

Purchase Order Quality Assurance Clauses (QAC)

1.0 Purpose

This document establishes the Purchase Order Quality Assurance Clauses (QAC), which are applicable to the extent specified in the PO.

2.0 Generic Purchase Order Quality Assurance Clauses

The following are generic quality requirements applicable to all purchase order.

- A. **SSI's SURVEILLANCE**, SSI reserves the right to inspect all items on this order at the Supplier's facility. SSI's supplier quality representative may elect to conduct inspection either on a sampling basis or 100% inspection. SSI will notify supplier in advance of the shipping date if such inspection is required.
- B. **DESIGN AND SPECIFICATION CHANGES** that was communicated through verbal instruction or red-lined drawings shall not be adopted by the supplier, unless authorized by advanced written notice by SSI Purchasing Department.
- C. **REPORT OF DISCREPANCY** including all departures from the drawings and specifications applicable to this PO must be reported to the SSI's Purchasing department for authorization prior to shipment shall be documented on a Supplier Deviation Request, QAF 0803-6. Discrepant material submittal shall include supplier corrective action and supporting documents for validation of corrective action.
- D. **RESUBMITTED MATERIAL** presented after prior rejection by SSI, shall be documented on a Supplier Deviation Request, QAF 0803-6. All material resubmittal shall include supplier corrective action and supporting documents for validation of corrective action.
- E. **CORRECTIVE AND PREVENTIVE ACTION** investigation will be accomplished by the supplier when discrepant material is received by SSI. A written report will be furnished within a reasonable time which is specific and conclusive to prevent a recurrence of the discrepancy.
- F. **QA CLAUSES APPLICABLE TO ALL COMMODITIES**
The following QAC's shall apply to all suppliers regardless of commodity being procured.
 - **QAC 3** – Inspection System
 - **QAC 4** – Right of Entry
 - **QAC 5** – Control of Non-Conforming Material
 - **QAC 6** – Corrective and Preventive Action
 - **QAC 13** – Quality Records Retention Period

3.0 Specific Purchase Order Quality Assurance Clauses

The following quality assurance clauses are requirement of the purchase order when expressly specified by clause number.

QAC 1 – FIRST ARTICLE INSPECTION REPORT (FAIR) - The supplier shall submit a First Article Inspection Report (FAIR) to Spectra Sensors. This report shall contain objective evidence that all design characteristics are verified and accounted for, uniquely identified and have inspection results traceable to each identifier. The supplier shall perform a full or partial (Delta) FAI, when any of the following events occurs:

- a change in design,
- a change in manufacturing sources, processes, tooling or materials;
- a two (2) years lapse in production or as specified by Purchase order.

SSI must be notified if any of the above conditions exist.

QAC 2 – RAW MATERIAL & SPECIAL PROCESS CERTIFICATES – Supplier shall provide certificates for raw material and special processes used to manufacture the material. Submittal is required for FAI acceptance. Supplier shall maintain copies of all certifications and for a minimum of seven (7) years after completion of the order. All procured raw material and certifications must be readily retrievable and shall include the following as a minimum;

- A. Part Number and Purchase Order Number
- B. Applicable material/test/special process specification, description, alloy and condition
- C. Results of test analysis, physical properties, chemical analysis and applicable lot number(s).

QAC 3 – INSPECTION SYSTEM – as a minimum the supplier must provide product and processes that are controlled by a quality system appropriate to commodities and services being procured. Quality Assurance will determine the level of QMS required and indicate as such according to the following;

- A. ISO 9001:2000 certified and/or compliance shall be required for suppliers providing materials and/or services of complex in nature that requires a QMS with a higher level of controls.
- B. Distributor who generally provides commercial off the shelf products and goods not associated with the manufacture and certification responsibilities of the products being provided. Items provided by the Distributors are generally accepted on a Certificate of Conformance (C of C).
- C. Suppliers performing calibration and servicing of instruments used in the manufacture and acceptance of products shall be required to be certified in accordance with ISO 17025.

QAC 4 – RIGHT OF ENTRY – SSI and its customers shall be assured "right of entry" to suppliers facility to perform Quality Audits and Inspection Surveillance.

