**By accepting a purchase contract from Alva Manufacturing, you are accepting responsibility for the quality clauses described below:**

**The following GENERAL POQC’s applies to all supplier purchase order regardless of commodity being purchased.**

**General POQC’s**

* AMPOQC-01 Supersedence
* AMPOQC-02 Right of Access
* AMPOQC-03 Records Retention
* AMPOQC-04 Supplier Sub-Tier Process Control
* AMPOQC-05 Changes to Process or Quality System
* AMPOQC-06 Control of Nonconforming Product and

Corrective/Preventative Action

* AMPOQC-07 Measuring and Test Equipment/Calibration Control
* AMPOQC-08 Packaging/Shipment
* AMPOQC-09 Identification/Marking
* AMPOQC-11 Quality Systems Requirements
* AMPOQC-12 FOD Prevention Program
* AMPOQC-13 Counterfeit Part/Material
* AMPOQC-23 Alva Customer Survey/Audit
* AMPOQC-33 Over / Under Shipments
* AMPOQC-32 Supplier awareness of contribution
* AMPOQC-34 Return of Discrepant Materials
* AMPOQC-35 ITAR and Federal Executive Order E13224

Requirements

**In addition to the General POQC’s the following are SPECIFIC POQC’s by Commodity type:**

**Machined Part**

* AMPOQC-10 Certificate of Conformance
* AMPOQC-15 First Article Inspection Report (FAIR) *if applicable*
* AMPOQC-14 Inspection Report**s**
* AMPOQC-16 Raw Material and Special Process Certifications
* AMPOQC-17 Process Certification
* AMPOQC-19 Physical and Chemical Test Reports
* AMPOQC-16 Lot Traceability

**Raw Material**

* AMPOQC-10 Certificate of Conformance
* AMPOQC-19 Physical and Chemical Test Reports
* AMPOQC-16 Lot Traceability
* AMPOQC-24 Prohibited Materials
* AMPOQC-37 Test Specimen for independent material verification

**Material with Limited Shelf Life (Rubber Seals/“O” Rings/Sealants)**

* AMPOQC-10 Certificate of Conformance
* AMPOQC-18 Limited Shelf Life Material Certification
* AMPOQC-16 Lot Traceability

**Special Process (Heat Treat/Plating/Painting)**

* AMPOQC-10 Certificate of Conformance
* AMPOQC-9 Test Reports
* AMPOQC-16 Lot Traceability
* AMPOQC-36 Qualified Personnel

**AMPOQC-01 - SUPERSEDENCE:**

The supplier shall contact Alva Manufacturing to request written clarification or correction from purchasing in the event of conflict between the purchase order’s stated requirements and the purchase order’s summarized quality clauses, where supersedence is not specified.

**AMPOQC-02 - RIGHT OF ACCESS:**

Right of Access by Alva Manufacturing, Alva Manufacturing’s customer, and regulatory authorities to all facilities involved in the purchase order and to all applicable records.

Alva Manufacturing and Alva Manufacturing’s customer reserve the right to conduct a survey/audit of the supplier’s facility and the supplier’s sub-tier suppliers to determine their capability to comply with the requirements of the purchase order. The supplier will be notified 48 hours in advance of the date that a survey/audit will occur.

**AMPOQC-03 – RECORDS RETENTION:**

The supplier’s records, to demonstrate conformance, shall be on file and available for review by Alva Manufacturing, Alva Manufacturing’s customer or regulatory authorities upon request. Records shall be retained for a minimum of ten (10) years after final payment or longer as required by Alva Manufacturing customers. The supplier shall notify Alva Manufacturing in writing at least thirty (30) days prior to destruction of records and must comply with any written response from Alva Manufacturing requesting a delay of such destruction.

**AMPOQC-04 - SUPPLIER SUB-TIER PROCESS CONTROL:**

The Supplier shall notify Alava Manufacturing if the supplier is using a sub-tier supplier. All requirements invoked or applied to Alva Manufacturing’s customer purchasing order, including this clause, shall be flowed down to the Alva Manufacturing's suppliers and the supplier’s sub-tier suppliers.

