

# Quality Clauses

## Procurement Quality Clauses

(Procurement Quality Clauses Q1, Q2, Q4, Q6, Q7, Q8, Q9, Q10 apply to ALL purchase orders.)

- 1) **For Conformal Coating:** Q1, Q2, Q5, Q6, Q7, Q8, Q9, Q10, Q16 and Q5
- 2) **For Conformal Coating Process Providers:** Q1, Q2, Q4, Q5, Q6, Q7, Q9, Q10, Q16 and Q5

### Q1 Quality System Requirements

The supplier shall implement and maintain a quality management system that complies with ISO 9001:2015, AS 9100 D or an equivalent system that provides adequate inspection to verify that the product supplied is in full compliance with the purchase order requirements and all applicable specifications. Compliance with these requirements is subject to audit by ProCOAT. The supplier shall flow down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required. Supplier shall ensure their personnel are aware of their contribution to product safety, product or service conformity and ethical behavior.

### Q2 Right of Access

Onsite verification of Supplier's Quality Management System, manufacturing process, and product may be subject to surveillance or inspection by ProCOAT, ProCOAT's customer or agencies, i.e. FAA, and shall be allowed access to Supplier's facility upon reasonable notification. The supplier shall flow down this right of access requirement to its sub tier suppliers. ProCOAT, ProCOAT's customer or agencies, i.e. FAA, shall be allowed access to sub tier supplier upon reasonable notification.

### Q3 Raw Material Traceability

All items manufactured under this purchase order shall be traceable to raw materials used. Traceability and inspection records shall be available upon request by ProCOAT or customer representatives. Identification of raw materials used, shall include, as applicable, but not limited to the following types of information - lot number, material type, specification, heat number, etc. In any case, supplier shall record sufficient identification information to adequately identify all material in such a manner that full traceability of raw materials used is included.

### Q4 Material Review Board (MRB) Authority

The supplier shall notify ProCOAT Quality Assurance of any "use as is" or "repair" non-conformances to the requirements of this order. "Use as is" and "repair" dispositions shall be submitted to ProCOAT prior to implementation. Suggested dispositions, identification of the cause of non-conformance, and the corrective actions taken shall be submitted in writing. Further work shall not be performed until directed by ProCOAT in writing.

### Q5 Certification of Compliance

Certification documents are required from supplier and sub-tier supplier, and shall be identified with, and include, the following:

1. The ProCOAT purchase order number and item number.
2. Quantity, Lot, and/or Serial Numbers.
3. Date of Manufacture (D.O.M.).
4. Part Number and Revision as specified on purchase order.
5. Signature, Title, and Date by an authorized representative of the issuing organization
6. For Conformal Coating Process Providers: CoC must contain coating thickness for review against customer specifications. Material certifications must be sent as evidential support.

### Q6 Configuration Management

Supplier shall notify the buyer immediately of any changes to the characteristics or configuration of the product and/or processes used to manufacture the product, including changes of their external providers or location of manufacture. When required, supplier shall obtain written approval of changes from ProCOAT.

### Q7 Packaging/Handling

Product intended for delivery to ProCOAT shall be handled and packaged in manner as necessary to prevent damage during handling and transit. Hazardous Materials as defined by the EPA, shall be packaged and clearly

## Quality Clauses

identified in such manner as to include any and all special handling, packaging, storage, environmental, or other requirements imposed by statute or regulation.

### **Q8 Limited Shelf-Life Material**

The supplier shall identify each item, package, or container of age-controlled material with the name, part number, specification number, type, size and quantity. This identification, including special handling conditions and requirements, shall be recorded on certifications and shipping documents for the material. If stated on the face of the purchase order or in the associated Quality Clauses, age-controlled material must have a minimum of 75% of its useful life remaining at the time of receipt. Each shipment is to be identified with the date of manufacture or other date on which the shelf-life period begins.

