
 High Performance Graphic Solutions www.colorcraftinc.com	<b>QMS Form</b>	<b>QCF-042</b>
	<b>PO Notes / Supplier Requirements</b>	<b>Revision: N</b>
		<b>Date: 4/15/2021</b>

The Purchase Order notes / Supplier Requirements establishes general product assurance requirements and is intended to define the requirements for the Supplier to assure that all goods and services delivered to Color Craft conform to specified requirements for quality and Color Craft's customer requirements. This constitutes an extension of the contract between the Supplier and Color Craft covering the goods or services as described in the Purchase Order.


The Supplier's acceptance of the Purchase Order shall constitute agreement to the requirements stated herein. In the event of any discrepancy between the Purchase Order and the requirements of this document, the terms and conditions of the Purchase Order shall take precedence. The notes as defined on the Purchase Order will be applicable.

**The following PO notes are applicable to every purchase order: Q001-7, 11-14, 20, 22-27, 29, 30  
Additional applicable PO Notes will be listed on the purchase order.**


<b>PO Note Number</b>	<b>Name</b>	<b>Description</b>
<b>Q001</b>	<b>Right of Entry</b>	The Supplier shall grant reasonable access to Supplier's facilities to the representatives of Color Craft, Color Craft customers, US government and/or regulatory agencies for the purpose of evaluating Suppliers conformance to all purchase order requirements. This also includes the Supplier's sub-tiers facilities.
<b>Q002</b>	<b>Product Control</b>	Supplier agrees not to make any change to material or design that would affect the part or any component of that part without prior written authorization from Color Craft
<b>Q003</b>	<b>Process Control</b>	By delivering products or services on the purchase order, the Supplier certifies that such products or services are in compliance with all applicable requirements of the Purchase Order.
<b>Q004</b>	<b>Lot Tracking</b>	Supplier shall have a lot tracking system in place for accountability of materials, manufacturing and any process performed.
<b>Q005</b>	<b>Document Control</b>	Supplier shall consider all information and property obtained from Color Craft or Color Craft customers as proprietary and shall keep confidential and protect from disclosure. Unless authorized in writing by Color Craft, the Supplier may not transmit or furnish any proprietary documents, or copies of such documents, to anyone outside the Supplier's business organization except to a sub-tier source used by the Supplier for performance of work on the Color Craft purchase order. All planning, drawings, etc. issued with a purchase order must be returned to Color Craft upon completion or cancellation of the purchase order.
<b>Q006</b>	<b>Sub-contracting</b>	The Supplier as the recipient of the purchase order is responsible for meeting all the specified technical and quality requirements, whether the Supplier performs the work, or the work is performed by the Supplier's sub-tier sources. The Supplier is responsible for ensuring that all applicable requirements are flowed down to any Sub-tier Supplier used.
<b>Q007</b>	<b>Time Sensitive Materials</b>	Supplier shall include the type of material, manufacture date, expiration date and lot or batch number.
<b>Q008</b>	<b>Certificate of Conformance</b>	A Certificate of Conformance completed is required with each shipment for all parts, materials, or process performed. This certificate will include as a minimum: <ul style="list-style-type: none"> <li>• Company Name</li> <li>• Name of authorizing person.</li> <li>• Purchase Order Number</li> <li>• Part Number or Description</li> <li>• Manufacture Date.</li> <li>• Manufacturing/Material Spec (as required)</li> <li>• A statement of compliance that shall be worded substantially as follows: "This is to certify that all materials, processes, parts and/or assemblies shipped herewith under subject purchase order conform to the specifications as called out on the purchase order and associated documents."</li> </ul>

