

## HM Dunn AeroSystems Purchase Order Quality Clauses

HM Dunn AeroSystems Purchase Order Quality Clauses applies to all divisions of HM Dunn AeroSystems, which include Apex Engineering International (AEI) and HM Dunn Companies.

**Approved Processing Sources** – External Providers shall use only end item Customer approved processing sources. Certifications must include the specifications flowed down in the HM Dunn AeroSystems purchase order and the latest specification revisions. It shall be the external provider's responsibility to flow down the specifications and latest revisions to subtier processing external providers. HM Dunn AeroSystems controls specification revision levels in the HM Dunn AeroSystems ShareFile Software, which is accessed via the HM Dunn AeroSystems website [www.hmdunn.com](http://www.hmdunn.com) External Provider Portal (Supplier Portal). Please contact your Buyer to obtain a user name and password. To gain access to ShareFile, complete the QA-249 (ITAR Flow Down to Supplier), QA-249A (Supplier Access to Sharefile), and QA-249B (Foreign External Providers) forms, if applicable, and return to [ITAR@hmdunn.com](mailto:ITAR@hmdunn.com)

**AS9103 Statistical Techniques** – When included in the HM Dunn AeroSystems Request for Quote (RFQ) and then required by the HM Dunn AeroSystems purchase order, the external provider shall perform statistical analysis for applicable key characteristics, and provide results upon HM Dunn AeroSystems request or HM Dunn AeroSystems customer's request.

**Configuration Management** – All documents supplied by HM Dunn AeroSystems shall be configuration managed by the HM Dunn AeroSystems purchase order. All documentation supplied by HM Dunn AeroSystems and retained by the external provider shall be controlled by the external provider in accordance with AS9100 section 8.1.2. It shall be the responsibility of the external provider to verify all documents supplied by HM Dunn AeroSystems, and retained beyond the expiration of the HM Dunn AeroSystems purchase order, against the new purchase order or change order. ShareFile shall be used to transfer documented information (drawing, parts list, Model's, specifications, etc.) to the external provider. To gain access to ShareFile, complete the QA-249 (ITAR Flow Down to Supplier), QA-249A (Supplier Access to Sharefile), and QA-249B (Foreign External Providers) forms, if applicable, and return to [ITAR@hmdunn.com](mailto:ITAR@hmdunn.com)

**Control of Non-Conforming Outputs** – External Provider SHALL NOT knowingly deliver non-conforming product to HM Dunn AeroSystems. Any product that does not meet P.O. requirements shall be returned to the external provider at the external provider's expense. Non-conforming Product can be submitted to HM Dunn AeroSystems for review on an external Providers Nonconformance Report, which shall include a formal root cause and corrective action. HM Dunn AeroSystems shall determine if the product is able to be submitted to HM Dunn AeroSystems Customer for formal disposition. HM Dunn AeroSystems will notify the external provider in writing of the disposition. When applicable, the Customer's disposition shall be flowed down to the external provider through HM Dunn AeroSystems Purchasing Organization. The external provider shall assure that Customer dispositioned non-conforming product is/are properly identified with appropriate non-conforming identification documentation when shipped. Any deviation from the P.O. requirements must be approved in writing by HM Dunn AeroSystems buyer prior to product shipment. A copy of the written approved changes shall accompany the delivered product. All costs incurred by HM Dunn AeroSystems for any submittal, shall be flowed down to the responsible external provider. HM Dunn AeroSystems reserves the right to refuse a submittal to our Customer, if it affects our Quality Rating with our Customer.

**Control of Documented Information** – Documented information (Records) as defined by AS9100 section 7.5.3 must be maintained on file for one (1) calendar year + ten (10) years (unless otherwise specified by HM Dunn AeroSystems Purchase Order or HM Dunn AeroSystems External Provider Portal) and readily retrievable upon request.

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**Deliverable Documentation with Shipment** – The following minimum documentation shall be delivered with each shipment of supplies and/or products delivered to HM Dunn AeroSystems.

- 1) Certificate of Conformance with reference to design, specifying the revision level of the applicable engineering design to which the product complies. When applicable HM Dunn AeroSystems purchase order may specify a Certificate of Conformance (C of C) be supplied as a standalone document.
- 2) Certificate of raw material from the manufacturer of the material (in case of metals, this is the mill, forging, or casting External Provider that melted the metal) reflecting actual physical properties and chemical composition, as applicable, of each lot and/or serial number of material used in the manufacture of the delivered product.
- 3) Certificate of special processes from the processing sub-tier external provider(s) reflecting the generic name of the special process, the specification(s) to which the process meets, and revision level of the specification(s).
- 4) AS9102 First Article Inspection Report if applicable. (Not applicable to hardware when purchased to a specification) and supporting bubble drawing.

