

## **PURCHASE ORDER REQUIREMENTS.**

**1.0 RIGHT OF ENTRY:** Boone Air Parts' representatives shall be granted the right to verify at the supplier's premises that furnished product, processes and records conform to specified requirements. The same rights are reserved for our customers, and for Regulatory Authorities.

**2.0 SUPPLIER QUALITY SYSTEM:** As a minimum the supplier inspection system shall comply with MIL-I-45208. Manufacturing facilities shall comply with ISO9001:2000

**3.0 INSPECTION SAMPLING:** Supplier shall maintain documented Inspection Plans that identify inspection requirements and record results. All sampling plans for attributes must be based on c=0 (reject on 1).

### **4.0 CERTIFICATE OF CONFORMANCE:**

- a) Supplier shall submit with each shipment a certificate of conformance stating products shipped are in compliance with PO requirements and all applicable drawings & specifications.
- b) The certificate shall include P.O. number, part number with revision level, quantity, lot/batch number, serial number (where applicable), cure date/lube date (where applicable), and be signed by an Authorized Company Representative including title.
- c) All certification must be clearly legible. Poor copies may result in rejection of order at seller's expense.
- d) Unless agreed in writing by Boone Air Parts, when the supplier is not the Manufacturer, the Manufacturer's Certificate of Compliance is required, together with certification from any intervening distributor.
- e) Material Safety Data Sheets: with any delivery of hazardous material, supplier shall provide the current edition of the Material Safety Data Sheet (MSDS) published by the manufacturer.

**5.0 PMA / TSO:** All PMA & TSO parts must be accompanied by an FAA 8130-3, and be marked as required in FAR 45.15. For TSO parts, the TSO number must be marked on the package labels.

**6.0 LOT INTEGRITY:** Each manufacturer's lot in each shipment must be segregated and identified.

**7.0 PACKAGING:** Supplier shall ensure parts are adequately packaged and protected to preclude damage in transit. Except where otherwise specified, packaging of parts shall comply with best commercial practice (e.g. ATA300).

- b) Hazardous materials, including compressed gases, shall be in approved containers.
- c) Electronic equipment sensitive to electrostatic discharge (ESD) must be appropriately protected.
- d) Product shall be protected against rust or corrosion.

**8.0 F.O.D.** The supplier shall ensure that all parts supplied are free of any debris or foreign objects.

**9.0 MARKING:** Unless otherwise specified in P.O., in FAA regulation, part specification, or drawing, the part marking of each delivery shall contain as a minimum the Boone Air Parts P.O. Number, Part Number, and Quantity.

**10.0 USE OF SUB-TIER SUPPLIERS:** Where use of sub-tier suppliers is permitted, Boone Air Parts P.O. drawing and specification requirements shall be flowed down by the supplier to the sub-tier processors and suppliers. Examples include use of specified approved sources, key characteristics, etc.

**11.0 REVISION LEVEL:** Unless otherwise specified, parts shall be to the latest revision of the specification in effect at time of purchase order. Please indicate revision level on packages and certification.

**12.0 ALTERNATE PARTS / PART SUBSTITUTION:** Alternate parts are not permitted unless agreed in the form of an amended Purchase Order..

**13.0 ALTERED ITEMS:** MS and/or NAS hardware which have been altered and re-identified with another identification number must have a manufacturer's C of C that acknowledges the unaltered item was in compliance with the specification for which it was manufactured.

**14.0 PEDIGREE OF PARTS:** Unless agreed in writing, parts shall comply with Title 14 CFR 21.303. Where a QPL (Government or Industry) applies, supplier shall ensure parts are manufactured by and traceable to the approved manufacturing facility.

**15.0 RECORD RETENTION:** Certification/Inspection Records shall be retained by the supplier 7 years minimum.

**16.0 SUPPLIER DEVIATIONS / WAIVERS**

- a) Delegation of Material Review Board authority by Boone Air Parts to its subcontractors is NOT PERMITTED.
- b) Requests for deviations / waivers must be submitted for approval to Boone Air Parts Quality Manager, using the Supplier's own Deviation / Waiver Request form and be approved prior to shipment of product.
- c) When a Deviation/Waiver has been approved by Boone Air Parts, supplier shall enclose a copy of the approved form with each shipment. All affected product shall be identified and segregated from conforming parts.
- d) Supplier shall provide details of cause and corrective action.

**17.0 SURPLUS PARTS**

Unless specified on Boone Air Parts P.O., surplus (NS) parts are not acceptable. Where surplus parts are allowed, they shall be in new, unused condition, and traceable in one of the following ways:

- to a FAA Part 121 or Part 129 approved airline, with signed certificate from that airline;
- to a manufacturer overrun in original manufacturer packaging, with documented trace to manufacturer;

**18.0 AGE CONTROL MATERIALS**

- a) Elastomeric parts, unless otherwise specified, shall be no older than 4 quarters (or 25% of shelf-life, whichever is less) at time of receipt at Boone Air Parts facility.
- b) Certificate of Conformance shall include cure date, batch number, part number, specification number, and compound type with each shipment of "O" rings, seals, gaskets and other shelf-life items.
- c) If part/material is not listed in SAE ARP5316, supplier shall indicate material and recommended shelf life or expiration date (e.g. proprietary parts).
- d) Adhesives, paints, sealants and other items that have age control, shall have a minimum 75% of shelf-life remaining.
- e) Lubricated Bearings shall have minimum 75% of recommended lube life remaining at time of receipt by Boone Air Parts.

**19.0 FASTENER TEST REPORTS**

Unless separately specified on the Purchase Order, Chemical, Mechanical and Physical test reports are required for hardware (bolts, nuts, screws, rivets and studs) having a nominal diameter of .25" (inch) or greater.

**20.0 ASBESTOS FREE**

No asbestos, as defined in FED-STD-313, is permitted in any parts supplied to Boone Air Parts, unless specifically agreed and stated on the P.O.

**21.0 MERCURY FREE**

Unless specifically agreed and stated on the P.O., parts may **not contain or have come in direct contact with mercury.**