



**G B F Enterprises, Inc.**  
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**P U R C H A S E O R D E R R E Q U I R E M E N T S**  
**(QUALITY ASSURANCE PROVISIONS)**

**1.0 CERTIFICATION of CONFORMANCE**

Supplier is required to Submit a Certificate of Conformance (C of C) with the packing slip (or incorporated into the packing slip) for each shipment of completed material. The Certificate of Conformance must state that the supplier is certifying that "all materials and processes used in the processing and/or fabrication of the subject item(s) conforms to all applicable Purchase Order, Drawing, and Specification requirements" and that "test reports are on file subject to examination" and contain the following information:

- Supplier name
- GBF Purchase Order number
- Part number and revision
- Quantity

Type, grade and applicable specification (including lot or heat number) of the raw material supplied or used to produce the purchase order item(s), if not identified on material cert

The typed or printed (ink only) name and title of the responsible company representative with the authority to affirm the authenticity and accuracy of the information provided on the C of C and the date

The signature of said responsible company representative

**2.0 PROCESS CERTIFICATION**

Submit a process certification for all processes required by the Purchase Order and performed by the supplier or by sub-tier suppliers. Original or exact copies of certificates are acceptable when:

- Written in ink
- Typed
- Typed carbon
- Computer Prepared
- Copier reproduced

Signed by a responsible official of the supplier, in ink, with the name and title of the official printed or typed along with the date

*NOTE: In all instances, the original, or a signed/dated copy of the original certificate, must be available for inspection at GBF's or the prime customer's request.*



### **3.0 LEVEL I MATERIAL CERTIFICATION**

Submit a material certification which references typical results and which is traceable to the lot, batch, block number or heat lot (metals) in accordance with the applicable specification (latest revision applies) engineering drawing and/or *GBF* Purchase Order.

### **3.1 LEVEL II MATERIAL CERTIFICATION**

Submit a material certification with actual test results traceable to the lot, batch, block number or heat lot (metals) in accordance with the applicable specification (latest revision applies) engineering drawing and/or *GBF* Purchase Order.

### **4.0 PROOF OF DOMESTIC MANUFACTURE**

Submit proof of domestic manufacture of material (material must be manufactured in the USA or Canada).

### **5.0 SOURCE INSPECTION REQUIRED**

Supplier is required to notify *GBF* prior to shipment of order so that inspection can be performed by customer or *GBF* Quality Control at supplier's facility. Final acceptance of product shall be at *GBF*.

### **6.0 LEVEL I FIRST ARTICLE INSPECTION REQUIRED**

Submit a complete First Article Inspection Report (FAIR) to *GBF* for inspection and approval prior to proceeding with any further processing and/or production. The FAIR shall include:  
a fully processed sample  
a formal dimensional report  
Complete certification

Signature, initials or stamp of qualified company representative performing the inspection and the date the inspection was performed

### **6.1 LEVEL II FIRST ARTICLE INSPECTION REQUIRED**

Submit only a First Article sample for *GBF* measurement and approval.

*NOTE: Running production concurrent with the First Article, prior to GBF approval to proceed, is at the risk of the supplier and makes the supplier responsible for non-conformances and the costs thereof.*

### **7.0 FINAL INSPECTION REQUIRED**

Submit a Final Inspection Report (FIR) listing actual dimensions measured. The report must indicate:

Total quantity

Sample size (please identify the sampling plan you are employing)

Quantity accepted

Quantity rejected

Signature, initials or stamp of qualified company representative performing the inspection and the date the inspection was performed



### **7.1 NOTIFICATION OF NONCONFORMING PRODUCT**

Supplier is required to notify *GBF* in the event that nonconforming product which can't be reworked to specification is produced. Supplier is to obtain *GBF* approval nonconforming product dispositions.

### **8.0 TRACEABILITY**

Supplier is required to identify each lot with a unique code number for each heat lot number of raw material and/or each batch of items processed together but separately from the total quantity of the order (i.e. - Heat treatment batches, plating batches, etc).

