

## SUPPLEMENTAL PURCHASE ORDER QUALITY CLAUSES

### **GQC-000 Non-product PO** - Non-Stock Product, Supplies, ect.

THE FOLLOWING QUALITY CLAUSES APPLY

- **Griffon General Terms and Conditions**
- **Itemized Packing Slip that References the purchase order number.**

### **GQC-9100 AS9100 Defense and Aerospace PO** - Products that have AS9100 Flow down clause.

THE FOLLOWING QUALITY CLAUSES APPLY AT A MINIMUM

- **Griffon General Terms and Conditions**
- **Itemized Packing Slip that References the purchase order number.**
- **GQC-01- Quality Management system ISO, AS9100**
- **GQC- 06 Calibration System Approval**
- **GQC-07 Special Processes**
- **GQC-08 Supplier First Article Inspection**
- **GQC-10 General Inspection**
- **GQC-16 Certification of Conformance**
- **GQC-19 Special Requirements, Critical Items, or Key Characteristics**
- **GQC-20 Right of Entry**
- **GQC-22 Prevention of Counterfeit Part Use**
- **GQC-23 Nonconforming Material**
- **GQC-24 Quality Escapes**
- **GQC-25 Required Record Keeping**
- **GQC-26 Printed Circuit and Harness Assembly Requirements**

**GQC-200 Commercial and Defense and Aerospace PO (NON-AS9100 flow down) -**

Products that do not have an AS9100 Quality System Flow Down for Commercial, Defense, or Aerospace.

THE FOLLOWING QUALITY CLAUSES APPLY AT A MINIMUM

- **Griffon General Terms and Conditions**
- **Itemized Packing Slip that References the purchase order number.**
- **GQC- 02 Quality Management system**
- **GQC-07 Special Processes**
- **GQC-10 General Inspection**
- **GQC-16 Certification of Conformance**
- **GQC-20 Right of Entry**
- **GQC-22 Prevention of Counterfeit Part Use**
- **GQC-23 Nonconforming Material**
- **GQC-24 Quality Escapes**
- **GQC-25 Required Record Keeping**
- **GQC-26 Printed Circuit and Harness Assembly Requirements**

**GQC-300 Developmental Defense and Aerospace PO -** Products that do Not have AS9100 or other

Flow down clause.

THE FOLLOWING QUALITY CLAUSES APPLY AT A MINIMUM

- **Griffon General Terms and Conditions**
- **Itemized Packing Slip that References the purchase order number.**
- **GQC-02 Quality Management system**
- **GQC-07 Special Processes**
- **GQC-16 Certification of Conformance**
- **GQC-22 Prevention of Counterfeit Part Use**
- **GQC-23 Nonconforming Material**
- **GQC-24 Quality Escapes**

**GQC-400 Measuring Equipment**

THE FOLLOWING QUALITY CLAUSES APPLY AT A MINIMUM

- **Griffon General Terms and Conditions**
- **Itemized Packing Slip that References the purchase order number.**
- **GQC-04 Calibration Laboratories**
- **GQC-05 Certificate of Calibration**
- **GQC-06 Calibration System Approval**

**GQC-01 AS9100 Quality Management system** - AS9100D clause 8.4.3(b)

Supplier of Griffon Aerospace are requested to be compliant to the AS9100/ISO 9000 international quality standard. In addition, we encourage our suppliers to seek a third-party accreditation. Supplier quality systems shall be formally documented, implemented, and maintained to ensure suppliers' products and/or services conform to the identified purchase specifications, engineering, or material specification and/or contract requirements. The suppliers' quality documentation shall be made available to Griffon Aerospace upon request.

**GQC-02 Quality Management system** - AS9100D clause 8.4.3(b)

The supplier shall maintain a Quality System based in compliance with ISO 9001:2008, SAE-AS9100, or other documented Quality Systems.

**GQC-03 Prime Contract Flow Down Required** - AS9100D clause 8.4.3(k)

An additional attachment is included with this Purchase Order containing FAR or DFARS clauses that are Mandatory flow down requirements from the prime contract. These clauses shall be flown down to lower-tier suppliers.

**GQC- 04 Calibration Laboratories** - AS9100D clause 8.4.3(b)

Calibration Laboratories shall comply with standards imposed by the tool manufacturer or by NIST standards if tool manufacturer standards are not available.

