

A481-0052 Rev J

ITT BIW PURCHASE ORDER (External Supplier) QUALITY CLAUSES**General Clauses**

- A. Quality System:** BIW Connector Systems (BIW) and our customer reserve the right to audit the supplier quality and inspection system. For all the equipment used in the inspection and testing of BIW product, the supplier shall have all such equipment calibrated to standards that are traceable to national standards, (such as NIST in the USA).
- B. Inspection:** BIW and our customer reserves the right to inspect the material purchased under this Purchase Order/Contract in the supplier's plant, and/or at BIW Receiving Inspection. This inspection does not release the supplier from their responsibility for the quality of the product. Acceptance of the material at the supplier's plant or BIW Receiving Inspection does not prevent subsequent rejection of the product.
- C. Procurement Specification:** Acceptance of the purchased material will be at BIW Receiving Inspection based on conformance to the Specification/Source Control Drawings, and the Purchase Order requirements. The supplier is responsible to ensure that they are working to the specification revision specified on the Purchase Order. For referenced Mil specs or industry standards: unless otherwise specified, use the latest revision.
- D. Preparation for Shipment:** Items shall be packaged and/or crated in a manner providing protection against damage in transit and storage. Containers shall be clearly labeled, tagged, or marked with the vendor's name and address, contents, quantity, and the BIW Purchase Order number. Refer to Appendix A for additional requirements regarding packaging.

Product-Related Clauses

- E. Certificate of Conformance (C of C):** Suppliers shall supply a C of C showing conformance with the requirements of the material specification as applicable, upon request by BIW. Where applicable the following clause will be invoked:
1. All items, except commercially available "off the shelf" (COTS) items require a C of C.
 2. Any items (including what would normally be considered COTS items) procured in accordance with a "Source Control Drawing" require a C of C.
- F. Material Certification:** Documentation for traceability is required for raw materials, (mill certificates for metals or compounds), as called for in engineering drawing(s) and specification(s) for the material supplied or used to produce the purchased item(s). Material Certification is required with each shipment. Note that the material certificate must include all properties and test results that are required on applicable ITT-BIW engineering drawings or specifications.
- G. SDS Required:** A Safety Data Sheet is required with each shipment for all chemicals.
- H. Test Reports Required:** Report performance and findings of specific tests as called for in engineering drawings and specifications for the purchased item(s).
- I. Equipment Calibration Registration/Calibration Certificate Required:**
1. All measurement instrumentation and equipment must be certified to be calibrated to ANSI/NCSL Z540 latest revision.
 2. All measurements shall be traceable to the National Institute of Standards and Technology (NIST) or a natural or physical constant.
 3. The original calibration certificate shall be delivered to BIW along with the device.
 4. For BIW only:

- a. All purchased equipment or analytical instruments used in producing or inspecting product are required to be tracked in the BIW Calibration System.
 - b. Equipment requiring calibration must be routed to the BIW Calibration Technician to be classified and labeled before it is placed in service.
- J. Critical and Limited Life Items:** When materials or articles have characteristics that are susceptible to quality degradation over time (has a specified shelf-life), the following shall apply:
1. The material or articles shall be marked in a manner to indicate the date at which the critical life was initiated, or the useful life will be expended.
 2. The material or articles shall be accompanied by a certification specifying the expiration date.
 3. All such material or articles must have at least 75% of its useful life remaining upon receipt at BIW, unless otherwise specified on the Purchase Order.
- K. First Article and First Article Inspection Report (F.A.I.R.) Required from Supplier:** Suppliers shall submit F.A.I.R. upon request from BIW. First article part and F.A.I.R. must be submitted for 100% inspection and approval. Unless otherwise directed, first article approval shall be obtained from BIW prior to shipment of the balance of the order. FAIR shall be submitted per requirements shown in latest revision of AS9102.
- L. Part Cleanliness Requirement:** Unless allowed or required on a BIW engineering drawing or specification, all parts shall be clean and free of chips, debris, oils, grease or other foreign material before delivery to BIW. Parts that fail to meet this requirement may be rejected at incoming inspection.

Special Requirements Clauses

- M. Ex Certified Product:** Ex certified products have been approved for use in explosive atmospheres by specific "Notifying Bodies". Such products have critical "flame path" features and fall under strict inspection and document requirements in accordance with standard ISO/IEC80079-34. These products will stipulate the following clause:
- Must meet applicable requirements of Standard ISO/IEC80079-34 including:
1. Traceable documentation of inspection activities is to be supplied with each batch of product and copies maintained by supplier for ten years.
 2. Declaration of conformity according to ISO/IEC17050-1 is to be supplied with each batch of product *when indicated in the PO text*.
- N. ITAR & Commerce Control List (Export Controlled) Products:** Applies to product that has been identified by the U.S. government to require export control. If it will be outsourced, shipped to, or be accessible to any foreign entity the purchase order must specify this clause or the following:
1. Export Controlled Product: Only personnel having U.S. citizenship shall be allowed access to technical documentation and or production processes involving ITAR or Commerce Controlled product.
 2. Export license may be required.
 3. Suppliers to ITT-BIW shall manage their supply base accordingly.



Appendix A:

1. Per A481-0052 Clause D, the packaging of each shipment must protect the parts from damage during transit.
2. Package delivery services like UPS and FedEx are notorious for their rough handling of packages, without regard for warning labels like "Fragile" or "Handle with Care". Packaging must be configured to withstand this rough handling.
3. If the package is over 20-lbs and is not securely strapped to a pallet and shipped via freight carrier, the following rules must be followed:
 - a. Package shall be in a double-walled carton, or other packaging suitable to protect the parts inside and prevent them from breaking out thru the sidewall during shipment.
 - b. Seams shall be secured with fiber-reinforced tape and staples where applicable.
4. Unless specified by ITT-BIW, parts shall not be packed in bulk. When parts are packed in bulk, especially metal parts, they can be damaged from coming into contact with adjacent parts during the jostling and vibration during shipment. This damage to parts at the bottom of a bulk container is made worse by the weight of parts packed above them.
5. Best practice to prevent this type of damage is packing in containers with internal dividers which provide a separate compartment to segregate each part from any parts adjacent to it.
6. If internal divider style package is not used, machined parts shall be placed in an individual plastic bag or wrapped in a protective layer of paper, foam, etc. in order to prevent damage to the outer surface of the part from contact with adjacent parts. That said, the protective layers must be robust enough to protect the parts; heavier parts will need thicker wrapping.
7. Bare steel parts shall be protected from contact with moisture that will cause rust. The use of rust preventive coatings shall be approved by ITT-BIW prior to shipment. The use of VCI (Vapor Corrosion Inhibitor) paper or bags for parts susceptible to corrosion is encouraged.