

**PURCHASE ORDER REQUIREMENTS**

The following Purchase Order requirements are applicable for all purchases of materials, semi-finished components or services, testing or the calibration of equipment required for the manufacture or testing of product.

This procedure applies to the material and services that are subcontracted by B&B Specialties that affect deliverable hardware.

**DEFINITIONS**

- BUYER:** B&B Specialties, Inc. / GS Aerospace
- SELLER:** The legal entity that is contracting with B&B Specialties via the purchase order.
- ITEM:** Products or services contracted for by the Purchase order.

**QUALITY ASSURANCE REQUIREMENTS**

The following quality requirements are applicable by reference on the purchase order. When submittal of supplier data is a requirement, it shall be included with the shipping documentation for each shipment.

**QUALITY CLAUSES**

**Q1 GENERAL QUALITY ASSURANCE REQUIREMENTS**

(Includes Paragraphs A through J)

**A. PROHIBITED PRACTICES**

- A1 UNAUTHORIZED REPAIRS:**  
Seller may not repair by welding, brazing, plating, splicing, or adhesives, items damaged or found to be faulty during manufacture, without Buyer's written approval.
- A2 CHANGE IN APPROVED DRAWINGS, PROCESSES, MATERIALS OR PROCEDURES:**  
Seller shall not change any Drawing, Process, Material or Procedure without prior written approval by Buyer if buyer originally approved the document. The Seller shall not change any process; materials or procedures from those used to qualify the items or were utilized by the Seller to become a qualified source if those changes could affect fit, form or function of the product or service.
- A3 UNAUTHORIZED SUBMITTAL OF PRODUCTION**  
When the purchase order requires Buyer's acceptance of a "FIRST ARTICLE", Seller shall not submit items from a production run for Buyer's inspection prior to Buyer's acceptance of such "FIRST ARTICLE".
- A4 NOTIFICATION OF CHANGE:**  
Seller shall notify buyer of any changes in production, manufacturing, test and/or processing facilities. Seller shall notify buyer of any changes in management that may affect product or service quality.

Revision	Title	Page	Number
M	Purchase Order Requirements	1 of 6	<b>QP 7.4.2.01</b>



# QUALITY POLICY & PROCEDURE MANUAL

## B. RESPONSIBILITY FOR CONFORMANCE

Neither surveillance inspection, and/or tests made by Buyer or his representative, at either Seller's or Buyer's facility, nor Seller's compliance with all applicable Quality Assurance requirements, shall relieve Seller of the responsibility to furnish items which conform to the requirements of the Purchase order.

Seller shall control sub-tier procurements to the extent required to assure quality requirements are satisfied in Buyer's Purchase orders. For example, Raw material must be purchased from approved sources only. Requirements may include but are not limited to the following: Supplier pre-award survey/evaluation, periodic auditing of suppliers, implementing a supplier rating system, assuring adequate review of Purchase orders prior to procurement, controlling procurement of critical items for Seller's product, inspection of procured items to documented procedures, and control of non-conforming materials including corrective action.

## C. BUYER SURVEYS, SURVEILLANCE, AUDITS, AND INSPECTION

Buyer or his customer has the right to conduct surveys, audits and surveillance of Seller's facilities, or those of Seller's sub-contractors or suppliers, with prior coordination with Seller, to determine the capability to comply, and to verify continuing compliance with the requirements of the Purchase order.

Buyer or his customer has the right to perform inspection at seller's facilities or those of the Seller's sub-contractors or suppliers, with prior coordination with the Seller, during the period of manufacture and inspection prior to shipment. Final Inspection and acceptance shall be performed at Buyer's facility, unless otherwise specified on the Purchase order.

Buyer reserves the right to use C=0 sampling per ANSI/ASQC Z1.4:1993 or another ASQC equivalent sampling plan for acceptance or rejection of items.

Buyer reserves the right to reject product after acceptance due to latent defects, which cannot be tested or inspected for at Buyer's facility.

## D. DOCUMENTATION

Buyer may refuse to accept items, if Seller fails to submit certification, documentation, test and SPC data or reports specified by the Purchase order. Documentation includes Buyer's Source Inspection reports when such source inspection is performed.

## E. CORRECTIVE ACTION REQUEST

When a quality problem exists with Seller's item, Buyer may forward a Corrective Action Request to Seller. The Corrective Action Request requires timely responses and must include the following information: Analysis of the problem, statement of the action taken to prevent reoccurrence, and the effectivity of the action.

