



*Purchase Order Attachment*  
*Assigned Quality Clauses*

*AS9100 Certified*  
*Release Date: 5/18/2018*

**PURPOSE:** The purpose of this document is to clearly define for each purchase of products or services, all of the necessary and applicable technical and quality requirements with which the Supplier must comply to meet the requirements of Componetics, Inc., its customers and/or regulatory authorities.

**SCOPE:** This procedure shall be adhered to by all suppliers. Monitoring will be done by Componetics, Inc.

**SUPPLIERS RESPONSIBILITY:**

**Q1. COMPONETICS, INC. INSPECTION AT DESTINATION:** Articles defined in the schedule of this contract are subject to inspection at destination and will not be accepted by COMPONETICS, INC. if the contractor fails to submit the certification, documentation, test data, and/or reports specified in the contract. Notwithstanding the inspection rights granted to Purchaser under the clause entitled "Inspection System Requirements", representatives of Purchaser, Purchaser's customer, and regulatory authorities, if required, shall be granted the right of access to all the Seller's facilities, including sub-tier suppliers, at reasonable times for the purposes of reviewing applicable records to the Purchase Order.

**1. Seller Flow Down:** Seller shall flow down to all sub-tiers suppliers, right of access by the organization, their customer and regulatory authorities to the applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

**Q2. SURVEILLANCE BY COMPONETICS, INC. AND RIGHT TO ENTRY:** All items specified by the purchase order are subject to surveillance by COMPONETICS, INC., the government, or COMPONETICS, INC. customer representatives. This includes review, verification, examination, test and/or analysis of the supplier's manufacturing and associated systems, procedures, and processes. If necessary, such generalized activity shall be coordinated by COMPONETICS, INC. personnel in advance of arrival. This will include surveillance of the products and supplier's systems, procedures and facilities. The supplier shall furnish, at no cost, necessary facilities and equipment, supply data, and perform tests as required by applicable drawings, specifications, and Inspection Instructions under surveillance of the Componetics, Inc. Supplier Quality Representative. Notwithstanding the provisions of this clause, all items shall be subject to inspection and acceptance by Componetics, Inc. and/or Government/Customer Representative.

**Q3. CERTIFICATE OF CONFORMANCE:** When certificates of compliance ("certs", certificates of conformance, CoC, etc.) are required by COMPONETICS, INC. purchase order, they must display, as a minimum, the following elements:

- a. **Lot Specific** - the certificate must make specific reference to the part number (or process specification number if a process), the COMPONETICS, INC. purchase order number, and the quantity of units so that it cannot be confused with another lot of parts. While it's preferred to have a unique shipper or certificate number, it's not required.
- b. **Statement of Quality** - a statement to the effect that the parts are of the required configuration, have been manufactured or processed to meet the requirements of the referenced order, specification, etc., must be present. This can take many forms using various words, but the essence of the statement must be that the parts do conform to the applicable requirements. Where tests are required to be performed in accordance with the purchase order, simply stating test values or results is insufficient.
- c. **Dated Signature** - the certificate must be signed (a reproduction, stamp, or printed facsimile of a specific individual's signature is acceptable), and the signature dated. Often the date will appear elsewhere on the page, which is acceptable. Certifications that do not display a signature with a date are unacceptable. The certificate should be signed and dated by an official of the company. The official's name must be typed or printed next to the signature.

**Q4. FIRST ARTICLE INSPECTION:** The supplier's system shall provide a process, as appropriate, for the inspection, verification, and documentation of the first production article. The report must show actual values obtained and the article representative of his production. The first article shall be clearly identified by tagging, serial number or other positive method.

**Q5. RECORDS:** All records of test and inspection results, and administrative quality documentation required by contract or subordinate specifications (quality records) shall be retained by the supplier for a period of not less than **14 years** after the creation of the record unless a longer period is specified on the COMPONETICS, INC. purchase order. If the supplier subcontracts the record creation (for example: the supplier sending a part out for radiography), the supplier shall impose this same record retention period on their subcontractor.

**Q6. SHELF LIFE ITEMS:** Shelf Life Limited Parts shall require the following information:

**1. Item Identification:**

Individual items shall be marked by stenciling, printing, stamping or by the use of labels or tags with the following information: manufacture's name, part number, Componetics' part number, revision level, nomenclature, quantity in each package and Date of Manufacture.

