



13153 Lakeland Road Santa Fe Springs, CA 90670 Telephone (562)944-0661

## QUALITY ASSURANCE CLAUSES

The Votaw purchasing terms and conditions and quality clauses have been updated, effective November 30, 2014.

Please be aware of and comply with the *Votaw General Purchase Order Terms & Conditions (Form 7.4.2-5)*, *Supplemental Terms & Conditions (Form 7.4.2-6)*, in addition to the *Quality Assurance Requirements* shown in the following pages. A signed copy of the *Supplier Acceptance of Votaw Purchasing Conditions (Form 7.4.1-7)* is now required. If you have not already done so, please review the acceptance and return it to Votaw at your earliest convenience. These documents can be obtained through your Votaw buyer.

Some of the new requirements are listed below:

Votaw's customer's quality requirements shall supersede Votaw Precision Technologies' requirements found in this document. These requirements and where to find them are stated in the *Votaw Purchase Order* when they apply.

Seller shall flow down the terms of the Votaw's customers and Votaw's purchasing requirements to their sub-tier suppliers.

Seller shall abide by the requirements of 41 C.F.R. §§60-1.4(a), 60-300.5(a) and 60-741.5(a) that prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin.

Seller shall, no later than 30 days following each calendar year in which Seller has delivered any goods to Buyer, complete and provide to Buyer a single and comprehensive *Conflict Minerals Reporting* form.

Disclosure of the information in Votaw purchase orders and their related documents is only permitted to personnel employed by the stated Seller. Disclosure of this material to persons not employed by the stated Seller is not permitted without written authorization from Votaw Precision Technologies, Inc.

We appreciate the support we are receiving from our many and loyal suppliers. We look forward to our continued success together.

In Gratitude,

Scott Merrell, Director of Quality Assurance  
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*The following quality requirements pertain to all Votaw purchases and suppliers.*

### **Q1000 Web Quality Clauses and Terms & Conditions**

Please go to [www.votaw.com/services/quality](http://www.votaw.com/services/quality) for details about the quality requirements and Votaw's *Purchasing Terms and Conditions* and *Supplemental Terms and Conditions*.

### **Q1001 QMS Requirements**

All suppliers that provide product, materials and services shall be responsible for maintaining a quality system that ensures the products and services purchased conform to the specified purchase requirements.

Suppliers are required to notify the Votaw Buyer of any changes regarding quality system certification(s). This includes additional certifications awarded, suspension of certification, and mergers and acquisitions. Quality Certifications include, but are not limited to, ISO 9001 and AS 9100.

### **Q1002 Non-conforming Material**

Material that departs from drawing, specification or maintenance requirements shall be properly identified, segregated and controlled to prevent unauthorized use or delivery to Votaw or other designated destinations.

**Material Review Authority** - The Supplier shall not use dispositions of "use as is" or "repair" without written approval by Votaw's Quality or Votaw's customer's Quality organization.

Action shall not be taken on any nonconformance which could affect safety of personnel; adversely affect performance durability, interchangeability or reliability, materially affect weight; or otherwise result in failure of the end article to perform its intended function.

**Concessions** - The Supplier may request concession consideration for nonconforming material that cannot be reworked to fully conform to drawing or purchase order requirements. The request shall completely and concisely describe the nonconforming condition and be accompanied with supporting information such as: the Votaw Purchase Order number, line item number(s), part numbers, quantities affected, dimension(s) affected, drawing location(s), photographs, sketches, chemistry or physical analysis for material deviations, etc.

**Escapes to Votaw** - The supplier shall provide prompt notification within 3 days to the Votaw Buyer of nonconforming product or process escapes are identified after shipment to Votaw has taken place. The notification shall include the Votaw Purchase Order number, line item numbers, part numbers, traceability (lot, serial, and manufacturer numbers), ship dates, quantities,

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and a description of the nonconformance. This applies to any nonconformance that departs from the drawing, specifications, purchase order requirements, etc.

**Containment of Nonconforming Material** - When a nonconformance is discovered or the Supplier is notified of a discrepancy, the Supplier shall take immediate action to determine if the condition exists on any other work in process, in stores at the Supplier's facility, or in prior shipments. Containment action shall be taken and documented prior to the next shipment of the part number involved.

**Return Purchase Orders for Replacement, Reworked or Repaired Product** - Product that is supplied to Votaw on a return purchase order shall fully comply with all drawing requirements.

**Return of Votaw Consigned Material** - Votaw may supply material or component product for inclusion in product manufacturing. If the material or component product that were supplied by Votaw are discrepant, or in excess quantity, they shall be returned by the Supplier. The Supplier shall clearly identify the reason for the return on the packing slip.

