

## Quality Assurance Clause (QAC)

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**Revision History**

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1.0	01/14/2016		Luca Pastore	Initial release

## 1 Purpose

The purpose of this document is to identify common quality assurance clauses used on Purchase Orders (POs) by OPS.

## 2 Responsibility

The OPS Quality Organization is responsible for the development and management of common supplier quality assurance clauses.

It is the responsibility of the supplier to review all identified quality assurance clauses and ensure compliance to the specified requirements (most current revision). When there is any confusion or conflict between identified clauses or other OPS documentation, then it is the supplier's responsibility to contact the OPS buyer to resolve those issues prior to initiating work.

## 3 Acronyms and Definitions

ABL: As Built List

CCA: Circuit Card Assembly

CofA: Certificate of Analysis

CofC: Certificate of Conformance (or Compliance)

CofT: Certificate of Test

COTS: Commercially available Off-The-Shelf ESD Electrostatic Discharge

M&TE: Measuring and Test Equipment

MHP: Mandatory Hold Points

PCB: Printed Circuit Board

PO: Purchase Order

PWB: Printed Wiring Board

QA: Quality Assurance

QMS: Quality Management System

SCAR: Supplier Corrective Action Request

UID: Unique Identification

## 4 QAC - OPS Common Quality Assurance Clauses

**QAC0000 – Quality Management System:** The seller shall maintain a Quality Management System that complies with the requirements of AS9100, AS 9001, AS9120 or equivalent.

**QAC0001 – Identification, Preservation, Packaging, and Packing:** Unless otherwise noted on the PO, packaging and packing of all products shall be in accordance with Standard Commercial Packaging Practice ASTM D3951-10. All items are to be wrapped, cushioned, or packed compartmentalized to avoid physical or mechanical damage and deterioration during handling and shipping. Any single item weighing over 5 pounds (lbs.) shall be individually packaged. Parts shall not be intermingled unless otherwise specified. It is the supplier's responsibility to ensure that additional commercial carrier packaging requirements (Fed-Ex, UPS, DHL, Etc.) are taken into consideration when shipping products purchased by OPS. For example, "container must be able to withstand a 4' drop without causing damage to contents". Each box or container shall be labeled and have, as a minimum, the following information:

- Part number and revision;
- PO number;
- PO Line item;
- Quantity;
- Manufacturer's identification.

**QAC0002 – Source of Supply:** Suppliers are responsible for ensuring compliance for materials used to manufacture parts supplied to OPS. Suppliers will only purchase materials from Original Equipment Manufacturers (OEMs), Original Component Manufacturers (OCMs) or the OEM/OCM authorized distributors. Purchasing from independent brokers or other sources is not authorized unless approved in writing by OPS.

Suppliers of electronic components shall have an established counterfeit avoidance program in compliance with SAE AS5553 Counterfeit Electronic Parts; Avoidance, Detection, Mitigation and Disposition. Distributors of electronic components shall certify that franchise agreements and/or written OEM/OCM reseller authorization is on file for all parts provided.

**For Broker part(s):** if the required items cannot be procured from the OCM, or the OCM's Authorized Distributors, approved Independent Distributors (Brokers) may be used after receiving specific written approval by OPS. The Supplier must present a complete test plan for each part being procured in compliance with AS6081 Fraudulent/Counterfeit Electric Parts; Avoidance, Detection, Mitigation, and Disposition or CCAP101 Certification for Counterfeit Components Avoidance Program. The test plan must ensure the parts procured are functional and new authentic parts. Test results must be maintained by the supplier and presented to OPS upon request. Suppliers must be AS6081 or CCAP101 certified by an independent registrar.

**QAC0003 – Measuring & Test Equipment:** It is the supplier's responsibility to ensure all equipment; including Customer Furnished Equipment (CFE), and Government Furnished Equipment (GFE), used to test and inspect OPS supplied parts are maintained and traceable to the National Institute of Standards and Technology (NIST) requirements. A calibration system in accordance with ISO 10012-1 Quality Assurance Requirements for Measuring and Test Equipment, ANSI/NCCL Z540-1 Calibration Laboratories and Measuring and Test Equipment – General Requirements, or equivalent will be used by the supplier.

