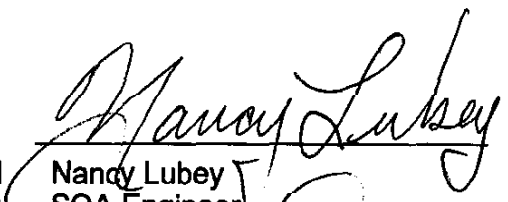
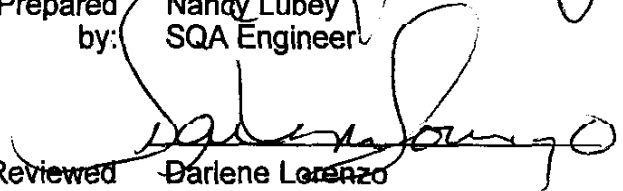
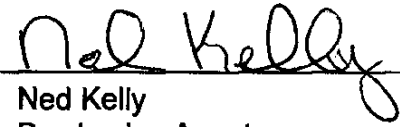
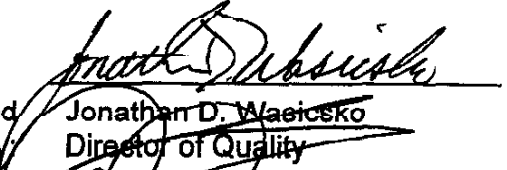
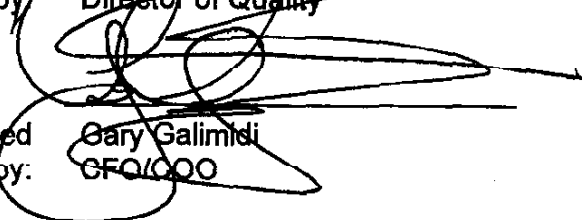


# PURCHASE ORDER QUALITY REQUIREMENTS

## Quality Assurance Instruction

QAI-2009 Rev 05 03/21/01

Gables Engineering, Inc.

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## Document Revision Record

Rev	Date Entered	Description / Justification	By
00	11/01/91	First release	
01	06/01/92	Paragraphs 4.1, 4.2, 4.3, 4.4. Deleted section 5.0, other sections moved up. Reworded Quality Code 1. Quality Code 5 becomes 4, Quality Code 5 left blank. Added Quality Codes 25, 28, 29 and 30.	
02	06/28/93	Added QA requirements numbers 5 and 31 to meet Boeing D1-9000 requirements and FAA Draft AC 21-ACSEP	
03	11/18/97	Changed Purpose and Scope. Added section 4 defining sign-off authority. Changed section 5 (General) to define methods for identifying new requirements. Changed clauses 2-4 to reflect ISO equivalents to MIL quality systems. Corrected numbering error on clause 21. Updated clause 30 to include right of entry for customer.	TE
04	11/28/00	Major Rewrite. This version obsoletes QAI-2011	NL
05	03/21/01	Minor revisions per Boeing Quality Management System Requirements for Suppliers, D6-8247 Rev A and Aerospace Standard AS9100, to clarify some of Gables general and specific quality requirements.	NL

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# 1. INTRODUCTION

## 1.1 Purpose

This document provides guidelines for flowing Gables quality requirements to suppliers.

## 1.2 Scope

Applies to the procurement of materials, parts, and services used in Gables products.

## 1.3 Departments Responsible For Implementation

- Quality
- Purchasing

## 1.4 Required Sign-Off Authority

- Purchasing
- Director of Quality
- CFO/COO

## 2. GENERAL PROCEDURE

This document defines the quality procedures pertaining to purchase orders that Gables Engineering uses to assure purchased product conforms to specified requirements.

### 2.1 Standard Quality Clauses

Standard quality clauses are included in the general terms and conditions section (section 3 of this document) for standard Gables purchase orders.

### 2.2 Additional Supplier Requirements

Additional supplier requirements may originate from customer contract reviews (QAI-1003) or quality planning (QAI-1017). Engineering and/or Quality will notify Purchasing of any such requirements.

