This document establishes general product assurance requirements and is intended to define the requirements for the Supplier to assure that all goods and services delivered to TCA conform to quality and TCA’s customer requirements. This constitutes an extension of the contract between the Supplier and TCA covering the goods or services as described in the Purchase Order.

The Supplier’s acceptance of the Purchase Order shall constitute agreement to the requirements stated herein. In the event of any discrepancy between the Purchase Order and the requirements of this document, the terms and conditions of the Purchase Order shall take precedence.

**The following PO notes are applicable to every purchase order: Q001-015**

**The remaining PO Notes are as applicable to the purchase order.**

|  |  |  |
| --- | --- | --- |
| **PO**  **Note**  **Number** | **Name** | **Description** |
| **Q001** | **Right of Entry** | The Supplier shall grant reasonable access to Supplier’s facilities to the representatives of TCA, TCA customers, US government and/or regulatory agencies for the purpose of evaluating Supplier’s conformance to all purchase order requirements.  This also includes the Supplier’s sub-tiers facilities. |
| **Q002** | **Product / Process Control** | Seller shall not vary from drawing or parts list/BOM (including sources) specified on the Purchase Order without prior written approval from TCA.  Seller shall establish, document and implement a configuration management process to ensure:   * Manufacture of product is per contract or purchase order * Clear documentation of the configuration of the delivered product * Maintenance of all delivered products configuration history |
| **Q003** | **Lot Tracking** | Supplier shall have a lot tracking system in place for accountability of materials, manufacturing and any process performed. |
| **Q004** | **Document Control** | Supplier shall consider all information and property obtained from TCA or TCA customers as proprietary and shall keep confidential and protect from disclosure.  Unless authorized in writing by TCA, the Supplier may not transmit or furnish any proprietary documents, or copies of such documents, to anyone outside the Supplier’s business organization except to a sub-tier source used by the Supplier for performance of work on the TCA purchase order.  All planning, drawings, etc. issued with a purchase order must be returned to TCA upon completion or cancellation of the purchase order.  Seller shall have a cyber security policy in place to protect TCA documentation including periodic data backup. |
| **Q005** | **Sub-contracting** | The Supplier is responsible for meeting all the specified technical and quality requirements, whether the Supplier performs the work, or the work is performed by the Supplier’s sub-tier sources.  The Supplier is responsible for ensuring that all applicable requirements are flowed down to any Sub-tier Supplier used.  The Supplier shall not outsource work without prior written approval from TCA. |
| **Q006** | **Quality Records** | All quality records must be in English, legible and stored in a suitable environment to prevent damage, deterioration, or loss.  Records which are the property of, or pertain to, TCA contracts or POs, are not disposed of without TCA written consent.  Suppliers who cannot meet the record retention requirements agree to send to TCA all documentation pertaining to issued purchase orders at no cost to TCA.  Record entry correction must be done by crossing-out the incorrect data, signing/stamping and dating the new entry. |
| **Q007** | **Packaging** | Unless otherwise required by the purchase order, the Supplier shall incorporate good commercial standard practices for the preservation, packaging and shipment to preclude damage to products during shipment to TCA or deterioration while in storage at TCA |
| **Q008** | **No Substitutions** | Unless authorized in writing by TCA, the Supplier shall not make any substitutions or changes to processes or materials.  Items furnished under this Purchase Order shall be identical in form, fit and function to product previously accepted by TCA  Any revisions must be approved by a revised Purchase Order from TCA  Non-cancelable/Non-returnable items must be identified in advance |
| **Q009** | **Ethical Behavior** | Supplier shall put in place a process to ensure communication to its employees to ensure they are aware of:   * their contribution to product or service conformity * their contribution to product safety * the importance of ethical behavior |
| **Q010** | **FOD** | FOD Prevention Program- Supplier shall establish and maintain a FOD prevention program in compliance with AS9146, Foreign Object Damage (FOD) Prevention Program |
| **Q011** | **AAM** | Acceptance Authority Media (AAM) – Supplier shall comply with the AS9100 requirements and 14CFR Part 21.2 regarding the application of the AAM requirements. Supplier shall ensure that the use of AAM is clearly defined within its processes/systems. Supplier shall, upon TCA request, be able to demonstrate evidence of communication to its employees. The use of AAM must be considered as a personal warranty of compliance and conformity.  The Supplier should assess AAM as follows:   * Authority Media Application Errors (i.e. Omission, Typos, Legibility, etc.) * Authority Media Application Untimely Use (i.e. Documentation is not completed as planned, “Stamp/Sign as you go”, etc.) * Authority Media Application Misrepresentation (i.e., Uncertified personnel, Falsification of documentation, Work not performed as planned, etc.) * Authority Media Application Training Deficiencies (i.e. Ethics, Culture awareness, Proper use of authority media, etc.) |
| **Q012** | **Counterfeit Parts** | Supplier shall put in place a program to avoid, detect, and mitigate counterfeit parts and materials. Suppliers should reference AS6174 for guidance. Suppliers should also flow down counterfeit parts programs requirements to their sub-tiers, especially but not limited to:   * Electronic parts * Raw Materials suppliers * Distributers   Seller is prohibited from shipping material to TCA for which a GIDEP Alert has been issued. |
