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Quality Clauses for Suppliers

Clause 1	Certificate of Compliance (C of C)
<p><i>A Certificate of Compliance (C of C) must be provided with each shipment. The Certificate of Compliance must include at minimum:</i></p> <ul style="list-style-type: none">◆ Supplier name, address, and date of certificate◆ Astro-Med, Inc. part number, revision level, purchase order number and quantity shipped◆ Statement of conformity or results stating that parts meet all Astro-Med, Inc. stated requirements◆ Where a special process (painting, plating, etc.) or standards requirement (material type, test methodology, etc.) is called out, the standard and revision must be referenced on the Certificate of Compliance.◆ Signature of an authorized company representative	
Clause 2	Certificate of Analysis (C of A)
<p><i>A Certificate of Analysis (C of A) must be provided with each shipment. The Certificate of Analysis must include at minimum:</i></p> <ul style="list-style-type: none">◆ Chemical and physical properties traceable to the delivered product◆ Reference to any standardized methodology or indicated requirements	
Clause 3	Control of nonconforming product/Process or Product change
<p>A) In instances where the supplier determines that nonconforming product may have been shipped, the supplier <i>must notify Astro-Med, Inc. immediately.</i> The supplier must provide a system for disposition of nonconforming product found during manufacturing to prevent return to production or shipping</p> <p>B) Supplier shall notify Astro-Med, Inc, and receive written approval <u>prior</u> to shipping any item that has had a product & or process change.</p>	

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Clause 4	First article inspection report (FAIR)
<p><i>A First Article Inspection Report (FAIR) must be provided including:</i></p> <ul style="list-style-type: none"> ◆ Dimensional inspection report and any special processes performed in fabrication ◆ C of A for any materials or processes utilized ◆ The First Article must be identified <p><i>A FAIR must be performed:</i></p> <ul style="list-style-type: none"> ◆ When the revision of the part has changed. A delta FAIR is acceptable ◆ When any part of the process has changed, such as new machinery, new location, etc. 	
Clause 5	Inspection reports
<p>Inspection reports <i>must be provided</i> for manufactured items. The reports must contain the nature and number of observations, results, and the release authority.</p>	
Clause 6	Source inspection
<p>When source inspection is a contractual requirement for items supplied to Astro-Med, Inc. from our suppliers, the supplier will arrange with Astro-Med, Inc. to provide, at no cost, the necessary facilities and equipment to our designated inspector. Supplier must provide <i>at least 48 hours</i> notice before availability to provide for adequate planning for inspection</p> <p>Fabricated parts are subject to inspection <i>before shipment</i>. Assemblies are subject to inspection before assembly at the supplier's facility.</p> <p>When Government source inspection is a contractual requirement for items supplied to Astro-Med, Inc. from our suppliers, the supplier will arrange with the Government source inspector for inspection at the suppliers plant.</p>	

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Clause 7	Right of entry
Astro-Med, Inc. and our customers reserve the right of entry into our supplier's facility at anytime during the performance of the contract/purchase order to perform inspections/audits relating to the contract/purchase order.	
Clause 8	Material safety data sheets (MSDS)
Material safety data sheets (MSDS) must be provided with each shipment.	
Clause 9	Packaging, preservation, and delivery
Supplier shall ensure that all items are adequately protected from damage, loss, deterioration, degradation, or substitution. Each container must be properly marked or labeled with part number, origin and destination.	
Clause 10	Statistical process control (SPC)
SPC will be used to control the manufacturing process. Control report format requirements will be transmitted to the supplier and must be supplied with each shipment traceable to each lot. Where required, Key Characteristics will be monitored.	
Clause 11	Special process certification
Where special process certification is a requirement (plating, painting, welding, etc.), supplier must provide proof of certification. Only approved sources for special processes may be used. Purchasing/QA will maintain a listing of approved sources.	

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Clause 12**Quality program requirements**

When required by contract to flow down specific quality program requirements to our suppliers, Astro-Med, Inc. will require proof of compliance where applicable

- ISO9001
- AS9100
- Mil standard requirements
- Boeing, Honeywell, Rockwell, or other relevant Customer specific requirements

Guidelines for applying Quality Clauses for Suppliers

- A. All suppliers are required to conform to item 1, 3, 6, 7, 9
- B. All printed circuit board manufacturers must also comply with 4, 5
- C. All suppliers of raw material and fabricated parts must also comply with 2
- D. All platers, painters, etc. must also comply with 11
- E. All suppliers of chemical supplies for manufacturing must also comply with 8

During the contract review process QA will determine the applicability of any other requirement and inform purchasing as to the appropriate clause