PROCUREMENT QUALITY ASSURANCE REQUIREMENTS FOR EXTERNAL PROVIDERS

Released: August 28, 2018
Revised: April 15, 2020

NeXolve Holding Company, LLC. (NeXolve) is committed to providing the highest quality products to our customers. The success of the NeXolve quality management system relies on our external providers delivering products and services that consistently conform to requirements. To ensure successful outcomes all external providers should be aware of the following mandatory NeXolve quality requirements:

- External providers must implement their own quality control practices;
- External providers must notify NeXolve of nonconforming processes, products, or services and obtain approval for their disposition prior to delivery. Not doing so will result in rejection of any delivered material which will be returned at the external provider's expense.
- The external provider's Quality System shall assure all relevant Purchase Order requirements are flowed down to their respective sub-tier external providers. The external provider's sub-tier external providers are responsible to comply with the same specifications and requirements specified on this Purchase Order.
- External providers must be aware of the presence of counterfeit parts and prevent their use.
- External providers must notify NeXolve of changes to processes, products, or services, including changes of their external providers or location of manufacture, and obtain NeXolve's approval;
- External providers directly contribute to NeXolve product or service conformity;
- External providers directly contribute to product safety;
- External providers must be aware of the importance of ethical behavior in all transactions;
- NeXolve will conduct periodic reviews of external provider performance to determine that externally provided processes, products, and services meet all requirements.
- When NeXolve delegates verification activities to an external provider, the scope and requirements for the verification shall be defined in the procurement document. It is the responsibility of the external provider to contact NeXolve immediately if verification activities are not fully understood or achievable.
- For any questions or clarifications regarding any requirements, external providers should contact the NeXolve Buyer directly.

NOTE: The following specific quality codes are applicable to purchases issued to external providers of NeXolve. The external provider shall be responsible for full compliance with each code assigned per the procurement document provided by NeXolve. Should an external provider have any questions regarding compliance to the assigned codes, the external provider shall be responsible to contact the NeXolve Buyer for clarification prior to delivery.

QA CODES

Q1 – QUALITY MANAGEMENT SYSTEM REQUIREMENTS - The external provider shall implement and maintain a quality management system that complies with ISO 9001 or AS9100 or equivalent system. External provider must provide adequate inspection to verify that the product supplied is in full compliance with the purchase order requirements and all applicable specifications. Compliance with these requirements is subject to audit by NeXolve.

Q2 – CERTIFICATE OF ANALYSIS – Certificate of Analysis (CoA) is required for each lot of material delivered under this purchase order. CoA shall be approved by external provider representative in accordance with the external providers QMS.

Q3 – CERTIFICATE OF CONFORMANCE - A Certificate of Conformance (CoC) must accompany each lot of parts or material shipped to NeXolve under this purchase order. This document shall certify that all requirements of the associated purchase order, drawing(s), and specification(s) have been met. The CoC must contain, as a minimum:

- Name & address of external provider
- Description of part(s) or service performed
- Part number(s) (including revision level, if applicable)
- NeXolve Purchase Order number
- Approval by external provider representative in accordance with the external providers QMS.

Q4 - MANUFACTURE CERTIFICATION - Each shipment must be accompanied by a manufacture certification. The certification shall include the following information:

- Name and Address of Manufacturer.
- Drawing Number and Revision Level (as applicable) to which the goods were manufactured.
- Lot Number, Date of Manufacture, and Date of Expiration (if applicable).
- If any goods are buyer furnished, so indicate.
- Approval by external provider representative in accordance with the external providers QMS

Q5 - CERTIFICATE OF CALIBRATION - External Provider must provide a certificate of calibration for each item calibrated under this purchase order. The following information shall be included on the certificate:

- Date of calibration
- Specification to which item was calibrated, if applicable.
- Identification or serial number of the item calibrated.
- Evidence of traceability of calibration(s) to the NIST or equivalent standards.
- “As-found” and “as-left” or equivalent calibration data
- Results of the calibrations performed with Pass or Fail indication, including data for any out-of-tolerance conditions found.
- Approval by external provider representative in accordance with the external providers QMS.

Q6 - SAFETY DATA SHEET- Safety Data Sheets are required with each item delivered on this purchase order.

Q7 SHELF LIFE - The manufacturing and applicable expiration dates must be noted on each individual container and/or certification. At least 75% of the original shelf life must be remaining on the delivered product at the time of receipt at NeXolve.

Q8 - SPECIAL PROCESS CERTIFICATION - A certification shall be issued with each shipment and must state that special process demonstrates compliance with the drawing requirements, specifications or purchase order, and is performed by a NeXolve approved design authority, and/or government approved source. Certificate shall be approved by external provider representative in accordance with the external providers QMS.

Q9- RIGHT OF ENTRY- All processing performed against this purchase order may be subject to review by NeXolve, NeXolve’s customer, and/or the Government at any time during the duration of the purchase order. Adequate notice will be given to the external provider in the event this should occur.

Q10 – RECORD RETENTION - External provider’s product and process control documents and quality records shall be retained at the external provider’s location a minimum of 2 years from the date of shipment. The records shall be adequate to ascertain the quality level of production processes. This includes chemical and physical test results of raw materials used in the manufacture of the item on this purchase order. Quality records shall be provided upon request.