



## SPECIAL PURCHASE ORDER REQUIREMENTS

*The following purchase order requirements may be identified on Cambridge Valley Machining, Inc. purchase orders (CVM form D032). If specified, the corresponding requirement below is a contractual requirement for the entire purchase order unless specified otherwise.*

- R001A (REV 5/16) **OEM Approved or NADCAP Special Processor.** When drawing or specification references a special process, the supplier and/or sub-tier suppliers performing the special process shall be certified for the special process being performed and (1) listed on the OEM's Approved Special Processors List (ASPL) -OR- (2) listed on the PRI NADCAP QML located at <https://www.eauditnet.com>. Special processes include but are not limited to plating, coating, passivation, welding, brazing, heat treating, and nondestructive testing (NDT). A legible Special Process Certification verifying conformance to the drawing requirements shall be included with each production shipment. At a minimum, the Special Process Certification shall include the CVM Purchase Order number, the name and location of the certified special processor and the special process being performed (must match OEM's drawing note including, I.E., the specification, class, type and color where applicable).
  
- R001B (REV 5/16) **NADCAP Special Processor.** When drawing or specification references a special process, the supplier and/or sub-tier suppliers performing the special process shall be certified for the special process being performed and listed on the PRI NADCAP QML located at <https://www.eauditnet.com>. Special processes include but are not limited to plating, coating, passivation, welding, brazing, heat treating, and nondestructive testing (NDT). A legible Special Process Certification verifying conformance to the drawing requirements shall be included with each production shipment. At a minimum, the Special Process Certification shall include the CVM Purchase Order number, the name and location of the certified special processor and the special process being performed (must match OEM's drawing note including, I.E., the specification, class, type and color where applicable).
  
- R002 (REV 11/16) **Suppliers shall use all available means to obtain raw material melted in the United States.** Raw material melted outside of the United States will not be used or provided as raw material unless the country of origin and/or country of melt are listed in DFARS 225.003 as stated in DFARS 252.225.7009. A test report from the DFARS-qualified country of origin and/or melt must be provided. If the report is not written in English, a report from an accredited, independent laboratory within the United States showing actual chemical and physical properties is also required.  
 If material is not melted in the United States or a DFARS-qualified country, the supplier must request and obtain approval from the CVM Buyer, through a Purchase Order or Purchase Order amendment, prior to use or release of material to CVM. The material must be tested for chemical and physical properties at an accredited, independent laboratory within the United States.  
 Any exceptions to this requirement will be at the discretion of CVM and will be handled on a case-by-case basis. The DFARS list is maintained by the United States Department of Defense and is accessible on the Defense Procurement and Acquisition web site: [http://www.acq.osd.mil/dpap/dars/dfars/html/current/225\\_8.htm#225.872-1](http://www.acq.osd.mil/dpap/dars/dfars/html/current/225_8.htm#225.872-1) and If the supplier has concerns or questions about this requirement, the CVM Buyer should be contacted immediately.
  
- R003 (REV 8/10) **US Origin material.** Suppliers must obtain raw material melted in the United States.



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**R004 (REV 5/16)** **First Article Inspection Report.** First Article Inspection report conforming to the requirements of AS9102 is required on one part for items manufactured, assembled, and tested to CVM provided controlled drawings and technical data unless otherwise specified in Purchase Order. Upon completion of the first article test, the Supplier shall compile and submit a complete report to CVM in accordance with the applicable item. The report shall contain the actual results of all inspections and tests required by the approved first article test plan. It shall include all measurements, recorded test data, and certification including sub-tier Supplier's inspection records and certifications. First article traceability must be maintained.

If receipt and approval of First Article package is contractually required before shipping material, and part marking is required per drawing, a photo of the part marking as applied on the part must be included with First Article package. Photo must clearly depict marking content and location.

The report shall contain component and assembly inspections and test as necessary to assure conformance. All test/inspection results and certifications shall be traceable to the sample/lot. The completed test report shall be provided to CVM Quality Engineering within 10 days of first article test completion and must be approved in writing, prior to commencement of production. Subsequent first articles are required per procedures or as a minimum whenever:

- 1) configuration changes have occurred (first article inspection applies only to the configuration changes);
- 2) Methods or processes used to manufacture the part have changed;
- 3) the part is manufactured at a different facility;
- 4) there has been more than one-year lapse in production;
- 5) there has been a change in sub-tier Suppliers.

