



## Aerospace Supplier Quality Requirements (ASQR)

### General Requirements Applicable to All Purchase Orders

#### **A. SURVEILLANCE**

Bond Optics reserves the right to conduct periodic audits of Seller's Quality Assurance inspection system, and to witness and/or conduct inspections and tests to assure materials or supplies satisfactorily meet procurement document requirements; review Corrective Action activities and other records that reflect on hardware or service quality.

#### **B. CHANGES**

Supplier shall not accept verbal changes to the specifications, drawings, or Purchase Order Requirements without supporting documents from Bond Optics.

#### **C. DISCREPANCIES**

Any deviations from established drawing or specifications intended for shipment must be reported to the Bond Optics Buyer immediately. No deviations will be considered approved without written confirmation from the buyer. Repairs are not to be undertaken without prior written approval from the buyer. Unless otherwise specified in this Purchase Order, the Supplier and/or any of their Suppliers/Subcontractors DO NOT have authority to process "USE-AS-IS", "REPAIR", "STANDARD REPAIR PROCEDURES (SRPS)" or "NON-SRPS" via their Material Review Board (MRB). These dispositions, as well as deviations and request for waivers, requiring MRB disposition shall be submitted to Bond Optics for approval. This does not include REWORK or SCRAP. The Supplier/Subcontractor shall utilize its appropriate nonconforming material disposition form and submit it to the Buyer for Bond Optics approval.

#### **D. CORRECTIVE ACTION**

Acceptance of this Purchase Order obligates the supplier to perform, upon request, a Corrective Action investigation when discrepant material is received at Bond Optics. A written report shall be furnished, within a stipulated time period, which is specific and conclusive to prevent a recurrence of the discrepancy.

#### **E. DOCUMENTATION**

Bond Optics shall not accept items delivered under the Purchase Order if the supplier fails to submit certifications or other documentation specified in the Purchase Order.

#### **F. PRESERVATION AND PACKAGING**

Unless special packaging requirements are referenced in the Purchase Order, the supplier shall use best commercial practices for preservation and packaging of articles supplied to Bond Optics, and shall identify each package with the Purchase Order number, date shipped and packing sheet number.

#### **G. COUNTERFEIT PARTS**

Bond Optics understands that counterfeit parts are a serious issue worldwide. Acceptance of this Purchase Order obligates the supplier to only send authentic parts. Any product that cannot be verified as authentic with Manufacturer will not be returned to the seller but will be treated as counterfeit and governmental oversight will be final determination.

#### **H. AWARENESS**

Bond Optics reserves the right to require and request evidence that Suppliers ensure their personnel are aware of: (a) Their contribution to product or service conformity; (b) Their contribution to product safety; (c) The importance of ethical behaviour.

### ASQR Clauses

*The following 'SQR' clauses become part of the Purchase Order when specified by number-code on the Purchase Order*

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## SQR-1 GOVERNMENT SOURCE INSPECTION

Government Inspection is required prior to shipment from your facility. Upon receipt of this order, promptly notify the Government Representative normally servicing your facility so that the appropriate planning can be accomplished. If a government representative does not service the Suppliers' facility, notify the nearest Defense Contract Administrative Office for direction, or Bond Optics.

## SQR-2 SOURCE INSPECTION

Source Inspection shall be conducted by Bond Optics at the Supplier's facility or where designated in the Purchase Order prior to shipment. Inspection/test of the items shall be performed by the Seller, and shall be subjected to witness by Bond Optics. Bond Optics shall elect to do 100% or sample of the units. If sample is elected, the sample will be selected by Bond Optics. Seller shall have available and present upon request, documented evidence of in-process and/or final inspection/test data. Required documentation for shipment must be completed and signed by its Quality Assurance Manager, or authorized designee, and available for Bond Optics review.

## SQR-3 FIRST ARTICLE INSPECTION

Supplier shall perform and document a comprehensive inspection and test of the article to assure the items conform to all specification requirements. First Article Inspections shall be performed in accordance with Aerospace Standard AS9102. First Article Inspection is required on a part representative of the production process used in the manufacture of the parts. The First Article Inspection Report (FAIR) must accompany the first shipment of parts.

