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1.0 PURPOSE

- 1.1 These Quality Terms and Conditions are applicable to all HMF purchase orders for product and/or services, and are incorporated into purchase orders by reference. It is vital that all suppliers understand and abide by requirements within this document to ensure effective support of HMF, its customers, and the supply chain.
- 1.2 HMF shall ensure the adequacy of all requirements prior to issuance of any purchase orders
- 1.3 HMF shall provide the details of all requirements for the processes, products and services to be provided. This includes the identification of relevant technical data (e.g. specifications, drawings, process requirements and work instructions).

2.0 QUALITY REQUIREMENTS

- 2.1 HMF must be notified of any nonconforming parts by supplier. The supplier shall await disposition (approval/rejection) prior to further processing. The nonconformance, if accepted, will be described and recorded as a part of the suppliers' certification of conformance ("C of C").
- 2.2 Supplier must obtain approval by HMF prior to product disposition.
- 2.3 Supplier is required to contact HMF immediately regarding any discrepancies (quantity, pricing, and/or schedule, etc.), damaged or defective material, supplier inability to provide service or product, loss of or lack of approval(s), inability to meet due date on purchase order, or for clarification of any HMF requirements.
- 2.4 Supplier must notify HMF of changes in their product or service and/or process definition, and where required obtain written approval.
- 2.5 Upon acceptance of HMF purchase order, prior to beginning work or providing service and/or product, the supplier is responsible for verifying current approval of any products and services, methods, procedures, processes, personnel, and/or equipment in addition to the release of products and services associated

<p>HIXSON METAL FINISHING FORM</p> <p><i>Hixson Metal Finishing</i></p> <p>829 Production Place, Newport Beach, CA (800) 900-9798</p> <p>www.HMFgroup.com</p> <p><i>Authorizing Signatures on File</i></p>	FORM 326	Revision: C
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	Per HMF Quality Manual Section 8.4.3	
		
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with fulfillment of purchase order and/or specification requirements. If any changes in supplier approval status occur, supplier must notify HMF purchasing agent so that HMF records and/or Approved Supplier List (“ASL”) can be updated, as applicable.

- 2.6 Right of access by HMF, HMF’s customer, and regulatory authorities, to all facilities involved in the order and to all applicable records retained by Supplier (records control may be required).
- 2.7 The Supplier must flow down to sub-tier suppliers all applicable requirements in the purchasing documents, including key characteristics where required.
- 2.8 Warrant of compliance with all governmental regulations is requested when there is a possibility that the ordered products may be restricted, toxic, or s hazardous substance.
- 2.9 Records must be retained and available upon HMF request for a minimum time of 10 years, unless otherwise stated by HMF in writing.
- 2.10 Supplier must notify HMF with all details pertaining to any defects and/or unairworthy conditions which are required to be reported and dispositioned.
- 2.11 All suppliers must be ITAR registered, or, at a minimum, must be an ITAR compliant company.
- 2.12 **General Document Requirements.** Supplier must furnish applicable documentation with order and/or services performed. This may be in the form of a certification of conformance (C of C), analysis report, test certification, calibration certification, and/or other similar type(s) of conformance documentation with the shipment of the order or as a result of services performed. The certification document must list all applicable specifications and their revision levels (along with any amendments), be legible and reproducible, and bear the dated signature and title of a supplier representative.
- 2.13 **Certificate of Conformance (C of C).** The C of C must affirm that the processes being performed on parts in conjunction with the HMF purchase order conform to all purchase order requirements, including those contained within the referenced specifications. The C of C must also contain at minimum the part number, part quantity, serial numbers (if applicable), material type and temper (if applicable), HMF job number (if applicable), HMF purchase order number, the accept/reject criteria (if applicable), actual test results (if applicable), and the dated signature and certification level (if applicable) of the person signing the C of C. If a sub-tier supplier performs any subsequent work on this purchase order, the sub-tier supplier must also provide a C of C meeting all of the same requirements.
- 2.14 **Part and/or Material Traceability.** Suppliers must maintain an effective system for part and/or material traceability based on the HMF job number or material lot/batch number as defined within the HMF purchase order.

