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
Composites	PQC-010, -020, -080, -090, -120
Consumables	PQC-010, -020, -080, -120
Electronics (PCB/PCBA/Other)	PQC-010, -020, -080, -110, -120, -130
Fabrications (CNC, Sheetmetal, 3D, Welding)	PQC-010, -020, -080, -120
Hardware	PQC-010, -020, -080, -120
Harness Assemblies	PQC-010, -020, -080, -120
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
Special Processes	PQC-010, -020, -080, -120, -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.