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QUALITY REQUIREMENTS INSTRUCTIONS

For General Quality Requirements
SERIES 100 FORM

101. Supplier's Quality Control

Level of inspection is normally met by the Supplier, as outlined in the Supplier's written quality control manual and procedures, which are based on industry wide standards for the products supplied. The Supplier should have as a minimum, procedures that control and describe the manufacture of the product supplied to assure a product of high quality in accordance with the Purchase Order.

102. Order of Precedence

In the event of any inconsistency in the ordering data, the inconsistency shall be resolved by giving precedence in the following order:

- Approved Vendor Information Requests (VIR)
- Purchase Order Modification and/or PO Supplement
- The Purchase Order (PO)
- The Drawing
- Component Specification

103. Certificate of Compliance

The Supplier shall submit a Certificate of Compliance (COC) for each shipment. Each COC shall contain, as a minimum, the following:

- a. Purchaser's Purchase Order Number
- b. Quantity Supplied
- c. Material Heat/Lot / Heat Code / Trace Code Number
- d. Applicable Specification – This includes all revisions, amendments, changes, and dates as depicted on the Purchase Order and applicable drawing.
- e. Typed/Printed Name, Signature and Title
- f. Date signed
- g. Purchaser's Part Number
- h. Positive Statement of Compliance – Such as, "The reported results represent the actual attributes of the material furnished and indicate full compliance with all applicable specification and contract requirements." Statements such as "to the best of my knowledge" or "to the best of my belief" **are not acceptable.**
- i. Mercury Free Statement – The use of mercury, mercury compounds or mercury bearing instruments and/or equipment in a manner which might cause contamination in the manufacturer, assembly, or test of material on this contract is prohibited.
- j. Shelf Life and Cure Date, If Applicable

104. Corrections to Certifications

If corrections to certifications are required, the errored entry must have a single line through, the correction entered aside the error, initials, and date. Or, if the certification was corrected and re-typed, the original certified date must remain on the certification, a date of revision added, and an asterisk next to the correction for identification. Corrections to official records shall be made by the person who made the original entry.

The use of white-out is strictly prohibited.

105. Qualifying Country Material

Material supplied on this contract/purchase order shall be in accordance with DFARs Clauses 252.225-7008 and 252.225-7009. Alternate I, and the Berry Amendment as contained therein, Preference for Domestic Specialty Metals, and shall be flowed down to all sub-tier suppliers. The Clause does not apply to a specialty metal melted in a qualifying country or incorporated in an article manufactured in a qualifying country.

When foreign material is supplied, all certifications shall be translated into English.



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106. Record Retention

All records, including certifications, inspection records, SPC data, etc., must be retained for ten (10) years minimum after the date of the last shipment. Records shall be made available to the Purchaser within 3 business days upon request.

107. Electronic Signatures Process Controls

The controls for the electronic signature process shall provide:

1. The signer must take a distinct action to "sign" electronically.
2. A means to delegate signature authority which allows the delegated individual to utilize their own electronic identification (i.e., integrity of each person's electronic signature must be preserved).
3. Preservation of unauthorized access to electronic identifications.
4. An established password policy to change electronic identification and not share electronic identification.
5. Reviews to ensure proper use of electronic signatures.
6. A means to identify an electronic signature on a record as an electronic signature.
7. Electronic signature applications shall not allow unauthorized users to change electronically signed documents, or records. All changes to electronically signed documents, or records made by authorized users shall be revision controlled, identify the person making the change, and shall clearly reflect that the document or record has been revised.

It is the supplier's responsibility for the implementation of Electronic Signature at sub-tier suppliers and subcontractors. The supplier shall flow down these electronic signature requirements to their subcontractors.

