Purchasing Process

Revision History

Rev.	Summary of Changes	Date	Author	Training Required
NC	New Documented Procedure	05/30/2021	F. Rangel	
A	Updated 7.3 to incorporate reference to Purchasing Quality Clauses document	08/30/2021	F. Rangel	
B	Updated 7.9 for Shelf-Life requirements	10/03/2023	F. Rangel	
C	Updated the training section to reference the training Requirements Matrix	02/12/2024	C. Melchior	
D	Procedure revised for clarity and conversion from a SP page to a Word document format	08/14/2024	M. Profitt	
E	Adding the key Suppliers performance review	08/16/2024	C. Melchior	
F	Added 8.4 Supplier Evaluation and Approval Process and updated 8.5 to include SOTDAR form	10/1/2024	M. Profitt	
1.0	Administrative update to document template and document ID as part of migration to the Airborne Released Documents Library. Document has transitioned to numerical revisions to align with SharePoint versioning.	11/01/2025	N. Asuncion	Not Required
2.0	Added Appendix A – Purchasing Quality Clauses. Appendix A supersedes DP-2-1002-64 Rev D. PQC-120 added to Table 4. Updated Purpose, List of References, and Definitions of Acronyms and Terms.	08/19/2026	J. Rodriguez	Not Required

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1 Purpose

1.1 This document outlines the controls for purchasing products and services from external providers, including those specified by our customers. It includes provisions and procedures for managing procurement activities, ensuring that purchased products and services meet specified and applicable requirements.

2 Reference Documents

Table 1. List of References

Doc. No.	Title
ANSI/ESD S20.20	Protection of Electrical and Electronic Parts
AS5553	Counterfeit Electronic Parts; Avoidance, Detection, Mitigation, and Disposition
AS9100	Quality Systems - Aerospace - Model for Quality Assurance in Design, Development, Production, Installation and Servicing
AS9120	Quality Management Systems - Aerospace Requirements for Stockist Distributors
DP-2-1002-3	DZYNE Supplier Evaluation Checklist
DP-2-1002-4	Purchasing Quality Clauses for DZYNE Technologies, LLC Suppliers
DP-2-1002-5	DZYNE Supplier Evaluation Form
DP-2-1002-64 Rev D	Purchasing Quality Clauses (superseded by this document, IR-SCM-QSP-007JESD625)
DP-2-1002-67	DZYNE Supplier On-Time Delivery Action Request (SOTDAR)
ISO 17025	Testing and Calibration Laboratories
JESD625	Requirements for Handling Electrostatic-Discharge-Sensitive (ESDS) Devices
MIL-STD-1686	Military Standard Electrostatic Discharge Control Program for Protection of Electrical and Electronic Parts, Assemblies and Equipment (Excluding Electrically Initiated Explosive Devices) (02 May 1980)
QM-001	Quality System Manual
SAE-AS9100	Quality Systems - Aerospace - Model for Quality Assurance in Design, Development, Production, Installation and Servicing

3 Definitions

Table 2. Definitions of Acronyms and Terms

Acronym/Term	Definition
ASNT	American Society for Nondestructive Testing
ASL	Approved Suppliers Listing – A list of approved providers (suppliers, vendors, and providers).
AV	Aerial Vehicle(s)
BOM	Bill of Materials – A list of items, assemblies, or units designated for acquisition as part of the BOM.
Configuration	The set of characteristics, both physical and otherwise, of a product, process, or service, uniquely identified by a controlled reference.
COTS	Commercial off-the-Shelf
DCMA	Defense Contract Management Agency
DPAS	Defense Priorities and Allocations System
DPPM	Defective Parts per Million
DZYNE	DZYNE Technologies, LLC
ERP	Enterprise Resource Planning
FOD	Foreign Object Debris / Foreign Object Damage
ESD	Electrostatic Discharge
ESDS	Electrostatic Discharge Sensitive
FAI	First Article Inspection
FAIR	First Article Inspection Report

Acronym/Term	Definition
GSI	U.S. Government Source Inspection
ISO	International Organization for Standardization
Item	Used as the generic term for all items produced by DZYNE manufacturing operations, such as, materials, parts, subassemblies, assemblies, LRUs and up to and including complete Aerial Vehicles (AV).
MRP	Materials Resource Planning
MSA	Measurement Systems Analysis
NADCAP	National Aerospace and Defense Contractors Accreditation Program
OEM	Original Equipment Manufacturer
OSP	Outside Processing
OTD	On-Time Delivery
PO	Purchase Order
PQC	Purchasing Quality Clause(s)
Procurement	The process of purchasing products or services.
Purchase Requisition	A formatted purchase request.
Purchased Products and Services	Outputs of procurement activities.
QMS	Quality Management System
R&R	Repeatability and Reproducibility
SC	Supply Chain
SCM	Supply Chain Management – The complete infrastructure needed to support procurement and manage providers.
SOTDAR	Supplier On-Time Delivery Action Request
Supplier	Suppliers of products or processes, vendors of products, or providers of processes and services.
T&Cs	Terms and Conditions

4 Applicability

4.1 The controls and procedures in this document apply to purchases made in support of the manufacturing planning for our contracted products or services. While purchasing activities outside of product realization may follow these controls, they are not intended to be monitored. This includes purchases for facilities, office supplies, and other non-relevant items. This document does not provide detailed instructions for using Microsoft Dynamics NAV software to create Purchase Orders. Instead, it defines the controls and process structure for procurement activities.