**R005 (REV 5/16)** **OEM Approved Special Processor.** When drawing or specification references a special process, the supplier and/or sub-tier suppliers performing the special process shall be certified for the special process being performed and listed on the OEM's Approved Special Processors List (ASPL). Special processes include but are not limited to plating, coating, passivation, welding, brazing, heat treating, and nondestructive testing (NDT). A legible Special Process Certification verifying conformance to the drawing requirements shall be included with each production shipment. At a minimum, the Special Process Certification shall include the CVM Purchase Order number, the name and location of the certified special processor and the special process being performed (must match OEM's drawing note including the specification, class, type and color where applicable).

**R006 (REV 8/10)** **Statistical Process Control (SPC).** The supplier shall submit its SPC plan to CVM for approval within 15 days of receipt of order unless otherwise specified.

**R007 (REV 8/10)** **Inspection Data.** Inspection data required with delivery of goods.

**R008 (REV 8/10)** **Source Inspection.** CVM source inspection required. Notify CVM buyer or Quality representative 15 business days prior to completion of product.

**R009 (REV 8/10)** **Partial shipments not allowed** unless authorized by CVM buyer.



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R010 (REV 8/10) **Advance Product Quality Planning (APQP)** documents required for production approval. If R010 is specified, all documents below are required; otherwise only specified documents are required.

- A **Process Control Charts**
- B **Process Flow Diagram**
- C **Process Failure Mode and Effects Analysis (PFMEA)**
- D **Control Plans**
- E **Inspection Plans**
- F **Capability Studies**
- G **Measurement Systems Analysis (Gage R&R and/or MSA)**

R011 (REV 8/10) **US Government Contract.** Goods furnished are for use in connection with a United States Government ("Government") contract or subcontract.

R012 (REV 5/16) **Quality Management System.** Supplier must have implemented Quality Management System.

R012A (REV 5/16) **AS9100 Quality Management System.** The Seller shall provide and maintain a Quality Management System that complies with AS9100. Compliance with the provisions of this clause in no way relieves the Seller of the final responsibility to furnish acceptable supplies or services as specified in this purchase order.

R012B (REV 5/16) **ISO9001 Quality Management System.** The seller shall provide and maintain a Quality Management System that complies with ISO9001 "inspection system requirements". Compliance with the provisions of this clause in no way relieves the Seller of the final responsibility to furnish acceptable supplies or services in this purchase order.

R013 (REV 11/16) **Counterfeit Material Avoidance.** This clause applies to all parts and material delivered under this purchase order that are the lowest level of separately identifiable items, but not limited to fasteners and EED components. "Counterfeit" includes parts and material that is misrepresented as having been designed and/or produced under an approved system or other acceptable method. The term also includes approved parts and/or material that has reached a design life limit or has been damaged beyond possible repair, but is altered and misrepresented as acceptable.

With specific regard to counterfeit hardware, a registry of active fastener trademarks is maintained by the US Patent and Trademark Office and can be found at: <http://www.USpto.gov/trademarks/law/fastener.fqa.hsp>.

All purchased material included in assemblies and subassemblies being delivered per this order must have been procured by the seller directly from either the manufacturer of the item(s) or an authorized distributor of the manufacturer of the item(s). A Certificate of Conformance and a method of item traceability shall be retained for each component. These documents shall be retained per the records retention requirements directed elsewhere within this order and made available upon request. Seller shall maintain the Manufacturer's CoC for each component included in the assemblies and subassemblies being delivered per this order.

Reference CVM Supplier Quality Assurance manual (WI-72) Section 5.13 for specific CoC requirements.

Seller shall maintain a method of item traceability that ensures tracking of the supply chain back to the manufacturer of all material included in assemblies and subassemblies being delivered per this order. This traceability method shall clearly identify the name and location of all of the supply chain intermediaries from the manufacturer to the direct source of the product for the seller. The manufacturer shall also include the manufacturer's batch identification for the item(s) such as date codes, lot codes, serializations or other batch identifications.



