

# PURCHASE ORDER PROVISIONS

## General Quality Provisions: Applicable to all Purchase Orders

- A. Provide only the exact item(s) specified in the Purchase Order (PO). All items are subject to receiving inspection and test; items not meeting all the requirements shall be rejected and reflected negatively in your quality performance rating. Use of superseded material, as defined by its controlling specification, is allowable provided the material can be traced to or from the original drawing requirements. Do not fabricate parts from substitute material without written authorization from the EBA&D Buyer. Previous acceptance by EBA&D of product, which was not to the requirements, does not relieve the seller from the responsibility of delivering subsequent shipments, which fully conform to requirements.
- B. When applicable, the EBA&D PO shall state the revision of the drawing or specification that applies to the order. If the revision is not stated, it is assumed that the current revision of the drawing or specification applies.
- C. Your quality control or inspection system and manufacturing process are subject to review, verification, and analysis by authorized EBA&D representatives, our customers, and regulatory authorities, when applicable. Customer inspection or release of product prior to shipment is not required unless you are otherwise notified. A copy of the PO must be furnished by you to EBA&D or the customer representative, upon request. A copy of this paragraph shall be passed down to your sub-tier suppliers and all their sub-tier suppliers on all Purchase Orders issued as a result of this PO.
- D. Unless otherwise specified, there is no Material Review Board (MRB) authority granted to you or any of your suppliers or sub-tier suppliers providing materials, parts, or services as a result of this PO. The seller shall notify EBA&D of nonconforming material and obtain approval for product disposition. The seller shall notify EBA&D of changes to product, process, suppliers, and manufacturing facility locations and obtain approval from EBA&D.
- E. A packing slip is required with each delivery. The packing slip will include, *as a minimum*, Supplier Name & Address, Purchase Order Number, Item Name, Description or Part Number, Quantity, and Number of Packages.
- F. When previously rejected items are returned to EBA&D, reworked and/or replacement items shall be kept separate and clearly identified. On the packing slip, the quantity of each component shall be itemized and the EBA&D MRB Number shall be listed. All of the certification requirements originally identified on the PO are applicable to reworked and/or replacement parts.
- G. The seller shall maintain a quality system satisfactory to EBA&D for control of the items being procured and shall be subject to audit by EBA&D representatives. Suppliers must retain all quotations, quality/certification documents, contractual documents, and technical documents pertaining to a PO for a minimum period of 7 years.
- H. FOR HAZARDOUS MATERIAL SHIPMENTS ONLY: Seller shall provide a current Material Safety Data Sheet (MSDS) at the time of first delivery and at the time of first delivery subsequent to a revision of the MSDS, Fax (860-843-2939) or mail MSDS to the attention of: Manager, Safety and Regulatory Compliance, Ensign-Bickford Aerospace & Defense Company, 640 Hopmeadow St, PO Box 429, Simsbury, CT 06070-0429.
- I. When any documentation required by the PO requires correction, either prior to or after submittal to EBA&D, the correction shall be made by drawing a single line through the incorrect information, and then entering the correct information above or below the line out. No whiteout can be used for corrections. The correction shall be initialed and dated by the person making the change.
- J. Each page of the seller's certification package must be traceable to the EBA&D PO.
- K. The requirements of this PO shall be passed down to your sub-tier suppliers. When there are conflicting requirements, they shall be resolved by following the requirements of the document with the highest precedence. The order of precedence, in descending order, is, (1) The Document Text of the PO, (2) EBA&D Special Quality Clauses listed on the PO, (3) ADPUR-04 General Quality Provisions, (4) The requirements on the Applicable Documents (Drawing) or listed Specification defining the item to be delivered.
- L. New equipment/gaging shall be provided with an appropriate certification from the manufacturer. Items delivered are subject to calibration by EBA&D upon receipt and shall be rejected if not in conformance.
- M. Each item that is shipped to EBA&D shall be a fair representation of the buyer's and seller's commitment to quality. If the PO, drawing, or specification does not define workmanship, then the following criteria applies: Each item shall be free of foreign material, such as grease, machining fluids, chips, or loose dirt. Surface treatments shall be consistent within each lot. For example, each lot shall not have extreme color variations or excessive buildup of residual coating material, unless these variations are allowed by the controlling specification. Dents, scratches, gouges, and other types of surface defects shall not exceed drawing requirements for dimensions, surface finish, and/or broken edges.
- N. There shall be no parts used that are known to be obsolete by the original manufacturer. Seller shall notify EBA&D of any impending parts obsolescence for evaluation.