**QAC0004 – Control of Quality Records:** All records related to the manufacturing, testing and inspection of parts supplied against a PO issued by OPS will be maintained for a minimum of ten (10) years from delivery and final payment, unless otherwise specified by OPS. These records shall be accessible, upon request, to OPS, customers of OPS, or to regulatory and statutory authorities. All records submitted are subject to OPS review and approval prior to acceptance. The Supplier must notify the Buyer before the destruction of quality records.

**QAC0005 – Shelf Life:** No materials will be shipped to OPS with less than 80% of the full shelf-life as determined by the original manufacturer unless previously approved in writing by OPS. The expiration dates shall be clearly recorded on the packaging and shipping documents.

**QAC0006 – Temperature Sensitive Material:** The Supplier must identify each shipment of temperature sensitive material with the manufacture date, storage temperature and recommended shelf life. In addition to the normal identification requirements of name, type, size, lot/date code, and quantity identification, special handling conditions also must be recorded on the shipping document.

**QAC0007 – Test and Analysis Data:** The data from any qualification testing, functional testing, analysis test and/or lot acceptance test required for the manufacturing of OPS parts shall be maintained for a minimum of ten (10) years, and available upon request from the buyer.

**QAC0008 – Certification of Special Processes:** If drawings and/or specifications listed in a purchase order require special processes at the supplier or the supplier's sub-tier, these processes shall be documented, reviewed and approved by OPS and OPS's Customer prior to production. Changes to any previously authorized procedures require resubmittal, review and authorization. These processes include, but are not limited to, the following:

- Soldering and Cleaning of Printed Wiring Assemblies;
- Welding;
- Destructive Testing;
- Rubber Bonding;
- Alloy Identification;
- Brazing;
- Bonding;
- Casting;
- Chemical Surface Treatments;
- Plating;
- Painting;
- Ultrasonic Inspection;
- Conformal Coating;
- Metal Heat Treating;
- Programming/verification of programmable memory devices;
- Software procedures (other than equipment specific);
- Others as specified on Purchase Order.

**QAC0009 – Notification Responsibility:** The Supplier shall inform OPS immediately when there is a reason to suspect that products previously supplied to OPS may not be in accordance with OPS' drawing(s), specification, or purchase order requirements. The Supplier shall promptly inform OPS of any circumstance related to materials, manufacturing, processing, methods, design, etc. which may make a product susceptible to premature failure or otherwise place the safe operation of that product at risk. The notification shall describe the nature of the discovered anomaly, its applicability to OPS part number(s), quantities affected and the probable impact to the proper function/performance of the item supplied. OPS shall also be immediately notified in writing of any change to the Supplier's Quality Management Team responsible for company products, other significant changes in the Supplier's organization, changes in financial condition, changes in location, or change in ownership of the Supplier.

**QAC0010 – Control of Lower-Tier Suppliers:** The Supplier shall flow-down all applicable OPS purchase order requirements, including, but not limited to Terms and Conditions and Quality Assurance Clauses to sub-tiers performing work involving this purchase order.

**QAC0011 – Supplier Corrective Action Request:** A Supplier Corrective Action Request (SCAR) shall be forwarded by OPS to a Supplier when corrective action is required. Upon notification of the nonconformance, the supplier shall take immediate containment action and complete the analysis of cause and proposed corrective action within ten (10) days or within the due date assigned to the SCAR. Failure to respond in a timely manner may result in the removal of the Supplier from the Approved Suppliers List. Upon notification of the nonconformance, shipments may be suspended until containment processes are enacted.

**QAC0012 – First Article Inspection:** A first article inspection in accordance with AS9102 or a equivalent approved process is required for this purchase order if one of the following apply:

- First time submission (part or new supplier);
- Revision change affecting form, fit, or function;
- A process change used to manufacture the part;
- Change in manufacturing location (facility);
- 24 months or longer have passed since the supplier has last produced part; As requested by OPS.

