	Title: Quality Clauses	
	Rev: E	Work Instructions
Approved by: Bob Small	Doc. Number: QWI-014	Page 1 of 6

1.0 PURPOSE

To establish and communicate specific Martinic and Martinic's customer's quality requirements to our supply base.

2.0 SCOPE

The procedures contained in this document are based on the latest information available. In the event a conflict exists between these procedures and existing process, the process shall take precedence until the document is revised.

Proper performance of the procedure in the document will fulfill portions of the requirements of AS 9100 (Current Revision) / ISO 9001 (Current Revision).

3.0 RESPONSIBILITIES

3.1 It is the duty of the Document Control Coordinator (DCC) to ensure that the information contained in this document is based on the latest information available.

3.2 It is the responsibility of all company personnel or any other user of this document to properly perform all procedures. In addition, Martinic Engineering personnel should notify document control through the Document Change Request (DCR) change process of any incorrect, inadequate, or unsafe procedures or any conflict with existing process as soon as possible.

4.0 PROCESS

4.1. QUALITY MANAGEMENT SYSTEM:

All Suppliers shall ensure that they and members of their supply chain are compliant to the applicable requirements of AS/EN/JISQ 9100, ASQR-01 and AS13100 Table 2.


A distributor's quality system shall be certified by an industry accredited body to one or more of the following standards; AS/EN/JISQ 9100, AS/EN/JISQ 9120, ISO 9001, or IATF16949.

Special Process Suppliers for P&W and other Raytheon Technologies Member companies' orders must have their QMS certified to AS/EN/JISQ 9100 or NADCAP AC7004

Suppliers must maintain a list of approved sub-tier suppliers.

Supplier management shall notify Martinic (via the Buyer) of all significant changes to the supplier's quality system within 48 hours. Significant changes include but are not limited to:

- Change in products, processes, or services
- Change in external providers
- Change in location of facility
- Change in ownership
- Change in senior company management
- Change in quality system
- Change in certification, registration, or accreditation status

	Title: Quality Clauses	
	Rev: E	Work Instructions
Approved by: Bob Small	Doc. Number: QWI-014	Page 2 of 6


- 4.2. **SUPPLIER PERFORMANCE:** The supplier must maintain a Quality Level $\geq 95\%$ and an OTD level $\geq 90\%$. If levels drop below target, the supplier may be notified and may be placed on conditional status or disapproved if not corrected.
- 4.3. **CERTIFICATION OF CONFORMANCE:** (C of C) attesting to the conformance of material, (which shall include chemical and/or physical reports with "actual" or "typical" as contractually required results of tests conducted on all materials shipped, verifying conformance to a specifications referenced on drawings and/or purchase orders) outside services performed, hardware, machining/manufacturing, etc. The C of C shall include at a minimum date, purchase order number, suppliers name, part number, drawing number and/or representative, lot, batch, serial number or other identification be signed by an authorized representative of the Supplier and shall accompany an order upon receipt of said items to Martinic Engineering.
- 4.4. **CONTROL OF SPECIAL PROCESSES:** Martinic supplier's and any subcontractor(s) used by the supplier shall be both a Martinic and a Customer approved source for the specific process being contracted. These include operations subject to process controls such as: coating, joining, heat treating, cleaning, non-destructive test, etc. The vendor (seller) shall be approved as per above to perform specific required Special Processes, or use Special Process vendors acceptable to Martinic Engineering and our customer. The vendor shall only perform work per the PO requirements. First Article/Piece Inspections if requested shall not be an authorization of work. This will include but not limited to email communications, visual aids, sketch sheets, etc.

Special Process Suppliers for P&W and other Raytheon Technologies Member companies' orders must have their QMS certified to AS/EN/JISQ 9100 or NADCAP AC7004 and must have your Special Process(es) NADCAP accredited if you are supplying services in any of the following categories:


1. Chemical Processing
2. Coatings
3. Heat Treating
4. Nonconventional Machining and Surface Enhancement
5. Nondestructive Testing
6. Welding

Materials Testing Laboratories shall be accredited by either Nadcap or by signatories to the ILAC.

- 4.5. **Martinic Engineering CONSIGNED MATERIAL:** The PO Holder (vendor) shall be financially responsible for all scrap to material consigned buy Martinic Engineering to include but not limited to Castings, Forgings and Bar Stock. At Martinic Engineering discretion Bar Stock may be replaced by the vendor with written approval from the Martinic Engineering QA Manager. Castings and Forgings shall be debited at FULL MATERIAL COST.

