



# Quality (Supplier Flow Down) Requirements

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**Applicable to All Purchase Orders**

All items delivered shall be in accordance with general industry standards for good workmanship. Packaging shall protect the item from shipping damage. Electrostatic sensitive items shall be packaged to prevent static damage and conspicuously marked as static sensitive.

**Supplier Notice of Change**

- a. Drawing changes conducted by the supplier under this purchase order is limited to only those changes associated with supplier's internal drawings so long as there is no impact/violation to the Burbank Plating Service drawings and specification requirements for dimensions, functional and test performance or material requirements. Changes that do impact/violate these requirements require prior Burbank Plating Service approval.
- b. Following first shipment of goods to Burbank Plating Service, supplier will notify Burbank Plating Service prior to any proposed change in configuration of supplier's product including components; if, in Burbank Plating Service's judgment the proposed change might affect the product's use or performance in Burbank Plating Service's assembly, the configuration change shall not be made without Burbank Plating Service's written approval.
- c. Supplier shall provide written notice to Burbank Plating Service's Buyer prior to implementation of changes to supplier's ownership, manufacturing operations and plant location.
- d. The requirements established under this clause apply for future purchase orders for the same item(s).

**Product Nonconformance**

Items, products or materials not conforming to requirements of this Purchase Order/subcontract, drawing, specification, test, etc. shall not be shipped to Burbank Plating Service without prior written approval of Burbank Plating Service. The notification shall describe the nonconformance in detail, the quantity, and the cause and corrective action to preclude a recurrence. Failure to comply will result in return of the shipment at the supplier's expense and will affect supplier rating.

Note: The only authorized material review board (MRB) activity conducted by the supplier under this purchase order is limited to only those non-conformances associated with supplier's internal drawings so long as there is no impact/violation to the Burbank Plating Service drawings and specifications requirements for dimensions, functional and test performance or material requirements. Changes that do impact/violate these requirements require prior Burbank Plating Service written approval as stated above.

**Precedence of Requirements**



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In the case of conflicting requirements, the following order of precedence will apply Burbank Plating Service Purchase order, Burbank Plating Service Quality Clauses, Drawing, Material & Process Specification then General Terms & Conditions.

**Right of Access**

During the performance of this purchase order, your Quality Assurance or Inspection and Manufacturing process are subject to review, verification and analysis by Burbank Plating Service, Burbank Plating Service 's customers, and/or Government/Regulatory Agency representative(s). This requirement is applicable to your facilities where Burbank Plating Service products and services are processed as well as your sub-tier's facilities. This 'Right of Access' must be flowed down to all of the sub-tiers that you utilize in performance of the contract.

**Records Retention**

The Supplier shall maintain adequate records of all aspects of the fulfillment of the purchase order for a period of not less than ten (10) years from the closing of the purchase order unless stated otherwise on the purchase order.



**Optional Clauses Listed on Purchase Orders**

The supplier shall use the following guidelines to determine the quality code and documentation submittal requirements for each shipment. Applicable requirements must be flow-down to sub-tier suppliers. In the event any item cannot be met, notify the Burbank Plating Service Buyer immediately.

Code No's 1 through 11 apply only when indicated on the face of the Purchase Order. In the event any item cannot be met, notify the Burbank Plating Service, Inc. (Burbank Plating Service) Buyer immediately.

**Department of Defense Government/Customer Source Inspection**

**Code 1**

Government inspection is required prior to shipment from your plant. Upon receipt of this order, promptly notify and furnish a copy of the Purchase Order to the Government Representative who normally services your plant so that appropriate planning for Government inspection can be accomplished. In addition, the supplier shall notify the Government Representative at least forty-eight (48) hours prior to testing or inspection of items and/or processes. Note: Burbank Plating Service reserves the right to waive source Government and/or customer source inspection at any time. However such a waiver shall have no affect whatsoever on the supplier's responsibility to fully comply with all of the drawing and specification requirements and all other terms and conditions of the purchase order.