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R013 (Cont) In the event any item required to be delivered under this order cannot be procured by the Seller in accordance with this requirement, the Seller shall submit written justification and request a deviation from this requirement prior to making delivery. If the request for deviation is accepted by the Buyer, the Buyer shall modify this order accordingly. Additional verification of the items may be required prior to allowing the deviation from this requirement. This additional verification shall include inspections and/or tests activities (including, but not limited to visual inspection, X-Ray inspection, destructive physical analysis, thermal cycle testing, electrical testing) necessary to assure the authenticity of the purchased product. The Buyer may request copies of such acceptance criteria and records of this activity prior to granting the deviation.

The seller shall flow the substance of this clause, including this sentence, in all sub-tier contracts for work performed under this PO.

R014 (REV 11/16) **Material Certificate of Compliance.** Analysis or certificate of compliance traceable to the mill heat number is acceptable for metallic test results as specified by the governing material specification with each shipment. A mill analysis or certificate of compliance traceable to the mill heat number is acceptable for metallic wrought products only. PO line material specification(s) and CVM purchase order number must be referenced on the certification. Certifications shall be authorized by a quality representative and indicate representative's title.

R015 (REV 11/16) **Certificate of Conformance.** Supplier shall include a legible Certificate of Conformance (CoC) with each shipment verifying that all items/materials supplied complies with all CVM Purchase Order requirements, including referenced drawings, specifications and standards. Reference CVM Supplier Quality Assurance manual (WI-72) Section 5.13 for specific CoC requirements. As required on PO line item notes, actual test values must be recorded on CoC. Supplier shall use latest revision of specifications and/or standards unless otherwise specified on CVM purchase order.

R016 (REV 5/16) **ROHS Compliance.** Material must be ROHS compliant (Restriction of Hazardous Substance Directive) to latest revision of EU standard. Statement of compliance required with each shipment.

R017 (REV 5/16) **Conflict Minerals Requirement.** Raw material must not include conflict mineral content pursuant to Section 1502 of the Dodd-Frank Wall Street Reform and Consumer Protection Act of 2010. Seller must provide statement of compliance with each shipment.

R018 (REV 5/16) **Part Marking Requirements.** Parts shall be marked per the applicable drawing or specification. Unless otherwise specified, the marking shall be accomplished in accordance with MIL-STD-130. Marking shall be applied in the approximate area and using the same method as depicted on the drawing.

If marking requirements are not provided by the drawing/specification or purchase order, then Bag & Tag marking shall be required. DO NOT apply the part marking directly to the part. The part number shall be applied either to a tag attached to the part or on a label affixed to a bag or other suitable container.

When non-destructive testing is required and performed, the supplier shall apply their non-destructive acceptance stamp (such as an "M" stamp for Magnetic Particle Inspection and "P" for Penetrant Inspection) to the product adjacent to the part marking IAW the requirements of the applicable non-destructive testing specification.

The Manufacturing authority will be considered CVM unless otherwise specified on the drawing or Purchased Order. The (CAGE) code, "FSCM", "Code Ident", or "MFR" on the drawing is 3X6F8, unless otherwise specified on the purchase order. Contact the CVM Buyer for clarification of the appropriate code if necessary.

R019 (REV 7/16) **Single Heat Lot.** Multiple heat lots for PO line item not allowed, must be from single heat lot. Material must be certified to single heat lot.



## SPECIAL PURCHASE ORDER REQUIREMENTS

- R020  
(REV  
7/16)      **Calibration Standard.** Calibration laboratory shall meet the requirements of ISO17025. Measurements must be NIST traceable. Must provide a report with "as found readings" and an accurate recounting of any associated adjustments made to the device being calibrated.
- R021  
(REV  
7/16)      **Calibration Certificate.** All devices used for calibration shall be identified and verified through a Certificate of Calibration in accordance with the requirements of ISO17025.

Revision	Date	Initiator	Notes
01	Aug-10	JDM	Initial Release
02	May-16	JDM	Changes to better flow down customer requirements and standardize PO notes. Added R019, R020, R021 and modified R014 to include signature requirement and specification reference.
03	7/18/2016	JDM	Changed "signed by" in clause R014 to "authorized by". Changed to "shall" in R002. Added reference to WI-72 in R013 & R015 and for CoC requirements
04	11/4/2016	CLL	