

## PURCHASE ORDER QUALITY REQUIREMENTS

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### 1. QUALITY MANAGEMENT SYSTEM:

- 1.1. The Seller shall implement and maintain a Quality Management System that meets as a minimum the basic requirements of AS9100, AS9120, or MIL-I-45208 (as applicable) which will ensure that all delivered products conform to purchase contract requirements, whether manufactured or processed by the supplier.
- 1.2. The seller shall maintain controls and perform all inspections and tests required to substantiate product conformance to drawings, specifications, and other purchase order requirements.

### 2. CONTRACT REVIEW:

- 2.1. Supplier is responsible for reviewing all orders placed with them. Review must be adequate to ensure that Supplier has the resources and capability to comply with the terms of the order as well as scheduled requirements.
- 2.2. Supplier is responsible for resolving any issues affecting purchase order differences with Space-Lok Purchasing prior to accepting the purchase order.

### 3. PACKING AND SHIPPING:

- 3.1. Seller shall prepare and pack the Goods to prevent damage and deterioration.
- 3.2. Charges for preparation, packing, crating, and cartage are included in the price unless separately specified in the Order

### 4. SHIPMENT/DELIVERY:

- 4.1. Shipments or deliveries, as specified in this Order, shall be in accordance with the specified quantities (without shortage or excess,) the specified schedules (neither ahead of nor behind schedule), and the other requirements of this order.
- 4.2. Seller shall promptly notify Buyer in writing of any anticipated or actual delay, the reasons for the delay, and the actions being taken by Seller to overcome or minimize delay.

### 5. CUSTOMER FURNISHED MATERIAL:

- 5.1. All customer-furnished materials (e.g. blueprints, mylars, tooling, inspection gages, etc.) are to be returned with the product upon completion of the order.

### 6. IDENTIFICATION AND LOT TRACEABILITY:

- 6.1. The Seller shall control and maintain lot identification and traceability of product by suitable means from receipt and during all stages of production and delivery.

### 7. CONTROL OF CHANGES:

- 7.1. The seller shall agree not to make any changes in product and /or process, changes of suppliers, changes of manufacturing facility location and design details that would affect the product or any component part without prior written approval from Space-Lok.
- 7.2. Supplier shall provide a written notification to Space-Lok of any changes in the supplier's management, ownership, location/address, name, and/or quality system within 72 hours of the date of change.

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### **8. APPROVED SUPPLIERS:**

- 8.1. Only customer approved suppliers may be used by the Seller for processing Goods.
- 8.2. Further subcontracting is prohibited unless approved in writing by Space-Lok, Space-Lok's customers, and regulatory agencies. See section 7.1.
  - 8.2.1. If sub-contracting is granted by Space-Lok, the Seller agrees to flow down all applicable requirements in the purchasing documents, including reference to Serial Numbers and/or Critical Characteristics, where required.

### **9. CONTROL OF ACCEPTANCE AUTHORITY MEDIA:**

- 9.1. Seller shall maintain a system that clearly describes the control and proper use of Acceptance Authority Media (Stamps, Electronics Signatures, Passwords) to ensure that product acceptance is performed by authorized personnel

### **10. RIGHT OF ENTRY:**

- 10.1. Seller shall allow Space-Lok, Space-Lok's customers, and regulatory agencies right of entry into the Sellers facility to determine and verify the quality of work, records, and material at any time.

### **11. CONTROL OF NONCONFORMING PRODUCT/CORRECTIVE ACTION:**

- 11.1. Seller shall maintain a system that clearly identifies, documents, controls, and segregates nonconforming material.
- 11.2. Shipments of goods, containing nonconformances are not allowed until a Material Review Board (MRB) has been performed and all actions have been properly completed.
- 11.3. Seller shall maintain, on a trend basis, a system of nonconformance level reporting for the purpose of demonstrating continuous improvement to the product quality.
- 11.4. Seller shall also take prompt and effective action to correct and prevent recurrence of any nonconformance, including any nonconformance that may occur at Seller's sub-contractors.
- 11.5. Space-Lok reserves the right to debit suppliers for products/services found to be non-conforming to Purchase order requirements.

### **12. COUNTERFEIT PARTS PREVENTION AND CONTROL PLAN (CPPCP):**

- 12.1. Supplier shall maintain a CPPCP per all applicable sections of AS5553 and AS6174 and any specific customer requirements. Space-Lok, Inc. shall document and report any occurrences of counterfeit parts.
- 12.2. Any counterfeit or suspect counterfeit parts will not be returned to Supplier, and Supplier shall be liable for any costs incurred by Space-Lok, Inc.

