

Doc Control Number:	GTC-QA-027
Area/ Focus:	Supplier Quality
Document Title:	Quality Assurance Requirements for Suppliers and Sub-Contractors
Revision Level:	4

## DOCUMENT DESCRIPTION

- This document contains the standard quality clauses that may be specified by clause number in the purchase order (PO) provided by General Tool Company (GTC) to their supplier.
- Only those Quality Assurance Requirements (QARs) as identified on the face of The General Tool Company purchase order shall apply.
- When identified, the QARs shall supersede conflicting provisions of the preprinted terms and conditions of such order.
  - If a conflict exists between the specified GTC QARs and the requirements flowed down by GTC on the purchase order, the greater requirement shall supersede the lesser, unless written approval is provided by GTC.
- It is the responsibility of the supplier to read and comply with those clauses specified in the PO and to contact the GTC Purchasing Representative with any questions.
- The supplier shall ensure that the most recent revision of this document is reviewed and applied during all phases of performance under the PO.
  - GTC quality clauses may also be downloaded from the GTC website: <http://gentool.com/learn-about-gtc/vendor-forms/>

### 200 QUALITY MANAGEMENT SYSTEM (Certification Not Required)

The supplier shall establish, document, implement, and maintain a QA program that complies with the applicable requirements of ANSI/ISO/ASQ Q9001 (without tailoring) Quality Management System – Requirements at the current revision, as appropriate for the work performed under the PO. ISO 9001 certification is not required. A copy of the supplier’s Quality Management System Manual shall be available to GTC and/or GTC’s customer.

### 205 QUALITY MANAGEMENT SYSTEM (Third Party Certified – ISO 9001)

The seller shall provide and maintain a system that is third party certified to **ISO 9001 or AS9100** at the current revision. The certifying body shall be **ANAB Accredited**. Compliance with the provisions of this clause in no way relieves the seller of the final responsibility of furnishing acceptable supplies or services as specified in the purchase document. The Quality Program may be subject to audit by GTC, Government, or prime contractor.

### 206 QUALITY MANAGEMENT SYSTEM (Third Party Certified – AS9100)

The seller shall provide and maintain a system that is third party certified to **AS9100** at the current revision. The certifying body shall be **ANAB Accredited**. Compliance with the provisions of this clause in no way relieves the seller of the final responsibility of furnishing acceptable supplies or services as specified in the purchase document. The Quality Program may be subject to audit by GTC, Government, or prime contractor.

### 207 QUALITY MANAGEMENT SYSTEM (Third Party Certified – NADCAP)

The seller shall provide and maintain a system that is **NADCAP** certified to the process being performed. Compliance with the provisions of this clause in no way relieves the seller of the final responsibility of

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furnishing acceptable supplies or services as specified in the purchase document. The Quality Program may be subject to audit by GTC, Government, or prime contractor.

**210 INSPECTION SYSTEM**

THIS QUALITY CLAUSE HAS BEEN ARCHIVED AND IS NOT CURRENTLY INVOKED.

**215 THIRD PARTY CERTIFICATION**

THIS QUALITY CLAUSE HAS BEEN ARCHIVED AND IS NOT CURRENTLY INVOKED.

**220 SOURCE INSPECTION – GOVERNMENT**

Government inspection is required prior to shipment from the supplier plant. Upon receipt of this order, the government representative who normally services the plant shall be promptly notified so that appropriate planning for government inspection can be accomplished. On receipt of this order, a copy shall be furnished to the government representative who normally services the supplier plant; or, if none, to the nearest Army, Navy, Air Force, or defense supply agency inspection office. In the event the representative or office cannot be located the GTC Purchasing Agent should be notified immediately. Evidence of Government inspection will be shown on the shipping document.

**230 GOVERNMENT SOURCE INSPECTION – GENERAL**

During performance of this order, the supplier quality program or inspection systems and manufacturing processes are subject to review, verification, and analysis by an authorized government representative. Government inspection or release of product by supplier source inspection is not required unless notified. The supplier shall provide a copy of this order to his government representative upon the request of the representative.

**240 SOURCE SURVEILLANCE**

THIS QUALITY CLAUSE HAS BEEN ARCHIVED AND IS NOT CURRENTLY INVOKED.