**Digital Product Definition** - When Digital Data is provided to the External Provider by HM Dunn AeroSystems, the external provider is required to establish and maintain a Digital Product Management System for the control of Digital Product Definition Data in accordance with HM Dunn AeroSystems end item customer requirements. External providers are required to submit a completed QA-207 DPD Audit Checklist when HM Dunn AeroSystems supplies a Model, IGES or Step file and they are used to produce or inspect product (this would include masking for processing). Copies of the QA-207 (DPD Checklist for Supplier) forms are available on the External Provider Portal at [www.hmdunn.com](http://www.hmdunn.com); send completed forms to [newsupplier@hmdunn.com](mailto:newsupplier@hmdunn.com).

**Evidence of Inspection** – A member or delegated representative of the external provider's quality department shall sign and document acceptance status for each shipment as evidence of inspection. Sampling inspection shall not be performed without prior written approval from HM Dunn AeroSystems or unless specified in the OEM's specification.

**First Article Requirements** - A completed First Article Inspection Report (FAIR) shall be provided with the first shipment and performed in accordance with AS9102. A bubble drawing is to be provided with all First Article Inspection Reports identifying characteristics. Standard Catalogue items are not required First Article Inspection Reports. All partial or re-accomplishment of First Article Inspection Reports shall be in accordance with AS9102.

**Handling, Packaging, Preservation and Delivery** – The External Provider shall use appropriate methods of handling, packaging and preservation to prevent damage of product in process and during delivery. External providers shall ensure that parts are suitably wrapped, racked, packaged and protected against in transit damage, including rust/corrosion protection. Special packaging requirements shall be flowed down in the HM Dunn AeroSystems purchase order when applicable.

**ITAR Requirements** – When ITAR restriction documented information is flowed down in the HM Dunn AeroSystems quote and/or purchase order, the External Provider shall maintain ITAR controls as specified on the Directorate of Defense Trade Controls (DDTC) website:  
[http://www.pmdtcc.state.gov/regulations\\_laws/itar.html](http://www.pmdtcc.state.gov/regulations_laws/itar.html)

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**Material External Providers** – Material supplied against this contract must be purchased from approved sources of the end item users (HM Dunn AeroSystems' Customer or OEM). Certifications must include the specification flowed down in the HM Dunn AeroSystems purchase order and the specification revision it was manufactured to. Note: When an HM Dunn AeroSystems' Customer, does not accept material produced prior to a Mill being removed from the ASL/QPL, HM Dunn AeroSystems shall specify in the purchase order that the approval status of the Mill needs to be current. Non-Domestic Material external providers must have HM Dunn's Customer approval prior to shipment to HM Dunn AeroSystems. HM Dunn AeroSystems shall not be liable for product manufactured from an unapproved mill. Please contact HM Dunn AeroSystems Purchasing Organization to take advantage of right-to-buy raw materials where HM Dunn AeroSystems (or HM Dunn's customer) have in place a negotiated price and right-to-buy in order to hold down raw material cost escalations.

**Hardware External Providers** - Fasteners and hardware fabricated to previous specification revisions are acceptable, unless directed by HM Dunn AeroSystems purchase order, in compliance with customer requirements.

**Net Inspect** – When included in the HM Dunn AeroSystems Request for Quote (RFQ) and then required by the HM Dunn AeroSystems purchase order, the External Provider shall submit first article data via Net-Inspect. Contact Quality Management at the specific division of HM Dunn AeroSystems to gain access to Net Inspect, when applicable to the HM Dunn AeroSystems Purchase Order.

**Organization Change Notification** – External providers are required to notify HM Dunn AeroSystems of any intended or actual change to the organization (i.e. Management, Facility Location, Process Change, or Changes in Product) and when required, obtain written approval and/or acknowledgement from HM Dunn AeroSystems.

**Part Identification** - The HM Dunn purchase order shall specify part identification requirements, including serialization control when applicable. If the External Provider disagrees with the specified requirements due to conflicts with the specification and the HM Dunn AeroSystems purchase order or cannot comply with the part marking requirements due to capabilities, they are to contact the HM Dunn Buyer in writing to resolve the issue.

**Processing External Providers** – Certifications must include the specification flowed down in the HM Dunn AeroSystems purchase order and the latest specification revisions. HM Dunn AeroSystems controls specification revision levels in the HM Dunn AeroSystems ShareFile Software, which is accessed via the HM Dunn AeroSystems website [www.hmdunn.com](http://www.hmdunn.com) Supplier Portal. To gain access to ShareFile, complete the QA-249 (ITAR Flow Down to Supplier), QA-249A (Supplier Access to Sharefile), and QA-249B (Foreign External Providers) forms, if applicable, and return to [ITAR@hmdunn.com](mailto:ITAR@hmdunn.com).