5 Responsibilities

5.1 Document Owner: Supply Chain Management

5.2 Planning

5.2.1 Responsible for creating and submitting purchase requisitions for materials or services that are part of the BOM or support contracted configurations. The Planning function coordinates review efforts with the Program Management and Engineering functions to determine BOM needs and details.

5.3 Procurement

5.3.1 Responsible for procurement activities. Purchases of materials and services for program realization require approval from Program Management prior to execution. This includes raw materials, Bill of Materials (BOM) components, and services necessary for contracted product realization.

5.4 Quality

5.4.1 Responsible for evaluating selected suppliers during Receiving Inspection to ensure they meet applicable quality system requirements or determining adequate controls for their use by Procurement. The Quality function is responsible for ensuring adherence to the requirements of this document and its procedures.

6 Procedures

6.1 This section outlines the general requirements for the purchasing process. As with any manufacturing operation, there may be multiple sources for purchasing requests. This document defines purchasing process controls for products and services that have a direct impact on product conformity, rather than capturing all sources of purchasing requests.

6.2 Purchase Requisition

6.2.1 Purchase requests are initiated manually from operational needs, or system-generated by Materials Resource Planning (MRP) Engine demands. The Planning function submits purchase requisition forms to request the acquisition of BOM components, supplies, and services. These forms, controlled by Supply Chain, include the structure required by Program Management, the Customer, and Finance for alignment, traceability, and fund allocation. They also contain necessary information to identify required items and their configurations, including revision levels and material/process specifications. The purchasing checklist aligns with corresponding Job Orders for traceability.

6.2.2 Purchase demands generated by MRP Engine triggers are considered authorized by Program Management. Manual purchasing requests may also be initiated by manufacturing operations and must be submitted to Planning for approval by Program Management before being submitted to Procurement for purchase.

6.3 Purchase Order

6.3.1 Purchase Orders are generated within the Enterprise Resource Planning (ERP) system (Microsoft Dynamics Nav) from the purchase requisition prepared by Planning. Purchase Orders have unique, sequential identifiers for traceability, and contain program data and clear descriptions of purchased products or services. Purchasing creates and issues Purchase Orders, and Procurement is authorized to review, accept, and issue them to providers.

6.4 Purchasing Quality Clauses

6.4.1 The DZYNE Technologies, LLC Purchasing Quality Clauses document details applicable quality management system requirements by purchase commodity, including fraud and counterfeit material prevention, Foreign Object Debris (FOD) prevention, and others. The Quality function maintains this document and requires written acknowledgment from active providers regarding understanding and compliance.

6.5 Purchasing Information

6.5.1 Purchase Orders include all necessary information to describe the product or service being ordered, including:

6.5.1.1 Specific instructions for processing products or services.

6.5.1.2 Requirements for providers to flow down to their suppliers.

6.5.1.3 Applicable Purchasing Quality Clauses.

6.5.1.4 Right of Entry provisions.

6.5.1.5 Clear identification of required configuration(s).

6.5.1.6 Inspection instructions, material/process specifications, and acceptance criteria.

6.5.1.7 Necessary processing equipment, procedures, qualifications, or certifications.

6.5.1.8 Packaging, FOD, or damage prevention requirements.

6.6 Control of Changes to Purchasing Information

6.6.1 Changes affecting ongoing orders are evaluated for potential impact and incorporated as necessary by Engineering. Changes are controlled by issuing or updating Purchase Orders, with Supplier acknowledgment required.

6.7 Verification of Purchased Products and Services

6.7.1 All purchased products are verified upon receipt, or at the supplier's premises, before shipment release. Material may be released before completing inspection activities under positive recall conditions, but all inspection requirements must be completed before final release. Verification methods may include:

6.7.1.1 Obtaining objective evidence of quality from provided documentation.

6.7.1.2 Inspection and audit at the supplier's premises.

6.7.1.3 Reviewing required documentation and inspection reports.

6.7.1.4 Reviewing the process/part approval process.

6.7.1.5 Physical inspection at Receiving Inspection.

6.7.1.6 Validating test reports for accuracy through initial evaluation, Gage Repeatability and Reproducibility (R&R), Measurement Systems Analysis (MSA), or secondary testing.

6.7.2 Receiving Inspection

6.7.2.1 Receiving Inspection activities include visual inspection, count verification, certification and test report compliance, and verification of physical and key characteristics. The level of inspection is proportional to the risk, determined by the Quality and Engineering functions, based on supplier control, documented evidence, part/process rejection history, and historic performance. The Receiving function tracks and documents all receipts against purchasing requirements and ERP system line items. Received goods are moved to inventory for additional processing, and documentation is retained for certification purposes.