If two years have elapsed since the last shipment of this part number, a new First Article Inspection is required. If an AS9102-compliant FAIR is not required, an equivalent supplier form may be used and shall include the following:

- Bond Optics part number, revision level
- All print requirements including, Notes, Feature, Tolerance
- Actual measured value, Method of Gauging, Accept/Reject indication

Where physical testing is required, the results of the test must be recorded. Where special processes are required, verification of each special process must be recorded, applicable certifications retained, and available for review (or submitted with the FAIR if requested by Bond Optics). The signature and title of the person performing the inspection and date of inspection must also be included.

## SQR-4 CERTIFICATE OF CONFORMANCE

A certificate of conformance shall accompany each shipment signed by its Quality Assurance Manager, or authorized designee, stating the product supplied is in full conformance with all physical configuration and functional test specifications; that all raw material used conforms to applicable specifications. Inspection and test data, physical and chemical analysis, and in-process inspection data are on file subject to review by Bond Optics upon request.

## SQR-5 CHEMICAL AND PHYSICAL TEST REPORTS

For raw material shipments, or where material was supplied by the supplier, physical and chemical test report certifications shall be supplied with each shipment. Test reports shall be legible and include the material designation, specification and revision letter (material must be certified to the latest revision in effect at the time of shipment), results of all specified testing requirements, the mill heat number, and any other requirements specified on the Purchase Order and must be traceable to the material.

## SQR-6 QUALITY MANAGEMENT SYSTEM

Supplier shall provide and maintain a quality system that complies with the requirements of **ISO9001** or **AS9100D**, unless otherwise directed by Bond Optics. Immediate notification is required in case of non-compliance to Quality System Requirements, e.g. loss of third party certification.

## SQR-7 RIGHT OF ACCESS

The supplier shall allow Bond Optics representatives, its customer representatives and/or regulatory agencies to access their facilities for the purpose of evaluating the supplier's conformance to contractual requirements. This right of access clause shall be flowed-down by the supplier to its sub-tier sources.

## SQR-8 APPROVED INSPECTION PLAN

When requested; suppliers shall submit a detailed inspection plan to Bond Optics Facility for approval before manufacturing begins. Supplier inspection shall be in accordance with the Bond Optics approved inspection plan for the part number ordered.

## SQR-9 IDENTIFICATION AND CONTROL

Items shall be traceable by lot number. Seller shall assign a common lot number to all items in a specific manufactured lot. When specified in the Purchase order, Seller shall identify individual serial numbers, to all items shipped to Bond Optics and shall appear on the certification. Serial numbers shall be assigned by Bond Optics. The method of marking will be specified in the Purchase Order or on a furnished manufacturing drawing. The Seller shall maintain traceability of each serialized item to raw materials used in its manufacturing processes.

## SQR-10 TEST AND INSPECTION REPORTS

Test and inspection reports, with measured data as required by the applicable procurement specification, must accompany each shipment.

## SQR-11 RETENTION OF INSPECTION RECORDS

The supplier shall maintain all inspection and test records that substantiate conformance to the requirements of the Purchase Order. The records shall be protected from loss, deterioration or damage. Unless otherwise specified by Bond Optics in the Purchase Order, these documents shall be retained for a period of 10 years after final delivery. The supplier shall flow-down record retention requirements to sub-tier suppliers.

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## SQR-12 SPECIALTY METALS

DFARS 252.225-7014 Preference for Domestic Specialty Metals (Apr 2003) applies to this order if specialty metals are being furnished. Contact Bond Optics Purchasing for clarification or applicability if necessary.