**AMPOQC-05 - CHANGES TO PROCESS OR QUALITY SYSTEM:**

The supplier shall notify Alva Manufacturing of any changes of, product, processes, suppliers, and facilities processing lines, primary manufacturing equipment for standard processes, and points of contact for Alva Manufacturing. Supplier shall notify Alva Manufacturing of loss or suspension of certification or eligibility for AS9100, ISO13485, ISO 9001:2008, or ITAR.

**AMPOQC-06 - CONTROL OF NONCONFORMING PRODUCT AND CORRECTIVE/PREVENTATIVE ACTION:** The supplier shall provide prompt, written notification to Alva Manufacturing, when nonconforming material or products affecting drawing, purchase order, or specification requirement issues are discovered. The supplier shall not ship such nonconforming until authorization to ship has been obtained from the Alva Manufacturing Purchasing agent. The supplier may submit requests for nonconforming material or product review by Alva Manufacturing at the time of notification. The supplier shall provide written proof of correction or corrective action when discrepant material is received by Alva Manufacturing; such proof shall be furnished within a reasonable time, which is specific and conclusive in nature, to prevent a recurrence of the discrepancy.

**AMPOQC-07 - MEASURING AND TEST EQUIPMENT/CALIBRATION SYSTEM:**

The supplier shall establish and maintain documented procedures to control, calibrate and maintain inspection, measurement and test equipment (including test software and tooling), used by the supplier to demonstrate the conformance of product to the specified requirements, in accordance with ANSI Z540 -1 (formerly MIL-STD-45662), ISO 10012-1, or ISO 17025.

**AMPOQC-08 - PACKAGING/SHIPMENT:**

All items delivered on the order must be adequately preserved, packaged and contained to prevent deterioration and damage during shipment. The shipping method should ensure safe arrival at destination in accordance with good commercial practices, unless special packaging and shipping instructions are specified in the purchase order and drawings/specifications.

Note: The use of newsprint for packaging is prohibited.

**AMPOQC-09 - IDENTIFICATION/MARKING:**

The supplier shall identify all items, parts, components, subassemblies and assemblies with the appropriate part number and revision level as noted on the part drawing or as otherwise specified in the purchase order. Parts and materials that are not suitable for marking due to size and configuration may be identified using the bag and tag methods outlined in MIL-STD-130.

**AMPOQC-10 – Special Process C.O.C. (CERTIFICATE OF CONFORMANCE):** The Special Process supplier shall provide a certificate of conformance that certifies that all materials and processes supplied are in accordance with the purchase order. The document shall be signed and dated by the supplier’s representative. Specifications, standards and engineering and other drawings noted on the purchase order shall be the latest revision unless specified (e.g., Rev. A).

**AMPOQC-11 - QUALITY SYSTEM:**

1. The supplier shall establish, document, implement, maintain and continually improve the effectiveness of a Quality System that meets or exceeds the current revision of ISO 9001:2008 or AS 9100.
2. The supplier shall establish, document, implement, maintain and continually improve the effectiveness of a Quality System that meets or exceeds MIL-I-45208A.
3. The supplier shall establish, document, implement, maintain and continually improve the effectiveness of a Quality System that meets or exceeds industry standards and ensures adequate product conformance and appropriate objective evidence to meet usual business responsibilities.

**AMPOQC-12 - FOREIGN OBJECT DEBRIS (FOD) PREVENTION PROGRAM:**

The supplier shall establish and maintain effective foreign object debris (FOD) prevention program to eliminate FOD in items delivered to Alva Manufacturing. Industry specification NAS412 may be used as a guideline in complying with this clause. The written procedures/policies developed by the supplier shall be subject to Alva Manufacturing review and audit.

