

1 Purpose

The purpose of this document is to outline the supplemental requirements that are individually assigned to each procured part or service according to the applicability of each quality clause.

2 Scope

This work instruction applies to all procured parts and services that are requested via purchase order.

3 Instructions

The following is a list of quality clauses Delta uses which are integrated into DECO system. One or more quality clauses are specified on each Delta purchase order. These clauses form an integral part of each contract. Hence, the purchase order will not be complete, and payment may be delayed, until the supplier/service provider has complied with all specified clauses.

Clause A - Tolerances per Shop Practice Standards

Unless specified otherwise in the contract, all part fabrication tolerances must be as per Delta's Shop Practice Standards. A copy of these standards can be downloaded from <https://delta-elevator.com/suppliers.html>

Clause B - Packaging , Shipping & SDS Sheets

Cleaning, handling, storage, packaging, preservation and shipping must be in accordance with the drawing and applicable specifications. When packaging requirements are not specified, the supplier must use the best commercial practices with respect to cost, prevention of damage and safety.

WHMIS controlled products must be accompanied by a safety data sheet (SDS), for the first shipment. The SDS must be reviewed and updated by the manufacturer/supplier when new information becomes available, and the revised SDS must be provided to Delta Elevator.

Clause C – Control Plan

Prior to delivery of the first shipment, the supplier must draft a control plan and send it to Delta Elevator for review. This document must specify, as a minimum, the characteristics to be verified, accept/reject criteria, sample size, inspection frequency, and measuring equipment.

A sample control plan and a work instruction for how to write a control plan can be downloaded from <https://delta-elevator.com/suppliers.html>

Clause D – Pre-Production Samples

The supplier must furnish pre-production samples in the quantity and under the conditions specified by Delta Elevator. If no quantities are specified, the supplier must submit 3 samples for approval.

Clause F - First Article Inspection

The supplier is required to perform first article inspection and submit with the shipment a report using Delta's First Article Inspection Report Form. The form can be downloaded from <https://delta-elevator.com/suppliers.html>

Clause G – Statistical Process Control

The supplier must validate the quality of their product using statistical process control (SPC) techniques aiming to achieve process capability index (Cpk) values of 1.33 or higher. Unless otherwise specified on the purchase order, SPC data must be kept on file by the supplier and must be available for Delta's review for at least 1 year from the date of manufacture.

Clause H - Source Inspection

A pre-shipping inspection must be performed by Delta Elevator or its customer at the supplier's location. Supplier must provide readiness-for-inspection notice to Delta Elevator at least 5 business days in advance of the proposed inspection date. Passing the inspection does not absolve the supplier of their responsibility to provide acceptable products, nor does it preclude subsequent rejection by Delta.

Clause P - Pre-Start Health and Safety Review (PSR)

The purchased product requires a pre-start health and safety review in accordance with Ontario Regulation 851, section 7. Supplier is responsible for the cost of any required changes to their product that are stipulated by a PSR. Delta Elevator reserves the right to withhold any due payment related to the purchased product until the product passes the PSR.

Clause R - Contractor/Service Safety Rules

Contractor who will be working on Delta-controlled premises must sign the Contractor Agreement and the Contractor Safety Information and Rules Form before they begin their work. These documents can be downloaded from <https://delta-elevator.com/suppliers.html>

Clause T - Mill Test Report

Supplier must submit with each shipment of goods a mill test report that verifies conformance with the specifications. This test report must include, as a minimum, a chemical analysis, a physical analysis, and a listing of any and all federal or military specifications the material conforms to. This report must be identifiable to each lot, or batch in addition to Delta's purchase order number.

Clause U – Chemical Analysis

Supplier must submit with each shipment of goods a chemical analysis test report that verifies conformance with the specifications. The test report must be identifiable to each lot, batch or heat treat lot in addition to Delta's purchase order number. Performance will not be complete, and payment may be delayed until all reports are received.

Clause V – Physical Analysis

Supplier must submit with each shipment of goods a physical analysis test report that verifies conformance with the specifications. The test report must be identifiable to each lot, batch or heat treat lot in addition to Delta's purchase order number. Performance will not be complete, and payment may be delayed until all reports are received.

Clause W - Certified Welders

All welders performing Delta work must hold valid CWB (or AWS as applicable) certifications in the relevant welding techniques.



Clause X - Certified Electronic Assembly Personnel

All personnel performing electrical or electronic assembly must be certified to the relevant standard (e.g., IPC-A-600, IPC-A-610, J-STD-001, IPC-7711/7721). Delta Elevator reserves the right to request evidence of such certification.