

SUPPLIER QUALITY REQUIREMENTS

**Revision A
July 2014**

This document establishes general and special product assurance requirements clauses for use on the Purchase Order and is part of the Terms and Conditions when referenced on the Purchase Order. It is intended to clearly define all requirements for the Seller to assure that all products delivered by Seller on the Purchase Order conform to Buyer specified requirements for quality, reliability, and integrity.

SQR -1 UNAUTHORIZED PRODUCT CHANGES OR SUBSTITUTIONS

Seller shall not make any changes or substitutions to any product(s) or services required by the applicable drawing, specification, contract, or purchase order without prior written authorization by Buyer. Authorization may be contingent on Buyer or Buyer's representative's review of proposed changes.

SQR-2 UNAUTHORIZED PRODUCT REPAIRS & SALVAGE

The Seller may not perform any repairs by any standard or other repair practice or method on products damaged or found to be discrepant during outgoing inspections, unless such repairs are specifically permitted by the applicable drawing, specification, contract, or purchase order, or are specifically authorized by 4 Star in writing for each occurrence.

SQR-3 QUALITY SYSTEM

The supplier's quality system, as a minimum, must comply with the requirements as stated in the ISO 9001 Standard.

SQR-4 RIGHT-OF-ENTRY

By acceptance of this purchase order, the supplier grants to 4 Star, its customer, and/or their prime contractor, including FAA or Government representatives; the right-of-entry for the purpose of examining work, materials, and records to insure conformance to contractual requirements. The supplier shall flow down this requirement to their sub-tiers.

SQR-5 PROCESS APPROVAL REQUIRED

The process specifications indicated on the purchase order require prior approval of supplier's facility by 4 Star's customer. Notify the 4 Star Purchasing Department immediately if you are not an approved supplier or if there has been a change in your approval status.

SQR-6 INSPECTION AND ACCEPTANCE

The product(s) pertaining to this Purchase Order are subject to inspection, testing, and approval at all reasonable times and places by Buyer, Buyer's customer or government representative before, during and after performance and delivery. The Buyer may require the Seller to rework, replace or reimburse the purchase price of rejected material or Buyer may accept any materials and upon discovery of nonconformance, may reject or keep and rework any such material. Cost of repair, rework, replacement, inspection, transportation, repackaging, and/or re-inspection by Buyer shall be at Seller's expense. Buyer's failure to inspect does not relieve Seller of any responsibility to perform according to the terms of the Purchase Order.

SQR-7 INSPECTION REPORT

The Seller shall furnish a copy of the completed final acceptance inspection report, along with actual measurement data and Quality Control acceptance stamps/buyoff evidence, for each shipment of each item listed on this purchase order.

SQR-8 MANUFACTURER CERTIFICATION

Original manufacturer certifications are required to be submitted with the items procured on this purchase order, please ensure the certifications are included with the shipment to aide in receiving and the payment of invoices.

SQR-9 CERTIFICATE OF CONFORMANCE

The Seller shall furnish a Certificate of Conformance (C of C) with each shipment of each item listed on this purchase order. As a minimum, the C of C shall include the following information:

For component suppliers:

1. The 4 Star purchase order number
2. Part number and revision level
3. A reference to all applicable specifications as listed on PO or drawings
4. Quantity and unit of measure for items shipped
5. Name and address of manufacturer/processor
6. Date of certification
7. Signature of an authorized company representative

For suppliers that have processed or manufactured product from 4 Star supplied materials:

1. The 4 Star purchase order number
2. Part number and revision level
3. Quantity and unit of measure for items shipped
4. Name and address of manufacturer/processor
5. Date of certification
6. The following statement:

WE HEREBY CERTIFY THAT ALL PRODUCTS FURNISHED UNDER THIS PURCHASE ORDER WERE MANUFACTURED/PROCESSED FROM 4 STAR SUPPLIED MATERIAL

(Reasonable variations of this statement are acceptable as long as the material and batch/lot numbers appear.)

7. Material Number: _____
8. Batch / Lot Number: _____
9. Signature of an authorized company representative

SQR-10 PART NUMBER & REVISION

The Seller shall include the 4 Star part number and revision on the certificate of conformance (C of C).

SQR-11 APPROVAL OF CHANGES

When specified on individual Purchase Orders, 4 Star requires the Seller to notify 4 Star of any changes to supplier's product, processes, or services.

SQR-12 SPECIAL PROCESS APPROVAL

Special process suppliers are responsible for compliance to the applicable specifications, including customer special process approval, whether the operation is performed within their facility or flowed down per the Seller's purchase order to the Seller's subcontractor.