**GQC-05 Certificate of Calibration** - AS9100D clause 8.4.3(k)

Seller shall provide a certificate of calibration/calibration report showing detailed results of the calibration traceable to the National Institute of Standards and Technology (NIST). Also known as a long form calibration certificate.

**GQC- 06 Calibration System Approval** - AS9100D clause 8.4.3(b)

If supplier is not an OEM for the item being calibrated, supplier will have a documented calibration system that meets the requirements of current revisions of ISO 17025, ANSI Z540, or equivalent. Third party registration by an accredited registrar will be accepted. Suppliers declaring calibration system compliance with no formal accredited registrar could be subject to review. The supplier's system will be subject to review at all times by Griffon Aerospace. If Griffon Aerospace has accepted supplier's third-party registration and supplier changes Registrars, loses registration or is put on notice of losing its registration, contractor must notify Griffon Aerospace within three days of receiving such notice.

**GQC-07 Special Processes** - AS9100D clause 8.4.3(k)

Special Processes shall be defined as Painting, Anodizing, Plating, Chemical Finishing, etc.

Suppliers who perform Special Processing for Griffon Aerospace shall ensure that the required special processes are carried out in accordance with the drawing and/or process specification requirements and that all special processes are performed by competent qualified personnel.

In addition, the Supplier shall provide a Process Certification Statement that certifies that the parts were processed in accordance with the drawing and/or specification requirements.

This requires the certification to include:

- Full Part Number as specified on the Purchase Order.
- Process Specification as called out on the drawing.

**GQC-08 Supplier First Article Inspection** - AS9100D Clause 8.4.3(f)

The supplier shall inspect and record 100% of all data for the first article manufactured in accordance with the requirements of AS9102 and using the forms therein. The recorded inspection data shall identify each feature characteristics, the allowable tolerance limits, and the actual dimensions measured. The First Article item shall be tagged or labeled, identifying it as the First Article Item. The tag should also include Griffon Aerospace P.O. number, Part Name, Part Number, and Serial Number (if applicable). The First Article Inspection Report (AS9102 Forms) shall accompany the First Article Item with shipment.

**GQC-09 100% Inspection** - AS9100 Clause 8.4.3(f)

The supplier is required to inspect and record 100% of all data for all the items manufactured. The recorded inspection data shall identify each feature's characteristic, the allowable tolerance limits, and the actual dimensions measured. The Inspection Report can reflect all parts in the same lot and be "blanketed" with the extreme upper and lower range of actual recorded dimensions per feature. The Inspection Report should accompany the Item(s) with shipment.

**GQC-10 General Inspection** - AS9100D Clause 8.4.3(f)

The supplier is required to create and maintain records and data of all inspections and tests performed. Records shall contain the status of articles and materials, and evidence of inspections and tests performed, including dates. 100% inspection shall be performed on all critical and major characteristics. Sampling Plans for minor attributes shall conform to ASQC-Z1.4 as a minimum, except the accept number must be zero, regardless of lot size or Acceptable Quality Level (AQL).

**GQC-11 Source Inspection** - AS9100D clause 8.4.3(f)

Source inspection shall be performed by Griffon Aerospace at the supplier's facility prior to final inspection. The supplier shall notify Griffon Aerospace's supplier quality and procurement groups five (5) days in advance of projected inspection date. Supplier shall provide, to the Griffon Aerospace source inspector, the results of the suppliers inspection/test.

When source inspection is imposed and specified in the purchase order, all parts fabricated to Griffon Aerospace data are subject to inspection at the Suppliers' facility by a Griffon Aerospace Quality Representative.

The Supplier shall notify Griffon Aerospace's supplier quality and procurement groups five (5) days in advance of projected inspection date. Supplier shall provide, to the Griffon Aerospace source inspector, the results of the supplier's inspection/test.

Verification of product by the source inspector(s) does not relieve the Supplier from the responsibility to provide acceptable product, nor shall it preclude subsequent rejection.

**GQC-12 Government Source Inspection** - AS9100D clause 8.4.3(f)

Government Source Inspection (GSI) is required prior to shipment from your facility. Upon receipt of this order, promptly notify the Government Representative who normally services your facility so that appropriate planning for Government Source Inspection can be accomplished. When articles are to be presented for inspection, the supplier shall notify the GSI office (if practical), ten (10) days in advance of the inspection. In the event the representative or office cannot be located, the Griffon Aerospace Buyer should be immediately notified. No items are to be shipped without government inspection approvals. Evidence of such approval shall be indicated on the shipping documents.

