



Procurement Quality Requirements

REQUIREMENT:

DESCRIPTION:

1. STANDARD Purchase Order Definition Errors or Inconsistencies: The supplier shall review purchase order requirements prior to starting work. If errors or inconsistencies are noted with the purchase order or any other document referenced by the purchase order, the supplier must immediately notify the buyer. Supplier proceeding with work without written concurrence of buyer does so at his own risk. Product shall not be accepted until the purchase order and all documentation accurately describes the product delivered.
2. STANDARD Nonconforming Material/Product Review: A supplier request for Deviation (304-138) shall be used by supplier for reporting any departure from drawings, specifications, or other purchase order requirements. The deviation form shall be requested from the buyer, and then submitted to buyer for material review. A copy of the deviation will be returned to the supplier directing further action. Supplier shall not ship a discrepant item without buyer's concurrence as defined by reference to the applicable deviation serial number.
3. STANDARD Changes in Process, Materials: Supplier shall not change any process and/or material that will affect fit, form, or function without prior approval from the buyer. Product, which has been subjected to customer and/or regulatory specified qualification procedure to qualify the product or to permit the supplier to become a qualified source for the product the supplier shall not change any process, material used to qualify without the prior notification and approval by the buyer, customer and/or regulatory agency as appropriate.
4. STANDARD Corrective Action Request: When a quality problem exists, the QA Manager will request corrective action from the supplier. Requests require timely responses and include the following information: Analysis of the cause of the problem, containment, statement of the action taken, and the effectiveness of the action. When corrective action required for regulatory parts, the supplier shall coordinate such action with the regulatory quality representative assigned to that location.
5. STANDARD Identification of Limited Shelf Life: materials with limited shelf life i.e. (epoxy, paint, adhesives, etc.) shall reflect the date of manufacture, Lot number, and applicable specification on the container. The time lapse between cure or manufacturing date and date of scheduled receipt by the buyer under the purchase order shall not exceed one-fourth of the material's shelf life without prior written waiver of the buyer as to each shipment.
6. STANDARD Prohibited Practices Unauthorized Repairs: Without buyer's approval suppliers may not repair by welding, brazing, soldering or use adhesives on parts damaged or found to be faulty during fabrication. Defects in product shall not be repaired by any method unless authorized by the buyer in writing.
7. STANDARD Notification of Facility Change: Supplier shall not relocate any production, manufacturing, and processing facilities during the performance of purchase order, without promptly notifying the buyer and affording buyer an opportunity to examine such facilities for compliance with quality system requirements.
8. STANDARD Improper Re-submittal: Articles rejected by the buyer and resubmitted shall be clearly and properly identified as resubmitted items. Seller's shipping document shall contain a statement that articles are replacement or reworked and shall also refer to buyer's rejection document.
9. STANDARD Certification of Conformance: Certification that state's material shipped meets all requirements of the purchase order shall be included with each shipment. Certification shall be signed by the duly authorized supplier's representative and be traceable to buyer's purchase order and material shipped.
10. STANDARD Regulatory Review of Quality or Inspection: The supplier's quality system and manufacturing processes are subject to review by authorized customer or regulatory representative upon notification.
11. STANDARD Right to Verify: Polara Enterprises LLC., its customers and/or regulatory representatives shall be afforded the right to verify at supplier's premises; subcontracted material or product conforms to specified requirements.
12. STANDARD Right of Entry: Polara Enterprises LLC., its Customers and/or regulatory agency's representatives shall be afforded right of entry to verify at supplier's premises that material or products adhere to specified contractual requirements when required.



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13. STANDARD Control of Quality Records: Suppliers shall maintain quality records within their quality system. Parts records shall be retained for a minimum of 7 years including traceable/serialized part records. Electronic media shall be backed up to prevent document loss. After the retention period, these records may be disposed of in such a manner not affecting the confidentiality/nondisclosure agreement. Records shall be maintained in such a manner to prevent loss or deterioration of records as well as being readily retrievable.
14. STANDARD Requirement Flow Down: The supplier shall provide complete flow down of all purchase order and customer requirements to their sub-tier suppliers, to ensure conformity of manufacturing, inspection, testing, and documentation requirements including key characteristics supporting the processes where required.
15. STANDARD Preservation of Product: (FOD): The supplier shall preserve the conformity of the product during internal processing and delivery and have provisions for the prevention, detection, and removal of foreign objects. Preservation shall also apply to the constituent parts of a product.
16. STANDARD Counterfeit Parts: Supplier represents and warrants that only new and authentic materials are used in products required to be delivered to Polara Enterprises LLC. and that the Work delivered contains no Counterfeit Parts. No other material, part, or component other than a new and authentic part shall be used unless approved in advance in writing by the Polara Enterprises LLC Management and Procurement Representatives. To further mitigate the possibility of the inadvertent use of Counterfeit Parts, Supplier shall only purchase authentic parts/components directly from the Original Equipment Manufacturers ("OEMs")/OCMs or through the OEM's/OCM's authorized distribution chain. Supplier must make available to Polara Enterprises LLC, upon request, OEM/OCM documentation that authenticates traceability of the components to that applicable OEM/OCM.
17. STANDARD Polara Enterprises LLC, its customer and/or regulatory agency's representatives has the right to access to all supplier facilities involved in the purchase order and to all supplier applicable records, if the supplier has subcontracted the materials and process, the subcontractor's facilities and records also gives the right of entry to Polara Enterprises LLC, its customers and/or regulatory representatives.