### 2.3 Quality or Other Special Requirements

Quality or other special requirements not referenced in this document may be included as line items in the purchase order. Special Quality requirements may also be flowed down to supplier through drawings and specifications.

### 2.4 Gables Quality Clauses

Gables quality clauses are assigned to procured materials to define:

#### 2.4.1 Control Over Subcontractors

The type and extent of control exercised by Gables over subcontractors including when necessary the use of customer approved special process sources.

#### 2.4.2 The Product Ordered

The product ordered including identification of requirements for approval of product, procedures, process equipment, and personnel; the quality system standard; acceptance requirements; right of access; notification of anomalies and changes; and flow down of requirements to subtier suppliers.

#### 2.4.3 Verification of the Purchased Product

Verification of the purchased product including objective evidence of product quality from subcontractors (e.g., accompanying documentation, certificate of conformity, test reports, statistical records, process control).

### 3. GENERAL TERMS AND CONDITIONS

The following quality clauses are standard and are listed in the purchase order terms and conditions:

#### **3.1 Right of Entry**

Regulatory agencies, Gables customers, and Gables Engineering are afforded the right of entry at the supplier's premises for surveillance or investigation in order to verify the quality of work, records and conformance of purchased product to specified requirements. Such verification by Gables will not be used as evidence of effective quality control by the supplier. Gables still assumes responsibility and the right of rejection for all procured products. Gables customers also retain the right of rejection in cases where product or quality control methods have been verified at the source.

#### **3.2 Identification of Limited Shelf Life Material**

Supplier identifies each item, package, or container of limited shelf life material with its cure or manufacture date, expiration date, and special storage and handling conditions in addition to the standard identification requirements and Certificate of Conformance

#### **3.3 Certificate of Conformance**

Each shipment must be accompanied by a Certificate of Conformance stating that all specified requirements have been met unless exempted on purchase order. The certificate identifies the purchase order number; part number, part quantity, and where required, lot number.

#### **3.4 Notification**

The supplier is required to immediately notify Gables Engineering Purchasing when it is indicated that nonconforming products have been supplied and/or of any changes that may have occurred in definition and approval of their processing.

#### **3.5 Packing and Shipping**

All goods shall be handled, stored and packaged in a manner that prevents damage or deterioration. ESD protective packaging must be used for electrostatic sensitive components per DOD-HDBK-263 for Static Dissipative Protective Materials.

#### **3.6 Inspection**

All goods, are subject to final inspection and acceptance by Buyer at destination notwithstanding any payment or prior inspection at source.

#### **3.7 Rejection**

Buyer shall notify Seller if any goods delivered hereunder are rejected and, at Buyer's election and Seller's risk and expenses, such goods shall be held by Buyer or returned to Seller. No replacement or correction of nonconforming goods shall be made by Seller unless agreed to in writing by Buyer.

## 4. SPECIAL REQUIREMENTS

Engineering and/or Quality will notify Purchasing of any special quality requirements, or describe these special requirements in Gables' drawings and/or specifications. Where applicable Purchasing will flow these requirements to the customer as purchase order line items. These requirements may include but are not limited to the following:

### 4.1 Quality Standard

The title, number and issue of the quality system standard to be applied.

### 4.2 Acceptance Requirements

Design, test, examination, inspection and customer acceptance requirements and any related instructions and requirements.

### 4.3 Test Specimens

Requirements for test specimens (product method, number, storage conditions, etc.) for design approval, inspection, investigation or auditing.

### 4.4 Key Characteristics

Key characteristics that the supplier will monitor using statistical process control (SPC). Key characteristics must be demonstrated to be in statistical control with a process capability (Cpk) > 1.33.

### 4.5 Product Verification at the Subcontractor's Premises

Where Gables proposes to verify purchased product at the subcontractor's premises, the verification arrangements and the method of product release are specified in the purchasing documents.

## 5. RECORDS

Copies of Purchase Orders including any special quality requirements are kept on file electronically in the Gables Enterprise Resource Planning (ERP) system.