

## PURCHASE ORDER QUALITY REQUIREMENTS

**General Requirements:** All of the quality requirements below apply to all Actron Mfg POs.

**Right of Access:** Actron Mfg, our customers, and regulatory authorities, will have the right to access all areas of the supplier's, or sub-tier supplier's facility involved in the order, for inspection of their processes, product, and/or records.

**Flow-down to Sub-Tier Suppliers:** The Supplier shall flow down applicable PO quality requirements to its sub-tier suppliers, including record retention requirements.

**Personnel requirements:** Supplier personnel must have proper training for the jobs they are performing. They must be aware of their contribution to product or service conformity, product safety, and the importance of ethical behavior.

**Packaging and Handling:** The Supplier shall use appropriate methods of handling, packaging, and preservation to prevent damage to product/equipment in process and during delivery.

**Mercury Free:** The equipment and/or supplies furnished under this PO shall contain no mercury or mercury compounds, which could cause mercury contamination, in the manufacture, fabrication, assembly or testing of such equipment and/or supplies.

**Specifications and Standards:** Unless otherwise stated in the PO, any reference to a national, international, military, or defense specification or standard is intended to mean the latest revision of that standard at the time of placing the order.

**Quality Records:** The Supplier shall maintain inspection and test records as evidence of conformance with specified requirements. Records shall be legible, traceable to the product involved, and retained for a minimum of 10 years after payment.

**Specific Requirements:** Specific quality requirements apply when a clause number below is noted on the PO.

- 1. Inspection Report:** The supplier shall submit an inspection report with the order verifying engineering requirements have been met.
- 2. Calibration Services:** The supplier providing calibration services shall be certified to ISO/IEC 17025. The supplier shall provide certificates of calibration that contain the information required by the appropriate standard including calibration results data.
- 3. Calibration:** The supplier shall ensure that all inspection equipment used for acceptance of Actron Mfg parts, or materials are periodically calibrated and that the calibrations are traceable to the National Institute of Standards and Technology (NIST).
- 4. Actron Mfg Source Inspection:** Acton Source Inspection is required at supplier facility prior to shipment. Actron Mfg will place an Inspection Stamp on the supplier shipper to indicate acceptance. Contact Actron Mfg at least 48 hours prior to shipment from your facility.
- 5. Government Source Inspection:** Government Source Inspection is required at supplier facility prior to shipment. Supplier shall contact Actron Mfg and applicable Government Representative to arrange for Government acceptance from the supplier's facility.
- 6. First Article Inspection:** The supplier shall submit a First Article Inspection report to Actron Mfg for review and approval prior to shipment of product for any of the following conditions:

a. first production run of the product, b. when any change occurs in the design characteristics, production process, tooling, or location of manufacture, c. a lapse in production for 2 years.

**7. Inspection System Requirement:** The supplier shall provide and maintain as a minimum an inspection system in compliance with ISO9001.

**8. Changes:** The supplier shall notify Actron Mfg of any changes to material, design details, processes, manufacturing location, or sub-tier suppliers. This includes changes by sub-tier suppliers.

**9. Material Certifications:** A copy of the raw material certifications must be included with each shipment, include traceability (heat, lot, work order, or PO number), and actual chemical/mechanical test results.

**10. Statement of Conformance:** Each shipment must be accompanied by a signed statement of conformance stating that the items ordered meet PO requirements.

**11. Inspection and Test Characteristics:** Supplier shall inspect and/or test as applicable all characteristics defined by the PO and applicable drawing specifications, pertinent to the work that the supplier is responsible for performing.

**12. Special Process Certifications:** Submit with each shipment, a certificate stating that all processes were performed in accordance with the drawing/specification. Special processes include: anodizing, passivation, heat treatment, welding, brazing, painting, chem film, conversion coating, plating, and NDT. The certificate shall include PO number, part number and revision, quantity, the processes used, the specification to which they conform, name of the organization doing the process, and signature of authorized representative of the supplier's quality organization.

**13. Reserved.**      **14. Reserved.**      **15. Reserved.**

**16. Age Control and Shelf Life Products:** Supplier shall provide expiration date for all age control/shelf life products purchased. All age control/shelf life products shall have 80% or greater shelf life remaining at time of receipt.

**17. Identification and Data Retrieval:** When individual traceability is a specified requirement, the supplier shall apply a unique identification to each individual product, material or batch. This identification data shall be recorded for traceability and maintained in supplier's quality records.

**18. Nonconforming Material:** Suppliers will not disposition nonconforming material as "use as is" or "repair" if the nonconformity results in a departure from PO or engineering requirements, unless approved in writing by Actron Mfg. Nonconforming material shipped without prior approval is subject to return at the supplier's expense.

**19. Conflict Minerals:** All Suppliers are requested to conduct due diligence inquiries in their supply chains to determine whether products contain conflict minerals which include tantalum, tin, gold, and tungsten, from the DRC (Democratic Republic of the Congo) or an adjoining country, such as Angola, Burundi, Central African Republic, Rwanda, Tanzania, South Sudan, Uganda and Zambia. Suppliers shall not knowingly supply product that contains conflict minerals from the above listed countries.

**20. RoHS:** All parts, or materials supplied shall be RoHS compliant per the current EU Directive.

**21. Counterfeit parts:** The Supplier shall plan and implement a system for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product delivered to Actron Mfg.

**22. Foreign Object Debris (FOD):** All parts, or materials supplied must be free of FOD.

**23. Reserved.**