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<b>Date Issued:</b>	1/17/20	<b>Revision:</b> W	Supersedes: 11/15/2018	<b>Cover Page</b>

**Department Approvals**

**Initiator -** 20 01 17 20 **Date -** 12/30/2019


**Site/Operations Manager -** [Signature] **Date -** 01/07/20

**Procurement / Materials -** [Signature] **Date -** 12/31/19

**Marketing / Sales -** [Signature] **Date -** 01/07/20

**Production -** [Signature] **Date -** 01/07/20

**Quality Assurance -** [Signature] **Date -** 12/31/19

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## **Acme Aerospace, Inc.** **Purchase Order Requirements Menu**

### **1.0 SCOPE**

- 1.1 Requirements of Section 3.0 apply to all orders placed by Acme Aerospace for product parts.
- 1.2 Requirements of Section 4.0 apply only when specified on the Purchase Order.

### **2.0 PURPOSE**

- 2.1 To outline supplier quality system and clause requirements.

### **3.0 GENERAL/TECHNICAL REQUIREMENTS**


#### **Supplier Quality Systems and Records**

- A -** The supplier shall maintain a documented inspection and quality assurance system acceptable to Acme Aerospace ("Acme"). Systems certified to the current revisions of the following standards are considered acceptable:


- ISO 9001
- AS 9100
- AS 9120
- ISO 17025 (Calibration Providers only)

Suppliers holding one or more of these standards shall provide evidence of certification. Suppliers NOT certified to one of these standards shall provide documentation of an acceptable quality assurance and inspection system for Acme's review and approval.

- B -** The supplier shall provide facility access to Acme, its customer representatives, and regulatory authorities for program reviews, audits, and inspections. Such inspections do not absolve the supplier of responsibility to provide parts/materials meeting specified requirements. Review, inspection, or audit by Acme, its customer representatives or regulatory authorities does not preclude subsequent rejections of parts/materials.

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- C -** A Certificate of Conformance shall be included with each shipment. The Certificate shall certify that the shipment meets all Purchase Order Requirements and all specification requirements. For chemical goods, a Certificate of Analysis shall be provided. The Certificate shall be traceable to manufacturing quality records, chemical, or physical data as applicable. The Certificate of Conformance shall include:
- Purchase Order Number(s)
  - Lot and/or Serial Numbers
  - Part Name, Drawing, and/or Specification Number
  - Signature of Authorized Representative of the Supplier
- D -** The Supplier shall maintain records of all tests, inspections, or other activities providing evidence of acceptability to requirements. Such records shall be available for review by Acme. When applicable, a detailed test report verifying conformance to physical, mechanical, or electrical requirements shall be supplied with the product/material.
- E -** The Supplier shall inspect any part characteristics that will be hidden or cannot be readily inspected by Acme without disassembly. Such records shall be available for review by Acme, its customers, and regulatory authorities.
- F -** Records of tests, inspections, and other activities providing evidence of acceptability to specifications shall be maintained by the supplier for a period of not less than ten years. These records shall be protected from environmental damage and accidental loss. At the end of the ten-year retention period, records shall be substantially destroyed prior to disposal.
- G -** The Supplier shall notify Acme of any changes in materials, processes, design details, or certifications/approvals. Changes that would affect supplied part or any component part thereof, with regard to a) Part Number identification or b) Physical or functional interchangeability must receive Acme Aerospace approval prior to change.
- H -** The Supplier shall notify Acme of any change in their physical location or capabilities. In the event a supplier's production facility substantially relocates, a first article may be required. Supplier shall notify Acme of any intent to transfer Acme work to a new source or subcontractor in part or in whole. The Supplier shall not relocate or subcontract to a non-US country any part, assembly, or component without written notification to and acknowledgement by Acme Aerospace.

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- I -** The Supplier shall ensure that their personnel are aware of their contributions to conformity and product safety and of the importance of ethical behavior.

### **Non-Conformances and Corrective Action**

- J -** The Supplier shall not knowingly ship to Acme parts or materials that are non-conforming to specifications and/or purchase order requirements. The use or shipment of non-conforming materials requires prior written approval from Acme's Quality Assurance Manager. A copy of this approval and of all applicable material review documents shall accompany any such shipment.
- K -** When the Supplier notifies Acme of a detected nonconformance, the Supplier shall take action to eliminate the nonconformance and shall keep on file verification that root cause corrective action has occurred and has resolved the subject condition. In the event of an escape, notice and evidence of containment shall be provided to Acme within 24 hours of the identification of the nonconformance.
- L -** Acme may request formal Corrective Action from the Supplier. The Supplier shall submit its response within the timeframe specified by Acme. Acme reserves the right to reject any root cause and/or corrective action provided by the Supplier and may request subsequent investigation and/or corrective action.