## EBA&D Special Quality Clauses

### Clause Description No.

- 1 Source Inspection – Items on this PO are subject to EBA&D Source Inspection in your facility. Notify the Buyer/Planner identified on the PO to schedule Source Inspection. EBA&D reserves the right to waive Source Inspection. The EBA&D Buyer/Planner shall provide written authorization to process a shipment without Source Inspection. A copy of the authorization must accompany the shipment. Waiver of EBA&D Source Inspection on a specific shipment does not relieve the seller from requesting EBA&D Source Inspection on other shipments to be made under the same PO and/or line item. The seller is responsible for providing adequate facilities to the EBA&D Source Inspector so that an accurate inspection of the parts can be accomplished.
- 2 GSI – Government Source Inspection (GSI) is required prior to shipment from your plant. Upon receipt of this order, promptly notify the Government Representative who normally services your facility so that appropriate planning for GSI can be accomplished. If no Government Representative services your plant, notify the EBA&D Buyer/Planner immediately. GSI approval shall be indicated on shipping documentation.
- 3 Contract Manufacturer Inspection – Component parts will be drop-shipped to your facility by an EBA&D third party supplier. You shall perform, as a minimum, packing slip verification at your receiving inspection to ensure that the product received matches EBA&D parts list specified in the PO. You shall perform any additional inspections that are required by the PO and provide data sheets with your shipment. Notification of a nonconformance shall be communicated within one business day to EBA&D in the form of an email to the Buyer.
- 4 Calibration – In accordance with ANSI/NCSL Z540.3 and ISO 10012 traceable to NIST. Provide certification and data showing before and after results of calibrations performed including any adjustments made. List Manufacturer's specification acceptance limits or EBA&D's acceptance limits, if provided. If an out-of-tolerance condition is found, notify EBA&D within 24 hours.
- 5A PO Certification – Provide a certification stating that the parts or material provided are in full compliance with the EBA&D PO. The minimum information required on this certification is: Supplier's Name, EBA&D PO No, Part No, Drawing and revision, authorized signature (signature and drawing revision are not required for a distributor), and date.
- 5B PO Certification – Provide a certification stating that the parts or material provided are in full compliance with the EBA&D PO. The minimum information required on this certification is: Supplier's Name, EBA&D PO No, Part No, Drawing and revision, authorized signature (signature and drawing revision are not required for a distributor; an electronic authorized signature is acceptable), and date.
- 6 Raw Material Certification – Provide a certification of compliance for raw material as supplied by the mill/plant/sub-tier supplier. This certification shall be traceable to the EBA&D PO and shall state the proper specification or standard as it is called out on the drawing or specification (see General Quality Provision A.).
- 7 Special Process Certification – Provide a certification that the special processes required to fulfill this order were performed in accordance with the requirements. Such processes may be welding, heat treating, magnetic particle inspection, radiography, anodizing, passivation, or others as specified in the PO. This certification shall be traceable to the EBA&D PO.
- 8A Product Acceptance Inspection Data – Provide a product acceptance inspection data sheet with each delivered lot. Indicate characteristics inspected, tolerance, sample size, and authorized signature or stamp. Each page shall be traceable to the EBA&D PO.
- 8B Product Acceptance Inspection Data – Provide a product acceptance inspection data sheet with each delivered lot. Indicate characteristics inspected, tolerance, sample size, and authorized signature or stamp (an electronic authorized signature is acceptable). Each page shall be traceable to the EBA&D PO.
- 9 Shelf Life Limited Material Certification – Provide a certification with each shipment of shelf life limited material including the lot or batch number; date of manufacture; the EBA&D PO; and the expiration date. Identify each container with the lot or batch number and special handling, safety, or storage requirements. Shelf life limited material must have at least 50% of the shelf life remaining upon receipt by EBA&D.
- 10 Supplier Certification – Provide a separate statement that "Seller certifies that no manufacturing process changes were made since the last order," in accordance with ADPUR-05, Paragraph 7.
- 11 First Article Inspection – A First Article shall be submitted to EBA&D for approval. Perform per AS9102 for the quantity specified on the PO. List the actual measurements on the form for 100% of the drawing characteristics including notes and positional tolerances. Using a nonpermanent method, number First Article parts consecutively (e.g., 1, 2, 3, 4, 5...). Number the variable data on the form consecutively so that the parts may be traced back to the corresponding data. A copy of the forms can be retrieved from the following website: <http://www.sae.org/iaqg/publications/as9102forms.doc>. Alternate forms are permissible with EBA&D approval prior to use. Once approved, Supplier shall not implement any changes in design, materials,

processes, or controls without prior written approval from EBA&D (via the buyer) prior to supplying services and/or material. Such changes or events may negate all previous EBA&D supplier qualifications, certifications, approval status, and may require re-qualification or re-submittal of a First Article. Supplier shall notify EBA&D of any proposed changes to the established baseline of materials, processes, sub-tier suppliers or inspection testing methods, techniques, ownership or facility changes. EBA&D approval is required prior to implementation of any proposed changes. The supplier is also responsible for compliance by sub-contractors.)

- 13 Additional contract flow down requirements are attached.
- 14 Manned Space Flight – Articles ordered in this PO are for use in Manned Space Flight. Materials, manufacturing, and workmanship of the 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 EBA&D Buyer. Insert this clause in all subcontracts and purchase orders for such items down to the lowest tier.
- 15 Domestic Specialty Metals – Any specialty metals incorporated in articles produced and delivered under this contract shall be melted in the United States or qualified country in accordance with DFARs 252.225-7014, Preference for Domestic Specialty Metals.
- 16 Circuit Board Assembly – Soldering and solder inspection of circuit board assemblies must comply with the requirements of J-STD-001 Class 3. Solder must be leaded type to the requirements of J-STD-006. Deviations or variations to the requirements as outlined must be approved by EBA&D Quality.
- 17 ESD Sensitivity – Products are sensitive to Electrostatic Discharge and must be packaged and labeled to applicable industry standards.
- 18 Supplier Procurement Baseline Document - Provide a Supplier Procurement Baseline Document for approval to the EBA&D Buyer. The supplier procurement document baseline is the approved technical documentation which describes the configuration of the delivered product and components during the manufacturing and procurement cycle. The supplier procurement baseline document prescribes all necessary physical or form, fit, and function characteristics, selected functional characteristics designated for production acceptance testing, and the production acceptance test requirements. The Supplier Procurement Baseline Document will be submitted on EBA&D Form ADPUR-SM-SPBD01.
- 121 The supplier's quality system must meet AS9100 as a minimum
- 122 The supplier's quality system must meet ISO 9001 or equivalent as a minimum
- 123 The supplier's quality system must meet MIL-Q-9858A as a minimum
- 124 The supplier's quality system must meet MIL-I-45208A, Amendment 2 as a minimum
- 129 No additional quality system requirement beyond ADPUR-04 General Quality Provision G.