### **9.0 APPROVED SOURCES**

All special processes must be performed by sources approved by *GBF*. This includes, but is not limited to, the following:

Surface treatments including plating, painting and cleaning

Nondestructive testing

Welding

*NOTE: Use of non-approved sources may result in rejection and return of material.*

### **10.0 RETENTION OF QUALITY RECORDS**

Supplier is required to maintain documentation pertaining to this order for a minimum of seven (7) years after delivery, unless otherwise directed by the Purchase Order. This documentation must remain on file and available for review by *GBF*, our customer and/or a designated representative or responsible regulator agency for the specified period of time.

### **11.0 RIGHT OF ENTRY**

The supplier shall allow *GBF*, our customer and/or a designated representative or responsible regulator agency, access to any location, including sub-tier suppliers, where operations pursuant to a *GBF* purchase order are being executed or where there are records stored applicable to product processed for *GBF*.

### **12.0 SHIPPING**

Unless otherwise stated on Purchase Order, supplier shall deliver product to *GBF* using best method.

### **13.0 PACKAGING**

Supplier shall package product for shipment in keeping with good commercial practice, unless otherwise instructed by Purchase Order requirements. Packaging shall be adequate to preclude damage, loss, or corrosion of product shipped. Supplier shall:

Identify the outer container or pallet with the *GBF* Purchase Order number

Identify each individual container with the applicable Part Number and lot number

Include the shipper/pack slip with the order



#### **14.0 QUALITY SYSTEM REQUIREMENTS**

The supplier shall maintain a quality management system that is compliant to AS9100 or comparable system (ISO, QS, etc.), or one which is acceptable to *GBF*. As a minimum, the supplier shall:

Maintain a calibration control system that allows for the monitoring of all measuring and test equipment used in the execution of *GBF* Purchase Orders to preclude acceptance of product with instruments that are damaged or not calibrated to a known national standard (e.g. - NIST)

Perform a documented contract review to ensure that the Purchase Order requirements can be met by the supplier, before processing of parts begins

Have a documented procedure for the detection, identification, segregation and disposition of non-conforming product which would prohibit shipment of defective material

Maintain a system to provide suitable tools, equipment and gages to fabricate, process and/or measure/test product for shipment to *GBF*

Ensure that personnel performing work in support of the execution of this Purchase Order are qualified, through training, education and/or experience, to do so

#### **14.1 PRODUCT AND/OR PROCESS CHANGES**

The supplier is required to notify *GBF* of any product or process changes and obtain GBF approval prior to implementation of these changes. Obtain GBF approval when using a different: sub tier supplier, manufacturing location, substitute components or a change in processing that may have an effect on GBF product quality.

#### **15.0 STATISTICAL PROCESS CONTROL (SPC)**

SPC is required on this Purchase Order for Key Characteristics. If Key Characteristics are not defined by *GBF* or the drawing, the supplier shall define them. The CPK shall be a minimum of 1.33 unless otherwise indicated on the Purchase Order.

#### **16.0 FLOWDOWN REQUIREMENTS**

Supplier must pass on to their sub-tier suppliers all applicable Quality Assurance Provisions (QAP) as stipulated on the *GBF* Purchase Order.

#### **17.0 ADDITIONAL PURCHASE ORDER REQUIREMENTS**

As stated on the P.O.

*NOTE: While every GBF supplier is automatically placed on distribution for the QAP list once approved, it is the supplier's responsibility to verify that they are using the current revision of the document.*



WIQA 7.4.A	<b>Quality Assurance Provisions for Purchase Order Clauses Work Instruction</b>		
Revision	Description:	Date:	Draft by:
A	New issue to meet AS 9100 Rev C	04-01-11	D. Becker

### 1.0 Purpose

This work instruction defines the Quality Assurance requirements for GBF Enterprises, Inc. purchase orders issued to suppliers for processing purchased part acquisitions.

### 2.0 Scope

This work instruction applies to all orders for customer connected product supplies or components that require a purchase order to conduct business with an approved GBF supplier.

### 3.0 Instructions

The following requirements are applicable when checked and/or referenced on *GBF* Purchase Orders issued to you. If any conflicts exist between these requirements and any other documents, specifications, or Work Order instructions, the conflict shall be brought to the attention of the *GBF* Quality Assurance Department for clarification prior to processing.

Submitted by: D. E. Becker	Signature:	Date:
Reviewed by: Chuy Castro	Signature and dates	
Approved by: Cheryl Nowak	on file and	
Approved by: Keith Garrison	copies available	