### **Part/Material Requirements**

- M -** When a characteristic is identified as a KEY characteristic on a part drawing or specification, a statistical process control program shall be applied to that characteristic.
- N -** The Supplier is responsible for all marking, machining, and special processing requirements specified on Acme's engineering documents. Any relief from these requirements must be requested in writing.
- O -** Electronic parts shall have a date code five years or less from the time of receipt at Acme. Parts exceeding five years are subject to review and/or testing. Acme reserves the right to specify other date restrictions and/or screening of components.
- P -** Materials with limited shelf life shall be clearly marked on the container. The container should display:
- Product Name

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- Shelf Life
- Lot Number
- Date of Manufacture
- Date of Expiration

**Q -** ESD sensitive items shall be ESD protected from time of manufacture to delivery at Acme.

**R -** Safety Data Sheets (SDS) shall be included with all shipments of hazardous materials.

**S -** Where suppliers accept raw material on the basis of test reports, the supplier shall periodically validate test reports through raw material testing. This testing may be performed by the supplier or by independent third party. Testing shall be performed on a schedule based on historical performance of the raw material supplier. Records of raw material validation shall be retained as specified in Clause F.

**T -** For suppliers performing value added activities on goods and services ordered by Acme Aerospace, the supplier shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as applicable:

Warning: Contains \* \_\_\_\_\_, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

Or


Warning: Manufactured with \* \_\_\_\_\_, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.

\* Supplier shall insert the name of the substance(s).

This requirement shall be included in all contracts placed by the supplier, including the requirement that it be flowed throughout the supply chain.

**Definition:** "Ozone-depleting substance," as used in this clause, means any substance the Environmental Protection Agency designates in 40 CFR Part 82 as--


- (1) Class I, including, but not limited to, chlorofluorocarbons, halons, carbon tetrachloride, and methyl chloroform; or
- (2) Class II, including, but not limited to hydrochlorofluorocarbons.

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- U -** Materials and parts furnished by the Supplier shall not contain functional mercury or mercury compounds and shall be free of mercury contamination. Parts and materials furnished shall not have come in direct contact with mercury, mercury compounds, mercury-containing devices, or equipment that could cause contamination during manufacture, assembly, testing, or inspection. This clause shall be included in any subcontract issued under this purchase order.
- V -** The Supplier shall maintain records of all waste disposals performed in fulfillment of this purchase order. Such disposals shall be in accordance with local, state, and federal regulations. Records shall be retained for a period of not less than ten years.

### **Counterfeit Electronic Parts Control**

- W -** For all Electrical, Electronic, and Electromechanical (EEE) components purchased in fulfillment of this order, the following apply:
- The supplier shall have an electronic counterfeit parts control plan that meets the intent of SAE Standard AS5553, Fraudulent/Counterfeit Electronic Part: Avoidance, Detection, Mitigation, and Disposition.
  - The supplier shall procure parts from the Original Component Manufacturer (OCM) or authorized/franchised distributors. If parts cannot be obtained from the OCM or authorized distributor, written approval must be obtained from Acme prior to purchase. Approval may also be necessary from Acme's customers where required by contract.
  - Authorized/franchised distributors shall disclose if they are not authorized for the EEE parts they are supplying.
  - The supplier shall have a record of item traceability that includes the identification of all intermediaries from manufacturer to the direct source. This traceability shall include the company name and location, the lot/batch code, date code, and all applicable serial numbers.
  - The supplier shall maintain records of traceability for 10 years and shall make such records available to Acme, its customers, and regulatory authorities within 5 working days of request.
  - If Acme or the supplier suspects that counterfeit parts have been obtained, the parts shall be quarantined and made available for investigation by appropriate authorities.
  - EEE components include, but are not limited to: capacitors, circuit breakers, connectors, backshells, crystals and crystal oscillators, diode, transistors, optocouplers, filters, fuses, microcircuits, inductors, coils, relays, resistors, thermistors, cable, and wire.

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- The substance of this clause, including flow down, shall be included in all subcontracts.

### **First Articles**

**X -** First Article Inspection is required at Acme prior to the production and shipment of additional parts in fulfillment of this purchase order when the following circumstances apply:

- First delivery of Part Number by the Supplier
- First delivery of a Part Number following a revision
- When required by Acme Aerospace, its customers, or regulatory authorities.

