



Aerospace and Defense
474 Raleigh Avenue, El Cajon, CA 92020
Form number M-003 Rev 5-1-19

QUALITY ASSURANCE PROVISIONS-FORM M003 FOR PURCHASED MATERIALS & SERVICES

QA PROVISION 1. The following provisions shown below apply to all suppliers. The Specific Quality codes listed throughout the remainder of this document apply only when specified on the Purchase Order.

1. **Quality Management System Requirements**-Items supplied on this order shall be designed and/or produced and serviced under a quality management system that is;
 - a) Certified or compliant to ISO9001/AS9100.
 - b) or be approved by Ametek Rotron (AR)
 - c) For distributors, AS9120 may be substituted ISO9001/AS9100.If a supplier holds an AS9100/ISO 9001, NADCAP Certification, or similar quality management certification, they are to advise Buyer if their certification has expired, or revoked, as well as send Buyer the new certifications upon their renewal. Seller notification must be received prior to the acceptance of any order.
2. **Right to Inspect/Access** - Ametek Rotron Quality Personnel, our Customer and/or the Government may perform reviews, audits, evaluations, as reasonably necessary to ascertain compliance with contract and/or product requirements at your facility (FAR 52-246. 2). To assist in a review, we may request adequate equipment and personnel be made available to Ametek, government or customer representatives.
3. **Record Retention of Quality Documents (7yr)**: The supplier will retain on file, at their facility, objective evidence to substantiate their conformance of all supplied product or service to Ametek Rotron. Physical records will be retained for a minimum of (7) seven years, or as specified, if longer, by this QAP document. These documents require a signature and date by an authorized authority of the supplier/ distributor. Quality documents include: Material certifications, process certifications test data, and test reports, as well as Special Processor (operator) Approval/Certifications (Weld, braze, NDT, solder etc).
4. **Hazardous Materials-Mercury** – All components shall not contain functional mercury or have been contaminated with mercury.
5. **Refurbished and Reused Items** -Supplier shall not provide refurbished or re-used parts, components, hardware, or materials.
6. **Foreign Object Detection**- All materials, parts, and assemblies must be protected from the intrusion of foreign object debris that could potentially cause damage. We require that you have a FOD program in place that best works for your organization. This web site can assist you in meeting this requirement. (FOD prevention guidelines available at <http://www.nafpi.com/>).
7. **Product Safety Awareness**: The supplier shall assure personnel are aware of their contribution to product safety, as well as assuring that all items are correctly identified and are adequately packed and packaged to prevent damage or contamination to the items or their markings.
8. **Competency**: The supplier shall ensure personnel performing work affecting product quality are competent, on the basis of, appropriate education, training, skills and experience.
9. **Product or Service Conformity Awareness**: The supplier shall assure personnel are aware of their contribution to product conformity, in providing a quality product, in full compliance to the specification or drawing.
10. **Counterfeit Parts**- Counterfeit parts, or suspected counterfeit parts shall not be used on product delivered under this purchase order. **“Seller certifies that all products and all components of these products, being supplied to Ametek Rotron to satisfy this Purchase Order, contain only new product from OEM / OCM, or Franchised / Authorized Distributors, and the seller has in their possession or is able to readily retrieve, objective evidence that shows traceability to the Original Equipment or Component Manufacturer including any and all involved intermediate distributors [as applicable] for all material contained in the shipment.”** If it is determined that suspect/counterfeit parts are contained, they must promptly be replaced. The seller shall be liable for all costs related to removal and replacement of said parts by Ametek Rotron.

11. **MIL-STD Usage**: Unless otherwise specified on the drawings or PO, the supplier shall use the latest revision of all Military & Federal Standards and Specifications, as identified in the issue of DODISS.
12. **Ethical Behavior**-Supplier must be committed to the highest standards of ethics and business conduct. Supplier must comply with the law, honor commitments, act in good faith, and be accountable. Supplier must strive to maintain full compliance with all laws and regulations applicable to the operation of the business and customer relationships. Supplier must not offer, promise, authorize, or provide, directly or indirectly, anything of value (including business gifts or courtesies) with the intent or effect of inducing anyone to engage in unfair business practices. Supplier will avoid involvement in activities that may be perceived as a conflict-of-interest. Supplier will respect the legitimate proprietary rights and intellectual property rights of customers and take proper care to protect sensitive information, including confidential, proprietary and personal information.
13. **Change Notification** -Supplier shall not make any changes to the processes or materials specified under the purchase order. Supplier shall notify AR in writing prior to any proposed changes, parts, materials, fabrication methods, or processes, that may affect function, interchangeability or reliability of hardware delivered to AR; or, of any changes to facility location, ownership or quality management, following a quality survey /audit by AR.