**AMPOQC-13 – COUNTERFIET PART/MATERIAL/PROCESS SUBSTITUTIONS PROHIBITED:**

Part, material, and process substitutions for items stated in the purchase order are not allowed. Parts and assemblies must include OEM certificates. Any deviations from Alva Manufacturing or Alva Manufacturing’s customer drawings, specifications, and purchase order must be authorized by Alva Manufacturing or Alva Manufacturing’s customer. The supplier shall ensure that these requirements are flowed down to sub-tiers that support the items on the purchase order.

**AMPOQC-14 - F.I.R. (FINAL INSPECTION REPORT) For Machined Items:**

The supplier shall furnish an inspection report for each lot of parts submitted, based on a sample inspection of the critical features of the parts. All sampling plans must meet the requirements of ANSI/ASQC Z1.4 (formerly MIL-STD-105) and demonstrate that parts meet all drawings, specifications and purchase order requirements.

**AMPOQC-15 - F.A.I. Report (FIRST ARTICLE INSPECTION) For Machined Items:**

The supplier must furnish a complete First Article Inspection (FAI) Report for one or more parts, listing actual inspection results for all drawing dimensions and all applicable notes. The parts used to perform the first article shall be tagged. First article acceptance by Alva Manufacturing shall not constitute final acceptance of the lot nor relieve the supplier of the obligation to furnish all parts that meet all drawing, specification and purchase order requirements.

**AMPOQC-16- MATERIAL CERTIFICATION, CHEMICAL, AND /OR PHYSICAL TEST DATA, LOT TRACEABILITY**

1. The raw material supplier is required to supply material certifications traceable to the lot, batch, block number or heat lot (metals) supplied in accordance with the applicable specification, (latest revision applies unless specifically stated) engineering drawing and/or Alva Manufacturing, Inc. Purchase Order.
2. The raw material supplier is required to supply material certifications listed on Alva Manufacturing Purchase Order. All test data and certifications traceable to the materials supplied must be kept on file for a minimum of ten (10) years unless otherwise specified by Alva Manufacturing, Inc. Purchase Order.

Note: When specified on the Purchase Order, raw material such as titanium, aluminum, etc. must have the appropriate heat lot stamped on each piece for heat lot traceability.

**AMPOQC-17 - PROCESS CERTIFICATION** The Supplier is required to supply Certifications of Conformance (C of C) for all special processes in accordance with applicable specifications and/or engineering drawing as required by Alva Manufacturing, Inc. Purchase Order. Special process certifications for serialized parts and/or assemblies must reference the applicable serial number(s) for traceability.

**Caution: The Supplier performing the special process must have the appropriate customer and/or third-party accreditation approved (AS9100, ISO 9001, NADCAP, etc.).**

**AMPOQC-18 - TEMPERATURE/ SHELF LIFE SENSITIVE MATIERALS**

The Supplier is required to provide certifications for temperature and age sensitive materials, i.e. epoxies, paints, prepregs, adhesives, etc., which reflect date of manufacture, date of test, shelf life, expiration date, and storage temperature as it applies to each lot/batch. Container label(s) must also reflect applicable lot/batch number(s), storage temperature and expiration date. You must not ship materials having less than 90% shelf life remaining without the written approval of the Alva Manufacturing, Inc., Purchasing Agent.

**AMPOQC-19 - CERTIFICATE OF ANALYSIS (C.O.A)/ TEST REPORT**

The Supplier is required to provide a C.O.A. or Test Report, and test data as required by the applicable specifications, drawings, and/or Purchase Order requirements for testing performed. Each C.O.A. or Test Report shall be traceable to the material or parts tested including the specification or drawing revision level. The C.O.A. or Test Report shall include the testing method(s) used. Signature and title of authorized representative of the performing organization, and the applicable specification.

**AMPOQC-20 - ALVA MANUFACTURING SOURCE INSPECTION**

This Purchase Order may be required to have a Alva Manufacturing representative perform Source Inspection prior to shipment, if so it will be stated in the body of the purchase order. Please notify Alva Purchasing Agent, 48 hours in advance of the date source inspection will be required at your facility. Alva Manufacturing Inspection does not preclude subsequent inspection, nor does it relieve the supplier of the responsibility of providing an acceptable product.