**GQC-13 Government Inspection** - AS9100D clause 8.4.3(f)

During performance on this order, your quality control or inspection system and manufacturing processes are subject to review, verification, and analysis by authorized government representatives, including government sampling of lot traceability documentation when required. Government release of shipment is not required unless otherwise notified.

**GQC-14 Raw Metals/Material Test Report** - AS9100D clause 8.4.3(b)

Sellers who provide raw material shall furnish chemical and/or physical test reports and certifications that show compliance to standard specification and/or drawing requirements with each shipment and shall be identifiable and traceable to the material submitted.

These test reports must contain the specification and lot numbers as applicable, results of the test from the approved agency performing the test and stipulate the acceptance criteria (minimum & maximum tolerance).

**GQC-15 Shelf-Life Items** - AS9100D clause 8.4.3(b)

Materials or articles having characteristics subject to degradation with age shall include on shipping documentation (or the labeling when required by the specification) the following:

- Date of manufacture and/or cure date
- Compounding date (if applicable)
- Shelf life (period of time material maintains characteristics if stored properly)
- Storage temperature
- Respective control identifier for each lot, batch, heat, heat treat, billet, and/or unit identification number

The item(s) shipped under this purchase order must arrive at Griffon Aerospace with at least 75% of the manufacturer's shelf life remaining.

Safety Data Sheets (S.D.S.) shall be provided when there is a danger to health from material being purchased.

**GQC-16 Certification of Conformance** - AS9100D Clause 8.4.3(b)

The Supplier shall provide a Certificate of Conformance (CofC) with parts/materials supplied.

The certification shall attest to the conformance with the applicable supplied drawing(s) and/or specification requirements issued with the relevant PO.

One copy of the certification shall be included with each shipment.

All CofC's must include:

- Company Name and Address.
- Date when CofC was issued.
- Reference to Griffon Aerospace's PO Number.
- Part Number(s) with alternate Part Number(s) when applicable.
- Revision of part numbers fabricated when applicable (this revision level shall correlate to the drawing(s) issued to supplier with PO).
- Quantity of part/material shipped.
- P.O. Line Item (when applicable).
- Certification of Conformance Statement.
- Signature of Supplier's Quality Representative

**GQC-17 Electrostatic Discharge Susceptible Items (ESDS)** – AS9100D clause 8.4.3(b)

All ESDS materials shipped to Griffon Aerospace (such as integrated circuit, transistors, diodes, circuit boards without enclosures, etc.) shall be properly labeled with ESDS warning labels and shall be packaged with ESDS protective bags/containers, etc. Packaging must be in accordance to the original manufacturers' requirements or, at a minimum, ANSI/ESD S20.20.

Failure to properly pack and ship ESDS components to Griffon Aerospace will result in receiving rejection of the shipment for assumed ESD damage. Such material will be quarantined by Griffon Aerospace until replaced by Supplier. Material will then be returned for disposal by supplier at supplier's expense.

Assemblers and integrators of ESDS devices into higher level assemblies must have an ANSI/ESD S20.20 compliant ESD control program in place. This program will be auditable by Griffon Aerospace.

**GQC-18 Notification of Changes in Design, Processes and Facility Location** - AS9100D clause 8.4.3(g) & (k)

The Supplier is responsible to notify Griffon Aerospace of any changes in product and/or process, and changes of manufacturing facility location, including supplier change and receive approval of such change.

For Supplier-owned design, notification to Griffon Aerospace in writing or design changes for products sold to Griffon Aerospace is required.

Changes to these processes or designs must be communicated to Griffon Aerospace prior to shipping product to Griffon Aerospace.

**NOTES:**

- Changes to Griffon Aerospace owned drawings/data are not acceptable without Griffon Aerospace's Engineering Department's written approval.
- Parts manufactured with revised Griffon Aerospace's data which has not been accepted/approved by Griffon Aerospace will be rejected.

**GQC-19 Special Requirements, Critical Items, or Key Characteristics** - AS9100D clause 8.4.3(h)

Products and/or services provided by suppliers must be at the highest level of quality.

When drawing, specification, and/or Purchase Order include "key characteristic" requirements the Supplier shall utilize Variation Management to ensure key characteristic integrity. The Supplier shall develop control plans for applicable key characteristics and shall have a Cpk goal of 1.33 or better.