**245 RIGHT OF ENTRY**

The seller shall allow GTC representative; their customer and regulatory agencies right of entry to any places necessary to determine and verify the quality of contracted work, records and material.

**250 GTC QUALITY ASSURANCE REPRESENTATIVE / SOURCE SURVEILLANCE**

The seller shall provide free access for product assurance representatives to the facilities used under this contract for performing source inspection (i.e. inspections, examinations, or tests). The supplier shall furnish to the representative all information that the representative considers pertinent to the function being performed. When requested by the representative, the supplier shall provide such equipment as necessary for the representative to perform the required inspection and examinations, present the items under conditions satisfactory to the representative inspection and examination, and provide adequate office facilities for the use of the representative.

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When the representative detects a quality program or product deficiency, a corrective action request may be transmitted to the supplier. The supplier is required to identify and correct the deficiency and the cause of the deficiency to minimize the probability of recurrence, and submit to GTC within a reasonable time a written response describing the cause of the deficiency, the action taken, and its effective date.

The seller shall notify the GTC buyer 48 hours prior to the start of work stated hereunder. GTC source inspection requirements will be provided to the seller five working days after receipt of the notification. The seller shall notify GTC procurement quality at least five working days in advance of the time when the items will be available for the source inspection designated. The product assurance representative approval authority is limited to granting approval for shipment of items on this purchase order form seller facility. Evidence of source approval for shipping must accompany each shipment, and will consist of the product assurance representative stamp on the shipping document and/or on the supplier data package. All items in this purchase order and all shipments are subject to final acceptance at destination.

**260 SELLER QUALITY PROGRAM PLAN**

The seller shall submit for approval to the GTC procurement buyer a quality program plan as required. Copies shall be submitted to GTC 60 days after receipt of this purchase order. GTC will furnish written notice to the supplier within 60 working days after receipt, denoting the results of the review. The quality program plan and changes shall be subject to review and approval by GTC prior to implementation. Implementing procedures and changes are subject to review and disapproval by GTC.

**270 FIRST ARTICLE INSPECTION**

The first item produced on this purchase order is subject to first article acceptance by the supplier prior to manufacture of the same type of article. If the first article fails to meet the inspection acceptance requirements, a new first article will be performed. This procedure shall be continued until an acceptable first article has been approved. First article acceptance shall be based on the requirements of the drawing, specification, and purchase document as applicable. Acceptance of the first article shall not be considered acceptance of subsequent part production. The first article shall contain the physical data found by the supplier, the tool name used to measure the part or parts, the process and its claims and all certifications of materials and special processes. In the case of parts produced by molds, dies, etc. with more than one cavity the seller shall perform a first article from each cavity and identify the first article to indicate the cavity it represents. The first article shall be manufactured in the same manner using the same type of equipment used for producing the items it represents. First article data shall be sent with the product shipment.

**271 FIRST ARTICLE INSPECTION (GTC approval required prior to production)**

The first item produced on this purchase order is subject to first article acceptance by a GTC representative prior to manufacture of the same type of article. If the first article submitted to GTC fails to meet the inspection acceptance requirements, a new first article will be submitted for approval. This procedure shall be continued until an acceptable first article has been approved. First article acceptance shall be based on the requirements of the drawing, specification, and purchase document as applicable. Acceptance of the first article shall not be considered acceptance of subsequent part production. The submission of a first article shall be accompanied by the physical data found by the supplier, the tool

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name used to measure the part or parts, the process and its claims and all certifications of materials and special processes. In the case of parts produced by molds, dies, etc. with more than one cavity the seller shall submit a first article part from each cavity and identify the first article to indicate the cavity it represents. The first article shall be manufactured in the same manner using the same type of equipment used for producing the items it represents.

## **280 PROCESS CERTIFICATION**

Each shipment must be accompanied by a copy of a certification signed by a responsible representative of the seller (the title of the representative shall be specified). Each certification shall indicate the process performed, the applicable specifications or standards with revisions, and the name of the supplier if other than the seller. It shall also indicate the part number and revision, purchase order number, and serial number when applicable.

Special processes include, but are not limited to, welding, brazing, heat-treating, cleaning, plating, anodizing, chemical film, etc. (Special processes, other than listed above shall be identified in the body of the purchase order or subcontract).

When processing is required to be subcontracted, the seller must use a GTC and/or customer approved supplier, the seller may request for a supplier to be audited/surveyed by the GTC quality assurance department.