	Title: Quality Clauses	
	Rev: E	Work Instructions
Approved by: Bob Small	Doc. Number: QWI-014	Page 3 of 6

- 4.6. **INSPECTION REQUIREMENTS. First Article Inspection:** The supplier shall perform a First Article Inspection and provide documentation in accordance with AS9102 when one of the following applies: First time supplier; new production run; Change in design/manufacture, change in location of manufacture or a lapse in production exceeding 2 years. The FAIR must include all blueprint dimensions and notes; the drawing must be bubbled/ballooned and included with the FAIR for shipment with parts.
- 4.6.1 **Final Inspection Report:** A Final Inspection Report for the lot submitted is required and shall contain a sampling of all blueprint dimensions and notes. An AQL level as provided by Martinic Engineering will be followed when acquiring sample sizes.
- 4.6.2 **Machined Castings:** All machined castings shall have a First Piece submitted to Martinic Engineering with supplier's first piece inspection report for verification of all machined dimensions prior to production run. This is required for each machining operation.
- 4.6.3 **DISCREPANT MATERIAL:** Martinic Engineering Quality Department shall have final authority over Part Quality Acceptance.
- 4.7. **SOURCE INSPECTION:** Martinic Engineering and or our customer shall be afforded the right to verify at the supplier's facility prior to shipment that the subcontracted product conforms to specified requirements of the Purchase Order/ Quality Clauses. The supplier shall furnish, at no cost, acceptable facilities and equipment to the Martinic Engineering representative for his/her inspection.
- 4.8. **RIGHT OF ENTRY:** Martinic Engineering, its customers, and regulatory agencies shall have the right of access to any place necessary to determine and verify the quality of contracted work, records and material at any level of the supply chain. The Supplier shall include provisions in the subcontracts to allow the Supplier, Martinic Engineering, its Customers, and Regulatory Agencies Right of Entry to any vendor necessary to determine and verify the quality of contracted work, records and material.
- 4.9. **RECORD RETENTION AND CERTIFICATIONS:** Records must be maintained for a period of 15 years and must be retrievable within 48 hours of a request by Martinic Engineering/Martinic Engineering. Certification test data shall be traceable to the organization performing the testing, special processing and/or inspection(s) requested via Martinic Engineering Purchase Order. All factual information shall be included to demonstrate conformance of specification and/or Purchase Order requirements.

	Title: Quality Clauses	
	Rev: E	Work Instructions
Approved by: Bob Small	Doc. Number: QWI-014	Page 4 of 6

4.10. **REPORT OF NON-CONFORMITIES OR INCONSISTENCIES WITH PRODUCT AND/OR PURCHASE ORDERS:** The supplier shall review the Purchase Order and product manufacturing, processing, and/or testing requirements prior to its initiation. If errors or inconsistencies are noted with the P.O., Part and or other document referenced by the Purchase Order the supplier must immediately notify Martinic Engineering or its acting delegation. Supplier proceeding with work without written concurrence does so at their own risk. Product will not be accepted by Martinic Engineering Quality Assurance Department until the Purchase Order and all documentation referenced there comply with the product delivered.

4.11. **CORRECTIVE ACTION REQUEST:** Acceptance of this purchase order obligates the seller to perform, upon request, a corrective action investigation when discrepant material is received by the buyer. Upon notification of a Supplier Corrective Action Request (SCAR) the seller shall perform and complete containment activities with 48 hours. The seller shall complete and submit the SCAR documents to the buyer within the specified time (30 days) as stated in the document.


4.12. **MATERIAL TEST REPORTS:** Each shipment must be accompanied by a legible and reproducible copy of all material certifications used to produce the items contracted for by this purchase order.

NOTE: No Material Substitutions Allowed without prior written consent from Martinic Engineering QA Manager or designee

4.13. **PROHIBITED PRACTICES:** The supplier does not have material review authority and shall not make any unauthorized repairs by any means without Martinic Engineering customer approval.

4.14. **PROHIBITED MATERIAL USES:** Parts supplied on this Purchase Order shall not, and indicate, "have not been exposed to functional mercury or mercury compounds".

4.15. **FOREIGN OBJECT DEBRIS/DAMAGE (FOD):** The supplier shall employ appropriate housekeeping practices to assure timely detection and removal of residue/debris generated, if any, during operations and/or normal daily tasks and shall ensure FOD requirements are flowed down to suppliers at every tier. FOD control procedures and process shall conform to International Standard AS9146 (current revision).

