



SSAI Quality Assurance Clauses

Procurement Notes:

This document provides a set of Quality Assurance (QA) requirements (clauses) for use in specifying the level of quality control Support Systems Associates, Inc. (also referred to as SSAI or the Buyer) will exercise over suppliers on procurements.

The following Quality Clauses are applicable only when specifically referenced in the Purchase Order by number.

ELEMENT Q100 – QUALITY MANAGEMENT SYSTEM

Q101 General – ANSI/ISO/ASQC – 9001

The Seller shall maintain an effective Quality Management System in accordance with ANSI/ISO/ASQC 9001, Quality Management System – Requirements. Buyer reserves the right to perform periodic audits at Seller's facility.

Q102 Aerospace – For Aviation, Space, & Defense - SAE AS9100

The Seller shall maintain an effective Quality Management System in accordance with SAE AS9100, Quality Management Systems – Aerospace – Requirements for Aviation, Space and Defense. Buyer reserves the right to perform periodic audits at Seller's facility.

Q103 Calibration – ANSI/ISO/ASQ/IEC – 10012

The Seller shall maintain and Seller's subcontractors shall maintain an effective and accredited Calibration System in accordance with a national or international approved standard(s), such as: ANSI/ISO/ASQ/IEC 10012, 17025, Z540-1 or an equivalent standard approved by the buyer. Buyer reserves the right to perform periodic audits at Seller's facility.

Q104 NADCAP – National Aerospace and Defense Contractors Accreditation Program

The Seller shall maintain NADCAP approval for special processes being performed on all material being furnished on this Purchase Order. Buyer reserves the right to perform periodic audits at Seller's facility.

Q105 Quality Assurance Requirement for Distributors – AS9120

Quality System Requirements for Sellers that procure parts, materials and assemblies from a manufacturer then sells the products to SSAI. Seller will establish and maintain a quality assurance system compliant to the requirements of AS9120, Quality Management Systems.

– Requirements for Aviation, Space and Defense Distributors. Buyer reserves the right to perform periodic audits at Seller's facility.

Q106 Aerospace - For Maintenance Organizations – SAE AS9110

The Seller shall maintain an effective Quality Management System in accordance with SAE AS9110, Quality Management Systems – Aerospace – Requirements for Aviation Maintenance Organizations. Buyer reserves the right to perform periodic audits at Seller's facility.

ELEMENT Q200 – INSPECTION REQUIREMENTS

Q201 Government Source Inspection

Government Source Inspection/test is required prior to shipment from your facility. Upon receipt of this order the seller shall immediately notify the government representative who services your facility so appropriate planning for government inspection can be accomplished. If a government representative does not service your facility, contact the Defense Contract Management Command (DCMC) for direction.

Q202 Buyer Source Inspection

SSAI source inspection/test is required prior to shipment from your facility. Notify the applicable SSAI Purchasing Representative five (5) working days in advance of the date when material is ready for inspection/test. If the material is not ready for SSAI review when called for, the Seller may be liable for all expenses incurred by SSAI surveillance personnel. Inspection at the Seller's facility does not guarantee final acceptance at SSAI unless otherwise specified on the purchase order.

Q203 Non-Government Customer Source Inspection

Work under this contract is subject to inspection by SSAI's customer Quality Assurance Representative (QAR) prior to shipment of goods from Seller's facility. Evidence of SSAI's customer source inspection is required to accompany shipment of goods on this Order.

Source inspection shall be conducted by SSAI customer QAR at Seller's facility or where designated in the Order.

Upon receipt of this contract, the Seller shall promptly notify the SSAI Buyer to coordinate with SSAI customer QAR so the appropriate inspection plan can be coordinated for source inspection at Seller's facility. The level of customer inspection performed will be as determined by the customer's QAR and may be conducted during processing, fabrication, or as a final inspection.

Seller shall make available to the QAR all applicable drawings, specifications, and changes thereto, related inspection and/or test equipment, and applicable inspection, measurement and test equipment as may be required to satisfactorily perform the inspections and tests required under this Order.

Seller shall notify SSAI Buyer a minimum of five (5) working days in advance of the time the articles, processes or services are ready for inspection or test to allow for notification of SSAI's customer QAR for the planned activity. The Seller shall not proceed past Customer Mandatory Inspection Points without written authorization from the Buyer.