6.7.3 Inspection Activities at Supplier's Premises

6.7.3.1 When product verification is required at the supplier's premises, the terms are stipulated in the Purchase Order. DZYNE reserves the right to visit the supplier's premises, with or without customers, to verify quality, records, and materials during the manufacturing or processing cycle.

6.8 Raw Materials

6.8.1 Raw materials are purchased based on BOM demand, or to replenish inventory levels. Raw materials are identified and coded for positive identification and traceability, and immediately moved into controlled storage environments to prevent deterioration.

6.9 Electronics

6.9.1 Electronic components or units are purchased from qualified suppliers with systems to prevent, detect, mitigate, and address counterfeit parts. Required certifications include full traceability to the original manufacturer, and compliance with AS5553 or AS9120. Acceptance test procedures and results may be required for product conformity certification.

6.9.2 Counterfeit and Fraud Prevention

6.9.2.1 Counterfeit conditions can occur in electronics and other purchased products. Counterfeit conditions exist when supplier information is misrepresented. The Purchasing Quality Clauses include provisions for preventing misrepresentations. Third-party Quality Management System (QMS) certification does not relieve suppliers of addressing counterfeit and fraud prevention programs.

6.10 Shelf-Life Control

6.10.1 Suppliers of materials with shelf-life expectancy must provide material certification with at least 33% remaining shelf life upon receipt by DZYNE. Deviations require approval from Program Management or Quality.

Table 3: Shelf-Life Control

Material Type (Item)	Percent of Shelf-Life Remaining at Receipt by DZYNE	Shelf-Life Identification Requirements
Uncured Compounds	33% minimum but no less than 6 months	Traceability of expiration data to unit container marking
Cured elastomers (uninstalled)	33% minimum	Cure data and storage life expiration data on part container
Lubricants/Grease	33% minimum but lot less than 18 months	Traceability of expiration data to unit container marking

6.11 Special Processes

6.11.1 Suppliers of special processes must maintain applicable third-party accreditation status. These may include National Aerospace and Defense Contractors Accreditation Program (NADCAP), American Society for Nondestructive Testing (ASNT), or equivalents. Required process or test results must accompany these processes.

7 Suppliers

7.1 Supplier in this document refers to Suppliers, Vendors, Contractors, and Providers.

7.2 Approved Supplier Listing

7.2.1 Supply Chain Management (SCM) maintains the Approved Supplier Listing (ASL). The ASL includes all suppliers and their approval status, classification, approved commodity, and surveillance recall dates.

7.3 Selection of New Suppliers

7.3.1 SCM selects and initially evaluates new suppliers based on their ability to meet procurement needs and applicable requirements. The request for new suppliers may be initiated by operational needs or customer requests, with the same SCM assessment process.

7.4 Approval Status

7.4.1 Supplier approval statuses include:

7.4.1.1 **Conditional:** Suppliers with usage restrictions, often assigned during the initial review or improvement plans.

7.4.1.2 **Approved:** Suppliers meeting performance criteria.

7.4.1.3 **Disapproved:** Suppliers no longer approved for procurement activities. Disapproved suppliers may still be used with adequate risk mitigation plans.

7.5 Supplier Evaluation and Approval Process

7.5.1 SCM follows a comprehensive process to evaluate and approve suppliers, ensuring they meet stringent quality and performance criteria. The process involves the use of several key forms during onboarding, contract awards, and annual reviews. The evaluation criteria are focused on critical factors such as:

7.5.1.1 **Timeliness of Deliveries:** The supplier's ability to meet agreed-upon delivery schedules without delays or disruptions.

7.5.1.2 **Material Quality Upon Delivery:** Ensuring that the materials received meet quality specifications, are free of defects, and conform to contractual requirements.

7.5.1.3 **Supplier's Quality System:** Verification that the supplier has a robust quality management system, with adherence to certifications such as International Organization for Standardization (ISO), AS9100, or other relevant industry standards.

7.5.2 Supplier Evaluation Form (DP-2-1002-5)

7.5.2.1 Used to evaluate suppliers during onboarding, annually if needed, or for any awards exceeding the Micro-Purchase Threshold (as per FAR 2.101).

7.5.2.2 This form can be completed any time a buyer identifies a need to evaluate the supplier's rating to ensure their performance meets our standards, including On-Time Delivery (OTD), quality, and compliance.

7.5.3 Supplier Approval Form (DP-2-1002-4)

7.5.3.1 Tracks and updates supplier approval status, providing a clear record of any changes based on performance or compliance.

7.5.3.2 Used to document any status changes in real time, ensuring accurate tracking of supplier performance and approval status.

7.5.4 Supplier Evaluation Checklist (DP-2-1002-3)

7.5.4.1 Completed by suppliers during the onboarding process.

7.5.4.2 Require suppliers to provide detailed information regarding their Quality System, relevant certifications, and compliance with industry or regulatory standards.

7.5.4.3 Ensure only suppliers that meet strict internal requirements and regulatory compliance are approved for procurement.

NOTE: Using these forms, SCM ensures a structured, compliant, and performance-driven supplier evaluation process. This approach supports continuous monitoring and improvement of supplier partnerships, ensuring high-quality deliveries and adherence to contractual and regulatory obligations.

