



The requirements contained in this document shall be adhered to by the vendors unless otherwise noted on TPG purchase orders.

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## **1. QUALITY MANAGEMENT SYSTEM REQUIREMENTS**

The vendor shall have a Quality Management System or industrial reputation that is acceptable to TPG. Vendors certified to ISO 9001, AS9100, and AS9120 are preferred.

The vendor's quality system shall include processes to ensure the ability to meet all TPG requirements contained in this document.

## **2. QUALITY FLOW DOWN TO SUB-TIER SUPPLIERS**

Vendors shall ensure that all relevant TPG requirements are flowed down to their sub-tier suppliers. The vendor's sub-tier suppliers are responsible to comply with the same specifications and requirements specified on the Purchase Order.



The vendor is required to assure that their sub-tier suppliers maintain an adequate inspection and quality system to assure product conformance. The use of sub-tier suppliers does not release the vendor of responsibility for the end product or service.

The vendor shall communicate all requirements of this document to their sub-tier suppliers.

### **3. QUALITY RECORDS**

Vendor's Quality Records for products and deliverables shall be maintained and at minimum, include product identification, inspection results, manufacturing and inspection procedures followed, quality representative name, date of inspection, and when applicable nonconformities found.

Vendor's quality records shall be sufficient to prove conformance to all applicable specifications and drawings and adequate to ascertain the quality level of production processes.

Records shall provide the degree of traceability required to enable subsequent verification of all aspects of material, manufacture, special processes, personnel certification, assembly and inspection of critical characteristics.

Records shall include chemical and physical test results of raw material used in the manufacture of the item on the Purchase Order or Drawing.

The vendor's quality records shall be retained by the vendor for a minimum of five years from the acceptance of the last delivery, unless a longer retention period is specified in TPG Purchase Order. Upon request, these records shall be made available to TPG Purchasing department within two (2) business days.

### **4. DOCUMENTATION- REVISION AND CONFIGURATION CONTROL**

The vendor shall ensure that the revision of the drawing received matches the revision noted on the Purchase Order.

If an item on this Purchase Order invokes by reference a military specification, military standard, or other revision controlled document, the revisions in effect as of the date of the Purchase Order are the revisions to be used by the vendor.

The vendor is responsible for notifying TPG Purchasing department of any discrepancies found in the Purchase Order documentation package submitted by TPG prior to making any delivery commitments.

### **5. QUALIFICATION OF PERSONNEL**

The vendor's QMS shall ensure that all relevant Purchase Order requirements are met and all applicable processes affecting the final quality of the product in the Purchase Order were rendered by qualified personnel.



Personnel performing inspection, testing, assembly, manufacturing, and special processes shall be trained for the appropriate skill they are performing. When requested, records of such training shall be made available to TPG.

## **6. APPROVAL OF CHANGES**

The vendor is required to comply with the requirements listed on TPG Purchase Orders. No deviations, changes, and/or substitutions in materials, design, specifications, product configuration, or operating performance are permissible.

Vendor shall not proceed with any change without TPG Purchasing department approval. The vendor shall only accept changes by means of an executed Purchase Change Order. The vendor shall not accept verbal changes.

The vendor shall notify the TPG Purchasing Department of any proposed changes including changes in design, materials, parts, fabrication methods or processes, major plant rearrangements, or plant relocation and changes that will impact form, fit and/or function.

## **7. HANDLING, STORAGE, PACKAGING AND DELIVERY**

Areas used for handling, storage, packaging, inspection, and test of products or services shall be clean, safe, and well organized to ensure that they do not adversely affect product or service conformity. Where applicable, the transporting of material shall be such as to avoid damage to the material.

Materials are to be shipped in containers in keeping with good commercial practices to preclude any damage, or loss being incurred during shipping and storage. Materials in boxes shall be shipped in boxes rated for the weight contained.

Vendors shall handle product and component parts of a product in a manner to minimize and/or prevent any damage. This applies to identification, handling, packaging, storage, and protection of products.

## **8. PARTS IDENTIFICATION AND LABELING REQUIREMENTS**

At minimum, labeling of shipment container(s) shall include the following information:

- Item Number
- TPG Purchase Order Number
- Shelf Life/Expiration Date (if applicable)
- Lot # (if applicable)

Any exceptions to the labeling requirement, due to the size or quantity of the items, must be approved by TPG Purchasing Department.



## **9. SPECIAL PROCESS CONTROL**

A Special Manufacturing Process is a process where it is not possible to assure, by typical verification techniques, that product integrity is achieved by the process.

