


Axillon (San Diego) 6650 Top Gun Street, San Diego, CA 92121			
Document Title	Document Number	Rev	
<b>PURCHASE ORDER QUALITY CLAUSES</b>	<b>PS 700</b>	<b>00</b>	

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This attachment establishes Axillon San Diego (Hereafter referred to as the Buyer) quality requirements for orders placed by the Buyer. Degree and specific applicability of the quality requirements shall be stated in the Purchase Order to which this document is attached.

## POQC-1 REQUIREMENTS APPLICABLE TO ALL PURCHASE ORDERS

(A.) BUYER'S SURVEILLANCE reserves the right of the Buyer to inspect all items on this order at the Seller's facility. Buyer's Supplier Quality Representatives (SQRs) may elect to conduct inspection either on a random basis or 100% inspection. Buyer will notify Seller in advance of the shipping date if such inspection is required.

(B.) CHANGES will not be accepted by the Seller unless authorized by advanced written notice by Buyer's Purchasing Department.

Changes include:

- *Change to Product:* A change in or to the methods, procedures, materials, planning and/or sequencing used in or applicable to the manufacturing, processing, assembly, inspection and/or test of an item.
- *Change in Supplier or Processing:* Such changes may be from an outside processing source to within the Seller's facility, from within the Seller's to an outside processing source, from one outside processing source to another, or from Buyer furnished material to Seller procured material.
- *Change to Facility/Processing Equipment:* A facility change is a change in or to tools, test equipment, measuring or aligning fixtures, processing tanks, equipment, machinery, machine set ups, or other plant manufacturing equipment, etc., used to manufacture, process, assemble, inspect and/or test the item.
- *Change in Location:* A change in location of the site where some or all of the work on items is being performed. It may be as little as moving an assembly line, and it may or may not involve a change in facilities, procedures, personnel and/or processing sources.

(C.) REPORT OF DISCREPANCY, including all departures from the drawings or specifications applicable to this Purchase Order, must be reported to the Buyer's Purchasing Department for authorization prior to shipment. Failure to comply may result in rejection of the shipment and will reflect in the Seller's quality rating.

(D.) CORRECTIVE ACTION investigation will be accomplished by the Seller when discrepant material is received by the Buyer. A written report, which is specific and conclusive to prevent a recurrence of the discrepancy, will be furnished within a reasonable time period.

(E.) RESUBMITTED MATERIAL, presented after prior rejection, shall have the Buyer's debit memo number referenced on the material shipper.

## POQC-2 REQUIREMENTS APPLICABLE TO ALL PURCHASE ORDERS CITING A GOVERNMENT PRIME CONTRACT

(A.) GOVERNMENT SOURCE INSPECTION REQUIREMENTS provide the Government with the right to inspect any or all materials included in this order at the Sellers facility.


(B.) SURVEILLANCE BY GOVERNMENT INSPECTION during Seller's performance of this order is authorized to review, verify, and analyze Seller's quality program or inspection system, as well as applicable manufacturing processes. Government inspection or authorization is not required unless the Seller is notified. A copy of this order will be furnished to your Government Representative upon request.

(C.) PRIME CONTRACTOR SOURCE SURVEILLANCE, including review, verification, and analysis by all authorized prime contractor representatives, is authorized by this clause. Seller shall be notified of any such actions in advance by the buyer.

(D.) CORRECTIVE ACTION investigation will be accomplished by the Seller when discrepant material is received by the Buyer. A written report will be furnished within a reasonable time period, which is specific and conclusive to prevent a recurrence of the discrepancy.

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## **QUALITY CLAUSES REQUIRED WHEN INVOKED BY PURCHASE ORDER**

### **POQC-3 QUALITY MANAGEMENT SYSTEM COMPLIANCE**

Quality Management System shall be provided and maintained by Seller that complies with ISO 9001, "Quality Management" and AS9100, "Quality Systems – Aerospace."

### **POQC-4 QUALITY MANAGEMENT SYSTEM**

Quality Management System shall be provided and maintained by Seller that complies with ISO 9001, "Quality Management" and AS9100, "Quality Systems – Aerospace."

### **POQC-5 SUPPLIER QUALITY SYSTEM IN COMPLIANCE WITH INDUSTRY STANDARDS**

Quality Management System shall be provided and maintained by Seller that provides adequate assurance of product conformance and ensures appropriate objective evidence to meet usual business responsibilities.

### **POQC-6 CUSTOMER WITNESS INSPECTION**

Customer witnessing of inspection is required when inspection and/or testing of materials manufactured or tested at Seller's facility. Requests for this requirement are to be submitted to the buyer signing this Purchase Order, forty-eight (48) hours prior to the required presentation.

### **POQC-7 RECORD RETENTION**

Retention and maintenance of records called for by this contract is required of the Seller; documents shall be on file and available to the Buyer for four (4) years following the end of the calendar year in which they were initiated or three (3) years after final payment under the contract, whichever expires first. At any time during the retention period, at Buyer's request, Seller will deliver said records, or any part thereof, to Buyer at no additional cost to Buyer.

### **POQC-8 CALIBRATION SYSTEM**

Calibration System shall be provided and maintained by Seller that complies with ISO/IEC 17025, "General requirements for the competence of testing and calibration laboratories." Seller's calibration system will ensure the control and accuracy of the measuring and test equipment used to assure that supplies and services presented to the Government and the Buyer for acceptance are in conformance with prescribed technical requirements.

### **POQC-9 GOVERNMENT SOURCE INSPECTION OF DOD CONTRACTS**


Government Source Inspection is required prior to shipment from Seller's facility. Seller, upon receipt of this order, shall promptly notify the Government Representative normally servicing Seller's plant so appropriate planning for Government inspection can be accomplished. If no Government Representative normally services Seller's plant, contact the nearest U.S. Army, Navy, Air Force, or Defense Supply Agency inspection office in the locality. In the event a representative or office cannot be located, contact the buyer signing this Purchase Order. Evidence of Government inspection must be shown on all shipping documents.

### **POQC-10 BUYER'S SOURCE INSPECTION**

Buyer Source Inspection is required prior to shipment from Seller's facility. Seller shall provide all reasonable facilities and assistance for the safety and convenience of the Buyer's Representative in the performance of their duties. In addition, items on this order are subject to in-process inspection as determine necessary by the Buyer. When requesting source surveillance, the Seller shall call the buyer, whose name appears on the Purchase Order, at least forty-eight (48) hours prior to presentation of the material for inspection.

