



# *Aerospace and Commercial Technologies, Inc.*

## *Quality Assurance Clauses*

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### **\*Quality Clauses Q1 through Q13 apply to all ACT Purchase Orders**

**Q1. Inspection:** During performance on this order, your quality control or inspection system and manufacturing processes are subject to review, verification and analysis by **ACT** and authorized Government or Lockheed representatives. Government inspection or release of product prior to shipment is not required unless you are otherwise notified. The authorized Quality Representative of **Aerospace and Commercial Technologies, Inc. (ACT)** shall have the right to maintain cognizance over the Quality Assurance Inspection System imposed on the Seller. Accordingly, the Seller is expected to grant the designated representative access to his / her facility at all reasonable times and access to areas where the production of the item(s) covered by this Purchase Order is taking place. Where these areas infringe on Seller's propriety processes of a sensitive nature, or involve security with respect to other Seller products being fabricated, mutually satisfactory arrangements shall be made with **ACT**.

### **Q2. Required Material Certifications: (Unless approved prior to PO placement)**

1. **Material Certs-Assemblies**- "A copy of the manufactures' and/or outside processing vendor's, C of C is required along with any intermediate documents (C of C or Packing Slips) generated throughout the buying of materials and/or processing of parts so complete traceability back to the vendor on the purchase order can be maintained".
2. **Material certification -Details-** "A copy of any outside processing vendor's, C of C is required along with any intermediate documents (C of C or Packing Slips) generated throughout the processing of parts so complete traceability back to the vendor on the purchase order can be maintained"
3. **Material certification -Hardware-** Hardware Manufacturer Certs- "A copy of the manufactures' C of C is required along with any intermediate documents (C of C or Packing Slips through distribution) generated throughout the buying of the hardware so complete traceability back to the vendor on the purchase order can be maintained".

**Q3. Discrepancies:** During Seller performance, any deviations noted from established drawings or specifications must be reported to **ACT** immediately. No deviation will be considered approved without written confirmation from **ACT**. Under no circumstances are repairs or changes to be undertaken without prior approval.

**Q4. Corrective Action:** Acceptance of this Purchase Order obligates the Seller to perform, upon request, a corrective action investigation when discrepant material is received by **ACT**. A written report shall be furnished, within a reasonable time period, which is specific and conclusive to prevent a recurrence of the discrepancy.

**Q5. Seller Sub-Tier Suppliers:** Seller shall flow-down to Sub-tier suppliers the applicable quality requirements in the Purchase Order including all Key Characteristics, where applicable.

**Q6. Quality Control System:** The Seller shall maintain a Quality Control System that is compliant with the latest revision of ISO-9001/ AS9100, "Quality Management and Quality Assurance Standards", or a Quality Control System approved by **ACT**. Notwithstanding the provisions of this clause, the Seller is in no way relieved of the final responsibility to furnish the items that meet the requirements of the Purchase Order.

**Q7. Inspection System:** The Seller shall maintain an Inspection system in conformance with the approved Quality Control System. This Seller Inspection System should consist of a sampling plane and shall be subject to audit by **ACT**.

**Q8. Calibration System:** Must be NIST traceable – for calibration purposes only. This system shall be subject to audit by **ACT**.

**Q9. Certification Of Compliance:** The Seller shall submit a Certification of Compliance, signed by the Seller Quality Manager or his / her authorized representative, with each shipment which states that the product(s) supplied is / are in full conformance with all physical configuration and functional test specifications; that all raw materials used conform to applicable specifications; that any special processes employed on the product conform to applicable specifications and that inspection and test records, physical and chemical analysis, and process control data is on file and available for examination. By furnishing this certification, Seller represents that Seller is the manufacturer or duly authorized distributor, or agent for the manufacturer of the product.

**Q10. Inspection / Test Data:** When applicable, a copy of final inspection / test data for all units must accompany shipments made against this order. Data sheets must be identified by Seller's name, order number, part number, and revision level, and date of tests. Characteristics being tested shall be identified by name of test, applicable drawing or specification paragraph, inspection test limits, and method of testing along with the results of the test.

**Q11. ITAR:** Parts are ITAR controlled.

**Q12. Inspection/Test Records:** The Seller shall retain inspection and test records for all items delivered to the Buyer for a minimum of 5 years unless otherwise specified on the Purchase Order.

**Q13. Process Approval:** The seller shall have on file, and available for review all certifications of processes performed by sub-tier suppliers and when requested, provide such documentation to **ACT**.

**\*The following Quality Clauses Q14 through Q17 apply only when stated on ACT Purchase Orders**

**Q14. Serial Numbers:** When required per **ACT** Purchase Order, the seller shall assign permanent, individual serial numbers or UID's to all items shipped. If **ACT** elects to supply these numbers, they will be listed in the Purchase Order. Material certifications, analysis, test bars, samples, etc., shall be correlated to the serial number of an item.

**Q15. Lot Control:** When required per **ACT** Purchase Order, the Seller shall assign a common lot or traceability number to all items in a particular manufactured lot. A lot is defined for this purpose as a quantity that has been manufactured during an uninterrupted period of time by essentially the same personnel, following a standard process and using the same equipment/facility.

**Q16. Self Life:** When limited shelf life (LSL) items are ordered, the Seller shall furnish the date of manufacture and the shelf life expiration date on each container shipped. **ACT** will not accept items, where the remaining shelf life is less than 75% of total shelf life unless agreed upon prior to PO placement.

**Q17. Electrostatic Discharge (ESD):** On ESD sensitive items, Electrostatic Discharge Protection shall be controlled for parts during receipt and through the manufacturing and inspection cycles, storage and shipping. Electrostatic Discharge Protection criteria, as a minimum, shall be in accordance with the latest version of ANSI/ESD S20.20 or other applicable drawing requirements.