

	ACTA Purchase Order Quality Clauses		
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The following lettered clauses apply to all purchase orders and must be met for such.

- QC-A. Certifications of Conformance (C of C) – C of C to all applicable specifications are required with each shipment and shall include the following: a) Supplier's Identification, b) Date, c) ACTA purchase order (PO) number, d) Supplier's statement of compliance to all specifications performed by the supplier or sub-tier, e) Certifications for all raw materials used (with chemical/physical data), f) Certifications for all special processes (conversion coatings, plating, welding, heat treat, NDT/testing, etc.), g) Certifications for purchased items (hardware, latches, adhesives, etc), h) Name/Title and signature of an appropriate authorizing supplier representative.
- QC-B. Requirement Flowdown – The supplier shall flow down to their sub-tier supplier(s) all applicable requirements for work being performed, including this and other applicable Quality Clauses.
- QC-C. MSDS – Material Safety Data Sheet(s) are required with each shipment, if available. All materials that are volatile, toxic, or emit fumes, which may be harmful to human health, shall be properly contained in accordance with applicable Code of Federal Regulations. The containers will be plainly marked as to contents with appropriate warnings, precautions, instructions, and storage conditions.
- QC-D. Right of Access – The supplier shall provide "Right of Access" of its facilities to ACTA, their customer, and regulatory authorities. Access shall include all facilities and quality records involved in this order. The supplier will be notified if the access is needed.
- QC-E. Tooling & Mylar Use – Tooling and/or mylars supplied by ACTA or customers will not be used in the performance of any other contract of order unless written consent is issued by ACTA. Contact the ACTA buyer for disposition of ACTA supplied tooling/mylars prior to final shipment from your facility.
- QC-F. Document Revisions – Unless otherwise specified, all parts lists, drawings, and specifications on the PO are to be completed to the latest revision, this includes internationally recognized standards (i.e. ASTM, MIL-SPEC, etc.). If the PO and any specification or drawing conflict, it is the supplier's responsibility to notify ACTA Supply Chain Dept. prior to starting work.
- QC-G. Traceability – Product shall be identified with a manufacturer's date code, serial number, lot number, or equivalent, to ensure traceability to production records and materials.
- QC-H. Packaging – Packaging shall conform to all requirements specified on drawings, specifications, and this PO. All material shall be wrapped, bagged, and enclosed in cartons, boxes, or other containers to the extent necessary to provide protection from hazards of contamination and physical damage encountered in general handling, shipping, and storage and in accordance with good commercial practice.
- QC-I. Personnel Qualifications - The supplier's Quality System shall assure all relevant Purchase Order requirements are met and all applicable processes affecting the final quality of the product in the Purchase Order were rendered by qualified personnel. NDT personnel shall be certified IAW NAS410.
- QC-J. Nonconforming Product - Supplier shall notify the organization immediately upon discovery of any nonconforming product and obtain organizational approval for any disposition related to nonconforming product. If nonconforming product is detected after delivery or use (product escape), the supplier shall contact ACTA quality within 24 hours after detection. Contact information can be found on our webpage www.actaero.com.
- QC-K. Quality System Certification – The supplier's Quality System shall conform to and preferably hold current certification to ISO 9001:2015 or AS9100D. Other Quality System certifications may be approved. To request approval for such, submit a copy of the active certification and applicable specifications to the ACTA Supply Chain Department for review. Once reviewed and deemed appropriate, the supplier will be contacted as well as added to ACTA's approved supplier list (ASL). ACTA reserves the right to approve or disapprove suppliers based on the requirements set forth within ACTA's QSP-740 Purchasing/Supply Chain procedures.

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- QC-L. Calibration System Compliance - compliance to ISO/IEC 17025, ISO10012-1, AS9100, ANZI Z540.1/.3 (MIL-STD-45662) or equivalent is required.
- QC-M. Record Retention/Disposal - As a minimum, all quality records shall be maintained for a period of 10 years and available for review upon request. After the retention period has been maintained, all information considered confidential shall be disposed of in a manner that it cannot be copied, read or re-produced.
- QC-N. Personnel Contribution – ACTA reserves the right to require and request evidence of External Providers ensuring that their personnel are aware of:
- Their contribution to product or service conformity
 - Their contribution to product safety
 - The importance of ethical behavior
- QC-O. Counterfeit Parts - Only new and authentic materials are to be used in products delivered to Applied Composite Technology Aerospace (Buyer). No counterfeit or suspected counterfeit parts are to be contained within the delivered product. Parts shall be purchased directly from the OCMS/OEMS, or through the OCMS/OEMS franchised distributor. Documentation must be available that authenticates traceability to the applicable OCM/OEM. If suspect/counterfeit parts are furnished under Buyer's purchase order or any other written agreement between the Buyer and Seller, and found in any of the goods delivered hereunder, such items will be impounded by Buyer. The Seller shall promptly replace such suspect/counterfeit parts with parts acceptable to the Buyer and Seller shall be liable for all costs relating to the removal and replacement of said parts. Buyer reserves all contractual rights and remedies to address grievances and detrimental impacts caused by suspect/counterfeit parts.
- QC-P. Supplier Performance – ACTA will monitor the performance (e.g. on-time delivery, quality, etc) of the Supplier through statistical analysis and reserves the right to base procurement decisions on the results of these metrics. The target for OTD is 95% within -14 to +7 days of due date and the target for quality is 98%. At the request of the Supplier these results can be made available for review.

