



Purchase Order Quality Assurance Clause Requirements

All applicable quality assurance requirements will be selected from the following and referenced on the purchase order. When referenced, these requirements form an integral part of the purchase order.

1. SUPPLIERS QUALITY SYSTEM

- A. The Seller shall maintain the quality system approved by Row Mfg upon which the Seller's current Approved Supplier status is based. The Seller's system shall be subject to review and/or audit for continued approval by the Buyer's Quality Representative. The Seller should notify Row Mfg of any major changes to their Quality system.
- B. The seller must notify Row Mfg for disposition of any non-conforming material or components. Under no circumstances should material be sent to Row Mfg which does not meet the required specifications.

2. DOCUMENTS SUPPLIED TO SELLER

These documents as provided by Row Mfg are incorporated as purchase order requirements by reference. These requirements shall also be flow down to the supplier's sub-tier suppliers where applicable.

- A. Drawings
- B. Special or Supplemental Quality Assurance Requirements (including key characteristics for inspection)
- C. Special process instructions (if applicable)
- D. Customer approved special process sources list (if applicable)

3. DOCUMENTS SUPPLIED BY SELLER

These documents are required to be supplied by you, the Seller. Certifications and documents must be executed by the Seller and supplied to Row Mfg with the shipment and/or as directed in this order as evidence that the articles supplied meet the purchase order description and the applicable specifications.

Material received or services rendered without the required documents will be held or rejected and the invoices will not be honored until the documents are received.

All certificates of conformance, test reports, or service certifications must contain:

- Name, address and phone number of seller
- Date of document
- Signature, printed name, and title of the certifying person
- Complete statement of work performed

A. CERTIFICATES OF CONFORMANCE MUST INCLUDE AT A MINIMUM:

- 1. Row Mfg Purchase Order number and contract number.
- 2. Part Number(s) and drawing number(s), appropriate specifications (including revision level(s), as specified on the purchase order.
- 3. Lot or serial numbers of processed Row Mfg supplied material.

- 4. Quantity in each shipment.
- 5. A statement by the seller certifying that material and/or services furnished by him fully conform to all applicable drawings, specifications, and purchase order requirements. Seller must further certify that all specified test reports and material certifications are on file in his facility, available for audit by Row Mfg or their customer representatives.
- 6. If goods are standard hardware (such as MS items) seller must include the original manufacturer's certifications with each shipment.
- 7. If specification prescribes shelf-life data, the manufacture & expiration date must be reflected on the certification. All shelf life goods must have a 70% minimum shelf life upon receipt by Row Mfg to be considered acceptable.
- 8. If products appear on the Qualified Products Listing (QPL), the certification must contain documentation of manufacture by QPL's approved source including the manufacturer's QPL designation.
- 9. If subcontractor is required to use customer approved special process sources the Certification must contain documentation of manufacture by all approved sources.

B. CERTIFIED TEST REPORTS MUST ALSO INCLUDE AT A MINIMUM:

- 1. Test Data
 - a. Actual physical test data
 - b. Actual chemical test data
- 2. Results of any required non-destructive testing
- 3. Row Mfg Purchase Order Number, lot number (where applicable), part number and applicable specifications to include applicable revision level.

C. HEAT TREAT SERVICES ALSO REQUIRE THE FOLLOWING INFORMATION:

- 1. For heat treat services, temperatures and process used and actual hardness results as required by applicable specifications must be defined on the certification.
- 2. All services must be certified to meet all applicable standards, including those incorporated by reference.

D. SERVICES ALSO REQUIRE THE FOLLOWING INFORMATION:

- 1. Process used, thickness and other data as required by the applicable specifications must be defined on the certification.
- 2. All services must be certified to meet all applicable standards, including those incorporated by reference.

5. MEASUREMENT STANDARDS

Certifications shall include a description or identification of the item, the calibration source, date of calibration, calibration assigned value, statements of uncertainty, and environmental or other conditions under which the calibration results were



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obtained. Certification document to be in accordance with ISO 10012-1 or ANSI/NCCL Z540-1.