All first article inspections performed by the supplier will be accompanied with a First Article Inspection Report (FAIR) and all other approved documentation showing conformance to the contract, purchase order, drawing, or performance requirements specified by OPS.

Note: This clause does not apply to COTS Items.

**QAC0013 – Source Inspection at Seller's Facility:** Parts and materials supplied to a PO may require source inspection by OPS or Government Representative prior to shipment. If source inspection is required in the PO the Supplier shall notify OPS at least ten (10) days in advance of the date material is expected to be ready for inspection. Mandatory Hold Points (MHP) may be required. OPS may designate MHP defining operations in the Supplier's manufacturing and/or inspection sequence that are required to be witnessed by OPS or its Customer prior to completion by the Supplier. This activity shall be performed in such a manner to not disrupt normal processing and shall be conducted on a non- interference basis. If any inspection or test is made by OPS and/or OPS customers, at a Supplier or a subcontractor site, the Supplier, without additional charge, shall provide a safe place to work and reasonable facilities and assistance for the convenience of OPS, and/or its Customer(s) in the performance of their duties.

**QAC0014 – Solderability:** Supplier shall provide a Certificate of Solderability for procured components with shipment or provide applicable solderability certification from the OEM or their authorized distributor. References: IPC/EIA J-STD-002 Solderability Tests for Component Leads, Terminations, Lugs, Terminals and Wires or J-STD-003 Solderability Tests for Printed Boards.

Certification shall include as a minimum: Solderability Test Specification:

Date Solderability Testing Performed: Date of Manufacture or Date Code: Manufactures Name: The above information can be provided on the supplier's shipping documents.

**QAC0015 – Electrostatic Discharge Control (ESD):** Producers and/or distributors of sensitive electro-static devices shall have an ESD control program, compliant with MIL-STD-1686C "ELECTROSTATIC DISCHARGE CONTROL PROGRAM FOR PROTECTION OF ELECTRICAL AND ELECTRONIC PARTS, ASSEMBLIES AND EQUIPMENT".

All sensitive electro-static devices shall be individually packaged in sealed bags/containers per the applicable specifications. Packages shall be marked with an ESD cautionary note and/or symbol.

**QAC0016 – Printed Circuit Board's:** PCB's will comply with IPC-A-600 unless otherwise specified.

Note: The supplier will default to Class 3 requirements if the class is not otherwise specified on the PO or other buyer supplied documents.

**QAC0017 – Circuit Card Assemblies:** CCA's will comply with IPC-A-610, Acceptability of Electronic Assemblies, unless otherwise specified.

**QAC0018 – Soldering:** Soldering will be performed in accordance with IPC J-STD-001, Requirements for Soldered Electrical and Electronic Assemblies.

Note: The supplier will default to Class 3 requirements if the class is not otherwise specified on the PO or other buyer supplied documents.

**QAC0019 – Wiring Harnesses:** Cables and Wiring Harnesses will comply with IPC/WHMA-A-620 unless otherwise specified.

Note: The supplier will default to Class 3 requirements if the class is not otherwise specified on the PO or other buyer supplied documents.

**QAC0020 – Rework Authorization Of Circuit Card Assemblies:** The seller may rework CCA's supplied to this purchase order in accordance with IPC-7711A.

**QAC0021 – Moisture Sensitive Components:** All moisture sensitive components, as classified by IPC/JEDEC J-STD-033 or other documented procedure.

**QAC0022 – Certificate of Compliance, or Conformance (C of C):** Supplier shall submit with each shipment either on their packing list, or attachments, a certificate of conformance or certificate of compliance, which shall be dated and bear the signature and title of an authorized Supplier Quality Representative, stating that the materials furnished to OPS are in conformance with the applicable requirements of the contract, drawings, and specifications. It shall also state that the supporting documentation is on file and will be made available to OPS, its customer(s), Government Representative, or any other regulatory or statutory agency upon request. Certification must include the following:

- The supplier's full name and address;
- OPS purchase order number and line item;
- OPS part number, revision, and as applicable, serial numbers;
- PO quantity;
- Quantity shipped;
- Lot / Date Code;
- Name of lower-tier supplier and description of service provided (if applicable);
- Authorized signature and date;
- Certificate or C of C by the supplier declaring the product or service has met all the requirements of the purchase order, including drawings and specifications at the prescribed revision level.

