

QUALITY ASSURANCE PROCUREMENT CLAUSES

- Q01. GOVERNMENT SOURCE INSPECTION:** Government Inspection is required Prior to shipment from your plant. Upon receipt of this order, promptly notify the government representative who normally services your plant so that appropriate planning for Government Inspection can be accomplished. Seller shall provide evidence of Government Source Inspection with shipment. Upon receipt of this order, promptly furnish a copy to the government representative, who normally services your plant or if none, to the nearest Army, Navy, Air Force or Defense Supply Agency Inspection Office. In the event the representative or office cannot be located, our Purchasing Department Should be notified immediately.
- Q02. GOVERNMENT SOURCE SURVEILLIANCE:** During performance of this order, Seller's Quality Control or Inspection system and manufacturing processed are subject to review, verification, and inspection by authorized Government Representatives.
- Q03. APPROVED SOURCES REQUIRED:** Supplier shall contact MS's Quality Assurance Department to obtain the name and location of the approved source for the material or process required by the drawing, specification or purchase order instructions. Failure to comply with this requirement shall be cause for rejection of the material or parts supplied and disapproval of the responsible Supplier.
- Q04. RECORDS:** Seller shall maintain records of Manufacturing and traceability of material used in the fabrication of the parts, sub-assemblies or assemblies produced in fulfillment of this purchase order. These records shall be maintained by the Seller for a period of seven (7) years after completion of the purchase order and shall be made available for review by authorized MS personnel, upon written request.
- Q05. FIRST ARTICLE INSPECTION AT SUPPLIERS FACILITY:** This order is subject to First Article Acceptance at the Supplier's facility on one (1) sample article prior to delivery and/or acceptance of the balance of the order. Delivery or production of articles, other than the sample, prior to First Article Acceptance by MS, shall be at the sole risk of the Supplier. The sample article submitted shall be representative in all aspects of the furnished drawing, on this or future orders, subsequent to First Article Acceptance. Source Inspection shall be requested 48 hours in advance. Call Purchasing (626) 337-4640.
- Q06. FIRST ARTICLE INSPECTION AT MS:** This order is subject to First Article Acceptance at MS of one (1) sample article prior to delivery and/or acceptance of the balance of the order. Delivery or production of articles, other than the sample, prior to First Article Acceptance by MS, shall be at the sole risk of the Supplier. The sample article submitted shall be representative in all aspects of the articles to be delivered on the remainder of the order.
- Q07. MS SOURCE INSPECTION:** MS Source Inspection is required on all material after your final inspection and prior to shipment to packaging and/or shipment to your processor.
- Q08. LOT NUMBER IDENTIFICATION / MS FURNISHED MATERIAL:** Seller shall maintain the MS established material lot number identification from receipt of raw material thru delivery of finished articles. Finished articles shall be identified with the applicable Lot Number(s), using an ink marker (for formed parts), tag identification (machined, pierced/blanked and/or anodized parts), or bag and tag identification (parts too small for application of Lot Number identification). Additionally, Seller shall include on their Certification of Conformance, the raw material lot number(s), from which were produced (See Q15).
- Q09. RAW MATERIAL ORIGIN:** Raw materials (sheet, plate, bar, etc.) furnished to MS or raw material produced by the Seller for the production/fabrication of articles for sale to MS shall be of DOMESTIC ORIGIN only.
- Q10. RAW MATERIAL CERTIFICATION:** Each shipment shall be accompanied with the material certification as furnished by the raw material supplier or an independent test lab. Material certification must agree in all respects with the raw material requirements of their applicable specifications. All certifications shall state as a minimum, the latest revision of the Specification being certified to.
- Q11. SPECIAL PROCESS CERTIFICATION:** Each shipment shall be accompanied by a certification for special processes used under the terms of this Purchase Order. Special processes include, but are not limited to, heat treating welding, NDT, magnetic partial inspection, penetrate inspection, ultrasonic inspection, brazing, soldering and plating. The certification shall list the applicable specifications, including revision letter or number to which the process conforms, the type or class (if applicable), the date MS's Purchase Order Number, MS's part number and quantity as a minimum.
- Q12. TRACEABILITY:** Seller shall reference on the shipping document, the manufacture's date code, lot number and Federal Supply Code (as listed in the Federal Supply Code for Manufactures, Cataloging Handbook H4-1), for each component shipped. Failure to comply shall be so certified.
- Q13. CORRECTIVE ACTION:** In response to Buyer initiated corrective action requests, the Seller shall advise the Buyer of action taken to correct the reported discrepancies on Corrective Action Request Form furnished by MS. Such requests require timely responses and must include the following information.
- Corrective Action
- a) Findings that state the discrepancies found.
 - b) Analysis of the root cause of the problem.
 - c) Statement of the action taken to preclude its recurrence
 - d) Actions taken for follow-up.

