

ASRCA Procurement Quality Clauses

Q1 Customer Source Inspection

Customer source inspection is required prior to shipment of articles from the supplier's facility. Upon receipt of this order and prior to commencing work, promptly notify ASRCA's Procurement Quality Representative (APQ) assigned to the supplier's facility so the appropriate inspection plan can be coordinated. Customer Source inspection shall be conducted by the customer at the supplier's facility or where designated in the order. The supplier shall notify the APQ office a minimum of 5 working days in advance of the time the articles or materials are ready for inspection or test. The supplier shall make available to the APQ representative all applicable drawings, specifications, procedures, statements of work, customer's order, test software, and changes thereto, related inspection and/or test equipment, and such other information as may be required to satisfactorily perform the inspections and tests required under this order.

Q2 Government Source Inspection

All work on this purchase order is subject to inspection and test by the government at any time and any place. Government inspection is required on this order prior to shipment from supplier's facility. Government inspections performed will be determined by the delegated government inspection representative and may be conducted during processing, fabrication, or final inspection. Upon receipt of this purchase contract, promptly notify the government representative who normally services your plant so that appropriate government inspection planning can be accomplished. If the government does not service your facility for inspection and/or the area government inspection representative or agency cannot be located, immediately notify the customer.

NOTE: Do not proceed with fabrication/manufacture processing until government mandatory inspection points (GMIPs) are added to supplier's manufacturing planning. GMIPs shall not be by-passed unless authorized in writing by the government inspection representative. Supplier shall request and include the documents specified in the government delegation, in the shipment.

The government's request for source inspection shall specify the period and method for the advance notification and the government representative to whom it shall be furnished. Request shall not require more than 2 workdays of advance notification if the government representative is resident in the contractors plant, or more than 7 workdays in other instances.

The supplier, without additional charge, shall provide all reasonably required facilities and assistance (applicable drawings, specifications, change orders, inspection and/or test equipment) for the U.S. government representative to perform their duties.

The supplier shall ensure that government inspection acceptance is evident for every individual GMIP and that completion of government inspection is evident on supplier's shipping

document/packing list. Evidence may be the signature of government inspection representative with printed name and office, or application of the representative's stamp.

The government shall accept or reject supplies as promptly as practical after delivery, unless otherwise provided in the contract. Government failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability on the government, for nonconforming supplies.

When manufacturing processing affected by GMIPs is subcontracted by supplier, the provisions of this Clause shall be included in the supplier's purchase order verbatim.

Q3 Government/Contractor Source Inspection

The Government/Contractor has the right to inspect all Quality and Manufacturing processes at the supplier's plant to include any or all work included in this order. The Seller's and Seller's Sub-tier suppliers Quality and Manufacturing processes are subject to review, verification, and analysis.

Q4 Certificate of Conformance

Supplier shall provide a C of C which states that the material, parts or services specified in the purchase order and furnished to ASRCA comply with the contractually specified requirements. The seller shall maintain objective evidence of contract compliance for a period of at least four (4) years after product delivery and produced upon request by an authorized ASRCA representative. The C of C guarantees that the furnished product will meet the specified procurement requirements if inspected or tested. Sellers providing C of C's for products produced by other manufacturers will include the name of the manufacturer as well as the lot/code listing when the product is lot/date coded by contractual specification. ASRCA procurement will be notified immediately by the supplier if they are unable to provide the specified item(s) with a quality level equal to or greater than that specified in procurement documents. The C of C must accompany the invoiced shipment of the product(s) to ASRCA. C of C shall attest that the materials, parts, assemblies, or subassemblies conform to the order requirements. Certifications must contain the following:

1. Customer's order number
2. Line number (if applicable)
3. Part/serial number (if applicable)
4. Name and address of manufacturing or processing location
5. Manufacturer's lot, heat, batch, date code, and/or serial number (if applicable)
6. Quantity and unit of measurement (each, box, case, gallons, etc.)
7. Be signed and dated by an official of the company.
8. Drawings/engineering orders and specifications, with revisions, as specified on buyer's order.

Q5 Acceptance Test Data

Shipment will be accompanied by a copy of the test data sheets showing the results of the tests performed. The sheets will also include the manufacturer's name, part names and numbers, serial numbers, required test values and actual test values (pressure, maximum proof load or pressure the hardware was subjected to, electrical resistance, continuity & nondestructive testing/reports, etc.), manufacturer's quality assurance stamp, and, for raw stock, the actual chemical analysis and tension and elongation physical test results.

