



## APPENDIX B - DoD CONTRACTS (May 2020)

### QUALITY AND TECHNICAL REQUIREMENTS

#### 1. General Requirements

- A. Seller shall maintain a documented quality system compliant with MIL-I-45208, MIL-Q-9858, ISO-9001/9002/9003, ANSI/ASME NQA-1 or equivalent as determined by Hunt Valve Actuator, LLC ("HVA") Quality Assurance and may be subjected to periodic reviews of seller's conformance to HVA internal procedures.
- B. All materials supplied shall be configured to the latest applicable revision unless explicitly noted otherwise. If the Purchase Order line item references a revision that has been superseded, the seller shall notify the HVA buyer prior to accepting the purchase order to ensure the correct revision is supplied.
- C. Seller shall require control of quality at all points necessary to assure conformance to this PO's requirements, whether performed by Seller or by Seller's sub-tiers. Seller shall include the applicable portions of this PO in each of its purchase orders, if any, with each of its sub-tiers where work is being performed or is scheduled to be performed in connection with this PO and require that, where applicable, such portions are inserted in all subcontract at every tier.
- D. Earliest receipt date is 30 days prior to the applicable PO line due date. Any shipments received more than 30 days in advance will be returned at the seller's expense. Shipments received after the due date will be considered a late delivery; the seller's rating will reflect late deliveries.

#### 2. Materials and Components

- A. Seller agrees that material supplied on this purchase order conforms in every aspect to applicable manufacturer and/or military specifications. Evidence of conformance to applicable specifications shall be furnished upon request.
- B. Traceability back to manufacturer required.
- C. Material Safety Data Sheets (MSDS) must be provided with each shipment.
- D. For all materials with shelf life limitations, the remaining shelf life shall be 75% of the original shelf life (minimum) at time of shipping. Manufacturers name, lot number (if applicable) and manufacture date shall be provided with shipment.

#### 3. Nonconforming Material

- A. Items failing to conform to all applicable drawings, specifications, and/or other Purchase Order requirements shall not be delivered to HVA without documented written approval from HVA Quality Assurance.
- B. Seller shall evaluate each nonconformance for its potential to exist in previously produced or delivered material. If a nonconformance exists in a previously delivered item, Seller shall notify HVA, in writing, within 24 hours and provide the following information: 1) description of nonconformance 2) affected Purchase Orders, delivery dates, quantities and lots.

#### 4. Packaging

- A. Material shall be suitably packaged and wrapped to ensure protection against shipping damage.
- B. When the blueprint, specification or Purchase Order lacks preservation, packaging, and shipping instructions, it shall be the Seller's responsibility to maintain adequate control of packaging to ensure quality of the fabricated article is maintained and that damage, deterioration, substitution and loss in transit are prevented.

#### 5. Records

- A. Seller shall maintain records necessary to verify conformance of supplied material to the conditions of this order. Seller shall also maintain records of all purchase orders. These records are to be maintained for a minimum of seven (7) years from the date of delivery.
- B. At HVA's election, such records shall be made available to HVA, HVA's customers and/or any regulatory agency, at no cost to HVA.

#### 6. Inspection, Measuring and Test Equipment

Seller's calibration system shall meet the requirements of MIL-I-45208, ISO-10012, or other approved calibration system including traceability to national standards. A calibration certification report is required. As a minimum, the calibration report shall contain the following: (a) seller's name, (b) report number, (c) identification of instrument calibrated, (d) date of calibration, (e) calibration assigned values with a statement of uncertainty, (f) relevant conditions, (g) any corrections that were applied, and (h) traceability statement.

#### 7. Special Process/Quality System Certifications and Requirements (Applicable when referenced.)

##### A. CERTIFICATE OF CONFORMANCE

A legible and reproductive copy of the Certificate of Conformance (C of C) with signature and title of authorized quality agent is required. The certificate of conformance shall include the following: part number, Purchase Order number, applicable military specification, part number revision if one exists, quantity, serial number, description of part, name and address of process facility, purchase order specification adhered to, and date of certification. In addition, the following statement will be included on the C of C: This is to certify that the following material conforms to the specifications listed on the purchase order or contract, as evidenced by reports or internal documentation on file and that all other purchase requirements have been met. This data is available for review at the supplier's facility by HVA upon request. Vague or ambiguous statements such as "to the best of my knowledge" are not acceptable and may result in rejection of the item during receiving.

