

# SPEARMAN AEROSPACE

## *Purchasing Quality Requirements*

Clauses can be obtained at: <http://www.spearmanaerospace.com/quality-systems/>

The following quality clauses apply to Spearman Aerospace Purchase orders as referenced in the applicable order. All suppliers must comply with the basic Quality Clauses plus the additional Quality clauses noted. These requirements are in addition to any general terms and conditions required in the purchase order.

### **PQR 1 - TEST REPORTS AND PROCESS CERTIFICATIONS REQUIRED**

Test reports, certificates of conformance and/or material/process certifications are required with this order. These reports or certificates must include:

- A. Spearman Aerospace purchase order number
- B. Vendor name
- C. Customer part number
- D. Lot number (if applicable)
- E. Heat number and age number (if applicable)
- F. Process performed and any special details regarding the outside processing
- G. Specifications used to process material with application revision
- H. Quantity of parts processed
- I. Quantity of parts accepted and rejected
- J. Signature of responsible individual representing processor and attesting to work performed.

### **PQR 2 - FIRST ARTICLE APPROVAL**

First article approval by Spearman Aerospace Quality Assurance is required prior to initiating the first run of parts. A sample piece and a complete dimensional layout shall be forwarded to Spearman Aerospace Quality Assurance for approval. The supplier assumes all financial responsibility for replacement, rework and material when production of parts is begun without first article inspection approval from quality.

### **PQR 2B – ISO9102/AS9102 FIRST ARTICLE**

Documented ISO9102/AS9102 First Article Inspection Report shall be submitted to Spearman Aerospace Quality Assurance with the FA piece prior to the beginning of production.

### **PQR 3 - STANDARD PRACTICE AND INSPECTION PROCEDURE**

A Standard Practice and Inspection Procedure describing the work instructions and method of manufacture as well as the inspection instructions for the particular part is to be written and submitted to Spearman Aerospace for approval prior to the start of production. Spearman Aerospace Quality Assurance approval must be granted prior to the start of production.

### **PQR 4 - SAMPLE INSPECTION**

Sample inspection may be used unless otherwise specified by Spearman Aerospace Supplier's sample inspection procedures must conform to the "Spearman Aerospace In-Process Sample Inspection Plan" or conform to MIL-STD-105, or other plans approved by Spearman Aerospace Quality Assurance.

### **PQR 5 – TRANSFERS**

Subcontracting of items on this purchase order is not permitted without the approval of Spearman Aerospace Quality Assurance. Subcontractors are required to notify Spearman Aerospace, Inc. Quality prior to transferring any work to a new facility. Spearman Aerospace, Inc. will determine prior to the transfer if subcontractor may perform the transfer of work.

### **PQR 6 - RIGHT OF ENTRY**

In addition to our right of access, the supplier agrees to the right of access for our customers, government or regulatory agencies representatives to all facilities and records in the performance of this contract, during normal business hours, and for review of vendor's material, documents and/or processing of vendor's material.

### **PQR 7 - MIL-I-45208 INSPECTION REQUIREMENTS**

The supplier's inspection system shall conform to the requirements of MIL-I-45208 and is subject to review and approval at all times by Spearman Aerospace Quality Assurance.

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### **PQR 8 - PRODUCTION LAYOUT INSPECTION**

All machine affected dimensions must be inspected and approved by the supplier on the first piece processed. All other parts are to be held until the first piece is inspected and approved by the supplier. If the first piece is acceptable it is to be identified as approved. The 1st piece and the inspection records for that lot shall be delivered to Spearman Aerospace with the completed parts.

### **PQR 9 - KEY CHARACTERISTICS**

Measurement and reporting of Key Characteristics as designated by Spearman Aerospace Quality Assurance is required with this order. The report shall accompany shipment of the lot to Spearman Aerospace.

### **PQR 10 - SUPPLIER APPROVAL**

All manufacturing, processing and inspection used in performance of this order must be accomplished by sources approved by Spearman Aerospace Quality Assurance. Appropriate requirements of this order must be flowed down to sub tier supplier, including key characteristics where required, positive FOD control processes and ITAR requirements.

### **PQR 11 - SPEARMAN AEROSPACE SOURCE INSPECTION**

Source inspection by Spearman Aerospace quality representative is mandatory for this order prior to shipment to Spearman Aerospace. Notify Spearman Aerospace Quality Assurance prior to the start of production to establish points in the manufacturing process at which source must take place.

### **PQR 12 - GOVERNMENT SOURCE INSPECTION**

Government source inspection is required prior to shipment of this material. Upon receipt of this order, promptly notify the Government's Representative who normally services your plant so that appropriate planning for Government source inspection may be accomplished.

A copy of the purchase order must be promptly furnished to the Government Representative. In the event the representative cannot be located, the Spearman Aerospace procurement manager shall be notified immediately.

### **PQR 12B - GOVERNMENT CONTRACT**

Purchase Order is for Government Parts/Contracts, outsourced Processor is being considered a Government Sub-Contractor and FAR 52.246-2 Inspection of Supplies-Fixed-Price and FAR 52.246-11 Higher-Level Contract Quality Requirement apply. Government may perform reviews and evaluations as reasonably necessary to ascertain compliance with those FAR Clauses. The Government has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. If Government performs inspection or test on the premises of the Sub-Contractor, the Sub-Contractor shall furnish at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. Sub-Contractor shall comply with the higher-level quality standard(s) AS9100 or equivalent.