**2. Chemicals**

All chemicals requiring shelf life control, such as potting compounds, adhesives, paints, etc., shall be identified with a shelf life tag. MSDS must be included as required. Chemicals requiring storage at controlled temperatures shall be identified to the specific requirement. All items must have a minimum of **80%** shelf life remaining.

**Q7. PACKING/PACKAGING:** **Newsprint shall not be** used for wrapping of parts or as damage due to its acidic nature. **Staples shall not** be used at any time due to the possibility of foreign object damage (**FOD/FOE**). The supplier shall ensure that all items are adequately packed and packaged to prevent damage or contamination during the normal course of shipment and to assure acceptance by common carrier. Best commercial practice may be used unless otherwise specified in the purchase order.

**Q8. SELLER-CONTROLLED PRODUCTS:** One legible and reproducible copy of the part definition, drawing, catalog, or specification must accompany the initial shipment.

**Q9. METROLOGY SYSTEM REQUIREMENTS:** The supplier must maintain a calibration program, meeting the requirements of MIL-STD-45662 (or equivalent industry standard, e.g., ANSI Z 540-1). The system must ensure the timely recall and calibration of all company and employee-owned measurement and test equipment used for product acceptance. Suitable records must be maintained and be available for review.

**Q10. QUALITY SYSTEM / INSPECTION REQUIREMENTS:** The COMPONETICS, INC. supplier shall maintain a Quality Assurance Program meeting the requirements of this document, which is derived from ISO 9001. The system shall assure that all parts and assemblies submitted to COMPONETICS, INC. conform to applicable drawings, specifications, and other Purchase Order requirements. The supplier will be responsible for all inspections and tests required to substantiate product conformity. The supplier shall execute this responsibility not only during his own production operations, but also in any procurement made in fulfillment of a COMPONETICS, INC. Purchase Order. The supplier shall provide objective evidence of product conformity, regardless of the manufacturing source. The supplier's Quality/Inspection System shall comply with applicable requirements of this document and shall be implemented by written and controlled procedures. These procedures should include the following elements as applicable:

1. Operational Planning, 2. Document Control, 3. Design Change Control, **4. Materials and Parts Control**, **5. Measuring and Testing Equipment Control (Calibration)**, **6. Product Inspection - Testing (Receiving, In-process and Final)**, **7. Procurement Control**, **8. Nonconforming Material Control**, 9. Corrective Action, 10. Statistical Inspection, **11. Control and Issuance of Inspection Stamps**, **12. Handling, Storage, Packaging**, 13. Control of Tooling, 14. Control of Non-deliverable Software, **15. Personnel Training/Certification when applicable**, **16. Records**

**Note:** Elements **4, 5, 6, 7, 8, 11, 12, 15 and 16** are **mandatory** to meet the minimum requirements of this document.

**Q11. NONCONFORMING MATERIAL:** The supplier shall notify immediately to Componetics Inc. of a Non-Conforming Product, and obtain organization approval of Non-Conforming product and disposition, Notify Componetics Inc. of changes in product and/or process, changes of suppliers, changes of manufacturing facility location, and where required, obtain organization approval, and flow down to the supply chain the applicable requirements including customer requirements. The supplier must maintain a documented system to ensure nonconforming products are immediately identified as nonconforming and segregated as size permits, from conforming products and withheld in a designated and controlled area for review and disposition.

The supplier is delegated Material Review authority for all article characteristics contained in supplier drawings, which are not specified requirements of the COMPONETICS, INC. procurement drawings or purchase agreement, and do not have a direct effect on fit, form, function, and interface dimensions.

Any departures from drawings, specifications, or other procurement requirements shall be submitted to COMPONETICS, INC. purchasing for review and consideration

**Q12. FUNCTIONAL MERCURY:** Each shipment is to be accompanied by one legible and reproducible certification stating that the delivered item does not contain any functional mercury (i.e. mercury that is required for the proper operation of the item), and is free from mercury contamination (i.e. during processing the item has not come in direct contact with mercury or any of its compounds).