7.6 Performance Monitoring

7.6.1 SCM continuously monitors supplier performance, providing feedback to Quality for performance indicators.

7.6.2 A list of key suppliers to be monitored must be identified on a yearly basis. The selection of these key suppliers will be based on:

7.6.2.1 Dollar ($) amount spent, Volume

7.6.2.2 Criticality of products or service provided

7.6.2.3 Previous quality issues

7.6.3 Key suppliers are monitored for on-time delivery and quality performance, or Defective Parts per Million (DPPM), with monthly reporting.

7.6.4 Supplier On-Time Delivery Action Request (SOTDAR) (DP-2-1002-67)

7.6.4.1 Designated to formally address and rectify supplier performance issues related to OTD. It serves as a structured approach for identifying, investigating, and resolving OTD deficiencies to ensure continuous improvement and adherence to delivery expectations. It outlines corrective actions, assigns responsibilities, and establishes timelines to prevent recurrence, helping maintain supply chain efficiency and reliability. The assigned form number ensures traceability and standardization in the reporting process.

7.7 Nonconformance Reporting and Corrective Action

7.7.1 Suppliers must report nonconforming conditions promptly. All nonconforming conditions are managed per Control of Nonconformance procedures. Corrective actions may be requested as needed, with suppliers notified of nonconformances and potential corrective action requirements.

8 Process Flow Maps

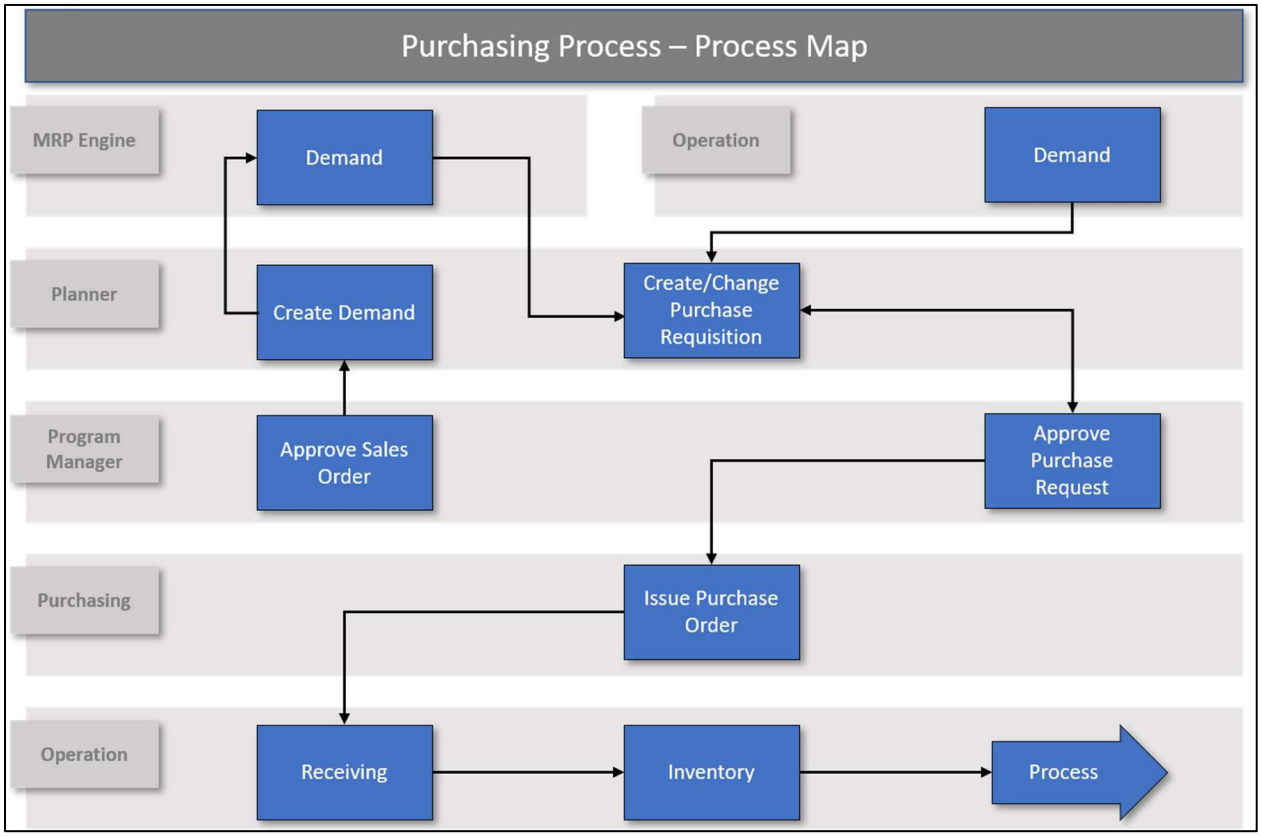

Figure 1: Process Map – Life Cycle of a Purchase

9 Appendix A – Purchasing Quality Clauses (Supersedes DP-2-1002-64 Rev D)

9.1 This Appendix establishes the general and specific quality requirements for products and services that are invoked on DZYNE contracts, including purchase orders, contracts or other formal agreements. The purpose of this appendix is to clearly define the necessary and applicable technical and quality requirements with which the Supplier is required to comply with to meet DZYNE's requirements, and other applicable regulatory or statutory requirements.

