SQAR-2

SUPPLIER QUALITY ASSURANCE REQUIREMENTS
Revision 18 Date: 1/10/2020

1.0 SCOPE

SQAR-2, Supplier Quality Assurance Requirements, establishes the minimum quality program requirements the Supplier shall comply with when providing the specified equipment, material, and services to the Purchaser, but does not limit or preclude any other requirements the Purchaser may establish in other documents.

2.0 GENERAL

The quality assurance requirements described in this document; the surveys, audits, and surveillances; or the absence or lack thereof or deficiency therein, shall in no way relieve the Supplier of any contractual obligations or responsibilities.

All documents, including drawings and specifications, are considered part of the purchase order (PO) or contract requirments, when specified or referenced. Document revisions are effective as of the PO or contract issue date unless otherwise stated.

3.0 SUPPLIER'S QUALITY PROGRAM

The Supplier of the specified equipment, material, and services shall establish, document, and maintain a quality program that meets the requirements of this SQAR document, and provides any additional controls necessary to ensure compliance with the Purchaser's procurement documents.

Subsuppliers and manufacturing locations not included in the Supplier's proposal must be approved in writing by the Purchaser. Manufacturing facilities and quality programs of Subsuppliers may require review and approval by the Purchaser. The Supplier shall be responsible for ensuring the quality of all equipment, material, and services obtained from Subsuppliers meets the requirements of the Purchaser's procurement documents. All applicable requirements of the Purchaser's procurement documents shall be provided to the Subsuppliers.

3.1 Supplier's Quality Manual

The Supplier shall have a quality manual that describes their quality program and has been reviewed, approved, and signed by the Supplier's senior management official. The Supplier shall periodically review and update the manual to reflect current quality policies and procedures. The period for review may be established by the Supplier's

management, but is not to exceed 2 years. The manual shall contain, but is not limited to, the following:

3.1.1 Quality Organization

The quality manual shall define the organizational structure of the Supplier, with particular emphasis on the quality assurance/quality control (QA/QC) organization. The QA/QC responsibilities shall be defined. The manual shall include an organizational chart that identifies the QA/QC organization. This chart shall identify the reporting level to a sufficiently high level of management that quality problems can be resolved without undue influence from production or scheduling processes.

The Supplier's quality program shall identify the Supplier's representative authorized to resolve quality matters. The Supplier's quality personnel shall be 1) other than those performing work and 2) who do not report directly to supervisors responsible for production. Inspection by production personnel is acceptable as long as there is oversight inspection by quality personnel who do not report to production.

3.1.2 Documented Procedures

The Supplier shall have documented procedures for the following functions, as applicable. These procedures shall provide for appropriate controls with objective evidence to verify the controls have been satisfactorily performed. The procedures shall be included in the Supplier's quality manual or described and referenced in their manual.

3.1.2.1 *Design*

The Supplier shall have procedures that control the design process, including design review, to ensure applicable design criteria, codes, regulations, standards, and contractual requirements are correctly translated into specifications, drawings, procedures, and instructions that clearly and precisely reflect the requirements of the procurement documents. Design changes, including field changes, shall be subject to the same measures applied to the original design. Design documents shall reflect the final as-built conditions as provided by the Supplier.

3.1.2.2 *Procurement Control*

The Supplier shall have procurement controls that ensure purchased equipment, materials, and services meet the Purchaser's specifications. These controls shall include the procedures for evaluation of the capabilities of Subsuppliers and the reliability of Subsuppliers' items the Purchaser considers could have a significant quality impact on the end product.

3.1.2.3 *Document Control*

The Supplier shall have a procedure or written process to control the issuance of and changes to documents such as instructions, specifications, POs, procedures, and drawings. The Supplier shall ensure documents are reviewed for adequacy, approved for release by authorized personnel, and distributed to the appropriate work locations.

The Supplier shall ensure changes to documents receive the same level of review, approval, and distribution as the original documents. All obsolete documents shall be removed promptly from all points of issue and use, or be adequately marked to identify their status.