## F. MEASURING AND TEST EQUIPMENT

Seller shall be responsible for validating the accuracy and stability of tools, gages, and test equipment used to demonstrate that items conform to the Purchase order.

Documented schedules shall be maintained to provide for periodic calibration to adequate standards. Objective evidence of Calibrations shall be recorded and made available for the Buyer's review.

Revision	Title	Page	Number
M	Purchase Order Requirements	2 of 6	QP 7.4.2.01



# QUALITY POLICY & PROCEDURE MANUAL

## G. NON CONFORMING MATERIAL

Unless otherwise specified by the Purchase Order, decisions to accept a non-conformance (variances from Buyer's drawings and specifications), detected at Seller's facilities, shall only be made by Buyer. A Buyer Approved Supplier Deviation Request statement on the Purchase Order must accompany shipment of non-conforming items.

Seller shall provide for control, segregation and identification of non-conforming material detected at Seller's facilities.

## H. INSPECTION RECORDS

Seller shall maintain records of all inspections and tests performed on items delivered to Buyer. These records shall identify non-conformances and are available for Buyer's review. This documentation must be maintained for a period of ten (10) years.

## I. SAMPLE INSPECTION

The Seller, when tests are destructive, or when the records or inherent characteristics of the product indicate that a reduction in inspection/testing can be achieved without jeopardizing product quality, may use sample inspection plans. Sample inspection must be in accordance with the applicable Buyer's specification. When not specified by Buyer specification, ANSI/ASQC Z1.4 or equivalent may be used. The Buyer, prior to their implementation, must approve other sample inspection plans. All sample inspection plans shall provide valid confidence in specified quality levels.

## J. CALIBRATION AND TEST FACILITIES

Seller shall be in conformance with to ISO/IEC Guide 17025 requirements. The laboratory shall ensure and be able to demonstrate that it is competent to perform the activities contracted and complies with the same criteria as the laboratory in respect of the work being sub-contracted. The sub-contracting Laboratory shall advise the Buyer in writing of its intention to sub-contract any portion of the testing to another party.

The Sub-contracting laboratory shall record and retain details of its investigation of the competence and compliance of its sub-contractors and maintain a register of all sub-contracting.

## K. SPECIAL PROCESS RECORD RETENTION

All special processors (plating/heat treat) shall maintain records that document process performance to specifications including but not limited to routers and charts.

**Q2 Note - No longer in use. No action required by seller.**

## **Q3 BUYER SOURCE INSPECTION**

This note is applicable when the text 'Buyer Source Inspection is required' is stated in the Purchase Order text. Inspection by Buyer must be performed at Seller's facility prior to shipment. Seller shall provide reasonable inspection facilities for Buyer to verify conformance to requirements. Buyer reserves the right to inspect at Seller's facility and at Seller's subcontractor those items not manufactured within Seller's facility. Seller shall notify the Buyer's Quality Organization no less than three (3) working days prior to the time that items are ready for Buyer's Source Inspection.

Revision	Title	Page	Number
M	Purchase Order Requirements	3 of 6	<b>QP 7.4.2.01</b>

After Buyer's Source Inspection has been performed, any rework or test of the item conducted by the seller will void the source inspection. In case of any nonscheduled rework or test, Seller shall request Buyer to repeat Source Inspection.

**Q4 CERTIFICATE OF COMPLIANCE (\*\*)**

The Seller shall furnish a Certificate of Compliance (C of C) with each shipment, equipment certification or test that assures full conformity with the Purchase Order Requirements. The C of C will state:

- Purchase Order (P.O.) Number
- Part Number \*
- Revision Level \*
- Lot Number
- Material
- Quantity of Parts
- Specifications controlling processes performed with revision level

An example of an acceptable "Certificate of Compliance" is as follows: "This is to certify that all items noted above are in compliance with the purchase order, drawings, specifications and other applicable documentation, and that all required certifications, inspection and test records are on file and available for review by Buyer and/or the Government."

An authorized representative of seller's quality department shall validate this certification.

(\*\*) This clause only applies to: Finishing, Testing, Heat Treating, Calibration, and Raw Material processors.

(\*) For Raw Material and special processes the Specification with revision is required but part descriptions are often used in lieu Part Number and Revision

**Q5 MERCURY FREE STATEMENT (\*\*)**

"The products and or services were performed in a mercury free environment" (\*)

(\*) This statement may be fulfilled by a statement on file at B&B Specialties / GS Aerospace from the supplier or may be included on the Certification.

(\*\*) This clause only applies to: Finishing and Raw Material processors.

