



<b>Title:</b>		Purchasing Requirements	
		<b>Form No:</b>	0355
		<b>Revision:</b>	A
<b>Originated By:</b>	Allen Snyder	<b>Date:</b>	2/19/18
<b>Approved By:</b>	Matt Trombly	<b>Date:</b>	2/19/18
		<b>Revision Date:</b>	
		<b>Revised By:</b>	

**Q1. Quality System Requirements**

Seller must have a quality system that is approved by Maverick Molding. The seller is required to maintain the quality system as approved by Maverick Molding. Seller must flow down the quality requirements imposed on them, to their sub-tier suppliers. Once initial approval is granted, seller must provide notification of any subsequent changes to their quality system within 15 days of the change.

**Q2. Ensuring the External Provider’s Awareness of their Contribution to Product or Service Conformity, Product Safety, and the Importance of Ethical Behavior:**

Supplier shall ensure their employees are aware of their critical contribution to product and service conformity to the requirements of the specification(s) on this order. Products and services delivered against the purchase order are used in the aviation industry and may be part of a critical application. It is imperative that suppliers act in a moral and ethical manner when providing goods and services to Maverick Molding.

**Q3. Prevention of Counterfeit Parts/Materials**

Supplier will utilize effective processes and training of the appropriate persons to deter, prevent, and mitigate counterfeit materials from being delivered to Maverick Molding.

**Q4. Right of Access**

The seller’s quality program, inspection system, and manufacturing processes are subject to review, verification, and analysis by Maverick Molding, it’s customer representatives and regulatory authorities. Right of access to all facilities involved in the order fulfillment, and to all applicable records will be granted to Maverick Molding, its customer representatives, and regulatory authorities as required. Seller’s sub-tier suppliers are also subject to surveillance.

**Q5. No Changes to Qualified Sources, Materials, Methods and Facilities**

Seller must notify Maverick Molding of any changes in product, including raw materials, sub-tier suppliers, facilities or processes, and obtain written authorization from Maverick Molding prior to shipment of goods and services.

**Q6. Lot/Batch Traceability**

The seller must maintain lot /batch control for the items provided on the purchase order. The seller must provide positive traceability of manufactured parts raw materials through the use of lot/batch or serial numbers.

**Q7 Part Identification**

Package labels shall identify contents with Part Number, Product Description, Lot Number, and Hazardous Warnings. Package labels shall also identify shelf life, if applicable.

**Q8 Date-Sensitive Materials**

Unless otherwise approved by the Purchaser, materials shall be delivered to Buyer with no less than 75% of the shelf-life remaining before expiration.



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**Q9 Certificate of Conformance**

Seller shall provide a certificate of conformance to purchase order requirements and the applicable material specification and revision for each lot/batch delivered. Certifications must be signed by an authorized seller's quality representative and shall include date of manufacture, shelf-life expiration and storage temperature/conditions.

**Q10 Certificate of Analysis**

Seller shall provide certification and test report of chemical, physical, and/or analytical test results, as applicable, in accordance with the applicable material specification for each lot/batch delivered. Certification of Analysis and/or Test Reports by the Original Manufacturer is required with each shipment, unless otherwise indicated on the Purchase Order.

**Q11 Corrective Action**

Supplier agrees to notify Maverick Molding of any non-conforming product and must obtain written consent to ship from the Buyer prior to shipping nonconforming material. If non-conforming/discrepant material is received by the Buyer, the Seller will immediately conduct an investigation and containment action. The Seller will provide to the Buyer within stated timeframes, a written report which is specific and conclusive to prevent a recurrence of the discrepancy, and to include the minimum information:

- Containment: Action taken to understand the magnitude of the issue
- Root Cause: Determination of the cause(s) of the nonconformity
- Corrective Action: Solutions, process improvements, and error-proofing to eliminate the recurrence

**Q12 Non-Conforming Materials/Parts**

Seller shall not ship non-conforming items without Buyer's express written authorization. Seller shall request in writing, Buyer's disposition(s) for nonconforming item(s) prior to shipment. Items determined to be unacceptable by Buyer shall be permanently identified by Seller, to preclude use or shipment to Buyer.

**Q13 Record Retention**

Seller's Quality/Inspection Records shall be retained for a period not less than 10 years after completion of purchase order. Records shall be protected from damage and loss during storage. All records shall be recorded in English language and made available to the buyer within two business days of request. After 10 years records may be destroyed/deleted.

**Q14 Distributor Material Certification Traceability**

Distributors must provide certifications and test reports with traceability from the original manufacturer to the distributor and from the distributor to the Buyer.

**Q15 Source Inspection**

If Source Inspection is required as specified on the Purchase Order, the Seller shall notify Buyer no less than ten (10) days prior to manufacturing product, to allow sufficient time for travel to Seller's manufacturing site.



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**Q16 Calibration**

Calibration service providers shall be ISO 17025 accredited with A2LA and perform calibrations using this standard. Calibration providers shall furnish a certificate of calibration that provides test data required by ISO 17025 and use equipment traceable to NIST standard. Calibration certificate containing test data based on the condition of equipment “as found/received” and “after calibration” shall be provided.

**Q17 Work Transfer / Subcontracting**

The Seller shall not subcontract or transfer any work to be conducted in the completion of this purchase order, without prior written authorization from Maverick Molding.

**Q18 Sub-Tier Flow-Down Requirements**

Seller agrees to “Flow-Down” to their sub-tier suppliers the applicable requirements of this purchase order, and acknowledges the terms of this order may be requirements of Maverick Molding’s customer/end-user of the product, and Seller shall, upon request, provide evidence of systems in place to control their supply chain by "flow-down" of the requirements of this order, as required, to their own suppliers / subcontractors.

**Q19 Supplier Rating**

Seller may be monitored and rated based upon on time delivery (OTD) and defects (PPM) measurement. Seller may receive quarterly scorecards and feedback concerning OTD and PPM and corrective actions may be issued for poorly performing suppliers. Poorly performing suppliers may be subject to withholding of payment and/or disqualification from Maverick Molding’s approved vendor list.