3.1.2.4 *Material Control*

The Supplier shall have a material control system that identifies each item (lot, component, or part) to prevent improper use. Such identification shall relate the item to its design drawing, specification, or other descriptive information throughout its production, receipt, installation, repair, and modification.

Throughout the manufacturing process, materials shall be controlled to prevent improper or inadvertent use.

3.1.2.5 *Inspection and Testing*

The Supplier shall have an inspection program that includes receiving, in-process, and final inspections. Procedures used to control inspections shall include the characteristics to be inspected, examined, or tested, and the acceptance criteria used.

The Supplier's inspection program shall include the necessary documentation of inspection activities by use of forms, reports, tags, or other suitable means.

The key elements of the inspection program include the following:

- Receiving inspection shall include checking of material verification documents and physical examinations of the material or equipment.
- In-process inspection shall include physical examinations of the material or equipment.
- In-process inspection of special processes shall include necessary verification that procedures are being followed.
- Final inspection shall include verification that all required records and documents are complete, and that physical examination of the material or equipment has been made.

The Supplier shall have a system to indicate the inspection status of each item being inspected, by use of stamps, tags, travelers, or other suitable means. The system shall contain provisions for mandatory hold points that may be required by the Supplier, Purchaser, or Authorized Inspector.

If testing is required, the Supplier shall have documented testing procedures and shall perform the tests to ensure the end product meets the requirements of the procurement documents. Test results shall be documented and made available to the Purchaser.

The Supplier shall have a process for verifying the confidence of the measurement methods used. A measurement method is not defined as the capability of the measurement device, but rather the method in which the measurement device is used.

The Supplier must identify variables of the measurement methods, which may include variables of personnel, chosen measurement devices, and how the part is secured in the measuring device.

This process shall document that the measurement method is proven to be repeatable and reproducible using methods such as gauge, repeatability, and reproducibility (R&R).

3.1.2.6 *Nonconforming Items and Corrective Action*

The Supplier shall have procedures for identifying and controlling nonconforming items. These procedures shall establish personnel responsibilities and authority for disposition of those items. These measures shall also establish methods to verify repair, rework, or disposal of the nonconforming items and the subsequent reinspection or retesting, as required, to ensure compliance with procurement documents and applicable codes and standards.

The Supplier shall have established criteria that define when a nonconformance report (NCR) is to be issued.

At a minimum, each NCR shall include the following:

- Description of the noncomformance including which requirements were not met.
- The corrective actions taken.
- Any preventive actions taken.

The Supplier shall have established methods for investigating each NCR and initiating corrective action to prevent recurrence and acceptance by appropriate management. Records shall be maintained to document the nature, extent, and disposition of the nonconforming items and the corrective action to prevent recurrence. The Purchaser shall have access to such records.

3.1.2.7 *Quality Records*

The Supplier shall have procedures for identifying quality records (such as material test reports or inspection records) to be maintained and retained. The quality record procedures shall indicate the methods and personnel responsible for retrieval, retention, and disposition of quality records.

3.1.2.8 *Control and Calibration of Measuring and Test Equipment*

The Supplier shall have a process for maintaining calibration on all equipment used for inspection, measuring, or testing.

The process shall include the following:

- Calibrating all equipment used for inspection, measuring, or testing at prescribed intervals, against a calibration standard of known accuracy having a traceable relationship to internationally recognized standards. If no international standards exist, the basis employed for calibration shall be documented.

