

# **Quality Flow-Down Requirements to Suppliers - Calibration**

## **1.0 Calibration System:**

Seller's (herein referred to as Supplier) calibration system shall meet the requirements or standards of; ISO 9001, ISO 10012-1, or AS9100, and ANSI-Z540-1, or MIL-STD-45662.

## **2.0 Quality / Inspection System:**

The Supplier shall maintain a quality / inspection system that is in conformance with the requirements of ISO or AS9100 to include:

Qualification of personnel; Receiving, First Article, In-Process and Final Inspection including Inspection and Test Records supplied to Norden Millimeter Inc., at the point of First Article Inspection (if requested per Norden Millimeter Inc.'s Purchase Order) and upon completion and shipment of said order, as required.

## **3.0 Certification of Conformance (C of C):**

C of C attesting to the conformance of material, (which shall include chemical and/or physical reports with "actual" or "typical" as contractually required results of tests conducted on all materials shipped, verifying conformance to any specifications referenced on drawings and/or purchase orders) outside services performed, hardware, machining/manufacturing, etc.

The C of C shall be signed by an authorized representative of the Supplier and shall accompany an order upon receipt of said items to Norden Millimeter Inc.

## **4.0 Control of Special Processes:**

In addition to the requirements of Clause 3.0, both the Supplier and any subcontractor(s) used shall be a Norden Millimeter Inc. and/or Customer approved source for said Processes. These include operations subject to process controls such as: Coating, joining, heat treating, cleaning, non-destructive test, etc. The Supplier shall be approved as per above to perform specific required Special Processes or use Special Process suppliers/subcontractors acceptable to Norden Millimeter Inc.'s Customer. A list of such suppliers will be provided upon request.

## **5.0 Right to Verify:**

Norden Millimeter Inc.'s Customer shall be afforded the right to verify at the Supplier's premises that the subcontracted product conforms to specified requirements.

## **6.0 Right of Entry:**

The Supplier shall include provisions in the subcontracts to allow the Supplier, Customer, and Regulatory Agencies right-of-entry to any area necessary to determine and verify the quality of contracted work, records and material.

Note: Delegation of supplier verification to subcontractor is not practiced at Norden Millimeter Inc.

## **7.0 Certification of Calibration:**

Certification of Calibration attesting to the accuracy of the items procured on this Purchase Order shall (if specifically requested) be supplied with each shipment. This certification must contain all the test parameters necessary to demonstrate conformance to the manufactures specifications and shall be traceable to NIST.

## **8.0 Report of Non-Conformities or Inconsistencies with Product and/or Purchase Orders:**

The Supplier shall review the Purchase Order and product manufacturing, processing, and/or testing requirements prior to its initiation. If errors or inconsistencies are noted with the P.O., Part and/or other document referenced by the Purchase Order the Supplier must immediately notify Norden Millimeter or its acting delegation. If during testing of an instrument it is found to be in need of repair the supplier must notify Norden and get approval for the repair. If during the repair the scope of the repair increases Norden must again be notified and approval given for the added repair. Supplier proceeding with work without written concurrence does so at his own risk.

## **9.0 Corrective Action Request:**

When a Quality problem exists, Norden Millimeter Inc. shall request Corrective Action from the Supplier requiring timely responses and should include the following information: Description of the Non-Conformance, Root Cause (analysis of the cause of the discrepancy) and the Corrective Action Taken to prevent recurrence including the effective date.

**10.0 Prohibited Practices:**

The Supplier shall not make any unauthorized repairs by any means without Norden Millimeter Inc.'s approval.

**11.0 Prohibited Material Uses:**

Parts supplied on this Purchase Order shall not be, and will indicate that they have not been, exposed to functional mercury or mercury compounds.

**12.0 Employment:**

All suppliers are required to comply with the Equal Employment Opportunity requirements of FAR 52.222-22.

**13.0 Process Change Notification:**

All suppliers are required to notify Norden Millimeter Inc. of changes in product and/or process definition and, where required, obtain the organization's approval.

**14.0 Supplier Flow Requirements:**

All suppliers are required to flow-down to sub-tier suppliers the applicable requirements in the purchasing documents, including key characteristics where required.

**15.0 Documentation Retention:**

The Supplier/sub-contractor will ensure that documents they have created and/or retained to substantiate, as applicable; procurement, production, calibration, certifications, chemical and physical properties, inspection, acceptance and other traceable information pertaining to the product fabricated and/or delivered must be retained for the period check below or that stipulated by the customer/regulating authority requirements. Documents shall be retained for a minimum of 10 years unless otherwise specified by the purchase order.

**16.0 Obsolescence**

When Supplier has knowledge that any material or hardware item to be provided in performance of this purchase order is obsolete, is marked for impending obsolescence, or has an established end of production date, Supplier shall immediately give initial notice thereof, including all relevant information with respect thereto, to Buyer. Such notice shall include, but not be limited to (1) complete details of which parts are affected; (2) date of obsolescence; (3) end of production date; (4) reason for obsolescence; (5) pricing and availability of last-time buy; and (6) Supplier's recommendation for replacement parts inclusive of known impacts to performance, pricing, availability, and lead time.