1. Purpose, scope and how this document is used

Every purchase order (PO) issued by Greensboro Industrial Platers is subject to this document; Section 2 applies to all POs, and Section 3 clauses apply only when listed on the PO face.

Field	Entry
Document number	OP-026
Revision	A
Owner	Purchasing Department
Approved by	Quality Manager
Governing standard	AS9100D, clause 8.4.3 (Information for external providers)

Scope. Applies to all external providers of products and services that affect product conformity. This includes subcontracted special processes, test laboratories, calibration services, process chemicals and anodes, raw material and hardware, and tooling or masking supplies. Greensboro Industrial Platers is same as GIP.

Order of precedence. If requirements conflict: (1) PO face text, (2) customer requirements flowed down on the PO, (3) drawings and specifications, (4) Section 3 Q-clauses, (5) Section 2 general clauses. The supplier must notify GIP Purchasing of any conflict before proceeding.

Acceptance. Acceptance of a PO, or shipment against it, constitutes acceptance of this document at the revision stated on the PO. The current revision is available at [link] or on request.

2. General requirements (apply to every PO)

These G-clauses apply automatically; they do not need to be listed on the PO.

G1. Conformance to order. Supply products and services exactly as specified on the PO, including part number, drawing and specification revisions. Do not substitute materials, processes or sources without written approval from GIP Purchasing.

G2. Right of access. GIP, its customers and applicable regulatory authorities have the right of access to the supplier's facilities involved in the order, and to all related records, at any level of the supply chain.

G3. Notification of nonconformance. Notify GIP in writing within 24 hours of discovering that product or service already shipped, or about to ship, may not conform. Do not ship known nonconforming product without written disposition approval from GIP Quality.

G4. Notification of changes. Obtain written approval from GIP before changing any of the following: process, material, test method, facility or manufacturing location, key personnel for special processes, or sub-tier suppliers. Notify GIP of changes in ownership or quality system certification status.

G5. Counterfeit and suspect unapproved parts. Maintain controls to prevent delivery of counterfeit or suspect unapproved parts and materials. Procure only from original manufacturers or their authorized distributors unless GIP approves otherwise in writing. Report suspect counterfeit items immediately and quarantine them.

G6. Flowdown. Flow down to sub-tier suppliers all applicable requirements of this PO, including customer requirements and these clauses, and retain evidence that flowdown occurred.

G7. Records retention. Retain records that demonstrate conformance (certifications, test reports, inspection records, process records) for a minimum of 10 years from shipment unless the PO states otherwise. Do not destroy records without first offering them to GIP.

G8. Personnel awareness. Ensure personnel are aware of their contribution to product and service conformity, their contribution to product safety, and the importance of ethical behavior.

G9. Supplier performance. GIP monitors supplier on-time delivery and quality (rejections, corrective action responsiveness). Performance affects approved-supplier status and may

result in corrective action requests, increased inspection or removal from the Approved Supplier List.

G10. Corrective action. Respond to GIP corrective action requests within the time stated on the request, including root cause, containment and corrective action with evidence of effectiveness.

G11. Environmental, health, safety and regulatory compliance. Comply with applicable environmental, health, safety and export control regulations. Provide current Safety Data Sheets with chemicals and hazardous materials. Supply chemicals and materials that comply with restrictions invoked on the PO (for example REACH, RoHS or hexavalent chromium restrictions).

G12. Certificate of conformance. Each shipment must include a certificate of conformance signed by an authorized representative. It must state the PO number, part number and revision, quantity, applicable specifications and revisions, and a statement that the items conform to the PO.

3. Selectable quality clauses (apply only when listed on the PO)

Purchasing lists the applicable Q-clause numbers on the PO face, for example "Quality clauses Q1, Q3, Q8 apply."

Q1. Quality management system. Supplier must maintain a QMS certified to AS9100, ISO 9001 or another standard approved by GIP, and notify GIP of any change in certification status.

Q2. Customer-approved sources. Supplier and any sub-tier special process sources must be approved by GIP's customer where the PO identifies a customer-controlled part (for example, listed on the customer's approved processor list). Confirm approval status before starting work.

Q3. NADCAP accreditation. Special processes (chemical processing, heat treating, NDT, coatings, materials testing) must be performed by a source holding current Nadcap accreditation for the specific process.

Q4. Material certifications. Provide mill or manufacturer certifications showing chemical and physical properties, heat or lot number, specification and revision. Certifications must trace to the material supplied.

Q5. Test reports. Provide test reports with actual results (not just pass/fail) for all tests required by the PO or specification, including specification, revision, method, sample identification and the signature of an authorized representative.

Q6. Laboratory accreditation. Testing must be performed by a laboratory accredited to ISO/IEC 17025 for the tests performed, or approved in writing by GIP.

Q7. Calibration services. Calibration must be performed by a laboratory accredited to ISO/IEC 17025 with the calibration within its scope of accreditation. Certificates must show as-found and as-left data, measurement uncertainty, standards used with traceability to NIST or another national metrology institute, and any out-of-tolerance conditions found.

Q8. First article inspection. Perform first article inspection per AS9102 on the first production lot and after any change affecting form, fit or function. Submit the FAI report with the shipment.

Q9. Key characteristics and critical items. Characteristics identified as key or critical on the drawing, specification or PO must be controlled and reported as specified. Provide variable data for each key characteristic.

Q10. Test specimens. Provide test specimens or samples as specified on the PO for design approval, inspection, verification, investigation or audit. Specimens must be processed with, and traceable to, the production lot.

Q11. Source inspection. Product is subject to verification at the supplier's facility by GIP or its customer before shipment. Give GIP 3 working days' notice of readiness for inspection.

Q12. Sampling and statistical acceptance. Where the supplier uses sampling for product acceptance, the sampling plan must be statistically valid (for example, c=0 per ANSI/ASQ Z1.4 or as specified) and approved by GIP.

Q13. Personnel qualification. Personnel performing the specified process or inspection must be qualified and certified to the standard stated on the PO (for example, NAS 410 for NDT). Provide evidence of qualification on request.

Q14. Shelf-life and chemical certification. Chemicals and process materials must be shipped with a certificate of analysis showing lot number, manufacture date and expiration date. At least 75% of shelf life must remain at receipt unless otherwise agreed.

Q15. Customer flowdown requirements. The customer quality requirements identified on the PO (document number and revision) apply in full and must be flowed down to sub-tier suppliers.

Q16. Design and development. Where the supplier is responsible for design, provide design data and obtain GIP approval of design outputs and any subsequent design changes before production.

Q17. Packaging and preservation. Package product to prevent damage, corrosion and contamination (including foreign object debris) during shipment. Identify each package with PO number, part number and quantity.

Q18. Hydrogen embrittlement relief timing. Where subcontracted embrittlement relief or testing applies, perform it within the time limits of the governing specification and report the times of plating completion and bake start on the certification.