



**Quality Assurance Requirement Purchase Orders**  
**CQR-0002**  
**REV N**

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Signatures	Date	<b>VERMONT COMPOSITES, INC.</b> <b>25 PERFORMANCE DRIVE</b> <b>BENNINGTON, VT 05201</b>	
Prepared By: M. Hoffman	1/10/2011		
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### REVISIONS

REV	DESCRIPTION	DATE	APPROVED
E	ADDED COVER PAGE	6/9/00	M.H.
F	ADDED AS9100/TS16949 REFERENCE AND QA12 FOR RAW MATERIAL and QA28, Changed description of QA5, Added QA29 and QA30	8/7/06	M.H.
G	ADDED QA31	3/6/07	M.H.
H	Updated QA4, QA9,QA28 and QA30	3/16/07	M.H.
J	Added QA32 and QA33	3/17/08	M.H.
K	Updated wording on QA32 and QA33 to include ASTM requirements	4/23/08	M.H.
L	Updated QA1	8/19/08	MH
M	Updated QA16	5/18/10	MH
N	Added part substitution class QA34	1/10/11	MH

**APPLICABILITY:**

The Quality Assurance requirements are applicable to VERMONT COMPOSITES INC. (VCI) contracts or purchase orders when incorporated by reference to the applicable clause or clauses by code numbers in such contracts or purchase orders. Acceptance of the articles or material specified on this order will be withheld pending receipt of all required data and documentation.

**SIGNIFICANCE:**

These requirements and execution , shall be in addition to and not in derogation of other contract or purchase order requirements.

**REFERENCED MILITARY DOCUMENTS:**

Unless specifically stated, all military specifications and standards referenced herein shall be the issue in effect on the date of quotation for this order, unless prior approval has been granted by VCI.

**QA1 VERMONT COMPOSITES, ACCEPTANCE AT DESTINATION**

Articles purchased under this contract or purchase order are subject to final acceptance at VCI as set forth on the face of the contract or purchase order. VCI or Customer acceptance of product does not absolve the supplier of the requirements.

**QA2.1 QUALITY PROGRAM REQUIREMENTS FOR ISO 9000**

The supplier's quality system shall conform to the requirements of ISO 9000 and is subject to inspection and approval at all times during periods of performance of this contract or purchase order by VCI Quality Assurance.

**QA2.2 QUALITY PROGRAM REQUIREMENTS FOR AS9100**

The supplier's quality system shall conform to the requirements of AS9100 and is subject to inspection and approval at all times during periods of performance of this contract or purchase order by VCI Quality Assurance.

**QA3 INSPECTION SYSTEM REQUIREMENTS FOR MIL-I-45208A**

The supplier's inspection system shall conform to the requirements of MIL-I-45208A and is subject to inspection and approval at all times during periods of performance of this contract or purchase order by VCI Quality Assurance.

**QA4 INSPECTION SYSTEM & RECORDS**

The supplier shall maintain an inspection system applicable and adequate for the material or service being supplied to VCI. Records of inspection shall be on file, and maintained for no less than ten (10) years. These records shall be subject to review by VCI Quality Assurance upon request.

**QA5 RIGHT OF ACCESS**

Vermont Composites, Inc. reserves the right of access for VCI, their customer and regulatory authorities to all facilities involved in the order and to all applicable records.

**QA6 GOVERNMENT INSPECTION**

Government Inspection is required prior to shipment from your plant. Upon receipt of this contract or purchase order, promptly notify the government representative who normally services your plant so that appropriate planning for Government Inspection can be accomplished in accordance with applicable specifications. A copy of this contract or purchase order shall be furnished to the Government Representative upon receipt.

**QA7 VERMONT COMPOSITES, SOURCE INSPECTION**

VCI reserves the right to perform inspection at the supplier's facilities or where designated in the contract or purchase order prior to shipment. Inspection and/or test of the articles defined in this contract or purchase order shall be performed by the supplier, and shall be subject to witness by a VCI Quality representative. VCI's Purchasing shall be notified seven (7) working days prior to allow for arrangements for the VCI Quality representative to be present during the inspection and/or test.