SQR-13 FLOW DOWN OF REQUIREMENTS

When specified on individual Purchase Orders, 4 Star requires the Seller to flow down to sub-tier suppliers the applicable requirements in the Purchase Order, including any key characteristics.

SQR-14 NON-CONFORMANCES

Any deviation to 4 Star's requirements set forth in this Purchase Order shall be documented and submitted to 4 Star for disposition prior to product shipment from Seller's facility.

SQR-15 SUBCONTRACTING

The Seller is prohibited from subcontracting any portion of the work to be performed in the performance of this contract, without written authorization.

SQR-16 RECORD RETENTION

Unless otherwise specified on the Purchase Order, the Seller shall retain all required records as objective evidence of conformance to Purchase Order requirements, including Seller's records and certifications of the inspections and test performed in the course of procurement, manufacturing instructions, testing, processing, inspecting, preserving, packaging, and shipping product(s) or any other quality system control records associated with the Purchase Order, for a minimum of 10 years after completion of the order. Such records shall be made available to 4 Star for review upon request.

SQR-17 GOVERNMENT SOURCE INSPECTION

Upon receipt of this purchase order, promptly furnish a copy to the Government Quality Representative that normally services your facility; or if there is none, to the nearest US Army, Air Force, or Defense Supply Agency Inspection Office. In the event that one of the above mentioned agencies cannot be located in your area, contact the 4 Star Purchasing Department for instructions.

SQR-18 CUSTOMER SOURCE INSPECTION

Upon completion of the order and prior to shipment, notify 4 Star's Purchasing Department so that arrangements can be made for a Customer Quality Source Inspector to visit your facility and perform a source inspection.

SQR-19 4 STAR SOURCE INSPECTION

Upon completion of the order and prior to shipment, notify 4 Star's Purchasing Department so that arrangements can be made for a Quality Representative from 4 Star to visit your facility and perform a source inspection.

SQR-20 FIRST ARTICLE REQUIREMENTS

When the Seller is delivering the product of the first time or when there is a revision change, the Seller shall perform a First Article Inspection (FAI) in accordance with the requirements of the current revision of SAE Aerospace Standard AS9102. The supplier shall furnish a copy of the completed 1st Article Inspection results (including all material, process and other certifications required by the Purchase order and/or drawing notes) with the initial delivery of products on the Purchase Order. The 1st Article shall be repeated and submitted any time there is a change to the revision of the drawing, significant changes in the manufacturing method or if the purchase order calls for a new first article to be submitted. The first article shall be submitted to 4 Star for review and acceptance prior to delivery of the product.

SQR-21 SHELF LIFE CONTROL

For age sensitive material – the material expiration, as applicable, shall be noted on the certification. A minimum 90% shelf life shall remain upon shipment unless waived by Buyer in writing.

SQR-22 CHEMICAL AND PHYSICAL TEST REPORTS

If required, the Seller shall furnish a copy of a certified test report with each shipment for each item listed on this purchase order. As a minimum, one of the following test reports shall accompany the shipment:

- The Original Manufacturer's test report
- An accredited laboratory's test report
- An Authorized Distributor's test report

SQR-23 4 STAR FURNISHED MATERIALS

Items manufactured under this purchase order agreement shall be fabricated from 4 Star furnished material intended for the completion of this order only. The Seller shall not substitute, rework, or dispose of 4 Star furnished material in any way, except as allowed for or instructed to do so in writing. Unused material must remain properly identified and returned with the last shipment of fabricated parts, unless instructed otherwise (see also, SQR-9).

SQR-24 CALIBRATION

The Seller shall provide and maintain a calibration system that meets at least one of the following requirements, as currently amended, in the performance of this contract:

- MIL-STD-45662A *Calibration System Requirements*
- ISO 10012-1 *Quality Assurance Requirements for Measuring Equipment*
- ANSI/NCSL Z540-1 *American National standard for Calibration*

The Seller shall notify 4 Star immediately of out-of-tolerance conditions that may have impacted performance of contracts or purchase orders.

SQR-25 ITAR RESTRICTED USE

The supplier shall adhere to ITAR requirements for performing work or service involving ITAR compliance. In accordance with ITAR 22 C.F.R. 120-130 *International Traffic in Arms Regulation*, all documents identified as ITAR controlled shall be identified, maintained in Document Control, and segregated from non-ITAR documents. Documents identified as ITAR controlled shall be viewed only by a US Person. A US Person means an entity that is: a US Citizen or a Legal Resident, or a US organization incorporated to do business in the United States.