Q6 Pre-award Survey

Prior to starting work on this order, a pre-award survey of the supplier's quality management system, processes, and procedures may be conducted by customer representatives consisting of representatives from Engineering, Procurement, and Quality Assurance as required. This survey will be conducted at a time mutually agreeable to all parties.

Q7 Calibration Data

Supplier shall submit for each item calibrated one reproducible record of actual as received and final calibration results, including 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 supplier's calibration certificate shall include a unique calibration tracking number, tolerance range, and when applicable, environmental conditions for each parameter calibrated. The certificate shall also state the operating error per specification, the degree of correction of out of tolerance condition and remaining uncorrected out of tolerance condition, if applicable. Calibration record or certificate shall indicate the traceability of measurements to the National Institute of Standards and Technology or methodology whereby values were derived from a controlled process utilizing a fundamental constant of nature. Original Equipment Manufacturer (OEM) of unique inspection and test equipment and is the only source of calibration shall provide a calibration record or certificate that indicates the traceability of measurements to the National Institute of Standards and Technology or methodology whereby values were derived from a controlled process utilizing a fundamental constant of nature.

Q8 Physical and/or Chemical Test Reports

For each lot in each shipment, Seller shall submit one reproducible record with results of the chemical and/or physical material analysis which provide quantitative evidence that the material shipped complies with the applicable specifications as stated in buyer's order. Reports must provide manufacturer's name, specification number(s) and, if specified on buyer's order, the revision date or change letter, and must be identified to or correlated with specific lots.

Q9 Pressure Vessel Documentation (Facilities)

With each shipment, Seller shall provide a copy of American Society of Mechanical Engineering Code Reports showing conformance of the units to the requirements of the Pressure Vessel

Code. When required, the hardware markings must be in accordance with the applicable drawing/specification. The pressures tested/certified to and the method used shall be indicated.

Q10 Pressure Vessel Documentation (GSE)

All Pressure Vessels for use of GSE shall be designed, constructed, tested and stamped in accordance with ASME Boiler and Pressure Vessel Code, section VIII, Division 1, 2 or 3 rules for construction on Pressure Vessels. All ASME code-stamped vessels shall be registered with the National Board of Boiler and Pressure Vessel inspectors.

Q11 Test Usage

The articles on this Order are for engineering test or analysis, development, prototyping, bread/brass board non-production usage. Seller shall uniquely identify and mark articles to prevent incorporation of their use into production, flight or GSE articles.

Q12 Electrical Wire and Cable Test Report

Supplier shall provide certification that each shipment of electrical wire or cable furnished under this contract conforms to the applicable specifications. For each lot or cable in each shipment, a certified test report or copy thereof shall be included with the packing sheet. The test report shall, at a minimum, include a record of the physical, chemical, or electrical (and in the case of RF cable, electronic) inspections and tests conducted to satisfy the acceptance requirements of applicable specifications, and shall include numerical results when applicable. For cable shipments, these requirements apply to both basic and finished cable. When the specification requires other inspection or test data to be reported, it shall be included in the test report. Reports shall provide the supplier's name, the specification number and revision date or change letter, and other data required by the specification, and must be identified to or correlated with the lot shipped.

Q13 Electrostatic Discharge (ESD) Protection Program and Packaging

The supplier shall document and implement an ESD Control Program in accordance with ANSI/ESD S20.20, ESD Association Standard for the Development of an Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices). Parts must be properly packaged and identified as required in ANSI/ESD-S20.20. All goods will be placed in conductive or static-dissipative packages, tubes, carriers, conductive bags, etc., for shipment. The packaging must be clearly labeled to indicate that it contains electrostatic sensitive goods. Electrical parts that may be used or shipped in conjunction with ESD sensitive parts shall be treated as ESD sensitive.

Q14 Critical Processes

This procurement contains customer designated 'critical processes' the supplier will notify the customer of proposed changes in process definition and, will obtain approval from the customer

prior to implementing the change. Changes affecting processes, production equipment, tools and programs shall be documented. Procedures shall be available to control their implementation. This requirement for notification and approval extends to any sub-contracted operations performed on the defined 'critical processes', by or for the supplier.