**Burbank Plating Service Corp. Source Inspection**

**Code 2**

All work performed under this order requires Burbank Plating Service inspection and/or test verification at the supplier's facility. Notify the Burbank Plating Service Buyer at least seventy-two (72) hours in advance of the item being ready for source inspection. Note: Burbank Plating Service reserves the right to waive source inspection at any time. However such a waiver shall have no affect whatsoever on the supplier's responsibility to fully comply with all of the drawing and specification requirements and all other terms and conditions of the purchase order.

**First Article Part Inspection**

**Code 3**

The supplier must provide a sample first article (including inspection report) for dimensional and functional approval prior to making production item(s). The supplier is to notify Burbank Plating Service seventy-two (72) hours in advance for approval examination. Such examinations may be conducted at the supplier's facilities or at the Burbank Plating Service receiving inspection area at Burbank Plating Service discretion. Note: Burbank Plating Service first article inspection acceptance shall not waive whatsoever the supplier's responsibility to fully comply with all of the drawing and specification requirements and all other terms and conditions of the purchase order.

**Electrical Test Screening**



**Code 4**

All Electrical items delivered may undergo additional electrical screening at Burbank Plating Service. Parts shall conform to applicable requirements as define in the purchase order and any other applicable requirement(s).

**Higher Level Quality management System**

**Code 5**

- a. Supplier shall maintain an ISO 9001 certification or equivalent Quality Management System (QMS). The QMS/certification shall be employed by the supplier throughout all purchase order/contract phases. The QMS and QA Program may be subject to review and approval by Burbank Plating Service.
- b. Supplier shall maintain an AS 9100 certification or equivalent Quality Management System (QMS). The QMS/certification shall be employed by the supplier throughout all purchase order/contract phases. The QMS and QA Program may be subject to review and approval by Burbank Plating Service.

**Material Test Reports**

**Code 6**

The supplier shall submit a chemical and/or physical test report per the applicable specification for the materials shipped under this order with actual test results from samples of this specific lot of material.

**Article Inspection & Acceptance Test Reports**

**Code 7**

The supplier shall submit evidence of Article Inspection and acceptance test data representing the actual data captured during the verification/validation process per the applicable specification for the items shipped under this order. CMM report must accompany shipment when CMM is used for verification/validation.

**Shelf Life Materials**

**Code 8**

The supplier shall state, in writing, the manufacturing date, shelf life, and expiration date for all limited shelf life items supplied under this order. All items shall have 75% or more of their shelf life remaining at the time of shipment to Burbank Plating Service. All items shall be packaged, labeled and transported per applicable regulatory requirements.

**Counterfeit Parts Prevention**

**Code 9**



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Supplier (electronic component distributor or custom electronic assembler) is hereby notified that the delivery of counterfeit parts is of special concern to Burbank Plating Service. If counterfeit parts are furnished under this order or found in any of the custom assembled goods delivered hereunder, such items will be impounded by Burbank Plating Service. The supplier shall promptly replace such counterfeit parts with parts acceptable to Burbank Plating Service. To further mitigate the possibility of the inadvertent use of counterfeit parts, the supplier shall only purchase electronic component parts directly from the Original Component Manufacturer (OCM) / Original Equipment Manufacturer (OEM) or through authorized distributors. Procurement through Independent Distributors or Brokers is NOT authorized, unless approved in writing by Burbank Plating Service.

**Social Accountability in Compliance with United Nations Declaration of Human Rights Code 10**

It is the policy of Burbank Plating Service to support social accountability in alignment with United Nations Declaration of Human Rights and forbid and strive to prevent any and all acts of human trafficking or slavery as defined in the California Transparency in Supply Chain Acts of 2010, California Civil Code, section 1714.43. Burbank Plating Service expects suppliers to only incorporate materials into the product that comply with the laws regarding slavery and human trafficking of the country or countries in which they are doing business.

**Certificate of Conformance/Record Retention/Traceability Code 11**

Supplier shall provide a C of C and as applicable, supporting documentation with each shipment. Supplier shall maintain on file all quality data/records such as; certificates of material and/or processes, acceptance test reports, inspection records, and other applicable quality control data, for a minimum of ten (10) years from completion of Purchase Order. These records shall provide objective evidence of the quality assurance operations performed to permit traceability from the delivered item back through its manufacture and inspection to the procurement records and its constituent parts and materials and must be readily retrievable and made available to Burbank Plating Service and/or its customer upon request.