

## Purchase Order Specifications and Quality Requirements


The purpose of this document is to flow down the minimum requirements to our suppliers.

**Note:** All of the general “G” number clauses are an integral part of all Purchase Orders.


The applicable quality clause “Q” numbers will be noted on the purchase order and are also an integral part of the Purchase Order. These requirements are in addition to those set forth in any contracted document or Terms and Conditions. Compliance with these requirements does not reduce seller responsibility for furnishing materials and services that fully comply with all applicable drawing(s) and specification(s) requirements, nor does it guarantee acceptance of materials or services by TOOL GAUGE.

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<b>G01</b>	<b>Right of Entry:</b> TOOL GAUGE, its customers and regulatory authorities shall have right of access to all facilities and review all processes, subcontractors, contracted parts, procedures, and records related to this order.
<b>G02</b>	<b>TOOL GAUGE Supplied Drawings:</b> All engineering drawings provided by TOOL GAUGE are TOOL GAUGE property and must be returned with the order.
<b>G03</b>	<p><b>Certification of Compliance:</b> The Supplier shall include with each shipment, one (1) legible copy of a certifying statement which attests to the Supplier's compliance with all requirements of the Purchase Order. The required statement shall constitute certification by the Supplier that provided articles and services fully comply with all Purchase Order Requirements, engineering drawings(s), specifications and standards referenced therein.</p> <p>The Certificate of Compliance (C of C) shall be signed by a responsible quality representative of the Supplier and, as a minimum, shall contain a statement of full compliance; the TOOL GAUGE's Purchase Order number; part number and quantity; supplier's shipping document number; serial numbers or lot numbers of articles, when applicable per engineering drawing.</p> <p>Shipments received without required certifications, will be rejected prior to inspection and returned at the supplier's expense.</p>
<b>G04</b>	<b>Sub-Tier Flow Down:</b> Seller shall flow down to their sub-tier supplier(s) any requirements in purchasing documents, including key characteristics, where required. Seller shall provide evidence that requirements have been flowed down if requested by Buyer. The supplier/processor shall inspect or otherwise verify that all materials and or parts thereof, including those procured or furnished by subcontractors comply with the requirements of TOOL GAUGE purchase order prior to shipment to TOOL GAUGE.
<b>G05</b>	<b>Quality Records:</b> The supplier/processor shall maintain record identification, evidence of changes, record preservation, availability, accessibility, and protection from access by unauthorized persons. Supplier/processor shall retain manufacturing planning, all certifications, and test reports required to assure that commodity conforms to the contractual and technical requirements of the purchase order for a minimum of 10 years after closure of the purchase order and shall dispose of proprietary and sensitive records in a manner that protects them.
<b>G06</b>	<b>Packaging:</b> Unless otherwise specified by the item drawing, specification of purchase order, the seller is responsible for assuring that all items are delivered without damage or deterioration and are efficiently and economically packed for the method of transportation and type of handling involved. Unit and intermediate packaging shall be employed as necessary to prevent damage or deterioration.
<b>G07</b>	<b>Changes to Manufacturing Conditions:</b> The Supplier shall notify TOOL GAUGE when significant changes are made to the seller's inspection system or manufacturing facility. Significant changes are defined as a change in quality leadership, moving the seller's manufacturing facility, moving work from one seller owned facility to another, offloading work outside of the seller's facility or damage to the seller's manufacturing facility.
<b>G08</b>	<b>Subcontracting without Written Approval:</b> Subcontracting all or substantially all of the order without written consent of TOOL GAUGE Quality Assurance and Purchasing is prohibited.
<b>G09</b>	<b>Corrective Action:</b> In response to Buyer initiated corrective action requests, the Seller shall complete forms designated by TOOL GAUGE describing the action(s) taken to correct the reported discrepancies.
<b>G10</b>	<b>Digital Data Control:</b> Supplier must comply with Boeing D6-51991 (current revision) when using supplied Boeing digital datasets.
<b>G11</b>	<b>Control Of Changes:</b> Supplier and their sub-tier are to use latest drawing and/or specification revision level unless otherwise specified on the PO. The supplier and their sub-tier agrees not to make any change in materials, design details or other product and/or process definition which would affect the part or any component part thereof without prior written TOOL GAUGE approval.

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	The supplier will identify, on the Certificate of Conformance and/or packing sheet, the as built revision level of the end item product being delivered.
<b>G12</b>	<p><b>Report Of Nonconformance:</b> Any departure from drawing specifications or other purchase order requirements shall be documented by the Seller and submitted to TOOL GAUGE for consideration and disposition prior to shipment. A copy of the dispositioned document shall accompany each affected shipment.</p> <p><b>Report Of Escape:</b> The Seller upon discovery of a shipment/delivery of nonconforming product must provide a notice of disclosure to the TOOL GAUGE within 24 hours of discovery.</p>
<b>G13</b>	<b>Overshipment Of Goods:</b> TOOL GAUGE shall, at no additional cost to TOOL GAUGE, retain goods furnished in excess of the specified quantity on in excess of any allowable overage, unless seller requests return of such excess within forty-five days of shipment. In the event of such a request, seller shall reimburse TOOL GAUGE for reasonable costs associated with storage and return of excess.
<b>Q01</b>	<b>First Article:</b> First article inspection is required to be supplied with first shipment. First article shall comply with AS9102 requirements.
<b>Q02</b>	<b>System Requirement:</b> The Supplier shall establish and maintain an organized system of Material and Quality Control, which will ensure that only articles that conform to all requirements of the Purchase Order are delivered to TOOL GAUGE.
<b>Q03</b>	<b>Inspection System Requirements:</b> The seller shall provide and maintain an inspection system in conformance with Specification MIL-I-45208A or ISO-9003. Seller shall have a calibration system that assures compliance with Military Specification MIL-STD-45662 or ANSI/ASQC Z 540 (latest revision).
<b>Q04</b>	<b>Quality Program Requirements:</b> The Supplier shall have developed and maintained an inspection system in accordance with AS9100 (latest revision) or Boeing D6-82479 (latest revision), including a measuring instrument calibration system in accordance with ISO-17025M or ANSI/ASQC Z 540 (latest revision). This inspection system shall be verifiable by TOOL GAUGE surveillance. The inspection system shall be adequate to assure that material delivered under this order will comply with all applicable drawings, specifications, and other purchase order requirements.
<b>Q05</b>	<b>Calibration Services:</b> The Supplier of calibration services must perform calibrations in accordance with nationally accepted methods / procedures and acceptance tolerances must be in accordance with manufacturer's recommendations unless specified otherwise The Supplier of calibration services shall have a measuring instrument calibration system in accordance with ISO-17025M or ANSI/ASQC Z 540 (latest revision).
<b>Q06</b>	<b>In-Process Inspection:</b> In process inspection is required by TOOL GAUGE. When this is required, the specific inspection point(s) in the process will be specified on the Purchase Order. The supplier/processor shall contact TOOL GAUGE and hold the material for in-process inspection by TOOL GAUGE Quality Assurance.
<b>Q07</b>	<b>Source Inspection:</b> TOOL GAUGE Source Inspection is required prior to shipment. In order to schedule source inspection, the Supplier shall notify TOOL GAUGE's Purchasing Department at least 48 hours in advance of the article(s) being available for inspection. Source Inspection does not constitute final acceptance by TOOL GAUGE, nor does it relieve the Supplier of the responsibility for compliance with all requirements of the Purchase Order. The Supplier shall provide facilities and assistance as may be reasonably required by TOOL GAUGE personnel in the performance of their inspections.
<b>Q08</b>	<p><b>Test Reports:</b> The seller shall furnish actual chemical and physical test reports, one (1) copy for each lot, batch or heat, whichever is applicable with each shipment. Applicable specification and revision must be listed on the report along with lot, batch, heat lot or other traceable designation (i.e. purchase order number, invoice number, etc.).</p> <p>TOOL GAUGE supplied material will be maintained by TOOL GAUGE and is not subject to this clause.</p>

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Q09	<p><b>Special Process Certification:</b> Each shipment shall be accompanied by one (1) legible copy of the certification for special processes used under the terms of this Purchase Order. Special processes include, but are not limited to: heat treating, welding, magnetic particle inspection, penetrant inspection, ultrasonic inspection, brazing, soldering, shot-peen, chemical conversion and plating. The certification shall list all applicable specifications, including revision letter or number to which the process conforms, the type or class (if applicable), the date, Purchase Order number, TOOL GAUGE 's part number and quantity as a minimum.</p> <p>When required by the process specification, special processes must be performed by sources approved by the customer (process document owner). The Seller is responsible for assuring that the processing source has in their possession a current customer approval of their process capability for the processes to be performed, prior to their performing the process. For all Boeing work, refer to <b>D1-4426</b> found on Boeing's website: <a href="http://www.boeing.com/companyoffices/doingbiz/d14426/index.html">http://www.boeing.com/companyoffices/doingbiz/d14426/index.html</a></p>
Q10	<p><b>Traceability/Lot And Batch Control:</b> Seller must maintain lot and batch control of raw materials to purchased items. Seller must provide positive traceability of manufactured parts and assemblies to raw materials through the use of lot/batch or serial numbers.</p>
Q11	<p><b>Confidentiality Notice:</b> This Purchase Order and any associated electronic messages, drawings, specifications digital datasets, or other attachments are intended solely for the use of the entity identified therein for supplying the specified purchased products. Any unauthorized review, dissemination, copying, printing, disclosure, distribution, or other use is prohibited, unless expressly authorized.</p>
Q12	<p><b>Warning Concerning Technical Data Subject to U.S. Export Laws &amp; Regulations:</b> Seller agrees to comply fully with all applicable U.S. Laws and Regulations as they may apply to the export of any hardware, software, defense service or technical data (collectively "Data") provided by, through or with the cooperation of Seller in the performance of this subcontract in the U.S. or abroad or under any export license or exemption issued to TOOL GAUGE. Seller agrees that it will not permit the re-export of data, including to foreign persons, employed by or associated with, or under contract to Seller or Seller's sub-tier suppliers, without the prior written consent of TOOL GAUGE and under authority of an Export License or applicable License Exemption.</p> <p>In addition, Information furnished to Seller under this solicitation/purchase order may contain data subject to U.S. Export Laws and Regulations. Seller is advised that such data may not be exported or re-exported to foreign persons, employed by or associated with, or under contract to Seller or Seller's sub-tier suppliers, without the prior written consent of TOOL GAUGE and under authority of an Export License or applicable License Exemption. If such data is marked as Export Controlled, Seller indemnify and hold TOOL GAUGE harmless from and against any and all claims, liabilities and expenses resulting from Seller's failure to comply with the Export Laws and Regulations of the United States.</p>
Q13	<p><b>RoHS Reportable Substances:</b> All materials supplied on this order must be RoHS (Restriction of Hazardous Substances) compliant. Information about RoHS can be found on this site: <a href="http://www.pb-free.info/">www.pb-free.info/</a>.</p>
Q14	<p><b>Identification of Shelf-Life Material:</b> The Seller shall identify all materials and articles which have definite characteristics of quality degradation with age or environment. The Seller shall affix this information directly on the material container or article. This identification shall indicate the date useful life was initiated and the date or cycle at which the useful life will be expended. When environment is a factor in determining useful life, the identification shall include the storage conditions (i.e., temperature, humidity, etc.) required to achieve the stated life. A minimum of 75% of the applicable material/article shelf life shall remain upon receipt of the material by TOOL GAUGE or the material is subject to rejection and return to the seller.</p>
Q15	<p><b>Material Safety Data Sheets:</b> Material(s) noted on this purchase order must be supplied in accordance with OSHA's hazard communication standard 29CFR1910-1200, OSHA instruction CPL2-2.38 dated August 5, 1985 and Washington state codes 296-62-05413 "Materials Safety Data Sheets". Materials not received in compliance with aforementioned OSHA requirements and Washington State codes will be subject to immediate rejection and return at supplier's expense.</p>

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<b>Q16</b>	<p><b>ITAR Requirements:</b> IMPORTANT/CONFIDENTIAL: This PO (and any drawings and/or attachments accompanying it) <b>may</b> contain confidential information, including information protected by United States Government. The information is intended only for the use of the intended recipient(s). Delivery of this PO to anyone other than the intended recipient(s) is not intended to waive any privilege or otherwise detract from the confidentiality of the PO. If you are not the intended recipient, or if this PO has been addressed to you in error, do not read, disclose, reproduce, distribute, disseminate or otherwise use this information, rather, please promptly notify the sender by phone or e-mail, and then destroy all copies of the PO and its attachments, if any.</p> <p>The equipment and/or technical data generated or delivered in performance of this contract may be controlled by the Code of Federal Regulations, International Traffic in Arms Regulation (ITAR), 22CFR, Chapter 1, Part 120, Sections 120-130, and may require an export license before assigning any foreign person or foreign national to perform work under this contract or before granting access to foreign persons or foreign nationals to any equipment/technical data generated or delivered in performance of this contract (See 22CFR, Ch. 1, Section 123).</p> <p>A foreign person is any natural person who is not a lawful permanent resident of the U.S. or who is not a protected individual. It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the U.S., as well as international organizations, foreign governments and any agency or subdivision of foreign governments (e.g., diplomatic missions). It also includes any foreign interest and any U.S. person effectively owned or controlled by a foreign interest. A foreign national is any person who is not a citizen or national of the U.S. If you have any questions about the proper application of ITAR restrictions, immediately contact your TOOL GAUGE Procurement Representative for resolution.</p>
<b>Q17</b>	<p><b>Control of Counterfeit Parts:</b> The Supplier shall implement a system for controlling counterfeit parts. The system shall require that all applicable parts (e.g. electrical components and fasteners) are procured from the Original Equipment Manufacturer (OEM) or an OEM-franchised or authorized distributor. If purchase from the OEM or an OEM-franchised or authorized distributor is not possible or practical, the system shall provide a process for validating authenticity of the purchased parts including applicable certifications, test/inspection results, and all other documentation that provides identification and verification to design, traceability, and acceptable packaging and handling.</p>
<b>Q18</b>	<p><b>Traceability Certification:</b> The Supplier shall certify in writing that parts are traceable to the Original Equipment Manufacturer (OEM) or OEM-franchised or authorized distributor. Should suspect/counterfeit parts be furnished under the purchase agreement, these items shall be impounded and destroyed by Tool Gauge. The Supplier shall promptly replace such suspect/counterfeit parts with parts acceptable to Tool Gauge and the Supplier shall be liable for all costs including, but not limited to, Tool Gauge's internal and external costs.</p>
<b>Q19</b>	<p><b>Boeing FAA Production Certificate 700:</b> This procurement is under Boeing's federal aviation administration (FAA) issued production certificate 700 quality system supplier control program. The seller will place the following statement with all shipments of parts and/or material which pertain to Boeing product:</p> <p>"Seller hereby acknowledges that the parts and/or materials being shipped under this order are intended for use under Boeing's Federal Aviation Administration (FAA) issued Production Certificate 700."</p> <p>In addition, the seller hereby agrees to flow down this requirement to their applicable sub-tier supply chain.</p>
<b>Q20</b>	<p><b>Personnel:</b> The supplier shall ensure that persons involved in the processing of Tool Gauge purchase orders be made aware of their contribution to product and service conformity, their contribution to product safety, and the importance of ethical behavior.</p>

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