

Originated by: Mark Memmott

Procedure Number: QA410253

Title: Purchase Order Quality Assurance (QA)
Codes

Approved by: Mark Memmott

Revision & Date: Rev A, February 9, 2023

No. of Pages: 2

Nature of Last Change: NFR-0037 – see SW Manage. QA owns this document not purchasing so it has been given a QA410 document number. Previously PL700050 which has been made obsolete.

Previous Changes: CR-0205, February 19, 2020.

1. **Purpose**

To define purchase order quality assurance codes.

2. **Scope**

This applies to anyone needing to know purchase order quality assurance codes.

3. **Codes and Definitions**

Q01 OBJECTIVE EVIDENCE OF QUALITY – By delivery of items of this purchase order, Supplier certifies that all requirements of the specifications applicable to this order are complied with. Supplier shall make available to Easton all inspection results and test data necessary to support evidence of such compliance.

Q02 CERTIFICATE OF CONFORMANCE - A Certification of Conformance (CoC) signed by the Suppliers Quality Representative shall be submitted with each lot of parts shipped to Easton indicating compliance to each material, process and/or drawing requirement/specification, revision applicable to this Purchase Order. It must also include at a minimum the following items:

Purchase Order Number & Purchase Order Line-Item Number

Part Number & Part Number Revision

Quantity & Unit Measure

Lot or Serial Number(s)

Expiration Date (if required)

Material Certification

Q03 PACKING & PACKAGING REQUIREMENTS - The items on this order shall be packed, packaged and preserved in such a manner as to assure adequate protection from deterioration and physical damage due to material handling or shipment. The material shall arrive at Easton free of nicks, dents, gouges, scratches and undue oxidation. Parts subject to oxidation shall be packaged with a suitable preservation or an oxidation inhibiting paper such as non-rust paper. When required by the purchase order and/or referenced documents, the supplier shall pack and package supplies to specific packing and packaging specifications.

- Q04 PROPER REVISION LEVELS** - In the event there is a conflict from the stated purchase order drawing revision level and the drawing supplied to your facility, immediately notify the Buyer for resolution.
- Q05 SUPPLIER SUB-TIER CONTROL** - The Supplier is responsible for insuring all items produced from its subcontractors conform to all requirements of the purchase order. Supplier shall ensure all applicable provisions of this document are flowed down to its subcontractors.
- Q06 PRODUCT AND PROCESS CHANGE APPROVAL** - Supplier shall obtain approval from Easton of changes in product and/or process definitions. Supplier shall notify Easton 90 days prior to any intended change of location.
- Q07 NON-CONFORMING PRODUCT NOTIFICATION** - Supplier shall notify Easton when nonconforming product has been produced prior to delivery.
- Q08 NON-CONFORMING PARTS OR MATERIALS** - Supplier shall not conduct material review disposition on materials incorporated into or on parts supplied to Easton, unless written approval is obtained from Easton QUALITY ASSURANCE. Shipping documents shall indicate the Discrepancy Report(s) covering the non-conformances.
- Q09 SHELF-LIFE MATERIAL**— The supplier shall mark material, space permitting, or if bulk material, the containers of the items of this Order with the shelf-life expiration date and/or cure date as applicable. Include on packing list, the temperature at which the product(s) should be stored and maintained. A minimum of seventy-five percent of shelf life must be remaining on unit at date of shipment.
- Q10 EXPIRATION DATE IDENTIFICATION** - Material shall be identified with Easton purchase Order number, Date of Manufacture, Expiration Date, and as applicable Easton specification number.
- Q11 INSPECTION RIGHTS / AUDIT** - Subject to the Seller's or Seller's vendors' procedures regarding protection of their proprietary information, Easton shall have the right to have its representatives present at the plants and production facilities relating to or used in connection with the manufacture of the Products during normal business hours to conduct an initial audit and periodic audits of such plants and facilities and the manufacturing procedures, the Product Specifications and Easton quality assurance requirements and to inspect Seller's inventory of Products, work-in-process, raw materials to be used for the Products, production records and such other matters or records as may be necessary to proper quality assurance of the Products to be delivered hereunder. Easton agrees to give Seller a minimum of two (2) business days' prior notice of any such inspection, whenever possible.
- Q12 QUALIFIED PERSONNEL** – Supplier shall maintain training records that show employees are trained and qualified.

4. Records

There are no records directly generated from this procedure.