The Vendor shall certify that these processes, such as but not limited to: plating, passivation, painting, soldering, radiography, welding, heat-treating, pressing, cleaning, electroplating, anodizing, chemical films, and surface finishes, were performed in accordance with specification requirements. The certificate shall identify the Purchase Order number, the products processed, to include TPG item numbers, quantity of units, and the applicable specifications (including revision letters or numbers) to which the processes conform, and the date and the name of the agency that performed the process if other than the Vendor.

Vendor shall notify TPG Purchasing department when is not capable of performing a special process, and request suggested TPG approved vendors, or seek approval by TPG prior to outsourcing the special process. Documents related to TPG products, services, or processes shall not be provided to other vendors or sub-tier suppliers without TPG approval.

## **10. NONCONFORMING MATERIAL**

The vendor shall not deliver nonconforming material unless prior authorization is received in writing from TPG Purchasing Department.

The vendor shall notify TPG Purchasing department in writing without undue delay of all non-conformance found at any time after delivery.

When authorization is received to deliver nonconforming material the parts shall be marked as nonconforming.

Vendor shall provide all nonconforming related supporting documentation. Nonconforming documentation shall include, but, not be limited to Purchase Order number(s) part number(s), quantity of affected parts, date of shipment, nonconformity description, packing list number, etc.

Nonconforming materials will not be received in TPG ERP system and will not be processed for payment. Vendors will be immediately notified of the nonconformance/rejected parts so that they can replace or rework such parts.

## **11. SOURCE INSPECTION AND AUDITS**

A source inspection is an inspection conducted by a TPG Quality Assurance representative at the vendor's location. When source inspection is specified by the PO, the supplier shall notify the TPG Purchasing Department no later than three (3) business days prior to final inspection or testing of the PO deliverables, to ensure the availability of a TPG Quality Assurance representative. Specific inspection activities may be selected that include (but are not limited to) witnessing of special



processes, points of test, in-process or final inspection/test, and verification of conformance to the purchase order.

TPG reserves the right to inspect any or all of the deliverables associated with any order at the vendor's facility.

Upon notice, audits may be conducted to determine compliance with TPG purchase order requirements and the requirements of this document. Reviews of QMS and Inspection System documentation may be performed that cover (but are not limited to) calibration of equipment, inspection and test reports, inspection instructions, procedures, and configuration control.

## **12. PRODUCT ACCEPTANCE**

Product acceptance will be dependent on source inspection and/or TPG incoming inspection results. Acceptance includes providing all required support documentation with delivery of product or service. Failure to provide required documentation will delay payment.

Required documentation may include:

- Certificate of Conformance
- Certificate of Analysis (if applicable)
- SDS (if applicable)
- Packing List
- Ballistic Test Report (if applicable)

Certificate of Conformance (CoC) shall be provided for all products and services, unless noted on the Purchase Order.

The Certificate of Conformance (CoC) shall include:

- Written statement that all parts, materials, processes, and finished items delivered for the order were inspected, tested, and found to comply with all applicable drawing, specification and purchase order requirements.
- Purchase Order Number:
- TPG Item #:
- Description:
- Quantity:
- Authorized Representative name and signature
- Authorized Representative title
- Date

Certificate of Analysis (CoA) and/or Inspection Results shall be provided to TPG as support documentation if requested on the Purchase Order. The CoA shall include, but not limited to, actual test data, (physical properties, chemical analysis, and other test results), lot numbers, batch and lot numbers of material suppliers, and item numbers. Test results shall be from samples representative of the material shipped under this PO.



Vendor shall provide a packing list with each shipment. Packing list shall include Purchase Order number, TPG item number, item description, and Quantity.

### **13. LIMITED LIFE ITEMS AND HAZARDOUS MATERIALS**

For all limited life items, the date of manufacture or shelf life must be supplied with each limited life item.

Limited life items must have a minimum of 50% of their shelf life remaining by the time that it arrives at TPG.

Vendors shall provide SDS for all hazardous materials and chemicals supplied to TPG, to include, but not limited to, resins, paint, adhesives, cleaners, etc.

All vendor activities shall be in compliance with applicable federal, state, and local environmental laws and regulations.

### **14. VENDOR PERFORMANCE EVALUATION**

Vendor Performance is evaluated by TPG on a monthly basis based on the following criteria:

- On-time delivery of product or service
- Quality of Product

### **15. CALIBRATION CONTROL**

The vendor quality organization shall audit records and equipment to ensure that no “out-of-calibration” equipment is being used during testing and inspections of TPG parts. The supplier shall control the calibration of all measuring devices against certified standards traceable to the National Institute of Standards and Technology.

All test equipment shall be validated to assure that they have the accuracy and resolution to measure the parameters being tested. The test equipment shall maintain repeatability within their allowable tolerances.

The vendor shall notify TPG Purchasing department of any measuring device found to be out of calibration that could affect any product delivered to TPG as soon as it is discovered and any time after delivery.