### **13. CERTIFICATIONS:**

- 13.1. The seller must ensure that individual parameters within a given specification have been met.
- 13.2. Certifications must reflect all applicable manufacturing and process specifications called for on the engineering drawing, the condition prior to calibration, required tolerances and special processes to be used must be stated on the purchase order.
- 13.3. The specifications must be listed on the certification in proper sequence.
- 13.4. Critical sub-level referenced processes need to be certified (e.g. bake after plate, stress relieve. etc.).

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### 14. CALIBRATED ITEMS:

14.1. Items calibrated must have certificates of compliance with MIL-STD 45662, ANSI/NCSS Z540.1, ISO 10012, and be traceable to NIST standards.

### 15. RECORDS RETENTION:

15.1. Seller must control and maintain records for a period of at least Eleven (11) years and shall make those records accessible within 72 hours (or as required by Space-Lok's customer contractual requirement) of request by Space-Lok. Do not destroy or disposition records without written authorization form the Space-Lok.

### 16. AWARENESS:

16.1. Seller shall ensure that persons doing work under the Seller's control are aware of:

- 16.1.1. Quality Policy.
- 16.1.2. Quality Objectives relative to their scope of work.
- 16.1.3. Contribution to Product Safety.
- 16.1.4. Contribution to Product Conformity.
- 16.1.5. The Importance of Ethical Behavior.

### 17. SUPPLIER PERFORMANCE MONITORING:

17.1. Space-Lok monitors supplier performance in terms of quality and on-time delivery percentage and formally requests corrective action when percentage limits/targets are missed in accordance with Space-Lok internal document SLQD-05-04.

### 18. NOTIFICATION OF ESCAPE:

18.1. If at any time, the supplier discovers that a product/service has escaped from the supplier's facility to Space-Lok (or it's customers), supplier shall notify Space-Lok's Quality Assurance of the escape, in writing, within 48 hours of discovery. For escapes that may affect flight safety/critical safety parts, notification shall be within 24 hours.

18.2. Supplier may be debited by Space-Lok for any fines, fees incurred from the adverse impact of the escapement.

### 19. INSPECTION & INSPECTION SAMPLING:

19.1. When required by Purchase Order, Supplier shall perform 100% inspection of all characteristics on all products covered by the Buyers purchase order.

- 19.1.1. Records of Supplier's 100% inspection results shall be maintained on file at the Supplier and shall be available to Buyer upon request.
- 19.1.2. The Supplier may not use a statistical sampling plan unless it has been approved by the Buyer in advance of its utilization of product acceptance.
  - 19.1.2.1. Any Supplier Sampling plan system submitted for approval must be compliant to ARP 9013 or equivalent and approved by buyer's quality management

19.2. Acceptance Criteria for inspections shall be C = 0. If 1 part in the lot is found nonconforming, the entire lot shall be rejected.

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### **20. FOREIGN OBJECT DAMAGE (FOD)**

- 20.1. Seller shall establish, document and maintain a process to control and eliminate Foreign Object Debris (damage) (FOD) and/or contamination during seller's (or seller's subtier sources) manufacturing, assembly, test and inspection operations in accordance with NAS412.
- 20.2. Seller shall keep metrics on FOD Incidents or FOD caused/related nonconformances.

### **21. ORDER OF PRECEDENCE**

- 21.1. In the event there is a conflict between the contents of this document and the Purchase Order, the Purchase Order shall take precedence.

### **22. SPACE-LOK PROPRIETARY INFORMATION:**

- 22.1. All drawings/documentation supplied by Space-Lok to suppliers with regards to Purchase Orders or request for quotes are to be considered proprietary information and shall not be disclosed to outside parties.

### **23. FIRST ARTICLE INSPECTION (FAI)**

- 23.1. When specified on the Purchase Order, Supplier shall perform and provide a First article inspection report in accordance with the requirements of AS9102.

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## SUPPLIER ACKNOWLEDGEMENT

Supplier hereby acknowledges the Quality Requirements specified within this document.

SUPPLIER NAME: \_\_\_\_\_

SUPPLIER ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check box, to confirm all previous pages have been Initialed

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE OF ACKNOWLEDGEMENT: \_\_\_\_\_