



## **AERO PRODUCTS COMPANY**

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### **PURCHASE ORDER QUALITY REQUIREMENTS**

The following Quality Clauses apply to all Aero Products Company's Purchase Orders and Contracts, unless otherwise noted.

#### **Q01 INSPECTION and TEST SYSTEM REQUIREMENTS**

The supplier shall establish and maintain an Inspection and Test System. The supplier's Inspection and Test system is subject to audit, verification and approval and/or disapproval by Aero Products designated representative(s). Supplier Quality and Delivery Performance are monitored.

#### **Q02 MRB AUTHORITY**

Material review board authority is not authorized on this purchase order.

#### **Q03 APPROVAL and CHANGES**

The supplier shall notify the buyer of any proposed changes in the design, fabrication method, or processes previously approved by the buyer and/or the buyer's customer and obtain written approval of the changes from the buyer and/or the buyer's customer. Changed Parts/Products shall be clearly identified in a different manner from the previous Parts/Products.

#### **Q04 RAW MATERIALS**

Raw materials shall be accompanied with certifications, chemical and/or physical test results. (See Q10) The supplier shall certify to the specific requirements defined on the face of the purchase order.

#### **Q05 IDENTIFICATION AND DATA RETRIEVAL**

Where and to the extent that traceability is a specific requirement, the supplier shall apply a unique identification to the individual product, material or batch. This identification data shall be recorded on and traceable to related suppliers' records (see supplier quality records).

#### **Q06 SUPPLIER QUALITY RECORDS**

The supplier shall maintain suitable inspection and test records to serve as evidence of conformance with specification requirements. Such records shall be legible and traceable



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**PURCHASE ORDER QUALITY REQUIREMENTS (CONT'D)**

to the product involved. These records shall be maintained for a minimum period of ten (10) years from the date of final manufacture or as stated otherwise in the contract.

**Q07 SUBMISSION and RESUBMISSION OF NONCONFORMING ARTICLES OR MATERIALS**

Do not send nonconforming products or material to Aero Products Company without prior written authorization. Nonconforming articles and/or materials returned by the buyer and subsequently resubmitted by the supplier shall bear adequate identification of such nonconformance, either on the articles, materials or applicable suppliers' records. The supplier shall provide evidence that cause of the nonconformance has been corrected and that actions were taken to preclude any reoccurrence.

**Q08 ACCESS to SUPPLIER'S FACILITIES**

During contract performance, the supplier shall grant reasonable access to all the supplier's facilities to representatives of Aero Products Company, Aero Products' customers, US government and/or regulatory agencies for the purpose of evaluating supplier's conformance to all PO/Contract requirements. When applicable, the access requirement shall be flowed-down by the supplier to the supplier's sub-tier sources.

**Q09 FIRST ARTICLE AT SUPPLIER ACTIVITY**

Supplier shall perform a First Article inspection in accordance with the requirements set forth. Supplier shall forward one (1) copy of the First Article inspection report to the buyer.

**Q010 CERTIFICATE OF CONFORMANCE**

1. Processes or validation of process – Supplier shall provide evidence that the processes requested in this purchase order were performed by approved sources. Such evidence shall be maintained on file by the supplier. Included with each shipment to the buyer shall be a certificate of conformance indicating as a minimum the process description, process number, name and address of the process supplier, the purchase order and part number.
2. Raw Material – At a minimum, Certificate of Conformance for raw material shall include the appropriate information for traceability, the chemical and/or physical test specification, and actual chemical and/or physical test results.

**Q011 MATERIAL TRACEABILITY**

Identification of each piece of material and report is required by specification to provide traceability to heat treat, lot or batch number.



