

**Mer-Mar Electronics**  
**Supplier Purchase Order Quality Requirements**



7042 Santa Fe Avenue East, Suite A-1  
Hesperia, California 92345  
Phone:760-244-6149 Fax: 760-244-6150

**EXTERNAL PROVIDER/SUPPLIER, PURCHASE ORDER  
QUALITY REQUIREMENTS ACKNOWLEDGEMENT**

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

I have reviewed and accept Mer-Mar Electronics Purchase Order Terms and Conditions. I will ensure the implementation and compliance with all (quality) requirements within our organization as communicated.

Signed: \_\_\_\_\_

Please return to the attention of Jeni Britto: [jbritto@mermarinc.com](mailto:jbritto@mermarinc.com)

# Mer-Mar Electronics

## Supplier Purchase Order Quality Requirements

All PO's:

Process, Product or Service	Quality Code
Raw Material	QC01, QC02, QC04, QC05, QC06, QC15, QC17, QC20, QC21, QC22, QC23, QC24, QC25, QC26
Hardware and Off the Shelf Components	QC01, QC02, QC04, QC05, QC06, QC09, QC15, QC17, QC21, QC22, QC23, QC24, QC25, QC26,
Outside Processing	QC01, QC02, QC03, QC05, QC06, QC10, QC11, QC13, QC14, QC15, QC17, QC21, QC22, QC24, QC25, QC26
Outside Service and Calibration	QC01, QC02, QC05, QC06, QC07, QC08, QC09, QC10, QC12, QC13, QC14, QC15, QC16, QC17, QC19, QC21, QC22, QC24, QC25, QC26

For the purpose of this document, the term, “supplier” is used to describe external providers of processes, products and services.

Quality Code	Title	Requirement
QC01	Quality System	Supplier shall establish and maintain a Quality System acceptable to Mer-Mar Electronics (MME), for the goods and/or services purchased under this purchase order. As a minimum, the supplier's Quality System must meet the requirements of ISO9001 or better.
QC02	AS9100 Compliant	The supplier is required to maintain a Quality System in compliance to AS9100. If facility is not certified to AS9100, buyer reserves the right to conduct surveillance at supplier's facility to make final determination that <u>Supplier's Quality System</u> meets the requirements, and/or supplier will be required to complete a Supplier Survey Questionnaire.
QC03	NADCAP Approval	Special processing NADCAP approval is required. The special process requirements will be listed on the actual purchase order.
QC04	Supplier Furnished Material	Supplier shall submit Chemical and Physical test reports in accordance with the latest material specifications and revision. Distributors must provide a certification verifying the materials traceability to the Mill test reports when supplied.
QC05	Sub-Contractor Flow Down	Supplier is required to flow down the requirements of this purchase order, including terms and conditions to the Supplier's subcontractors. Flow down of key characteristics is required when specified on the face of purchase order. Supplier is to notify Mer-Mar Electronics (MME) of changes in product and/or process, changes of suppliers, changes of manufacturing facility location and, where required, obtain organization approval within 24 hours.
QC06	Record Retention and Disposition	As a minimum, the Supplier is to retain records for at least 10 years from the date of shipment under each applicable order for all products/part numbers unless otherwise specified in the order. In special circumstances, the purchase order will identify the actual required number of years that the records should be maintained. After the minimum retention period is achieved, suppliers may disposition the records as archive or destroy at their discretion.
QC07	Calibration	The Supplier's equipment shall be calibrated in accordance NIST standard (ISO 17025/ISO 10012-1/ANSI Z540-1) traceable to national or international measurement standards.
QC08	Mer-Mar Electronics (MME) Furnished Property	Supplier is to return all furnished property to Mer-Mar Electronics (MME) at the completion of the purchase order. Furnished property may include but not be limited to the following: drawings, mylars, process specification, tooling, fixtures, and excess raw material.
QC09	Parts Identification	The Supplier is to identify parts in accordance with purchase order requirements.

Prepared By J.B.

Approved By D.G.