Q204 First Piece Inspection

Supplier first piece inspection is required. Seller shall clearly identify and furnish the first deliverable product, and a complete inspection report for that product, to the Buyer for inspection. Seller shall ensure the first piece conforms to all drawings, specifications and specified requirements of the Purchase Order, and that the first piece is a representative of the production materials, processes, production equipment and inspection equipment that is intended for use to produce the contracted quantity and verified by qualified personnel.

Seller may, at their own risk, continue to manufacture additional items prior to notification of inspection results, however; no production lots shall be shipped to the Buyer until written approval of the first piece is received from SSAI Quality Assurance via the SSAI Purchasing Representative. Buyer's acceptance of Seller's first piece part does not guarantee acceptance of the production lot.

Q205 First Article Inspection (FAI) (IAW AS9102)

Supplier first article inspection is required. The first production piece must have a complete 100% First Article Inspection performed, and documented, to become part of the First Article Package to be submitted to the Buyer for review/approval prior to continuation of production and is a deliverable report with the initial shipment of the product. The FAI documentation shall be retained and shall include a list of the characteristics required by the design data and any required tolerances, the actual results, and when testing is required, the results of the test. The First Article Package must consist of: the first production piece (segregated and identified as being the FAI part(s)), a documented inspection report containing each characteristic of the production piece, material certifications, and special processing certifications. When the item being delivered is an assembly or subassembly, the first article inspection shall also include all detailed parts contained therein. Seller shall ensure the first article conforms to all drawings, specifications and specified requirements of the Purchase Order, and that the first article is a representative of the production materials, processes, production equipment, and inspection equipment that is intended for use to produce the contracted quantity and verified by qualified personnel.



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Seller shall notify the Buyers Quality Manager within 48 hour of receipt of this Order to coordinate and plan for the FAI to be conducted, as appropriate, by Buyer's Quality Assurance Representative. The FAI Report must show evidence of Buyer's Quality Assurance representative acceptance.

Seller may not continue to manufacture additional items without written authorization from the Buyer. Buyer's acceptance of Seller's first article does not guarantee acceptance of the production lot.

When documenting the FAI, Seller may use the forms contained within AS9102 or their equivalent format, and will include all the information required in the AS9102 as applicable to the article's configuration.

Seller's FAI records will provide objective evidence of 100% dimensional inspection, tolerances and inspection results. Standard catalog hardware is exempt from this FAI requirement.

First Article Inspection is required when any of the following occurs:

- The product is new to the supplier
- The supplier has changed production facility
- There has been a change in the design affecting form, fit, or function of the product
- There has been a change in numerical control program that can potentially affect fit, form or function
- A lapse in production for more than 24 months

In the event that this FAI requirement has been imposed by Buyer on subsequent procurements of the same article within a 24 month period, Seller shall be required to provide evidence of that FAI to Buyer's Quality Assurance Representative in lieu of performing another FAI.

Q206 Welding

The Seller's welding personnel and inspection personnel must be appropriately trained, qualified and certified to the applicable standard(s) called out on the drawing(s) and/or specification(s) for the work to be performed on this Purchase Order. Personnel certification documents shall be supplied to the Buyer upon request.

Q207 Non-Destructive Test/Inspection (NDT/NDI)

The Seller's personnel must be appropriately trained, qualified and certified to the applicable standard(s) called out on the drawing(s) and/or specification(s) for the work to be performed on this Purchase Order. Personnel certification documents shall be supplied to the Buyer upon request.

The Supplier shall furnish with each shipment, affixed to the product/material being supplied, a copy of the NDT/NDI process certification, clearly identifying the results of the test/inspection, for all items requiring any of the following tests and/or inspections:

- Penetrant
- Magnetic Particle
- Ultrasonic
- Radiographic (must supply film as well)
- Eddy Current

Q208 Use of SSAI Approved Suppliers

The Seller shall utilize SSAI/Customer/Government approved suppliers for performance of all special processes. The use of SSAI/Customer/Government suggested/approved suppliers does not relieve the Seller of the responsibility for product/service quality

Q209 100% Inspection Required

The Seller must perform 100% inspection of all items on this Purchase Order to ensure compliance to drawing and specification requirements. Objective evidence of such inspection must be maintained on file and available for review by SSAI.

Q210 Inspection Plan

Seller shall prepare and submit an inspection system plan for the manufacture, test and inspection of articles under this specific Order. The plan shall be submitted for buyer approval prior to contract award. The inspection system plan shall cover activities for the Order period and be tailored to the Order requirements. The plan shall also describe Seller's detailed implementation of the quality requirements, statement of work, and associated drawings and specifications. Specific elements/provisions imposed by Buyer will require Seller to provide a detailed method of ensuring the applicable quality inspection system provisions and technical criteria are satisfactorily met.

Q211 Drawings

Seller shall furnish with the first shipment of the Purchase Order, drawing(s) or sketch(s) and specification(s) adequate to permit inspection and/or test of the product. Seller shall ensure that such documentation is controlled and the revision furnished is the latest, valid description of the product

ELEMENT Q300 – MATERIAL AND CERTIFICATION REQUIREMENTS

Q301 Certified Inspection/Test Data

Seller shall provide a legible and reproducible copy of all certified inspection/test data, indicating results of all required inspections with each shipment.

Q302 Chemical and Physical Test Reports

Seller shall provide a legible and reproducible copy of all original manufacturers' chemical and physical test reports for material procured under this Purchase Order with each shipment. All paperwork must be traceable per material lot number and/or purchase order numbers and provide manufacturer's name, specification number(s) and, if specified on Buyer's Order, the revision date or change letter.

Q303 Certificate of Compliance/Conformance (C of C)

Seller shall provide a legible and reproducible OEM/OCM certification with each shipment to attest that the parts, assemblies, subassemblies, or detail parts conform to the Purchase Order requirements and must be signed by a responsible company representative. When applicable, the true manufacturer's lot, heat, batch, date code, and/or serial number must appear on the certification. The certificate of conformance must contain:

- Name and Address of Supplier
- Name and Address of the Original Component Manufacturer (OC) or Original Equipment Manufacturer (OEM).
- The SSAI Purchase Order number and line item number
- The part name, part number (and revision number if applicable) and quantity shipped
- The serial number for serialized items and/or lot number for lot controlled items
- A conformance statement that all Purchase order and specification requirements have been met

Q304 Certificate of Calibration (Inspection, Measuring, and Test Equipment)

Seller shall furnish, with each item shipped, a legible and reproducible certificate of calibration signed by a responsible company representative and shall be traceable to the individual item tested and shall include the Buyer's part number, serial number, and Purchase Order number for each item being shipped. The Seller's calibration certificate shall include a unique tracking number, tolerance range, and when applicable, environmental condition for each parameter calibrated. The certificate shall also state the operating error per specification, the degree of correction of out of tolerance condition and remaining uncorrected out of tolerance condition, if applicable.



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Q305 Material Safety Data Sheet (MSDS)

Seller shall furnish a Material Safety Data Sheet (MSDS) for the material being provided. The Material Safety Data Sheet must accompany each shipment of material.

Q306 Special Process Certification

All special processes shall be identified and approved by the Buyer. Special Processes shall be defined as any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement and as a consequence, deficiencies become apparent only after the product is in use or the service has been delivered.

Seller shall ensure that special processes (e.g. heat treat, soldering, welding, anodizing, chemical film treatment, NDT, etc.) are performed only by sources that have been surveyed and qualified/approved to perform those processes. The Seller shall provide to the Buyer all documentation showing evidence of special processor qualification and/or certification to perform special manufacturing, assembling, and/or test processing required by the Purchase Order or specifications. The Seller may elect to utilize sources already approved by the Buyer for the applicable special process.

A special process certification, signed by a responsible company representative, shall be provided with each shipment of item(s) delivered. Special process certifications shall include the following:

- The SSAI Purchase Order number and line item number
- A statement that the process was performed per the applicable drawings/specification requirements
- Part number(s), serial and/or lot number(s), of the item processed
- Material process specification and revision
- Type and/or Class of application, if applicable
- Seller's name and address, and if performed by someone other than the Seller, the name and address of the organization performing the process

Q307 Life Limited and Age Controlled (Shelf Life) Items

Items on this Order require submittal of either the date of manufacture or the date of shipment from the manufacturer, whichever is the basis for determining shelf life.