108. Information and Nonconformance Requests

If, during contract/purchase order review or during production, the Supplier requires interpretation or clarification of any purchase order requirements, it is required that the information be submitted on a VIR (Vendor Information Request). Requests for changes to drawings or specifications, and/or requests for acceptance of a non-conforming conditions and repair welding authorizations (when required) shall be submitted on a VIR. All information and Nonconformances must be submitted on a Vendor Information Request Form, QCF-115 and can be located on our website: www.customhydraulic.com, under Resources or you may request a copy from your Custom Hydraulic & Machine purchaser. Requests for acceptance shall be submitted to the Purchaser's attention via fax or email.

ALL VIRS MUST BE COMPLETED BY OUR COMPANY PRIOR TO SHIIPMENT.

109. Drawings, Specifications and Standards

Pertinent drawings, specifications and standards may be issued with the Purchase Order as needed. In cases where proprietary drawings are issued, the information contained therein may not, in whole or part, be reproduced or used for any other purpose or disclosed to others without authorization from the Purchaser.

110. Welding and Related Processes

Welding and inspection shall be in accordance with T9074-AS-GIB-010/271, S9074-AR-GIB-010/278 and NAVSEA 0900-LP-000-1000, current revisions, or as dictated elsewhere in the Contract/Purchase Order.

All welding and brazing procedures and performance qualifications shall be in accordance with S9074-AR-GIB-010/248, current revision or as directed elsewhere in the Contract/Purchase Order. Qualification data shall be submitted to the Purchaser prior to any welding or related processes.

Welding Records shall include the following:

1. Joint Identification
2. Joint Design
3. Base Material Type and Lot Number
4. Filler Material Type and Lot Number
5. Fit Up.
6. Welding Procedure Identification
7. Heat Treatment (including preheat, interpass, and post-weld heat treatment temperatures)
8. Welder Identification
9. NDT Methods and Results



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10. Disposition of Welds
11. Cycles of Repairs to weld
12. Inspection Procedures
13. NDT Personnel Identification and signature

111. Quality Inspection and Calibration System

The Supplier shall be responsible for providing and ascertaining accuracy of tools, gauges, and inspection equipment to assure conformity. A written schedule shall be maintained to provide for periodic inspection and calibration in accordance with MIL-STD-45662A.

112. First Piece Inspection

When invoked by the Purchase Order, the supplier will notify and submit to the Purchaser the first acceptance unit for inspection and acceptance prior to proceeding with the Purchase order. The Purchaser will notify the Supplier of its acceptance or rejection within 24 hours after receipt inspection is complete.

113. Receipt Information

Warehouse Receiving Inspection shall be performed upon receipt at the purchaser's facility. This includes, but is not limited to:

1. Items are properly packaged, undamaged, identified and are of the correct type, quantity and condition as required by the Purchase Order.
2. Verify supplier OQE has been received as required by the Purchase Order.
3. Verify that Material Certifications are attached as required by the Purchase Order.
4. Verify marking is as required by the Purchase Order.
5. Cleanliness requirements have been performed as invoked herein.

Quality Assurance Receipt Inspection will be performed at the Purchaser's facility. This includes, but is not limited to:

1. Perform certification review to assure compliance with Purchase Order requirements.
2. Perform dimensional inspections to assure product conformity to drawings, specifications, and plans.
3. MIL-STD-105 General Inspection Level II may be utilized as a guideline for sample lot sizes, unless elsewhere in the Purchase Order.

114. Corrective Action Requests

When material is found to be discrepant, a request for Corrective Action may be sent to the Supplier. The return of this request must be completed within the time specified. The action must be effective and permanent in removing the cause of the defect. Such statements as "Cautioned the Operator" or "Changed the Drill" are not acceptable. However, changes in the written work instructions to include these warnings or directions may be acceptable. Failure to respond or abnormal delays is cause of the refusal to accept further shipments or removal from our Approved Vendors List.