Q15 First Article Inspection

Seller's system shall provide a process, as appropriate, for the inspection, verification, and documentation of the first production article. This First Article Inspection (FAI) is a deliverable report with the initial shipment of the product. When using a "Sampling Inspection" as a means of product acceptance, the plan shall be statistically valid and appropriate for use (e.g., Military, ANSI/ASQ sampling plans). Seller shall identify each inspection data sheet to the related Order, part number and when applicable, serial number. Inspection equipment (i.e. tools & gages) used during dimensional measurement shall be calibrated to measurement standards traceable to National Institute of Standards & Technology or methodology whereby values were derived from a controlled process utilizing a fundamental constant of nature.

Q16 Foreign Object Damage

For articles, particularly components and assemblies susceptible to foreign object damage, the supplier shall ensure articles are free from foreign objects and foreign object damage resulting from processing or assembly and packaging operations. Use of NAS 410 standard for guidance is recommended.

Q17 Acceptance Data Package

Seller shall submit with each shipment of a part or assembly an acceptance data package with Seller name, buyer order, part nomenclature, part number and serial number with the applicable data items.

Q18 Special Process Certification

Fulfillment of this contract requires performance of special processes. Special processes shall be performed only by sources that have been surveyed and qualified/approved, by the supplier and/or the customer. The supplier shall provide to the customer upon request all documentation showing evidence of qualification of special processes and/or certification to perform special manufacturing, assembling, and test processing as required by the contract. The supplier may elect to use only customer-approved sources. A special process certification shall be provided with each shipment of item(s) delivered on this contract. Special Process Certifications may be in supplier format and shall include the following:

- Customer's Order number
- Part number(s)
- Serial and/or lot numbers, of the hardware processed (if applicable,)
- Material process specification and revision
- Objective evidence demonstrating compliance with the applicable process,

- (i.e., temperature charts and
- Hardness test results for heat treatment, destructive test results, etc.)
 - A certification stating the special process was performed per the applicable drawing/specification requirements.
 - Supplier's name and address
 - When special processor is other than the supplier, provide a certification of compliance from the special processor stating the special process was performed per the applicable drawing/specification requirements. Certifications must include the processor's name, address and be signed and dated by a company official.
 - Each certification must be signed and dated by a company official of the supplier and/or processor attesting to the acceptance of the processes performed to the required specification(s).

The supplier shall retain all records associated with the selection and approval of supplier approved special process providers. Per contract or regulatory agency requirements, these records shall be made available to the Customer and/or regulatory agencies upon request. The supplier shall notify the Customer prior to destruction of records relative to this contract.

Q19 Inspection Control Plan Outline (ICPO)

This procurement requires an Inspection Control Point Outline (ICPO) to identify ASRCA and when applicable, Government Mandatory Inspection Points (AMIPs/GMIPs). Prior to the start of work, the contractor shall provide ASRCA Procurement Quality (APQ) a schedule / ICPO that shows the work sequence(s) to be employed. The contractor's schedule/ICPO must indicate what types of contractor inspections will be performed and where in the contract's sequence of events they will be accomplished. If applicable, the schedule/ICPO must also indicate the specification(s) (including revisions) and/or other documentation that will be used to perform the indicated inspections. APQ and when applicable, the Government will identify which inspections/tests/work steps require AMIP/GMIP witness. The supplier shall notify APQ at least five (5) working days prior to the occurrence of scheduled, designated MIPs. Designation of MIPs does not relieve the contractor of the obligation to perform all contractually required inspections.

Q20 Nonconformance Control and Reporting

Per this requirement the customer grants no authority to disposition product or process nonconformance's to the supplier or its sub-tier suppliers. Repair is not allowed under this clause.

The controls and related responsibilities for dealing with nonconforming product shall be defined in a documented procedure. The supplier's documented procedure shall also define the responsibility for review and authority for the disposition of nonconforming product and the process for approving personnel making these decisions. When a nonconformance is discovered, a review process shall be initiated with the identification and documentation of the nonconformance. This review shall be the initial step performed by the supplier to determine if the nonconformance needs to be reported to the customer (see below), and to determine if the nonconformance is minor and can be re-worked to a condition that completely conforms to the

