

**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 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. CALIBRATION SYSTEM:**

1. The Seller must adhere to a documented calibration system that is certified by a 3<sup>rd</sup> party registrar and/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 documented calibration system, Seller must:
  - a) Pass an HRL Quality Management System risk assessment and/or audit, and
  - b) Must audit the traceability of the calibrations to the National Institute of Standards and Technology (NIST), an appropriate National Measurement Institute (NMI) or a standard reference material and must document this audit to the satisfaction of HRL to qualify as an HRL approved calibration supplier.

**E. SPECIAL PROCESSES:**

1. This Purchase Order may contain special processes, e.g., the application of chemical, metallurgical, nondestructive or any other manufacturing, joining, or inspection processes, controlled by Federal, Military, US Government, Industry, Customer, National, International, or other specifications.
2. For any item contained on this P.O. that requires Special Process, those processes for which verification cannot be performed by visual or non-destructive testing, the Seller shall furnish to Buyer with the delivery of products that include special processes, the certification/test report issued by the source that actually performed the process. Certifications/test reports shall include, as a minimum, a complete description of the special process performed (process name, applicable specification and revision, type, class, grade, etc.) and a statement that the process was performed by certified operator(s).
3. The following sub-clauses apply to this Purchase Order when special processes are included:
  - a) The Seller is required to use special process sources approved by Buyer or its customer(s). Contact Buyer for a list of the approved special process sources. Use of process sources that have not been approved may result in the return of all products to the Seller at the Seller's expense.
  - b) The Seller is required to use special process sources that have been surveyed and qualified/approved, by NADCAP (National Aerospace & Defense Contractors Accreditation Program). The Seller shall provide to Buyer with its certification/test report and documentation showing evidence of qualification of use of NADCAP-approved special processes.

**F. CERTIFICATE OF CONFORMANCE (CofC):**

1. 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."

**G. 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 environmental conditions for each parameter calibrated. If there is an out-of-tolerance condition, the certificate shall also state the operating error per specification, the degree of correction of out-of-tolerance condition, and the remaining uncorrected out-of-tolerance condition(s).

**H. 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 of changes where product impact shall be evaluated by 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 notify the Buying Organization of nonconforming processes, product, service related to this Purchase Order, and obtain approval for their disposition. 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 products if the Seller fails to submit certifications, documentation, test data or reports specified by the Purchase Order. Documentation includes Source Inspection reports when such source inspection is performed.
7. The Supplier is encouraged to utilize Statistical Process Controls (SPC) and other proactive and preventive control methods.
8. Buyer reserves the right to require and request evidence of Seller ensuring that their personnel are aware of their contribution to product or service conformity, product safety, and ethical behavior.
9. Buyer requires that all special processes required by this Purchase Order must be performed by competent qualified personnel.
10. 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