## **281 SPECIAL PROCESS APPROVAL**

Prior to performing any special processes under this order, the seller must obtain written approval signed by the authorized GTC representative for the seller's procedures, personnel, and associated equipment, as set forth in the applicable specifications or standards. In some cases, the authorization may be issued by the prime contractor and requires their validation of the process.

## **290 CHEMICAL / PHYSICAL TEST**

Each shipment must be accompanied by legible copies of test reports, identifiable with the material submitted. Each report must contain the specification and revision, heat or lot number it represents, and include:

- A) Chemical analysis data
- B) Physical analysis data

Reports must contain the name of the responsible representative of the organization performing the test and the title of the representative. Test reports must be accompanied by shipping documents that coincide with the test report and reference the purchase order number, part number, and associated heat or lot number.

## **300 CERTIFICATION OF COMPLIANCE / CONFORMANCE (Supplier)**

Each shipment must be accompanied by legible copies of a supplier certificate of compliance/conformance signed by an authorized representative, with the title of the representative

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specified, and stating that the items being supplied meet applicable specifications, in accordance with the purchase order.

**301 CERTIFICATION OF COMPLIANCE / CONFORMANCE (OEM/OCM)**

Each shipment must be accompanied by legible copies of a certificate of compliance/conformance provided by the Original Equipment/Component Manufacturer (OEM/OCM), signed by an authorized OEM/OCM representative, with the title of the representative specified, and stating that the items being supplied meet applicable specifications, in accordance with the purchase order.

**310 TRACEABILITY**

- A) Assembly Traceability – When parts are joined in an assembly, the seller shall prepare an assembly component log that identifies each part in the assembly, including GTC furnished parts when applicable. Standard purchase parts shall be lot controlled. Fabricated parts shall be identified with serial number, material type, heat number, drawing and specification number with applicable change letters or numbers (revisions). Components in the assembly shall be traceable to records of acceptance by part number, serial number, material type, heat number, drawing and specification number with applicable change numbers or letters. Components in the assembly shall be traceable to records of acceptance by part number, serial number, and lot number of the material from which the components were fabricated by the supplier, these records shall be available for review by a GTC representative during the performance of this order and for such longer periods as may be specified elsewhere in this order.
- B) Individual Component Traceability – Fabricated parts or material shall be identified by material type, heat lot number, slab identification number, and serial number (if applicable). Standard purchase parts shall be lot controlled and shall remain traceable to the Original Equipment Manufacturer (OEM) lot number.

**320 IDENTIFICATION OF SHELF LIFE MATERIALS**

The seller shall identify each item, package, or container with the cure date or manufacture date, expiration date, and/or special storage or handling conditions, in addition to the normal identification of name, part or code number, specification number, type, size, quantity, etc. This identification, including special handling conditions, shall be recorded on a certification and signed by an authorized representative of the seller, with the title specified. No material shall be shipped to GTC that has more than 20% of its shelf life expired upon receipt at GTC without prior written approval from an authorized GTC quality representative.

**330 SHELF LIFE MATERIAL INSTALLED IN AN ASSEMBLY**

Each shipment of an assembly or assemblies incorporating a shelf life material that does not have an age control after installation, such as adhesives, resin, plastic based paints, etc. shall be accompanied by two legible copies of a certification signed by an authorized representative of the seller, with title specified stating that the materials were properly controlled prior to use in the assembly, and were within the shelf life period. The certification shall be identifiable to the assembly produced and to this purchase order. MSDS sheets of all adhesives, resins, paints, etc used in the assembly must be provided to GTC with shipment.

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**340 NONDESTRUCTIVE TEST (NDT) CERTIFICATION**

Each shipment shall be accompanied by legible copies of a report signed by a responsible representative of the seller (with title specified). The report shall indicate the test performed, the applicable specifications or standards with revision levels, and name and address of the tester if other than the seller. It shall also indicate the part number and revision, purchase order number, and serial number if applicable.

Each shipment shall also be accompanied by legible copies of a certificate of compliance signed by an authorized representative, with the title of the representative specified, and stating that the items in the shipment have been tested in accordance with the applicable specifications or standards, per the purchase order requirements.