**Q13. FUNCTIONALTEST / INSPECTION REPORTS:** Actual inspection/test reports must be attached to the packing sheet for each shipment. These reports must reference the purchase order number, supplier's name and address, part number, part name and, where applicable, serial numbers, and date and run time of units, including actual results. An authorized QA representative must validate these reports. If equipment of sufficient capacity to inspect/test the articles are not available on-site, the items must be inspected/tested in a laboratory approved by COMPONETICS, INC. In addition the supplier must reference the P.O. and part number on their certification.

**Q14. CHANGES:** During the performance on the contract, the supplier is required to give Componetics written notice when making any changes to the manufacturing processes that may have an effect to our products.

#### **Q15. F.O.D.: FOREIGN OBJECT DAMAGE PREVENTION**

To establish the requirements for the prevention of contamination or foreign objects from becoming entrapped in the supplier's product during manufacturing, assembly, testing or handling.

This requirement applies to all manufacturing personnel and work areas pertaining to FOD prevention. It applies to all design and manufacturing processes, performance measurements, training, material handling and parts protection, housekeeping, tool accountability, hardware accountability, lost items and physical entry into FOD critical areas.

**F.O.D.:** Foreign object debris/damage (FOD) is that damage which downgrades or renders the aircraft system or equipment unusable or unsafe for operation. The equipment, by definition, includes the COMPONETICS, INC. product as well as the customer's product.

#### **Q16. SPECIALITY METALS:**

MADE IN THE UNITED STATES OF AMERICA: **DFARS 252.225-7014**, Preference For Domestic Specialty Metals, and its Alternate I is imposed on this Purchase Order.

**Q17. COUNTERFEIT PARTS CONTROL:** All suppliers that use lower tier suppliers, including distributors, are required to attest to the authenticity of products from your respective sources of supply. Suppliers receiving materials and parts from lower tier suppliers, including distributors, must take immediate steps to verify that the stated manufacturer of any component is the actual manufacturer. Compliance shall be stated in the supplier's Certificate of Conformance or by a separate certificate. Suppliers shall comply in accordance with AS5553, AS6174 Counterfeit Electronic Parts, Avoidance, Detection, Mitigation, and Disposition.

- Q18. ANTI-TERRORIST POLICY:** The supplier agrees to comply with Executive Order Number 13224 – blocking property and prohibiting transactions with persons who commit, or support terrorism, notice of September 24, 2001 – and further agrees to include this statement in each lower-tier subcontract or purchase order issued hereunder.
- Q19. EXPORT CONTROL INFORMATION:** Mandatory data shall be provided on shipping documents with materials supplied to Componetics Inc. In order to ensure receipt of goods, documents shall include:
- ECCN/USML Classification
  - Schedule B code or US Tariff Classification
  - Country of Origin of Manufacture (not to preferential trade standards)
- Q20. ITAR REQUIREMENTS:** The Code of Federal Regulations 22 CFR International Traffic in Arms Parts 120 thru 130 apply to all items on this order that meet the requirements of 22 CFR 120. When the Componetics, Inc. Contract or Purchase Order defines that the product being purchased is for a military program or is being developed for a military program the supplier shall ensure he has a procedure in place to meet the ITAR requirements.
- Q21. GOVERNMENT RATED ORDER:** This is a rated order certified for national defense use. The Supplier and/or their sub-contractors shall follow all the requirements of the Defense Priorities and Allocations System (DPAS) regulation. See the Code of Federal Regulations (CFAR) Title 15, part 700. Receipt of this order on the P.O. promised date is critical. If this order will not be received on the promised date the Supplier must contact Componetics Inc. immediately.
- Q22. MATERIAL AND SPECIAL PROCESSING CERTIFICATIONS:** Actual manufacturing material certifications are required for all Seller provided material. All Certifications must be traceable to the original Mill Lot and/or Heat Number/Date Code. Processing Certifications are required for all Sellers providing processing. All certifications must indicate that the process has been performed to drawing requirements by NADCAP approved suppliers. Parts are subject to rejection without correct documentation. All Certifications must show the part number, quantity, process being performed, specification, revision number, and have a legible printed and signed signature and title of responsible person signing the certification. Supplier shall notify the undersigned prior to shipment if specification has been replaced / superseded / updated. List specification as shown on drawing, and then list the replacement specification with current revision.
- Q23. ETHICAL BEHAVIOR:** Supplier must require their personnel and their suppliers to operate and act in an ethical manner.