**Product Configuration** – All product delivered under this Purchase Order shall comply with the description as stated in the HM Dunn AeroSystems Purchase Order.

The external provider shall notify HM Dunn AeroSystems Buyer when:

- 1) Engineering data in external provider's possession does not agree with the latest revisions data reflected on the HM Dunn AeroSystems Purchased Order.
- 2) Additional specifications or drawings not listed on the HM Dunn AeroSystems Purchase Order, but required by controlling engineering data, are needed.

**Product Verification** – Verification by HM Dunn AeroSystems shall not absolve the external provider of the responsibility to provide acceptable product, nor shall it preclude subsequent rejections by HM Dunn AeroSystems, or HM Dunn AeroSystems' Customers.

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**Quality System** - External providers shall have a quality system meeting one of the latest versions of the following Standards as applicable: AS9100, AS9110, AS9120, ISO 9001, AS7004, AS7103, ISO 17025, or ANSI/NCSL Z540-1. An HM Dunn AeroSystems Supplier Evaluation form QA-032 or equivalent and copies of any external provider Certifications must be on file at HM Dunn AeroSystems prior to acceptance of product. HM Dunn AeroSystems reserves the right to approve external providers based on requirements, resources and performance. Note: HM Dunn AeroSystems reserves the right to approved external providers in lieu of the above certification requirements, depending on product, specification or engineering.

**Right of Access** – HM Dunn AeroSystems, the HM Dunn AeroSystems Customer, the Customers' Customer and Regulatory agencies shall be allowed the right of access to determine and verify the quality of work, documented information and material at any place, including the plant of the external provider and/or their external providers.

**Fixed Price Contracts** - Must comply with FAR 52-246-2 Inspection of Supplies.

**Shelf Life Requirements** – When shelf life requirements are applicable, external provider shall control shelf life sensitive material manufacture date and expiration date in accordance with applicable specifications included in the HM Dunn AeroSystems purchase order. Certifications with shipment shall include the shelf life sensitive material manufacture date and expiration date.

**Subcontracting** – The external provider must receive permission from HM Dunn AeroSystems in writing prior to subcontracting product to a machining external provider. HM Dunn Purchase Orders shall not be assigned in whole or in part to any person or entity, including any subcontractor(s), without prior written consent of HM Dunn AeroSystems Buyer. Note: This Quality Clause does not apply to subcontracting of processing, or heat treating, etc., which were already included in the external provider's quotation.

**External Provider Disclosure Notification** – External providers are required to notify HM Dunn AeroSystems on all known non-conformances, which have already shipped to HM Dunn AeroSystems and/or HM Dunn's customers. Notification shall be timely and in writing. If an HM Dunn's customer contacts the External Provider directly on a non-conformance issue, the External Provider shall notify HM Dunn AeroSystems in a timely manner and supply HM Dunn AeroSystems with the same data/information supplied to HM Dunn's Customer. The External Provider shall notify HM Dunn via email within 24 hours of a disclosure condition and then follow up with 72 hours with the following information;

- Affected Part Number
- Description of the nonconforming condition and the affected engineering requirement (i.e., "should be" and "is" conditions)
- Quantities, dates and destinations of delivered shipments
- Suspect/affected serial number(s) or date codes, and airplane line units when applicable
- Formal Root Cause and Corrective Action (Including 5 Why)

**NAS 412 FOD Requirements** – It is the responsibility of the external provider to establish processes for the prevention of Foreign Object Damage and/or Foreign Object Debris (FOD) to meet the requirements of NAS 412 as applicable to the product and/or processes being performed for HM Dunn AeroSystems.

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### **Counterfeit Prevention and Control Plan (CPCP)**

External Providers shall establish and maintain a Counterfeit Prevention and Control Plan (CPCP) using AS-5553 and/or AS6174 as applicable to the product. External providers eligible for utilization of the Government-Industry Data Exchange Program (“GIDEP”) shall utilize the GIDEP process to alert the industry of encountered counterfeit parts.

**Natural Disaster Occurrence** - External providers shall promptly notify Buyer’s Authorized Procurement Representative of any occurrence of natural disaster that diminishes External Provider’s ability to deliver conforming goods or services.

**English Language** - External providers shall make specified quality data and/or approved design data available in the English language. External providers shall maintain an English language translation of (1) its quality manual, (2) the operating instructions that implement the quality manual requirements, and (3) an index of external provider’s procedures that contain quality requirements. Buyer may require additional documented information to be translated, including but not limited to: shop orders, technical specifications, certificates, reports, and nonconformance documents.