This appendix complements other contractual requirements, such as Defense Contract Management Agency (DCMA), Defense Priorities and Allocations System (DPAS) flow-down, Terms and Conditions (T&Cs), and other government flow-down, etc., without intent for conflict. Rather, this document provides for quality systems' requirements.

Unless otherwise specified in the contract, Table 4 must be used by the Supplier to determine the applicable purchasing quality clauses, based on the commodity being contracted. Any exceptions to the applicable clauses will be noted on the purchase order issued.

Table 4. PQC Applicability

Commodity	Applicable Purchasing Quality Clauses (Paragraph No.)
All Miscellaneous	PQC-010, -020, -080, -120
Calibration Services	PQC-010, -020, -040, -080, -120, -150
Composites	PQC-010, -020, -080, -090, -120
Consumables	PQC-010, -020, -080, -120
Electronics (PCB/PCBA/Other)	PQC-010, -020, -080, -110, -120, -130, -150
Fabrications (CNC, Sheetmetal, 3C, Welding)	PQC-010, -020, -080, -120, -150
Hardware	PQC-010, -020, -080, -120
Harness Assemblies	PQC-010, -020, -080, -120, -150
OEM	PQC-010, -020, -080, -120
Packaging	PQC-010, -020, -080, -120
Raw Materials	PQC-010, -020, -080, -090, -120
Software	PQC-010, -020, -080, -120, -150
Special Processes	PQC-010, -020, -080, -120, -150, -160
Tooling	PQC-010, -020, -080, -120
Wire Products	PQC-010, -020, -080, -120

The supplier is responsible for understanding applicability or request clarification. DZYNE purchase order documentation may invoke applicability of an individual PQC from this document.

9.2 PQC-010 – Supplier Responsibilities

9.2.1 General

9.2.1.1 Delivery Certification

By delivering products or services to the Contract, the Supplier certifies that such products or services comply with all applicable requirements of the Contract, and objective evidence of compliance is available and will be furnished to DZYNE upon request.

9.2.1.2 Compliance to Contract Requirements

Supplier is responsible to verify and demonstrate compliance to all Contract requirements. Neither audit, surveillance, inspection and/or tests made by DZYNE, representatives of DZYNE, or representatives of DZYNE's Customers, at suppliers' facilities or at the facilities of the Suppliers' sub-tier sources, or upon receipt at DZYNE, relieves the Supplier of the responsibility to furnish acceptable products or services that conform to all Contract requirements, nor does it preclude subsequent rejection by DZYNE or DZYNE Customers.

9.2.1.3 Control of Sub-Tier Sources

The Supplier, as the recipient of the Contract, is responsible for meeting all Contract-specified technical and quality requirements, whether the Supplier performs the work, or the work is performed by the Supplier's sub-tier sources. DZYNE does not allow subcontracting to lower tier suppliers other than Outside Processing (OSP). Prior approval required.

9.2.1.4 Contract of Sub-Tier Sources

The Supplier, as the recipient of the Contract, is responsible for meeting all Contract-specified technical and quality requirements, whether the Supplier performs the work, or the work is performed by the Supplier's sub-tier sources. DZYNE does not allow subcontracting to lower tier suppliers other than OSP. Prior approval required.

9.2.1.5 Right of Entry to Suppliers Facilities

During Contract performance, the Supplier must grant reasonable access to Supplier's facilities to representatives of DZYNE, DZYNE customers, U.S. government and/or regulatory agencies for the purpose of evaluating Suppliers conformance to all Contract requirements. When applicable, the Right of Entry requirement must be flowed down by Supplier to Suppliers' sub-tier sources.

Supplier is responsible to have in place a training program for ethics and compliance at work for its employees, and subcontractors as applicable. Compliance with DZYNE's supplier code of conduct or similar code is required.

9.2.1.6 Prevention of Counterfeit Parts

Suppliers must plan, implement, and control processes that are appropriate for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to DZYNE or its customers. Counterfeit prevention should consider:

- Training appropriate people in the awareness and prevention of counterfeit parts;
- Application of a parts obsolescence monitoring program;
- Controls for acquiring externally provided product from original manufacturers, authorized distributors, or other approved sources;
- Requirements for assuring traceability of parts and components to their original authorized manufacturers;
- Verification and test methodologies to detect counterfeit parts;
- Monitoring of counterfeit parts reporting from external sources;
- Quarantine and reporting of suspect or detected counterfeit parts.

9.2.2 Document Control

9.2.2.1 Applicability of Documents

All documents, including drawings and specifications from DZYNE, DZYNE Customers, Industry, National, International, Federal, US Government and others, are applicable to and considered part of the Contract requirements when such documents are specified directly in the Contract or in documents referenced by the Contract. Unless otherwise specified by the Contract, all the lower tier documents referenced in Contract specified documents are applicable to the Contract.