**QA8 VERMONT COMPOSITES, IN-PROCESS INSPECTION**

VCI reserves the right to perform in-process inspection at the supplier's facilities. Supplier shall submit to VCI his inspection plan or traveler designating in-process source inspection points. VCI will designate required in-process source inspection points and so inform the supplier. Supplier shall notify VCI purchasing 48 hours prior to the time in-process inspection coverage is required to allow for arrangements for the VCI Quality representative to be present during in-process inspection.

**QA9 FIRST ARTICLE INSPECTION**

Inspection and final acceptance by VCI of the first article produced from the initial production and the first article produced subsequent to design change incorporation against this contract or purchase order is required. First Article Inspection will be per AS9102 using forms A and B.

**QA10 FIRST ARTICLE INSPECTION**

Inspection and final acceptance by VCI of the first article produced from the initial production and the First Article produced subsequent to design change incorporation against this contract or purchase order is required. The supplier shall submit a First Article Report to VCI demonstrating compliance with the requirements of the contract or purchase order and referenced documents. The report shall provide as a minimum:

Contract or Purchase Order Number, Part Number, Revision Level, Part Name, Supplier's Name, drawing requirements (including tolerance), method used to obtain results and actual results of each measurement. This report shall be submitted with the first article identified as "First Article Inspection Sample" to VCI for inspection and acceptance. First article data, regardless of format, shall be sent to VCI, Attention: Quality Assurance. If the part requires functional testing, in addition to the actual test results, the supplier shall furnish a diagram of the test set-up, the equipment used, the tolerances of the equipment and the calibration date of the equipment used.

#### **QA11 FUNCTIONAL TEST DATA**

Two copies of functional test data referencing contract or purchase order numbers, supplier's name and address and/or laboratory's name and address, part number, part name, serial numbers, data and run time of units if applicable, including actual test dates, must accompany each shipment. These reports shall be validated by and authorized representative of the supplier. In the event the supplier does not have equipment of sufficient capacity to functionally test the articles, they must be tested in a laboratory approved by VCI.

#### **QA12 QUANTITATIVE RAW MATERIAL CERTIFICATION**

Each shipment of material, parts or assemblies furnished hereunder shall be accompanied by a quantitative chemical/physical reports showing raw material conformance to the specific applicable specifications. If more than one raw material item is included in the furnished parts or assemblies, this order shall specify for which item(s) certification is required. The certification(s) shall identify the material specification (including applicable grade, type, class etc.); manufacturer, manufacturer's lot, batch, heat or serial identity, and quantity of material covered and test results obtained.

#### **QA13 SPECIAL PROCESS AND NONDESTRUCTIVE TEST REPORTS**

Reports of applicable special processes and nondestructive tests such as welding, heat treating, plating and magnetic particle inspection, penetrant inspection, pressure test, ultrasonic inspection, etc., demonstrating compliance with applicable specifications as referenced on the contract, purchase order or drawing, shall be submitted with each shipment.

#### **QA14 CERTIFICATE OF CONFORMANCE**

The supplier shall certify that parts and/or material supplied have been inspected and found to be in conformance with the applicable drawing, specification, contract, and/or purchase order requirements. The supplier shall further certify that substantiating inspection data is on file subject to review by VCI upon request. One (1) copy of this certification, signed by an authorized representative of the supplier, shall be included with each shipment. Reference must be made to the Contract or Purchase Order Number, Part Number, Revision Level and Part Name. This certification may be included on the supplier's packing sheet.

**QA15 TEST REPORT STATEMENT**

Furnish the following statement in lieu of test reports on a certificate of conformance or the packing sheet accompanying the material or parts:

“Test Reports covering this material or parts are on file subject to examination and indicate conformance with applicable specifications and the requirements of the contract or purchase order.”

**QA16 APPROVED QPL MANUFACTURER**

The product on this order must be obtained from an approved QPL manufacturer. The manufacturer must be listed as an approved supplier for the customer the end product is being produced for. This will be verified on receiving inspection at VCI.

**QA17 INSPECTION METHOD**

Inspection shall be 100% unless otherwise indicated. Statistical Process Control (SPC), Statistical Quality Control (SQC) or Inspection sampling methods shall only be permitted with procedures submitted to an approved by VCI Quality Assurance. All subsequent inspection records shall refer to the procedure and revision submitted for approval.