- Q14. PACKING, PACKAGING AND PRESERVATION:** The supplier shall utilize appropriate packing, packaging and preservation methods and materials utilizing Best Commercial Practices to ensure articles are received at MASS Systems in an acceptable condition. Electrostatic sensitive components shall be handled in an accordance with DOD-STD-1686 “Electrostatic Discharge Control Program for protection of electrical and electronic parts, assemblies an equipment (excluding electrically initiated “explosive devices”).
- Q15. CERTIFICATION OF COMPLIANCE:** The Supplier shall include with each shipment, a certifying statement, which attests to the suppliers compliance with all requirements of the Purchase Order. The Certification of Compliance shall be signed by a responsible quality representative of the Supplier. The required statement shall constitute certification by the Supplier that the articles are in full compliance with all Purchase Order Requirements and that the Supplier holds available for review, documented evidence of such compliance. Records shall be retained by Seller for a minimum of seven (7) years and shall be available to the Buyer for examination at any time during that period.
- As a minimum the Certified of Compliance shall contain the following information:
- a) MS’s Purchase Order Number
 - b) MS’s Part Number and print revision letter
 - c) Suppliers shipping document number
 - d) Quantity of articles
 - e) Serial Numbers or Lot Numbers of articles, when applicable
 - f) The Certification of Compliance Statement
- Q16. FUNCTIONAL TEST REPORTS:** Each shipment shall be accompanied by three (3) legible copies of actual test results, identifiable with test parameters and items submitted. These reports must include the signature of the responsible Quality representative of the Agency performing the tests.
- Q17. BUYER SOURCE INSPECTION:** Articles to be produced in fulfillment of this Purchase Order require Buyer Source Inspection by MS’s Quality Assurance Representative **PRIOR TO DELIVERY**. In order to schedule source inspection, the supplier shall notify MS’s Purchasing Department at least 48 hours in advance of the article(s) being available for inspection. Source Inspection does not constitute final acceptance by MS, nor does it relieve the Supplier of the responsibility for compliance with all requirements of the Purchase Order. The Supplier shall provide facilities and assistance as may be reasonably required by MS personnel in the performance of their inspections.
- Q18. CHEMICAL TEST REPORTS:** Material furnished in fulfillment of this Purchase Order, must be accompanied with a legible copy of certified test reports of the Chemical Properties of the material. Producer/Mill test data is preferred. Certified test data from an independent laboratory is acceptable.
- Q19. FOR USE IN MANNED SPACEFLIGHT OR AIRWORTHINESS AIRCRAFT:** The materials, manufacturing and workmanship of highest quality standards, are essential to astronaut safety. If you are able to supply the desired items with a quality, which is higher than that of the items specified or proposed, you are requested to bring this fact to the immediate attention of the purchaser. This clause shall be inserted in all subcontracts and purchase orders for such items down to the lowest tier.
- Q20. PHYSICAL TEST AND NDT REPORTS:** Materials furnished in fulfillment of this Purchase Order must be accompanied with copies of certified test reports of the Physical Properties of the material. Producer/Mill test data is preferred. Certified test data from an independent laboratory is acceptable.
- Q21. LOT IDENTIFICATION:** All articles produced on this purchase order shall be identified with the purchase order number. Identification shall be by electro etch or acid ink stamp. In the event more than (1) heat material is used, each heat lot parts shall be identified with a slash or dash no. that is traceable to the heat lot from which it was made. All certifications shall have the P.O. number, and slash number, if appropriate, referenced on the certification.
- Q22. INSPECTION SYSTEM REQUIREMENTS:** The Supplier is to maintain or be certified to an effective quality system to ensure product and process integrity that is based on ISO 9000 or AS 9100 (latest revisions), including a measuring instrument calibration system in accordance with ISO 10012 and/or MIL-STD-45662 (latest revision). This inspection system shall be verifiable by MS vendor / supplier audit.
- Q23. SYSTEM REQUIREMENT:** The Supplier shall establish and maintain an organized system of Material and Quality Control (see Q22), which will ensure that only articles which conform to all requirements of the Purchase Order, are delivered to MS.
- Q24. MRB AUTHORITY EXCLUSION:** Without prior approval of the MS Quality Dept. deviations from the requirements of this Purchase Order will not be acceptable.
- Q25. SERIALIZATION:** Each item furnished on this Purchase Order will be identified with a non-recurring serial number. In cases where the size of the item furnished prohibits identification, the serial number will be marked on an identification tag or label and securely attached to each item.
- Q26. MATERIAL TRACEABILITY:** Each shipment shall be accompanied by a material certification, which identifies the producer/manufacturer of the material furnished. Certification shall also include the heat number, heat code, heat lot number or melt number, which shall be traceable to the raw material manufacturer, as well as MS’s purchase order number and per Q9 & Q10.
- Q27. IDENTIFICATION OF SHELF-LIFE MATERIALS:** The Supplier shall identify each item, package or container or shelf-life material with the cure date, expiration date, etc. and special storage and handling, in addition to the normal identification requirements, such as name, part or code number, specifications number, type , size and quantity. This identification, including special handling conditions, shall be recorded on the certification and shipping documents for the material.
- Q28. IDENTIFICATION OF SHELF-LIFE MATERIALS INSTALLED IN ASSEMBLY:** The Supplier shall furnish with each shipment of an assembly incorporating a Shelf-Life Material that does not require age control after installation (e.g. adhesives, reins, plastic-base paints etc.) a certification stating that the Shelf-Life Material was properly controlled prior to use and within the Shelf-Life period when incorporated. The certification shall be identified with assembly(s) to which it applies must be signed by the Suppliers responsible representative.