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## POQC-11 FIRST ARTICLE INSPECTION

First Article Inspection will be performed by Seller on the first item produced on this Purchase Order, prior to further fabrication, assembly, or processing. If the first item submitted fails to meet the inspection acceptance requirements, a new first item will be submitted for approval. This procedure shall be continued until an acceptable first article has been approved. First article acceptance shall be based on the requirements of the drawings, specifications, and purchase document, as applicable. Acceptance of the first article shall not be considered acceptance of subsequent items. Submission of a first article shall be accompanied by the legible and reproducible physical data determined by the Seller, the tool number used to produce the item; and, in the case of parts produced on molds, dies, etc., with more than one cavity, the Seller shall submit a first article from each cavity and identify each first article to indicate the cavity represented. The first article report furnished by supplier shall indicate the following: item number, drawing zone, inspection tool used, drawing specification to be checked, tolerance on drawing specification to be checked, actual dimension measured, indication of specification compliance accepted or rejected, and any remarks related to the specification being checked.

**Change Notification:** The Seller is required to notify the Buyer of any change of sufficient significance that a complete FAIT would be required to be conducted on the first production item manufactured after such change. The following definitions will be used by the Buyer in evaluating the type and significance of the capability change.

*Change to Facility/Processing Equipment:* A facility change is a change in or to tools, test equipment, measuring or aligning fixtures, processing tanks, equipment, machinery, machine set ups, or other plant manufacturing equipment, etc., used to manufacture, process, assemble, inspect and/or test the item.

*Change to Procedures:* A change in or to the methods, procedures, materials, planning and/or sequencing used in or applicable to the manufacturing, processing, assembly, inspection and/or test of an item.

*Change in Location:* A change in location of the site where some or all of the work on items is being performed. It may be as little as moving an assembly line, and it may or may not involve a change in facilities, procedures, personnel and/or processing sources.

*Change in Source or Processing:* Such changes may be from an outside processing source to within the Seller's facility, from within the Seller's to an outside processing source, from one outside processing source to another, or from Buyer furnished material to Seller procured material.

**Interruption of Production:** A complete FAIT will be required prior to shipment of hardware if one year or more has elapsed since the last production item was produced.

**The verification or acceptance:** The verification or acceptance of FAIT shall not constitute acceptance of subsequent items or relieve the Seller of any obligation to perform in strict compliance with all provisions of this Purchase Order.

**Reworked items:** This quality requirement does not apply to those items returned to Seller for rework of nonconformances.

## POQC-12 TOOLING AND EQUIPMENT OWNED BY THE BUYER AND USED BY THE SELLER

Tooling and equipment owned by the buyer and used by the seller is the responsibility of the Seller to protect, calibrate, maintain and care for (other than normal wear) during the period of the Seller's possession. Such tooling or equipment shall be subject to surveillance inspection upon notice, and be returned to the Buyer in an acceptable condition on notice.

The Seller shall notify the Buyer if any of the following events occur or have occurred

1. Use of any tooling that has not been in production for a period of one year or more.
2. Rework, refurbishment or replacement of any portion of the tooling used to produce the item on this Purchase Order.


Any change in the manufacturing process that changes or alters the configuration, composition, or physical properties of the item produced.

Upon notification, the Buyer will advise the Seller within one week if there is a need for production samples or to perform a new mold, die or tooling analysis.

Buyer verification of acceptance shall not constitute acceptance of subsequent items or relieve the Seller from any obligation to perform in strict compliance with the provisions of this Purchase Order.

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### POQC-13 LOT TRACEABILITY

Lot traceability of each unit, item, part, component, or material furnished by Seller shall be identified by lot or batch, traceable to the actual manufacturing process. The lot or batch number must provide the capability for a lot or batch purge in the event of determination of a condition of discrepancy. Identification marking shall be per MIL-STD-130, "Identification marking of US Military property", or applicable specification.

### POQC-14 DATE CODE TRACEABILITY

Date code traceability of each final assembly shall be furnished by Seller and shall be identified by date code of final assembly. Identification marking shall be per MIL-STD-130, "Identification marking of US Military property", or applicable specification. Age of the item cannot be any more than six (6) months (26 weeks) older than the date of the Purchase Order.

### POQC-15 TRACEABILITY

Traceability of parts joined in an assembly furnished by Seller shall be accompanied by an "Assembly History Log," identifying each part in the assembly, including Buyer-furnished items, when applicable. Fabricated parts shall be identified with serial number, material type, heat number, and drawing and specification (including applicable revision letter or number). Components in the assembly shall be traceable to legible and reproducible records of acceptance by part number, serial number, and lot number of material from which the components were fabricated by the Seller, and shall accompany parts that they represent, to the Buyer.

### POQC-16 CHEMICAL AND PHYSICAL TEST REPORT

Chemical and physical test report shall be provided by Seller, and shall consist of a validated legible and reproducible test report that shall accompany all shipments made against each item of this Purchase Order. These reports shall indicate the percentage of each element that makes up the chemical composition and physical properties of all raw materials. The test report must specifically identify the material by reference to the number of the melt, cast, heat, drop, or other similar designation and must indicate the applicable specification, revision, and purchase order designation.

### POQC-17 EVIDENCE OF SELLER INSPECTIONS AND/OR TESTS PERFORMED


Evidence of seller inspections and/or tests performed such as inspection data sheets, test reports, sub-tier certification of procured and/or manufactured items, or any other pertinent data shall be submitted by the Seller to the Buyer with each shipment. Raw materials purchased by the Seller to fabricate parts for this Purchase Order shall be verified for specification compliance, as applicable, by means of chemical and/or physical testing or certified test reports. Test reports shall be legible and reproducible and retained on file.

### POQC-18 PROCESS CERTIFICATION

Process Certification shall be submitted with each shipment of material included in this Purchase Order by the Seller. Certificates shall contain the signature and title of an authorized representative of the agency performing the test and/or processes, and the specification and revision, as applicable. The certification shall include the process used, such as: (A.) Heat Treating (B.) Liquid Honing (C.) Surface Preparation and Treatment (Painting or Plating) (D.) Surface Treatment (Chemical Film or Anodize) (E.) Lubrication (F.) Special Cleaning Processes (G.) Welding or Brazing.

### POQC-19 NONDESTRUCTIVE TEST REPORTS

Nondestructive test reports shall be submitted with each shipment of material included in this Purchase Order by the Seller. Test reports shall include the test facility name and address, date, and the signature and title of the authorized representative of the agency performing the tests; the test report must assure conformance to, and reference the specification requirements. Types of tests requiring test reports: (A.) Dye Penetrate (B.) Fluorescent Penetrate (C.) Magnetic Particle (D.) Ultrasonic (E.) Other.

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## POQC-20 X-RAY CERTIFICATION

X-ray certification by a certified x-ray laboratory will be required of the Seller for all items included in this Purchase Order requiring radiographic inspection, in accordance with applicable specification and standards. All findings will be reported; this report shall contain the x-ray laboratory name and address, date, the name of the individual reading the film, and the signature and title of an authorized laboratory representative. The x-ray film legible reproducible copy of the report must accompany the material. The film becomes the property of the Buyer. A control number must be assigned to each part, appear on each film, and be referenced on each report for a method of cross referencing each film exposure and report. The x-ray views must also be identified.