### **Q9 Quality Records**

All Quality Records are to be legible, reproducible, and identifiable to the purchase order. Quality Records are to be stored and maintained in such a way that they are readily retrievable in facilities that provide a suitable environment to minimize deterioration or damage and to prevent loss. This applies to our suppliers and any lower-tier suppliers. The retention period for all forms of documented information is 35 years minimum unless otherwise specified. In the event of supplier closure, supplier shall promptly notify ProCOAT and deliver such records. ProCOAT, our customers, Government, or Regulatory Agency representative shall have access to review quality records as they pertain to this order.

### **Q10 Prevention of Counterfeit Materials**

The supplier shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit materials use and their inclusion in product(s) delivered to the customer. The supplier shall have a counterfeit material avoidance, detection, mitigation, and disposition program plan using a standard such as AS6174 for materials or similar. Counterfeit materials prevention processes should consider:

- Training of appropriate persons in the awareness and prevention of counterfeit materials;
- Application of a materials obsolescence monitoring program;
- Controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources;
- Requirements for assuring traceability of materials to their original or authorized manufacturers;
- Verification and test methodologies to detect counterfeit material;
- Monitoring of counterfeit materials reporting from external sources;
- Quarantine and reporting of suspect or detected counterfeit materials.

### **Q11 First Article Inspection**

A First Article Inspection Report shall be required when the first production units are manufactured. The report shall include all drawing characteristics and notes, required tolerance range, actual measurement results, and where physical testing is required, the results of the test(s).

### **Q12 Source Inspection**

ProCOAT will inspect the material submitted on this purchase order at the supplier's facility. Source inspection approval or acceptance by the ProCOAT Quality Representative shall not constitute final approval or acceptance by ProCOAT of the items covered by this purchase order, nor shall it relieve the supplier of their responsibility to furnish acceptable product.

### **Q13 Government Inspection**

Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify the Government representative who normally serves your plant.

### **Q14 Test Reports**

Each shipment must be accompanied by one (1) legible and reproducible copy of actual test results identifiable with test parameters and product submitted. These reports must contain the Test/Inspection Stamp of the individual performing the task, or the signature and title of the authorized representative of the agency performing the test.

# Quality Clauses

## **Q15 ITAR Regulation**

The Supplier certifies that it will advise its employees who have access to ITAR-controlled Technical Data of their obligations regarding compliance with the following:

1. The Supplier understands its responsibilities under U.S. export control laws and regulations, including ITAR, and certifies that it will not disseminate any ITAR-controlled Technical Data that would violate applicable export control laws and regulations.
2. The Supplier understands that ITAR restricts Foreign National access to ITAR-controlled technical data. The Supplier certifies that it will not allow access by any Foreign National to ITAR controlled technical data packages without the prior written approval of the Prime Contractor. This includes Foreign National employees as well as Foreign Nationals outside the Supplier's company.
3. The Supplier certifies that it will not assign any Foreign National to perform work which requires access to ITAR-controlled Technical Data without the prior written approval of the Prime Contractor.
4. If the Supplier provides documentation or information containing ITAR-controlled Technical Data to subcontractors, it will mark such documents, emails, etc. with the following statement: "This document contains technical data that is controlled by the International Traffic In Arms Regulations. Access to this document is restricted to U.S. citizens and lawful permanent residents (US "green card" holders)." By accepting this data, the consignee agrees to honor the requirements of the U.S. International Traffic in Arms Regulations (ITAR)."

## **Q16 Foreign Object Debris/Damage**

Supplier shall maintain an FOD prevention program. Conformance with AS9146 is preferred, however National Aerospace Standard 412 (NAS 412), IPC J-STD-001, and IPC WP-116, can also be used as guidelines. Supplier's FOD prevention program shall include the review of design and manufacturing processes to identify and eliminate foreign object entrapment areas and paths through which foreign objects can migrate. Articles ordered under this procurement document shall be protected by Supplier from contamination or damage from foreign objects during processing, testing, inspection, handling, and packaging prior to delivery to Supplier. Buyer shall have the right to perform inspections, verifications, and FOD prevention program audits at Supplier's facility to ensure program documentation and effectiveness.