

### **A. QUALITY SYSTEM:**

1. Seller must adhere to a Quality Management System (QMS) that is either certified by a 3<sup>rd</sup> party registrar or conforms 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 a QMS; Seller must pass an HRL Quality Management System assessment and/or audit to qualify as an HRL approved supplier.

### **B. CALIBRATION SYSTEM:**

1. Seller must adhere to a documented calibration system that is either certified by a 3<sup>rd</sup> party registrar or conforms to one or more of the following:
  - a) ANSI/NCSL Z540-1 Calibration Laboratories and Measuring and Testing Equipment - General Requirements
  - b) ISO 17025 General requirements for the competence of testing and calibration laboratories
2. If Seller does not have a document calibration system, Seller must:
  - a) Pass an HRL Quality Management System assessment and/or audit to qualify as an HRL approved calibration supplier.
  - b) The laboratory must audit the traceability of the calibrations to the National Institute of Standards and Technology (NIST), an appropriate NMI or a standard reference material, and must document this audit to the satisfaction of HRL.

### **C. CALIBRATION CERTIFICATE:**

1. The Seller shall submit for each item calibrated, one reproducible record of actual calibration results, including applicable graphic and tabular data. Records shall be traceable to the individual item tested, by part number, serial number and customer's order number for the item shipped. The Seller's calibration certificate shall include a unique calibration tracking number, tolerance range, and, when applicable, environmental conditions for each parameter calibrated. The certificate shall also state the operating error per specification, the degree of correction of out of tolerance condition, and remaining uncorrected out of tolerance condition, if applicable.

### **D. 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.

**E. SHIPPING DOCUMENTS:**

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

**F. 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. 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