



# **Supplier Quality Requirements**

## **1 • SUPPLIER APPROVAL PROCESS**

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As part of our ISO 9001 approval process, O'Neal Steel requires all raw material Suppliers and outside processors to be approved prior to the issuance of orders.

### **1.1 SUPPLIER ASSESSMENT:** The Supplier Approval Process may include the following:

a) Supplier Initial Assessment – Quality Survey

O'Neal Steel may request a copy of the supplier quality management system certificate and/or complete a self-assessment of the supplier's business, quality management system and capabilities.

b) Depending on the nature of the service or product provided, O'Neal Steel district management may approve a vendor based on prior history or other specific business needs. Depending on timing, a vendor may be used one time prior to the approval process being completed in order to fulfill business needs.

## **3 • GENERAL REQUIREMENTS**

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### **3.1 COMPLIANCE WITH ORDER REQUIREMENTS**

The Supplier is responsible for compliance with all O'Neal Steel P.O. (e.g., drawing, specifications) requirements. All documents, drawings and specifications, regardless of origin, are applicable to the order when specified in the purchase order or documents referenced therein.

Weld Certification: Any order that requires or specifies welding must be completed by CWT certified welders to AWS/ASME code standards or equivalent as applicable. Training/Certification documentation must be available as requested to document requires training certification.

## **4 • Purchased Material/Outsourced Services**

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### **4.1 Requirements**

When applicable, the Supplier shall provide evidence when required that the following verifications have been completed and that results indicate compliance with specified requirements:

- Dimensional Results – Records of actual inspection results shall be documented and maintained.
- Finished product meets specifications per P.O requirements. (Provide MTRs, COCs)
- Records of Compliance – copies of records showing compliance with all applicable O'Neal Steel -specific requirements shall be maintained and kept as conformity evidence.
- Packaging and Delivery: Packaging and delivery requirements as required by the P.O.

## **5 • PROCESS CONTROL**

The Supplier shall ensure the adequate controls and resources for the operation of processes that impact product quality for services provided to O'Neal Steel.

### **5.1 SOURCE INSPECTION**

Source inspection requirement may apply to any and all operations performed by the Supplier, including prior to



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delivery of products to O'Neal Steel. The Supplier shall provide the necessary access, equipment and resources required to effectively accomplish the source inspection.

## **6 • CONTROL OF NONCONFORMING MATERIAL/CORRECTIVE ACTION**

### **6.1 SUPPLIER REQUEST FOR NONCONFORMANCE DEVIATION**

A Supplier shall not knowingly ship product or perform services that deviates from the drawing, specification limits, or design without prior authorization from O'Neal Steel. If such a deviation exists, the Supplier may contact O'Neal Steel to review disposition.

### **6.2 CORRECTIVE ACTION (SCAR)**

O'Neal Steel may issue a request for a Supplier Corrective Action Report (SCAR) when nonconforming material is found. When a formal reply is requested (whether hard copy or electronic media), the Supplier shall take action to address problem. Unless otherwise requested by O'Neal Steel when notified, the Supplier shall respond to a request for corrective action within 30 days.

### **6.3 SUPPLIER CONTAINMENT**

For product quality problems reported by O'Neal Steel to the Supplier, until formal corrective action has been taken and approved, the Supplier shall ensure such product has been inspected for the identified non conformances and meets all applicable requirements.

## **7 • PACKAGING, LABELING, DELIVERY & RECORD RETENTION**

### **7.1 PRESERVATION**

All of O'Neal Steel's products must be safeguarded to ensure adequate protection from environmental conditions and potential damage. (Outsourced Processes)

### **7.2 PACKAGING/LABELING/DELIVERY**

The Supplier must adequately plan for packaging designed to prevent product contamination, deterioration or loss and to eliminate shipping damage. All required labeling specifications will be noted on the P.O. O'Neal Steel should be informed of any delay and provide a new dispatch date.

### **7.3 RECORD RETENTION**

The Supplier shall retain quality records for a time period specified by the O'Neal Steel contract or related reference documents or a min of 3 years whichever is longest. Certain arrangements and terms may be agreed with suppliers as required.

## **8 • SUPPLIER PERFORMANCE**

O'Neal Steel's evaluation system uses a number of factors, such as Quality and Delivery % rate to develop an overall Supplier performance rating. This rating serves as an objective measure to determine whether expectations are being met. At O'Neal Steel's discretion, may determine that to address the Suppliers performance deficiencies, a meeting with Supplier's management is necessary and a Supplier documented corrective action is issued.



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## 9 CODE of ETHICS

O'Neal Steel's supplier relationships are to be based on fundamental concepts of honesty, fairness, mutual respect and nondiscrimination. We encourage supplier support of all kinds that will enhance our and the supplier's, prosperity and build sound, long term relationships. At the same time, we respect and value healthy competition for our business. Therefore, purchasing decisions by Company employees must be made solely on the basis of quality, reputation, service, cost and similar competitive forces. Vendors working with O'Neal Steel should have same ethic guidelines in order to be an approved vendor.

## 10 • REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
A	12/1/16	Original issue.	QA Manager - Miles Hume
B	4/10/17	Grammatical Verbiage changes in Section 1, 6 and 7	QA Manager – Miles Hume
C	11/13/17	Added certified welder requirements	QA Manager – Miles Hume
D	4/19/19	Brand Logo update	QA Manager – Miles Hume
E	10/5/20	Add Code of Ethics	QA Manger – Miles Hume