**341 NONDESTRUCTIVE TEST (NDT) APPROVAL**

Part-specific technique sheets, which indicate the test performed and the applicable specifications or standards with revision levels shall be submitted for approval prior to performance of any NDT on this order. Written authorization by a GTC representative shall be received prior to the start of testing.

**350 FUNCTIONAL TEST REPORTS: PRESSURE, LEAK, MECHANICAL, ELECTRICAL, ELECTRONIC, ETC.**

Each shipment shall be accompanied by legible and reproducible copies of a certification, signed by an authorized representative of the seller with title specified, or agency performing the test, and list the parameters and results of the test described by the purchase order, drawing, or specification.

The report must reflect the serial number and drawing or specification (with revision number or letter) to which the test was performed.

When calibration of units is a requirement of the product drawing or specification, a signed calibration data sheet identified to its related unit and attesting to the satisfactory calibration shall accompany each shipment. The calibration data sheets shall reflect the actual calibration results and show calibration traceability to the national institute of standards and technology or recognized physical constants in accordance with the specified applicable specifications.

**360 FUNCTIONAL TEST CERTIFICATION**

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**370 OBJECTIVE DATA**

Each shipment shall be accompanied by legible and reproducible copied of drawing dimensions and the actual dimensions found by supplier inspection. These data sheets shall be signed by a responsible representative of the seller (title specified), assuring conformance to the requirements. If parts are not serialized, the supplier may use temporary serial numbers and tag parts.

**380 TEST BARS (CASTINGS)**

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**390 TEST BARS (FORGINGS)**

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**400 REDLINE CHARTS**

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**410 ELECTRONIC COMPONENT SCREENINGS**

THIS QUALITY CLAUSE HAS BEEN ARCHIVED AND IS NOT CURRENTLY INVOKED.

**420 HEAT OR MELT IDENTIFICATION**

All parts and/or material shall be identified with the heat, melt, heat code, or lot number. When stamping of parts is not practical or allowed per drawing, they shall be tagged.

**430 REPORT OF DISCREPANCY**

Departures from drawings, specifications, standards, or purchase order requirements considered salvageable and which cannot be brought into compliance through the completion of standard operations or rework will be submitted to GTC on nonconforming material report (NMR) form. The non-conformance must be dispositioned and approved by GTC prior to performance of repairs or shipment. The conditions and instructions for use and completion of the NMR form will be issued with the NMR. When government source inspection is required, the supplier shall coordinate with his government representative on corrective action. All non-conformances require a thorough investigation of the root cause and preventive actions taken by the supplier.

**440 PACKAGING**

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**450 SELLER CONTROLLED PRODUCTS**

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**460 OPERATING TIME / CYCLE DATA**

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**470 CALIBRATION REPORT**

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**480 DATA ITEMS**

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**490 TECHNICAL PLANS**

Prior to the start of work on this order, the seller shall develop technical plans for the performance of work. This plan shall include, but is not limited to: identification and use of fixtures, operator instruction sheets, quality inspection documentation sheets, sketches, process sheets, and any other information required to perform the required operations. Seller shall submit the planning to GTC for review/approval. Once planning is approved, there shall be no revisions to the planning without prior written approval of GTC. Planning shall have a statement placed upon it to the effect that no changes are allowed without customer approval, including proprietary items and processes.

**500 MIL-STD-1535B**

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**510 SPECIFICATION CONTROL**

The seller shall maintain a system adequate to assure that federal, government, and customer issued specifications are those current in effect at the time of purchase order issuance, unless otherwise specified in the purchase document.

**520 FLOW-DOWN OF REQUIREMENTS**

The supplier shall establish, in its sub-tier supplier, PO requirements necessary to ensure that each item delivered has been controlled, manufactured, tested and inspected in compliance with the requirements of the PO by and between the supplier and GTC. A copy (with redacted pricing) of each sub-tier PO shall be available for review by GTC upon request. Flow down requirements must include Quality Management System requirements on sub-tier purchase orders.

**521 TERMS AND CONDITIONS FOR PURCHASE OF COMMERCIAL ITEMS**

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**522 TERMS AND CONDITIONS FOR PURCHASE OF NON-COMMERCIAL ITEMS**

THIS QUALITY CLAUSE HAS BEEN ARCHIVED AND IS NOT CURRENTLY INVOKED.