## POQC-21 SELLER'S CONTROLLED PRODUCTS LISTING

Seller's controlled products listing shall accompany the initial shipment on this Purchase Order, consisting of legible reproducible copies of specifications, drawings, and/or catalogues, to be used by Buyer's receiving inspection.

## POQC-22 IDENTIFICATION OF LIMITED-CALENDAR-LIFE MATERIAL

Identification of limited-calendar-life material is the responsibility of the Seller. Identification of each item, package, or container of limited-calendar-life material—with the change to cure or manufacture date, storage temperature, and special handling conditions, in addition to the normal identification requirements of name, part or code number, revision, specification number, type size, quantity, etc.—shall be affixed to the hardware itself, or if space precludes, to an identification tag/bag or container. The identification, including special handling condition, shall be recorded on legible and reproducible certification and shipping documents for the material.

The materials/parts shipped under this attachment must arrive at the Buyer's facility with less than 25 percent of the specified shelf life expended.

If the material is also temperature sensitive:

1. Storage requirements must be labeled on the exterior surface of each package shipped.
2. The material out-time expended shall be less than 25 percent consumed by the manufacturer and shipping transit time combined upon arrival at the buyers facility, see POQC-48 for temperature data requirements

If the supplier and/ or carrier has any questions about the requirements of this Quality Attachment, contact the Buyer.

## POQC-23 ITEM IDENTIFICATION

Item identification shall be provided by the Seller, who shall identify each item covered by this Purchase Order in accordance with the specific requirements. Seller shall mark the parts, subassemblies, assemblies and items in accordance with MIL-STD-130, "Identification marking of US Military property"

## POQC-24 CONTAMINATION CONTROL

Contamination control is required of the seller for parts, field parts, assemblies, and systems for pneumatic use in support equipment. Articles defined in the contract shall be cleaned, as required, by the applicable drawing or system specifications, prior to acceptance by buyer. Cleaning and/or testing of articles shall be performed by facilities, procedures and equipment approved by the buyer's quality department. Each article shall be identified with the cleaning, statute certification and identification tag. The tag shall be attached in a prominent position not in contact with significant surfaces. Specification msfc-spec-164 applies to contamination control and cleanliness of components for use in oxygen, fuel, and pneumatic systems.


## POQC-25 MERCURY CONTAMINATION

Mercury contamination requires the Seller to provide a certificate of conformance, certifying that the material furnished herewith has not been in direct contact with mercury or any of its compounds nor with any mercury containing device employing only a single boundary of containment.

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## POQC-26 CERTIFICATE OF CONFORMANCE

Certificate of conformance is required of the Seller to warrant and to represent that all parts/materials delivered in accordance with this Purchase Order are of new manufacture and meet or exceed all specification and requirements specified in this Purchase Order or referenced documents. Certificates must include the Seller's name, address, date and be signed by a representative of the Seller's Quality staff or a duly authorized member of the Seller's management organization.

## POQC-27 SHIPMENT OF NONCONFORMANCE MATERIAL OR SUPPLIES

Shipment of non-conforming material or supplies shall not be knowingly submitted by the Seller to the Buyer. The Seller shall manufacture parts or material on this Purchase Order in strict compliance with drawings, specifications, and Purchase Order requirements. Material or parts which do not conform to all drawings, specifications and purchase order requirements may be submitted only by written authorization from the Buyer.

## POQC-28 PACKAGING AND SHIPMENT

Packaging and shipment by Seller shall be accomplished in accordance with the following:

- A. This purchase Order requires levels and methods of packaging and preservation that will assure safe arrival at destination in accordance with good commercial practices, unless special packaging and shipping instructions are defined in this Purchase Order. Damaged articles received at Buyer's facility will be rejected at Seller's responsibility.
- B. Packaging will be in accordance with MIL-STD-2073-1, "Standard practice for military packaging"

Method \_\_\_\_\_ Level \_\_\_\_\_

## POQC-28A PACKAGING AND SHIPMENT

Packaging and shipment by Seller shall be accomplished in accordance with the following:

This purchase Order requires levels and methods of packaging and preservation that will assure safe arrival at destination in accordance with good commercial practices, unless special packaging and shipping instructions are defined in this Purchase Order. Damaged articles received at Buyer's facility will be rejected at Seller's responsibility.

## POQC-28B PACKAGING AND SHIPMENT

Packaging and shipment by Seller shall be accomplished in accordance with the following:

Packaging will be in accordance with MIL-STD-2073-1, "Standard practice for military packaging"

Method \_\_\_\_\_ Level \_\_\_\_\_

## POQC-29 STATIC SENSITIVE DEVICES


Static sensitive devices shall be produced by the Seller under the requirements of ESD S20.20, "Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies, and Equipment (excluding Electrically Initiated Explosive Devices)."

The Seller's shipping procedure shall conform to the following:

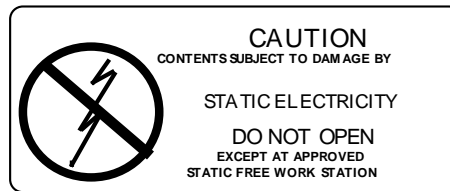
- A. Package printed wiring board assemblies in antistatic bags with conductive clips on contact fingers for shipment.
- B. Use only antistatic cushioning and wrapping materials for inner packaging.
- C. Ship individual devices in antistatic containers.
- D. Color "RED" at least one edge of all board assemblies containing static sensitive devices as a WARNING TO THE USER AND TO SERVICE PERSONNEL. Marking shall be located on the edge or edges most visible during any approach to servicing. Ink or dyes used shall not: be removed during any normal cleaning operation subsequent to application or degrade board performance.
- E. Have a warning notice placed in a conspicuous location on the shipping package equivalent to this example:

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## **POQC-30 GOVERNMENT/ CONTRACTOR ACTIONS (MIL-Q-9858)**

**OBSOLETE**

## **POQC-31 MILL MATERIAL TEST REPORTS**

One reproducible copy of the mill lot/batch and heat treat test reports, as applicable, shall accompany each shipment. Test reports shall be validated by an authorized mill representative with their printed name, signature, and date. Test documents must include mill fabricator's name, address, and be traceable through supplier's purchase order to the mill, and through supplier's certifications and invoice to the Buyer's purchase order.

## **POQC-32 RECEIVING INSPECTION REQUIRED**

Receiving inspection is required on this Purchase Order. Tag parts accordingly. Route parts and associated paperwork to Quality Control for acceptance inspection/testing.

