

## Quality Clauses for Suppliers

<b>Clauses</b>	<b>Title</b>	<b>Description</b>
QA 01	<b>Certificate of Compliance</b>	Supplier must provide a certificate of compliance with each shipment of product or services, and include as a minimum - supplier name, address, date, part number, revision level, purchase order number, quantity shipped, statement of conformity indicating product meets all requirements, and signature of authorized qualified supplier representative.
QA 02	<b>Certificate of Analysis</b>	Supplier must provide a certificate of analysis with each shipment of product, and include as a minimum - chemical and physical properties traceable to the delivered product, reference to standardized and requested specifications. In specific cases the supplier might be required to confirm and declare that the product supplied is free of restricted chemicals under RoHS, REACH, 3T&G and any other applicable regulations.
QA 03	<b>Control of Nonconforming Product</b>	Supplier must have established internal controls to identify, disposition and report the detection of non-conforming product during its internal processes, and must immediately advise and receive approval from HPG LP. or its customers prior to shipping of any non-conforming product to HPG LP.
QA 04	<b>First Article Inspection</b>	Supplier must provide a First Article Inspection Report including as a minimum - dimensional inspection report, certificate for materials and/or processes utilized, and a first article piece identified. When there are revision and/or changes of the product specifications, or of the production processes, then a new First Article Report will be required. Where applicable, supplier is to provide test specimens for design approval, inspection/verification, investigation, or auditing.
QA 05	<b>Process Control</b>	Supplier must have established internal controls of its production method, process, and equipment, including SPC controls for the defined Key Characteristics, and design and development control, where applicable. Whenever required, the report format requirements will be transmitted to the supplier, and the supplier must provide a documented report with each shipment and traceable to the production lot. The supplier is responsible to notify HPG LP. of any changes in product, change in suppliers, change of manufacturing facility and where required obtain HPG LP's approval.
QA 06	<b>Source Inspection</b>	When source inspection is a contractual requirement, the supplier will provide at no cost the necessary facilities and equipment to the HPG LP. designated inspector. Supplier will notify HPG LP. at least 24 hours before availability for adequate planning of the inspection. When government source inspection(s) is a contractual requirement the supplier will arrange with government authority (ies) for source inspection(s) of the product at the suppliers facility.
QA 07	<b>Special Certification</b>	In the cases where special process certification is a requirement (plating, painting, coatings, welding, heat treatment, surface treatment, NDT, etc. ...) supplier must provide proof of certification, and in cases where only "approved" sources may be used, supplier will provide proof of that approval.
QA 08	<b>Right of Entry</b>	HPG LP., our customers and any regulatory authorities reserve the right of entry into the supplier's facility (ies) at any time during the performance of the contract / purchase order, in order to perform inspections / audits exclusively relating to the scope or product of the contract / purchase order, where the supplier is aware of their contribution to product or service conformity.
QA 09	<b>Packaging, Preservation, Delivery and Labelling</b>	Supplier will ensure that all the product supplied, shipped and/or delivered to HPG LP., is adequately protected from damage, loss, deterioration, degradation or substitution. Each container must be properly marked or labelled with, as a minimum - part number, lot identifier, origin and destination. All product received is subject to Quality inspection for conformance to specifications and requirements.

QA 10	<b>Quality Program</b>	As a result of HPG LP. flows down to its suppliers the requirements mandated by its customers, HPG LP. requires its suppliers to have documented quality procedures in place, the existence of a quality program is preferable. Registration of the supplier quality program under a regulatory standard might be required, depending on HPG LP. requirements, such as ISO9001, AS9100, MIL standards, and NADCAP certification.
QA 11	<b>Record Retention</b>	Supplier must ensure that all documentation referring to the product supplied and to its execution of the contract / purchase order is retained and kept available in good condition as defined in the supplier's quality system, and when required as mandated by the flow-down of HPG LP. customers specific document retention requirements and/or minimum of 10 years.
QA 12	<b>Ethical Behaviour, Counterfeit Product</b>	Supplier will conduct its activities and its business demonstrating the expected ethical behaviour, and will deal with HPG LP. in good faith and in an ethical fashion. Supplier will be aware and will demonstrate by its actions that it will prevent and fight counterfeit/fraudulent product. For specific electric/electronic components the supplier shall maintain OEM product integrity and supply chain traceability through OCM warranty, proper handling and storage, and failure and corrective action support. HPG LP. may take validation actions on any product received by sending for analysis or testing to a 3rd party. Either party will not counterfeit or sell any counterfeit products, items, materials, etc... to the other party. (Ref: AS6174A Standard: Counterfeit Material; Acquisition of Authentic and Conforming Material)
QA 13	<b>Product Safety, Product Conformity</b>	Supplier acknowledges and understands HPG LP.'s expectation of good product quality, and that supplier's quality and safety significantly impact and contribute to HPG LP.'s own product conformity and HPG LP.'s own product safety. Where FOD entrapment of foreign objects within supplied components, parts boards, raw materials, etc.... have the potential of migrating into HPG LP. products, supplier shall have a prevention system and FOD prevention controls.
QA 14	<b>Non-Disclosure Agreement / QSF 7.4-1.3 Mutual Supplier / Sub Contractor Confidentiality &amp; Non-Competition Agreement</b>	Supplier must abide by the HPG LP. expectations of confidentiality and good-keeping of all documents, data and other information provided by HPG LP. to the supplier in relation to the contract / purchase order. In specific cases the supplier might be asked to sign a comprehensive Non-Disclosure Agreement (NDA)/ Mutual Supplier / Sub Contractor Confidentiality & Non-Competition Agreement QSF 7.4-1.3). Other specific requirements pertaining to specific regulations (ITAR, CGQ, Fire Arms,) when existing might be included in the NDA.
QA 15	<b>Sub-Contractor Flow Down</b>	Supplier is required to flow down the requirements of this purchase order, including terms and conditions to the Supplier's subcontractors. Flow down of key characteristics is require when specified on the face of purchase order. Supplier is to notify HPG LP. of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain organization approval.