

 <b>Osborn Products, Inc.</b>	<b>Title:</b> <b>Contracted Purchasing Order Requirements</b>	
Effective Date: October 31, 2002	Rev: B	Work Instruction
Approved By: Bruce Osborn	Doc. Number: Q-380	Page(s) 1 of 2

**General Requirements – To be Forwarded to Suppliers/Vendors**

**1. Supplier Quality Management Systems**

- 1.1 Suppliers contracted by Osborn Products, Inc. shall maintain a Quality Management System, which will assure compliance to supplied drawings, MOT and / or written P.O. instructions. Recommended systems should conform to ISO 9001 or AS9100.
- 1.2 Suppliers shall maintain a Calibration System (where applicable) which provides valid measurements of the appropriate accuracy, and traceable to the NIST. Recommended systems should conform to ANSI/NCSL Z540.1 / ISO/IEC 17025(calibration) or equivalent.
- 1.3 Mercury free certificates shall be provided on applicable materials.

**2. Supplier Surveillance**

- 2.1 Osborn Products, Inc. or our customers or applicable regulatory agencies reserve the Right of Entry to any facility performing subcontract services for the purpose of an evaluation survey or over inspection of services prior to release of said services to Osborn Products, Inc.

**3. Record Retention**

- 3.1 Supplier shall retain records of services provided for a minimum of 10 years (non-traceable parts) and permanent (traceable parts).
- 3.2 Supplier shall be able to provide reproducible copies of any requested Quality documentation (*FAIR's / Process Control / Inspection Plans*) within 24 hours of a written (mail, email or fax) request from Osborn Products, Inc.
- 3.3 Blueprints shall be returned with the returning parts.

**4. Certification of Services Performed**

4.1 Material Certifications

- 4.1.1 Supplier shall (when applicable) provide legible, reproducible copies of any raw materials or hardware certifications with each shipment.
- 4.1.2 Unless otherwise specified, all material certifications must be to the latest specification revision level.
- 4.1.3 Certifications (C of C) must be signed and dated by the proper supplier authority.

4.2 Process Certifications

- 4.2.1 Supplier shall provide legible, reproducible certifications of processes performed in compliance with each shipment, to the following:
  - A. Applicable part number and revision letter.
  - B. Reference to Osborn Products, Inc. P.O.
  - C. Certification to process performed, and latest revision of process\*.
    - \*If supplier is in question of latest revision of contracted process, please contact the Quality Manager – (623) 587-0335 telephone
  - 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.).
  - F. Supporting documentation (i.e. SPC, inspection reports, testing reports, test schedules, FAIR's).
- 4.2.2 The applicable part number and revision letter shall be applied to certification to ensure accurate traceability throughout the process (S/N's / Lot No's).

**5. Nonconforming Material**

- 5.1 Nonconforming material shall be reported initially by verbal contact with the Osborn Product's Quality Manager, with a written discrepancy report to follow.



Osborn Products, Inc.

Title:  
**Contracted Purchasing Order Requirements**

Effective Date: October 31, 2002

Rev: B

Work Instruction

Approved By: Bruce Osborn

Doc. Number: Q-380

Page(s) 2 of 2

5.2 Nonconforming material shall be segregated and held in bond until material disposition has been received from Osborn Products, Inc.

**6. Handling, Packaging and Delivery**

6.1 Supplier shall handle and package Osborn Products, Inc. materials to preclude damage during possession at supplier's facility and to maintain traceability as required.

6.2 If material is received in a damaged condition it shall be handled as nonconforming material (See Section 5).

6.3 Supplier shall provide sufficient delivery to meet contracted delivery requirements. In the event of delivery requirements being delinquent, the supplier shall contact the Osborn Product's Production Manager\* to negotiate delivery.

\*Production Manager – (623) 587-0335 telephone

6.4 Supplier shall package material sufficiently to preclude any damage from shipping and shall use only pre-approved *Sources and/or Special Process Sources* during the entire process. *Flowdown* of subsequent requirements must be shared.

**8. HISTORY / REVISION TABLE**

Revision	Nature of the Change	Date
A	Initial Issue	10/31/02
B	Removed Reference Documents	11/01/2011