	Title: Quality Clauses	
	Rev: E	Work Instructions
Approved by: Bob Small	Doc. Number: QWI-014	Page 5 of 6

- 4.16. **PACKAGING:** At a minimum, the supplier shall package all material in a manner that will ensure protection against corrosion, oxidation, deterioration and physical damage during shipment. Inadequate packaging will be rejected and returned to the supplier. In addition, when materials delivered are lot-controlled and multiple material lots are shipped, each lot shall be separately packaged and identified.
- 4.17. **CALIBRATION SYSTEM:** Martinic's supplier's calibration system shall meet the requirements of: ISO 17025, ISO 10012-1, AS9100, ANSI-Z540-1 or MIL-STD-45662.
- 4.18. **CERTIFICATION OF CALIBRATION:** The calibration service shall provide a certificate attesting to the accuracy of the items procured and is supplied with each shipment. This certification must contain all the test parameters necessary to demonstrate conformance to the manufactures specifications and shall be traceable to National Institute of Standards and Technology (NIST).
- 4.19. **DELIVERY SCHEDULES/DELAY IN DELIVERY:** Supplier shall meet all scheduled delivery dates as specified on Martinic Engineering Purchase Order. If supplier is aware of any delays in delivery supplier shall immediately notify buyer in writing of any delay, reason for delay and new delivery date. In case of delay in delivery without proper notification, Martinic Engineering reserves the right to cancel the Purchase Order and/or recoup any fines assessed to Martinic Engineering by its customer due to late deliveries.
- 4.20. **SUBCONTRACTING:** The Supplier shall not subcontract work on any article to be supplied under Martinic Engineering Purchase Order without prior written consent of Buyer. Upon approval all Quality Clauses shall be flowed down to seller's subcontracted supplier.
- 4.21. **NOTIFICATION:** The Supplier shall notify Martinic Engineering of any process, product, or service changes of their providers or location of manufacture and must obtain written approval from Martinic Engineering before the change can be made.
- 4.22. **ANTI-TERRORIST POLICY:** The Supplier agrees to comply with Executive Order Number 13224 – blocking property and prohibiting transactions with persons who commit, or support terrorism. Supplier shall also include this statement in each lower-tier subcontract or purchase order issued.

MARTINIC ENGINEERING™	Title: Quality Clauses	
	Rev: E	Work Instructions
Approved by: Bob Small	Doc. Number: QWI-014	Page 6 of 6

4.23. **COUNTERFEIT PARTS PROGRAM:** The Supplier agrees to implement and maintain a Counterfeit Parts Program to ensure that all product in original and its origins can be traced and verified. To prevent and mitigate the use of counterfeit parts, supplier and all members of their supply chain, including Distributors, shall comply with the requirements of AS5553 for electronic components and AS6174 for non-electronic product.

4.24. **CUSTOMER REQUIREMENTS:** When a customer is identified on the PO the Supplier shall insure that ALL customer requirements are followed.

4.25. **EMPLOYEE AWARENESS:** The Supplier shall ensure that all employees and external sources are aware of their contribution to product and service conformity, their contribution to product safety and the importance of ethical behavior.

4.26. **ACCEPTANCE AUTHORITY MEDIA:** Media such as inspection stamps used for product acceptance/inspection must be controlled and traceable to the personnel they are issued to.

5.0 RELATED DOCUMENTATION

Quality Management Systems Manual
Purchasing
Inspection and Testing

QSM-01
SOP-06
SOP-10

6.0 REVISION HISTORY

Revision	Change	Date
A	Initial Issue	May 1, 2017
B	Altered 4.5 to reflect all AS9102 requirements Added Para 4.20 & 4.24	June 26, 2020
C	Altered 4.8 and changed record retention time from 7 to 10 years.	May 4, 2023
D	Revised 4.2 to define supplier performance expectations. Revised 4.9 to increase record retention to 15 years. Revised 4.11 to add time requirements for supplier corrective actions. Revised 4.15 to add International Standards for FOD Control and Avoidance Revised 4.23 to add International Standards for Counterfeit Material Control and Avoidance Topographic and clerical changes through-out	Jan 8 2024
E	Revised 4.1 Quality Management System requirements Revised 4.4 Control of Special Processes Revised 4.8 Right of Entry Added 4.26 Acceptance Authority Media	March 4, 2024