Seller shall provide all pertinent shelf life data with each shipment. Seller shall ensure that at least 75% of the material's shelf life is remaining upon delivery to the Buyer. Seller shall ensure that all materials which are harmful to human health and/or property are contained in accordance with applicable regulatory specifications.

Certification must contain the following:

- Order part number
- Drawing and specifications, with revision as specified on the Buyer's order
- Manufacturer's name, lot, heat, batch, date code, and/or serial number (as applicable)
- Date of manufacture (as specified on Order)
- Date of shipment from manufacturer (as specified on order)
- Seller name and date

Q308 Certification of Solderability

Seller shall provide applicable solderability certification from the Manufacturer that electronic parts/components furnished on this Purchase Order meet the requirements of approved and accepted joint industry standards.

Q309 Electrostatic Discharge (ESD) Sensitive Devices

Seller shall maintain an ESD program compliant with MIL-STD-1686 or ANSI/ESD S20.20 that is appropriate to protect electrical and electronic parts, assemblies and equipment during all stages of handling, storing, packaging, preservation and delivery of such parts. Seller shall properly package and identify all items and will place them in conductive or static-dissipative packages, tubes, carriers, bags, etc. The packaging must be clearly labeled to indicate that it contains electrostatic sensitive goods.

Q310 Raw Material Traceability

Seller shall mark each individual item and applicable documentation to show material type or designation, material specification and temper, as well as clear traceability to lot, heat lot, or batch (melt) number. All items shall be identified by continuous stenciling (not to exceed 12 inches), of sufficient size, to be readily legible, applied by permanent ink or dye of contrasting color, non-injurious to metal surfaces and not soluble in cutting and coolant oils.

Seller shall retain on file one reproducible record of actual chemical and/or physical material analysis of all metallic raw materials, including certification and shall be made available upon request. Material shall be traceable to Seller's and Seller's sub-tier's procurement documents.

Q311 Parts Traceability

When the Seller is a distributor – The Seller shall ensure, and certify as such, that the part(s) being provided comply with all the requirements of the Purchase Order; and shall provide the manufacturers' certification and/or chemical/physical test reports to the Buyer.

Each lot shall be packaged in a manner that ensures there will be no co-mingling of like parts from different lots in the same container.

Each interior/individual package shall be identified with, at a minimum, the lot number, part name, part identification number, SSAI PO number, project number and name of fastener manufacturer.

(Pay particular attention to restriction on "Deviations and Substitutions")

When the Seller is the fastener manufacturer – The Seller shall ensure, and certify as such, that the part(s) have been manufactured in accordance with requirements of the applicable NAS, AN, MS, etc., government approved Parts Standard (i.e. Fastener Quality Act (FQA) Public Law 101-592) and Procurement Specification; and shall provide manufacturer certifications and/or chemical/physical test reports to the Buyer.

Each lot shall be packaged in a manner that ensures there will be no co-mingling of like parts from different lots in the same container.

Each Package shall be identified with, at a minimum, the lot number, part name, part identification number, SSAI PO number, and name of fastener manufacturer.

Q312 Requirement for Airworthiness Certification (FAA)

Seller shall ensure that the parts and/or material being provided conform to the airworthiness requirements mandated by the Federal Aviation Administration, U.S.A. (FAA). FAA Conformity Certification is required for parts and/or material specified on this Purchase Order and a true copy of FAA Form 8130-3, Release Certificate Approval Tag, for Airworthiness shall be included with each shipment.

When the parts and/or material being provided are from a foreign government, it must be from a country with which the United States of America has an active Bilateral Airworthiness Safety Agreement (BASA) in place for the item(s) being provided. An equivalent to FAA Form 8130-3 from the importing country's Civil Aviation Authority (CAA) is acceptable in this instance.

NOTE: For a list of countries with a United States Bilateral Airworthiness Safety Agreement in place, consult FAA Advisory Circular (AC) 21-18 and AC 21-23.



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Q313 Acceptance Data Package

Seller shall submit with each shipment of a part or assembly an acceptance data package with Seller name, buyer Order, part nomenclature, part number and serial number with the applicable data items as specified in the Purchase Order and/or Statement of Work to consist of all items such as, but not limited to:

- Configuration Data
- Drawings
- Inspection Reports
- Waivers/Deviations and non-conformance reports
- Material Certification
- Material test reports
- Processor Certification
- Personnel Certification
- Acceptance Test

Q315 O-Ring Requirements

With each shipment of O-rings, Seller shall:

- Individually package all O-rings in opaque packaging.
- Part mark all O-ring packages in accordance with the specification (i.e., nomenclature, part number, material specification, manufacturer's name or cage code, compound number, batch number, cure date.) as applicable.
- Ship all O-rings to Buyer within two years (8 quarters) of their noted cure date. NOTE: This requirement (shipment within two years of cure date) does not apply to O-rings with unlimited shelf life per ARP5316, Elastomer Shelf Life Recommendation.
- Provide a Material test report for each lot or batch number shipped. Buyer's Order number must be included on the documentation provided by the procurement source.

Certification must contain the following:

- Seller name and date
- Manufacturer Name
- Part Number
- Material Specification
- Batch/Lot number
- Cure Date

Q316 Pressure Vessel

With each shipment, Seller shall provide a copy of American Society of Mechanical Engineering Code Reports showing conformance of the units to the requirements of the Pressure Vessel Code. When required, the hardware markings must be in accordance with the applicable drawing/specification

Q317 EEE Hardware Manufacturer's Certificate of Compliance and Chain of Traceability Requirements:

Hardware provided on this Order shall only be procured from the Original Component Manufacturer (OCM) or through the OCM Authorized Distributor(s). A Certificate of Compliance from the manufacturer is required with this Order. Seller shall provide documentation to record acquisition supply chain of traceability back to the manufacturer of all Electrical, Electronic, and Electromechanical (EEE) parts provided on this Order.

The full quantity of date code controlled Electrical, Electronic, and Electromechanical (EEE) parts provided under this Order is preferred to have a single lot/date code. If mixed lot/date codes are provided, the shipping documentation shall list individual lot/date codes and quantity. Multiple lot/date codes shall not be commingled and separate packages shall be marked with the quantity and lot/date code. Seller's certification shall contain the following data and accompany each shipment:

- Buyer's Purchase Order Number
- Part number
- Quantity
- Manufacturer's name
- Batch identification for the item(s) such as date codes, lot codes, serializations, or other batch identifications.

- Certification of Compliance from the part manufacturer(OCM) or OCM authorized distributor, as applicable, stating compliance to the applicable specification requirements identified on the purchase order
- Statement that the shipment contains only new parts(e.g., not reworked or returned from another user)
- Seller name and date
- Seller's Supply Chain Traceability records must contain the following data and accompany each shipment:
- Evidence of procurement from OCM or OCM Authorized Distributor
- Data that identifies the name and location of all the supply chain intermediaries from the manufacturer to the direct source of the product for the Seller, and shall include the manufacturer's batch identification for the item(s) such as date codes, lot codes, serializations or other batch identifications.

Q318 Specialty Metals Compliance

Seller shall ensure compliance with FAR 252.225.7008 and/or 252.225.7009 and provide a legible and reproducible certification to attest that the materials, parts, assemblies, subassemblies, or detail parts conform to the requirements of restrictions on acquisition of specialty metals and/or certain articles containing specialty metals were melted or produced in the United States or its outlying areas, or a qualifying country.

The Seller's certification of compliance shall at least contain the following:

- Specific metal(s) and/or articles containing specialty metals
- Name and Address of Supplier
- Purchase Order and Line Item Numbers
- Name and Address of the company where the metal was melted
- A conformance statement relative to the specialty metal and/or article containing the specialty metal.
- Chemical/physical test reports for the applicable metal
- Certification from the place where the metal was produced/melted.

Prior to award, if the Offeror proposes to rely on a particular exception provided by the law, that fact should be included in the proposal/quote. The Offeror must specifically state what exceptions applies. SSAI will determine if the exception applies, and any resulting order will specifically state what exceptions were accepted by SSAI and/or its customer prior to award.