##### B. MERCURY EXCLUSION

All goods delivered under this purchase order shall not contain or have come in direct contact with mercury, mercury compounds or with any mercury containing device employing a single boundary of containment. Mercury contamination will be cause for rejection of the goods.

C. POLYCHLORINATED BIPHENYLS PROHIBITION

Seller shall not employ equipment or use material that is known or suspected of containing polychlorinated biphenyls. For more information visit: <https://www.epa.gov/pcbs/learn-about-polychlorinated-biphenyls-pcbs>

D. SERIALIZATION

Serialization of each part is required and traceability of the serial number to the lot of raw material is required. Serial numbers shall be marked on the part itself or on a securely affixed tag per the drawing or any invoked specification.

E. CHEMICAL/PHYSICAL - TEST REPORT

Each shipment must be accompanied by two (2) legible and reproductive copies of actual reports of tests performed in accordance with specification or Purchase Order requirements, traceable to the material submitted. These reports must contain the signature & title of an authorized representative of the agency performing the tests & must assure conformance to specification requirements.

F. FUNCTIONAL TEST REPORTS & CERTIFICATIONS

Each shipment shall be accompanied by two (2) legible & reproducible copies of actual test results identifiable with test parameters defined as operational, environmental, mechanical, electrical, etc., of materials submitted. Functional testing documentation shall include test and acceptance criteria, controlling specification(s) or procedure(s) and the results of the test. These reports & certifications must contain the signature of an authorized representative of the agency performing the test & must assure conformance to specification requirements.

G. SPECIAL PROCESS CERTIFICATION

Each shipment of material on this purchase order must be accompanied by two (2) legible & reproducible copies of a certification containing the signature & title of an authorized representative performing the tests. The certification shall include the special process being used, such as: heat treating, weld repair, magnetic particle testing, penetrant inspection, radiographic inspection, surface preparation and treatment (i.e. plating, painting, coating) ultrasonic inspection, etc. When parts are serialized, the serial number must appear on the certification.

H. FIRST ARTICLE

A data sheet shall accompany the first article. The data sheet shall list every dimension and specification on the engineering drawing. Next to each dimension and specification, the actual "as built" measurement shall be recorded. In lieu of a data sheet, measurements may be recorded directly on the engineering drawing. An in-house inspector shall sign and date the data sheet or drawing.

I. IDENTIFICATION OF LIMITED LIFE ITEMS

The seller shall identify each item, package or container of limited shelf life material with the following: manufacture date, required storage conditions, special handling requirements, and manufacturers recommended shelf life.

J. BRASS AND COPPER BLACK OXIDE COATED THREADED FASTENERS

Seller shall not use brass or copper black oxide coated thread fasteners when installing or replacing threaded fasteners in the accomplishment of any work required by this Purchase Order.

K. RESTRICTION ON ACQUISITION OF CERTAIN ARTICLES CONTAINING SPECIALTY METALS

Must comply with DFARS 252.225-7009 Restrictions on Acquisition of Certain Articles Containing Specialty Metals (Jan 2011)

L. RESTRICTION ON ACQUISITION OF BALL AND ROLLER BEARINGS

Must comply with DFARS 252.225-7016 restrictions on acquisition of ball and roller bearings (June 2005)

M. SOURCES OF ELECTRONIC PARTS DFAR 252-246-7008 (COUNTERFEIT PART DETECTION, DFAR 252-246-7007)

Seller must assert all electronic parts provided are genuine OEM parts and not counterfeit. Suspected counterfeit parts will not be accepted and may result in discontinued use of seller. Traceability of components must be kept on file at sellers and provided upon request.

**\*\*\*ALL REQUIRED DOCUMENTATION IS TO BE SENT WITH EVERY SHIPMENT FROM THIS ORDER, SAVE FIRST ARTICLE, WHICH IS ONLY REQUIRED FOR FIRST SHIPMENT, UNLESS REVISION LEVEL CHANGES.**

**\*\*\*ALL REQUIRED DOCUMENTS MUST LIST THE PART NUMBER AND PURCHASE ORDER NUMBER.**