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 applies to all purchase orders.***

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Description** |
| **01** | **Supplier Performance** | Supplier OTD and Quality performance is monitored and for suppliers not meeting minimum requirements, TCA may issue a CAR, request a Process Improvement Plan or other means to identify root cause and actions taken to improve performance in order to maintain approval status.  |
| **02** | **Qualification** | Supplier personnel shall be competent, qualified, and certified to perform work, as applicable, to the specifications listed in purchasing documents (purchase order, drawings, etc.) |
| **03** | **On-site Presence** | Purchase Order will specifically define verification or validation activities that the organization, or its customer, intends to perform at the external providers’ premises |
| **04** | **Documentation** | Supplier shall provide with each shipment, documentation identifying TCA PO, part number and quantity of parts returned.Supplier shall accomplish work to the latest version of any and all standards and specifications referenced on purchase order and associated documentation unless stated otherwise including supersession. |
| **05** | **Document Control** | Information and property provided by TCA, or its customers, is considered proprietary and shall be kept confidential and protected from disclosure.Supplier shall not transmit or furnish any proprietary information to anyone outside of 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 documentation issued and any unused TCA material/components must be returned to TCA upon completion or cancellation of the purchase order.  |
| **06** | **Ethical Behavior** | Supplier shall communicate 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
 |
| **07** | **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. |

***The following applies to purchase orders with Certificate of Conformance requirements identified.***

|  |  |
| --- | --- |
| **Outside Service Manufacturing** | **08-19** |
| **Outside Service Processing** | **08-19, 23** |
| **Raw Material Provider** | **08-18, 20, 22, 23** |
| **Hardware** | **08-18, 21-22, 23** |
| **Service** | **08-18, 24** |

|  |  |  |
| --- | --- | --- |
| **Number** | **Title** | **Description** |
| **08** | **Quality Management System** | Supplier shall ensure that it maintains a QMS that conforms to AS9100, ISO9001, ISO 17025, Nadcap AC700, A2LA or other industry accepted 3rd party accreditation |
| **09** | **Quality Records** | Records which are the property of, or pertain to, TCA contracts or POs, are not disposed of without TCA written consent. Records shall be legible and stored in a suitable environment to prevent damage, deterioration, or loss. |
| **10** | **Right of Entry** | Supplier shall grant reasonable access of the Supplier’s facilities to representatives of TCA, its customers, US government and/or regulatory agencies for the purpose of evaluating Suppliers’ conformance to all purchase order requirements. This shall include all levels of the Supplier’s sub-tiers facilities. |
| **11** | **Special Requirements** | Engineering identified special requirements, critical items, or key characteristics shall be verified. All test, inspection, and verification (including production process verification) activities must be completed prior to shipment and a record retained. |
| **12** | **Statistical Acceptance** | Product sampling shall be based on statistically established plan.When sampling is utilized C=0 acceptance shall be applied. No other sampling allowed. Compliance to AS9138 (Statistical Product Acceptance) and/or Zero Acceptance Number Sampling Plans 6th Edition preferred. |
| **13** | **No Substitutions / Changes** | 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 fit, form, and function to product previously accepted by TCA. Supplier shall notify the organization of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain the organization’s approval. |
| **14** | **Sub-contracting** | No sub-contracting is allowed without TCA’s written permission. The Supplier shall use customer-designated or approved external providers, including process sources. The Supplier is responsible for meeting all the 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. |
| **15** | **Non-conformance** | Any products found to be nonconforming to TCA purchase order requirements, either by the Supplier or the Supplier’s sub-tier sources, shall be segregated and identified 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.If the Supplier has determined that non-conforming product(s) have been delivered to TCA, the Supplier shall notify TCA within twenty-four hours of the initial discovery. Written notification shall include:* Affected product number(s), affected serial number(s) or date codes.
* Description of the non-conforming condition and the affected engineering requirement.
* Quantities and dates of deliveries.
 |
| **16** | **FOD** | Supplier shall establish and maintain a FOD prevention program. Conformance to AS9146, NAS412 or other industry accepted practice encouraged. |
| **17** | **Certificate of Conformance** | A Certificate of Conformance should include as a minimum: * Company Name and 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.” |
| **18** | **AAM** | Supplier shall comply with Boeing Form X31764, AS/EN/JISQ 9100 and 14CFR 21.2 requirements regarding the application of Acceptance Authority Media (AAM) requirements. |
| **19** | **First Article** | Supplier shall perform First Article Inspection (FAI) in accordance with AS9102 (latest revision) when called out on purchase order.  FAI Reports, including delta/partial FAIs, are to be supplied when requested to TCA for all first article parts. Supplier shall furnish FAI supporting documentation (material certs, work orders, etc.) upon TCA’s request.Supplier shall flow down the substance of this clause to all subcontracts awarded. |
| **20** | **Certificate of Analysis** | Raw materials must be procured from a “Conflict Minerals” free source IAW Dodd-Frank Act section 1502.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
* Manufacture Date
* Chemical and Physical properties including actual values, material specifications, and specification revisions.
 |
| **21** | **Time Sensitive Materials** | Supplier shall include the type of material, manufacture date, expiration date and lot or batch number. Supplier shall ensure 75% shelf life remains on shipment. |
| **22** | **Counterfeit Parts** | Supplier shall have in place a program to avoid, detect, and mitigate counterfeit parts and materials. Suppliers should reference AS6174 and/or AS5553 as applicable for guidance. Suppliers shall flow down counterfeit parts program requirements to their applicable 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. |
| **23** | **Ozone Substance** | Supplier shall label products which contain or are manufactured with ozone-depleting substances in the manner and to the extent required by 42 U.S.C. 7671j (b), (c), and (d) and 40 CFR Part 82, Subpart E, as follows: Warning: Contains (or manufactured with, if applicable) \*\_\_\_\_\_\_\_, a substance(s) which harm(s) public health and environment by destroying ozone in the upper atmosphere.\* Supplier shall insert the name of the substance(s) |
| **24** | **Calibration Suppliers** | By delivering products or services on the purchase order, the Supplier certifies that such products or services comply with all applicable requirements of the Purchase Order and that all measurements are traceable to NIST.Frequency of calibration will be as listed on the purchase order.Criteria and tolerance default to the manufacturer recommendations unless otherwise stated. |