An example of an acceptable statement of Certificate of compliance/conformance is as follows: "This is to certify that all items noted are in conformance with the contract, drawings, specifications, and other applicable documentation, and that all process certifications, chemical and physical test reports are on file at this facility and are available for review by OPS".

If the Supplier is not the original fabricator, processor, or assembly source of the product(s) which makes up the deliverable end item, the Supplier shall obtain and maintain lower-tier supplier/processor C of C documentation on file for a minimum of ten (10) years. Unless specifically required per purchase order, the Supplier's lower-tier supplier/processor C of Cs shall be made available to OPS, OPS customer(s), authorized Government Representative, or any other regulatory or statutory agency upon request.

**QAC0023 – Certificate Of Analysis (C of A):** A Certificate of Analysis is required to accompany all materials supplied to this purchase order. The C of A will include:

- (1) Manufacturer's name
- (2) Country of origin/melting/smelting (3) Specification number
- (4) Material grade
- (5) Material condition
- (6) Size
- (7) Heat lot
- (8) Date Clause
- (9) Chemical analysis
- (10) Physical properties applicable to the procured material

**QAC0024 – Certificate Of Test (C of T):** All parts supplied to this purchase order will be accompanied by a C of T. The C of T shall contain result of all required test and inspection and shall will be dated and signed by the responsible company representative certifying the supplied parts meet all purchase order, specification, and drawing requirements from the buyer. The C of T shall be available at time of delivery and shall be provided with the material.

Certifications must include the following:

- (1) PO Number
- (2) Part Number, Revision, Serial Numbers and Lot Clauses where applicable
- (3) Quantity Shipped
- (4) Authorized signature and date
- (5) Test Results
- (6) Name and Address of the tester or independent laboratory
- (7) Date and run time if applicable

If the supplier is not the manufacturer, the supplier can provide a copy of the OEM's test report.

**QAC0025 – Unique Identification (UID) marking requirements:** Unique Identification (UID) marking on labels, decals or metal plates shall be per MIL-STD-130 Identification Marking of U.S. Military Property.

The supplier shall ensure the UID label includes the following information:

- Cage Code or DUNs number used as the Enterprise Identifier
- Part Number
- Serial Number

Supplier shall submit to OPS prior to shipment, an electronic file containing this UID information. The electronic file shall also include all information used to create the UID.

UID marking shall comply with minimum print quality per Mil-Std 130.

**QAC0026 – Parts Substitution:** Part substitutions are not authorized unless OPS and/or OPS customers have approved them in writing as evidenced by a formally released OPS alternate parts document, other document or instruction. The supplier shall notify OPS of any End of Life, obsolete or Form, Fit, or Function issues for ten (10) years beyond the award date of the purchase order.

**QAC0027 – Material Safety Data Sheet (MSDS):** Operational Safety and Health Administration (OSHA) Global Harmonized System (GHS) (formerly MSDS and label requirements): Each purchased product shipment shall contain appropriate Safety Data Sheets (formerly MSDS), and labels shall be in accordance with GHS requirements Receiving Inspection shall forward a copy to the OPS.

**QAC0028 – Right of Access:** During the performance of the order, OPS, customers of OPS, and/or a regulatory or statutory agency including Government Representatives, reserve the right to attend, review, and participate in the Supplier's Quality System and associated manufacturing processes including inspection and testing of any work related to this contract. OPS, customers of OPS, and/or regulatory or statutory authorities shall be afforded the right to verify at the supplier's premises (or Supplier's subcontracting premises) that the supplier's product conforms to all specified requirements.