## **POQC-33 PROCESS CHANGE CONTROL**

There shall be no changes to supplier's processes, materials or procedures involving parts or materials covered by this Purchase Order. In the event of a supplier desiring to change any internal process, material or procedure, the supplier must submit a written request to Buyer detailing the proposed change and the reasons behind the decision for the change. Incorporation of the change is prohibited until Buyer's Quality Assurance gives written approval to the supplier.

## **POQC-34 SUBCONTRACTING**

If work covered by this purchase order is subcontracted out, Buyer's requirements, where applicable, including key characteristics where identified, must be flowed down to those contracted to perform the work.

## **POQC-35 SELLER'S SUPPLIER CONTROL**

All Seller-procured supplies/services which become a part of the item(s) delivered in accordance with this Purchase Order shall conform to drawing(s) and specification(s) requirements. Seller's system shall assure Purchase Order flow down of applicable quality and technical requirements, suppliers' capability to produce items, and adequate methods of assuring compliance. Seller's suppliers shall be required to flow down and verify requirements of supplies/services they subcontract.

## **POQC-36 FOREIGN OBJECT DAMAGE (FOD) PREVENTION-QUALITY ASSURANCE**


The Seller shall establish and maintain an effective Foreign Object Damage (FOD) Prevention Program to reduce FOD, using NAS412, "Foreign Object Damage (FOD) Prevention Guidance Document" as a guideline. The Seller's program shall utilize effective FOD prevention practices. The program shall be proportional to the sensitivity of the design of the product(s) to FOD, as well as to the FOD generating potential of the manufacturing methods. The written procedures or policies developed by the Seller shall be subject to review and audit by the Buyer and/or government representative and disapproval when the Seller's procedures or policies do not accomplish their objectives.

## **POQC-37 SELLER'S ACCEPTANCE TEST PLAN APPROVAL**

The Seller shall obtain the Buyer's approval of detailed plans and procedures for accomplishing all acceptance tests required by the Buyer's drawings and specifications. Approval must be obtained prior to the Seller presenting hardware for acceptance. The witnessing of a demonstration of the procedures and equipment by the Seller is at the option of the Buyer. The detailed plans and procedures will contain as a minimum:

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- A. A list of all instrumentation, non-standard instrumentation calibration procedures, points of measurement and accuracy of measuring system
- B. Test conditions
- C. Test sequence
- D. Test Methods, including a detailed step-by-step procedure of each test using instruments listed according to Item A. above. Supporting data for critical parameters or special equipment, such as: error analysis, schematic diagrams and panel layouts, which are not necessarily part of the procedure, but are required to adequately evaluate the procedure, shall be submitted as supplemental information
- E. Sample data sheets
- F. Quantity of test samples
  - 1. 100% testing
  - 2. Lot acceptance
    - A. Definition of lot
    - B. Determination of lot sample size

Buyer's approval must be obtained prior to Seller's implementation of subsequent changes to the acceptance test plan. Buyer approval of the test plan does not relieve the Seller of the obligation of meeting all requirements as listed in the Buyer's drawings and specifications.

### POQC-38 PREFERENCE FOR DOMESTIC SPECIALTY METALS

This purchase order incorporates the contract clause at DFARS 252.225-7009, "Restriction on Acquisition of Certain Articles containing Specialty Metals." Any specialty metals (as defined in paragraph (a) of the clause) included in any articles delivered under this purchase order must comply with that clause, and you must flow down to all of your vendors supplying any articles delivered under this purchase order that include specialty metals.

### POQC-39 COMMERCIAL PACKAGING


This specification is provided to describe Buyers minimum packaging requirements. Shipments are to be delivered to their final destination with minimal damage to the package and no damage to the contents. This document is superseded by any special requirements listed on drawings or specifications. Any questions concerning packaging or materials should be directed to the buyer referenced on the Purchase Order.

- A. Packaging, packing and preservation:
  - A.1. Packaging of items: Except for ammunition, explosives, hazardous materials and Plastic Encapsulated Microcircuits (PEMs), the supplier shall follow ASTM-D3951-18, "Standard Practice for Commercial Packaging."
  - A.2. Packaging of Hazardous Materials: Packaging, packing and marking of hazardous materials shall comply with applicable regulations of the United States Department of Transportation (DOT). Import or export of hazardous (dangerous goods) and magnetized materials shall comply with the applicable regulations of the DOT, United Nations and the country of origin. Suppliers of assemblies containing explosives must supply the Buyer with a copy of the Certificate of Competent Authority (CCA), obtained through the DOT.  
  
Per 29 CFR 1910.00(g)(6)(i), "OSHA Laws & Regulations, Regulations (Standards – 29 CFR), Part 1910 – Occupational Safety and Health Standards", Chemical manufacturers or importers shall ensure that distributors and employers are provided an appropriate safety data sheet with their initial shipment, and with the first shipment after a safety data sheet is updated.
  - A.3. Packaging shall be performed in a manner that protects parts and eliminates Foreign Object Damage/Foreign Object Debris (FOD). At a minimum, this means packaging shall be sequenced to facilitate cleanliness, handling, shipping, and storage. Specific packaging materials to avoid using within the unit and to limit using within the intermediate pack include loose-fill cushioning materials, such as shreds of paper, tissue, plastic, popcorn, peanuts, or newsprint. Specific methods and materials to be used or avoided may be written into the Purchase Order.
  - A.4. Electrostatic Discharge Sensitive devices (ESDS) shall be initially wrapped in material conforming to: MIL-PRF-81705, "Barrier Materials, Flexible, Electrostatic Discharge Protective, Heat-Sealable" Type II or Type III; or cushioned in material conforming to AA-3129, "Cushioning Material, Flexible Open Cell Plastic Film (For

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Packaging Applications)" Type I, Grade B; or PPP-C-795, Class 2 or A-A- 59135, Class 1, Grade B; or PPP-C-1797, "Cushioning Material, Resilient, Low Density, Unicellular, Polypropylene Foam", Type II, to prevent bag puncture; and the unit packed in a heat-sealed bag conforming to MIL-DTL-117, "Bags, Heat-Sealable" Type I, Class F, Style 1. Resalable, cushioned pouches should be conforming to MIL-DTL-81997, "Pouches, Cushioned, Flexible, Electrostatic-Protective, Transparent" Type I or II, may be used in lieu of initial wrap or cushioning.

Lead or terminal configurations for all items shall be maintained as manufactured without causing loads or stresses capable of causing damage to the item. Materials used to maintain item position and lead or terminal configuration shall permit item removal without damage to the item. Electrostatic Discharge Sensitive (ESDS) caution labels shall be applied. Pink poly materials may not be used for electrostatic Discharge Sensitive device-shielding purposes.