drawing or specification requirements. This review does not negate the requirement to identify, segregate, document, and report and disposition nonconformance's. Nonconformance's shall be reported to the customer as soon as it is detected and determined not to be re-workable and may be salvageable. When notification is required, notification shall be within 3 working days after the nonconformance is discovered. This requirement applies to all procurements. Any nonconformance discovered by the supplier, on products in their control, shall be documented by the suppliers approved method of nonconformance reporting. AS9131 is an acceptable means of reporting. This shall include a detailed description of the nonconformance; location (by drawing reference point, hardware reference point, clock location, etc.); and exact callout of the violation by drawing or specification requirement (including sub-paragraph or illustration number). It shall also list what type of inspection revealed the discrepant condition, and what, if any, subsequent actions were taken prior to disclosure. Dimensional violations shall include "should be" and "is" dimensions, and tool(s) calibration traceability numbers. The supplier shall ensure that product, which does not conform to product requirements, is identified and controlled to prevent its unintended use or delivery until dispositioned or scrapped after review."

Q21 Packaging, Handling, and Labeling

The supplier shall be responsible for ensuring that items provided under this Contract/Purchase Order are packaged in such a manner that the dimensional integrity is preserved, contamination and corrosion are prevented, and no physical damage occurs. Packaging when specified shall be in accordance with the drawing, appropriate ASTM, MIL, or other applicable customer specified requirement and prevents damage, deterioration, substitution or loss in transit. The supplier shall label the exterior of the package to ensure adequate identification of precautions needed to ensure the integrity of the product being shipped. The supplier must specify the handling and shipping methods that ensure proper and on-time delivery without damage to the product. The supplier shall ensure that special labeling requirements shall also be listed in the appropriate shipping documents and on each package.

Q22 Shipping documents

Supplier shall furnish Commercial Shipping Documents/Packing List, capable of being photographically reproducible through two additional reproductions, showing the following (as applicable):

- P.O. Number
- Part Number(s)
- Description
- Qty ordered
- Qty shipped
- Lot/Date Code/serialization (as applicable)
- Any handling constraints or cautions such as, but not limited to:
 - Optics; open only in clean room environments.
 - ESD sensitive items open only at approved ESD workstation.
 - Moisture sensitive components, open/store only in humidity controlled area.
 - Shock sensitive components (shock monitoring should be specified if required).

Q23 Government Industry Data Exchange Program (GIDEP)

The contractor shall participate in the Government-Industry Data Exchange Program (GIDEP) in accordance with the requirements of the GIDEP S0300- BT-PRO-010 and S0300-BU-GYD-010, available from the GIDEP Operations Center, P.O. Box 8000, Corona, California 91718-8000. The contractor shall review all GIDEP ALERTS, GIDEP SAFE-ALERTS, GIDEP Problem Advisories and GIDEP Agency Action Notices to determine if they affect the contractor's products/services provided to the customer. For those that affect the program, the contractor shall take action to eliminate or mitigate any negative effect to an acceptable level. The contractor shall generate the appropriate failure experience data report(s) (GIDEP ALERT, GIDEP SAFE-ALERT, GIDEP Problem Advisory) whenever failed or nonconforming items, available to other buyers, are discovered during the course of the contract.

Q24 Record Retention

Supplier and their subcontractors shall maintain verifiable objective evidence of all inspections and tests performed, results obtained and dispositions of non-conforming articles. These records shall be identified to associated articles, including heat and lot number of materials, unit or lot serialization. These records shall be made available to customer and/or government representatives upon request and shall be retained in a safe, accessible location for a period of 10 years after date of delivery or as defined in the contract. The supplier's records associated with the manufacture of serialized or lot controlled articles will provide for continued traceability of serial numbers or lot number identification through all phases of manufacture, commencing with the raw material and continuing through final acceptance of the end item. Records held for the required retention period shall not be destroyed without Customer's written concurrence.

Q25 AS9100B

The supplier shall have a quality system that complies with the Society of Automotive Engineers (SAE), AS9100 Quality Management Systems-Aerospace Requirements. Independent certification/registration is not required.

Q26 AS9100B

The supplier shall have a quality system that complies with the Society of Automotive Engineers (SAE), AS9100 Quality Management Systems-Aerospace Requirements as applicable to the specified work. The contractor is responsible for ensuring that their quality system is compliant for any portions of AS9100 as specified in the Statement of Work/Performance Work Statement.