- Uniquely identifying all inspection, measuring, or testing equipment by a tag, sticker, or other visual means that easily displays their calibration status.
- Maintaining calibration certificates and associated testing results for all calibrated equipment and ensuring availability to the Purchaser upon request.
- Evaluating the effect of inspection, measuring, or testing equipment found to be out of calibration. If it has been determined a calibration error has led, or likely led to a nonconforming product, a nonconformance report shall be written.
- Ensuring out of calibration inspection, measuring, or testing equipment is tagged, segregated, and not used until it has been repaired, calibrated, and found acceptable for use. If it cannot be repaired, the inspection, measuring, or testing equipment shall be properly dispositioned.
- Using only calibration laboratories that are currently accredited by Conformity Assessment Bodies (CABs) that are signatory to the ILAC Mutual Recognition Arrangement (ILAC MRA). Calibration certificates shall include, at a minimum, the ILAC MRA Mark, which can only be displayed by those that have signed the "ILAC R7-F1 Agreement for the use of the ILAC MRA Mark."

3.1.2.9 *Control of Manufacturing Processes*

Manufacturing activities affecting the quality of the specified equipment, material, or service shall be prescribed by documented instructions, procedures, or drawings. All must be of a type appropriate to the circumstances, and the manufacturing activities shall be accomplished in accordance with these documents. These documents shall include appropriate quantitative and qualitative criteria for determining that the prescribed manufacturing activities have been satisfactorily accomplished. The Supplier shall have processes in place to verify controls of manufacturing equipment.

3.1.2.9.1 Control of Manufacturing Special Processes

A special process is any production or service process that generates products or services that cannot be measured, monitored, or verified prior to delivery and use. Special processes require validation. Validation means confirming, qualifying, or otherwise proving that a process is capable of producing intended results, by providing objective evidence. Some examples of special processes include welding, heat treating, nondestructive examination (NDE), and coating.

Suppliers shall have controls to ensure requirements are met. Special processes are to be performed in controlled conditions, by qualified personnel using qualified procedures and equipment, and in accordance with applicable codes, standards, and specifications. The Supplier shall maintain the status of qualified personnel, processes, and equipment according to the requirements of applicable codes and standards.

3.1.2.9.2 Control of Mass Production Processes

Mass production is production of a large number of standardized products that are the same or very similar. This type of production often uses assembly lines or machines where either people or automation technology perform repeated tasks for efficient production.

Mass production Suppliers shall have an established process to effectively control and monitor quality throughout the production and testing processes.

A mass production Supplier's established process to implement and maintain controls and monitoring systems shall include the following at a minimum:

- The process shall be risk-based and shall define critical-to-quality aspects of the product.
- The process shall document each area of production and testing along with the controls that are implemented in these areas.
  - Processes may be documented in a quality control table, such as a Process Failure Mode Effective Analysis (PFMEA) table, or a process flow map.
- The process shall establish quality requirement targets based on the design, with control and specification limits.
- Critical-to-quality production and testing controls shall have a monitoring system of the control.

Examples of monitoring systems include the following:

- Automated alert mechanism that generates visual notifications when quality measurements are outside the control limits.
- Statistical analysis to determine trends and effectiveness of the control.
- Key Process Indicators (KPI) such as First Pass Yield (FPY), quality defect analysis, or warranty claims.
- Confirmation samples for testing controls using:
  - Known good sample.
  - Known defective sample.
  - Established confirmation frequency based on risk.

If Process Capability (Cpk) or Process Performance Capability (Ppk) statistical analysis is performed, the following shall apply:

- When a value is not specified, the value of 1.33 is to be used as a minimum to determine the effectiveness of the production control.

If PFMEA tables are created, the following shall be defined and included:

- Risk value.
- Control value.
- Occurrence value.
- Defined index (Risk x Control x Occurrence) that requires the control to be reviewed for improvement.

3.1.2.10 *Preventive Maintenance*

The Supplier shall have a program in place to identify, schedule, and manage all preventive maintenance activities on equipment that affects quality. The Supplier shall maintain records showing that the preventive maintenance program is being followed.

3.1.2.11 *Handling, Storing, Packaging, and Shipping*

The Supplier shall establish and maintain a system for handling, storing, preserving, packaging, and shipping all materials and equipment from the time of receipt through the manufacturing process to protect the quality of products and prevent damage, deterioration, or loss. The system shall include provisions for protection and identification of the product until delivery to the Purchaser.