**Q6 PHYSICAL AND CHEMICAL ANALYSIS**

If the item being procured is raw material (wire, bar stock, etc.) the shipment shall be accompanied by copies of actual chemical and physical test results showing actual readings taken, and conformance to applicable specifications. These documents of traceability shall be complete and shall include the analysis conducted by the mill / smelter. An authorized representative of the agency performing the tests must sign this documentation. The material provided shall specify the country of origin and shall be compliant with DFAR 252.225-7009.

**Q7 INSPECTION AND TEST DATA**

This note is applicable when the text 'SPC Data Required' is stated in the Purchase Order text. A copy of inspection SPC and/or test data shall be supplied with each shipment identifiable to the lot number or

Revision	Title	Page	Number
M	Purchase Order Requirements	4 of 6	<b>QP 7.4.2.01</b>



# QUALITY POLICY & PROCEDURE MANUAL

date code of items supplied. An authorized representative of Seller's quality department shall validate this documentation.

## Q8 CALIBRATION SYSTEMS REQUIREMENTS

This note is applicable if the service procured is for calibration of equipment or gages. Seller shall provide and maintain a calibration program, which is accredited by scope to ANSI/NCSL-Z540-1, "Calibration Systems Requirements" and ISO/EIC 17025, ISO/IEC 10012 or the ASQC Equivalent.

## Q9 RIGHT of ENTRY

The supplier shall allow the buyer, customer, and regulatory agencies right of entry to any places necessary to determine and verify the quality of contracted work, records and materials.

## Q10 EEO STATEMENT REQUIREMENT

Seller hereby agrees to comply with Executive Order 11246, as amended, and its implementing regulations (including the Equal Opportunity clause set forth in Section 202 of such Order) and Section 60-1.4 (a) of the regulations of the Secretary of Labor, Title 41 CFR, Chapter 60 Parts 1-60, which are incorporated into this Purchase Order by reference. In addition, the Purchase Order incorporates by reference the Affirmative Action clauses of the Rehabilitation Act of 1973 at 41 CFR Section 60-741.1, and the Vietnam Era Veterans Readjustment Act of 1974 at CFR Section 60-2050.4, as amended.

## Q11 COUNTERFEIT PARTS PREVENTION

Raw material suppliers must have a counterfeit parts prevention program in compliance to AS6174. (\*)

(\*) Compliance shall be fulfilled by a statement on file at B&B Specialties / GS Aerospace from the supplier or a statement on the raw material certification.

### Revision and Change Control

Written by:		Richard L. Smernoff	Date	1/20/04
Revision	Description	Date	Approval	
A	Initial Release	2/12/05	R. L. Smernoff	
B	Revised to reflect AS9100 & ISO9001:2k requirements	3/22/05	R. L. Smernoff	
B1	Reviewed – No Changes Required	4/03/08	R. L. Smernoff	
Edit	Company name	12/01/08	R. L. Smernoff	
C	Revised Q8 from Guide 25 to ISO 17025	1/16/09	R. L. Smernoff	
D	Up dated references for ISO 9001 for MIL I 45208	1/20/09	R. L. Smernoff	
E	Deleted Note 2 and 5. Modified note 4.	10/15/10	S. Martin	
F	Modified remaining notes and restructured for clarity.	3/29/11	S. Martin	
G	At Q4, added "Purchase Order Number", "Material" and edited "Reproduction of certification" statement. At Q8, added ISO 10012.	9/07/11	S. Martin	
Revision	Title	Page	Number	
M	Purchase Order Requirements	5 of 6	<b>QP 7.4.2.01</b>	



# QUALITY POLICY & PROCEDURE MANUAL

H	Revised Q8 to state "accredited to". Added Q11 Raw Material suppliers must have Counterfeit Parts Prevention Program to AS6174.	9/5/2013	Brad Hightower
J	Added Q1.K regarding records retention by special processors.	1/3/2014	Brad Hightower
K	Revised DFAR call out from 252.225-7014 to 252.225-7009 per DFAR revision	2/22/2016	Brad Hightower
L	For Mercury free statement and counterfeit parts prevention program statement, added option for statement on file in lieu of a statement on the Certification. Removed "reproduction" statement. Noted when necessary who each clause applies.	1/12/2017	Brad Hightower
M	Removed requirement for Part Number and revision for Raw Material suppliers and Special Processes	11/29/2018	Brad Hightower

Revision	Title	Page	Number
M	Purchase Order Requirements	6 of 6	<b>QP 7.4.2.01</b>