**Cost Recovery** – Votaw reserves the right to recover all incurred costs related to nonconforming product produced from the responsible supplier(s).

### **Responsibility for Conformance**

Neither surveillance, inspection, and/or tests made by Votaw or its representatives at either the Supplier's or Votaw's facility, nor the Suppliers compliance with all applicable Product Assurance Requirements shall relieve the Supplier of the responsibility to furnish articles which conform to the requirements of the Purchase Order.

## **Q1003 Notification of Changes**

### **Changes in Approved Processes, Materials, Procedures or Suppliers**

Supplier shall not change any process, material, or procedure without prior Votaw approval if such process, material, or procedure was originally approved by Votaw or its customer.

### **Notification of Facility Changes**

The Supplier shall not relocate any production, manufacturing and/or processing facilities during performance of the Purchase Order, without promptly notifying and affording Votaw the opportunity to examine said facilities for compliance with Product Assurance Requirements, including any necessary approvals.

## **Q1004 Flow down Requirements**

### **Flow-down Requirements**

The supplier shall have a process in place to flow-down Votaw & Votaw's customer's requirements to sub-tier suppliers. The supplier shall ensure that any Votaw & Votaw's customer's requirements that are associated to items that are procured or outsourced in order to meet a Votaw purchase order are flowed down to the applicable sub-tier suppliers.



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### **Special Processes**

When required by Votaw's Purchase Order, the supplier shall only utilize Votaw's and Votaw's customer's - designated Approved Suppliers. Examples of special processes are:

- Chemical Processing
- Cleaning
- Destructive & Non-Destructive Testing
- Heat Treat
- Painting
- Passivation
- Plating
- Welding

### **Q1005 Records Retention Requirements**

The Seller shall have on file certifications, in-process records, incoming records, final inspection records, X-ray film (or digital file) and other manufacturing, inspection and test data, whether generated by the Seller or his sub-tier suppliers to show compliance to purchase agreement requirements. Data shall be available at the Seller's facility at no cost to the Buyer for a period of 10 years after final delivery, unless otherwise specified by the Order. (Also stated in *Votaw Terms & Conditions*, paragraph #29)

### **Q1006 Right of Entry**

Votaw, Votaw customers and regulatory authorities reserve the right to perform audits and/or inspections at the Supplier's and/or supplier's subcontractor's facility, when necessary, to determine and verify the quality of contracted work, records, and product. All supplier material, records, routers, inspection and test facilities shall be subject to review. Suppliers shall provide equipment, facility and necessary personnel for all on- site verifications of contract/purchase order compliance.



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### ADDITIONAL ORDER-SPECIFIC REQUIREMENTS

#### **Q1100 Basic Certificate of Conformance**

The Supplier shall provide, as a minimum, a *Certificate of Conformance* indicating conformance to documentation, tests, and/or reports specified in the Purchase Order for shipment. The Certificate of Conformance shall contain the following information as a minimum:

- a) Purchase Order and line item number
- b) Identifying nomenclature such as item name, part number, revision, serial numbers
- c) Quantity shipped
- d) Conformance statement

#### **Q1101 Raw Materials & Forgings Certificate**

1. The shipping documentation shall contain the following information as a minimum:

- a) Purchase Order and line item number
- b) Material identification by specification number and material conditions, where applicable
- c) Traceability from the supplier's purchase order to the raw material manufacturer's or mill's lot or batch number
- d) A statement of raw material conformance to applicable requirements
- e) Name and location of raw material manufacturer or mill

2. A mill test report for all items above with the actual chemical/physical test results substantiating compliance with the applicable raw material specification requirements must be included.

#### **Q1102 Calibrated Measuring Equipment**

Suppliers performing calibration services for VPT shall use equipment, which has been calibrated and maintained using standards traceable to the National Institute of Standards and Technology (NIST) in accordance with the latest revision of ANSI/NCSL Z540-1, ISO 10012 or equivalent. Calibration certifications for equipment shall contain the following information as a minimum:

- a) Equipment description and identification (model/serial number)
- b) Equipment size / range and rated accuracy
- c) As received / found conditions
- d) Date calibration performed
- e) Calibration due date

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- f) Serial number of standards used traceable to NIST
- g) Identification of personnel performing calibration
- h) Applicable environmental conditions

Measuring and test equipment shall be packed to prevent damage in shipment or storage.