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<b>Q009</b>	<b>First Article</b>	<p>Buyer's inspection and acceptance of First Article product(s) is required prior to Supplier delivering the production order. Each First Article shall be completely processed per the purchase order and clearly identified as First Article sample and submitted to Color Craft for approval. Supplier shall perform First Article Inspection (FAI) in accordance with AS9102 (latest revision) on all supplied product. AS9102 forms are available at <a href="https://www.sae.org/iaqg/forms/index.htm">https://www.sae.org/iaqg/forms/index.htm</a>. First Article Inspection Reports (FAIRs), including delta/partial FAIs, are to be supplied to Buyer in electronic format prior to shipment of all first article parts. Supplier shall furnish FAI supporting documentation (material certs, work orders, etc.) electronically upon Buyer's request.</p> <p>Under this contract, the supplier shall flow down the substance of this clause to all subcontracts awarded.</p>
<b>Q010</b>	<b>Testing</b>	Supplier shall furnish functional tests reports or results as required by the applicable purchase order, drawing, or specification. The Supplier or a recognized testing laboratory may perform testing. Supplier's verification program shall document the frequency of such tests and test results.
<b>Q011</b>	<b>Quality Records</b>	All quality records must be legible and stored in a suitable environment to prevent damage, deterioration, or loss. Records which are the property of, or pertain to, Color Craft contracts or POs, are not disposed of without Color Craft written consent. Record entry correction must be done by crossing-out the incorrect data, signing/stamping and dating the new entry. Whiteouts or complete blot-outs of incorrect entries are not permissible. Blank fields are not allowed, write "N/A" for fields not requiring any entry or data.
<b>Q012</b>	<b>Non-conformance</b>	<p>Any products found to be nonconforming to Color Craft drawings, specifications, purchase order, or other applicable requirements either by the Supplier or the Supplier's sub-tier sources, shall be identified, segregated and reworked or replaced with conforming products prior to delivery to Color Craft. Color Craft reserves the right to reject and return any non-conforming products to the Supplier at the Supplier's expense.</p> <p>When the Supplier has determined that non-conforming product(s) have been delivered to Color Craft the Supplier shall notify the Color Craft buyer within twenty-four hours of the initial discovery.</p> <p>Written notification shall include:</p> <ul style="list-style-type: none"> <li>Affected process(es) or product number(s) and name(s)</li> <li>Description of the non-conforming condition and the affected engineering requirement (I.E. What it is and what it should be)</li> <li>Quantities, dates and destinations of delivered shipments.</li> <li>Suspect/affected serial number(s) or date codes and airplane line units when applicable.</li> </ul>
<b>Q013</b>	<b>Supplied Material</b>	Color Craft may provide material and/or components to the Supplier for use in or on products to be delivered by this purchase order. In such cases the Supplier shall establish and maintain strict accountability for all Color Craft furnished material to ensure that it is properly used and accounted for. The Supplier shall return any unused Color Craft material/components upon completion or cancellation of the purchase order.
<b>Q014</b>	<b>Packaging</b>	Unless otherwise required by the purchase order, the Supplier shall incorporate good commercial standard practices for the preservation, packaging and shipment to include damage to products during shipment to Color Craft or deterioration while in storage at Color Craft
<b>Q015</b>	<b>No QA Notes</b>	No quality notes apply to this purchase order.
<b>Q016</b>	<b>Calibration Suppliers</b>	<p>By delivering products or services on the purchase order, the Supplier certifies that such products or services are in compliance with all applicable requirements of the Purchase Order and that all measurements are traceable to NIST.</p> <p>Frequency will be as listed on purchase order.</p> <p>Criteria and tolerance is manufacturer recommendations unless otherwise stated.</p>
<b>Q017</b>	<b>Certificate of Analysis</b>	A Certificate of Analysis stating compliance meeting the requirements of applicable material specifications is required with each shipment for all parts, materials, or process performed. It shall require as a minimum:

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		<ul style="list-style-type: none"> <li>• A statement that all materials, processes, inspections and test meet the requirements of all specifications listed on the purchase order.</li> <li>• Manufacturer's name and address</li> <li>• Material name as called out on the Purchase Order</li> <li>• Name of person who prepared Certificate</li> <li>• Manufacture Date</li> <li>• Chemical and Physical properties including actual values, material specifications, and specification revisions.</li> </ul>
<b>Q018</b>	<b>BMS 10-26 Compliance</b>	By delivering products or services on the purchase order, the Supplier certifies that such products or services are in compliance with Boeing BMS 10-26 requirements (which include Revision, Material Type, and Grade).
<b>Q019</b>	<b>Part Marking</b>	<b>Part Marking</b> – All packages must be traceable to shipping documentation which will include the following information at minimum: <ul style="list-style-type: none"> <li>• Purchase Order Number</li> <li>• Lot and/or Work Order Number</li> <li>• Name of Manufacturer</li> <li>• Manufacturing/Material Specification Number (as applicable)</li> <li>• Revision Number</li> <li>• Material Type/Description</li> <li>• Material Grade (as applicable)</li> <li>• Manufacture Date</li> </ul>
<b>Q020</b>	<b>No Substitutions</b>	Unless authorized in writing by Color Craft, the Supplier shall not make any substitutions or changes to processes or materials. Items furnished under this Purchase Order shall be identical in form, fit and function to product previously accepted by Color Craft Any revisions must be approved by a revised Purchase Order from Color Craft
<b>Q021</b>	<b>Distributor's Certificate of Conformance</b>	<b>Distributor's Certificate of Conformance</b> - A Certificate of Conformance is required with each shipment for all parts, materials, or process performed, along with a copy of all sub-tier supplier/manufacturer certifications to show traceability from the original manufacturer. These certificates will include as a minimum: <ul style="list-style-type: none"> <li>• Name of authorizing person.</li> <li>• Distributor's Purchase Order Number or sub-tier's Lot Number.</li> <li>• A statement of compliance that shall be worded substantially as follows:            "This is to certify that all materials, processes, parts and/or assemblies shipped herewith under subject purchase order conform to the specifications as called out on the purchase order and associated documents."</li> </ul>
<b>Q022</b>	<b>Ethical Behavior</b>	Supplier shall put in place a process to ensure communication to its employees to ensure they are aware of: <ul style="list-style-type: none"> <li>• their contribution to product or service conformity</li> <li>• their contribution to product safety</li> <li>• the importance of ethical behavior</li> </ul>
<b>Q023</b>	<b>FOD</b>	FOD Prevention Program- Supplier shall establish and maintain a FOD prevention program in compliance with AS9146, Foreign Object Damage (FOD) Prevention Program
<b>Q024</b>	<b>AAM</b>	Acceptance Authority Media (AAM) – Supplier shall comply with the AS9100 requirements and 14CFR Part 21.2 regarding the application of the AAM requirements. Supplier shall ensure that the use of AAM is clearly defined within its processes/systems. Supplier shall, upon Color Craft request, be able to demonstrate evidence of communication to its employees. The use of AAM must be considered as a personal warranty of compliance and conformity. The Supplier should assess AAM as follows: <ul style="list-style-type: none"> <li>• Authority Media Application Errors (i.e. Omission, Typos, Legibility, etc.)</li> <li>• Authority Media Application Untimely Use (i.e. Documentation is not completed as planned, "Stamp/Sign as you go", etc.)</li> <li>• Authority Media Application Misrepresentation (i.e., Uncertified personnel, Falsification of documentation, Work not performed as planned, etc.)</li> <li>• Authority Media Application Training Deficiencies (i.e. Ethics, Culture awareness, Proper use of authority media, etc.)</li> </ul>