The supplier is responsible for ensuring items provided under the purchase order are packaged in such a manner that the product integrity is preserved, contamination and corrosion are prevented, no physical damage occurs, and it prevents damage, deterioration, or loss in transit.

The supplier shall label the exterior of the container to ensure adequate identification needed to ensure the identity of the product being shipped. The supplier must ensure the handling and shipping methods for a proper and on-time delivery without damage to the product. The supplier shall ensure that any special labeling requirements shall also be listed in the appropriate shipping documents and on each package.

The supplier shall comply with all governmental and safety constraints on restricted toxic and hazardous substances used in the processing or production of the product for Griffon Aerospace.

**GQC-20 Right of Entry** - AS9100 Clause 8.4.3(i)

The Supplier shall provide access to their facilities to Griffon Aerospace and its customers, and regulatory agencies (FAA, EASA, etc.) upon request for inspection and audits of product, documentation, processes, procedures, equipment, and tests performed as required by the applicable purchase orders.

**GQC-21 Sample Inspection (STATISTICAL PRODUCT ACCEPTANCE)** - AS9100D clause 8.4.3(j)

If sample inspection is utilized, sampling plans must be per ASQC-Z1.4 as a minimum, except the accept number must be zero, regardless of lot size or Acceptable Quality Level (AQL). Any exceptions must be approved by Griffon Aerospace Quality.

**GQC-22 Prevention of Counterfeit Part Use** - AS9100D clause 8.4.3(k)

Supplier must take appropriate action to ensure that Parts, Products, or Materials supplied by you are not counterfeit. The supplier shall have a Prevention of Counterfeit Parts Plan in place to ensure conformance to AS9100D, Section 8.1.4.

Electronic components (integrated circuits, resistors, capacitors, etc..) are only to be sourced from the original manufacturer through factory approved supply chain. Brokers or secondary market components may only be provided with written approval from Griffon Aerospace.

**GQC-23 Nonconforming Material** - AS9100D clause 8.4.3(k)

When nonconforming material/items are shipped to Griffon Aerospace without authorization, acceptance of the material/items at Griffon Aerospace does not relieve the Supplier from their responsibility to comply with the drawing, specification, or purchase order requirements. These items may be returned to the Supplier for rework, replacement, or cost reimbursement.

Parts or materials not conforming to drawing, specification, and/or purchase order requirements shall be identified as Non-Conforming Items and be withheld from shipment at your facility.

Supplier's request for Material Review Action must be submitted to Griffon Aerospace.

All nonconforming material shall include a root cause and corrective action report along with the shipment.

**GQC-24 Quality Escapes** - AS9100D clause 8.4.3(k)

The supplier must immediately notify Griffon Aerospace of any quality escapes from their production line of Griffon Aerospace PO's. Notification may be done by mail, email, or phone call.

The supplier must have a process in place to correct such quality escapes.

**GQC-25 Required Record Keeping** - AS9100D clause 8.4.3(k)

The supplier must keep records related to Griffon Aerospace purchase orders for a minimum of ten (10) years. The Supplier shall keep accurate work, inspection, and certificate of conformance/compliance records and allow representatives from Griffon Aerospace, regulatory agencies (FAA, EASA, etc.) and/or its customers to review such records.

Records will include: Shop Travelers and inspection records, material traceability (CofC's), Test results when applicable, and drawings given to the supplier from Griffon Aerospace for production.

When retention time requirements have been satisfied, it is the responsibility of the supplier to notify Griffon Aerospace and request disposition instructions.



**GQC-26 Printed Circuit and Harness Assembly Requirements** - AS9100D clause 8.4.3(k)

This clause invokes GQC-17 by reference.

Outside suppliers of PWAs/CCAs and Harnesses shall conform to the following requirements in the absence of specific requirements on the Griffon Aerospace drawings:

1. Assembly and soldering shall be in accordance with IPC J-STD-001, Class 3, and Post Soldering Cleanliness Designator C22.
2. Harnesses requirements and acceptance per IPC/WHMA-A-620, Class 3.
3. Workmanship shall be in accordance with IPC A-610, Class 3.
4. Solder shall be type SN/PB and flux type optional. All flux chemistries are allowed but require post soldering cleaning process to remove flux residue. This includes "No Clean" chemistries.
5. The supplier shall certify with each shipment that the requirements of the Engineering drawing, purchase order and this attachment have been met.