



## **Summit Aeronautics Group, LLC Purchase Order Requirements**

### **Q01. RIGHT OF ACCESS**

Summit Aeronautics Group, its customers and/or regulatory agency shall be allowed right of access to visit the supplier's facilities to monitor the items being manufactured/processed for Summit to determine and verify the quality of work, records and material(s). Summit will provide advance notification of such visits, whenever possible to avoid disruption of planned schedules.

### **Q02. REQUIREMENTS FLOWDOWN**

Suppliers are required to flow down to sub-tier suppliers the applicable requirements in the purchasing documents including key characteristics where required. Summit Aeronautics Group reserves the right to add Suppliers to the "Approved Supplier List" and also reserves the right to remove Suppliers from said list based on performance. Under DOD or other Government contracts, supplier and sub-tiers suppliers must comply with requirement of DFARs 252.225 for material and products obtained or produced.

### **Q03. RETENTION OF RECORDS**

Records must be maintained on file for a minimum of seven (7) years beyond the termination of the contract. Fracture/durability critical designation require a record retention time of twenty (20) years beyond the termination of the contract. F-35 parts require a retention time of thirty (30) years beyond the termination of the contract. Records must be legible, identifiable, retrievable and available to Summit Aeronautics Group, Summit Aeronautics Group Customer, the Customers' customer and regulatory agencies.

### **Q04. DOCUMENT CONTROL**

Summit Aeronautics Group will provide Suppliers with the required documents for the scope of work. It is the responsibility of the Supplier to ensure that they work to the latest revision levels. The Supplier shall protect proprietary information and require sub-tier Suppliers to do the same.

### **Q05. APPROVED PROCESSING SOURCES**

Suppliers shall use only end item customer approved processing sources.

### **Q06. PRODUCT VERIFICATION**

Verification by Summit Aeronautics Group does not preclude the Supplier of the responsibility to provide acceptable product, nor shall it disallow subsequent rejections by Summit Aeronautics Group. The supplier is required to apply all "No Change Clauses" where processes are established by either Summit or customer approved methodologies i.e., requirements for the supplier to notify the organization of changes in product and /or process definition and, where required, obtain organizational approval.

### **Q07. CONTROL OF NON-CONFORMING PRODUCT**

Supplier must notify Summit Aeronautics Group of non-conforming product. Non-conforming product produced for Summit Aeronautics Group shall not be stored in the same area as conforming product and will be tagged and returned to Summit Aeronautics Group along with completed (suppliers') internal non-conforming report.



**Q08. CORRECTIVE ACTION**

When a quality problem exists with any Supplier item, Summit Aeronautics Group may forward a "Corrective Action Request" to supplier, requiring timely response that shall include the following information: analysis of the cause of the problem, statement of the action taken to prevent recurrence, and the effectivity of the action. Response to a corrective action shall be completed within the timeline given.

**Q09. HANDLING, PACKAGING, PRESERVATION AND DELIVERY**

The Supplier shall have appropriate procedures for the prevention and control of Foreign Object Debris and Damage (FOD). Supplier shall assure that Summit's procured product be protected against corrosion, contamination, deterioration, or other spoilage during transit. All material shall be packed with suitable protection as to prevent damage through handling, transit, and during storage prior to use. Packaging will be in accordance to "Best Commercial Practice" unless otherwise stated in the Purchase Order. Other shipping instructions may be contained in the Purchase Order.

**Q10. STATISTICAL TECHNIQUES**

When required by Summit Aeronautics Group contract, the Supplier shall perform statistical analysis for applicable key characteristics and provide results upon Summit Aeronautics Group request or Summits' customers' request.

**Q11. EVIDENCE OF INSPECTION**

Neither Summit Aeronautics Group nor its customers, accept "sampling inspection". This type of inspection may be deemed acceptable under certain conditions with written permission from Summit Aeronautics Group. An appropriate member of the quality control department is required to sign to show 100% acceptance status for every shipment.

**Q12. FIRST ARTICLE REQUIREMENTS**

Evidence of 100% inspection is required for all first article shipments First Article Inspection (FAI). Documentation of a complete Summit Aeronautics Group record of inspection or its equivalent, meeting the requirements of AS9102, shall be provided with the first shipment. First article inspections shall be required for all configuration changes. Supplier shall provide documentation of a first article inspection report matching the current configuration, with each first shipment.

**Q13. MATERIAL SUPPLIERS**

All material must be domestic material unless otherwise specified by written consent on purchase order.

- Material must have full mill certifications to the specification as called out on the purchase order.
- All other certified products and processes require certificates of conformance or full process certifications unless otherwise specified on the purchase order.

**Q14. MATERIAL SHELF LIFE**

Material, chemical or item received shall have a minimum of 75% of its original shelf life upon receipt in our facility and MSDS sheet shall be included with item.



**Q15. TIME AND TEMPERATURE SENSITIVE MATERIAL (TATS)**

Time and temperature storage conditions must be attached to the packing sheet and accompany each shipment to be delivered hereunder. The outer-most shipping box must be marked to indicate "Time and Temperature sensitive Material" and to be within the temperature storage range upon receipt in our facility.

**Q16. CERTIFICATIONS**

One (1) copy of each certification document specified below shall accompany each shipment or Summit Aeronautics Group reserves the right to withhold payment until certification is received. Certification shall be signed by a responsible member of the vendor's firm. Each certification shall identify the Summit Aeronautics Group Purchase Order and shall identify the items covered by the certification. Materials received without certification may be rejected and returned at vendor's expense.

1. **General Compliance:** The vendor shall provide a Certificate of Compliance that all materials, processes, and/or finished items supplied under this order are as specified by Summit Aeronautics Group Purchase Order.
2. **Raw Material Identification:** All raw material, included plate, bar, extrusion, sheet, etc . . . . of aluminum, steel, or other material, must be identified per the applicable specification. Identification to Summit Aeronautics Group Purchase Order Number is also requested.
3. **Specific Compliance:** The vendor shall certify that all parts, materials, processes and finished items supplied under this order were inspected, tested and found to comply with the requirements of this order. Inspection and test data shall be maintained and are subject to Summit Aeronautics Group examination. The applicable drawing and/or specification and its revision shall be referenced.
4. **Material Test Reports (Actual):** The vendor shall submit a chemical and physical test report per the applicable specification for the materials shipped under this order with actual test results from samples representative of this material.

**Q17. DROP-SHIPPED MATERIAL**

Summit Aeronautics Group may purchase material from a Supplier to be sent (drop-shipped) to a different Supplier. Upon receipt, Supplier is required to immediately fax a copy of the pack slip and all test reports. These shall be faxed attention: Summit Receiving Inspection. Material shall be marked property of Summit Aeronautics Group (SAG) and identified such that traceability to the heat lot is maintained. Any excess material shall be returned to SAG with the parts.

**Q18. ORDER OF PRECEDENCE**

In the event of conflict between specifications, drawings, and purchase order, the purchase order takes precedence. If needed contact Summit Aeronautics Group Buyer.



**REVISION HISTORY**

| <b>Revision</b> | <b>Date</b> | <b>Change</b>                       | <b>Request By</b> |
|-----------------|-------------|-------------------------------------|-------------------|
| D               | 09/04/2009  | Complete rewrite & Revision history | Kevin Van Dyke    |
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