



## **SUPPLIER QUALITY REQUIREMENTS**

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Review your Purchase Order for any of the Quality Clauses listed below. Failure to comply with any or all imposed Quality Clauses is subject to rejection by Receiving Inspection. If you have any questions regarding these clauses, please contact our Quality Assurance Department.

### **QUALITY CLAUSES 1-14 ARE APPLICABLE TO ALL EBI PURCHASE ORDERS**

#### **QR1: QUALITY MANAGEMENT SYSTEM**

Supplier shall provide and maintain a quality management system acceptable to **EBI** and, when applicable, **EBI's** customer. Objective evidence shall be on file verifying that such a quality system exists and is being maintained. Procedures and records shall be on file and available for examination by authorized **EBI** personnel. Seller shall control sub-tier procurements to the extent necessary to ensure conformance to the quality requirements of the purchase order, including flow down to its supply chain the applicable requirements listed here, including customer requirements (ISO9001, AS9100, AC7004).

#### **QR2: CERTIFICATE OF CONFORMANCE**

Seller shall certify that the materials and processes used in performance of the Purchase Order meet all specification requirements and that inspection/process control/test data necessary to substantiate the Certificate of Conformance are on file and available for **EBI** or **EBI** customer review. The Certificate of Compliance, signed by an authorized individual, certifies that the part or service has met all requirements of the Purchase Order, including drawings and specifications at the prescribed revision level. Examples of required evidence when requested in the **EBI** Purchase Order when applicable:

- Test coupons or specimens
- Mill Test Certificate (Raw Materials)
- First Article Inspection Report (AS9102)

#### **QR3: RIGHT OF ENTRY**

During performance of the order, supplier Quality System and manufacturing processes are subject to review, verification, and analysis to determine the quality of work, records and material by **EBI**, **EBI's** customers and/or regulatory authorities.

#### **QR4: PROPRIETARY INFORMATION**

Vendor shall not disclose proprietary information with any other source unless that which is required to perform process per purchase order requirements. This requirement must be flowed down to all parties involved. All proprietary information shall be returned or destroyed upon completion.

#### **QR5: RECORD RETENTION**

The supplier must retain adequate quality system records to maintain accessible files, traceable to **EBI** purchase orders in a proper environment so records are safe and do not deteriorate for a minimum of ten (10) years, unless specified otherwise by contract.

#### **QR6: NOTIFICATION OF CHANGE TO PROCESS, PRODUCT, SERVICE OR LOCATION**

The supplier shall notify **EBI** Purchasing or Quality of any changes in product or process definition, suppliers, or location of the manufacturing facility.



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### **QR7: NOTIFICATION OF NON-CONFORMING PRODUCT**

The supplier shall immediately notify **EBI** Purchasing and Quality when it is suspected or known that nonconforming material has been produced or delivered. The notification must include a clear description of the actual or suspected nonconformance. The supplier shall not ship such nonconforming parts or materials until authorization to ship has been obtained from the **EBI** Purchasing agent. The supplier may submit requests for nonconforming material or product review by **EBI** at the time of notification.

### **QR8: CORRECTIVE/PREVENTATIVE ACTION**

The supplier shall provide written proof of correction or corrective action when discrepant material is received by **EBI**; such proof shall be furnished within a reasonable time, which is specific and conclusive in nature, to prevent a recurrence of the discrepancy.

### **QR9: SUPPLIER SUB-TIER PROCESS CONTROL**

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

### **QR10: CALIBRATION**

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.

### **QR11: PACKAGING AND PRESERVATION**

The supplier shall ensure that packaging and preservation is adequate to prevent damage or deterioration during shipment to **EBI**.

### **QR12: FOREIGN OBJECT DEBRIS (FOD) PREVENTION**

The Supplier shall refrain from allowing any alien substance that could potentially cause foreign object debris to come near the product in order to prevent foreign object damage from occurring to the part. All parts must be inspected thoroughly for any operation debris that may interfere with the end result of the product.

### **QR13: PREVENTION OF COUNTERFEIT PARTS**

The Supplier shall maintain a Counterfeit Part risk mitigation process internally, and with its suppliers. The Supplier shall provide unique traceability identifiers (i.e. Date Code / Lot Code, Serial numbers) when applicable for all items delivered to **EBI** which contain an item procured from sources other than Original Equipment Manufacturer or Original Component Manufacturer or their Authorized Distributors.

### **QR14: EMPLOYEE CONTRIBUTION AND AWARENESS**

The organization shall ensure that persons doing work under the organization's control are aware of:

- Their contribution to product and/or process conformity;
- Their contribution to product safety;
- Their contribution to the importance of ethical behavior and decision making



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### **QR15: SPECIAL PROCESS REQUIREMENTS**

Special processes performed on products for **EBI** purchase orders must be performed by sources holding a current NADCAP certification for the process. This includes not only processing performed in-house by the holder of the **EBI** purchase order, but also any processing sub-contracted by them to others.

Special processes are defined as:

- Heat treatment
- Surface treatment (e.g. plating, passivation, chem-film)
- NDT (ultrasonic, magnetic particle, radiography, dye penetrant, etc.)
- Metal joining (e.g. soldering, welding, and brazing).

### **QR16: MATERIAL TRACEABILITY**

Each item of **EBI** supplied parts or materials provided with this order has been identified with a unique serial number or lot code for the purpose of material traceability. It is incumbent upon the supplier to ensure the integrity of the material traceability process by maintaining a record of the serial number of each individual item or lot number of multiple items, while the items or material are being processed. This record shall remain with the individual part or lot at all times.

### **QR17: SOURCE INSPECTION**

When noted on the purchase order, supplier is required to notify **EBI** prior to shipment of order, so that inspection can be performed by end-customer and/or **EBI** at supplier's facility. Final acceptance of product will be at **EBI's** facility.

### **QR18: HAZARDOUS MATERIAL**

The supplier shall furnish applicable Material Safety Data Sheets for products designated by industry, state, or federal agencies as hazardous.

### **QR19: ITAR REQUIREMENTS**

This purchase order contains technical data as defined in the U.S. International Traffic in Arms Regulations (ITAR) section 22 CFR § 120.10. Seller shall not export, disclose or transfer any technical data to any foreign persons, as defined in the ITAR section 22 CFR § 120.16, without the prior written approval of the U.S. Department of State, in the form of an export license. Should any "foreign person" need access to the technical data, Supplier shall contact **EBI** as soon as possible to process the export license. Violation could result in severe civil and/or criminal punishment. Supplier shall not duplicate any accompanying documentation and must return all documents at final shipment.

### **QR20: DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM (DPAS)**

This is a rated purchase order used for national defense, emergency preparedness and energy program use and the supplier shall follow all requirements of (DPAS 15 CFR 700). Prompt delivery of this order is required and supplier must give precedence to the order so as to deliver the product in a required time period.