



# Cambridge Specialty COMPANY, INCORPORATED

## **Title: Supplier Quality Clauses**

These following standard clauses may be incorporated as part of Cambridge Specialty Co, purchase orders. Other part or PO specific quality clauses may also be noted on the purchase order. In case of any conflict with this document and any other requirements, the order of precedence is as follows:

1. Cambridge Specialty Co. Purchase Order
2. Drawings, Specifications, and or Electronic Files
3. This document.

### **Clause #1**

Suppliers are responsible for compliance to all stated Quality Clauses and all Cambridge Specialty Co. purchase order requirements. You must be willing to identify and manage your entire supply chain. It is the suppliers responsibility to ensure that all subcontractors used in the manufacturing process meet Cambridge Specialty Co. requirements. The supplier is responsible to flow said quality clauses down as applicable to their suppliers.

### **Clause #2 *Approved Suppliers, Facility Access and Location***

**2A)** Supplier Qualification – All suppliers to Cambridge Specialty Co. shall be qualified according to the Cambridge Specialty Co. qualification process defined in our AS9100/ISO9000 Quality Management System. Suppliers may be asked to complete a Supplier Survey and/or successfully pass an onsite survey conducted by Cambridge Specialty Co. The Supplier shall allow Cambridge Specialty Co. access to perform an on-site survey for qualification with the understanding that the Supplier reserves sensitive and proprietary information.

**2B)** Facility Access – the supplier shall provide, if required, a US Government, Foreign Government, Commercial Customer, Cambridge Specialty Co. Quality Assurance staff member appropriate for the specific contract and customer, access to any of the subcontractor's facilities where any work is being performed. The Cambridge Specialty Co. QA shall be afforded unrestricted opportunity to audit, evaluate and verify subcontractor's compliance with the Quality System procedures and to validate product conformance with regards to specifications and requirements. The subcontractor shall make available for reasonable use by the Cambridge Specialty Co QA staff member the equipment necessary for validation purposes. The subcontractor shall make personnel available for the operation of said equipment if so required.

**2C** *The supplier shall notify Cambridge Specialty Co of any change in facility location.*

### **Clause #3 *Quality System***

**3A)** Quality System Compliance – Supplier compliance and/or certification to AS9100, ISO9000-2000, or equivalent accreditation is required. The supplier's quality system at a minimum shall demonstrate adequate process controls to ensure the Supplier can meet the Cambridge Specialty Co. Purchase Order requirements.

**3B)** Suspension of Contract Deliveries – Evidence of unacceptable Quality Procedures may result in suspension of contract deliveries pending demonstration of appropriate corrective actions.

#### **Clause #4: *Nonconforming Material***

**4A)** Nonconforming Materials – Cambridge Specialty Co. retains all MRB Authority. Material which fails to meet the requirements and/or specifications of applicable drawings referenced on the Purchase Order shall not be shipped without prior written approval of Cambridge Specialty Co. Use-As- IS and Repair dispositions on subject deliverable nonconforming material must be approved by Cambridge Specialty Co.. A copy of the approval shall be enclosed with each shipment made against the Purchase Order.

**4B)** Supplier Reporting – The Supplier shall provide for timely reporting of nonconformities that may affect already delivered product. Notification shall include clear description of the discrepancy, identification of the suspect parts/components (this identification is to include manufacturing dates, serial numbers of applicable, quantity, any and all related pertinent information) and material affected by the deficiency, delivery dates, and any information to the root cause and corrective actions initiated by said supplier to address the defective condition described and to prevent the reoccurrence of the nonconforming condition.

#### **Clause #5: *Material Preservation, Packaging and Labeling***

Packaging/Preservation Not Specified – When specific packaging has not been referenced or defined in the Purchase Order and/or drawing the supplier shall package parts, components, materials, assemblies, etc. in a manner as to prevent damage during the course of shipment and subsequent storage at Cambridge Specialty Co.

#### **Clause #6: *Inspection***

Receiving Inspection – Any and all material (i.e. materials (raw stock), parts, components, assemblies) shipped against this Purchase Order are subject to Receiving Inspection at Cambridge Specialty Co.

#### **Clause #7: *General Workmanship***

General Workmanship – Unless otherwise specified (i.e. drawing requirements, specifications, purchase order) material shipped against this Purchase Order shall be free of dents, gauges, burrs, scratches, sharp edges, foreign matter, or any other evidence of poor workmanship standards that shall create a condition that renders said part unsatisfactory for its intended use. Additional requirements are defined in the terms and conditions section of Cambridge Specialty Co's Purchase Order.

