



QUALITY NOTES

The requirements stated herein shall be flowed, as applicable, to all areas and levels of the Seller's organization and supply chain.

Bolded and Underlined quality notes apply to all Spearman Corp. purchase orders (PO). All other quality notes apply to Spearman purchase orders based on the type of work performed. Unless written exception is granted by Spearman Corp., acceptance of the PO is agreement of all bolded and underlined quality notes and those applicable to the type of work performed.

Configuration/Revision Status: Unless otherwise indicated on the Spearman PO, all purchased materials, parts, and services shall be to the latest active engineering revision level, including active applicable engineering departures (such as PSDs & SPECOs).

1. INSPECTION SYSTEM REQUIREMENTS:

The Seller shall provide and maintain an inspection system in conformance with Specification AS9100, ISO-9001, or D6-82479, Appendix A or other Quality System approved by the Quality Manager.

2. CONFIGURATION STATUS and CONTROL OF CHANGES:

Seller shall notify Spearman Corp. in writing, when a difference in product or process configuration (drawing, parts list, specification, etc.) is identified. If the Spearman Corp. purchase order does not specify the configuration status, then the latest configuration shall be used and the as built/processed configuration shall be indicated on the seller's certificate of conformance or applicable shipping documentation.

Seller agrees not to make any change in materials or design details or other product which would affect the part or any component part thereof without prior written Buyer approval. The Seller will identify, on the Statement of Conformance and/or packing sheet, the as built revision level of the end item product being delivered.

3. SUPPLIER CORRECTIVE ACTION:

Seller shall, on request, on forms designated by Buyer, provide statements of corrective action on failures of seller's hardware or quality system. Corrective action statements, at Buyer's option may require approval signature by Buyer and Government Quality representative. All rejected articles resubmitted by seller to Buyer shall bear adequate identification including reference to Buyer's rejection document.

4. RIGHT OF ENTRY:

(1) The seller shall grant right of access to the buyer, their customer and regulatory authorities to the applicable area of all facilities, at any level of the supply chain, involved in the order and to all applicable records.

(2) The right to verify at the seller's premises that subcontracted product conforms to specified requirements. Such verification shall not be used by the seller as evidence of effective control of quality by the supplier.

5. SHELF LIFE AND TEMPERATURE SENSITIVE MATERIALS:

The Seller shall identify all materials and articles which have definite characteristics of quality degradation with age or environment. The Seller shall affix this information directly on the material container or article. This identification shall indicate the date useful life was initiated and the date or cycle at which the useful life will be expended. When environment is a factor in determining useful life, the identification shall include the storage condition (i.e., temperature, humidity, etc.) required to achieve the stated life. A minimum of 75% of the applicable material/article shelf life shall remain upon receipt of the material by Buyer or the material is subject to rejection and returned to the seller.

6. PACKAGING:

Unless otherwise specified by the item drawing, specification or purchase order, the seller is responsible for assuring that all items are delivered without damage or deterioration and are efficiently and economically packed for the method of transportation and type of handling involved.

7. MATERIAL SAFETY DATA SHEETS:

Materials(s) noted on this purchase order must be supplied in accordance with OSHA's hazard communication standard 29CFR1910-1200, OSHA instruction CPL2-2.38 dated August 5, 1985 and Washington State codes 296-62-05413 a "Materials Safety Data Sheets". Materials not received in compliance with aforementioned OSHA requirements and Washington State codes will be subject to immediate rejection and return at supplier's expense. In addition, if Seller is aware of any additional precautions and/or handling techniques instituted with regard to other customers, you are requested to submit those safeguards with MSDS. Send a Toxic Substances Control Act (TSCA) certification letter to the Buyer for the product(s) purchased on this purchase order with the statement that every chemical component of the product(s) is listed by the Toxic Substances Control Act Inventory (P.L. 94-94-969).

8. IDENTIFICATION:

Parts, assemblies and components shall be identified as specified on the engineering drawing. When identification is not specified on the engineering drawing, the product shall be identified with the part number specified on the purchase order. When items are too small to easily identify, they may be bagged and tagged. Raw material procured to Federal, Military, Aerospace or other specification shall be marked and identified per the requirements of the identification specification which is referenced in the controlling (i.e. Federal, Military, Aerospace, etc.) specification.

9. CALIBRATION SYSTEM REQUIREMENTS:

Seller shall have a calibration system that assures compliance to standards that are traceable to the National Institute of Standards and Technology (NIST). Any deviation or waiver to this requirement must be approved by buyer's Material and Quality Assurance Representatives.

10. STATEMENT OF CONFORMANCE:

The Seller shall certify that the product delivered conforms in every aspect to the contractual and technical requirements of the Purchase Order, engineering drawings(s), specifications and standards referenced therein. Where required by the Buyer purchase order, inclusive of all documents referenced therein, parts, materials and processes have been procured from approved sources. The Statement of Conformance document shall be signed by a representative of the Seller.

SHIPMENT DOCUMENTATION:

- (1) Each shipment by the Seller shall be accompanied by a Statement of Conformance in accordance with the above.
- (2) When the items or the items contained within an assembly, sub-assembly or detail part on this Purchase Order are supplied by a distributor, a copy of the Statement of Conformance from the true manufacturer must accompany each shipment.