F. SPECIAL PROCESS PROCEDURE:

Special Process Procedure descriptions must be submitted for approval by Row Mfg prior to shipment of product.

G. SPC DATA AND CHARTS ARE REQUIRED WITH SHIPMENTS:

Unless otherwise specified in the body of the purchase order, a detailed SPC plan must be submitted to and approved by Row Mfg prior to initial shipment.

4. SHIP TO STOCK PROGRAM

1. Not Applicable at Row Manufacturing.

5. INSPECTION OF SUPPLIES

A. Inspection at Destination

B. Government Source Inspection – (GSI)

GSI is required prior to shipment from your plant. Upon receipt of this order, promptly notify the Government Representative who normally services your plant so that appropriate planning for Government Inspection can be accomplished.

C. Government Selective Evaluation

During performance on this order, your Quality Control or Inspection System and manufacturing processes are subject to review, verification and analysis by authorized Government Representatives. Government Inspection or release of product, prior to shipment is not required unless you are otherwise notified by the Government Representative who normally services your plant. You shall provide a copy of this order upon his request.

D. Row Mfg Source Inspection

Row Mfg Inspection (each lot) is required at source. To facilitate each inspection, seven (7) days prior to shipment of each lot, seller shall notify the Row Mfg buyer.

E. Row Mfg Periodic Inspection (Periodic)

Periodic Row Mfg inspection is required at source. To facilitate such inspection, seller shall, immediately at start of production, notify the Row Mfg buyer, to initiate a review of seller's quality capabilities. Frequency of inspection will be determined by the Row Mfg inspector or quality engineer. Seller shall notify Row Mfg's buyer seven (7) days prior to shipment of each lot to facilitate determination of necessity of source inspection.

F. First Article Verification

First article verification by Row Mfg Quality Assurance is required. The Quantity of parts and the location of inspection will be designated in the purchase order. Complete inspection documentation must be presented to Row Mfg traceable to individual parts.

G. Change Notification

The Supplier is required to notify the Buyer of any change of sufficient significance that a complete First Article would be required to be conducted on the first production item manufactured after such change.

Listed below are examples significant changes to the process that will require a First Article:

- Changes in the supplier's and/or to their sub-tier supplier's outside processing source (i.e. materials, plating, heat treating, testing)
- Changes in the supplier's special process procedures previously approved by Row Mfg
- Changes in the supplier's heat treat cycles or programs
- Changes in the supplier's facility location where the work is performed
- Changes in the supplier's die(s), forming processes, or other processes that directly affect the product supplied
- Changes in the supplier's Nondestructive Test Procedures
- A complete FAIT will be required of the supplier prior to shipment of hardware if one year or more has elapsed since the last production item was produced.

6. SPECIAL SHIPPING INSTRUCTIONS

Any special shipping instructions will be defined on the Purchase Order.

7. ADDITIONAL NOTES AND REQUIREMENTS:

- A. Certifications required with shipment(s).
- B. Package to prevent damage in shipping and handling.
- C. Tag shipment with P.O. number and part number
- D. MSDS Sheets required with shipment(s) when

8. RIGHT OF ENTRY

This provision shall allow Row Mfg, its customers, and regulatory agencies to determine and verify the quality of work, records, and material at any place, including the plant of the vendor.

9. DELEGATION OF INSPECTION

Material is to be inspected by supplier for part(s) indicated on the purchase order. Inspection data will be retained by supplier and will be made available to Row Mfg upon request or as stipulated on the purchase order.

10. RECORD RETENTION

All processing, special processing, heat-treat, plating, and other pertinent records for the parts processed on this purchase must be maintained by the supplier for a period of:

- A. (1) One year
- B. (3) Three Years
- C. (5) Five Years
- D. (7) Seven Years
- E. (10) Ten Years
- F. (15) Fifteen Years
- G. (20) Twenty Years
- H. (30) Thirty Years
- I. (35) Thirty-Five Years
- J. (50) Fifty Years
- K. Indefinitely
- L. No Record Retention Required