QA PROVISION 2. Calibration System Requirements (Supplier) - Calibration System Requirements. The Supplier must maintain a calibration system in accordance with MIL-STD-45662, or ISO 10012 or NCSL Z540.1 to control the accuracy of devices used to verify the acceptability of materials, equipment or services in the performance of this contract. All equipment used for final acceptance requires calibration control.

QA PROVISION 3. Calibration System Requirements (Calibration Facility) - Calibration QMS System Requirements. The Supplier must maintain an accreditation in accordance with ISO/IEC 17025:2005, ISO 10012 and NCSL Z540.1-1994 to control the accuracy of devices used to verify the acceptability of materials, equipment and/or services. . All test standards/equipment used for calibration certification shall be traceable to the NIST.

QA PROVISION 4. Design and Development Configuration Control / MRB Restrictions - No changes in material, manufacturing methods, or outside processing requirements shall be made by the supplier for the items contained on the referenced purchase order without approval from the cognizant Ametek Buyer as listed on the face of the purchase order. All MRB activities are the responsibility of Ametek and/or our Customer. Immediately notify Ametek Quality Assurance of any discrepancy and/or non-conformity. Any supplier fabricated drawings that are produced from Ametek designs or drawings must be approved by Ametek Engineering before use. Any part substitutions require Ametek Engineering approval before use.

QA PROVISION 6. Record Retention of Quality Documents (20yr): The supplier will retain on file, at their facility, objective evidence to substantiate their conformance of all supplied product or service to Ametek Rotron. Physical records will be retained for a minimum of (7) seven years, or as specified, if longer, by this SQAP document. These documents require a signature and date by an authorized authority of the supplier/ distributor. Quality documents include: Material certifications, process certifications test data, and test reports, as well as Special Processor (operator) Approval/Certifications (Weld, braze, NDT, solder etc). The documentation may be delivered with product in order for Ametek to maintain.

QA PROVISION 7. Lifetime Record Retention- This purchase order has a Lifetime Record Retention requirement for all quality record documents. Notify Ametek if there is a problem in maintaining records at this level. Records designated as "Lifetime Records" are not to be disposed of or destroyed without prior Ametek approval. Contact Ametek with any questions regarding this retention requirement.

QA PROVISION 8. Workmanship Requirement - Workmanship shall conform to the latest revision of *MIL-STD-454*, "Standard General Requirements for Electronic Equipment".

QA PROVISION 9. Workmanship Requirement – Brazed or Welded Heat Exchanger Fittings and Adapters are to have all flux, scale, heat bluing, and all processing discolorations removed. **Only use of brass, or 316 stainless (non-magnetic) brushes is allowed.** Contaminated hot water shall not be used/re-used on the internal/external of the heat exchanger for the flux removal process. Caution: Utilize proper safety measures when using wire wheels and hot water.

QA PROVISION 10. Soldering - Workmanship shall conform to the latest revision of *IPC J-STD-001, Class 3*, "Requirements for Soldered Electrical and Electronic Assemblies". Certification to the requirement is required on your Certificate of Conformance.

QA PROVISION 11. Counterfeit Parts- Ametek requires that no counterfeit parts, or suspected counterfeit parts be used on this P.O. product. **If this requirement is checked,** the supplier is required to comply with Ametek Quality Clause 1-Counterfeit Prevention, or have a counterfeit parts avoidance, detection, mitigation, and disposition program meeting the requirements of Aerospace Standard AS5553. If it is determined that suspect/counterfeit parts are contained, they must promptly be replaced. The seller shall be liable for all costs related to removal and replacement of said parts by Ametek Rotron. ***"Seller certifies that all products and all components of these products, being supplied to Ametek Rotron to satisfy this Purchase Order, contain only new product from OEM / OCM, or Franchised / Authorized Distributors, and the seller has in their possession or is able to readily retrieve, objective evidence that shows traceability to the Original Equipment or Component Manufacturer including any and all involved intermediate distributors [as applicable] for all material contained in the shipment."***

QA PROVISION 12. Certificate of Conformance - A single Certificate of Conformance is required from the supplier. The certificate will reference the purchase order number, quantities, the part number or specification with revision, and shall contain the signature and title of a supplier authorized representative. It shall state that products or services supplied to Ametek conform to all requirements of the P.O. drawings, and applicable process specifications, and that records of inspection by the supplier are on file and available for review at a reasonable time. A Certificate of conformance that include the phrase "to the best of our knowledge" or similar expressions **shall not** be accepted.

QA PROVISION 14. Mercury Free Certificate of Compliance – A statement certifying that; "Material under this Purchase Order does not contain mercury, and that mercury contamination has not occurred during the manufacturing process." is required.

QA PROVISION 15. Ozone Depleting Chemicals – ODC's shall not be contained within, or used in conjunction with any product, including product manufactured by the supplier.

