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VENDOR WORK INSTRUCTION
VWI(QA)-66

VTI CRITICAL SUPPLIER CLEANLINESS WORK INSTUCTION

DOCUMENT OWNER: Michelle Smith

DATE: 01/15/09

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Reference Documents
WI (QA)-66

1.0 PURPOSE

This procedure is written in conjunction with ValveTech Work Instruction 66 and applies to all critical outside suppliers. The primary requirement of this procedure focuses on prevention of damage and elimination of possible sources of contamination due to improper handling and processing of ValveTech hardware. VTI products will not operate reliably when exposed to dirt, metal burrs and any other extraneous material.

1). Manufacture of hardware (machine detail parts) shall use best practice methods (sharp tooling set up to produce efficient cutting and material removal, avoid pushing/rolling of material) to ensure elimination of burrs, and chips prior to entering VTI facilities.

2). Vendor will keep hardware in clean covered plastic protective containers (or individual bags) when not being processed. Assemblies shipped from VTI for processing having open dead-headed passages susceptible to entrapment of contamination (when the process permits) will have tape, foam, and/or metal shims retained by spring clips covering the openings. Outside special processing vendors (Passivate, Heat Treat, Welding, Anodize etc.) will see these items protecting the openings, these are not to be removed, if they are removed during processing, or fall out during process or shipping, vendor shall bag and tag part individually and alert appropriate VTI personnel.

3). Practice good housekeeping and high cleanliness standards.

4). When shipping hardware to VTI, parts must be in covered clean divided plastic containers, cardboard containers are only allowed if parts are individually bagged in clean single use plastic bags.

5). Unless stated on ValveTech drawing, do not immerse machine hardware in any type of corrosion resistant oils. Parts must be clean and burr free upon arrival at ValveTech.

We ask that you please train employees and implement this procedure within your company effective immediately upon receipt.

Supplier Signature: _____

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Date: _____

This procedure is posted on our website: www.valvetech.com for your review.

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