## SQR-13 BUYER FURNISHED MATERIAL

When Bond Optics furnishes material, the Seller's System shall provide for the following:

- Examination upon receipt for transit damage
- Verification of quantity
- Storage against damage
- Prevention against improper use or disposition

## SQR-14 LOWER-TIER SUPPLIERS

The supplier is responsible for the performance of their lower-tier suppliers and shall maintain a system to assure that all purchased materials, equipment and services conform to the Buyer's Purchase Order requirements, including:

- Selection of qualified (in accordance with the Supplier's quality management system requirements) suppliers
- Flow down of the Buyer's Purchase Order requirements
- Quality surveillance process and product verification of procured items and services, including a detailed review of all material test reports, inspection and test data, and personnel and procedure qualification documentation received from all lower-tier suppliers to assure that all applicable codes, specifications and standards invoked in the Buyer's Purchase Order requirements have been fully met for the products and services provided by the lower-tier supplier

## SQR-15 APPROVED SUPPLIERS

As required, Bond Optics "Approved Suppliers" are responsible for maintaining a list of their approved suppliers, and shall have it available upon request for review by Bond Optics. Information shall include name, address, nomenclature of parts or services provided, and other pertinent information requested by Bond Optics.

## SQR-16 CHANGES TO WORK

The Supplier shall make no Changes to Work under this Purchase Order or Contract including any change in design, manufacturing process, materials, or otherwise which may affect form, fit, or function of the Work without prior notification to and approval by Bond Optics. Such notification shall consist of detailed drawings clearly defining such Changes and the date such changes are proposed to be effective. Such notification shall not constitute approval of the proposed change nor relieve the Supplier of the obligation to comply with requirements contained in the Purchase Order or Contract. If the proposed Change is approved, the Change Approval shall be documented.

## SQR-16 CALIBRATION SYSTEM COMPLIANCE OF INSPECTION, MEASURING AND TEST EQUIPMENT

A system for the maintenance and calibration of inspection, measuring, and test equipment shall be maintained. ANSI/NCSL Z540-1 and ISO17025 are applicable to calibration activities. Acceptable alternative:

MIL-STD-45662A "Calibration System Requirements" All calibration standards must be traceable back to NIST (National Institute of Standards and Technology) and the NIST test number shall be included on the certificate of conformance. If any measuring equipment is found to be out of tolerance, "As Found, As Left" data shall be included.

## SQR-17 FOREIGN OBJECT DEBRIS (FOD)

Supplier shall comply with NAS412 to prevent Foreign Object Damage (FOD) to manufactured products. Supplier shall establish and maintain an effective FOD prevention program through a Continual Improvement approach that proactively addresses and controls the events (conditions and actions) leading to FOD.

## SQR-18 EXPORT/IMPORT CONTROLS (ITAR)

When ITAR applicable: Supplier shall control the disclosure of, and access to, technical data, information, and other items including hardware received under this Purchase Order in accordance with U.S. export control laws and regulations, including but not limited to the International Traffic in Arms (ITAR) and the U.S. Department of Commerce, Bureau of Industry and Security (BIS), and Export Administration Regulations, as applicable. Contact Bond Optics Purchasing for clarification or applicability if necessary.

## SQR-19a 15 CFR §758.6 of the EAR:

When EAR applicable: *"These commodities, technology or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to US Law prohibited"*

## SQR-19b 22 CFR §123.9(b) of the ITAR:

When ITAR applicable: *"These commodities are authorized by the US Government for export only to (country of ultimate destination) for use by (end user). They may not be transferred, trans-shipped on a non-continuous voyage, or otherwise be disposed of in any other country, either in their original form or after being incorporated into other end-items, without the prior written approval of the US Department of State."*

## SQR-20 COUNTERFEIT PARTS AVOIDANCE

Supplier shall ensure that controls are in place to reduce and mitigate the risk of counterfeit components and/or assemblies from Bond Optics in compliance of AS5553 and their Quality Management System. This Procedure outlines the process of procuring parts from reliable sources, assure authenticity and conformance of procured parts, to control parts identified as counterfeit and report counterfeit parts to Bond Optics and Government Investigative authorities. Any questionable items should be referred to Bond Optics.

## SQR-21 ETHICAL BEHAVIOR

Bond Optics reserves the right to require and request evidence that Suppliers ensure their personnel are aware of their contribution to product or service conformity, their contribution to product safety and the importance of ethical behavior.