**AMPOQC-21 - ALVA AND OR ALVA'S CUSTOMER WITNESS INSPECTION**

Work under this Purchase Order/contract may be subject to Alva and/or Alva’s Customer witness inspection at supplier’s facility and/or sub-tier supplier’s facility, if so it will be stated in the body of the purchase order. The supplier shall be notified 48 hours in advance of the date if a witness inspection is to be conducted.

**AMPOQC-22 - GOVERNMENT SOURCE INSPECTION**

Government Source Inspection may be required prior to shipment from your facility, if so it will be stated in the body of the purchase order. Appropriate actions will be taken by you the supplier to promptly notify the Government Representative who normally services your plant so that appropriate planning for Government inspection can be accomplished.

**AMPOQC-23 - ALVA CUSTOMER'S SURVEY / AUDIT**

Alva or Alva’s customer reserves the right to conduct a Survey/Audit of the supplier’s facility and the supplier’s sub -tier suppliers to determine their capability to comply with the requirements of the Purchase Order. The supplier will be notified 48 hours in advance of the date that a Survey/Audit will occur.

**AMPOQC-24 - PROHIBITED MATERIALS**

The use of pure unalloyed tin is prohibited in the construction and surface finish of space hardware. Parts with tin alloys containing less than 97% tin are acceptable. The use of cadmium or zinc is prohibited in the construction and surface finish of space hardware. Parts containing cadmium alloys or zinc alloys (e.g. brass) must be completely over plated with an approved metal. Any exceptions to these prohibitions must be approved in advance by Alva Manufacturing, Inc., in writing.

**AMPOQC-25 - ACQUISITION/USE OF NON-DOMESTIC SPECIALTY METALS**

The seller agrees not to incorporate into any articles to be delivered under this purchase order, specialty metals not melted in the United States, its possessions, Puerto Rico, or a qualifying country. Specialty metals are defined in Defense Federal Acquisition Regulation Supplement (DFARS 252.225-7014 and its Alternate 1).

Qualifying countries are listed in DFARS 225.872-1(a).

In addition, all articles containing specialty metals must follow all applicable contract requirements.

**SELLER FURNISHED MATERIAL CERTIFICATION FOR SPECIALTY METALS ONLY**

Seller shall document and maintain material certification containing the following:

1) Description of the material used in the manufacture of the end-item.

2) Material specifications.

3) Lot, heat or batch number identification.

4) Source of procurement.

5) Origin of material.

6) Name and location of Melting facility.

7) Name and Location of mill.

8) Mill certification.

9) All other requirements as specified in the applicable raw material specification including chemical and physical analysis.

**Note: Seller shall retain certification for a period of no less than ten (10) years after final payment.**

**Note: Specialty Metals are defined in the Defense Federal Acquisition Regulation Supplement (DFARS) clause 252.225-7014, Preference for Domestic Specialty Metals, and its Alternate I.**

**AMPOQC-26 - CUSTOMER SPECIAL PROCESS FLOW-DOWN REQUIREMENTS (SPECIFIC)**

This clause mandates that certain processes must be performed by Customer Approved Suppliers/Processors (see customers Approved Supplier Lists) and must be flowed-down to Alva Manufacturing, Inc.’ sub-tier suppliers on issued purchase orders.

Such requirements include: Boeing’s Quality Code Q020 for use suppliers on Boeing’s approved supplier list (D1-4426), H900 material substitution, and General Provisions (GP1).

**AMPOQC-27 - DIGITAL PRODUCT DEFINITION (DPD) / MODEL BASED DEFINITION (MBD) PROCUREMENT**

When applicable, Alva will supply models and data in Digital Format. Supplier shall conform to Alva's Customer's requirements for DPD / MBD processes (AP-743) prior to delivery of a procured product or service. Alva has the right to audit Supplier's DPD process and certification.