11. MATERIAL TEST REPORTS:

A material test report for raw material(s) is required and shall contain the following:

- (1) name/number of the specification with which the material is in compliance.
- (2) the lot, batch, heat lot or other traceable destination (i.e. purchase order number, invoice number etc.).
- (3) the reports shall contain the actual test results and or indicate the percentage of each element that makes up the chemical and or physical properties of the raw materials(s).
- (4) a statement of conformance to the applicable specification.

SHIPMENT DOCUMENTATION:

Each shipment must be accompanied by a legible unaltered copy of the test report, unless verified and validated by the buyer Quality Assurance Representative at the Sellers facility.

12. CERTIFIED TEST DATA:

Certified Test Data is required and shall contain quantitative test results versus quantitative requirements and permissible tolerance(s) for values measured and shall indicate factual information necessary to demonstrate conformance to the requirements reflected on the engineering drawing governing specification or purchase order.

SHIPMENT DOCUMENTATION:

Each shipment must be accompanied by a legible unaltered copy of the test report, unless verified and validated by the Buyer Quality Assurance Representative at the Sellers facility.

13. APPROVED PROCESS REQUIREMENTS:

Special processes (i.e. testing, heat treat, nondestructive testing, etc.) when required by the process specification and/or purchase order must be performed by Nadcap, D1-4426, or customer directed sources. The Seller is responsible for assuring that the processing source has in their possession a current customer approval of their process capability for the processes to be performed, prior to their performing the process.

SHIPMENT DOCUMENTATION:

Each shipment must be accompanied by a legible unaltered copy of the certification from the processing source demonstrating compliance with the specification for the processes performed and that the processor is/was approved by the customer to perform the processes at the time the product was processed. If this certification is verified and validated by a Buyer Quality Assurance Representative at the Sellers facility, it may be retained by the Seller.

14. FIRST ARTICLE INSPECTION:

The Seller shall perform First Article Inspections when required by PO and/or AS9102. The results of the FAI shall indicate 100% conformance to engineering drawing characteristics, special processes, functional test and laboratory requirements. Subsequent FAI's shall be performed under the conditions:

(1) Engineering changes (configuration changes affecting form, fit and/or function) require a Delta FAI for those characteristics affected by the change.

(2) If major changes are made in the Sellers method of manufacturing, a Delta FAI shall be performed for those characteristics affected by the change.

(3) As required by AS9102.

SHIPMENT DOCUMENTATION:

A copy of the Sellers FAI report shall be sent with each initial shipment of a part number configuration to Buyer.

15. **REPORT OF DISCREPANCY:**

Any departure from drawing specifications or other purchase order requirements must be documented by the Seller and submitted to the Buyer for consideration and disposition. A copy of this disposition document must accompany each affected shipment.

SHIPMENT DOCUMENTATION:

A copy of the disposition document must accompany each affected shipment to Buyer.

15.1 **REPORT OF ESCAPE:**

The Seller upon discovery of a shipment / delivery of nonconforming product must provide a notice of disclosure to the Buyer within 48 hours of discovery.

16. **TRACEABILITY/LOT AND BATCH CONTROL:**

Seller must maintain lot and batch control of raw materials/hardware to purchased items. Seller must provide complete and positive traceability of manufactured parts and assemblies to raw materials/hardware through the use of lot/batch, serial numbers and/or PO numbers.

SHIPMENT DOCUMENTATION:

Shipping documents shall identify the lot/batch or serial number, as applicable, for all items in the shipment.

17. **SUPPLIER RECORDS:**

The Seller shall maintain records of product delivered to buyer for a period of 10 years.

18. KEY CHARACTERISTICS:

The Seller shall maintain applicable statistical control charts for key characteristics identified by the customer drawings.

SHIPMENT DOCUMENTATION:

A copy of the key characteristics statistical control charts must accompany all items in the shipment to Buyer.

19. Digital Product Definition:

Seller shall develop and maintain comprehensive documented DPD processes and/or procedures in compliance with Boeing D6-51191, that assures integrity of product engineering and/or tooling, and configuration is maintained throughout the supplier's QMS from receipt of DPD data through creation of derivatives to product acceptance and process improvement.

20. SOURCE INSPECTION:

When government source inspection is required by contract, Spearman Corp. will flow this requirement down to our suppliers. This requirement (source inspection) allows a government inspector to enter your facility to conduct source inspections on Spearman Corp. contracted parts.

Rev	Date	Section	Summary of Change(s)	Authorization
A	03/24/16	All	New document control number. Separated from the terms and conditions document.	Director of Quality Signature on File
B	04/15/16	4	Updated right of entry to include any level of the supply chain.	Approval of indicated changes only. Quality Manager
		9	Added NIST	
		17	Changed from 7 to 10 years for record retention.	Signature on File
C	10/14/16	1	Changed D6-82479 Appendix B to appendix A	Approval of indicated changes only. Quality Manager
		15.2	Obsolete section	Signature on File
		19	Removed Specs	
D	12/9/16	Bolded Sections	Added general statement of application (paragraph 1) and denoted required quality notes from optional based on work statement scope.	Approval of indicated changes only. Quality Manager Signature on File
E	02/27/17	19	Revised quality note 19 for flow-down of D6-51191.	Approval of indicated changes only. Quality Manager
		20	Removed quality note 20 Argon / Helium Gas.	Signature on File
		21	Renumbered 21 Source Inspection to number 20.	