QA PROVISION 16. Preference for Domestic Specialty Metals- Supplier must retain on file objective evidence that Specialty Metals furnished per Ametek PO is of Domestic Melt origin (or approved countries) per DFAR 252.225-7008 and/or 7009 requirements, except for electrical components that are exempt per DOD.

QA PROVISION 17. Material Certifications - The seller shall furnish a certificate of raw and purchased materials used in the manufacture and content of the items furnished on the

referenced purchase order. Copies of material certification are required and shall accompany parts delivered on this purchase order. This includes all hardware components that are a part of the assembly. Note: Certifications should include signature, title of signee, and date of certification.

QA PROVISION 18. Raw Material Traceability – Raw and purchased materials require trace to the mill. Maintain this on file for a period of 7 years. It must be available upon request within 48 hrs.

QA PROVISION 19. Approved Special Processors - Only special processing sources, approved by Ametek Rotron, shall be used. This includes sources subcontracted by the seller. Process type: _____
Notify Quality Assurance at 619-588-3905, (Robert.young@ametek.com) for approved process source/list.

QA PROVISION 20. NADCAP Approved Processors – Ametek and/or our Customer have approved the use of NADCAP Accredited/certified processors for this product. Provide certifications that validate use of a NADCAP source. If a list of NADCAP sources is required, request from Ametek QA.

QA PROVISION 21. Special Processor Certifications - Certification of special processes are required and shall accompany parts delivered on this purchase order. Special Processes shall include, but not be restricted to: Chem-film, anodizing, plating, passivation, painting, casting, soldering, brazing, welding, heat treating and vacuum and dip brazing. Certifications will be reviewed for the drawing or specification requirement callout. Materials not processed correctly shall be rejected and returned. Note: The latest revision of a special process is to be certified on certifications, even if the drawing calls out a prior revision identifier. (Example: MIL-C-5541 shall be certified to MIL-DTL-5541). Notify Quality Assurance at 619-588-3905, (Robert.young@ametek.com) if approved process source/list is required.

QA PROVISION 22. AS9102 First Article Report – A First Article Inspection Report in the **AS9102B** format is required by the supplier to ensure compliance to the applicable engineering drawings and/or specifications. The report will include purchase order number, date, hardware certifications (Form 1&2), measurements including tolerance, actual recorded measurements, and the instruments (Standard reference #) used to measure, traceable to the NIST (Form 3). Record the calibration expiration date of test/measurement equipment in log form, or in the notes of Form 3. **Every dimensional aspect** shall be addressed. **Every drawing note** shall be addressed and evidence of compliance provided (material or process certification if specified). The signature, name and title of the representative responsible will also be required on the report. Forms and instructions will be provided upon request if needed.

QA PROVISION 23. First Article/First Piece Inspection Report – A First Article Inspection Report is required by the supplier to ensure compliance to the applicable engineering drawings and/or specifications. The report will include purchase order number, date, measurement including tolerance, actual recorded measurements, and the instruments (Standard reference #) used to measure, traceable to the NIST. Every dimensional aspect shall be addressed. Every drawing note shall be addressed and evidence of compliance provided (material or process certification if specified). The signature, name and title of the representative responsible will also be required on the report.

QA PROVISION 24. Ametek Source Inspection is required before shipping from your facility. Contact Ametek Quality Assurance at (619-588-3905) to schedule a visit, or ascertain the exact time for test/inspection witness, or final acceptance. To assist in the review, adequate equipment and personnel should be made available to Ametek representatives.

QA PROVISION 25.

- a) **Government Source Inspection (GSI)** – The supplies listed on this PO are subject to Government inspection. On receipt of this order, promptly furnish a copy to the nearest Defense Supply Agency Inspection office (DCMA, NSEO) in your locality. In the event the Government representative cannot be located, notify Ametek Quality immediately. The Government representative should be notified seven (7) days in advance of the time the articles or processes are ready for inspection or test.
- b) **Customer Source Inspection** – The supplies listed on this purchase order are subject to Ametek Customer Source inspection. Upon completion of product or process, notify Ametek Rotron Quality Assurance (619-588-3905) for instruction.

QA PROVISION 26. Right to Inspect/Access - Ametek Rotron Quality Personnel, our Customer and/or the Government may perform reviews, audits, evaluations, as reasonably necessary to ascertain compliance with contract requirements at your facility (FAR 52-246. 2). To assist in a review, we may request adequate equipment and personnel be made available to Ametek, government or customer representatives.