**AMPOQC-28- GIDEP (Government-Industry Data Exchange Program)**

The supplier shall notify Alva Manufacturing Inc. in writing if a GIDEP Alert is received and the alert affects product delivered or in transit to Alva Manufacturing.

**AMPOQC-29- TITANIUM MATERIAL CONTAMINATION.**

Titanium shall not come into contact with halogenated fluids, such as: trichloroethylene, Freon, hydrochloric acid, anhydrous methyl alcohol and substance containing mercury, cadmium, silver and gold. Any fluorinated and sulfonated lubricants are prohibited for use on Titanium hardware.

Upon commencement of machining process, handling shall be performed with glove- protected hands as bare skin contact is prohibited. Tools which are used on Titanium, such as grinding wheels, shall be controlled such a way that they do not come into contact with other alloys. During grinding operations no sparking is allowed. The supplier shall flow down this requirement to any sub-tier suppliers that are responsible for operations that occur after the machining process.

**AMPOQC-30- MERCURY FREE CERTIFICATION**

A mercury free statement shall accompany all shipments to Alva Manufacturing Inc on this purchase order. The mercury free statement may be made directly on all the test report/certificate of conformance of may be a separate certification. The statement shall certify that during the manufacturing process, material furnished on the above purchase order did not come on contact with mercury or its compounds or any mercury containing devices with a single boundary of containment.

The supplier may choose to verify the material with a mercury sniffer and provide a final certification stating a mercury free statement based on the product verification.

**AMPOQC-31 – DPAS RATING**

Unless otherwise stated on the purchase order this order is a DPAS DO-C9 order, please ensure proper priority is given to this order pursuant to applicable FAR clauses including 11.602(a), 11.603(2) Mandatory Extension of Priority Ratings throughout the Acquisition Chain, and 11.603(3) Priority Scheduling of Production and Delivery.

**AMPOQC-32 – SUPPLIER AWARENESS OF THEIR CONTRIBUTION TO THE PRODUCTS BEING PROCESSED**

Suppliers must be aware of their contribution to product and/or process conformity, their contribution to product safety, and the expectation of ethical behavior and decision making during and after the contracted work is performed.

**AMPOQC-33 – OVER/UNDER SHIPMENTS**

No Over/Under shipments are allowed on this order without prior written authorization from ALVA Mfg.

**AMPOQC–34 – RETURN OF DISCREPANT MATERIALS**

Return of discrepant materials to supplier shall be handled with high priority to minimize delays in ALVA Mfg. production schedule and maintain customer commitments. Suppliers shall have three (3) working days to provide authorization to return discrepant materials from date of initial request by ALVA Mfg. Buyer or designee. If after the three (3) working days, the supplier has not provided an authorization, the discrepant materials shall be returned in the most expeditious way either by FedEx Red, UPS red or express courier service at supplier’s expense.

**AMPOQC-35 – ITAR REQUIREMENTS AND FEDERAL EXECUTIVE ORDER E13224 REQUIREMENTS**

For ITAR requirements the supplier must follow specific instructions noted in Title 22 – Foreign relations Chapter 1 – Department of the State Subchapter M – International Traffic in Arms Regulations and Federal Executive Order E13224. Supplier shall not engage in any transaction of any type with persons or businesses or organizations who commit, threaten to commit or support terrorism.

**AMPOQC-36 – QUALIFIED PERSONNEL:** Personnel conducting or performing processes as stated per purchase order requirements shall be trained, qualified and determined competent to perform processes as specified. Evidence of qualifications shall be made available to Alva Manufacturing on request.

**AMPOQC-37 – TEST SPECIMEN FOR INDEPENDENT MATERIAL VERIFICATION**

The seller shall furnish test specimens to Alva Manufacturing as required by the drawings/specifications applicable to the purchase order. Specimens shall be identified with the Purchase Order number, melt number, heat treat number, batch number and alloy identification, as applicable.