4.0 QUALITY ASSURANCE SURVEYS, AUDITS, AND SURVEILLANCE

4.1 General

The Purchaser or its authorized representative shall be provided free access to the Supplier's and Subsuppliers' facilities to conduct QA surveys, audits, surveillance, and inspections, and to witness tests. This access shall be provided at no additional cost to the Purchaser. The Supplier shall cooperate with the Purchaser in the performance of this work.

The Supplier's and any Subsuppliers' work and records are subject at any time to surveys, audits, and surveillance by the Purchaser or its authorized representative. The Supplier shall be responsible for ensuring the quality of all material, equipment, and services obtained from Subsuppliers meets the requirements of the Purchaser's procurement documents. While in the Supplier's or Subsupplier's faclility, the Purchaser's quality representative must be allowed to take photographs of their product. All applicable requirements of the Purchaser shall be flowed down to all tiers of subsuppliers. Manufacturing locations not included in Supplier's proposal shall be approved in writing by the Purchaser. The Purchaser may require review of manufacturing facilities and quality programs prior to approval.

4.2 Quality Assurance Surveys

A QA survey to evaluate the Supplier's facilities and quality capabilities may be conducted at any time, but will normally be made before the PO or contract is awarded or prior to the start of manufacturing. Subsuppliers' facilities shall also be subject to QA surveys by the Purchaser.

4.3 Quality Assurance Audits

The Supplier shall be subject to auditing by the Purchaser, and the frequency and scope of the audits will vary based on the Supplier's performance, past records, the results of surveillance, and other factors. The Supplier shall respond to all audit findings in writing within 30 days after receipt of the audit report. The audit report will provide instructions for responding to audit findings. Responses to reports of nonconforming items shall be documented and corrective action accomplished within a timetable agreed upon by the

Purchaser and the Supplier. Subsuppliers shall also be subject to audit by the Purchaser.

4.4 Quality Surveillance

4.4.1 General

Quality surveillance shall be defined as the selective review, observation, and evaluation of processes, procurement, manufacturing operations, testing, material, equipment, quality systems, and programs to determine the Supplier's compliance with the Purchaser's procurement documents.

The Supplier's and any Subsupplier's work and procedures shall be subject to surveillance by the Purchaser or any authorized representative of the Purchaser. Surveillance and inspections shall be performed at the Purchaser's discretion and may include, but are not limited to, the pre-established witness and hold points defined in the contract documents. The Purchaser reserves the right to follow the progress of the work and the manner in which it is performed. Suppliers are required to maintain the following quality documents in dual language (native default and English): MTRs, calibration records, special process procedures, and inspection / test results.

The Supplier shall repair any defects or nonconformances found during surveillance or tests at no extra cost to the Purchaser. The Purchaser shall have the authority to reject materials or suspend any work not being performed in accordance with the Purchaser's specifications and any applicable codes and standards.

4.4.2 Definitions

hold point – A point beyond which work may not proceed without the authorization of the Purchaser. Manufacturing shall not proceed if the Purchaser's quality representative is not present to observe a pre-established hold point that has not been previously waived in writing by the Purchaser.

pre-fabrication meeting – A hold point, also called **a manufacturing meeting or initial visit**, used to define a meeting prior to the start of manufacturing with Purchaser's quality representative to review the procurement documents and the surveillance requirements. These terms are used interchangeably throughout this document.

witness point – A point, also called an observation point, that provides the Purchaser with the opportunity to witness the inspection or test or aspect of the work at their discretion. The Purchaser's quality representative may elect to waive the right to observe the witness point, but the Supplier is not thereby relieved of quality responsibilities. Manufacturing may proceed if the Purchaser's quality representative waives a pre-established witness point or if the Purchaser representative is not present after the Purchaser was notified.