Production of additional parts may begin upon written or electronic notification of First Article acceptance by Acme. Acceptance of First Article parts does not obligate Acme to accept future articles that do not meet product requirements.

### **Tooling**

**Y -** Any tooling produced under this purchase order shall comply to the following:


- Where the Supplier designs the tool, a copy of the design drawing shall be forwarded to Acme
- For all tooling, a complete tool inspection including all dimensions affecting product output shall be performed and the results forwarded to Acme.
- Supplier shall permanently etch, stamp, or otherwise mark the tool number on a non-functional surface

**Z -** If the Supplier is in possession of Acme-owned tooling, the Supplier shall provide Acme with a yearly inventory. The inventory shall include:

- The date the inventory was taken
- The Acme tool number and name
- A statement of the tool's condition/capability

**AA -** Government owned special tooling produced or used under this purchase order is the property of the United States Government. The Supplier shall conform to the applicable requirements of Defense Federal Acquisition Regulations (DFAR) regarding government property in the possession of contractors.

### **Communication and Flow Down**

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- BB -** The requirements of this purchase order shall be imposed on subcontractors engaged by the Supplier in fulfillment of the order. The Supplier and their sub-tiers shall apply appropriate controls to ensure that requirements are met.
- CC -** All correspondence pertaining to this purchase order shall reference the purchase order number and part number or drawing/specification number and revision. Correspondence shall be directed to Acme's Purchasing Department.
- DD -** In the event of an apparent conflict in the requirements of this purchase order, the Supplier shall obtain clarification from Acme's Purchasing Department. Failure to do so may result in the rejection of the associated parts/material.
- EE -** The Supplier is required to notify Acme in writing of immediate or impending obsolescence of any procured item at the piece part or subassembly level (i.e. micro-circuit, PC board, resistor, etcetera).

#### **4.0 OTHER REQUIREMENTS:**

##### **These Requirements Apply ONLY When Specified on Purchase Order**


##### **DPAS Clause**

- FF -** This is a rated order certified for national defense use, the Supplier is required to follow all the provisions of the Defense Priorities and Allocation System Regulation (15 CFR part 700) in obtaining controlled materials, and other products, services, and materials needed to fill this order. If this is a DX rated order, Supplier must provide Acme with written acceptance or rejection of this order within in ten (10) working days of receipt. If this is a DO rated order, Supplier must promptly provide Acme with written acceptance or rejection of this order within fifteen (15) working days of receipt. Supplier must include in any written rejection of a rated order the reasons for the rejection. When applicable, the DPAS rating is specified in the subject line item. Commencement of performance or acceptance of this purchase order in any manner is evidence of supplier's acceptance.

##### **Special Inspections**

- GG -** First Article required by supplier. If directed in writing by invocation of this clause, the Supplier shall complete a first article inspection in accordance with



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AS9102 prior to continued production of parts in fulfillment of this purchase order. A copy of the First Article Inspection shall be included with the first shipment of parts to Acme. Records of First Article inspections shall be retained for not less than ten years. When invoked, this clause shall have precedence over Clause X.

- HH -** Source Inspection required prior to shipment. Acme inspection is to take place at the Supplier's facility prior to shipment of parts/material in fulfillment of this purchase order. All inspection records test data, and shipping documents shall be available for review. A minimum of five days' notice shall be given before the Source Inspection.
- II -** Government Source Inspection is required prior to shipment of any parts/material. Upon receipt of this purchase order, the Supplier shall notify the government representative that normally serves their facility to arrange the inspection. A record of the inspection shall be included with the shipment.

### **Special Traceability Requirements**

- JJ -** When this clause is specified, all Electrical, Electronic, and Electromechanical (EEE) components shall meet the following requirements:
- Be procured from the Original Component Manufacturer (OCM) or an authorized distributor.
  - Have a record of item traceability that includes the identification of all intermediaries from manufacturer to the direct source. This traceability shall include the company name and location, the lot/batch code, date code, and all applicable serial numbers.
  - Records of this traceability shall be made available upon request within 5 working days.
  - EEE components include, but are not limited to: capacitors, circuit breakers, connectors, backshells, crystals and crystal oscillators, diode, transistors, optocouplers, filters, fuses, microcircuits, inductors, coils, relays, resistors, thermistors, cable, and wire.
  - The requirements of this clause shall be flowed down to all subcontracts.