



## GPOR - General Purchase Order Requirements

Tram-Tek, Inc. Controlled Form

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Released By	Jerry McKechnie		

### 1. Supplier Quality Systems

- 1.1 Suppliers contracted by Tram-Tek shall maintain a Quality System, which will assure compliance to supplied drawings, MOT and / or written P.O. instructions. Systems that comply with ISO 9001 or AS9100 are recommended .
- 1.2 Suppliers shall maintain a Calibration System (where applicable) which provides valid measurements of the appropriate accuracy, and traceable to NIST. Systems that comply with ISO 9001, AS9100 or ANSI/NCSL Z540.1 are recommended.
- 1.3 Counterfeit Prevention (ref sec 8.1.4 of AS9100D / ISO 9001:2015): Supplier shall plan, implement and control their processes to ensure prevention of counterfeit part use and their inclusion in product(s) delivered to Tram-Tek. Suppliers should consider appropriate measures including: personnel training programs, source controls, verification and test for detection, monitoring reports from external sources, quarantine/report of suspected or detected counterfeit parts.
- 1.4 Supplier shall ensure that its employees are aware of:
  - their contribution to product or service conformity
  - their contribution to product safety, and
  - their contribution to the importance of ethical behavior.

### 2. Supplier Surveillance

- 2.1 Tram-Tek, our customers or appropriate regulatory authorities shall reserve the right of entry to any facility performing subcontract services for the purpose of an evaluation survey or inspection of the supplier and all applicable records associated with the order.
- 2.2 The supplier shall notify Tram-Tek of any discrepancies in product and/or process definition and, where required, obtain the Company's approval.

### 3. Record Control & Retention

- 3.1 Supplier shall create records necessary to assure documentation of service or product provided.
- 3.2 Supplier shall retain records of services or products provided for a minimum of 11 years, unless otherwise specified.
- 3.3 Supplier shall be able to provide reproducible copies of any requested quality documentation within 48 hours of a written (mail, email or fax) request from Tram-Tek.
- 3.4 If disposing of records after the minimum retention period, dispose of expired records by means of deletion from all servers/databases (for electronic records) or shred (for physical records).

### 4. Material Orders

- 4.1 Supplier shall (when applicable) provide legible, reproducible copies of any raw materials or hardware certifications with each shipment, including those for any embedded specifications. Certifications shall meet all requirements of the applicable specification(s).
  - 4.1.1 All raw material certifications shall demonstrate material chain of custody from the original source through to Tram-Tek with the original source's heat/lot numbers.
- 4.2 The applicable part number and revision letter shall be applied to certification.
- 4.3 Unless otherwise specified, material certifications must be processed to and state the latest specification revision level.
- 4.4 Certifications must be signed and dated by the proper supplier authority.
- 4.5 Fastener Certs must show traceability of each lot to birth.
- 4.6 Supplier shall take steps to ensure sources of materials comply with USA regulations

### 5. Process Orders

- 5.1 Supplier shall provide legible, reproducible certifications of processes performed with each shipment, with the following:
  - A. Applicable part number and revision letter.
  - B. Reference to Tram-Tek's Purchase Order
  - C. Certification to process performed, and latest revision of processes (this includes processing required for all embedded specifications); certification shall be in accordance with the specification's applicable requirements, and include inspection/test results, type, class, grade, quantities accepted/rejected, superseded specs, etc. (If supplier has questions concerning process revisions, please contact Tram-Tek quality manager)
  - D. Signature of the appropriate quality authority, stamp and date.
  - E. Vendor Code of the applicable approval source (i.e. Honeywell Vendor Code, Boeing Vendor Code, etc.).
- 5.2 Supplier shall provide supporting documentation required by the specifications including inspection reports, testing reports, test schedules, etc.
- 5.3 Supplier shall mark part with acceptance stamp as required by specification. Products receiving functional testing, pressure testing, etc, shall be identified with the appropriate FT, PT, etc, stamps indicating acceptance. If subsequent

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processing will remove or otherwise obliterate the mark, supplier will provide package tags or labels with the required marking or stamp.

- 5.4 Supplier shall provide certs for any material used that is specified in an engineering document as an item in the final product (i.e. primer, paint, weld filler material, adhesive, etc.)

## 6. First Article Inspect (FAI) Requirements

- 6.1 When product is made complete per engineering drawing, a first article inspection report is required for the first lot shipped, in accordance with SAE AS9102, unless otherwise stated on the purchase order. Include all certs per sections 4 & 5 above. See section 6.2 for exception. Periodic FAI may be necessary, dependent on end-customer requirements.
- 6.2 Proof of end-customer-approved FAI that is both valid and current is acceptable in lieu of FAI. All certs per sections 4 & 5 above, are required.
- 6.3 Drawing revision, product, process, tooling, or facility changes require a new FAI. Contact Tram-Tek quality manager to determine the need for full or update FAI.

## 7. Nonconforming Material

- 7.1 Non-conforming product shall be reported to the company with a written discrepancy report (or C of C reject).
- 7.2 Non-conforming product shall be clearly marked and segregated, to preclude accidental use or acceptance.
- 7.3 Non-conformances that have systemic root causes or catastrophic product results shall be resolved by the supplier's corrective action system, and the results forwarded to Tram-Tek's quality manager.

## 8. Handling, Packaging and Delivery

- 8.1 If material is received in a damaged condition it shall be handled as nonconforming material (Sect. 7).
- 8.2 Supplier shall handle and package Tram-Tek materials to preclude damage during possession at supplier's facility and during shipping. Tram-Tek's product typically has strict finish and dimensional requirements that need handling protection.
- 8.3 Supplier shall provide sufficient delivery to meet contracted delivery requirements. In the event of delivery requirements being delinquent, the supplier shall contact Tram-Tek's production control to negotiate delivery.
- 8.4 Product shall be processed and shipped using methods that prevent possibility of contamination or foreign object debris (FOD).

## 9. Processing

- 9.1 Class I Ozone Depleting Substances (ODS) shall not be used in the design, test, manufacture, integration and assembly, handling, transportation, operations, maintenance or disposal of the hardware/components delivered to this order.
- 9.2 Supplier shall use approved sources for processing (or be an approved source) as required by the purchase order text and customer flow-down.

## 10. Communication

- 10.1 Supplier notification and Tram-Tek approval is required for changes to product and/or process definition including changes of supplier's external providers or location of manufacture.
- 10.2 Supplier will flow down to subtier suppliers the applicable requirements in the purchasing documents, including key characteristics.

## 11. Confidentiality

- 11.1 Safeguard and maintain the confidentiality of proprietary information. Do not distribute, reproduce or use order information and/or property except for the purpose for which they are provided.

## 12. Compliance

- 12.1 Conflict Minerals: Materials shall be provided "DRC Conflict Free", and shall not contain "Conflict Minerals", as required by Section 1502 of the Dodd-Frank Act.
- 12.2 Reach Compliance : Materials supplied should be REACH compliant, within the allowable limits per the current European Chemical Agency List of very high concern (SVHC).
- 12.3 RoHS 3 : Products shall not contain restricted substances in excess of allowable limits, as required by RoHS 3 : Directive 2015/863