

A. QUALITY SYSTEM:

1. Seller must qualify for an approved status on HRL's Approved Supplier Register based on a completed HRL Supplier Quality System Survey or conforming to one or more of the following:
 - a) SAE AS9100 Quality Management Systems - Aerospace - Requirements
 - b) SAE AS9110 Quality Management Systems - Aerospace - Requirements for Maintenance Organizations
 - c) SAE AS9120 Quality Management Systems - Aerospace - Requirements for Distributors
 - d) ISO 9001 Quality Management System Requirements
 - e) SAE AS9003 Inspection and Test Quality System
2. If Seller does not have an established QMS; Seller must pass an HRL Quality Management System risk assessment and/or audit to qualify as an HRL approved supplier.

B. FOREIGN OBJECT DAMAGE (FOD) PREVENTION:

1. The Seller shall establish and maintain an effective FOD prevention program. The Seller's program shall utilize effective FOD prevention practices. The program shall be proportional to the sensitivity of the products to FOD, as well as to the FOD generating potential of the manufacturing methods.
2. Written procedures or policies developed by the Seller shall be subject to review and audit by the Buyer and/or government representative. Failure to meet procedure objectives could result in a change of the Seller's approved supplier status from Buyer.

C. ELECTROSTATIC DISCHARGE (ESD) PREVENTION:

1. For sensitive electrical and electronic parts susceptible to damage from Electrostatic Discharge (ESD), the supplier is responsible to establish and implement an ESD Control Program per the latest revision of one of either MIL-STD-1686, EIA-625, ANSI/ESD S20.20 or better equivalent. The supplier shall take the necessary precautions to ensure that static susceptible devices are adequately protected from ESD damage during manufacturing, test, inspection, storage, packaging, and shipping. Packaging shall be marked with an ESD cautionary note or symbol.
2. Written procedures or policies developed by the Seller shall be subject to review and audit by the Buyer and/or government representative. Failure to meet procedure objectives could result in a change of the Seller's approved supplier status from Buyer.

D. CUSTOMER SOURCE INSPECTION (CSI):

1. If required, products to be delivered on this Purchase Order may be subject to source inspection, tests, or both prior to delivery. The Seller shall notify Buyer or its customer at least two working days in advance of the time the products will be ready for inspection or test. Upon request, the Seller shall make available to the Buyer representative or its customer, without additional charge, any measuring and test equipment, facilities, records, and personnel to facilitate the following types of source inspection:
 - a) In-process source inspection
 - b) Final source inspection
 - c) First Article source inspection

E. ACCEPTANCE TEST PROCEDURE (ATP) APPROVAL:

1. If this P.O requires acceptance testing, then prior to initial delivery of products on this P.O., the Seller shall submit to Buyer, for review and approval, a copy of the ATP or other quality conformance procedure that describes the final tests to be performed by the Seller on products scheduled for delivery to Buyer. The ATP shall include a list of equipment used and any test diagrams or sketches necessary for technical interpretation of the ATP. Any revisions to a Buyer approved ATP shall be submitted to Buyer for review and approval prior to incorporation into production.

F. FUNCTIONAL TEST DATA SHEETS:

1. With each delivery of products on this Purchase Order, the Seller shall furnish to Buyer a functional test data sheet, which shows the actual results (values) obtained during the functional tests performed on each unit of product versus the requirements specified in the Buyer approved Acceptance Test Procedure or specification. The test data sheets shall identify the part number, drawing revision and individual products by serial number.

G. FUNCTIONAL TEST CERTIFICATE (FTC):

1. If this P.O. requires an FTC, then the Seller shall include on the packing list / shipping documents or on a separate attached document a written statement titled "Functional Test Certificate" (FTC) that conforms to the requirements of Purchase Order and is worded as follows or equivalent.

"This is to certify that all products delivered on this Purchase Order (number) and packing list / shipping document (number) have been tested as required by the applicable drawing, specification, or approved acceptance/functional test procedure, and are in conformance with all requirements of the Purchase Order. Objective evidence to support this certification will be made available on request."

Company Name: _____

Address: _____

Printed Name of Authorized Individual _____ Date: _____

Title: _____ Signature/Stamp: _____

H. MANUFACTURER'S CATALOGS, DRAWINGS, ETC.:

1. With the initial delivery of products on this Purchase Order, the Seller shall furnish to Buyer one (1) copy of the current manufacturer's catalog, drawing, blueprint, or specification, which fully and clearly describes the products delivered, and can be used by Buyer to verify product conformance to requirements.

I. SHIPPING DOCUMENTS:

1. The Seller shall furnish Commercial shipping documents / packing lists with each shipment containing the following information:
 - a) Buyer Purchase Order Number,
 - b) Part Number(s),
 - c) Description,
 - d) Manufacturer, if Seller is not the original manufacturer

- e) Quantity ordered,
- f) Quantity shipped,
- g) Lot/Date Code/serialization, as applicable, and
- h) Any handling constraints or cautions such as, but not limited to:
 - i. Optics: open only in clean room environments.
 - ii. ESD sensitive materials: open only at approved ESD workstation.
 - iii. Moisture sensitive materials: open / store only in humidity controlled area.
 - iv. Shock sensitive materials (shock monitoring should be specified if required).

J. OTHER QUALITY PROVISIONS:

1. **Quality Flow Down:** The Seller shall ensure all relevant Purchase Order requirements are flowed to their sub-tier sellers. The Seller's sub-tier sellers shall be responsible for compliance to the same quality clauses, specifications and requirements specified on the Purchase Order.
2. **Quality Records:** The Seller's Product, Process Control and Quality Records shall be retained by Seller for a minimum of five (5) years unless a longer retention is specified in the Purchase Order. Seller shall return all such Records to Buyer or make such other disposition thereof as may be directed or approved by Buyer. Seller shall provide Product, Process Control and Quality Records upon request from Buyer.
3. **Configuration Management:** The Seller shall notify Buyer and Supplier Quality (SupplierQuality@hrl.com) of any changes made to materials, processes, procedures, design interfaces or software which affects the form, fit, function, safety, reliability, service life, replaceability or interchangeability of products to be delivered to Buyer. Some examples (not inclusive) of changes where product impact shall be evaluated by the Seller and communicated to Buyer are Plant/Lab relocation, change in materials used, design change, sub-tier supplier change, process change, and/or equipment change.
4. **Nonconformance/Corrective Action:** The Seller shall respond Buyer's and Supplier Quality's (SupplierQuality@hrl.com) request for root cause and corrective action if nonconforming material is rejected by Buyer and determined to be the Seller's responsibility. Failure to respond within the prescribed time frames requested could affect future procurement and/or a change of the Seller's approved supplier status from Buying Organization.
5. The U.S. Government has the right to inspect any and all work and documentation included in this Purchase Order at the Seller's facility that is in fulfillment of a U.S. Government contract.
6. Buyer may refuse to accept any product if the Seller fails to submit certifications, documentation, test data or reports specified by the Purchase Order.
7. Buyer requires that all special processes required by this Purchase Order must be performed by competent qualified personnel.
8. Buyer reserves the right to monitor Supplier's performance including:
 - a. Supplier Risk
 - b. Quality of product or service delivered
 - c. On time delivery of product or service