



**QUALITY ASSURANCE PROVISIONS
FOR PURCHASE ORDER**

Document: QAP-PO

Revision: 2

This document includes all Quality Assurance Provisions and definition available for inclusion on purchase orders and subcontracts issued by Spartan Air Academy Iraq, referenced herein as “Spartan Iraq”.

Only those Quality Assurance Provisions cited in the body of the purchase order are made a part of the purchase order by reference.

Articles defined in the purchase order will not be accepted if certifications, documentation, test data, or reports specified herein are not submitted.

These Quality Assurance Provisions apply when specified on purchase orders originally issued on or after the most recent effective date in the Record of Changes. Unless otherwise specified in the purchase order, purchase orders issued prior to that date should use the Quality Assurance Provisions in effect at the time of the original purchase order was issued.

Revision History

Rev.	Revision Description	Date
New	Initial release	7/26/2019
1	Add Quality Assurance Provision QA-15, Certificate of Origin requirement	9/11/2019
2	Revised QA-11 Material Packaging to include ISPM-15 requirement	2/14/2020



**QUALITY ASSURANCE PROVISIONS
FOR PURCHASE ORDER**

Document: QAP-PO

Revision: 2

Table of Contents

QA-1: CERTIFICATE OF CONFORMANCE3

QA-2: INSPECTION SYSTEM3

QA-3: CALIBRATION3

QA-4: ACCESS TO FACILITY3

QA-5: GOVERNMENT SOURCE INSPECTION3

QA-6: SOURCE INSPECTION/TEST4

QA-7: REWORK OR REPAIR REQUIREMENTS FOR ELECTRONIC ASSEMBLY4

QA-8: TEST/INSPECTION DATA4

QA-9: CIVIL AVIATION RECORDS RETENTION4

QA-10: SAFETY DATA SHEET (SDS)4

QA-11: MATERIAL PACKAGING4

QA-12: QUALITY ASSURANCE PROVISION FLOW-DOWN REQUIREMENT5

QA-13: SHELF-LIFE MATERIAL5

QA-14 FOREIGN OBJECT DEBRIS/DAMAGE PREVENTION5

QA-15: CERTIFICATE OF ORIGIN5



**QUALITY ASSURANCE PROVISIONS
FOR PURCHASE ORDER**

Document: QAP-PO

Revision: 2

QA-1: CERTIFICATE OF CONFORMANCE

Shipment made against this P.O. must contain a Certificate of Conformance, signed and dated by an authorized agent of the company, attesting that all applicable specification, drawing and Purchase Order or Work Order requirements have been met. The Certificate of Conformance must include the company name, P.O. number, the part number and revision letter (listed on the P.O.), the quantity of pieces in the shipment, the serial number and/or date code, as applicable. The following data, as a minimum, supporting the Certificate of Conformance must be on file subject to review by Spartan Iraq.

- a. Name of manufacturer
- b. Purchase Order Number and if applicable the release number.
- c. Item name and identification number (s) (I.e. Part Number, Lot Number, Serial Number)
- d. Applicable Drawing/Specification number(s) and Revision Letter
- e. Authorized waivers or changes

The Certificate of Conformance shall carry a statement to the effect that:

"We hereby certify that the Materials/Products/services furnished in this order were made or performed in accordance with and conform to the applicable specification(s) and/or drawing(s) as stipulated in Spartan Iraq Purchase Order."

Computer-generated or facsimile-reproduced signatures will be considered to have the same force as an original signature.

QA-2: INSPECTION SYSTEM

The supplier shall provide and maintain a documented inspection system which will assure that all supplies and services submitted to the Spartan Iraq for acceptance conform to Purchase Order requirements whether manufactured or processed by the supplier, or procured from subcontractors or vendors.

The inspection system is to include as a minimum, document and record control, inspection result records, control of nonconforming products, and a corrective action system.

QA-3: CALIBRATION

Supplier shall maintain a documented calibration system. The system shall be in compliance to prevailing industry requirements and be traceable to NIST or other internationally recognized standards laboratory. Calibration report shall include as found measurements, calibration action taken, ending measurements, limitation (as applicable), and assigned calibration interval.

QA-4: ACCESS TO FACILITY

During performance on this purchase order, supplier's Quality Control, inspection system and manufacturing processes are subject to audit, review, and surveillance by authorized representatives from Spartan Iraq and our customer's organization.

QA-5: GOVERNMENT SOURCE INSPECTION

U.S. Government inspection is required prior to shipment from your facility. Upon receipt of this order, promptly notify the U.S. Government Representative who normally services your plant so that appropriate planning for Government Inspection can be accomplished.

In the event the representative or office cannot be located, the Spartan Iraq buyer should be notified immediately.



