



# OSBORN PRODUCTS

## Supplier Quality Note Requirements

Prepared By: Greg O'Connor	Approved By: Jeff Hull	Level: NC	Revision Date: 7/1/24
Jeff Hull	JWH	A	8/9/24
Bruce Osborn	B. Osborn	B	8/14/24

### **1.0 SCOPE**

This document defines the minimum Supplier Quality System requirements for quality of product, material or services supplied to Osborn.

### **2.0 PURPOSE:**

The purpose of this Supplier Quality Note Requirement is to specify Osborn Product's overall requirements for its suppliers.

### **3.0 RESPONSIBILITY:**

Suppliers are expected to comply and conform to the requirements specified on Purchase Order and outlined in this document. All Suppliers are required to have and maintain a formal Quality Management System.

### **4.0 QUALITY NOTES:**

- Q001 Right of Access.
- Q002 Record Retention.
- Q003 Osborn furnished material.
- Q004 Purchase Order Instructions.
- Q005 First Article Inspection.
- Q006 Lot Inspection Data
- Q007 Certificate of Conformance.
- Q008 DFAR-Domestic materials.
- Q009 Physical/Chemical Analysis & Test Reports
- Q011 Change Control
- Q012 CI Confidential Information/IP Controls
- Q013 ACEA / ITAR (International Traffic in Arms Regulations)
- Q014 Special Processing Certifications
- Q016 Delivery
- Q017 Mercury Free
- Q018 Counterfeit Part Prevention
- Q019 Competence and Awareness
- Q020 Business Continuity Plan
- Q021 Human Rights
- Q022 Code of Conduct
- Q023 Environmental, Health and Safety
- Q025 (FOD) Foreign Object Damage / Foreign Object Debris Prevention
- Q026 Contractor Property Management System per FAR 52.245-1
- Q027 Nonconforming Material



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### **5.0 GENERAL REQUIREMENTS:**

#### Q001 Right of Access

The contractor shall provide Osborn, our customers, and regulatory authority access to all facilities involved in the order and to all applicable records.

#### Q002 Record Retention

The contractor shall maintain adequate records of all production and quality related records. The records shall be retained for a minimum of 7 years unless otherwise noted. Records held for the required retention period of 7 years shall not be destroyed without Osborn Quality Assurance written occurrence. At a minimum, all hard copies shall be destroyed using a paper shredder and electronic copies shall be deleted.

#### Q003 Osborn furnished material

The contractor shall insure that all Osborn furnished material is accounted for at time of shipment, any scrap and or unused material shall be identified and returned to Osborn with shipment of parts.

#### Q004 Purchase Order Instructions

It is the contractor's responsibility to comply with all purchase order instructions. Unless otherwise authorized, the specified revision to the applicable drawings, and instructions, as well as authorized changes there to, flowed down in with the P.O., shall be used for fabrication, inspection, and testing of Osborn products/services. Deviations without written authorization will result in non-payment. All suppliers are required to follow same flow down protocol to their respective sub-tier suppliers and/or special processors, as noted on Osborn Technologies purchase orders.

#### Q005 First Article Inspection

The supplier shall furnish a complete FAI report on the first production part, (when applicable on AS9102 forms) showing actual findings and attesting conformance to the applicable documents. All changes to manufacturing process, tools, methods or material that may affect specification requirements shall require a new FAI report. FAI acceptance by Osborn shall not constitute final acceptance of articles required, nor does it relieve the supplier of the obligation to furnish all parts that meet applicable drawings, specification, and PO requirements.



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### Q006 Lot Inspection Data

The supplier shall provide documented measurement data with each shipment submitted to Osborn. The actual measurements obtained shall be as specified in the detail drawing and reflect the revision level.

### Q007 Certificate of Conformance

Material supplied on this purchase order shall be accompanied by a legible Certificate of Conformance and/or Shipper, a substitute for C of C. This certificate and/or shipper attest to the fact that the materials/services provided by the Supplier meets the requirements of the drawing, specification, and/or purchase order. Certification/Shipper must include at a minimum:

1. Manufacturer's and/or Distributor's name and address
2. Purchase Order number
3. Part number, Revision and Quantity
4. Material/Service description of Purchase Order
5. Authorized agent's signature, title and date.

### Q008 DFAR-Domestic materials

The contractor shall provide material certification that proves that all specialty metals conform to DFARS clause 252.225-7008/7009 and that all non specialty material is acquired from a domestic source of origin. Material certifications shall have a statement of origin of melt.

### Q009 Physical/Chemical Test Reports

Each shipment shall be accompanied by a legible copy of actual physical and/or chemical test reports for the parts produced. These test reports shall ensure compliance to applicable specifications. The certificate shall contain a list of the applicable specification(s), including revision levels and traceability by heat lot or melt numbers. M&TE (measuring and test equipment) test reports shall be traceable to NIST.

### Q011 Change Control

Suppliers are not authorized to make any changes to the design, material, sub suppliers, performance, fit, form and function of any product, or change in location without written approval from Osborn and per customer requirements. If the supplier makes any changes based on a verbal direction from any Osborn personnel, the items will be subject to rejection and returned for rework/replacement to conformance with the requirements of purchase order. All suppliers' requests for changes shall be submitted to Osborn and per customer's approval.