ADDITIONAL SUB-CONTRACTOR STANDARD REQUIREMENTS

(Suppliers performing services or making products for Polara Enterprises LLC.)

18. AS SPECIFIED Quality Program Plan: (Manufactured and fabricated items) Supplier shall provide a quality plan and/or control plan to serve as basic documentation of the supplier's quality program tailored to the deliverable items.
19. STANDARD Calibration Services: Calibration suppliers used for calibration services shall meet the requirements of ANSI-2020, ISO 10012 or ISO/IEC/EN 17025.
20. STANDARD Quality Management System: The supplier shall maintain a quality program which is in conformance with ISO 9001 or equivalent, "Quality Management System Requirements.
21. STANDARD Comply with the Quality Requirements: of IPC 610 class 2, IPC 620 class 2 and J-STD-001 class 2 as applicable.

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SPECIAL REQUIREMENTS

1. First Article Submissions Manufactured and Fabricated: Supplier shall provide buyer with a first article report on any new part prior to production. Subsequent lots shall require a new first article inspection in the event of a change in sub supplier, design, supplier's tooling, or material. First article data sheets shall be from each tool if multiple tools exist and from each cavity of the mold for castings. First articles shall be inspected and approved by buyer's quality. Supplier shall not submit parts from a production run prior to buyer's acceptance of first article. The first article may include the ballooned print's, detailed inspection report, calibration information of measuring instruments used, C of C, Special Process Certs, Applicable test data and raw material certifications. Quality Clause 9 is used if FAR is not required to be submitted but prepared and kept at seller's facility.
2. Certificate Qualification: Qualification data (i.e., inspection and/or test data) shall be submitted to buyer for review and approval prior to first shipment.



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3. Proof Part: The supplier shall furnish proof part for acceptance (first article) of the tooling. The proof part shall be represented of the end/final condition.
4. Certified Test Data: The certified test data traceable to the organization performing the testing shall be supplied with each shipment. This report must contain all information necessary to demonstrate conformance to the requirements reflected in the purchase order. The test data shall show quantitative requirements and permissible tolerances for all values measured.
5. Controlled Procurement: The supplier shall not subcontract the parts, materials, or services without buyer's approval of the source or buyer's approval of supplier's procurement system. When subcontracting is carried out with buyer's approval, all drawings, specifications, key characteristics and/or purchase order requirements shall be passed on to each sub-supplier and shall be certified by the sub-supplier.
6. Source Inspection: Source inspection by buyer may be required at supplier's facility during and upon completion of manufacture/testing. Supplier shall provide all necessary inspection data, facilities, and equipment. Supplier shall notify buyer at least 48 hours in advance of performing acceptance test or intent to ship and shall withhold shipment pending the necessary actions by the buyer's quality representative. Final acceptance of material or product will be at the buyer's incoming inspection. Evidence of acceptance at source must accompany each shipment.
7. This requirement may be waived for any specific test or shipment by written authorization from the buyer's Quality Representative. Supplier shall submit such notification with the material or product in lieu of the evidence for acceptance at source.
8. Material Certification and Test Reports: Each shipment shall be accompanied by chemical and/or physical analysis certification with typical results of tests conducted as required by purchase order and/or specifications/drawings. Seller shall provide Polara Enterprise LLC. with two copies of such reports signed by an authorized representative of the seller and identifiable with material shipped.
9. Receiving Visual Inspection: Only Visual inspection performed product/material inspection with this clause along with verification of receipts of quality applicable documents like certifications, Certificate of Conformance are checked.
10. Receiving Inspection: Supplier to provide with first shipment a copy of their detailed inspection report for validation at Polara Enterprises LLC., ballooned drawings, material, and special process certifications. Manufacturing process shall be frozen for subsequent batches and at a minimum; Certificate of Conformance shall be furnished.
11. Drop Shipments: Material ordered here under is to be shipped to other than the buyer's facilities. Copies of the product assurance data required by this order shall accompany the shipment; in addition, one copy of such data shall be mailed or e-mailed to the buyer on the same day that shipment is made.
12. Dock to Stock: Items with this requirement will be able to enter the stock room without any receiving inspection after piece part quantity verification has been performed. Product will have a defect free history of at least five previous lots prior to receiving this clause.
13. Require Oven Certification Record: Prior to run of Product (Record of daily calibration record) and Record of Run temperature.
14. The parts listed on BOM: contain both Leaded and Unleaded product; assure Temperature / Feed rates are set in accordance with Industry standards.
15. Material Certification and Test Reports: Each shipment shall be accompanied by chemical and/or physical reports with "actual" results of the tests conducted on materials shipped verifying conformance to all specifications called out or referenced on drawings and/or purchase orders. The supplier shall provide Polara Enterprises LLC. with one copy of such reports signed by an authorized representative of the supplier and identifiable with material shipped.

Numbers if mentioned indicate Quality Clause numbers. These requirements are part or purchase order specific

If you have any questions about these terms, feel free to contact us at 903-366-0300