**525 COUNTERFEIT OR BROKERED MATERIALS**

General Tool Company will not permit the supply of any counterfeit materials or materials that have no traceability to the manufacturers without written approval. This includes:

- No substituting of materials
- No re-grading of materials
- No materials or hardware supplied without traceability to the original manufacturer
- No brokered hardware or fasteners
- No re-marking of materials
- No falsification of documents including test and inspection reports



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Any falsification or counterfeit part supplied may be considered a federal offense and could lead to fines or imprisonment.

**530 GENERAL ELECTRIC END USE / VSE PRODUCT**

Items produced in this order are intended for use in a GE product, and are subject to GE VSE requirements. The supplier shall contact the GTC Purchasing Representative for the applicable program/contract number.

**535 DFARS REQUIREMENT – SPECIALTY METALS**

Any specialty metals within this order shall be melted or produced in the United States, its outlying areas, or a qualifying country, per the requirements specified within the most recent revision of DFARS 252.225-7009 “RESTRICTION ON ACQUISITION OF CERTAIN ARTICLES CONTAINING SPECIALTY METALS”, as applicable per the definitions specified therein.

**536 DFARS REQUIREMENT – BUY AMERICAN (AND QUALIFYING COUNTRIES)**

Items within this order shall be mined, produced, or manufactured in the United States or its outlying areas, or in a qualifying country, per the requirements specified within the most recent revision of DFARS 252.225-7001 “BUY AMERICAN AND BALANCE OF PAYMENTS PROGRAM – BASIC”. Only the “basic” clause of DFARS 252.225-7001 shall apply, unless it is specified within the GTC purchase order that the “alternate” clause may be used.

**537 BUY DOMESTIC ONLY**

Items within this order shall be mined, produced, and/or manufactured ONLY in the United States.

**540 RECORD RETENTION**

The seller shall retain all pertinent documentation required by GTC purchase order for the number of years designated in the call-out of this requirement (i.e. 540-X, where “X” is the number of years that records must be retained). If a number is not specified, the seller must contact GTC for clarification.

**550 LOCKHEED SPACE SHUTTLE RECORD RETENTION**

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**560 CONTROL OF ELECTRONIC SIGNATURES**

When using electronically placed signatures on records and documents of product conformity, the seller must have the following controls in place:

- 1) The signer must take a distinct action to “sign” electronically.
- 2) No party other than the signatory can digitally sign under their name.
  - a. An exception to this requirement can be made if a revision controlled list of authorized representatives of the digital “signer” is maintained by the seller and is made available to GTC upon request.

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- 3) The electronic signature must identify the signer by name and as “digitally signed” when printed as the paper OQE version of the document.
  - a. When an electronic signature is not identified as such, the signatory must physically sign each occurrence of their signature (exception noted in 2.a. above applies).
- 4) Reviews must be conducted to ensure proper use of electronic signatures.
- 5) Unauthorized users cannot change electronically signed documents or records.
- 6) The seller must have a policy that addresses changes to electronically signed documents.
  - a. This policy must ensure changes are only performed by authorized personnel (exception noted in 2.a. above applies), and that all changes to electronically signed documents or records made by authorized users must be revision controlled, identify the person making the change, and must clearly reflect that the document or record has been revised.

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**REVISION HISTORY**

Rev Level	Clause Revised	Changes	Revised by/ Date
0	N/A	Older document	Mark Butorac 01/09/2013
1	All	Updated formatting to match new document control system; Archived obsolete clauses; Revised existing clauses for clarification; Added new clauses for DFARS/procurement requirements	Rob Witzke 08/12/2016
2	200, 205, 520	Added verbiage to activate clauses 200 and 205. Updated verbiage for 520	Mark Butorac 01/17/2018
3	200, 205	Update verbiage to remove specific AS / ISO revision	Mark Butorac 11/ 18/2019
4	205, 206, 207, 270, 271, 280, 281, 300, 301, 340, 341	205 separated to reflect each system for clarity adding 206 & 207. 270 changed to reflect supplier 1st Article. 271 added to reflect GTC approved supplier 1st Article. 280 changed to remove process approval. 281 added for special process approval. 300 changed to reflect only supplier C of C. 301 added for OEM / OCM C of C. 340 changed to certification. 341 added to for NDT technique submittal and approval. 560 added.	Mike Vermeil 3/5/2024