- 2.15 **Use of counterfeit parts.** Suppliers shall plan, implement and control processes, appropriate to the organization and the product, for the presentation of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to HMF.
- 2.16 **Deviations.** Suppliers must report any proposed deviation(s) (before the fact), or any departure(s) (after the fact) from the drawings, specifications, or other requirements of the purchase order to HMF purchasing agent / contact for HMF consideration and disposition. Suppliers must receive HMF's approval prior to shipment.
- 2.17 **Corrective Action.** HMF suppliers will be notified if parts processed and/or services rendered are found to be nonconforming by HMF. In this event, suppliers must promptly investigate and provide a written response listing the root cause, the corrective action taken or plan of action to be taken to preclude recurrence, and the point of effectivity of the plan.
- 2.18 **Inspection System.** Supplier must maintain an inspection system which may be subject to an HMF audit and that complies with the inspection system requirements as stated within AS9100, AS9003, AC7004 or AS9110 as applicable. The inspection system must assure that all processes or services provided under this order conform 100% to the purchase order flow down, referenced drawings, specifications and/or other requirements stated and/or referenced. Records of all inspections performed must be kept on file for HMF review. All measuring and test equipment used in supplier inspection system must be subjected to periodic calibration in accordance with ANSI Z540-3 or ANSI Z540-1, ISO10012-1 and must be traceable to National Institute of Standards and Technology (NIST).
- 2.19 **Sub-Tier and Flow-down.** In the event that an HMF supplier utilizes a sub-tier supplier in performance of an HMF purchase order, in whole or in part, suppliers must ensure that HMF is in agreement with the utilization of a sub-tier in writing and must ensure that applicable portions of the original HMF purchase order flow-down information is forwarded to any sub-tier suppliers.
- 2.20 **Rights of Access.** HMF reserves the right of access to supplier facility at any time during and/or after the performance of a purchase order for the purposes of inspecting processes performed on any or all parts and/or material(s) associated to an HMF order. This Right of Access may also include review of records associated with current and/or prior purchase orders and may involve auditing supplier's (including any sub-tier supplier's) quality systems after giving a reasonable notice of HMF's intention to perform a quality system audit. HMF reserves these Rights of Access for authorized HMF representatives, for all HMF customers, and any regulatory authorities and/or governmental agencies.
- 2.21 **Certified Material Test Report.** As applicable, test report(s) must accompany each heat lot(s) of material (i.e. raw material test panels) and must remain traceable to the raw metal procured. Likewise, chemical analysis reports for other items used in production or testing such as salt must accompany the product ordered. For raw metal for test panels, the certs must identify the mill source and

list the results of the mill's chemical and physical tests and analyses of the material, in addition to any other data required to be reported by the material specification.

- 2.22 **Government Source Inspection.** When Government Source Inspection is specified, the Government inspection is required prior to shipment from supplier facility. On receipt of the HMF purchase order, supplier must promptly notify DCMA or applicable entity, and must furnish a copy of the HMF PO to the government representative normally servicing supplier facility, so that government inspection can be appropriately planned. If a government representative does not service supplier facility, supplier must contact the appropriate government Inspection office in the supplier's region. If you cannot locate the government office, contact the HMF purchasing agent, primary point of contact, and/or Quality Department immediately.
- 2.23 **Source Acceptance.** Items under this order are subject to HMF acceptance, prior to shipment from your plant. HMF buyer must be notified 48 hours in advance of the time the items will be ready for review. Objective evidence of source acceptance must accompany each shipment.
- 2.24 **Approved Sources.** All furnished and/or performed process(es) by a sub-tier supplier under the purchase order must be by a source approved by HMF. Contact the HMF purchasing agent prior to placement of a sub-tier order to ensure that sub-tier supplier is approved by HMF.
- 2.25 **Calibration Certification.** Calibration Certificate for HMF measuring/test equipment must clearly state that the service was performed in accordance with ISO10012-1 and/or ANSI/NCSL Z540-1 or ANSI/NCSL Z540-3, using equipment traceable to NIST. C of C must identify the instrument calibrated and the accuracy, list the procedure(s) followed, specify whether the instrument was found and returned within or out of tolerance, and (if applicable to the instrument's accuracy) list the actual environmental conditions (temperature and humidity) under which the calibration was performed.
- 2.26 **Supplier Performance.** HMF will control and monitor all suppliers with scorecards including but not limited to quality and on-time delivery performance
- 2.27 **Supplier Persons.** Supplier persons must be aware of their contributions to product or service conformity; their contribution to product safety; the importance of ethical behavior
- 2.28 **Other Requirements.** (As noted in narrative form on the face of Purchase Order.)

3.0 RECORD OF REVISION

Rev.	Date	Change
N/C	8/12/10	New Release
A	8/15/11	Updated for clarity on nonconforming material and reformatted entire document for better readability
B	12/9/15	Updated all formatting, modified grammatical and typographical errors, added additional requirements for clarity and emphasis.
C	7/31/18	Added sections 1.2, 1.3 and 3 additional sections under 2 Updated sections 2.5

4.0 ASSOCIATED DOCUMENTS

- 4.1 Quality Assurance Manual
- 4.2 Hixson Purchase Orders
- 4.3 Associated order documentation