9.2.2.2 Document Revision Status

Unless otherwise specified by the Contract/Purchase order, the document revision in effect on the date of issue of the Contract and listed on Order, applies to the Contract.

9.2.2.3 Document Sources

Copies of DZYNE proprietary documents, or DZYNE's customer proprietary documents, required by the Supplier to comply with Contract requirements will be furnished to the Supplier by DZYNE with the Contract. Copies of Industry, National, International or U.S. Government documents and Standards are generally available on the internet or from commercial sources. The Supplier is responsible for obtaining such documents, including current revision of such documents. Any problems experienced by the Supplier in obtaining required documents should be brought to attention of the DZYNE's Buyer.

9.2.2.4 Control and Release of DZYNE Furnished Documents

Proprietary documents furnished by DZYNE, including DZYNE's or DZYNE's Customers, to the Supplier are furnished solely for Supplier to use during performance of work on the DZYNE Contract. Proprietary documents are DZYNE or DZYNE customer documents and may be furnished to the Supplier in hard copy, electronic, or another format. The Supplier is responsible for controlling and maintaining such documents to preclude loss, damage, alteration and/or deterioration.

Unless authorized by DZYNE Buyer in writing, the Supplier may not transmit or furnish any proprietary documents, or copies of such documents, to anyone outside the Supplier's business organization except to a sub-tier source used by the Supplier for performance of work on the DZYNE Contract. The Supplier must return to DZYNE, when requested, all proprietary documents with the last delivery of products or services on the Contract.

9.2.2.5 Prohibited Practices

The following acts and practices are prohibited, unless approved by DZYNE in writing. Any violation by the Supplier may result in disqualification of the Supplier for future business with DZYNE.

9.2.2.6 Unauthorized Repairs and/or Salvage

The Supplier may not perform any repairs on contracted products found to be discrepant during performance of services contracted or processing, unless such repairs are specifically permitted by the applicable drawing or specification; or are specifically authorized by DZYNE in writing for each occurrence. In cases where DZYNE authorized product repair, the Supplier must include on the packing list/shipper or on a separate attached document a list of the products that have been subjected to such DZYNE approved repair, and the method used.

9.2.2.7 Unauthorized Product Changes or Substitutions

The Supplier may not make any changes or substitutions to any products or services required by the Contract, drawing, specification, or other applicable document without prior written authorization by DZYNE.

9.2.2.8 Altering Data on Documents

The use of any method that causes the original data on documents to be obliterated and unreadable – such as the use of correction fluids, correction tape, write-over, or other methods – to correct, modify, or otherwise alter the data and/or entries on any certifications, test reports or other documents required by the Contract, is strictly prohibited.

Corrections may be made on inspection reports or processing certifications, providing it is clearly obvious that a correction was made, and it is signed (initialed) or stamped by an authorized individual. Upon receipt at DZYNE, products or services represented by documents that show evidence that they have been corrected or altered in an unauthorized manner are subject to return to the Supplier at Supplier's expense.

9.2.3 Contract Changes and Their Effectivity

9.2.3.1 DZYNE Initiated Changes

The Supplier must incorporate, at the specified and agreed upon effectivity points, all changes initiated by DZYNE and communicated to the Supplier through a formal Contract change and/or amendment. Such changes may be in the form of revised drawings, specifications, tests, inspection or manufacturing methods, etc., and may apply to products as well as to the Supplier's management and administrative systems.

9.2.3.2 Supplier Initiated Changes

The Supplier may not make any changes in product design, drawings, processing specifications, materials or processes without specific approval by DZYNE in writing prior to making such changes in products or data.

9.2.4 Certifications

9.2.4.1 Certification Requirements

The Supplier will furnish all certifications, test reports and other documents (certifications), issued by the Supplier or by the Supplier's sub-tier sources that are required by the specific Purchasing Quality Clauses (PQC) listed on the Contract or drawings. The Supplier is responsible to make sure that all certifications are complete, legible and reproducible, accurate, and in compliance with all Contract requirements.

9.2.4.2 Certification Content

All certifications must, as a minimum, include the following information and data.

- Name of the issuing organization (company).
- Clear definition of services or products being provided along with corresponding specifications and their current revision levels.
- Part number and revision.
- Quantity processed and/or delivered.
- Lot/Serial Number (SN) as applicable.
- Generic statement that the products conform with all DZYNE's Purchase Order (PO) Requirements.
- DZYNE contract/purchase order number.
- Name and signature of the authorized official of the issuing organization.

9.2.4.3 Acceptable and Authorized Signatures

All certifications and test reports must include the typed or printed name and an acceptable signature of the authorizing company official. The following methods are the only DZYNE approved and acceptable methods for applying signatures to certifications.

a) Actual signatures rendered in ink by the signing official,
b) Facsimiles of actual signatures such as rubber stamps, or
c) Digitally certified facsimile signatures.

When quality or inspection stamps are used in lieu of signatures, such stamps must clearly identify the issuing organization and the authorized individual to whom the stamp is assigned. The issue, use and control of such stamps, will be governed by documented procedures in the Supplier's Quality Management System.