4.4.3 Quality Surveillance Deficiency Report (QSDR)

When deficiencies are found in the Supplier's quality program or quality of work, the Purchaser representative may issue a Quality Surveillance Deficiency Report (QSDR) to the Supplier. A QSDR may also be issued if the Supplier fails to provide required notification for witness and hold points. The Supplier must formally respond to the QSDR within 10 days of issuance with a proposed plan of action or action taken. The Supplier's response shall be sent to supplierquality@southernco.com and to the Purchaser's representative. If circumstances require, the Supplier may be instructed not to proceed with the next step in manufacturing until resolution of the QSDR and signoff by the Purchaser. Release-for-shipment shall not be granted for any material or equipment affected by an open QSDR.

4.4.4 Manufacturing Schedule

The Supplier shall provide a manufacturing schedule to the Purchaser at the email address supplierquality@southernco.com within 30 days of a PO or contract and as otherwise directed. The schedule shall be in a format agreed upon by the Purchaser.

At a minimum, the manufacturing schedule shall include the following:

- Manufacturer's location.
- Manufacturer's point of contact.
- Shop order number.
- Purchaser's plant and project name.
- Purchaser's PO number.
- Witness and Hold points as required by the Purchaser

The Supplier shall issue an updated manufacturing schedule to the Purchaser when monthly schedule changes are made. The Supplier shall notify the Purchaser of any delays during fabrication and shall have approval before changing fabrication schedule.

In addition to the requirements stated above, the Supplier shall provide a current copy of the Supplier's schedule to the Purchaser's quality representative at the initial visit, to be used to schedule the surveillance activities. This schedule shall include all witness and hold points established in the Supplier's inspection and test plan (ITP) and any additional pre-established witness and hold points specified in the Purchaser's procurement documents and initial visit.

4.4.5 Pre-Fabrication or Manufacturing Meeting (Initial Visit)

Prior to the start of manufacturing, the Purchaser's quality representative may perform a pre-fabrication meeting (initial surveillance visit) with the Supplier to review the procurement documents and surveillance requirements. During this visit, the Purchaser's quality representative and the Supplier shall review the witness and hold point schedule established by the procurement documents. The Purchaser will establish additional witness and hold points during this meeting. These additional witness and hold points shall be provided at no additional cost to the Purchaser.

4.4.6 Manufacturing Procedures

Documented manufacturing procedures, including those for special processes, shall be available for review by the Purchaser's quality representative.

4.4.7 Witness and Hold Points

Witness and hold points are critical steps in the manufacturing and testing of equipment.

The pre-fabrication meeting (see section 4.4.5) is a hold point.

Supplier shall provide notification to the Purchaser and Purchaser's quality representative of all witness points, hold points, and testing with a minimum 5 business day notification for facilities located within North America, and a minimum 10 business day notification for facilities outside North America.

Notifications shall be sent to supplierquality@southernco.com.

Subsuppliers will be subject to the same witness points and hold points, as well as notification requirements, as the Supplier. Supplier is responsible for ensuring Subsuppliers meet these requirements.

The Supplier shall schedule work to ensure witness and hold points do not occur on weekends or U.S. national holidays.

The Purchaser reserves the right to establish additional witness and hold points during the course of the work if quality concerns become evident. These additional witness points shall be provided at no additional cost to the Purchaser.

4.4.8 Supplier Requests for Deviations From Quality Requirements

After award of an order, and prior to incorporating any deviation to the specifications or the PO in the final design or fabrication of the product, the Supplier shall request and obtain written approval of the deviation from the Purchaser. The request for approval shall be made using the Vendor Deviation Request (VDR) form, which is required to be submitted and processed through the Southern Company Project Information Management System (PIMS) or as otherwise designated for projects not using PIMS.