### **Q1103 Furnace Charts**

Suppliers performing calibration services for VPT shall use equipment, which has been calibrated and maintained using standards traceable to the National Institute of Standards and Technology (NIST) in accordance with the latest revision of ANSI/NCSL Z540-1, ISO 10012 or equivalent. Calibration certifications for equipment shall contain the following information as a minimum:

- a) Equipment description and identification (model/serial number)
- b) Equipment size / range and rated accuracy
- c) As received / found conditions
- d) Date calibration performed
- e) Calibration due date
- f) Serial number of standards used traceable to NIST
- g) Identification of personnel performing calibration
- h) Applicable environmental conditions

Measuring and test equipment shall be packed to prevent damage in shipment or storage.

### **Q1104 100% Dimensional Inspection Report**

Submission of 100% dimensional inspection report is required; work will not be accepted by Votaw Precision Technologies, Inc. if dimensional inspection report is not provided with parts. The inspection report must include all attributes / characteristics unless otherwise specified.

### **Q1105 Reduced Inspection**

Perform 100% inspection. Record all dimensions that are  $\pm 0.010$  inches or tighter, have a geometric tolerance, and make a statement for features equal to or greater than  $\pm 0.030$  inches. (Example of required statement: "All .x, .xx dimensions and greater, and threads and angles have been verified and accepted.")

### **Q1106 Chemicals & Limited Life & Age Control Items**

Supplier shall submit a *Material Safety Data Sheet* with the shipment of chemicals.



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In addition, if material has limited shelf life, a *Certificate of Conformance* is required with shipping documentation with the following information as a minimum:

- a) Purchase Order and line item number
- b) Identifying nomenclature such as item name, part number, revision, serial numbers
  - Date of manufacture
  - Batch and/or lot numbers
  - Date of expiration
  - Any special storage conditions for the material
- c) Manufacturer's name (if not supplier)
- d) Name and address of supplier
- e) Quantity shipped

The *Certificate of Conformance* shall be signed, with title, and dated by an authorized supplier representative.

Upon shipment, remaining shelf life of the material shall meet the minimum shelf life specified on VPT'S purchase order. If no minimum shelf life is specified, 75 percent of the shelf life shall be remaining on the material.

### **Q1107 Source Inspection**

Final acceptance by a Votaw Quality Representative is required at the Supplier's facility prior to the shipment of any product to Votaw. The Supplier shall notify the Votaw Buyer to arrange for a mutually agreed date and time. The Supplier shall provide the latest revision of the *Purchase Order*, amendments, blueprints, applicable inspection records and documentation, and any inspection equipment needed for the Votaw Quality Representative to perform any dimensional inspections.

### **Q1108 Special Record Retention**

The following records must be retained for \_\_\_\_\_ years. Supplier shall provide evidence of compliance with this requirement at Votaw's request.

### **Q1109 DPD/MBD Controls**

Suppliers performing work using digital product definitions or model based definitions from Votaw must be specifically approved for such work by Votaw Precision Technologies.

### **Q1110 Export Compliance**

Supplier shall maintain procedures and registration with the Directorate of Defense Trade Controls to prevent the disclosure of technical data and products in this purchase order in



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written, oral or visual form to any foreign national without prior export authorization from Votaw Precision Technologies' customer or the U.S. Department of State. Reference: 15 CFR Part 730 – 774 – *Export Administration Regulations (EAR)* & 22 CFR Part 120 – 130 – *International Traffic in Arms Regulations (ITAR)*

### **Q1111 Domestic Specialty Metals**

1. The shipping documentation shall contain the following information as a minimum:
  - a) Purchase Order and line item number
  - b) Material identification by specification number and material conditions, where applicable
  - c) Traceability from the supplier's purchase order to the raw material manufacturer's or mill's lot or batch number
  - d) A statement of raw material conformance to applicable requirements
  - e) Name and location of raw material manufacturer or mill
  
2. A mill test report for all items above with the actual chemical/physical test results substantiating compliance with the applicable raw material specification requirements must be included.

### **Q1112 First Article Inspection**

First Article Inspections, when required, must adhere to the AS9102 requirements and documentation methods. If the FAI is for product produced from authority datasets, explicit as well as implicit design characteristics must be included in the AS 9102 FAI plan (i.e., all features annotated in the 3D model, features that are not annotated in the 3D model, all applicable characteristics from the 2D drawings, all applicable notes and material lists and all feature tolerances in the notes).

### **Q1113 FOD Prevention**

Seller shall maintain a FOD Prevention Program in accordance with Aerospace Standard AS9146, Foreign Object Damage (FOD) Prevention Program - Requirements for Aviation, Space, and Defense Organizations.