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<b>Q025</b>	<b>Counterfeit Parts</b>	<p>Supplier shall put in place a program to avoid, detect, and mitigate counterfeit parts and materials. Suppliers should reference AS6174 for guidance. Suppliers should also flow down counterfeit parts programs requirements to their sub-tiers, especially but not limited to:</p> <ul style="list-style-type: none"> <li>• Electronic parts</li> <li>• Raw Materials suppliers</li> <li>• Distributers</li> </ul>
<b>Q026</b>	<b>X31764</b>	Supplier shall put in place a process to ensure conformance to latest revision of Boeing X31764 and shall flow these requirements to sub-tier suppliers
<b>Q027</b>	<b>Supplier Performance</b>	The acceptable supply base composite performance must be $\geq 98\%$ Quality and $\geq 98\%$ Delivery. Individual suppliers that are not meeting these minimums may be contacted and process improvements plans and/or corrective action may be required by Color Craft.
<b>Q028</b>	<b>PC 700</b>	This procurement is under Boeing's Federal Aviation Administration (FAA) issued Production Certificate 700 quality system supplier control program. THE SELLER WILL PLACE THE FOLLOWING STATEMENT ON THE SHIPPING DOCUMENTATION OF ALL SHIPMENTS TO BOEING: "Seller hereby acknowledges that the parts and/or materials being shipped under this order are intended for use under Boeing's Federal Aviation Administration (FAA) issued Production Certificate 700 and no articles (or constituent parts thereof) or the accompanying paperwork (e.g., packages, shippers, etc.) contain any Federal Aviation Administration- Parts Manufacturer.'" (FAA-PMA) THE PREFERRED LOCATION FOR THE STATEMENT IS ON THE SHIPPING DOCUMENT, NEXT TO, OR FOLLOWING, THE CERTIFICATE OF CONFORMANCE (C of C). THE STATEMENT MAY BE PRINTED, STAMPED OR ATTACHED AS A LABEL OR STICKER TO THE SHIPPING DOCUMENTATION. IT IS ALLOWABLE TO REPLACE "Seller" WITH THE COMPANY NAME OR "WE". Boeing requires that the provisions/requirements set forth above, as determined by the Seller to be applicable, be included in Seller's direct supply contracts as well as the obligation that they be flowed to the sub-tier supply chain. For purposes of this note, Supply Chain shall mean Seller's complete network of material, equipment, information, and services integrated into products and services. It focuses on direct and all lower-tier suppliers.
<b>Q029</b>	<b>BE-PUR-P7.4.3</b>	All requirements listed in B/E-PUR-P7.4.3, Appendix P shall be flowed down to sub-tier suppliers and may be subject to audits to ensure compliance.
<b>Q030</b>	<b>Human Rights</b>	In addition to the provision set forth in the Code of Basic Working Conditions and Human Rights in the contract, Seller further commits that any material violation of law by Seller relating to basic working conditions and human rights, including laws regarding slavery and human trafficking, applicable to Seller's performance under this Contract/ Agreement may be considered a material breach of this Contract/Agreement for which Color Craft may elect to cancel any open Orders between Color Craft and the Seller, for cause, in accordance with the provisions of this Contract/Agreement, or exercise any other right of Color Craft for an Event of Default under this Contract/Agreement.