F843PS02 / 03 / 12/23/2020

Date printed: 12/23/20

Page 2 of 4

# Mer-Mar Electronics

## Supplier Purchase Order Quality Requirements

QC10	Nonconformance/Corrective Action	The Supplier is to notify Mer-Mar Electronics (MME) of a Nonconformance prior to shipping parts. In addition, the Supplier will maintain a system of handling non-conformances and corrective actions.
QC11	Special Processing Approval	The Supplier is to perform a special process on this purchase order. Special processing may include one of the following processes: heat-treating, stress relieving or Nondestructive testing. Mer-Mar Electronics (MME) shall identify the specific process specification and the end user on the purchase order. The Supplier should maintain its special process approval with the end user. If the Supplier is not currently approved for the specified process, it is the Supplier's responsibility to notify Mer-Mar Electronics (MME) immediately.
QC12	Dimensional Inspection Report	The Supplier is to document an actual dimensional inspection report and submit it to Mer-Mar Electronics (MME) at the completion of the purchase order.
QC13	First Article Inspection	The Supplier to submit a First Article per AS9102 with this purchase order. It should identify all of the process specifications and dimensional data, as required per P.O.
QC14	Measuring & Test Equipment	All measuring and test equipment shall be calibrated in accordance with industry and process specification standards.
QC15	Packaging Protection	Supplier to package parts in a manner that will protect parts from any kind of damage. No metal to metal contact is ever allowed. In special circumstances, the purchase order may specify the manner the parts are to be packaged.
QC16	Part Number Serialization	All parts should have unique serial numbers assigned. Supplier is to maintain tractability throughout the production stage.
QC17	Certificate of Conformance	A certification is required, stating that all of the products or services meet the contractual or purchase order requirements. The certificate must list the part number and all of the applicable process specifications, including up to date revision levels.
QC18	The Boeing Company Approved Process	The Supplier shall maintain a special process approval from The Boeing Company on this purchase order.
QC19	Key Characteristics Data Required	This purchase order deals with the drawing that identifies key characteristics. Both the Supplier and Mer-Mar Electronics (MME) should have established a control plan prior to the placement of this purchase order.
QC20	BUY AMERICA ACT	Items procured under this purchase order must be compliant with DFAR 252.225-7000
QC21	Right of Entry	Mer-Mar Electronics (MME), our customers, and/or any applicable regulatory authority reserve the right to access the supplier's applicable areas of all facilities, at any level of the supply chain, involved in the order and to all applicable records. Reason for access may include inspection of the item on order, status of the item, or reviewing quality records pertaining to the purchase order in question.
QC22	QMS Awareness	Suppliers Personnel must be made aware of: <ul style="list-style-type: none"> <li>• their contribution to product or service conformity;</li> <li>• their contribution to product safety;</li> <li>• the importance of ethical behavior.</li> </ul>
QC23	Counterfeit Prevention	Suppliers must have a process in place to prevent the use of counterfeit parts/materials.
QC24	Control & Monitoring Requirements	Suppliers must maintain a Quality Level $\geq 95\%$ and an OTD level $\geq 95\%$ . If levels drop below target, supplier will be notified and may be placed on conditional status or disapproved if not corrected.

Prepared By J.B.

Approved By D.G.

# Mer-Mar Electronics

## Supplier Purchase Order Quality Requirements

QC25	FOD	Suppliers shall ensure the Foreign Object Debris/Damage (FOD) if any, is removed before the shipment wherever applicable will flow down this requirement to its sub-tier suppliers
QC26	ITAR	The data attached/enclosed may contain information (including technology and technical data) which is subject to the U.S. International Traffic in Arms Regulations (ITAR) or Export Administration Regulations (EAR). This information may not be exported, released, or disclosed to foreign persons either inside or outside the United States without first obtaining the proper U.S. export license or written authorization. In addition, the information and articles described herein are either patented or proprietary, and the copying or reproduction thereof is prohibited without Mer-Mar Electronics (MME) prior written consent.

*Prepared By J.B.*

*Approved By D.G.*

F843PS02 / 03 / 12/23/2020

Date printed: 12/23/20

Page 4 of 4