Q27 AS9100B

The supplier shall have a quality management system that complies with the Society of Automotive Engineers (SAE), AS9100 Quality Management System-Aerospace Requirements. Independent certification/registration is required under the Aerospace Industry controlled AS9104 process. Suppliers that obtain certification/registration to AS9100 and subsequently changes certificate/registration bodies (CRB), loses its registration status, or is put on notice of

losing its registration status, shall notify its customers purchasing organization(s) within three days of receiving such notice from the supplier's registration body (CRB).

Q28 ISO 9001:2000/2008

The supplier shall have a quality management system that complies with International Organization for Standardization document ISO 9001-Quality Management System Requirements. Independent certification/registration is not required.

Q29 ISO 9001:2000/2008

The supplier shall have a quality management system that complies with International Organization for Standardization document ISO 9001-Quality Management System Requirements. Independent certification/registration is required under the authority of a recognized Accreditation process that is recognized by the International Accreditation Forum (IAF) requirements.

Q30 Control of Documents

Acceptance of this contract/purchase order will require any changes that are made to the supplier's quality system documentation shall be reviewed and approved by the customer and/or the government prior to being enacted. The exact document(s) that must be approved is subject to agreement between the customer and the supplier.

Q31 Configuration Management System

Supplier shall be responsible for controlling/tracking changes to parts and components manufactured to ensure that the end product meets specified functional and physical requirements of the contract. This includes any part or component manufactured to customers' or vendors' drawings, specifications, or special process procedures. The supplier and the customer shall document agreements as to the extent of customer involvement in configuration management to be applied to this contract/purchase order. At a minimum, with each shipment, supplier shall submit "configuration documents" which define the requirements, designs, build/production and verification for a configuration controlled item. This record shall be signed and dated by an official of the supplier's Quality department, and in addition to the aforementioned required information, shall include the following minimum requirements:

- Supplier's Contract/Purchase Order number
- Line item number (if applicable)
- Part number (of deliverable item and all traceable/repairable sub-tiered parts)
- Serial number (Traceability as required per contract/purchase order)
- Lot number (Traceability as required per contract/purchase order)
- Drawing number (for Drawings related to deliverable item and all traceable/repairable sub-tiered parts)
- Revision level (baseline configuration of drawing to which hardware was built)
- Engineering order(s) (or equivalent drawing changes as applicable)
- Customer approved deviations and waivers (as applicable)

Q32 Flow down Requirements

This requirement mandates that all applicable requirements that are invoked or applied to the customer's purchasing document, including this clause, shall be flowed down to the supplier's sub-tier suppliers.

Q33 DELEGATION OF INSPECTION AUTHORITY

Seller is delegating inspection authority for goods procured by Buyer under this contract only. Seller shall have a documented process defining requirements for performing delegated inspections of goods procured by Buyer. Seller's delegation inspection process and goods procured by Buyer are subject to Buyer assessment. Prior to shipment; in addition to requirements defined within Buyer's delegated inspection authority, Seller shall accomplish the following:

- Seller's packing sheet and/or data packages shall identify applicable dataset/drawing/parts lists/ sheet numbers including revision and change levels, as well as serial numbers (when applicable) of items being shipped.
- Seller shall insert its company name and apply the following statement on the packing sheet: "(Seller's company name) is authorized to perform Delegated Inspection for ASRCA"
- Seller's authorized Inspector performing the delegated inspection shall apply their acceptance stamp and date to the packing sheet.

Q34 TRACEABILITY-RAW MATERIAL

Seller shall mark each individual item and applicable documentation (e.g. test report, shipping report, or certification) to show traceability to lot, heat lot, material control or batch number. Unless otherwise directed by this contract, engineering drawing or the specification, when the size of the item does not permit marking of individual items, Seller shall label each package or box furnished. Lots shall not be mixed.

S1 Material Safety Data Sheet

Shipments will be accompanied by a copy of the MSDS, or the MSDS can be faxed to Procurement or Environmental Engineering.

S2 Safety Provisions/Regulations

Work performed by a subcontractor in areas under USTDC contractual responsibility will be performed in accordance with the applicable KSC/OSHA regulations.

E1 Environmental Provisions/Regulations

Work performed by a subcontractor in areas under USTDC contractual responsibility will be performed in accordance with the applicable KSC, EPA, and Department of Environmental Protection (DEP) regulations. Subcontractor hazardous waste management activities will be reviewed.