#### **Clause #8: *Purchase Order Change Control***

PO Change Request - Changes to the Purchase Order that effect the requirements defined in said Purchase Order shall be communicated by the supplier to Cambridge Specialty Co., and in turn from Cambridge Specialty Co. back to the Supplier via a Purchase Order Change.

#### **Clause #9: *Source Inspection***

**9A)** Cambridge Specialty Co. Source Inspection – Cambridge Specialty Co. Source Inspection is required on this purchase order prior to shipment of product from your plant. Cambridge Specialty Co. shall be notified a minimum of one week in advance of the time of parts and/or materials is ready for inspection and/or test. In addition to material and/or part submittal, supplier shall submit all supporting documentation (i.e. inspection reports, dimensional data, material certification and test data) to the source inspector.

**9B)** Customer Source Inspection – Customer Source Inspection is required on this purchase order prior to shipment from your plant. Customers shall be notified minimums of one week in advance of the time of parts and/or materials are ready for inspection and/or test.

**9C)** Government Source Inspection – Government Source Inspection is required prior to shipment of any item on this purchase order. Upon receipt of this purchase order, promptly furnish a copy of this purchase order to the Government Representative that normally services your facility and arrange source inspection. Contact the Cambridge Specialty Co. Buyer immediately if you cannot locate a government representative.

## **Clause #10: Certification**

**10A)** Certification of Conformance – A certificate of conformance is required stating, “All Purchase Order, Blueprint and/or Specification requirements have been met” and that inspection records, material certifications, and/or special process certifications (when applicable), are on file and available for review. An authorized agent of the supplier including the agent’s title must sign this certification. This certificate must also contain the Purchase Order number, part number and revision level and quantity shipped. Serialized items shall be identified by serial number and lot-controlled items shall be identified by lot number.

**10B)** Certification of Calibration – For instruments, gages and measuring standards, electronic or mechanical, new, repaired, reconditioned, or re-calibrated by outside suppliers, a Certificate of Conformance to ANSI/ASQ Z540.1-1994 or ISO 10012, as well as reference traceable standard utilized, is required.

**10C)** Certification of Chemical/Physical Test – Supplier shall furnish actual results of chemical/physical tests conducted on material submitted. Test reports shall identify applicable material specification and tests conducted and shall include test results and material lot control number.

**10D)** Certification of Manufacturing Date – A certification is required for the shelf life of age/environmental sensitive materials, which states the date of manufacture, the shelf life and date of expiration. The certification must include the Purchase Order number, part or specification number, lot or batch number of the material and the quantity shipped. It also must be signed by an authorized agent of the company along with the agent’s title. Materials ordered to a prime contractor specification must meet the requirements of that specification. Distributors may not ship materials with less than 75% of the required shelf life remaining unless specifically authorized by Cambridge Specialty Co..

**10E)** Certification of Special Processes – A certification is required with a statement certifying conformance to each special process (i.e. welding, plating, painting, soldering, heat treating, chemical films, anodizing, etc.) performed on the materials to the specification(s) listed on the Purchase Order and/or Customer’s Drawing. The signature of an authorized agent of the company performing each special process including the agent’s title must appear on the certification. It must also include the Purchase Order number, part number and revision level, serial numbers (if applicable), lot number (if applicable) and quantity shipped.

## **Clause #11: Records and/or Reports**

**11A)** Record Retention – *The Supplier shall maintain records that provide objective evidence of compliance to the purchase order requirements and/or specifications.* The supplier must maintain production and quality-related records for a minimum of 20 years from date of shipment *or 40 years for Flight Safety parts* unless Cambridge Specialty Co’s customer specifies a longer period. In this case, an additional clause shall be noted on said purchase order.

**11B)** Test Reports – Items on this Purchase Order require electrical, mechanical, environmental, functional, or other tests in accordance with Cambridge Specialty Co. Customer and/or Government specifications. Suppliers shall furnish test reports containing as a minimum Cambridge Specialty Co. Purchase Order Number, Item Number, Item Name, Revision Level, Number of Units Tested, Serial Numbers of Units Tested (if applicable), Test Parameters and Test Results.

## **Clause #12: Special Handling and Packaging**

**12A)** Electronic Component Handling & Packaging – All electronic component parts shall be packaged such that they are kept from detrimental physical contact with any other component. Cambridge Specialty Co. Customer may require exceptions to this, if this is the case these would be specified on the Purchase Order.