The following numbered clauses apply to purchases only if required by PO notes.

- QC-01. MRB Authority – Material Review Board (MRB) authority is not delegated. Supplier shall notify ACTA of any non-conformances and receive disposition prior to shipment. Notification shall be made to the ACTA Supply Chain Department. Detailed root cause analysis and corrective actions may be required to be implemented on failures which occur as associated with the item(s) delivered.
- QC-02. First Article Inspection – Perform FAI on all dimensional and blueprint characteristics and supply all first article (FA) documentation including itemized FA blueprint in accordance with Aerospace Standard AS9102. Contractor's format is acceptable if all of the AS9102 requirements are met. Reports shall specify all applicable blueprint notes, PO requirements, and dimensional characteristics along with actual measurements. For FAI lots, supplier shall furnish completed FAI reports (Forms 1, 2, & 3). Non-FAI lots require final report (Form 3) only.
- QC-03. Special Processes, Approved Source Required – Processor (contractor and/or subtier) shall have current approvals to perform special processes as required by this PO or applicable specifications. Contact the ACTA Quality Assurance Department for the list of directed sources.
- QC-04. Government Property – All Government furnished property supplied by ACTA or its customers shall be controlled in accordance with FAR's 52.245-1. Any discrepancies shall be reported to the ACTA Quality

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Assurance Department via email or by fax to 435-528-5172. All Government furnished property must be returned to ACTA with your last shipment.

- QC-05. NADCAP Certification – The supplier's Quality System or applicable special processes shall conform to and hold current certification to NADCAP as detailed in the PO.
- QC-06. Digital Product Definition (DPD) – The supplier shall conform to and comply with ACTA Supplier Quality requirements for control and use of DPD. Contact ACTA Quality Assurance Department for requirements which shall include but not be limited to compliance with form F-423-001-001.
- QC-07. Product/Process Changes – The supplier or sub-tier suppliers shall obtain approval from ACTA Supply Chain Department for making any changes in product or required processes. All changes must be documented to and approved by the ACTA Supply Chain Department prior to the start of manufacture.
- QC-08. Coating Thickness Evidence – ACTA suppliers shall provide objective evidence of dry film, paint/topcoat, and thickness requirements to the noted specifications on the PO. Parts containing complex contours, varying surface levels or items that can't be measured (complex surfaces, etc.) require a coupon or other objective evidence to be processed that is measurable and traceable to the parts being provided.
- QC-09. Customer Source Inspection – Source inspection is required on this PO prior to shipment of the product. Notification to ACTA Quality Assurance Department shall be made to allow sufficient time to plan, schedule and inspect the material prior to shipment. At the time of inspection, the supplier will be responsible for providing all in-process test and inspection data including the results of final inspection.
- QC-10. Government Source Inspection (GSI) – GSI is required prior to shipment from your plant. Upon receipt of this order, notify the Government representative who normally services your plant so that the appropriate planning for GSI can be accomplished. All processes that have been subject to witness by Government personnel must show evidence on the certifications supplied to ACTA.
- QC-11. Shelf Life – All shelf life limited items shall have 80% or more of their shelf life remaining at the time of delivery under this PO. All shelf life sensitive articles and materials shall be identified with the applicable lot, batch, or date coding numbers, the manufacturing date, date of expiration and storage requirements.

Rev.	Comments	Date	Authorized by
NC	Initial Release	08/13/2013	Greg Lyman
A	Added verbiage to clause F, added clauses I, J, L and M and changed clause K from a numbered clause to a lettered clause.	11/2/2016	Greg Lyman
B	Added/updated clauses M, N, O, and P to conform to new AS9100 Rev D external provider information.	11/29/2017	Greg Lyman
C	Edited clause QC-P to state target values for OTD and quality.	11/5/2018	Brad Rawson
D	Revised clause J to include timely reporting of an escape and contact direction.	01/08/2020	Greg Lyman