A.5 Commercial equivalent materials may be used in place of mil-spec materials when certified as equivalent. Use only amine-free packaging materials that protect items from corrosion in accordance with MIL-STD-3010, "Test Procedures for Packaging Materials and Containers", Method 3005, contact corrosion testing for long-term storage and in-plant handling. In addition, pink poly packaging materials may be used for non-ESD shielding applications, provided the material complies with MIL-STD-3010 above.

A.6. Packaging, handling, and marking of Plastic Encapsulated Microcircuits (PEMs) shall be in accordance with JOINT INDUSTRY STANDARD, IPC/JEDEC J-STD- 033, "Handling, Packing, Shipping and Use of Moisture, Reflow and Process Sensitive Devices." All packages of PEMs shall be labeled with the appropriate moisture-sensitive caution symbol and applicable moisture-sensitivity level (level 1 through level 6) on unit, intermediate and shipping containers. Major categories are (but not limited to): J-bend and gull-wing leaded packages such as Plastic Leaded Chip Carriers (PLCCs), Small Outline Integrated Circuits (SOICs), Plastic Quad Flat Packs (PQFPs) and Thin Small Outline Packages (TSOPs).

B. Shipping Containers: Containers shall be packed to insure carrier acceptance, safe delivery and adequate storage at end location. Containers shall be in accordance with the rules and regulations of carrier applicable to the mode of transportation. Containers shall be domestic and a minimum size to provide a snug fit for the item. Unit containers shall also be constructed so as not to permit damage to the contents and to facilitate subsequent handling.

Rule 41: Buyer insists on strict compliance with rail classification Rule 41 as minimum requirements of fiberboard containers (regarding weight and size limitations).

C. Skid Requirements: To accommodate movement during shipment and after receipt, large, heavy or bulky boxes shall be provided with skids in good condition and of adequate construction to support the load.

D. Markings:

D.1 Marking shall be in accordance with carrier rules and regulations. Hazardous materials or restrictive items must be properly marked per Department of Transportation (DOT) requirements.

D.1.1.U.N. markings for hazardous materials: Exterior shipping containers shall be marked with U.N. certification markings (POP) indicating the level of performance achieved through testing.


D.1.2. Magnetic and electrostatic discharge-sensitive items must be properly marked, labeled or stenciled with proper cautionary information.

D.2. Minimum Container Marking: Each unit and outer container shall be marked with the Buyer's part number and quantity. Unit containers are exempt from marking only if they hold one (1) part each and the Buyer's part number is visible on the part through the container (i.e., a clear plastic box).

D.2.1. Reusable shipping container markings: Reusable shipping containers shall have all old labels and markings—those which no longer apply—obliterated or obscured (i.e., "Empty" labels, "BOX \_ of \_" markings, UPS labels, etc.). The only acceptable markings will be those that are applicable to the current shipment.

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## POQC-40 SUPPLIER QUALIFICATION FOR MANAGING KEY CHARACTERISTICS

If Key Characteristics (KCs) have been identified on the Technical Data Package (TDP) for this Purchase Order, the Supplier is required to do the following:

1. Identify the Key Processes that affect the KCs identified.
2. Develop, document, and implement a Process Control Plan for all Key Processes. (See POQC Attachment 1, Process Control Plan, for an example.)

The Process Control Plan shall:

- a. Implement a method for statistical monitoring of identified Key Processes (The Supplier shall include justification when the application of statistical techniques would be a non-value-added task (high CpK values) and where the application of Statistical Process Control techniques is deemed impractical. Alternative methods of process control must be evaluated in such cases.);
- b. Require review and approval by both Buyer and the Supplier;
- c. Document how each Key Process that affects a KC will be monitored and controlled; and
- d. List all Key Processes that are being offloaded and how they will be controlled and monitored at the sub-tier.

The Supplier shall provide a copy of the process control plan to the Buyer before delivery of 1<sup>st</sup> lot of products or goods to Buyer. At the Supplier's request, Buyer will provide assistance to bring the Supplier into minimum compliance with this Quality Attachment. Measurement or performance data pertaining to all key process parameters that are correlated with identified key quality characteristics shall be maintained by the Supplier and made available upon request in a timely manner to Buyer.

## POQC-41 REQUIREMENTS FOR SOLDERED/PLATED ELECTRICAL, ELECTRONIC ASSEMBLIES/HARNESSES/CABLES/ COMPONENTS AND MECHANICAL ITEMS

Electronic, electrical, electromechanical, and mechanical piece parts and assemblies—including the internal fabrication of hardware—delivered to Buyer under the provisions of this Purchase Order shall not have pure tin finishes. Additionally, any tin-lead (SnPb) plating or solder process/processing shall result in a finish of no less than 3% lead composition.

Note: This applies to component leads and terminations, carriers, bodies, cages, brackets, housings, mechanical items, hardware (nuts, screws, bolts), etc. This does not apply to MIL-SPEC Parts or Buyers, Government Prime, or U.S. government Drawings that allow the use of tin (Sn) with less than 3% lead (Pb).

A current listing of surface finishes that are exempt from this requirement can be obtained from the Buyer.

Seller shall provide a Certificate of Conformance (C of C) with each shipment. The C of C shall mean that the Seller or Seller's agent has verified that delivered product meets the above listed composition requirements, or the material meets at least one of the following provisions:


- a. Seller or Seller's agent has contacted the Original Equipment Manufacturer (OEM) and verified that the specific Mfr / Lot Date Code of delivered product meets the specified minimum lead (Pb) requirement if tin (Sn) is present in the product.
- b. Seller or Seller's Subcontractor has verified by actual sample testing (X-ray Fluorescence testing is preferred) or other industry-acceptable method that a minimum of 3% lead (Pb) is present in any process that uses tin (Sn).

Seller shall be responsible for managing the compliance with this requirement with subcontractors or sub-tier suppliers, and provide evidence of the appropriate flow-down and management of this requirement to the satisfaction of the Buyer or designate.

Unless otherwise specified in this quality attachment, all exceptions must be authorized in writing by the Buyer.

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## POQC-42 SOFTWARE/FIRMWARE QC SYSTEM

- Overview.** This POQC specifies the process requirements the seller must comply with to meet the buyer's software quality requirements. These process requirements must be applied during the acquisition, development and/or support of software purchase items. It is intended that the Seller use existing internal quality systems to satisfy the requirements of this attachment, as long as they comply with the standards/ guidelines specified by this POQC and the purchase order.
- Standards/Guidelines.** Table 1 of this POQC describes and provides for the selection of industry-accepted standards used in the development and quality evaluation of software products. The specific standard/guideline for software/firmware development and/or quality evaluation to which the Seller must comply shall be identified on the purchase order by the Specification Item number(s) selected from Table 1 of this POQC. The selected standards specified on the Purchase Order may serve as a direct flow-down of a prime contract requirement imposed on the buyer.
- Acceptance.** Acceptance of this Purchase Order constitutes acceptance of the quality requirements stated herein.

