

Purpose: To establish Quality Assurance Requirements for Purchase Orders.

**Table of Applicable Clauses by Purchased Product/Service**

Clause Number	Finishing	Mfg Sub Contractor	Hardware	Raw Material
01	X	X		
02	X	X		
03	X	X		
04	X	X	X	X
05	X	X	X	X
06	X	X		X
07	X	X		
08	X	X	X	X
09	X	X		X
10	X	X		X
11	X	X	X	X
12	X	X	X	X
13	X	X	X	X
14	X	X		
15	X	X	X	X
16	X	X	X	X
17	A/R	A/R	A/R	A/R
18	A/R	A/R	A/R	A/R
19	X	X	X	X
20	A/R	A/R	A/R	A/R
21	A/R	A/R	A/R	A/R
22	A/R	A/R	A/R	A/R
23	A/R	A/R	A/R	A/R

**A/R** = As required if indicated on the PO

- 01 If required on the PO, drawing, or applicable specifications, copies of all material, processing, and test certificates must accompany each shipment of parts.
- 02 When required by the PO, all special processes are to be performed by sources approved by the prime customer and to the latest revision level of the process specification.
- 03 In a case of nonconformance to drawing requirements, all items must be tagged with the discrepancy. The packing slip shall identify the number of items discrepant.
- 04 EHC, its customer, and regulatory authorities have the right of access to the applicable areas of the supplier's premises, at any level of the supply chain involved in the order and to all applicable records to assure and verify the performance of the order.

- 05 All parts must be protected against damage and corrosion during delivery using sound packaging practices.
- 06 When traceability is required by the PO, the supplier is responsible to ensure that material used for an order, whether consigned by EHC or furnished by the supplier, is to be segregated to ensure traceability and prevent being intermingled with other material. Material consigned by EHC may not be substituted by any other material to complete the order requirements.
- 07 As a minimum, the supplier shall maintain a calibration system in accordance with the latest revision level of ANSI/NCSL Z540 or an equivalent document.
- 08 EHC rates supplier performance for quality and on time delivery of products or services. Supplier quality ratings will be calculated comparing total lots received against total lots accepted. OTD is calculated as on time to the requested date. Those percentages are multiplied, weighting quality 80% and OTD 20%. When acceptable objectives are not met for 2 consecutive quarters, suppliers will be notified and EHC will determine if the supplier will be placed on probation.
- 09 When identified on the PO, the requirements of the most current end customer quality system flowdown and its record retention apply to this purchase order. **Any applicable requirements pertaining to this order should be flowed down to your suppliers as well.**
- 10 Suppliers shall retain records applicable to products sold to EHC for minimum of 10 years.
- 11 Supplier will notify EHC of any nonconformities discovered after delivery of product within 10 days of discovery.
- 12 Supplier is not authorized to disposition any nonconforming product as Use-As-Is or Repair if it does not meet the contract requirements of our order.
- 13 Supplier must comply with all identified end user requirements if one is referenced on our PO. If an end user is not referenced on the PO then standard T & C apply per Table of Applicable Clauses above.
- 14 Notify EHC of changes in product and/or process definition, change of suppliers, change of manufacturing facility location, and, where required, obtain EHC approval.
- 15 Supplier personnel should be aware of:
  - their contribution to product or service conformity
  - their contribution to product safety
  - the importance of ethical behavior
- 16 Supplier shall flowdown applicable requirements as well as appropriate controls to their direct and sub-tier external providers to ensure that all EHC, Customer, statutory and regulatory requirements are met.
- 17 This is a rated order certified for national defense and you are required to follow all provisions of Defense Priorities & Allocations System (DPAS).

- 18 Parts must comply with Buy American Act requirements.
- 19 Material Certificates of Conformance are required for this order.
- 20 Inspection requirements to MIL-I-45208.
- 21 Once an FAI (First Article Inspection) has been approved for tooling, NO CHANGES to the tool can be made without the full authorization of EHC NY Engineering. This includes but is not limited to preventive and routine maintenance.
- 22 When tooling is identified on a PO, it is to remain the property of EHC and maintained for their exclusive use, to be returned in good working order upon demand. This may not be changed regardless of acknowledgement except in writing by EHC.
- 23 The provision of the Equal Employment Opportunity clauses for Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and 38 USC 4212 Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, are hereby incorporated by specific reference.