**Performance Monitoring** - External providers shall control and monitor their external providers’ performance. (Ref AS9100 D, para 8.4.3e)

**Employee Awareness** - External providers shall ensure that their employees are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior. (Ref AS9100 D, para 8.4.3m)

### **Customer Specific Flow Down Requirements:**

#### **Boeing:**

#### **Application of Acceptance Authority Media (AAM)**

Seller shall comply with the AS/EN/JISQ 9100 requirements and 14CFR Part 21.2 regarding the application of the Acceptance Authority Media (AAM) requirements. Seller shall, within its organization and its supply chain, ensure that the use of AAM is clearly defined within its Quality Management System (QMS). Seller shall, upon Boeing request, be able to demonstrate evidence of communication to its employees and to its supply chain; use of AAM must be considered as a personal warranty of compliance and conformity. Seller shall maintain compliance to the AAM requirements by assessing its process and supply chain as part of its internal audit activities. The areas of focus of this assessment shall include but not limited to:

- Authority Media Application Errors (i.e. Omission, Typos, Legibility, etc.)
- Authority Media Application Untimely Use (i.e. Documentation is not completed as planned, “Stamp/Sign as you go”, etc.)
- Authority Media Application Misrepresentation (i.e., uncertified personnel, Falsification of documentation, Work not performed as planned, etc.)
- Authority Media Application Training Deficiencies (i.e. Ethics, Culture awareness, Proper use of authority media, etc.)

Action Required:

The Boeing X31764 form can be located in a search on Doing Business with Boeing website, of in the HM Dunn AeroSystems ShareFile Boeing folder.



# HM Dunn AeroSystems Purchase Order Quality Clauses

## Boeing:

If the HM Dunn AeroSystems purchase order reflects Boeing as the end Customer, External Providers must maintain a Quality System in compliance with D6-82479.

FOD Prevention Program - If the HM Dunn AeroSystems purchase order reflects Boeing as the end Customer, External Providers are required to establish and maintain a FOD prevention program in accordance with D6-85622, "Foreign Object Debris/Foreign Object Damage (FOD) Prevention Requirements for Boeing Suppliers."

Boeing Document D1-4426, "Approved Process Sources" - If the HM Dunn AeroSystems purchase order reflects Boeing as the end Customer, External Providers shall only use approved processing suppliers listed on the D1-4426 Approved Processing Sources website.

Boeing Document D6-51991, "Quality Assurance Standard for Digital Product Definition (DPD) - If the HM Dunn AeroSystems purchase order reflects Boeing as the end Customer, External Providers shall establish a DPD system in accordance with D6-51991.

## Lockheed:

If the HM Dunn AeroSystems purchase order reflects Lockheed as the end Customer, work to be accomplished in performance of this purchase order is directly related to a Lockheed Martin Aeronautics Company purchase order and must be accomplished in accordance with process specifications on purchase order and Lockheed Martin Aeronautics Company Appendix QJ and QX following Quality clause Q4R as applicable.

If the HM Dunn AeroSystems purchase order reflects Lockheed as the end Customer, the latest versions of Lockheed's Appendix QJ "QCS-001 Process Source Quality Requirements" and QX "External Provider Quality Requirements" Q4R "Foreign Object Debris/Damage" can be obtained from the HM Dunn AeroSystems ShareFile Software, which is accessed via the HM Dunn AeroSystems website [www.hmdunn.com](http://www.hmdunn.com) External Provider Portal. To gain access to ShareFile, complete the QA-249 (ITAR Flow Down to Supplier), QA-249A (Supplier Access to Sharefile), and QA-249B (Foreign External Providers) forms, if applicable, and return to [ITAR@hmdunn.com](mailto:ITAR@hmdunn.com).

If the HM Dunn AeroSystems purchase order reflects Lockheed as the end Customer, Lockheed Martin QCS-001 controlled sources must be utilized for QCS-001 controlled processes. The QCS-001 Directory may be located under "Quality Requirements" at <https://sqm.lmaeronautics.com/QCS001View.aspx>

If the HM Dunn AeroSystems purchase order reflects Lockheed as the end Customer, External Provider shall comply with TMS-MC-015 External Provider Tooling Manual (Tool Manufacturing Specification - Material Control - 015) when tooling is involved at the subtier level.

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External Provider agrees to abide by and to advise subcontractors, agents, and its employees of the provisions herein. Please acknowledge receipt and acceptance of the above HM Dunn AeroSystems Purchase Order Quality Clauses

Company Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title \_\_\_\_\_

Date: \_\_\_\_\_