### **PQR 13 - FIXTURE AND GAGE QUALIFICATION**

A layout report covering all fixture or gage dimensions must accompany the tool to Spearman Aerospace and be submitted to Spearman Aerospace Quality Assurance for approval.

### **PQR 14 - RECORD RETENTIONS**

Supplier and Supplier's Subcontractors shall maintain verifiable objective evidence of all inspections and test 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 and made available to Customer and/or Government Representatives upon request and shall be retained in a safe, accessible location for a period of seven (7) years after the date of delivery as defined in the Order, unless extended retention is required by customer quality flow-down.

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

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manufacture, commencing with the raw material and continuing through final acceptance of the end item.

Records held for the required retention period (seven years) shall not be destroyed without Customer's written concurrence.

### **PQR 15- PRODUCTION CHANGES**

The supplier shall provide in writing advance notification to Spearman Aerospace of any change(s) to tooling, facilities, materials or processes at the supplier or the supplier's sub-tier that could affect the Customers contracted product. This includes, but is not limited to fabrication, assembly, handling, testing, facility location or introduction of a new sub-tier supplier. Any change to the contract requirements must be approved by Spearman Aerospace in writing.

### **PQR 16 – SHIPMENT DELAYS**

Any delay in shipment for any reason has to be conveyed to Spearman Aerospace, Inc. Purchasing & Quality as soon as the delay is known by the supplier.

### **PQR 17 – CONFIDENTIALITY**

All information in the contract must be held in confidence by the supplier and no third party request for information will be authorized unless instructed in writing by Spearman Aerospace, Inc. representative.

### **PQR 18 – QUALITY SYSTEM**

Subcontractors are required & must have a Quality System in compliance to AS9100, NADCAP or ISO9001 latest revision as applicable by our customers, unless prior special approval is set forth in writing by Spearman Aerospace, Inc.

### **PQR 19 – NONCONFORMING PRODUCT**

Supplier shall notify Spearman Aerospace, Inc. about any nonconforming product and hold for Spearman Aerospace, Inc. approval/disapproval of supplier nonconforming material.

### **PQR 20 - ITAR**

ITAR requirements apply. See specific instructions noted in title 22 - *Foreign Relations*, chapter I - *Department of the State*, subchapter M - *International Traffic in Arms regulations*.

### **PQR 21 - TERRORISM**

Supplier must to comply with executive order E13224 and shall not engage in any transaction of any type with persons or businesses or organizations who commit, threaten to commit or support terrorism.

### **PQR 22 - PROCESSING SUPPLIERS MINIMUM REQUIREMENTS**

Processing suppliers must furnish processing certifications to the purchase order requirements, and shall not process any parts for which they are not certificated or approved. After 01-01-07 NADCAP and or specification owner approval is required. Acceptable Quality System requirement is AC7004 or ISO9001 or AS9100 latest revision. Applicable PQR's: PQR 1, PQR 6, PQR 10, PQR 14, PQR 15, PQR 16, PQR 17, PQR 18, PQR 19, PQR 22, PQR 26.

### **PQR 23 - MATERIAL SUPPLIERS MINIMUM REQUIREMENTS**

Material suppliers must furnish material certifications to the purchase order requirements, and shall not supply material for which they are not certificated or approved. When noted on our purchase orders, raw material supplied must be U.S.A. domestic material. Acceptable Quality System requirement are AC7004 or ISO9001 or AS9100 latest revision. Applicable PQR's: PQR 1, PQR 6, PQR 10, PQR 14, PQR 15, PQR 16, PQR 18, PQR 19, PQR 23, PQR 26.

### **PQR 24 - MACHINING AND MANUFACTURING SUPPLIERS MINIMUM REQUIREMENTS**

Manufacturing suppliers must machine parts per the requirements of engineering drawings provided and purchase order instructions. Acceptable Quality System requirement are AC7004 or ISO9001 or AS9100 latest revision. Applicable PQR's: PQR 1, PQR 2, PQR 6, PQR 10, PQR 14, PQR 15, PQR 16, PQR 17, PQR 18, PQR 19, PQR 24, PQR 26.

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### **PQR 25 - CALIBRATION/TESTING SUPPLIERS MINIMUM REQUIREMENTS**

Calibration/Testing suppliers must furnish calibration/test reports to the purchase order requirements, and be traceable to the specific equipment or item for which they are calibrating or testing. Traceability to NIST and/or other national or international standards must be supplied ISO9001 latest revision, ISO 17025, Nadcap Testing, ANSI Z540, and/or NAVLAP accreditation will be the quality system requirements. Actual data must be supplied. Applicable PQR's: PQR 10, PQR 14, PQR 16, PQR 17, PQR 18, PQR 19, PQR 25, PQR 26.

### **PQR 26 – PERSONAL AWARENESS**

Supplier must ensure that persons are aware of their contribution to product or service conformity, of their contribution to product safety and of the importance of their ethical behavior.

### **PQR 27 – COUNTERFEIT PARTS**

Supplier must implement a system that prevent the use of counterfeit parts.

### **PQR 28 - HARDWARE SUPPLIERS MINIMUM REQUIREMENTS**

Hardware suppliers must furnish material and processing certifications for the hardware supplied to the purchase order requirements, and shall not supply hardware for which they are not certificated or approved. When noted on our purchase orders, material supplied must be U.S.A. domestic material. Acceptable Quality System requirement are AC7004 or ISO9001 or AS9100 latest revision. Applicable PQR's: PQR 1, PQR 6, PQR 10, PQR 14, PQR 16, PQR 18, PQR 19, PQR 26, PQR 27, PQR 28.