9.2.5 Maintenance of Records

Unless otherwise required by the Contract, the Supplier must maintain all records that provide objective evidence of compliance to the Contract requirements for a minimum three (3) years after the last delivery of products and/or services on the Contract. Such records include drawings, specifications, work instructions, certifications and test reports, and any other records generated during procurement, manufacturing, testing, processing, inspecting, preserving, packaging and shipping products to DZYNE, and when applicable include records generated by the Supplier's sub-tier sources.

Upon request, the Supplier must be capable of retrieving and delivering required records to DZYNE within forty-eight (48) hours or sooner from day of request by DZYNE. Prior to discarding, transferring to another facility, or destruction of such records, the Supplier will notify DZYNE in writing and allow DZYNE the opportunity to gain possession of such records including applicable records at the Supplier’s sub-tier sources.

9.2.6 Nonconforming Products and Material Review

Any products found to be nonconforming to DZYNE drawings, specifications, Contract, or other applicable requirements by the Supplier must be identified, segregated and reworked or replaced with conforming products prior to delivery to DZYNE. DZYNE reserves the right to reject and return any nonconforming products to the Supplier at the Supplier's expense.

9.2.7 Supplier Material Review Board Authority

No Supplier is granted Material Review Board (MRB) authority. All nonconforming material must be submitted to DZYNE for disposition.

9.2.8 Re-Submittal of Products Previously Rejected by DZYNE

Products returned to the Supplier by DZYNE and re-worked or replaced by the Supplier and re-submitted to DZYNE must be clearly identified as re-submitted products. The Supplier’s packing list/shipper will include a statement that the products delivered are:

- Replacement, or
- Reworked to meet all applicable requirements, and
- Include reference to the DZYNE rejection document serial number.

9.2.9 Product Identification

The Supplier must identify all products delivered to DZYNE in accordance with the drawing, specification and/or Contract requirements. Unless permitted by drawing and/or specification, steel stamping and vibro-engraving identification methods are prohibited, except on product identification nameplates or decals and on attached metal tags.

9.2.10 Preservation, Packaging and Shipment

Unless otherwise required by the Contract/Purchase order, the Supplier will incorporate good commercial standard practices for the preservation, packaging and shipment to preclude damage to products during shipment to DZYNE or deterioration while in storage at DZYNE. Identification on packages must include the contract number to which they apply.

9.3 PQC-020 – Quality Management System per AS9100

The Supplier will establish and maintain a Quality Management System as a minimum and may be in compliance with SAE AS9100 (current version). The Suppliers Quality Management System is subject to review, audit, verification and approval and/or disapproval by DZYNE designated representative(s).

9.4 PQC-040 Requirements for Calibration Laboratories per ISO 17025

The Supplier will establish, document and maintain a system that is certified to with the current revision of ISO 17025. The Supplier's calibration system is subject to audit, verification and approval and/or disapproval by DZYNE designated representative(s).

9.5 PQC-050 – Government Source Inspection if Called out on Order

U.S. Government Source Inspection (GSI), if required, will be prior to delivery to DZYNE. Upon receipt of this Contract/Order, the Supplier must promptly notify DZYNE and the U.S. Government representative who normally services the Supplier's plant, in order that the U.S. Government representative can accomplish appropriate planning for conducting source inspection at the Supplier's facilities.

If the Supplier cannot locate the U.S. Government representative to arrange for the required source inspection, the Supplier will notify DZYNE immediately. Upon request, the Supplier must make available to the U.S. Government representative any measuring and test equipment, facilities, records, and personnel to facilitate the Government source inspection.

9.6 PQC-060 – Fixed Process Control if Called out on Purchase Order

Parts under Fixed Process Control require written approval of manufacturing process procedures prior to production of parts. The Supplier must not change manufacturing process procedures or manufacturing site once approval is established unless written consent is provided, and requalification plan is determined and approved by DZYNE.

9.7 PQC-070 – First Article Inspection if Called out on Purchase Order

The supplier holding the DZYNE purchase order is responsible for assuring the completion of the First Article Inspection Report (FAIR) per AS9102 for all characteristics applicable to contracted configurations. The First Article Inspection (FAI) requirement applies to each bill of material or parts list item within corresponding drawings, as identified in top level assembly drawing(s). Suppliers may propose an alternate FAI structure to meet the intent of 100% verification of all applicable characteristics to DZYNE for review and approval.

The following items are exempt from FAI requirements.

- Bar and sheet stock.
- Unaltered consigned material by DZYNE.
- Commercial off the Shelf (COTS) parts. These parts are available to the public and are not modified.
- Discrepant material – unless otherwise specified.
- Nonfunctional hardware.
- COTS sheet stock.
- Raw materials.

9.8 PQC-080 – Certificate of Conformance

The supplier is responsible for maintaining and supplying accurate certification documentation as objective evidence of meeting drawing, specification, technical data, and purchase order requirements. A certificate of conformance must be provided with each shipment. The certificate of conformance can be a separate document, or it can be included as part of the shipping documentation. Country of Origin information may be included on certificate of conformance, when applicable.

The certificate of conformance should have a generic statement that the products conform with all DZYNE PO Requirements.

