



PURCHASE ORDER QUALITY REQUIREMENTS

Rev. 00

All Suppliers:

1. Suppliers shall not ship materials or parts to Vforge which do not conform to all drawing and specification requirements without prior written authorization from a Vforge representative.
2. All purchasing requirements shall be flowed down to the supplier's sub-tier suppliers or subcontractors.
3. Records related to the product or services ordered by Vforge shall be retained for a minimum of 10 years and provided to Vforge upon request.
4. Supplier agrees to allow access to Vforge to inspect its quality system, records, materials, and facilities as they pertain to the products or services ordered. Supplier agrees that this right extends to Vforge's customers, the FAA, and other regulatory authorities.
5. Supplier shall adhere to appropriate aerospace ethical guidelines, such as those published by the Aerospace Industries Association of America (AIA) Global Principles of Ethics in the Aerospace & Defense Industry, available for review here: <http://asd-europe.org/business-ethics>.
6. Supplier acknowledges it shall apply suitable corrective action when presented with Vforge complaints or nonconformance reports.

Raw Material / Chemical Suppliers:

7. Items must be packed/packaged to prevent handling and shipping damage. Packages shall be clearly marked for identification. Damage due to inadequate protection or packaging may cause rejection.
8. A Certificate of Conformity (CoC) is required with each shipment and part number. The CoC must state that the products were supplied in accordance with the requirements of the PO and applicable drawings and/or specifications. The CoC must reference the lot or batch numbers shipped.
9. Perishable items must be received with a minimum of 6 months remaining on shelf life.

Calibration or Test Laboratories:

10. Laboratory must comply with the requirements of ISO 10012-1 or ANSI-Z540-1, latest revisions including all change notices, or to ISO 17025 latest revision. Accreditation to ISO 17025 is preferred.
11. If ISO 17025 accredited, then the services purchased by Vforge must be accredited services, and not unaccredited.
12. If not ISO 17025 accredited, then calibration certificates shall be signed by a responsible representative, showing deviation from true values and indicating the serial numbers and calibration status of any standards used in calibration. Such standards will be traceable to NIST. Environmental conditions of the calibration environment must be indicated (temperature and relative humidity).
13. For calibration, each inspection tool or piece of equipment will have a calibration label applied to it by the supplier. This label must show the supplier's company name, signature/initials of calibrator, date calibrated, next due date, and any unusual limitations.

Special Process Providers (Plating, Finishing, Coatings, Heat Treat, Anodize, etc.):

14. Nadcap accreditation for the specific process is preferred.
15. A CoC is required with each shipment and part number. The CoC must state that the parts or services were supplied in accordance with the requirements of the PO and applicable drawings and/or specifications.