115. NOFORN

NOFORN is defined as information and/or hardware concerning the design, arrangement, development, manufacturing, testing, operation, administration, training, maintenance, and repair of the propulsion plants of Naval Nuclear-Powered Ships, including the associated shipboard and shore-based nuclear support facilities. When NOFORN applies, appropriate safeguards must be proposed by the supplier, and approved by the Purchaser for the safeguarding from actual, potential, or inadvertent release by the supplier, or any subcontractor, of any NNPI (NOFORN) in any form, classified or unclassified. Such safeguards shall ensure that only governmental and contractor parties, including subcontractors that have an established need-to-know, have access to perform work under a purchase order, and then only under conditions which ensure that the information is properly protected. Access by foreign nationals or immigrant aliens is not permitted. foreign national or immigrant alien is defined as a person not a United States citizen or a United States national. United States citizens representing a foreign government, foreign private interests, or other foreign nationals, are foreign nationals for industrial security purposes and the purpose of this restriction.



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116. Source Directed Component Procurement Requirements

The actual part number of the manufacturer/source must be supplied when requested. "Or equal" substitutes are prohibited unless specifically noted on the Purchase Order. All paperwork accompanying material must also reflect the manufacturer's part number.

117. Cleanliness Requirements

Part(s) shall be cleaned by any process or combination of processes which will accomplish thorough cleaning without damage to the part(s). Surfaces shall be examined visually to determine freedom from dirt, loose corrosion, grease, non-approved preservative, oil, flux, scale, water residue, machining particles, and other foreign material. Preservatives shall not be used on part(s) which are vulnerable to damage by contact. No temporary markings (e.g., paint stick, magic marker, layout dye, grease pencil, chalk marks, PT developer or dye, mechanically applied inks, etc.) are allowed.

118. Use of Custom Hydraulic & Machine Gauges

If Custom Hydraulic & Machine supplies measuring and test equipment to the supplier performing manufacturing work, the supplier will return the measuring and test equipment upon completion of work. Or, if measuring and test equipment cannot be returned immediately, the supplier will provide an inspection record of the dimensions inspected by the supplied measuring and test equipment. If vendor inspection records are supplied in lieu of the gauges, the vendor inspection records will be approved by Custom Hydraulic & Machine Quality Assurance Manager or designee prior to release of part into production.

119. Tooling Approval (Castings and Forgings)

Prior to proceeding with tooling for castings or forgings, the Supplier shall submit a sample for dimensional inspection. Samples may be manufactured with contracted material, plaster, or wax.

120. Seamless Pipe

Unless specifically authorized, only seamless tubing and pipe shall be used in items/components supplied. The Supplier's material control system must assure that seamed pipe and tubing are controlled such that cannot be mixed with seamless pipe and tubing. This material control requirement must be passed on to the Supplier's Mill or Distribution sources and sub-tier suppliers.

121. Purchaser's Source Inspection

The Purchaser reserves the right to inspect at source, supplies and services not manufactured or performed at the Purchaser's facility. In addition, the Supplier is required to inform the Purchaser if the tentative dates of the conductance of all tests applicable to this item at least seven (7) days in advance of such tests. The Supplier is further required to inform the Purchaser of any changes in the above/ test/inspection/operation scheduled; testing shall proceed unless otherwise notified by the Purchaser. Witness of manufacturing processes and/or tests by the Purchaser's Quality Assurance Representatives shall not be construed to indicate acceptance of the product. Evidence of Source Inspection shall accompany shipment.

122. Government Source Inspection

The Government reserves the right to inspect at source, supplies and services not manufactured or performed at the Purchaser's facility with advanced notification.

