

**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. CERTIFICATE OF CONFORMANCE (CoC):**

1. If a CoC is required on this P.O., then the Seller shall provide on the packing list/shipping document or on a separate document, a written statement titled "Certificate of Conformance" or equivalent, that conforms to the Purchase Order and is worded as follows or equivalent:

"This is to certify that all products or services delivered on this Purchase Order (number) and packing list/shipping document (number) are in conformance with all requirements of the Purchase Order. Objective evidence to support this certification will be made available for review upon request. Inspections necessary to determine the acceptability of all products under this Purchase Order were completed. All products submitted on this Purchase Order are subject to final acceptance by the customer."

**E. CERTIFICATE OF ANALYSIS (CofA):**

1. If a CoC is required on this P.O., then test and inspection data demonstrating conformance to the requirements of a material specification shall be generated and provided by the Seller in the form of a CofA. For all materials ordered to a specification, a copy of the CofA shall accompany each shipment of material. The CofA shall include:
  - a) Original Manufacturer's or Testing Facility name,
  - b) Test/Inspection results, conditions, and parameters,
  - c) Quantity or sample size of material tested,
  - d) Serial number(s), lot/batch/heat number(s) or date code(s) as applicable,
  - e) Date of test/inspection,
  - f) Authorized agent's name and position, or acceptance stamp, and date.

**F. TRACEABILITY OF PRODUCTS TO RAW MATERIAL:**

1. For each lot of products delivered to Buyer, the Seller shall provide positive traceability of each individual product to the material certification/test report that represents the raw material from which each of the products was manufactured. Traceability may be provided by identifying the raw material heat, lot, batch, or melt number from the certification/test report on tags attached to each product and/or packaging. Heat/lot identification required by applicable specifications is acceptable for traceability purposes, provided it is clearly marked and not obliterated by subsequent operations.

**G. PRODUCT SERIALIZATION REQUIREMENTS:**

1. Serial numbers or lot numbers for all products on this Purchase Order have been assigned by Buyer or serialized by the Seller (using a serialization scheme selected by the Seller) as defined in the Purchase Order or referenced documents. The Seller shall apply the specified serial numbers or lot numbers on all products as applicable and record the serial numbers or lot numbers on all applicable documentation. The assigned serial numbers may not be altered or replaced without written authorization from Buyer and the serialization scheme shall ensure that serial numbers are not duplicated on products with the same part number.

**H. 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).

**I. 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 the 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. The 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](mailto: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 to Buyer's and supplier quality's ([supplierquality@hrl.com](mailto: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