**QUALITY ASSURANCE PROVISIONS
FOR PURCHASE ORDER**

Document: QAP-PO

Revision: 2

QA-6: SOURCE INSPECTION/TEST

Spartan Iraq Source Inspection / Test is required prior to shipment from your facility. Notify the Spartan Iraq buyer seven (7) working days in advance of when inspection is needed. Inspection equipment (gages, templates, jigs, etc.) and personnel must be available for Spartan Iraq Quality Assurance representative to perform source inspection. Verification by the customer shall not be used by the organization as evidence of effective control of quality by the supplier and shall not absolve the organization of the responsibility to provide acceptable product, nor shall it preclude subsequent rejection by Spartan Iraq.

QA-7: REWORK OR REPAIR REQUIREMENTS FOR ELECTRONIC ASSEMBLY

Rework or repair that was accomplished to the electronic assembly by the supplier must be documented and a copy of the documentation is to be provided with the shipment of the electronic assembly. Documentation includes, but is not limited to: (1.) Failure Report & Analysis; (2.) Action taken to correct/repair the discrepancy; (3.) Acceptance Test Procedure (ATP) report; and, (4.) Certificate of Compliance or FAA form 8130 indicating the electronic assembly was reworked or repaired in accordance with applicable OEM requirement(s).

The electronic assembly shall be packaged in a manner to prevent ESD and physical damage to the electronic assembly during handling and shipping.

QA-8: TEST/INSPECTION DATA

Supplier shall provide test and/or inspection and supply data for the parts as part of the shipment. Actual readings shall be supplied for all quantitative measurements. The test data shall include, as applicable:

- a. Dimensional Test Data – test report containing quantitative results of all dimensional measurements;
- b. Functional Test Data – final test report containing quantitative results of electrical and /or functional tests.

The Test/Inspection Data must include the acceptance identification of an authorized representative of the supplier or subcontractor.

QA-9: CIVIL AVIATION RECORDS RETENTION

The Supplier, including all of its subcontractors at all tiers, shall retain and safeguard all records related to the production of the parts for unlimited time in order to maintain airworthiness of the products. Supplier shall not destroy any of the records unless Spartan Iraq written approval is provided. In the event that the Supplier will go out of business all records shall be provided to Spartan Iraq. Data that should be retained include but not limited to route cards, audit records, raw material COC, test data, etc.

Computerized records shall be backed up and kept at a safe place, protected against fire, liquids and burglary.

QA-10: SAFETY DATA SHEET (SDS)

Suppliers must submit SDS's in accordance with Title 29 Code of Federal Regulations 1900.1200 and the new Global Harmonized System (GHS).

All Precautionary Labeling must be the correct GHS labeling (pictograms inside of diamonds).

QA-11: MATERIAL PACKAGING

Material shall be packaged in a manner to prevent damage or deterioration. Unless otherwise specified, commercial/industry practice for overseas shipment must meet the requirements of ISPM-15. Packaging material includes items such as wooden drums, crates, pallets, cases, and dunnages used as cargo cushioning. Wooden packaging materials shall be stamped accordingly.



**QUALITY ASSURANCE PROVISIONS
FOR PURCHASE ORDER**

Document:	QAP-PO
Revision:	2

ESD sensitive devices shall be handled, packaged and marked in accordance with the requirements of MIL- STD-1686. The supplier is responsible to ensure the product will be shipped and arrive at Spartan Iraq facility in an undamaged and acceptable condition.

QA-12: QUALITY ASSURANCE PROVISION FLOW-DOWN REQUIREMENT

The supplier shall have procedures for determining the capability of their sub-tier prior to issuing a purchase order to the sup-tier. The supplier shall assure purchase order flow-down of applicable quality and technical requirements, and adequate methods of assuring compliance. The supplier’s sub-tier suppliers shall be required to flow down and verify requirements of supplies/services they subcontract.

QA-13: SHELF-LIFE MATERIAL

Supplier shall establish controls to ensure that material subject to age control shelf life, or environment controls are properly identified, monitored and maintained.

Supplier shall ensure at least 80% shelf-life remaining upon material receipt by Spartan Iraq.

QA-14 FOREIGN OBJECT DEBRIS/DAMAGE PREVENTION

Supplier shall maintain a FOD prevention program to identify and eliminate foreign object entrapment areas and paths through which foreign objects can migrate. Supplier shall ensure work is accomplished in a manner preventing foreign objects or material in deliverable items.

Supplier shall ensure that the Foreign Object Debris/Damage Prevention clause if flowed down to its sub-tier suppliers.

QA-15: CERTIFICATE OF ORIGIN

Shipment made against this P.O. must contain a Certificate of Origin, signed and dated by an authorized agent of the company, attesting the origin of the product. An example of an acceptable form can be found at: <https://www.cbp.gov/document/guides/certification-origin-template>. An equivalent form used must have similar content to the sample provided and include the following statement as part of the Certificate of Origin:

I certify that:

- *The information on this document is true and accurate, and I assume the responsibility for proving such representations. I understand that I am liable for any false statements or material omissions made on or in connection with this document;*
- *I agree to maintain and present upon request the documentation necessary to support these representations.*
- *The goods comply with all requirements for preferential tariff treatment specified for those goods in the United States—_____Agreement; and*

This document consists of _____pages, including all attachments.

Signature, Date:

Title:

Phone Number:

E-mail Address: