

**1.0 Purpose**

The following Quality Requirements define the suppliers' responsibilities for ensuring conformance to FILConn's purchase order requirements. These requirements have been implemented with the objective of receiving defect free products with the correct documentation, on or before scheduled delivery dates. These requirements are applicable to all purchase orders unless specified otherwise within the purchase order. Failure to comply with these requirements may result in the suppliers' product being rejected, and can adversely affect the suppliers' quality rating with FILConn.

**2.0 Quality Management System**

The Supplier shall provide and maintain a quality system that meets ISO 9001:2008 or other nationally recognized standard.

**3.0 Certificate of Compliance**

Each shipment shall be accompanied by a Certificate of Compliance certifying conformance to purchase order requirements.

**4.0 Material Certifications**

Material Certifications stating chemical/physical analysis and tests shall accompany all orders in which the supplier purchases the raw materials. All applicable data (grade, type, class, heat, batch number, etc) shall be included on the certificate.

**5.0 First Article**

A first article piece is required upon initial production, subsequent drawing revision changes, process changes, or tooling changes. The first article shall be done on one piece, representative of the production lot, and be reported on a form which meets AS9102 requirements. The supplier shall submit the first article piece with the first article report and drawing used to complete the first article.

**6.0 Test and Inspection Reports**

When requested the supplier shall provide acceptance test and/or inspection data with shipment of product, as further evidence of conformance to purchase order requirements.

**7.0 Flow Down to Sub-Tier Suppliers**

The supplier shall flow down all relevant purchase order requirements to any sub-tier suppliers involved in the manufacture of FILConn product. Sub-tier suppliers are required to comply with all specified purchase order requirements. The supplier is responsible for ensuring that any work performed by a sub-tier supplier is in accordance with purchase order requirements.

**8.0 Specialty Metals Requirement**

This purchase order incorporates the Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.225-7014 ALT 1. The supplier agrees to only supply materials in accordance with DFARS clause 252.225-7014 ALT 1. Any specialty metals, as defined in paragraph A of the clause, included in any materials delivered under this purchase order must comply with that clause. The supplier shall flow down this requirement to all sub-tier suppliers used to fulfill FILConn purchase orders. The supplier's Certificate of Conformance shall include a statement of compliance with DFARS clause 252.225-7014 for any materials that include specialty metals. Furthermore, upon request, the supplier and their sub-tier suppliers shall provide FILConn with objective evidence of compliance with specialty metal requirements.

**9.0 Packaging**

Packaging shall be in accordance with best commercial practices. Packaging must be done in a manner that prevents deterioration, contamination or other damage to the product.

Rev	Description of Revision	Revised By	Approved By	Date
C	Revised section 6.0 Test and Inspection, add section 17.0 Change Approval	R. Kramer	MBP	12/3/09

**10.0 Delivery**

Supplier shall promptly notify FILConn of any anticipated or actual delays in delivery and what actions are being taken to prevent or minimize the delay. When requested the supplier shall, at their expense, ship goods via air or other expedited form to avoid or minimize further delay of shipment.

**11.0 Nonconforming Material**

The supplier shall maintain a system of material identification and segregation to ensure that suspect material, or product that does not conform to specified requirements is prevented from unintended use or delivery. Further more, product which deviates from drawings, specifications, or other procurement requirements shall not be shipped without the express written approval of FILConn purchasing.

**12.0 Corrective Action Request**

When nonconforming material is determined to be the suppliers' responsibility, the supplier is required to respond to FILConn's Corrective Action Request. The supplier shall provide a written response, within 14 days of receipt of request, describing the root cause of the problem and the corrective action taken to prevent reoccurrence.

**13.0 Right of Entry**

Upon request supplier shall allow FILConn right of entry to verify quality of work, materials, and records in compliance with purchase order requirements. These rights shall extend to FILConn customers and regulatory agencies.

**14.0 Source Inspection**

FILConn reserves the right to perform a source inspection at the supplier, or sub-tier supplier's facilities, at any point in the manufacturing process to determine conformance to purchase order requirements. If a source inspection is deemed necessary, a quality representative will notify the supplier 72 hours in advance to coordinate inspection plan.

**15.0 Record Retention**

The supplier shall maintain records pertaining to the manufacture, inspection and/or testing of all FILConn products. These records shall be adequate to ascertain the quality level of production processes and shall include any chemical and physical test results of raw materials used in the manufacture of FILConn product. These records shall be made available for review upon request. Records shall be retained for a minimum period of seven (7) years. The supplier shall notify FILConn of records that have reached the minimum retention period to determine if records may be disposed.

**16.0 Revision Control**

If an item on a purchase order is revision controlled the supplier shall assure the drawing revision on file at their facility matches the revision noted on purchase order. The supplier must immediately contact FILConn's purchasing agent with any discrepancies in drawing revisions.

**17.0 Change Approval**

The supplier shall notify FILConn of changes in manufacturing location, and obtain approval of changes of suppliers and any product and/or process changes that may affect form, fit, function, interchangeability or reliability.

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