**TABLE 1**  
**SOFTWARE DEVELOPMENT STANDARDS AND PROCESSES**

Specification Item	Specification(s)	Description
1	ISO/IEC/IEEE 90003	Guidelines for the application of ISO 9001:2015 to computer software
2	IEEE 12207	Systems and software engineering - Software life cycle processes
3	MIL-STD-2168	MILITARY STANDARD Software Quality Program

## POQC-43 INSPECTION AND/OR TEST DATA DOCUMENTATION REQUIREMENTS FOR SELLER-RETAINED DATA FOR 5 YEARS

The Supplier shall retain objective written evidence of hardware conformance to Purchase Order requirements for each shipment.

Note: All evidence is subject to review and/or audit by Buyer at Seller's facility or at Buyer's facility.


- A. The following shall be retained for the period stated below if it is generated during the build of the part(s):
  - Any special selection test records;
  - Conditioning (burn-in) test records;
  - Lot acceptance test (LAT) records;
  - Sampling test records or any other test records used to determine item conformance;
  - Reports/certifications of chemical and/or physical analysis/test records that assure conformance to applicable specifications.

Note: When required by the applicable specifications, reports/certifications are to reflect actual test values. Reports/certifications of chemical and physical analyses/tests are to be fully traceable to the specifications, part numbers, the Buyer's Purchase Order and the specific shipment.

- B. If a Quality Attachment requiring any of the following is attached to the Purchase Order, the data collected from the activity shall also be retained:
  - First Article Inspections/Tests (FAITs)
  - Nondestructive tests
  - SPC data (if applicable)

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4. Any data collected for a Hardware Acceptance Review.
- C. If the Seller is a jobber or distributor of the item(s) in this Purchase Order, the Seller shall require the same documentation from the original manufacturer of the item(s). Additionally, Seller shall secure from that manufacturer a right for Buyer to acquire or inspect (at Buyer's option) all pertinent data in that manufacturer's possession showing the items compliance to specifications.
- D. The Seller may obtain attributes data or variables data at Seller's discretion unless the variables data is specifically requested by the Buyer. The Seller's format is acceptable. As a minimum, attributes data shall include the parameter inspected, the tolerance, and a summary of the inspection test results. The variables data shall include the parameter inspected, the tolerance, and the measurement obtained for each item inspected.
- E. Data sheets/test reports shall bear evidence of acceptance by Seller's signature (or stamp) and date signed.
  1. The requested data is to be retained by the Seller for a period of five (5) years after the date of the completion of this Purchase Order, unless otherwise specified in this Purchase Order.
  2. The requested data shall be made available for review by the Buyer's Field Engineer (FE) or designate when requested.

The retention of inspection/test data, as provided herein, shall not modify or limit any representations, warranties, or commitments made elsewhere herein, or in any way affect the obligation of the Seller to perform strictly in accordance with the provisions of the Purchase Order.

#### POQC-44 USE OF PURE TIN PLATING

Electronic, electrical, and electromagnetic (EEE) piece parts and assemblies called out in this purchase order shall not have pure tin finishes. This applies to component leads/terminations, body, cages, brackets, housings, wires, etc. Hardware (nuts, screws, bolts, etc.) shall not have a pure tin finish unless otherwise specified in the product specifications. Any tin-lead plating or solder process/processes shall require no less than 3% lead composition.

#### POQC-45 MRB AUTHORITY

Unless otherwise specified in this purchase order, suppliers/subcontractors do not have authority to process "Use-As-Is," "Repair," "Standard Repair Procedures (SRPs)," or "Non-SRPs" via their Material Review Board (MRB).

#### POQC-46 AS9100 and ASQR-01 COMPLIANCE

Suppliers and all members of their supply chain that provide UTC member product shall be compliant to all applicable AS9100 and ASQR-01 common and unique requirements.


- Must perform and maintain a Gap Analysis of latest revision for ASQR-01 requirements, specifically per ASQR-01 section 4.3.1 (ASQR-01 Form 1 and ASQR-01 Form 5)
- Must perform Risk and Variation Management through use of PFMEA and Control Plans per ASQR-01 section 4.3.4
- Must provide objective evidence upon request

#### POQC-47 COUNTERFEIT PARTS

If suspect/counterfeit parts are furnished under this purchase order and are found in any of the goods delivered hereunder, such items will be impounded by Buyer. The Seller shall promptly replace such suspect/counterfeit parts with parts acceptable to the Buyer and the Seller shall be liable for all costs relating to the removal and replacement of said parts, including without limitation Buyer's external and internal costs of removing such counterfeit parts, of reinserting replacement parts and of any testing necessitated by the reinstallation of Seller's goods after counterfeit parts have been exchanged. Seller shall be fully liable for all such costs, even if such cost might be considered indirect, special or consequential damages. Seller's liability for suspect/counterfeit parts shall not expire until 60 months after delivery. At Buyer's request, Seller shall return any removed counterfeit parts to Buyer in order that Buyer may turn such parts over to its Government customer for further investigation. Seller agrees that any Government or quasi-Government directive, such as a Government Industry Data Exchange Program (GIDEP) shall be deemed definitive evidence that Seller's parts contain counterfeit parts.

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## POQC-48 PACKAGING AND MONITORING OF TIME SENSITIVE MATERIAL

Packaging and monitoring of time sensitive material requirements are as follows.

Packaging:

1. Materials shall be preserved during shipment, preferably in sealed airtight containers, example: Poly or MIL-PRF-131, Barrier Materials, Water vapor proof, Greaseproof, Flexible, Heat-Sealable", bags with applicable material information relevant to lot traceability, storage conditions, shelf life, and handling.
2. In the case of preregs, film adhesives, and/ or any materials wound on a core, the cores must be packaged with both ends fully supported so the weight of the roll does not distort the material by resting on its self (create flat spots) on the raw material.

Temperature monitoring:

3. Temperature recorders are to be placed directly next to the material to record the material temperature throughout the entire shipment.
  - a. (Caution: Do not place the recording device next to dry ice; this will cause false material temperature readings).
  - b. Do not place dry ice in direct contact with the raw material as this can degrade the raw material
4. The temperature logger shall monitor the time in minutes and the temperature in 1° increments. Temperature recorder must be Sensitech TempTale 4 or equivalent. Required battery life of the recorder shall be sufficient to record the material temperature for 20 – 30 days to allow receipt of the material at the buyer's facility.
  - a. In the event the material temperature recorder fails or is misplaced, the carrier shall provide temperature data from the refrigerated truck, trailer, and/ or shipping container. Any applicable fees for data retrieval would be passed back to supplier.
5. The shipper must flowdown all temperature specifications from the Buyer's PO to the carrier.
6. The carrier must ensure that the material's thermal history during shipment is documented and kept within the provided temperature.
7. When materials are to be shipped in refrigerated truck, trailer, or shipping container the mode of transit must have the ability to meet the temperature specifications and produce temperature data records upon request.
8. If excursions in temperature outside the material specification are encountered, time durations and temperatures must be identified from reviewing the temperature recorder's data in either excel or PDF reports delivered with the material
9. Exposures to temperature above the specified storage conditions are allowed up to (2) two hours at the beginning of the shipping cycle, these deviations to the specified temperatures will be evident in the temperature recorder data. This out-time exposure does not need to be accounted for in the out-time log.