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**Q012 GRAIN DIRECTION IDENTIFICATION REQUIRED (where applicable)**

**Q013 CONTROL OF SUB-TIER SOURCES**

The supplier, as the recipient of the PO or Contract, is responsible for meeting all PO/Contract specified technical, delegated testing, Customer Designated Sources, inspection, special processes, and quality requirements, whether the supplier performs the work, or the work is performed by the supplier's sub-tier sources. When the supplier uses sub-tier sources to perform work on products and/or services scheduled for delivery to Aero Products, the supplier shall include (flow-down) on Purchase Orders or Contracts, to their sub-tier sources, include all applicable requirements of the Aero Products' PO or Contract, including when applicable the requirement to document and control "key processes", and to furnish certifications and test reports required by the applicable PO clauses.

**Q014 SUPPLIER NOTIFICATION OF NONCONFORMING PRODUCTS DELIVERED TO AERO PRODUCTS COMPANY**

When the supplier has determined that nonconforming products have been delivered to Aero Products, the supplier shall notify Aero Products within twenty-four (24) hours of the initial discovery. The supplier shall use receipt acknowledgement e-mail or other positive notification method. The notification shall include the supplier name, Aero Products Company PO/Contract number, part number and description, affected quantity and serial numbers (if applicable), dates delivered (if known), brief description of the nonconforming condition.

**Q015 REQUIREMENTS for QUALIFICATION of PERSONNEL**

Where applicable, only qualified/certified personnel shall be used based on process specification requirements (NDT, etc.). Records shall be maintained of the personnel qualifications/certifications.

**Q016 APPROVAL OF PRODUCTS, PROCEDURES, PROCESS, AND EQUIPMENT**

Aero Products Company will specify in the body of the PO when approval of product, procedure, process and equipment is required.



## AERO PRODUCTS COMPANY PURCHASE ORDER QUALITY REQUIREMENTS (CONT'D)

### **Q017 VALIDATION OF PROCESS FOR PRODUCTION**

When validation of a process for production is stipulated on a purchase order, the supplier (or sub-tier supplier) is required to maintain records that demonstrate the ability of the process to achieve planned results. The supplier is required to provide a Certificate of Conformance, (see Q010). The records shall include, as applicable:

1. Defined criteria for review and approval of the processes.
2. Qualification and approval of special processes prior to use.
3. Approval of equipment and qualification of personnel.
4. Use of specific methods and procedures.
5. Control of the significant operations and parameters of special processes in accordance with documented process specifications and changes thereto.

### **Q018 KEY CHARACTERISTICS, CRITICAL ITEMS AND SPECIAL REQUIREMENTS**

Suppliers are required to monitor and control key characteristics, critical items and special requirements. Identified on the controlling print. Supplier is required to maintain records of the monitoring data.

### **Q019 COUNTERFEIT AVOIDANCE**

Supplier must establish and implement the activities necessary to assure the authenticity and conformance of purchased material. These activities include counterfeit avoidance systems per AS6174 (Material) or AS5553 (Electronics Parts) (or equivalent), traceability and document verification, visual examination and applicable inspections and tests. Supplier must ensure that persons are aware of their contribution to product or service, product safety, and the importance of ethical behavior. Any knowing and willful act to falsify, conceal or alter fact, or any false, fraudulent or representation in connection with the performance of work under this purchase order may be punishable in accordance with applicable legal statutes.

### **Q020 FOREIGN OBJECT DEBRIS (FOD)**

To preclude introduction of Foreign Object Debris into any deliverable product/item. Supplier shall employ good housekeeping practices and must maintain a FOD prevention program that meets the requirements of **AS9146**. FOD is defined as any substance or material not required by the Purchase Order or Drawing.



## **Q021 COMBATING TRAFFICKING IN PERSONS**

The United States Government has a zero-tolerance policy regarding trafficking in persons under FAR clause 52.222-50. It states, *contractors and contractor employees shall not (1) Engage in severe forms of trafficking in persons during the period of performance of the contract; (2) Procure commercial sex acts during the period of performance of the contract; or (3) Use forced labor in the performance of the contract.* This clause pertains to both contractors and subcontractors during the period of performance of the contract. Suppliers shall notify Aero Products Company of any information received from any source that alleges conduct that violates this policy. Aero Products Company will notify the contracting officer of any violations to improve awareness and implement any remedies necessary as defined in FAR clause 52.222-50.