**QA18 CHANGE CONTROL**

The supplier shall notify VCI of any proposed change in design, fabrication method, or process, and obtain approval from VCI before making the change. Appropriate identification of those articles on which the change is incorporated shall be required.

**QA19 AGE and/or ENVIRONMENT SENSITIVE MATERIAL IDENTIFICATION**

The supplier shall identify materials and articles having definite characteristics of quality degradation or drift with age and/or environment. This identification shall indicate the date and/or cycle at which the useful life, identification shall also include the storage temperature, humidity, etc. required to achieve the stated useful life.

**QA20 HAZARDOUS MATERIALS**

All materials which are volatile, toxic, or emit fumes which are harmful to human health shall be properly contained in accordance with applicable health and safety requirements. The containers will be plainly marked as to contents with appropriate M.S.D.S., warnings, precautions, instructions, and storage conditions.

**QA21 MATERIAL IDENTIFICATION**

All materials shall be identified by a part number, permanently and legibly affixed directly to the surface of each article. In the event this is not possible due to physical size or nature of material, an identification tag will

be securely affixed to each article, or if articles are supplied in individual or multi-unit containers the container must reveal the appropriate identification.

**QA22 CALIBRATION SYSTEM REQUIREMENTS FOR ISO 10012**

The supplier's calibration system for measurement and test equipment shall conform to the requirements of ISO 10012 and is subject to review and approval at all times by VCI Quality Assurance.

**QA23 INCOMING MATERIAL WILL BE ACCEPTED ON CERTIFICATION**

The incoming material will be accepted on a Certificate of Conformance that is supplied with the product.

**QA24 DIMENSIONAL INSPECTION AT VCI (100%)**

Inspection and final acceptance are pending complete 100% dimensional data at Vermont Composites.

**QA25 DIMENSIONAL INSPECTION AT VCI (Sampling)**

Inspection and final acceptance are pending Sample inspection at VCI per ANSI/ASQC Z1.4-1993 or instructions on receiving traveler.

**QA26 NO INSPECTION REQUIRED AT VCI**

Inspection is not required for this product at VCI.

**QA27 VISUAL INSPECTION REQUIRED AT VCI**

Visual Inspection required. Visual inspect parts to ensure they are what was ordered. The part numbers of part received match the part numbers of the order.

**QA28 FIRST ARTICLE INSPECTION DONE AT VCI**

Inspection and final acceptance by VCI of the first article produced from the initial production and the First Article produced subsequent to design change incorporation against this contract or purchase order is required. The report shall provide as a minimum:

Contract or Purchase Order Number, Part Number, Revision Level, Part Name, Supplier's Name, drawing requirements (including tolerance), method used to obtain results and actual results of each measurement. Aerospace work will be done per AS9102 using forms A & B.

**QA29 KEY CHARACTERISTICS**

If key characteristics are involved in this order and must be controlled at all times. A report with all key characteristics with actual dimensional results must accompany parts when shipped. A list of the key characteristics will be supplied with the order. This requirement must flow down to sub-tier suppliers when required.

**QA30 NONCONFORMING PRODUCT**

Supplier is to notify Vermont Composites, Inc. of nonconforming product. Supplier does not have MRB authority. Arrangements for approval of supplier nonconforming product will be made by Vermont Composites, Inc.

**QA31 FLOW DOWN TO SUB-TIER SUPPLIERS**

All the requirements applicable in the purchasing documents for the supplier must also flow down to sub-tier suppliers, this includes key characteristics where required.

**QA32 TEMPERATURE RECORDERS FOR AGE SENSITIVE MATERIAL**

A minimum of two temperature recorders is required for each shipment of material. They must be capable of recording temperature for the duration of the transportation to Vermont Composites. The recorders must be placed in separate containers within the shipment. The containers with recorders should be marked as such.

**QA33 GEL AND FLOW TEST REQUIREMENTS**

The material certification must contain as a minimum the requirements for GEL per ASTM D 3532 and Flow Test per ASTM D 3531. Testing results should be included when required. It shall also include "Working Out-Time" of material.

**QA34 PART SUBSTITUTION**

Part substitution is not allowed unless authorized by Vermont Composites, Inc. If the clause is flowed down to Vermont Composites from a customer it must be authorized by the customer.