Failure to meet these requirements may be result in returned material to the supplier or carrier for replacement at the cost of the supplier/ carrier.

## POQC-49 TOOLING INSPECTION REPORT REQUIRED.

An inspection report must accompany the tool upon delivery capturing 100% of the characters of the tool as defined by tool design, statement of work and/or contract. The supplier is responsible to ensure the inspection equipment used to measure the characters is traceable to National Institute of Standard Technology (NIST).

The Tool Inspection Report shall contain the following information

- Tool Number
- Serial Number
- Property of
- Dimensional and finish requirements
- Actual variable and /or attribute data for each character
- Identification and Traceability to the inspection equipment used for acceptance

## POQC-50 CALIBRATION DELIVERABLES.

Outsourced calibration must be performed and delivered utilizing the following applicable POQC's:


- POQC 1, 2, 5, 8, 26, 32, 33 and 50

In addition, the Certificate of Calibration must be accompanied with "as-found" and "as-left" data to support the condition of the instrument as received, and condition of instrument as delivered; to clearly identify the magnitude of the calibration

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process, noting any adjustments made to the instrument. C of C must also include all standards used to perform the calibration and clearly identify that they are National Institute of Standard Technology (NIST) traceable. All POQC's must be clearly identified on the Purchase Order.

## POQC-51 CONFLICT MATERIALS

Conflict minerals are minerals mined in conditions of armed conflict and human rights abuses, notably in the eastern provinces of the Democratic Republic of the Congo by the Congolese National Army, and various armed rebel groups, including the democratic Forces for the Liberation of Rwanda (FDLR) and the Nation Congress for the Defense of the People [http://en.wikipedia.org/wiki/NationalCongress\\_for\\_the\\_Defense\\_of\\_the\\_People](http://en.wikipedia.org/wiki/NationalCongress_for_the_Defense_of_the_People) (CNDP), a proxy Rwandan militia group. The looting of the Congo's natural resources is not limited to domestic actors, during the Congo Wars, Rwanda, Uganda and Burundi particularly profited from the Congo's resources.

Currently, the list consists of only four conflict minerals:

1. Columbite-tantalite (or coltan) is the metal ore from which the element tantalum is extracted.
2. Cassiterite is chief ore needed to produce tin.
3. Wolframite is an important source ore of the element tungsten.
4. Gold.

We aspire to transparently report sources of any potential conflict minerals and we expect our suppliers to support this objective. We will comply with all current and future legislation with respect to this issue in all of our operations, regardless of whether the legislation applies to that jurisdiction. We expect the most prominent legislation to be Section 1502 of the Dodd-Frank Wall St. Reform and Consumer Protection Act (Jan 2011) which requires U.S. and foreign companies to report and make public the use of so-called "conflict minerals" from the Democratic Republic of the Congo or adjoining countries in their products.

## POQC-52-1 DOA1

This order has a DPAS rating of: DOA1

This is a "DPAS rated" order certified for national defense use, and you are required to follow all the provisions of the defense priorities and allocations system regulation (15 cfr 700 et seq.). All "DPAS rated" orders must be accepted or rejected as follows:

1. This "do" rated PO must be accepted or rejected in writing (hardcopy), or in electronic format, within 15 working days after order receipt.
2. Rejection of this orders must be in writing (hardcopy), or in electronic format, giving the specific reason for the rejection.
3. If, after acceptance of this order, seller subsequently finds that shipment or performance will be delayed, seller must notify the buyer immediately in writing (hardcopy), or in electronic format, give reasons for the delay, and advise of a new shipment or performance date.
4. If both DPAS rated and unrated po quantities are reflected in this order, you are only required to follow the DPAS regulation as it pertains to the DPAS rated quantities.

## POQC-52-2 DOA2


This order has a DPAS rating of: DOA2

This is a "DPAS rated" order certified for national defense use, and you are required to follow all the provisions of the defense priorities and allocations system regulation (15 cfr 700 et seq.). All "DPAS rated" orders must be accepted or rejected as follows:

1. This "do" rated PO must be accepted or rejected in writing (hardcopy), or in electronic format, within 15 working days after order receipt.
2. Rejection of this orders must be in writing (hardcopy), or in electronic format, giving the specific reason for the rejection.
3. If, after acceptance of this order, seller subsequently finds that shipment or performance will be delayed, seller must notify the buyer immediately in writing (hardcopy), or in electronic format, give reasons for the delay, and advise of a new shipment or performance date.

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#### POQC-52-6 DOA6

This order has a DPAS rating of: DOA6

This is a "DPAS rated" order certified for national defense use, and you are required to follow all the provisions of the defense priorities and allocations system regulation (15 cfr 700 et seq.). All "DPAS rated" orders must be accepted or rejected as follows:

1. This "do" rated PO must be accepted or rejected in writing (hardcopy), or in electronic format, within 15 working days after order receipt.
2. Rejection of this orders must be in writing (hardcopy), or in electronic format, giving the specific reason for the rejection.
3. If, after acceptance of this order, seller subsequently finds that shipment or performance will be delayed, seller must notify the buyer immediately in writing (hardcopy), or in electronic format, give reasons for the delay, and advise of a new shipment or performance date.
4. If both DPAS rated and unrated PO quantities are reflected in this order, you are only required to follow the DPAS regulation as it pertains to the DPAS rated quantities.

#### POQC-53-1 DXA1

This order has a DPAS rating of: DXA1

This is a "DPAS rated" order certified for national defense use, and you are required to follow all the provisions of the defense priorities and allocations system regulation (15 cfr 700 et seq.). All "DPAS rated" orders must be accepted or rejected as follows:

1. This "DX" rated pos must be accepted or rejected in writing (hardcopy), or in electronic format, within 10 working days after order receipt.
2. Rejection of this order must be in writing (hardcopy), or in electronic format, giving the specific reason for the rejection.
3. If, after acceptance of this order, seller subsequently finds that shipment or performance will be delayed, seller must notify the buyer immediately in writing (hardcopy), or in electronic format, give reasons for the delay, and advise of a new shipment or performance date.
4. If both DPAS rated and unrated PO quantities are reflected in this order, you are only required to follow the DPAS regulation as it pertains to the DPAS rated quantities.

#### POQC-53-2 DXA2


This order has a DPAS rating of: DXA2

This is a "DPAS rated" order certified for national defense use, and you are required to follow all the provisions of the defense priorities and allocations system regulation (15 cfr 700 et seq.). All "DPAS rated" orders must be accepted or rejected as follows:

1. This "DX" rated POS must be accepted or rejected in writing (hardcopy), or in electronic format, within 10 working days after order receipt.
2. Rejection of this orders must be in writing (hardcopy), or in electronic format, giving the specific reason for the rejection.
3. If, after acceptance of this order, seller subsequently finds that shipment or performance will be delayed, seller must notify the buyer immediately in writing (hardcopy), or in electronic format, give reasons for the delay, and advise of a new shipment or performance date.
4. If both DPAS rated and unrated PO quantities are reflected in this order, you are only required to follow the DPAS regulation as it pertains to the DPAS rated quantities.

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Chronology of Revisions to this Document			
Revision Date	Revision Letter	Change Summary	Authorized By
05/09/2011	01	Revised by adding POQC 48 and 49, and revised POQC 01C by adding AS 9100 Rev. C requirements. Added COBHAM Header and Footer and Change Summary.	CWC
01/17/2013	02	Revised by adding POQC 50 – Calibration Deliverables	TJ
02/17/2015	03	Added POQC-51, Conflict Minerals	TJ
01/04/16	04	Added POQC-52-1,52-2,52-6,53-1,53-2 DPAS ratings Added Axillon Header and Footer and Change summary	TJ
2/11/16	05	Revised Company Name and name references through document, Removed Duplicate Documents request	AC
6/24/21	06	Revised POQC-22 and 48 to clarify requirements	AC
08/31/21	07	Revised POQC-26 and 27 was Conformation to Conformance	AC
10/10/2022	08	Revised PQQC-39 to add MSDS requirements. Updated POQC-46 to include ASQR-01 requirements. Updated several MIL documents to superceded documents throughout document.	AC

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## POQC Attachment 1

### Axillon Aerospace (“Axillon”) San Diego [Supplier’s Name] Control Plan

#### 1.0 Introduction

##### 1.1 Objective:

Develop a plan for controlling the Key Processes that control the Key Characteristics (KCs) of the Axillon San Diego part numbers supplied by [Supplier’s Name].

##### 1.2 Scope

##### 1.2.1 Appendix A:

KC/Key Process Control Matrix lists all of the Axillon San Diego parts purchased from [Supplier’s Name] and their associated KCs/Key Processes that are covered by this Control Plan


##### 1.2.2 The following are the conditions that require a review/revision to this plan:

- 1.2.2.1 A change to facility/processing equipment that affects a Key Process listed in Appendix A: A facility/processing equipment change is a change in or to tools, test equipment, measuring or aligning fixtures, processing tanks, equipment, machinery, machine set-ups, or other plant manufacturing equipment, etc., used to manufacture, process, assemble, inspect and/or test the item.
- 1.2.2.2 A change to a procedure(s) that affects a Key Process listed in Appendix A: A procedure change is a change in or to the methods, procedures, planning and/or sequencing used in or applicable to the manufacturing, processing, assembly, inspection and/or test of the item.
- 1.2.2.3 A change in location: A change in location is a change of the site where some or all of the work on items is being performed. It may be as little as moving an assembly line, and it may or may not involve a change in facilities, procedures, personnel and/or processing sources.
- 1.2.2.4 A change in the source or processing that affects a Key Process listed in Appendix A: A change in the source or processing includes such changes that may be from an outside processing source to within the Seller's facility, from within the Seller's facility to an outside processing source, or from one outside processing source to another.
- 1.2.2.5 A Deviation, Waiver, or engineering change which affects a Key Process listed in Appendix A:

[Type text]

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1.2.2.6 List any other reasons for review/revision to Process Control Plan.

## 2.0 **Responsibilities:**

Axillon San Diego and [Supplier's Name] will maintain a list of the names of the individuals that hold the titles below along with phone numbers, email addresses, and fax numbers for each.

### 2.1 [Supplier's Name] Responsibilities:

- 2.1.1 Title of the Person is responsible for ensuring the activities required by the Process Control Plan are planned, implemented, controlled, and their progress monitored at [Supplier's Name].
- 2.1.2 Title of the Person is responsible for communicating the requirements of the Process Control Plan to all affected Departments, Subcontractors, and Suppliers, and is also responsible for contacting the Axillon San Diego Buyer when any problems arise in meeting the requirements of the Process Control Plan.
- 2.1.3 Title of the Person is responsible for reviewing the results of audits performed by Axillon San Diego at [Supplier's Name] and for obtaining cause and corrective action for any findings.

### 2.2 Responsibilities of Axillon San Diego:

- 2.2.1 The Supplier Quality Engineer for the part(s) covered by this Process Control Plan is responsible for ensuring the activities required by the Plan are planned, implemented, controlled, and their progress monitored at Axillon San Diego
- 2.2.2 The Supplier Quality Engineer for the part(s) covered by this Process Control Plan is responsible for communicating the requirements of the Plan to all affected Departments, Subcontractors, and Suppliers, and is also responsible for ensuring any problems that arise in meeting this Plan are resolved.
- 2.2.3 The Supplier Quality Engineer and/or the Field Engineer for the part(s) covered by this Process Control Plan are responsible for conducting any audits that are required by it, issuing a Supplier Corrective Action Request (SCAR) for any findings, and for reviewing and accepting/rejecting [Supplier's Name] responses to any SCARs issued.

## 3.0 **Process Control Plan Review:**


- 3.1 This Process Control Plan will be reviewed when?
- 3.2 It will be reviewed by whom?
- 3.3 Any changes made during the review of the Process Control Plan must be approved by whom?
- 3.4 Conflicts or ambiguities in requirements will be resolved by how?

[Type text]

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#### **4.0 Key Characteristics and Key Process Controls:**

- 4.1 Buyer shall monitor the Key Processes identified in Appendix A as follows:
  - 4.1.1 A Product/Process Verification (PPV) audit done by Buyer's Field Engineer or designate every enter frequency.
- 4.2 *[Supplier's Name]* shall monitor the Key Processes identified in Appendix A as follows:
  - 4.2.1 Enter how the Supplier monitors the Key Processes

#### **5.0 How Key Processes Being Off-Loaded to Third -Tier Suppliers will be Controlled and Monitored**

- 5.1 The following will be off-loaded to Third-tier Suppliers and will be controlled/monitored by Supplier Name as follows:
  - 5.1.1 Describe
- 5.2 Buyer's quality requirements will be flowed down to *[Supplier's Name]* sub-tier Suppliers as follows:
  - 5.2.1 Describe

[Type text]

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