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## MWI 116 STANDARD PURCHASE ORDER QUALITY ASSURANCE ATTACHMENT

### 1.0 Scope:

This document designates the specific supplier quality requirements that apply when one or more of the following Quality clauses are specified by alpha numeric code on Timbercon's Subcontract/Purchase Orders. These requirements are supplemental to those set forth in any other contracted document. The provisions indicated herein are an integral part of the applicable Purchase Order.

The inclusion of a product on a Government Qualified Products List, Approved Vendor List or the requirements of these clauses does not relieve the Seller of their responsibility for furnishing materials/services that meet all specification requirements or for performing specified inspection and tests for such materials/services. In the event that materials and/or services are found to be non-conforming, Timbercon and its customers shall have the right to reject them.

### 2.0 Requirements:

#### Q1 Certificate of Conformance

The supplier shall furnish, with each shipment, a Certificate of Conformance that shall be signed by a responsible representative and must show the part number, revision level, Purchase Order number, date of manufacture, and title of the responsible person.

#### Q2 Quality Program Requirements

The supplier shall have established and maintain a quality system that conforms to the requirements of ISO-9000 or equivalent.

#### Q3 Calibration System Requirement

The supplier shall be an accredited lab with an established and maintained system of adequate calibration of inspection and test equipment in accordance with ANSI/ISO/IEC17025:2005 or equivalent...

#### Q4 First Article Inspection

Timbercon First Article inspection is required on this purchase order. The supplier shall furnish the following information.

1. Copy of the latest revision of the Timbercon purchase order.
2. All applicable drawings, specifications and standards, including and supplier generated drawings, manufacturing instructions, Etc.
3. Complete manufacturing, inspection and test records.
4. Appropriate facilities, including equipment and personnel adequate to demonstrate conformance of the article to requirements of the purchase order.
5. Copy of supplier's First Article Inspection Record, listing variable's data obtained during the supplier's first article inspection.
6. Suppliers shall perform First Article Inspection in accordance with AS9102. FAI reports shall be documented using forms contained in AS9102 or form that contain all the requirements of AS9102.

#### Q5 Traceability



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Items supplied on the order shall be identified and documented to provide traceability through the lot identification and inspection/test records.

### **Q6 Product/Design Changes**

Timbercon must be notified as soon as possible for authorization of any design changes to be incorporated on items produced from Timbercon controlled drawings. Supplier to notify Timbercon of any changes in product and/or process definition and where applicable obtain Timbercon's approval.

### **Q7 Records and/or Reports**

Inspection system provisions require the supplier to prepare, utilize and maintain inspection and test records. The supplier shall submit a copy of all inspection records completed in performing final inspection of the units shipped.

### **Q8 Acceptance Test Procedure**

The supplier shall initiate an Acceptance Test Procedure, including data sheet, to comply with the requirements of this purchase order and applicable specification, and submit to Timbercon for review and approval.

### **Q9 Chemical/Physical Test Reports**

All material delivered under this purchase order shall be accompanied by chemical and/or metallurgical test reports which substantiate conformance of the material to the specification requirements. The supplier shall also maintain on file for a period of three (3) years, a copy of the test report.

### **Q10 Special Process Certification and Control**

Special processes are defined as chemical, metallurgical, and other types of processes for which the quality and integrity of the product cannot be adequately demonstrated by other than destructive test. Included in the category of special processes are nondestructive methods of evaluating the product other than normal mechanical dimensional inspection. Special process certification defined by this clause shall be accompanied prior to use in the production of items to be delivered under this purchase order. The supplier shall be responsible for required certification of special processes, personnel, and equipment notwithstanding any statement contained in the process specifications which indicate that Timbercon is responsible for such certification. Conformance of deliverable items to all requirements of this order shall remain the responsibility of the supplier. Objective evidence of certification, qualification, and control shall be available at the supplier's facility and shall be furnished to Timbercon upon request.

Changes in the controlled status of special processes or certified operators, such as relocation of facility, changes in method and changes in personnel, shall be submitted to Timbercon for approval prior to implementation. The supplier shall maintain records of certified processes and personnel which reflect the current status and the results of tests or examinations of such processes and personnel. The supplier shall make such records available to Timbercon upon request. The suppliers shall include the provisions of this clause in any order placed with suppliers at any tier for material or services required under this order.

### **Q11 Static Sensitive Materials**



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The following requirements apply to materials, devices or assemblies capable of being degraded, damaged, or destroyed by static electrical discharge.

1. All items shall be preserved, packaged and packed in such a manner as to preclude their exposure to the generation or discharge of static electrical potential.

2. Packaging shall be clearly marked or labeled to indicate that the contents are subject to damage or degradation by static electricity.

**Q12 Shelf Life of Materials**

The supplier shall identify each container of material with the date of manufacture and shelf life, type of material, lot or batch number and other pertinent data. Failure to submit this data shall result in rejection of the material. Material which does not show at least 75% of the indicated shelf life will not be accepted.

**Q13 DFAR's**

Supplier must be in compliance with any DFAR's that are referenced on the purchase order. See [HTTP://acquisition.gov](http://acquisition.gov) for individual DFAR requirements.

**Q14 Rated Order**

This is a rated order certified for national defense use, and you are required to follow all the provisions of the Defense Priorities and Allocations System regulation (15CFR 700).

**Q15 Non Conforming Product**

Supplier notification to Timbercon of nonconforming product, including arrangements for Timbercon's approval of supplier nonconforming material.

**Q16 Control of Records**

All quality records must be retained for a period of 7 years from their inception date.

**Q17 Right of Access**

Timbercon, Timbercon's customer and any regulatory authorities right to access all facilities involved in the order and to all applicable records.

Revision	Date	Change	By
A	4.15.08	Initial release	EH
B	11.26.12	Updated Codes	EH
C	12.4.13	Added Q codes Q15, Q16 and Q17. Updated Q code Q6	KC
D	10.10.16	Updated calibration section	KC