| **Q013** | **Supplier Performance** | The acceptable supply base composite performance must be > 98% Quality and > 80% Delivery.  Individual suppliers that are not meeting these minimums may be contacted and process improvements plans and/or corrective action may be required by TCA. |
| **Q014** | **Human Rights** | Seller commits that any material violation of law by Seller relating to basic working conditions and human rights, including laws regarding slavery and human trafficking, applicable to Seller's performance under this Contract/ Agreement may be considered a material breach of this Contract/Agreement for which TCA may elect to cancel any open Orders between TCA and the Seller, for cause, in accordance with the provisions of this Contract/Agreement, or exercise any other right of TCA for an Event of Default under this Contract/Agreement. |
| **Q015** | **Non-conformance** | Any products found to be nonconforming to TCA drawings, specifications, purchase order, or other applicable requirements either by the Supplier or the Supplier’s sub-tier sources, shall be identified, segregated and reworked or replaced with conforming products prior to delivery to TCA. TCA reserves the right to reject and return any non-conforming products to the Supplier at the Supplier’s expense.  When the Supplier has determined that non-conforming product(s) have been delivered to TCA the Supplier shall notify the TCA buyer within 24 hours of the initial discovery.  When TCA notifies Seller of a detected nonconformance, Seller shall immediately take action to eliminate the nonconformance on all products in Seller's control. Seller shall also maintain verification that root cause corrective action has occurred and has resolved the subject condition. |
| **Q016** | **Certificate of Conformance** | A Certificate of Conformance completed is required with each shipment for all parts, materials, or process performed. This certificate will include as a minimum:   * Company Name * Name of authorizing person. * Purchase Order Number * Part Number or Description * Manufacture Date. * Manufacturing/Material Spec (as required) * A statement of compliance that shall be worded substantially as follows:   “This is to certify that all materials, processes, parts and/or assemblies shipped herewith under subject purchase order conform to the specifications as called out on the purchase order and associated documents.” |
| **Q017** | **First Article** | Buyer’s inspection and acceptance of First Article product(s) is required prior to Supplier delivering the production order.  Each First Article shall be completely processed per the purchase order and clearly identified as First Article sample and submitted to TCA for approval.  Supplier shall perform First Article Inspection (FAI) in accordance with AS9102 (latest revision) on all supplied product.  AS9102 forms are available at <https://www.sae.org/iaqg/forms/index.htm>. First Article Inspection Reports (FAIRs), including delta/partial FAIs, are to be supplied to Buyer in electronic format prior to shipment of all first article parts. Supplier shall furnish FAI supporting documentation (material certs, work orders, etc.) electronically upon Buyer’s request.  Under this contract, the supplier shall flow down the substance of this clause to all subcontracts awarded. |
| **Q018** | **Testing** | Supplier shall furnish functional tests reports or results as required by the applicable purchase order, drawing, or specification. The Supplier or a recognized testing laboratory may perform testing. Supplier’s verification program shall document the frequency of such tests and test results. |
| **Q019** | **Calibration Suppliers** | By delivering products or services on the purchase order, the Supplier certifies that such products or services are in compliance with all applicable requirements of the Purchase Order and that all measurements are traceable to NIST. Supplier shall be certified to applicable industry standard, e.g. ISO17025, ANSI Z540, ISO 10012 |
| **Q020** | **Certificate of Analysis** | A Certificate of Analysis stating compliance meeting the requirements of applicable material specifications is required with each shipment for all parts, materials, or process performed. It shall require as a minimum:   * A statement that all materials, processes, inspections and test meet the requirements of all specifications listed on the purchase order. * Manufacturer’s name and address * Material name as called out on the Purchase Order * Name of person who prepared Certificate * Manufacture Date   Chemical and Physical properties including actual values, material specifications, and specification revisions. |
| **Q021** | **Part Marking** | **Part Marking** – All packages must be traceable to shipping documentation which will include the following information at minimum:   * Purchase Order Number * Lot and/or Work Order Number * Name of Manufacturer * Manufacturing/Material Specification Number (as applicable) * Revision Number * Material Type/Description * Material Grade (as applicable) * Manufacture Date |
| **Q022** | **Distributor’s Certificate of Conformance** | **Distributor’s Certificate of Conformance** - A Certificate of Conformance is required with each shipment for all parts, materials, or process performed, along with a copy of all sub-tier supplier/manufacturer certifications to show traceability from the original manufacturer. These certificates will include as a minimum:   * Name of authorizing person. * Distributor’s Purchase Order Number or sub-tier’s Lot Number. * A statement of compliance that shall be worded substantially as follows:   “This is to certify that all materials, processes, parts and/or assemblies shipped herewith under subject purchase order conform to the specifications as called out on the purchase order and associated documents.” |