9.9 PQC-090 – Control of Items with Limited Shelf Life

This PQC defines remaining life requirements and the communication of data control information on items that require shelf life control per their product specification. Generic commodities that require shelf life controls are:

- Uncured compounds – paint, adhesives, curing agents, primers, film adhesive, varnishes, pressure sensitive adhesives, prepreg materials, sealants, inks, etc.
- Cured elastomers – O-rings, gaskets, plate seals, molded shapes, etc., ***if applicable***.
- Lubricants, grease.

The supplier will maintain a documented system for using, storing and controlling items with limited shelf or storage life. The system must include a method of identifying and controlling such items to ensure expired

material items were not used in products shipped to DZYNE and that items shipped met remaining life requirements. Shelf life will apply per manufacturer expiry date or “use by” date but not supersede applicable specifications. Requirements, unless otherwise specified by DZYNE PO or applicable specification:

Inspection must be performed by Quality prior to receiving goods. See Table 5.

Table 5. Required Inspection Items and Schedule

Item	Percent of Shelf Life Required to Remain Upon Receipt by DZYNE	Identification Requirements
Uncured Compounds	33% Minimum, but not less than six (6) months	Traceability of expiration data to unit container marking.
Cured Elastomers - Uninstalled	33% Minimum	Cure date and storage life expiration data on part container
Lubricants / Grease	33% Minimum, but not less than 18 months	Traceability of expiration data to unit container marking.

9.10 PQC-110 – Electro-Static Discharge Requirement

For Electrostatic Discharge Sensitive (ESDS) items if applicable, the supplier must establish and maintain a written electrostatic discharge control program for the control of Electro-Static-Discharge (ESD) during fabrication, handling, and packaging of electrical and electronic parts, assemblies, and equipment. The program will be based on and meet the intent of ANSI/ESD S20.20 (or equivalent), or JESD625, or MIL-STD-1686.

9.11 PQC-120 – Foreign Object Damage Control

Foreign Object Damage (FOD) is any damage attributed to a foreign object that can be expressed in physical or economic terms that may or may not degrade the product’s required safety and/or performance characteristics. Typically, FOD is an aviation term used to describe debris on or around an aircraft or damage done to an aircraft. Suppliers should maintain a FOD free environment during the complete manufacturing cycle, inspection, storage, packaging, and shipping to DZYNE.

Potential FOD includes, but is not limited to burrs, chips, dirt, corrosion, residual abrasive material from grind, hone, deburr, polish, and/or surface improvement, and/or contamination resulting from the manufacturing, assembly, maintenance, processing, cleaning, storage and subsequent packaging of parts.

- Prior to closing inaccessible areas or compartment during assembly, supplier must make sure that areas are free of FOD.
- Suppler must make sure all parts are clean and FOD free prior to shipment.

9.12 PQC-130 – Supplier Counterfeit Parts Prevention Requirements

This PQC is intended to highlight counterfeit Electrical, Electronic and Electromechanical parts and materials – electrical items, components, assemblies, etc., referred to as Items – from entering DZYNE’s supply chain and to:

- Maximize the procurement and use of authentic Items from documented authorized sources.
- Mitigate risks when Items are not available from documented authorized sources.
- Control Items identified as suspect or confirmed counterfeit anywhere within the DZYNE supply chain.
- Provide were needed reference reports of counterfeit Items, to DZYNE.

This PQC is specific to counterfeit prevention and detection, and not fraudulence beyond counterfeiting, such as intentional misrepresentations. These requirements are applicable to all levels of the supply chain.

9.13 PQC-140 – Source Inspection

Parts to be delivered on this contract require Source Inspection, tests, or both by DZYNE, prior to delivery to DZYNE. The supplier must notify DZYNE at least 48 hours in advance of the time the parts will be ready for Source Inspection. The supplier is responsible for making available to DZYNE any measuring and test equipment, facilities, records, and personnel to facilitate the final source inspection.

9.14 PQC-150 – DZYNE Furnished Material

DZYNE furnished parts, components, or raw material to the supplier for use in or on products to be delivered on this purchase order. The supplier will establish and maintain accountability for all DZYNE furnished material to make sure that it is properly used and accounted for. The supplier must establish necessary controls to ensure traceability of the raw material to the finished product and furnish material traceability records with the delivery of products to DZYNE.

For components, unless individual component traceability is required by purchase order, the supplier will make sure that such components are used only on products to be delivered to DZYNE on the PO. Unless otherwise specified by the PO, the supplier will return any unused DZYNE furnished material to DZYNE with the last delivery of products on the purchase order.

9.15 PQC-160 – Nadcap Accreditation

Special processes will only be performed by sources that are accredited and approved by Nadcap unless approved by DZYNE. This requirement applies to the following processes if called out specifically on PO.

- Non-Destructive Testing – Magnetic Particle Inspection, Fluorescent Penetrant Inspection, Radiographic Inspection.
- Destructive Testing – Tensile Testing, Chemical Analysis.
- Surface Cleaning – Chemical Etch.
- Surface Coatings – Anodize, Prime/Paint.
- Heat Treatment.