3 or suitable alternative

J. Ensure employee competence, including any required qualifications

K. Use approved suppliers and sub-contractors, including process sources (e. g., special processes)

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IBS CofC Guideline:

1.0 Purpose

1.1 To define the guideline of information expected on Certificate of Conformance which accompany products ordered to IBS Electronics Purchase Orders.

2.0 Scope

2.1 This information listed below should be used as a checklist to aid in proper completion of a Certificate of Conformance with or without supporting documentation.

3.0 CofC Guideline

3.1 CofC and/or packing List must include supplier's name and address.

3.2 CofC must include IBS Purchase Order Number, P/N, Revision, Rohs, and Quantity or lot number.

3.3 CofC must be able to be scanned and legibility of pertinent information must be maintained.

3.4 CofC must be **signed** by an authorized person or **include name typed** or **printed** and **date** (electronic signature is acceptable). The signature must be legible.

3.5 CofC or other documentation must indicate the exact detail from either IBS Purchase Order, customer drawing, or other specifications supplied.

3.6 When a process or material certification is required: Attachments of supporting certificates must be shown on the CofC by using atleast a lot number, IBS Purchase order Number, Item Date Code, or Material Heat Number.

3.7 Supply all reports, records, and all other documents required by IBS Purchase Order or Drawing Specifications.

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