4.4.9 Quality Release for Shipment

Shipments shall be released using a Quality Release for Shipment form when required by the procurement documents. This release does not constitute acceptance of the material or equipment. Final acceptance will be made at the jobsite. It is the manufacturer's responsibility to coordinate shipments with the jobsite as outlined in the specifications, including advance notifications, arrival dates, and receiving times. If the requirements of these procurement documents have not been fulfilled, the Purchaser's quality representative shall have the authority to refuse release of shipment. Shipments not properly released by the Purchaser's quality representative shall be subject to return to the Supplier at the Supplier's expense. Normal payment may be withheld until the

problem is resolved. (See Sample A for a sample Quality Release for Shipment Document and Instructions.)

5.0 SUBMITTAL REQUIREMENTS

5.1 Documentation Required with Proposal: Quality Manual

Within 30 days of Notice-to-Proceed with manufacturing or as designated in the Vendor Document Submittal Schedule (VDSS), the Supplier shall submit to the Purchaser a current and uncontrolled copy of the Supplier's quality manual, as described in section 3.1 of this SQAR document, applicable to the work to be accomplished. If requested by the Purchaser, the Supplier is also required to submit a copy of the Supplier's quality manual at other times. In lieu of submitting additional manuals, the Supplier may reference previous Purchaser-approved quality manuals, including revision number, revision date, and Purchaser's project.

The Purchaser may elect not to retain a copy of the Supplier's quality manual after the PO has been placed.

5.2 Documentation Required Upon Delivery: Quality Documentation List

If required by procurement documents, the Supplier shall prepare and deliver a documentation package to the construction site or operating plant. During preparation for final inspection and shipment, the Supplier shall compile the documentation package as defined in the General Specifications, Supplemental Specifications, and VDSS.

The documentation package shall be a bound document with covers, tabs, and an index showing the documents contained therein. Any items referenced in the procurement documents not applicable to the order, shall be listed in the index, and indicated as not applicable (N/A). The Supplier shall maintain a copy of the documentation package for a minimum of 3 years after delivery of the equipment, material, and services.

The specifications may require electronic submitals, which shall meet the same format requirements noted above. If not specifically addressed in the purchase documents, one bound copy and one electronic copy will be submitted at final shipment. The documentation package shall be submitted in accordance with requirements included in the specifications, which may specify delivery of a bound copy to a physical address or an electronic copy uploaded to an electronic document depository such as PIMS.

Before releasing shipments for delivery, the Purchaser's quality representative (if shop surveillance is performed) will review the required quality documentation package, along with the records and reports contained in it. Upon completion of their review, the Purchaser's quality representative will sign and date the cover page or index. In the case of multiple shipments, a single documentation package included with the last shipment may be acceptable, providing this single package does not conflict with requirements contained in the procurement documents. Any documents required in the documentation package to be reviewed and signed by the quality representative during the course of surveillance activities shall have the signed copy included in the documentation package submitted to the Purchaser.

Sample A Quality Release for Shipment Form and Instructions

Quality Release for Shipment

(Provide a Completed Copy to Supplier and Include with Each Shipment)

Project Information

Plant Name	Project Name	Purchase Order		Inquiry Number

Quality Representative Information

Name	Inspection Agency	Phone Number	Work Authorization #

Supplier's Information

Supplier		**Subsupplier**	
Address		**Address**	
Shop Order No.		**Shop Order**	
Contact Name/Phone		**Contact Phone**	

Equipment Identification

Description of Equipment (Structural Steel, Pump, Valve, Switchgear, etc.)

Supplier's Shipping Information

Packing List of					
Sequential Shipment Number (Optional)					
Partial Shipment ☐ Yes ☐ No		**Final Shipment ☐ Yes ☐ No**		**Order Complete ☐ Yes ☐ No**	

Contingent Release

Contingent Release: ☐Yes ☐ No	**Authorized By: (SCS Vendor Quality Representative)**		Date:
Description of Contingency:			

The material or equipment listed above is released for shipment. This release does not constitute acceptance of the material or equipment. Final acceptance will be made at the jobsite. It is the manufacturer's

responsibility to coordinate shipments with the jobsite as outlined in the specifications including advance notifications, arrival dates, and receiving times.