Q29. RIGHT OF ENTRY: The Supplier shall allow access to facilities to MASS Systems, its Customers and to regulatory agencies.

Q30 NONCONFORMING MATERIAL AND CORRECTIVE ACTION: The supplier is required to notify MASS Systems within 48 hours of any product/service that has escaped from the supplier's facility. The supplier is required to provide as much detailed information as possible including a complete description of the defect, part numbers affected, PO numbers affected, quantity, method of discovery, any traceability information and any inspection/ test data that may be applicable.

When nonconforming product is reported to MASS Systems Quality and evaluated to be the responsibility of the Seller, a Corrective Action Request (CAR) will be issued for all non-conforming product and will require immediate containment of all such product under the Seller's control, and a Root Cause Corrective Action response to MASS Systems within the date specified in the CAR request, or no later 21 days of receipt. Failure of Seller to respond will result in, at a minimum, a re-evaluation of the Supplier Performance Report and possible loss of approval status in MASS Systems Approved Supplier Listing (ASL).

Q31 ENSURING THAT PERSONS ARE AWARE OF THEIR CONTRIBUTION TO PRODUCT OR SERVICE CONFORMITY; PRODUCT SAFETY & THE IMPORTANCE OF ETHICAL BEHAVIOR

Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, act in good faith, and be accountable. Supplier must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Supplier must not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Supplier will avoid involvement in activities that may be perceived as a conflict-of-interest. Supplier will respect the legitimate proprietary rights and intellectual property rights of customers and Suppliers and take proper care to protect sensitive information, including confidential, proprietary and personal information. Supplier will support product safety by ensuring robust management of special requirements, critical items and key characteristics. If there are concerns with respect to product safety,

Supplier will communicate them to Ametek. If there is a concern at the Supplier's premises with respect to safety during the manufacture of the product, Supplier will notify its own employees of the concern and whenever possible, mitigate the concern. Supplier will ensure that employees and people working on its behalf are aware of:

- Their contribution to product or service conformity
- Their contribution to product safety
- The importance of ethical behavior