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### Q012 Confidential Information and IP Control

All non-public, confidential or proprietary information of the Buyer, including, but not limited to, specifications, samples, designs, plans, drawings, documents, data, business operations, or pricing, disclosed by Buyer to Seller, whether disclosed orally or disclosed or accessed in written, electronic, or other form or media, and whether or not marked, designated or otherwise identified as "confidential," in connection with the Order is confidential, solely for the use of performing the Order and may not be disclosed or copied unless authorized by Buyer in writing. Upon Buyer's request, Seller shall promptly return all documents and other materials received from Buyer. Buyer shall be entitled to injunctive relief for any violation of this Section. This Section shall not apply to information that is: (a) in the public domain; (b) rightfully and legally known to the Seller at the time of disclosure; or (c) rightfully and legally obtained by the Seller on a non-confidential basis from a third party.

### Q013 ACEA/ITAR ( Arms Export Control Act & International Traffic in Arms Regulations )

Information and material pertaining to defense and military related technologies may only be shared with U.S. persons unless authorized from the Department of State is received or a special exemption is used. U.S. Persons (including organizations) can face heavy fines if they have, without authorization or use of an exemption, provide foreign (Non-USA) persons with access to ACEA/ITAR.

### Q014 Special Process Certifications

Each shipment shall be accompanied by a legible copy of the certification of special process to drawing/specification. Special processes as used here to include, heat treatment, welding, chemical films, and plating as required on purchase order. The certification must include revision level of drawing and /or specification with the signature and title of an authorized supplier representative.

### Q016 Delivery

Supplier shall deliver the goods and/or services as specified in the applicable purchase order. Supplier shall deliver in full within a reasonable time of receipt of the Order. Timely delivery is of the essence. Supplier shall package and ship all goods in accordance with good commercial practice. The applicable purchase order number must appear on all shipping containers, packing list, and bill of lading. Supplier assumes all risk of loss, damage to any goods rejected by Osborn.



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### Q017 Mercury Free

Each shipment made against this purchase order must contain a statement certifying that the item(s) supplied contain no metallic mercury or mercury compounds and the supplier has taken responsible steps to ensure that the item(s) are not contaminated with metallic mercury or mercury compounds. The above requirements shall be passed on to all subcontractors.

### Q018 Counterfeit Part Prevention

Seller shall not deliver products that contain counterfeit items (such as, but not limited to, software, material and electrical/mechanical parts/assemblies. SAE AS5553 and Osborn QP5.12 provide guidance for counterfeit prevention. Supplier delivering counterfeit part(s) to Osborn shall be responsible for and any costs incurred by Osborn or its customers as a result of the counterfeit part(s), including, but not limited to any rework, repair, or replacement.

### Q019 Competence and Awareness

Supplier shall have qualified personnel to perform set tasks. The supplier shall ensure those persons are aware of their contribution to product and service conformity, product safety, and the importance of ethical behavior.

### Q020 Business Continuity Plan

Supplier shall define a Business Continuity Planning (BCP) for recovery of business operations, equipment, processes and resources in the event of a natural and/or business crisis. This will consist of internal and external threats to output and establishes preventative and recovery actions to maintain and restore the overall business output.

### Q021 Human Rights

Osborn does not use child labor or engage in practices that result in forced labor. Furthermore, we expect our suppliers to adhere to laws and regulations prohibiting human trafficking and forced labor.

### Q022 Code of Conduct

Suppliers shall have a management system in place to support compliance with laws, regulations, and the expectations related to or addressed expressly within this Supplier Code of Conduct. We encourage our suppliers to create their own code of conduct and



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flow down this information to their suppliers and any entities that furnish them with materials and products.

### Q023 Environment, Health and Safety

We expect our suppliers to operate in a manner that actively manages risk, conserves natural resources, and protects the environment. We expect our suppliers to apply environmental management system principles in order to establish a systematic approach to the management of risk/hazards and opportunities associated with the environment, including potential risk from regulatory non-compliance, reputational loss, and opportunities for business growth through operational and product.

### Q025 (FOD) Foreign Object Damage / Foreign Object Debris Prevention

FOD is any damage attributed to a foreign object that can be expressed in physical or economic terms which may or may not degrade the product's required safety and/or performance characteristics.

Supplier shall have provisions for the removal and prevention of Foreign Objects per AS9100 requirements. Suppliers shall maintain a FOD prevention program appropriate to their company and their product using National Aerospace Standard NAS 412 as a guideline.

### Q026 Contractor Property Management System per FAR 52.245-1

Seller shall maintain a system to ensure the adequate control and protection of Buyer/Customer Property. If Buyer and/or Government determine Seller's system is inadequate, this could affect Seller's financial liability for loss, damage, or destruction of Buyer/Customer Property, except for normal wear and tear. Upon receipt of notification from Buyer, Seller shall complete and return within thirty (30) working days a completed Property System Certification describing the system that will be used to control Buyer/Customer Property. Additionally, Buyer may, at its option and at no additional cost to the Government, this Purchase Order or Buyer, conduct surveillance at a reasonable time of Seller's or Seller's Subcontractor's Property Control System as Buyer deems necessary to assure compliance with FAR 52.245-1 (Government Property) and Buyer's Purchase Order.

### Q027 Nonconforming Material

Seller shall develop, implement, and maintain a nonconforming material management system. The system shall be used for positively controlling nonconforming material and shall be used for tracking, analyzing to determine root cause, and assuring effective corrective/preventive action implementation. Supplier shall notify Osborn Products of



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any nonconforming products or services and obtain approval for disposition prior to internal disposition.

Additional purchase order conditions:

- Honeywell product is subject to the quality requirements of SPOC Group 002 latest revision.
- Northrop Grumman Armament Mesa Facility product is subject to QA-2002 latest revision. QA-2002 can be found at <https://www.northropgrumman.com/Suppliers/Contracts/Quality-Documents>