

# ALVA MANUFACTURING

## PURCHASE ORDER QUALITY CLAUSES

By accepting a purchase contract from Alva Manufacturing you are accepting responsibility for all specific quality clauses listed in the body of the Purchase Order, quality clauses are listed here:

### **AMPOQC-01 - SUPERSEDEENCE:**

The supplier shall contact Alva Manufacturing to request written clarification or correction from Purchasing in the event of conflict between the purchase order's stated requirements and the purchase order's summarized quality clauses, where supersedence is not specified.

### **AMPOQC-02 - RIGHT OF ACCESS:**

Right of Access by Alva Manufacturing, Alva Manufacturing's customer, and regulatory authorities to all facilities involved in the purchase order and to all applicable records.

Alva Manufacturing and Alva Manufacturing's customer reserve the right to conduct a survey/audit of the supplier's facility and the supplier's sub-tier suppliers to determine their capability to comply with the requirements of the purchase order. The supplier will be notified 48 hours in advance of the date that a survey/audit will occur.

### **AMPOQC-03 – RECORDS RETENTION:**

The supplier's records, to demonstrate conformance, shall be on file and available for review by Alva Manufacturing, Alva Manufacturing's customer or regulatory authorities upon request. Records shall be retained for a minimum of ten (10) years after final payment or longer as required by Alva Manufacturing customers. The supplier shall notify Alva Manufacturing in writing at least thirty (30) days prior to destruction of records, and must comply with any written response from Alva Manufacturing requesting a delay of such destruction.

### **AMPOQC-04 - SUPPLIER SUB-TIER PROCESS CONTROL:**

The Supplier shall notify Alava Manufacturing if the supplier is using a sub-tier supplier. All requirements invoked or applied to Alva Manufacturing's customer purchasing order, including this clause, shall be flowed down to the Alva Manufacturing's suppliers and the supplier's sub-tier suppliers.

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## **AMPOQC-05 - CHANGES TO PROCESS OR QUALITY SYSTEM:**

The supplier shall notify Alva Manufacturing of changes of, product, processes, suppliers, facilities processing lines, primary manufacturing equipment for standard processes, and points of contact for Alva Manufacturing. Supplier shall notify Alva Manufacturing of loss or suspension of certification or eligibility for AS9100, ISO 13485, ISO 9001:2008, or ITAR.

## **AMPOQC-06 - CONTROL OF NONCONFORMING PRODUCT AND CORRECTIVE/PREVENTATIVE ACTION:**

The supplier shall provide prompt, written notification to Alva Manufacturing, when nonconforming material or products affecting drawing, purchase order, or specification requirement issues are discovered. The supplier shall not ship such nonconforming until authorization to ship has been obtained from the Alva Manufacturing Purchasing agent. The supplier may submit requests for nonconforming material or product review by Alva Manufacturing at the time of notification. The supplier shall provide written proof of correction or corrective action when discrepant material is received by Alva Manufacturing; such proof shall be furnished within a reasonable time, which is specific and conclusive in nature, to prevent a recurrence of the discrepancy.

## **AMPOQC-07 - MEASURING AND TEST EQUIPMENT /CALIBRATION SYSTEM:**

The supplier shall establish and maintain documented procedures to control, calibrate and maintain inspection, measurement and test equipment (including test software and tooling), used by the supplier to demonstrate the conformance of product to the specified requirements, in accordance with ANSI Z540-1 (formerly MIL-STD-45662), ISO 10012-1, or ISO 17025.

## **AMPOQC-08 - PACKAGING/SHIPMENT:**

All items delivered on the order must be adequately preserved, packaged and contained to prevent deterioration and damage during shipment. The shipping method should ensure safe arrival at destination in accordance with good commercial practices, unless special packaging and shipping instructions are specified in the purchase order and drawings/specifications.

***Note: The use of newsprint for packaging is prohibited.***

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## **AMPOQC-09 - IDENTIFICATION/MARKING:**

The supplier shall identify all items, parts, components, subassemblies and assemblies with the appropriate part number and revision level as noted on the part drawing or as otherwise specified in the purchase order. Parts and materials that are not suitable for marking due to size and configuration may be identified using the bag and tag methods outlined in MIL-STD-130.

## **AMPOQC-10 - C.O.C. (CERTIFICATE OF CONFORMANCE):**

The supplier shall provide a certificate of conformance that certifies that all materials and processes supplied are in accordance with the purchase order. The document shall be signed and dated by the supplier's representative. Specifications, standards and engineering and other drawings noted on the purchase order shall be the latest revision unless specified (e.g., Rev. A). Raw materials will have mill certificates.

## **AMPOQC-11 - QUALITY SYSTEM:**

11A) The supplier shall establish, document, implement, maintain and continually improve the effectiveness of a Quality System that meets or exceeds the current revision of ISO 9001:2008 or AS 9100.

11B) The supplier shall establish, document, implement, maintain and continually improve the effectiveness of a Quality System that meets or exceeds MIL-I-45208A.

11C) The supplier shall establish, document, implement, maintain and continually improve the effectiveness of a Quality System that meets or exceeds industry standards and ensures adequate product conformance and appropriate objective evidence to meet usual business responsibilities.

## **AMPOQC-12 - FOREIGN OBJECT DEBRIS (FOD) PREVENTION PROGRAM:**

The supplier shall establish and maintain an effective foreign object debris (FOD) prevention program to eliminate FOD in items delivered to Alva Manufacturing. Industry specification NAS412 may be used as a guideline in complying with this clause. The written procedures/policies developed by the supplier shall be subject to Alva Manufacturing review and audit.

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## **AMPOQC-13 – COUNTERFIET PART/MATERIAL/PROCESS SUBSTITUTIONS PROHIBITED:**

Part, material, and process substitutions for items stated in the purchase order are not allowed. Parts and assemblies must include OEM certificates. Any deviations from Alva Manufacturing or Alva Manufacturing's customer drawings, specifications, and purchase order must be authorized by Alva Manufacturing or Alva Manufacturing's customer. The supplier shall ensure that these requirements are flowed down to sub-tiers that support the items on the purchase order.

## **AMPOQC-14 - F.I.R. (FINAL INSPECTION REPORT):**

The supplier shall furnish an inspection report for each lot of parts submitted, based on a sample inspection of the critical features of the parts. All sampling plans must meet the requirements of ANSI/ASQC Z1.4 (formerly MIL-STD-105) and demonstrate that parts meet all drawing, specification and purchase order requirements.

## **AMPOQC-15 - F.A.I. Report (FIRST ARTICLE INSPECTION):**

The supplier shall furnish a complete First Article Inspection (FAI) Report for one or more parts, listing actual inspection results for all drawing dimensions and all applicable notes. The parts used to perform the first article shall be tagged. First article acceptance by Alva Manufacturing shall not constitute final acceptance of the lot nor relieve the supplier of the obligation to furnish all parts that meet all drawing, specification and purchase order requirements.