

**ADC Engineering Technology, Inc.**  
**PURCHASE ORDER QUALITY REQUIREMENTS**

**ADC purchase order clauses apply to orders on the applicable product or service category.**

**List of Product or Service Categories:**

1. All orders – **Reference P.O. Clauses Q11 and Q12.**
2. Raw material – (steel, aluminum) – **P.O. Clauses Q1, Q4, Q6, Q7, Q10, Q11 and Q12.**
3. Hardware & components – (fasteners, paints, adhesives) – **P.O. Clauses Q10, Q11 and Q12.**
4. Processing & services – (heat treating, sandblasting, plating, coating, shipping, proof loading and testing) – **P.O. Clauses Q1, Q3, Q6, Q7, Q8, Q9, Q10, Q11, Q12, Q13, Q14, Q15 and Q17.**
5. Fabrication – (cutting, fitting, forming and welding) – **P.O. Clauses Q3, Q4, Q5, Q6, Q7, Q8, Q9, Q10, Q11, Q12, Q13, Q15, Q16 and Q17.**
6. Machining – **P.O. Clauses Q1, Q3, Q4, Q5, Q6, Q7, Q8, Q9, Q10, Q11, Q12, Q13, Q14, Q15, Q16 and Q17.**
7. Assembly – (includes I.D., stenciling and packaging) – **P.O. Clauses Q3, Q4, Q5, Q8, Q9, Q11, Q12, Q14, Q15, Q16 and Q17.**

**Purchase Order Quality Clauses**

**Q1 INSPECTION AND TEST SYSTEM REQUIREMENTS**

The supplier shall establish and maintain an Inspection and Test System in compliance with requirements of AS9100. The supplier's Inspection and Test System is subject to audit, verification and approval and/or disapproval by ADC designated representatives (s) per product or service categories.

**Q2 MRB AUTHORITY**

Material review authority is not authorized on this purchase order.

**Q3 APPROVAL AND CHANGES**

The supplier shall notify the buyer of any proposed changes in the design, fabrication methods, or processes previously approved by the buyer and/or the buyer's customer, and obtain written approval of the changes from the buyer and/or the buyer's customer. Changed articles shall be clearly identified and in a different manner from the previous articles. When a proprietary item is procured by the buyer, the supplier shall notify the buyer of changes.

**Q4 RAW MATERIALS**

Raw materials shall be accompanied with certifications, chemical and/or physical test results. The supplier shall certify to the specific requirements defined on the face of the purchase order. Certifications shall be signed by the supplier quality representative; the name shall be printed below the signature.

**Q5 IDENTIFICATION AND DATE RETRIEVAL**

Where and to the extent that traceability is a specific requirement, the supplier shall apply a unique identification to the individual product, material or batch. This identification data shall be recorded on and traceable to related suppliers records (see supplier quality records).

**Q6 SUPPLIER QUALITY RECORDS**

The supplier shall maintain suitable inspection and test records to serve as evidence of conformance with specified requirements. Such records shall be legible and traceable to the product involved. These records shall be maintained for a minimum period of three (3) years from the date of final manufacture or as stated otherwise in the contract. Requirements for records of material or components received at the supplier's site and requirements to forward records to ADC – see Q16.

**Q7 SUBMISSION AND RESUBMISSION OF NONCONFORMING ARTICLES OR MATERIALS**

Do not send nonconforming products or materials to ADC without prior written Authorization.

Nonconforming articles and/or materials returned by the buyer and subsequently Resubmitted by the supplier shall bear adequate identification of such Nonconformance, either on the articles, materials, or applicable suppliers' records. The supplier shall provide evidence that the cause of the nonconformance has been Corrected and that actions were taken to preclude any reoccurrence.

**Q8 ACCESS TO SUPPLIER'S FACILITIES**

During Contract performance, the supplier shall grant reasonable access to all the supplier's facilities to representatives of ADC, ADC's customers, US government and/or regulatory agencies for the purpose of evaluating supplier's conformance to all PO/Contract requirements. When applicable, the access requirement shall be flowed-down by the supplier to the supplier's sub-tier sources.

**Q9 FIRST ARTICLE AT SUPPLIER ACTIVITY**

When requested on Purchase Order supplier shall perform a first article inspection in accordance with the requirements set forth . Supplier shall forward one (1) copy of the first article inspection report to the buyer.

**Q10 CERTIFICATE OF CONFORMANCE**

Supplier shall provide evidence that the processes requested in this purchase order were performed by approved sources. Such evidence shall be maintained on file by the supplier. Included with each shipment to the buyer shall be a certificate of conformance indicating as a minimum the process description, process number, name and address of the process supplier, the purchase order and part number. Certifications shall be signed by supplier quality representative; the name shall be printed below the signature.

**Q11 CONTROL OF SUB-TIER SOURCES**

The supplier, as the recipient of the PO or Contract, is responsible for meeting all PO/Contract specified technical and quality requirements, whether the supplier Performs the work, or the work is performed by the supplier's sub-tier sources. When the supplier uses sub-tier sources, all of the applicable technical and quality Requirements of the ADC PO or Contract, including, when applicable the requirement to document and control "key characteristics" and/or "key processes", and to furnish certifications and test reports required by the applicable PO Quality Requirements.

**Q12 SUPPLIER NOTIFICATION OF NONCONFORMANCE PRODUCTS DELIVERED TO ADC**

When the supplier has determined that nonconforming product (s) have been delivered to ADC, the supplier shall notify ADC within twenty-four (24) hours of the initial discovery. The supplier shall use receipt acknowledgement e-mail or other PO/Contract number, part number and description, affected quantity and serial numbers (if known), dates delivered (if known), brief description of the non-conforming condition.

**Q13 REQUIREMENTS FOR QUALIFICATION OF PERSONNEL**

Where applicable, only qualified/certified personnel shall be used based on process specification requirements (NDT, etc.). Records shall be maintained of the personnel qualifications/certifications.

**Q14 CALIBRATED MEASURING DEVICES**

Supplier is to provide ADC personnel use of calibrated measuring devices for source inspection purposes. Valid records of calibration of measuring devices are also to be maintained.

**Q15 PRODUCT VERIFICATION AT THE SUPPLIER'S PREMISES**

In-process and final product verification will be performed at the supplier's facility by ADC personnel. Product will be release by ADC personnel.

**Q16 REQUIREMENTS FOR SUPPLIER TO FORWARD RECORD (S) OF RECEIVING**

Product, raw material, components, etc., may be drop shipped or hand delivered to the supplier's premises. Copy of vendor drop-ship documentation, the vendor's receiving documentation and any hand delivered items for and ADC project are to be forwarded to the Accounting Manager via scanned documents of fax 310-756-1129. All documentation must include ADC job number and/or ADC job name.

**Q17 FOREIGN OBJECT DEBRIS/DAMAGE (FOD)**

Supplier shall maintain good housekeeping and where applicable a Foreign Object Debris/Damage (FOD) prevention program, to preclude introduction of foreign objects or damage from foreign debris to any deliverable item. Supplier shall maintain appropriate housekeeping practices to assure timely removal of residue/debris generated during manufacturing operations, tasks, or storage. Supplier shall determine if sensitive areas that have a high probability for introduction of foreign objects should have special emphasis controls in place for the manufacturing environment.