**QAC0029 – Mercury Prohibition:** The supplies furnished under this Purchase Order shall not contain functional mercury. Furthermore, external contamination by metallic mercury or mercury compounds shall be cause for rejection. The Supplier shall notify OPS prior to proceeding with manufacturing or shipping, if the presence of mercury or mercury contamination is suspected. The Supplier shall perform a suitable test to verify the suspicion. The deliverable materials shall not come into direct contact with mercury containing devices employing only a single boundary of containment. A single boundary of containment is one which is not backed by a second seal or barrier to prevent contamination in the event of rupture of the primary seal or barrier. This requirement does not preclude the use of fluorescent lighting fixtures or fixtures employing mercury vapor lamps, which contain no more mercury per lumen than a comparable fluorescent lamp.

**QAC0030 – Government Furnished Material / Customer Furnished Material:** When applicable, material supplied by OPS customer(s), and/or material supplied by the Government to be incorporated into the Supplier's finished product shall be inspected upon receipt for evidence of acceptance, and will be maintained throughout the manufacturing process. Equipment, tools, gauges, etc. supplied by OPS, OPS customer(s), and/or the Government to be used while processing the Supplier's finished product shall be inspected upon receipt for evidence of acceptance, calibration, etc., and will be maintained throughout the manufacturing process.

**QAC0031 – Specifications:** Products supplied shall be in strict compliance to specifications and drawings identified on the Purchase Order, including but not limited to the most current revision of Military Specifications, specified, other specifications, as specified, processes/procedures, referenced documents or requirements that may be required by the PO. Only approved drawings can be used to demonstrate product acceptance.

**QAC0032 – Foreign Object Debris (FOD) Prevention and Part Cleanliness:** Supplier shall develop and maintain a foreign object debris/damage ("FOD") prevention program for manufacturing areas. The intention is to prevent intrusion of foreign material into any item delivered under this purchase order (PO). For guidance follow National Aerospace Standard 412. Supplier shall employ appropriate housekeeping practices to assure timely removal of residue/debris generated during manufacturing operations and/or normal daily tasks. The seller's FOD program shall be proportional to the sensitivity of the design of the product(s) provided, as well as, to the FOD generating potential of the manufacturing processes.

**QAC0033 – Control of Special Processes Qualified Supplier List:** Suppliers and sub-tier vendors performing a special process listed below must be audited and qualified by OPS and/or OPS's Customer.

- Soldering and/or Cleaning
- Conformal Coating
- Welding
- Special or Nondestructive Testing
- Rubber Bonding
- Alloy Identification
- Brazing
- Programming/verification of programmable memory devices
- Software procedures (other than equipment specific)
- Heat Treating
- Painting
- Plating
- Flame Spay
- Others as specified on Purchase Order

Note 1: X-ray film, inspection data, test results, heat treat charts and certificates of compliance for special processes performed must be shipped with the material.

Note 2: The Supplier shall flow-down all applicable OPS site Quality Assurance Requirements to lower tier suppliers performing work involving the purchase order.

Note 3: If the supplier or sub-tier vendor requires the use of a supplier that is not qualified by a OPS site the supplier must submit Supplier Variation Request (SVR) to the applicable OPS site for approval.

**QAC0034 – Personnel and Equipment Certifications:** The Supplier shall ensure that all personnel performing special processes such as welding, soldering, plating, non-destructive testing, etc. are certified to perform the special process in

accordance with the requirements of the specification, the PO, or any specifications referenced directly or indirectly therein. The Supplier shall ensure the associated equipment used for these processes is certified as appropriate.

**QAC0035 – Calibration Requirements:** The item(s) on this purchase order shall be calibrated in accordance with the requirements of ANSI/NCSL Z540-1 Requirements for the Calibration of Measuring and Test Equipment or ISO 10012-1 Quality Assurance Requirements for Measuring Equipment and traceable to the National Institute of Standards and Technology (NIST). The subcontracting, assigning, or transferring of any activities covered by this purchase order to another supplier facility/location or sub-supplier shall be approved by OPS site's Quality Department.

