

# Quality Clauses

## Procurement Quality Clauses

- Procurement Quality Clauses Q1 through Q10 apply to ALL purchase orders.
- Procurement Quality Clauses Q11 through Q16 apply when specified on purchase order.

### Q1 Quality System Requirements

The supplier shall implement and maintain a quality management system that complies with ISO 9001:2015, AS9100, or IPC-CC-830, or an equivalent system that provides adequate inspection to verify that the product supplied is in full compliance with the purchase order requirements and all applicable specifications. Compliance with these requirements is subject to audit by PROCOAT. The supplier shall flow down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.

### Q2 Right of Entry

PROCOAT reserves the right of access by the organization, their customer, and regulatory authorities to the applicable areas of facilities and to applicable documented information, at any level of the supply chain. Seller shall also ensure that persons are aware of their contribution to product or service conformity; their contribution to product safety; the importance of ethical behavior.

### Q3 Raw Material Traceability

All items manufactured under this purchase order shall be traceable to raw materials used. Traceability and inspection records shall be available upon request by PROCOAT or customer representatives. Identification of raw materials used, shall include, as applicable, but not limited to the following types of information - lot number, material type, specification, heat number, etc. In any case, supplier shall record sufficient identification information to adequately identify all material in such a manner that full traceability of raw materials used is included.

### Q4 Material Review Board (MRB) Authority

The supplier shall notify PROCOAT Quality Assurance of any "use as is" or "repair" non-conformances to the requirements of this order. "Use as is" and "repair" dispositions shall be submitted to PROCOAT prior to implementation. Suggested dispositions, identification of the cause of non-conformance, and the corrective actions taken shall be submitted in writing. Further work shall not be performed until directed by PROCOAT in writing.

### Q5 Certification of Compliance

Certification documents are required from supplier and sub-tier supplier, and shall be identified with, and include, the following:

1. The PROCOAT purchase order number and item number.
2. Quantity, Lot, and/or Serial Numbers.
3. Date of Manufacture (D.O.M.).
4. Part Number and Revision as specified on purchase order.
5. Signature, Title, and Date by an authorized representative of the issuing organization

### Q6 Configuration Management

Supplier shall notify the buyer immediately of any changes to the characteristics or configuration of the product and/or processes used to manufacture the product, including changes of their external providers or location of manufacture. When required, supplier shall obtain written approval of changes from PROCOAT.

### Q7 Packaging/Handling

Product intended for delivery to PROCOAT shall be handled and packaged in manner as necessary to prevent damage during handling and transit. Hazardous Materials as defined by the EPA, shall be packaged and clearly identified in such manner as to include any and all special handling, packaging, storage, environmental, or other requirements imposed by statute or regulation.

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### **Q8 Limited shelf life material**

The seller shall identify each item, package, or container of limited-calendar-life material with the cure or manufacture date, storage temperature, special handling conditions and requirements, in addition to the normal identification requirement of name, part number, specification number, type, size, quantity and manufacturing recommended shelf life. This identification, including special handling conditions and requirements, shall be recorded on certifications and shipping documents for the material.

### **Q9 Quality Records**

All Quality Records are to be legible, reproducible, and identifiable to the purchase order. Quality Records are to be stored and maintained in such a way that they are readily retrievable in facilities that provide a suitable environment to minimize deterioration or damage and to prevent loss. This applies to our suppliers and any lower-tier suppliers. Retention period for Quality Records are 7 years unless otherwise specified. PROCOAT, our customers, Government, or Regulatory Agency representative shall have access to review quality records as they pertain to this order.

### **Q10 Prevention of Counterfeit Materials**

The seller shall plan, implement, and control processes, appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit materials use and their inclusion in product(s) delivered to the customer. Counterfeit materials prevention processes should consider:

- Training of appropriate persons in the awareness and prevention of counterfeit materials; ;
- Controls for acquiring externally provided product from original or authorized manufacturers, authorized distributors, or other approved sources;
- Requirements for assuring traceability of materials to their original or authorized manufacturers;
- Verification and test methodologies to detect counterfeit material;
- Monitoring of counterfeit materials reporting from external sources;
- Quarantine and reporting of suspect or detected counterfeit materials.

### **Q11 First Article Inspection**

A First Article Inspection Report shall be required when the first production units are manufactured. The report shall include all drawing characteristics and notes, required tolerance range, actual measurement results, and where physical testing is required, the results of the test(s).

### **Q12 Source Inspection**

PROCOAT will inspect the material submitted on this purchase order at the supplier's facility. Source inspection approval or acceptance by the PROCOAT Quality Representative shall not constitute final approval or acceptance by PROCOAT of the items covered by this purchase order, nor shall it relieve the seller of their responsibility to furnish acceptable product.

### **Q13 Government Inspection**

Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify the Government representative who normally serves your plant.

### **Q14 Test Reports**

Each shipment must be accompanied by one (1) legible and reproducible copy of actual test results identifiable with test parameters and product submitted. These reports must contain the Test/Inspection Stamp of the individual performing the task, or the signature and title of the authorized representative of the agency performing the test.

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### **Q15 Raw Material Certification**

Each shipment must be accompanied by one (1) legible and reproducible copy of the Raw Material Certification. The Certification shall be from the Mill source and list the actual test values.

### **Q16 Special Process Certification**

A certificate shall be issued with each shipment and must state that special processes demonstrate compliance with the drawing requirements, specifications or purchase order. The certificate shall contain the signature of an authorized representative of the supplier.

### **Q17 ITAR Registration**

Unless otherwise specified, custom product, parts and components, and the related technical data and information or services related to ProCOAT's military programs are controlled for export purposes pursuant to the International Traffic in Arms Regulations ("ITAR"). It is a violation of the ITAR to export or re-export these products, any of their parts or components, or technical data related to them without first receiving authorization to do so from the U.S. Department of State.