QA PROVISION 27. FRAUD AND FALSIFICATION Requirement:

a) This purchase order and activities hereunder are within the jurisdiction of the Department of Energy and/or the Navy. Any knowing and willful act to falsify, conceal or alter a material fact, or any false, fraudulent or fictitious statement or representation in connection with the performance of work under this purchase order may be punishable in accordance with applicable Federal Statutes.

b) Seller/Supplier agrees that all employees engaged in the performance of this purchase order will be, if they have not been previously, informed in writing prior to commencing performance of work under this purchase order that there is a risk of Federal criminal penalties associated with any falsification, concealment or misrepresentation in connection with work performed under this purchase order. Seller agrees that a signed statement shall be, if it has not been previously, obtained from said employees prior to their commencing performance of work under this purchase order that they have been so informed. Such statements shall be retained by the Seller/Supplier for at least three years after final payment on this purchase order. An acceptable form for such a statement is substantially as follows:

“This company/division/department/branch performs work under contracts which are within the jurisdiction of departments of the United States Government. Some of the work performed under these contracts affects the national security of the United States and the requirements of these contracts are designed to ensure that essential attributes of the work are carefully checked or inspected and that records accurately reflect the results of all work. Any falsification, concealment or alteration of any material fact, or any false, fraudulent or fictitious statement or representation in connection with the work under any contract within the jurisdiction of the Government is not only prohibited by company policy, but may also be punishable under Federal Law. Please acknowledge by your signature that you have read and understand the above.”

c) Seller/Supplier must also agree to include the following statement preprinted on each manufacturing, inspection or test record used in conjunction with the subject subcontract: **Note: The recording of false, fictitious or fraudulent statements or entries on this document**

may be punishable as a felony under Federal Statutes including Federal law, Title 18, Chapter 47.”

d) Seller/Supplier shall include all provisions of this Article including this sentence in all lower-tier contracts under this order. Any inability or unwillingness of a lower-tier supplier to comply with this provision should be documented in writing and submitted to Ametek. Seller/Supplier shall advise Ametek promptly upon identification of any potential or actual fraud and falsification incidents pertaining to this order and occurring either within its own organization or within its sub-tier(s) organization.

e) The Seller/Supplier to Ametek must implement the four (4) requirements above when this box is checked, i.e., A, B, C and D. Any inability or unwillingness to comply must be submitted to Ametek in writing.

QA PROVISION 28. Electrostatic Discharge Sensitive Material- Supplier/Distributor. The Supplier shall maintain a documented electrostatic discharge control program in accordance with MIL-STD-1686 or ANSI/ESD S20.20-1999. The program shall provide continuous protection for ESDS items from receipt through inspection /test, stocking, packaging, storage and shipment. These requirements must also be passed down to your suppliers for ESD parts. NOTE: Vendor must mark the packing slip as follows “ATTENTION: OBSERVE PRECAUTIONS FOR HANDLING ELECTROSTATIC SENSITIVE DEVICES”

QA PROVISION 29. Key Characteristics or Statistical Techniques Required- Key Characteristics are contained within the drawing or specification. Supplier is to provide data of 100% inspection of these assigned characteristics. Statistical Technique acceptance of product may be requested when this provision is assigned.

QA PROVISION 30. Serialization/ Traceability- For traceability purposes, serialization is required on the assemblies listed on this purchase order. Ametek Rotron assigned serial numbers are as follows: SNs _____.
Number of designated digits are important, do not alter.

QA PROVISION 31. Test Data Required- Test Data is required to be delivered with this product which assures that the requirements of design are being met.

QA PROVISION 32. Shelf-Life Certification. Shelf life/Cure Date certification is required on your Certificate of Conformance. Material shall have 80% of useable life left upon delivery to Ametek.

QA PROVISION 33. Additional Requirements- Flow down of Ametek Customer Quality Provisions/Requirements are a part of this purchase order. See attached additional requirements that are attached and highlighted. These requirements will be complied with, in addition to the checked requirements of this M003 document.

QA PROVISION 34. Additional Requirements - See attached Ametek Letter of Delegation-Source Inspection Points. This instruction contains hold points under this Purchase Order/Contract. Notify Ametek Rotron Quality Assurance (619-588-3905) for questions/instruction.

QA PROVISION 35. Government Contract Flowdown- This is a rated order certified for national defense use, and you are required to follow all the provisions, or the Defense Priorities

and Allocation System regulation (15 CFR 700). Contract No. and DPAS Priority Rating has been flowed to the supplier on this purchase order. It is identified in the purchase order body, or following this QAP number assignment.

QA PROVISION 36. Additional Requirements- Special Requirements Clause. Quality or Engineering requirements that are part number, or drawing specific, are identified separately within the Purchase order body. These special requirements may include special shipping directives; critical items; test specimens for design approval; Process Qualification requirements; Test Facility assignment, etc. Generally, these requirements are added in order to achieve Ametek Customer contractual compliance.