

# “HTMQR”

## HOLT TOOL & MACHINE PURCHASE ORDER QUALITY CLAUSE REQUIREMENTS

### **HTMQR01 - CONTROL OF QUALITY**

The seller shall provide and maintain a system that complies with ASQC-Q-9000 (MIL-I-45208A), "Inspection System Requirements". Compliance with the provisions of this clause in no way relieves the seller of the final responsibility to furnish acceptable supplies or services. This system shall be subject to audit by Holt Tool representatives.

### **HTMQR02 - INSPECTION SYSTEM REQUIREMENTS**

The Supplier/Contractor's Inspection System shall conform to the requirements of ISO 9001:2008 and is subject to review and approval by Holt Tool Quality Assurance.

### **HTMQR03 - CERTIFICATE OF CONFORMANCE**

A Certificate of Conformance shall accompany each shipment of material defined in the purchase order. The Certificate of Conformance shall be legible and at a minimum, include the Holt Tool purchase order number, quantity, part number, and revision letter, and/or the Holt Tool Manufacturing Order Number or when specified the Holt Tool lot number (when purchaser-supplied material) and the mill heat number when vendor-supplied material. All supplied raw material shall be of the same lot unless otherwise stated and agreed to per PO. When multiple lots of material are used in completing a shipment, all material lot numbers or mill heat numbers shall be reported and kept separate. When processing is performed against a Holt Tool order, parts shall not be mixed and traceability shall be maintained.

### **HTMQR04 - CHEMICAL AND PHYSICAL TEST REPORTS**

Physical and chemical test report certifications shall be supplied with each shipment. Test reports shall be legible (reproducible condition) and include Holt Tool name, PO #, the material designation, specification and latest revision letter, results of all specified testing requirements, the mill heat number, and any other requirements specified on the purchase order.

### **HTMQR05 - MILL TEST REPORTS**

Physical and chemical test reports originating from the producing mill shall be supplied with each shipment. Test reports shall be legible (reproducible condition) and provide traceable documentation to Holt Tool name and PO #. The material designation, specification, latest revision letter, and results of all specified testing requirements, the mill heat number and any other requirements specified on the purchase order shall be included with the test reports.

### **HTMQR06 - TEST AND INSPECTION REPORTS**

Test and inspection reports as required by the applicable procurement specification must accompany each shipment. Test reports shall be legible (reproducible condition) and include the designation, specification, and latest revision letter.

### **HTMQR07 - FIRST ARTICLE INSPECTION**

First Article Inspection is required on a part representative of the production process to be used in the manufacture of these parts. A copy of the First Article documentation is to be maintained on file and available upon request of Holt Tool.

### **HTMQR08 - RECORD RETENTION**

Vendor shall retain all records pertaining to material, manufacturing processes, special processes, testing, and inspection for seven (7) years or on special projects ten-(10) years minimum. Notify Holt Tool prior to destruction.

### **HTMQR09 - NONCONFORMING PRODUCT CONTROLS, RECALLS & ESCAPE NOTIFICATION.**

Subcontractors are required to report any failure, malfunction, or defect in any product, part, process or article that is manufactured and delivered to Holt Tool.

### **HTMQR10 - PRODUCT QUALITY**

Products shall be uniform in quality and condition, sound and free from foreign materials and imperfections detrimental to the usage of product. The product must be of an overall quality consistent with good industry practices and adhere to requested PO requirements without deviation.

### **HTMQR11 - STATISTICAL PROCESS CONTROL**

Statistical Process Control is required during the manufacture of the item(s) for which this clause is called-out. SPC shall be in accordance with a plan approved by Holt Tool Quality Assurance. Key, Critical & Significant Characteristics are required to meet Cpk 1.33 min. requirements. Control charts shall be submitted with shipment.

### **HTMQR12 - SAMPLING (C=0)**

Unless otherwise specified final acceptance when less than 100%, shall be based on a statistically valid method. Zero defect acceptance (C=0) is the required acceptance criteria to be used.

### **HTMQR13 - PRECEDENCE OF REQUIREMENTS**

In the case of conflicting requirements, the following order of precedence will apply Holt Tool Purchase order, Holt Tool Quality Clauses, Drawing, Material & Process Specification then General Terms & Conditions.

### **HTMQR14 - HOLT TOOL SOURCE INSPECTION**

Holt Tool source inspection is required at vendor's facility. Necessary equipment and assistance shall be made available to purchaser's representative.