Comments:

Additional attachments may be added, such as punchlists, to identify items that need to be completed prior to shipping.

Released By: _____ **Signature:** _____
Date: _____

(Printed Name of Quality Representative)

Attachments:

Instructions for Completing Quality Release for Shipment

- Project Information
  - Plant Name – Enter the name of the power plant or facility that the equipment will be delivered to. For example: Plant Bowen or Logan Martin Hydro.
  - Project Name – Provide project name if known. Project examples include: Kemper County material handling; Lansing Smith Hydrogen Cooler. This is normally found in the Work Authorization Form.
  - Purchase Order – This is the number on the purchase order sent by SCS or the operating company and typically starts with SCS, APG, GPC, etc.
  - Inquiry Number – The inquiry number is typically the number on the specification and may be referred to as inquiry, specification, or contract. On some orders, there is no specification; in that case put N/A.
- Quality Representative Information
  - Name – Name of quality representative releasing the material.
  - Inspection Agency – When the quality representative is employed by a third-party agency, list the name of that agency. If working directly for SCS put "SCS" in this space.
  - Phone Number – The phone number of the quality representative releasing the equipment.
  - Work Authorization Number – For third party quality representatives there should be a Work Authorization number for each separate assignment. Typically, this is an alphanumeric number with the letters being an abbreviation for the company name. Example: QIA432, Quality Inspection Agency and the 432 is a sequential number assigned by SCS.
- Supplier's Information
  - Supplier – Put the name and address of the company whose name is shown on the purchase order.
  - Shop Order Number – Put the shop number or other unique number that the shop uses to identify the project. This is not a piece mark or part number. If the Supplier has subcontracted the equipment being released, put N/A.
  - Contact Name/Phone – Put the name and phone number of the primary contact. If this order is subcontracted and you don't have that information, put N/A.
  - Subsupplier – If the work is being performed by a Subsupplier, complete all the information as outlined above. If there is no Subsupplier, put N/A in all the fields.
- Equipment Identification
  - Description of Equipment – Equipment may be identified in multiple ways. For a large single piece of equipment, the type of equipment and identifying number can be used. For example: Transformer, tag number LHVT2344. An order that has multiple pieces such as structural steel may be identified as follows: Truck load of structural steel or three loads of structural steel.
- Supplier's Shipping Information
  - Packing List/Bill of Lading No. – Supplier will provide documentation that identifies equipment for each shipment. This may be a packing list, bill of lading, or other document that normally has a unique identifying number. Put this number for each shipment being released. Multiple shipments may be released on one Quality Release for Shipment form.
  - Sequential Shipping Numbers – Some orders, such as structural steel, may have dozens or hundreds of shipments. In these cases, it might be an advantage to put a

sequential number or number code to ensure a shipment has not been overlooked. Examples, Shipment No. 1, 2, 3 or 2748-1, 2748-2, 2748-3…
  - Check Boxes – Check boxes that are applicable including method of shipment.
- Contingent Release
  - Contingencies – In some cases it may be necessary to release equipment with conditions which rely on the Supplier taking certain action or completing certain tasks before shipping. These actions could not be completed in your presence but may not warrant another visit. Examples include missing or incorrect nameplates, coating touch-ups, a missing component, etc. Check the applicable box.
  - Authorized By – A contingent release should have approval from the QL representative in the Supplier Quality group who is handling the project. That person should be consulted and agree with all contingent releases. Put their name and the date that they authorized the contingency.
  - Description of Contingency – Identify what action the Supplier must take before shipping the equipment. Examples might be: install missing fuses; paint missing stripe around piping; get SCS engineering approval of performance curves, etc.
  - Comments – Provide any additional comments that might be needed or to clarify something unusual.
  - Released By – Printed name, signature, and date of quality representative releasing the equipment.
- Attachments
  - List any attachments such as: Additional information that did not fit on form, pictures, corrective item punch-list, etc.