**12B)** Hazardous Material – For any hazardous material, a material safety data sheet (MSDS) will be required.

### **Clause #13: Inspection and Test**

**13A) First Article Inspection** – When this clause is cited on the purchase order the supplier is required to complete a first article inspection and provide all results to Cambridge Specialty Co at the time of shipment, for all AS9100 Purchase Orders the First Article Inspection shall be performed utilizing AS9102 as a guideline:

**13A1)** The first article unit shall be from the initial lot, batch, run or the first 10 units produced from production tooling for this purchase order.

**13A2)** Cambridge Specialty Co. reserves the right to witness the first article inspection at the supplier's facility.

**13A3)** The first article inspection shall consist of all records and inspection/test data related to build history, failures, repairs, acceptance test results, and other pertinent configuration documentation.

**13A4)** A 100% dimensional and visual criteria layout (as applicable) on a single first piece shall also be completed.

**13B) First Piece Inspection** – When this clause is cited on a Purchase Order, the supplier shall provide first piece dimensional inspection data. The first piece shall be from the initial lot, batch, or run. 100% of the dimensions shall be measured as part of the first piece inspection. Data sheet shall depict dimension, tolerance, and actual measurement, and be traceable to Cambridge Specialty Co. Customer Drawing Part number and revision. First piece inspection data shall be sent to Cambridge Specialty Co. with initial purchase order unless otherwise stipulated on said purchase order. Any revision changes to a drawing that affect any dimensions shall necessitate additional first piece inspection data for an open purchase order.

**13C) Critical/Key Dimensional Inspection** – When this clause is cited on a Purchase Order, the supplier shall provide critical/key dimension inspection results with each shipment. Critical/Key dimensions shall either be identified on the drawing, or as part of the purchase order notes. Data shall be supplied on 100% of the identified dimensions, to a 1% AQL of the production lot.

**13D) Inspection and Test Plan** – When this clause is cited on the purchase order, the supplier shall submit an inspection and test plan to Cambridge Specialty Co.. **Changes are not allowed to the inspection and test plan without the approval from Cambridge Specialty Co..** The inspection and test plan should include an identification of the applicable test procedure numbers, process specifications, or other documents utilized in the performance of operations listed.

### **Clause #14: Material Lot Control/Traceability**

**14A) Material Lot Control** - Material on this Purchase Order requires material lot control and traceability. Manufacturing lots shall be traceable and identified to manufacturing documents. Lot date codes, manufacturing lot numbers, or unique job numbers are acceptable means of identification and must be referenced on certification of compliance and traceable to the supplier's manufacturing documents. Lot date codes shall not exceed three years from date of manufacture. As applicable, for assemblies and subassemblies, lot date codes shall not exceed three years from date of assembly.

**14B) Product Serialization Requirements:** Serial numbers for all products on this Purchase Order have been assigned by Cambridge Specialty. The Supplier is responsible to maintain serialization integrity while the product is at their facility. Any loss of serial number integrity shall be reported immediately to Cambridge Specialty.

### **Clause #15: Frozen Process/Change Control**

**15A) Frozen Process – New Production Part** – Prior to processing, the supplier shall submit a detailed Process Plan with all the required elements specified in the body of the purchase order to Cambridge Specialty for approval.

**15B) Frozen Process – Previously Manufactured Part** – The supplier must manufacture the product without making any changes to any prior approved, specification, material, router, manufacturing process or special process.

**15C) Change Control** – No change in specification, materials or manufacturing process that may affect fit, form and function is allowed to items on this purchase order without written authorization from Cambridge Specialty Co..

**Clause #16: *Approved Sources***

Special Processes Approved Sources – Some special processes such as heat treatment, plating, etc. must be performed by a Cambridge Specialty Co. approved processor, NADCAP approved processor, or processor approved by a Cambridge Specialty Co. customer.

**Clause #17: *US Government Provisions for Orders under US Government Contracts***

The parts being produced are per a U.S. Government contract of which all sub-tier suppliers must conform to. The provisions of the version of “U.S. GOVERNMENT PROVISIONS AND CLAUSES FOR ORDERS UNDER U.S. GOVERNMENT CONTRACTS” that apply to this order are listed in the body of the Cambridge Specialty purchase order. Suppliers should contact Cambridge Specialty should there be questions concerning these provisions or clauses. ©*Note: Cambridge Specialty exclusively Manufacturers products in the United States.*

**Clause # 18 – *Plan, implement, and control processes appropriate to the organization and the product, for the prevention of counterfeit or suspect counterfeit part use and their inclusion in product(s) delivered to the customer.***

It is the requirement of all external sources to report suspect or validated counterfeit parts to Cambridge Specialty in order that necessary investigation can commence to determine product impact, additional communication and necessary corrective actions.