The following information is to be submitted to OPS for each item of Material & Test Equipment (M&TE) completed.

a) Certification of Calibration and/ or Record of Calibration shall contain the following information:

- Title of document.
  - Supplier's name and address.
  - OPS name and address.
  - Description and unique identification of the item calibrated.
  - Condition of the item calibrated if not operational.
  - Date calibration performed.
  - Identification of the procedure(s) used.
  - Identification of the calibration service provider's equipment, standards used and last calibration date.
  - Environmental conditions (temperature and humidity).
  - Test Report detailing As-Found and As-Left conditions.
  - Reference to any independent Out-Of-Tolerance Condition Report.
  - Signature and title of the person who performed the calibration.
- Statement that supplier equipment and reference standards utilized to calibrate OPS M&TE are traceable to NIST.
- b) Attach the calibration sticker to the face area of any stackable equipment where the sticker will not impede visibility or functionality. Sticker must indicate the next calibration due date at a minimum.

**QAC0036 – As-Built List (ABL):** The Supplier shall track and record the as-built configuration by serial number including serialized lower level subassemblies. An ABL including the part number, serial number (when applicable), lot control numbers (when applicable), quantities, completion date and ship-to location shall be provided with the shipment.

**QAC0037 – Flow Plan – Manufacturing, Inspection, and Test:** When requested, the Supplier shall provide a flow plan (any format: diagram, traveler, etc.) documenting the sequence, location, and description of manufacturing processes, inspections, and tests. The Flow Plan shall be submitted for OPS approval within thirty (30) days prior to use.

**QAC0038 – Circuit Card Assembly (CCA) Test:** The Supplier shall perform 100% electrical testing on the CCAs as required by purchase order to identify manufacturing defects prior to delivery. CCA Test Reports including the CCA Test procedures conducted, pass/fail results by serial number, and authorization by a representative of the Supplier's Quality function shall accompany each shipment.

**QAC0039 – Deliverable Data – Nondestructive Test (NDT) Report:** The Supplier shall provide a copy of any NDT reports (radiographic, ultrasonic, penetrant, etc.) for each item, authorized by a representative of the Supplier's Quality function, with each shipment.

**QAC0040 – Deliverable Data – Dimensions:** The Supplier shall provide a final inspection report of critical dimensions for each item in Supplier format, and as authorized by a representative of the Supplier's Quality function with each shipment.

**QAC0041 – Acceptance Test Procedures (ATP):** The Supplier shall generate an ATP for final acceptance testing. The ATP shall include equipment lists, equipment calibration status, and test procedure and data sheet(s) necessary to verify the functional requirements, weight, and outline of dimensions required by the equipment specification. This ATP and any subsequent changes must be submitted for approval within thirty (30) days prior to testing deliverable end items.

**QAC0042 – Deliverable Data – Acceptance Test Procedures (ATP):** The Supplier shall provide final complete detailed ATP data for each item, in Supplier format, and as authorized by a representative of the Supplier's Quality function with each shipment.



**QAC0043 – Deliverable Data – Repair Report:** The Supplier shall provide a repair report, authorized by the Supplier's Quality function, that documents the materials, reason for repair and activities utilized in returning the equipment to fully functional status.

**QAC0044 – Test/Inspection Report Data:** When specified on the drawing or specification, test/inspection report data sheets are required with the product shipped. The data must include the actual measured value and be traceable to the product lot code or serial number.

Test/Inspection records shall be retained by the seller for a minimum of seven (7) years, or longer if indicated in the Purchase Order. These records shall be available upon request, to OPS, or OPS Customer(s). Supplier must notify Buyer before destruction of quality records. As an alternative to the retention requirement, the Supplier may submit test/inspection records with the shipment. Test/Inspection records data must be identified as to the material furnished by PO number and part number, and signed (including title) by the Supplier's authorized representative.

All records submitted are subject to OPS review and approval prior to acceptance.

**QAC0045 – Returned Supplier Material:** Supplier material delivered on the PO that is rejected and returned to the Supplier on a supplier Return Material Authorization (RMA) for evaluation and rework/repair, shall be shipped by the Supplier with a rework/repair report that documents the failure description, detailed failure causes, and repair actions taken to restore the material to the PO requirements. The Supplier shall reference the RMA number on the shipping documents.