123. Shipment Instructions, Preservation and Packaging

Unless specified elsewhere in the Purchase Order, the following shall be invoked:

- All material shall be preserved, packaged, and packed to afford adequate protection against dust, moisture, rust, corrosion, deterioration, and physical damage during shipment from the supply source to the user and for storage in a temperate climate for minimum of one (1) month.
- Inlet and outlet connections on material and/or components shall be sealed to prevent entrance of foreign material.
- Partial deliveries of either line items or the entire Purchase Order are prohibited unless specified elsewhere in the Purchase Order. In the event partial shipments are made without approval, the material will be held at receiving until the order is completed.
- All containers shipped to the Purchaser's facility shall include the following information:
 1. Custom Hydraulic & Machine Purchase Order Number



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2. Custom Hydraulic & Machine Part Number
 3. Package Number
- All Shipping documents shall be in container one (1), or in an attached envelope.
 - All loose material such as plates, burn-outs, etc. must be marked with Custom Hydraulic & Machine's part number as a minimum.
 - The use of polychlorinated biphenyls, yellow packaging, and brass and copper black oxide coated threaded fasteners are **prohibited**.

124. DPAS Rating

In cases where the Purchase Order is rated, the following clause is invoked:

- This is a rated order certified for National Defense use, and you are required to follow all the provisions of the Defense Priorities and Allocations System Regulation (15 CFR Part 700).
- Copies of the DPAS regulations may be obtained by writing or calling the Office of Industrial Resource Administration, Room 3876, U.S. Department of Commerce, Washington, D.C. 20230 (Ref. DPAS); telephone (202) 377-4506. Alternatively, the regulations may be found in many Public Libraries or any Law Office.
- There are two types of priority ratings: **DO** and **DX**. **DO** rated orders take precedence over **UNRATED** defense or commercial orders you now have in hand or may receive prior to the completion of this Purchase Order. **DX** rated orders take precedence over **DO** rated orders.
- All Government rated orders must be scheduled realistically. If you or your suppliers have difficulty obtaining the materials required to complete this Purchase Order on schedule, expediting assistance can be obtained by submitting a Request for Special Priorities Assistance (Form ITA-999) to the Department of Defense Contract Management Organization Area office administering the prime contract. The Purchaser can aid in the submittal. Immediate notification of any recognized potential delay (and the cause therefore) which would jeopardize meeting the required delivery date(s) of the Purchase Order must be made by the Supplier to the Purchaser.

125. Cyber Security

Federal Acquisition Regulation (FAR) 204.73 requires that all companies maintain accurate security to safeguard unclassified controlled technical information on their unclassified information systems from unauthorized access and disclosure. Contractors must report to DoD certain cyber incidents that affect unclassified controlled technical information resident on, or transitioning to contractor unclassified information systems. Detailed reporting criteria and requirements are set forth in the clause 252.204-7012, entitled "Safeguarding of Unclassified Controlled Technical Information".

126. Malpractice Prevention

The Supplier must ensure that systems are available for the prevention and detection of deliberate malpractice. Suppliers shall be aware of their obligations listed in Electric Boat Specification EB2678, current revision, Appendix B, which can be downloaded from www.gdeb.com, under Supplier Quality. If unable to download, please contact Custom Hydraulic & Machine to receive a copy.

127. Vendor Survey Report

If not previously furnished, the subcontractor must complete a Vendor Survey Report and forward it to Custom Hydraulic & Machine, 22911 86th Ave. South, Kent, WA 98031 Attn: Quality Assurance Department; or you may e-mail it directly to your Custom Hydraulic & Machine purchaser. If you are unsure if this has been completed for your company, or to request a Vendor Survey Report, please contact docs@customhydraulic.com or contact the purchaser.

128. Additional Terms and Conditions

Additional Terms and Conditions identified as "Flow-down Requirement" in EB-VF5 (latest revision) and EB-2NC (latest revision) form a part of this purchase order as applicable. These EB documents can be downloaded from www.gdeb.com, under Suppliers, Terms and Conditions, List of Terms and Conditions. If unable to download, please contact Custom Hydraulic & Machine to receive a copy.



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129. EB SPEC 2678

All purchase orders, at a minimum, are subject to the non-Level I requirements of EB Spec 2678, current revision, which can be downloaded from www.gdeb.com, under Supplier Quality. If unable to download, please contact Custom Hydraulic & Machine to receive a copy.