### **HTMQR15 - HOLT TOOL SURVEY/AUDIT RIGHTS**

Holt Tool and/or Holt Tool customers (Including Government) and Regulatory bodies shall have the right to conduct surveys and perform surveillance of the vendor's and sub-vendor's facilities to evaluate their capability to comply with the requirements necessary to conform to contractual requirements.

### **HTMQR16 - TRACEABILITY**

All parts, material and/or applicable documents must be identified by a manufacturing lot number or batch number by the seller. (A lot or batch number is defined as parts and/or material produced by one manufacturer in one unchanged process, in accordance with the same drawing and/or specification revision.)

### **HTMQR17- GOVERNMENT , CUSTOMER OR REGULATORY AGENCY INSPECTION**

Government, Customer or Regulatory Agency reserves the right to inspect any or all of the work included in this Purchase Agreement at the supplier's plant prior to shipment. Verification by the customer shall not absolve the supplier of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by customer. Supplier shall be notified prior to shipment if Government, Customer or Regulatory Agency inspection is required.

### **HTMQR18 - AGE SENSITIVE MATERIAL**

C of C for age-sensitive materials shall contain the following as a minimum: Date of manufacture (cure date), shelf life expiration date, and storage conditions to achieve shelf life, if not stated on material package. Shipments with less than 70% of its total shelf life remaining when received by Holt Tool will not be accepted.

### **HTMQR19 – SUBCONTRACTED SERVICES**

Requested services are to be performed by the contracted supplier. Supplier is not permitted to flowdown services to a Sub-tier without prior written approval of Holt Tool. If/when approved by Holt Tool, all Holt Tool requirements will be flowed down to the sub-tier supplier (s).

### **HTMQR20 – FLOWDOWN OF REQUIREMENTS (DFARS 252.225-7014 (ATTACHMENT 2))**

When required by contract or PO, raw material or items which contain "specialty metals" (defined as certain steel and other alloys, titanium, and zirconium) shall be acquired from domestic or "qualifying country" sources.

### **HTMQR21 - FLOWDOWN OF REQUIREMENTS (NADCAP)**

NADCAP Approved Process Source - When required by contract or PO, the requirement for processing by NADCAP approved suppliers shall be flowed down to the supplier.

### **HTMQR22 - FLOWDOWN OF CORRECTIVE ACTIONS (HOLT)**

Holt shall flow down corrective actions if there is evidence that the root cause of the nonconformity is the supplier. HOLT requests that suppliers provide a response to the corrective action in a timely manner not to exceed 30 days. Failure to do so MAY result in suspension or conditional status for particular supplier.

### **HTMQR23- NOTIFICATION OF SUPPLIER CHANGES**

Vendor shall provide in writing advance notification of any change(s) to Name, Quality Management Systems, Ownership, facilities, or processes at the organization and organization sub-tier that could affect the contracted product.

### **HTMQR24- Ensure personnel are aware of:**

- their contribution to product or service conformity
- their contribution to product safety
- the importance of ethical behavior

### **HTMQR25- Counterfeit Parts**

COUNTERFEIT PART, MATERIAL, AND WORK AVOIDANCE AND CERTIFICATION

#,The supplier's Certification of Conformance represents that the shipment does not contain any #suspect# or #known# Counterfeit Part, Material, or Work\* and ensures that parts, material or work are procured only through Original Equipment Manufacturers (OEMs)/Original Component Manufacturers (OCMs) or their Franchised Distributors or Authorized Supplier. Any use of other than an Authorized Supplier\* requires Holt Tool written approval prior to procurement and use, which shall be contained within the deliverable data package. #,The supplier shall verify the procurement source and associated certifying documentation #,Supplier's receiving inspection process shall utilize incoming inspection or test methods, or both, to detect potential counterfeit parts, material or work. #,The supplier shall flow this clause in its entirety or equivalent down to all lower tier subcontracts to prevent the inadvertent use of Counterfeit Parts, Material or Work. When an Authorized Supplier is not utilized by the supplier's lower tier, the supplier shall provide a copy of the risk assessment and their written approval within the deliverable data package. Vendor shall maintain a process for the prevention and use of counterfeit parts consistent with AS9100 rev. D clause 8.1.4.

### **HTMQR26- Performance Control and Monitoring**

- External providers performance shall be controlled and monitored.