QAC 5 – CONTROL OF NON-CONFORMING MATERIAL – non-conforming goods and/or services which deviate from the requirements as specified on the purchase order, relevant drawings and specifications must be documented by the Supplier and submitted to SSI for consideration and disposition using a Supplier Deviation Request, SSI QAF 0803-6. Non-conforming products shall be identified with the authorizing SDR form when shipped.

QAC 6 – CORRECTIVE AND PREVENTIVE ACTION – the supplier shall respond to SSI request for corrective action on or before the requested response due date. SSI Supplier Corrective and Preventive Action form, QAF 0852-10r approved equivalent shall be used.

QAC 7 - CERTIFICATE OF CONFORMANCE (C of C) – The Supplier shall provide on the packing list/shipper or on a separate document, a written

statement titled "Certificate of Conformance" that complies with this requirement and is worded substantially as follows:

Certificate of Conformance

"This is to certify that all products or services delivered on this Purchase Order _____ and packing list/shipper _____ are in compliance with all requirements of the PO. Objective evidence to support this certification will be made available for review upon request."

Company Name: _____
Address: _____
Printed Name: _____ Date: _____ Title: _____
Signature/Stamp: _____

QAC 8 – DELETED IN ITS ENTIRETY

QAC 9 – DELETED IN ITS ENTIRETY

QAC 10 – LIMITED SHELF LIFE MATERIALS - With each delivery of materials on this PO, that have a limited or specified shelf life, the Supplier shall furnish the following data:

- A. Cure or manufacture date,
- B. Expiration date or shelf life,
- C. Lot or batch number, and
- D. When applicable, any special storage requirements/handling procedures to be followed.
- E. Material Safety Data Sheet (MSDS) shall be provided with the material shipment.

The above information shall be marked on each container or certification and shall be in addition to normal identification requirements such as material name, part or code number, drawing, specification number and revision, type, size and quantity and other markings as applicable. For each delivery of limited shelf life materials on the PO the time lapse between the cure or manufacturing date of such materials, and the date of scheduled receipt by SSI, shall not exceed one fourth (1/4) of the total shelf life of the material without prior written waiver from SSI.

QAC 11 – PACKAGING – the supplier shall package products to prevent damage during shipment. Protective insulating material including double box method should be used when necessary to ensure that procured articles are free from damage during transit. The protective abilities of the shipping package/box shall not be degraded by over packing.

QAC 12 - ESD CONTROLS – cables, cable assemblies and other products considered to be electrostatic sensitive devices must be checked for ESD and enclosed ESD protective materials when delivered. ESD labeling indicating that the contents contain electrostatic sensitive devices shall be used.

QAC 13 – QUALITY RECORDS RETENTION – unless otherwise specified, quality records will be retained for 7 years. Quality records are defined as those records used in the processing, test and inspection of product, and/or services provided to SSI.

QAC 14 – DELETED IN ITS ENTIRETY

QAC 15 – DELETED IN ITS ENTIRETY

QAC 16 – LOT TRACEABILITY – of each unit, item, part, component, or material furnished by Supplier shall be identified by lot or batch, traceable to the actual manufacturing process. The lot or batch number must provide the capability for a lot or batch purge in the event of determination of a condition of discrepancy. Identification shall be per MIL-STD-130 or mutually agreed upon applicable specification

QAC 17 - DELETED IN ITS ENTIRETY

QAC 18 – TEST DATA/REPORTS – ELECTRONIC DEVICES - With each delivery of electronic devices and/or components on this PO, the Supplier shall submit to SSI certifications traceable to the manufacturing and/or screening process. The test data/reports shall provide this requirement and include the following data:

- A. Applicable drawing and/or specification and revision;
- B. Part number and revision;
- C. Manufacturers identity,
- D. Manufacturers lot and date code; and
- E. The quantity delivered.

QAC 19 – IDENTIFICATION OF ELECTRONIC DEVICES - Each electronic device or component delivered on this PO shall be identified in accordance with the applicable specification by lot or batch, traceable to the actual manufacturing process. The lot or batch number may be a date or the Supplier shop order code, and shall provide the capability to effectively and positively screen the lot or batch to remove defectives, in the event that it is determined that a defective product condition exists in the lot.

QAC 20 – DELETED IN ITS ENTIRETY

QAC 21 - DELETED IN ITS ENTIRETY